

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, October 12, 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, TERRY CHRISTENSEN, SHON SMALL and (Non-voting Union Representative) NORMA NELSON

LISA STADE, RICHARD BLOOM, STEVE YOUNG and RICK MILLER excused

Staff:

Jerry Otto, Pat Roach- Legal Counsel, Tony Kalmbach, Kevin Hebdon, Wendi Warner, John Myers, Tom Turner, Rob Orvis, Amanda Para

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 to which there were none.

5. **Approval of Agenda**

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

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

Recognitions

- A. Resolution 57-2017 – Recommendation to Recognize Daniel Schmidt, BFT Operations Supervisor as inaugural recipient of the Washington State Transit Association (WSTA) Lifetime Legacy Award

Jim Thaelke, Safety & Security Manager informed the Board that the Washington State Transit Association (WSTA) Bus Rodeo Steering Committee, comprised of representatives from WSTA and transit agency representatives from across the state, voted in June of 2017 to establish a special Lifetime Legacy Award to honor individuals who have a proven track record of dedicating themselves to the promotion and betterment of local, state and international bus rodeos.

The inspiration for this award happened to be our very own, Dan Schmidt, Operations Supervisor. Since 1985, Dan has competed in a total of eighty-four (84) bus rodeos (locals, regionals, state

and American Public Transit Association(APTA) Internationals). He placed 1st in twenty-six (26) out of thirty-one (31) local/regional roadeos and 2nd place in all the remaining local/regional roadeos he competed in. Dan competed in twenty-six (26) state roadeos placing 1st thirteen (13) times and almost always placing in the top three in the remaining state roadeos. At the APTA International competitions, which are held throughout the United States and Canada, Dan placed 1st five times, 2nd place seven times, 3rd place three times and had two 4th place finishes.

Dan's most rewarding accomplishment was training, not only other BFT competitors, but also had hands on training with some outside competitors as well, two of which ended up going on to take 1st place at the APTA International Roadeo. Dan is also very proud to have mentored BFT's other national champion, Gabe Beliz who has the distinction of winning four (4) consecutive 1st place finishes in each of the APTA Roadeos he's competed in. Dan has always been willing to share his skills and knowledge on how to finesse a 40-foot bus through a tight eleven-obstacle course to anyone who was willing to learn.

Daniel Schmidt was honored by the Washington State Transit Association (WSTA) Bus Roadeo Steering Committee at the 2017 Washington State Bus Roadeo Banquet held in Everett, Washington August 6, 2017. BFT Staff recommended the Board of Directors recognize Ben Franklin Transit Operations Supervisor, Dan Schmidt for being honored as the inaugural recipient of the WSTA State Roadeo Lifetime Legacy Award.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made and SHON SMALL seconded a motion to approve Resolution 57-2017 Recognizing Daniel Schmidt, BFT Operations Supervisor as inaugural recipient of the Washington State Transit Association (WSTA) Lifetime Legacy Award. MOTION CARRIED UNANIMOUSLY.

Dan Schmidt thanked the Board for their support of such involvement and continued to state that it does a world of good for the operators who participate. He then acknowledged his "Number One Fan," his wife.

CHAIRMAN WATKINS said he admires that Dan has become a standard for people to aspire to within the industry. SHON SMALL continued calling him an icon and others will have to step up.

6. Board Committee Reports

- A. Operations & Maintenance Committee, RICK MILLER, Chair – No report, meeting cancelled due to no agenda items present.
- B. Planning & Marketing Committee, RICHARD BLOOM, Chair – No report, meeting cancelled due to no agenda items present.
- C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN stated Administration and Finance was a light meeting, and minutes can be found in the packet. CHAIRMAN WATKINS invited any questions or comments, to which there were none.

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

- A. Approval of September 14th, 2017 Board Meeting Minutes
- B. September Voucher Summary

September 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 October 6th, 2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
520-17	79266	79290	09/01/2017	\$399,958.33	Payroll
521-17	79291	79316	09/15/2017	\$413,735.64	Payroll
522-17	79317	79341	09/29/2017	\$451,565.80	Payroll

Total \$1,265,259.77

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
202-17	65649	65654	9/1/2017	\$2675.69	MDSE
203-17	VOID	65650	9/5/2017	(\$155.56)	VOID
204-17	65655	65713	9/5/2017	\$681,122.57	MDSE
205-17	VOID	65714-16	9/8/2017	\$0	VOID
206-17	VOID	65717-19	9/8/2017	\$0	VOID
207-17	65720	65722	9/8/2017	\$96,457.19	MDSE
208-17	65723	65789	9/15/2017	\$189,779.12	MDSE
209-17	65790	65796	9/18/2017	\$22,201.19	MDSE
210-17	ACH TRANS		9/19/2017	\$713,370.88	ACH TRANS
211-17	ACH TRANS		9/20/2017	\$160,708.95	ACH TRANS
212-17	65797	65797	9/20/2017	\$1,058.83	MDSE
213-17	65798	65884	9/20/2017	\$211,633.00	MDSE
214-17	65885	65885	9/22/2017	\$1,295.09	MDSE
215-17	65886	65886	9/22/2017	\$87,882.68	MDSE
216-17	65887	65887	9/28/2017	\$2,500.00	MDSE
217-17	65888	65949	9/29/2017	\$526,918.71	MDSE
218-17	ACH Trans		9/29/2017	\$189,321.15	ACH TRANS

Total: \$ 2,886,769.49

Check register numbers 520-17 to 521-17 and 202-17 to 218-17;

In the total amount of: \$4,152,029.26

- C. Resolution 58-2017: Authorizing the General Manager to Increase Contract #979 Amount with Prothman Company for Executive Search Services

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

ACTION: SHON SMALL made and TERRY CHRISTENSEN 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)

8. Action Items- No items present.

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

9. Discussion/Information Items

A. 3rd Quarter Operations Report

Tony Kalmbach, Director of Planning and Service Development, reviewed a PowerPoint presentation detailing BFT's performance during the third quarter. Total YTD system boardings as compared to 2016 reflect a minor decrease as we recover from a major decrease reflected in Q1 & Q2. Summer months leveled out with a slight dip in September.

Marketing and Outreach included:

- Social Media Promotions
 - July 19-29 – Art in the Park shuttle promotions
 - July 13-30 – Water Follies promotions
 - August 1-27 – Benton County Fair promotions
 - September 6-21 – Senior Picnic Promotions
- Social Media Analytics
 - Twitter
 - July – 7,142 impressions, 13 new followers
 - August – 8,423 impressions, 6 new followers
 - September – 5,118 impressions, 4 new followers
 - Facebook
 - Increased followers from 512 to 796
 - Actions on page increased 238%
 - Reach and engagement both increased 26%
- Open Houses
 - August 7, 8, 16, 17
 - MOA, CBC, Finley Community Center, Benton City Library
- Title VI Meetings
 - August 15 – MOA

- Advertisements
 - Produced new TV and Radio Ads
 - Newspaper advertisements:
 - Tri-City Herald
 - Tu Decides
 - La Voz
 - Prosser Record Bulletin
 - Kiona-Benton Sentinel
- Service Change Launch Day
 - Held launch day event at Tulip Lane Park & Ride
 - Coverage from all major local news outlets and stations

Kalmbach then reviewed the Q3 Seasonal Event Performance for Water Follies & Art in the Park (July 28-30th & July 28-29th, respectively) as well as the Benton Franklin County Fair & Rodeo (August 22-26th, 2017). Water Follies Ridership has a significant dip, while Art in the Park increased by more than 20% over 2016. Benton Franklin Fair & Rodeo attendance dipped this year, which was mirrored in BFT's ridership counts.

The Board was presented with a video made by Kevin Sliger, Transit Planner which recapped the Fair services offered by BFT in 2017.

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. BFT Non-Represented Insurance Update

Wendi Warner, Director of Human Resources & Labor Relations provided the Board with an update on BFT Non-Represented Insurance Update. After considering several factors, cost-benefit analysis and employee impact, staff has determined that while there would be no cost savings for the agency, the impact on staff would be much higher than the plan BFT is currently enrolled in. If BFT decide to pursue the Association of Washington Cities (AWC) coverage, it would require the sponsorship by the City of Richland, a current AWC participant. The transition would not be able to be implemented until mid-year 2018. BFT open enrollment begins November 1st, 2017. Staff recommends the agency remain with the existing plan.

CHAIRMAN WATKINS recounted this is an informational item, no action required. He then opened for comments. TERRY CHRISTENSEN asked if this will be an annual review. Wendi Warner said that would be outlined in the Comprehensive Employee Benefits policy, which will come to the Board at a later date.

10. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated there is no report.

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through August are on track, operating expenditures are trending under budget due to Service Change spending. Fares per boarding and revenues per boarding continue flat. Deposits are secure, reserve funds are accounted for. 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.

A brief discussion was held on the status of the Fuel Reserves, as dictated by the Reserve Fund Policy. Additional conversation was had regarding the status of non-fleet capital.

C. Acting General Manager's Report

Jerry Otto, Acting General Manager, thanked the staff for their efforts to rollout the Comprehensive Service Plan on September 18th, 2017. CAD & AVL system went live ahead of schedule, in time for the CSP launch. Otto thanked the Board for their investment in the community, the fleet, and our operators, by approving the purchase of the Mobile Data Terminals, which have been installed in all fixed route buses. Miguel Garcia, BFT Coach Operator, was recognized again, this time by the City Manager of the City of Richland.

Weather is only just turning in the area, but inclement weather prep has been underway for a while, as BFT is prepared for whatever this winter may hold. An update on the bus, driver and passengers involved in the September 19th accident was provided.

Upcoming Events

- Community Partner Open House – November 1st, 2017 – 5 p.m. – 7 p.m.

Upcoming Board Calendar

Operations and Maintenance Committee

November 1st, 2017
BFT Room 360A – 12:30 p.m.

Planning and Marketing Committee

November 1st, 2017 – Cancelled
BFT Room 360A – 4:00 p.m.

Administration and Finance Committee

November 2nd, 2017
BFT Room 360A – 4:30 p.m.

BFT Board of Directors 2018 Budget Retreat

November 9th, 2017
BFT Board Room – 4:30p.m. -6:30 p.m.

Board Meeting

November 9th, 2017
BFT Board Room – 7:00 p.m.

11. Board Member Comments:

- A. NORMA NELSON
 - i. DAR and Fixed Route contracts were signed today
 - ii. There are several grievances being worked on
- B. STEVE BECKEN– no report given
 - i. Prosser is in full budget season
- C. BOB KOCH
 - i. Franklin County also is working on the 2018 budgets.
- D. CHAIRMAN WATKINS
 - i. Will not be present for next month’s Board meeting, out of country
 - ii. Please enlist your alternates if you are unable to attend next month.
 - iii. Al Hatten mailed in a letter of thanks, it is available for review
- E. TERRY CHRISTENSEN
 - i. Richland is working on Budget
 - ii. Town Hall meetings this month
 - iii. Richland’s Comprehensive plan was recently completed
- F. SHON SMALL
 - i. No report given.

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

12. Next Meeting –

Budget Retreat – Thursday, November 9th, 2017 at 4:30 p.m. - 6:30 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

Regular Board Meeting – Thursday, November 9th, 2017 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

13. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 7:38 p.m.

Meeting recorded by:
 Amanda Para, Interim Clerk of the Board
 October 12th, 2017