

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, December 14th, 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), RICHARD BLOOM, RICK MILLER, TERRY CHRISTENSEN, STEVE BECKEN, and LISA STADE

SHON SMALL, and STEVE YOUNG, and NORMA NELSON (Non-voting Union Representative) excused

Staff:

Gloria Boyce, Jerry Otto, Pat Roach- Legal Counsel, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Tom Turner, Rob Orvis, Bill Hale, Matthew Branson, Bill Barlow, 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 amended agenda as presented, citing a change in order of which the CAN report would be given.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve the amended agenda. MOTION CARRIED UNANIMOUSLY.

6. **Recognitions – None**

7. **Citizen's Advisory Network (CAN) Report**

Karyn Vandecar, Citizen's Advisory Network, provided a brief review of the November 13th CAN meeting. BFT staff provided an in-depth review of the agency, its service and the role in which the CAN will serve. Ms. Vandecar stated the meetings will be held as needed, with the next meeting scheduled for January 2018.

Bill Hoage, CAN Member, thanked the Board for the formation of the network, and for the appointment of a well-rounded group of individuals who feel they will be able to serve effectively, when called upon.

CHAIRMAN WATKINS thanked Ms. Vandecar and Mr. Hoage for their involvement and reiterated the CAN's ability to be called upon when the Board deems necessary.

Ms. Vandecar affirmed the network's ability.

CHAIRMAN WATKINS stated that the CAN will provide the Board with feedback.

Ms. Vandecar agreed and provided additional information that at this time, she, and fellow CAN members have heard nothing but positive feedback from riders, and staff regarding the recent service change.

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

RICK MILLER stated Operations & Maintenance was cancelled, with the one new item of business, Resolution 64-2017 Authorizing the General Manager to Declare Miscellaneous Obsolete Parts Identified in exhibit "A" as Surplus and Dispose per Resolution 62-2014, being placed on the CONSENT AGENDA.

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

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

RICHARD BLOOM stated that Planning & Marketing Committee was cancelled due to no new business.

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

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN stated Administration and Finance reviewed Resolution 65-2017 – Adopting Fiscal Year 2018 Operating & Capital Budgets, Approving New Capital Projects, and Authorizing the General Manager to file all FY 2018 Federal and State Grants which is on the December 14th Regular Board Agenda as an ACTION ITEM. Standing Business was discussed. Additional notes are available in the Board packet for review.

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

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

A. Approval of November 9th, 2017 Board Meeting Minutes

B. November Voucher Summary

November 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 December 8th, 2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
526-17	79417	79417	11/3/2017	(\$1,412.40)	Payroll
527-17	79421	79421	11/3/2017	\$1,412.40	Payroll
528-17	79422	79499	11/10/2017	\$427,627.77	Payroll
529-17	79450	79473	11/24/2017	\$445,596.19	Payroll

Total \$873,223.96

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
232-17	66223	66288	11/3/2017	\$128,511.18	MDSE
233-17	66289	66344	11/11/2017	\$212,942.92	MDSE
234-17	66345	66351	11/13/2017	\$19,791.92	MDSE
235-17	ACH TRANS		11/16/2017	\$836,323.68	ACH TRANS
236-17	66352	66409	11/17/2017	\$219,609.46	MDSE
237-17	66410	66480	11/24/2017	\$301,708.71	MDSE
238-17	66481	66492	11/27/2017	\$87,526.82	MDSE
239-17	66493	66543	11/30/2017	\$185,692.20	MDSE
240-17	ACH TRANS		11/30/2017	\$189,971.20	ACH TRANS

Total: \$ 2,182,077.41

Check register numbers 523-17 to 525-17 and 219-17 to 231-17;

In the total amount of: \$3,055,301.37

- C. Resolution 64-2017 Authorizing the General Manager to Declare Miscellaneous Obsolete Parts Identified in exhibit “A” as Surplus and Dispose per Resolution 62-2014

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions. He called for a motion to approve the Consent Agenda as presented.

ACTION: RICK MILLER made and RICHARD BLOOM 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)

10. Action Items-

- A. Resolution 65-2017 – Adopting Fiscal Year 2018 Operating & Capital Budgets, Approving New Capital Projects, and Authorizing the General Manager to file all FY 2018 Federal and State Grants

Kevin Hebdon, Director of Administrative Services, reviewed in detail, changes made since the initial presentation of the 2018 Operating and Capital Budget to the Board of Directors on

November 9th, 2017. Ben Franklin Transit Board of Directors authorized the release of the proposed Fiscal Year 2018 Operating and Capital Budget for public review and comment period. To date, BFT has received no public comments.

Meanwhile, staff has continued to refine expenses and monitor revenue projections since its first presentation to the Board in November and has made the following changes and/or revisions:

Operating

1. \$54,103 reduction in labor as a result of fine-tuning the labor model
2. \$217,000 increase in professional services for policy and procedure updates, employee handbook, and other consulting services
3. \$5,733 reduction in Rentals and Supplies & Materials
4. \$469,220 reduction in miscellaneous expense as the result of reclassifying two major projects from operating to capital as well as other minor considerations

The net effect of these changes on the 2018 Operating Budget is an overall decrease of \$312,056.

Capital

1. \$1,614,903 increase in the Facilities Program due to moving the Stormwater and Transit Asset Management Plan, formerly known as the Facility Condition Assessment, projects from the operating budget, increases to 1) the Automated Fluid Management System, 2) Security Plan, and 3) Operations Building Renovation projects
2. \$83,000 increase in the Transit Technologies Program for increasing the Vanpool Software project
3. \$150,000 for capital contingencies

The net effect of these changes on the 2018 Capital Budget is an overall increase of \$1,847,903.

The proposed FY 2018 Operating budget of \$40,057,655 and Capital budget of \$11,515,900 as presented are balanced with current year revenues and Non-Fleet Capital Reserves of \$2,526,953.

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

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 65-2017 to Adopt Fiscal Year 2018 Operating & Capital Budgets, Approve New Capital Projects, and Authorize the General Manager to file all FY 2018 Federal and State Grants as presented. MOTION CARRIED UNANIMOUSLY.

11. Discussion/Information Items

A. Covey Update

Brandi Roske, Procurement Analyst and Chair of the BFT Internal Leadership Committee presented an overview of the Covey Training accomplished in 2017.

In addition, Mrs. Roske was accompanied by Neal Dizmang, Coach Operator and Trainer; and Nic Armstrong, Mechanic Supervisor. Combined, the three represent more than 23 years of knowledge and experience at BFT.

In February 2014, the Board of Directors adopted the Strategic Plan. In October 2015, the Board of Directors approved Franklin Covey's *7 Habits of Highly Effective People* program.

At the time of the presentation, 248 employees have been trained, completing Phase 3 of the four-phased approach. The Leadership Committee affirmed the Board that their commitment has been met. Phase 4 will focus on providing further development courses such as Franklin Covey's *4 Disciplines of Execution and Leading at the Speed of Trust* and will also focus on reinforcing the 7 Habits Program.

Mrs. Roske informed the Board of January 2018 training dates.

CHAIRMAN WATKINS asked the presenters what their observations of greatest change has been pre-Covey -vs.- post-Covey.

Neal Dizmang, a 15-year BFT employee stated that the Agency is completely different than it was 15 years ago, especially three years ago since the program began. The program has shown far more impact than management and staff anticipated.

Nic Armstrong agreed and stated that the mentality and perception of interactions with low to mid-level management has shifted from a negative connotation.

Brandi Roske added, the program is being constantly reinforced through various avenues to all employees.

Discussion was held.

Gloria Boyce, General Manager affirmed the Board's positive feedback and praise and further explained the dedication and hard work the Leadership Team Trainers have committed to the Covey program. The three staff members, who all work full time in demanding roles, have exceeded Executive management's expectations to implement and complete all training as committed to the Board. The team faced schedule challenges as they, and staff, worked to roll out the Comprehensive Service Change along with other major projects throughout the year.

12. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated no report.

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through November are on track, operating expenditures are trending under budget. Fares per boarding and revenues per boarding continue flat. Deposits are secure, reserve funds are accounted for. Other PTBA and

Sales Tax information were 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, General Manager, provided the Board with a review of this month's notable topics:

1. Governmental Affairs Update

- a. Federal: Jane Williams has been appointed FTA Deputy Administrator. She previously worked for the Maryland Transit Administration and the Washington Metropolitan Area Transit Authority. An Administrator has not yet been appointed. The newly formed Bipartisan Congressional Bus Caucus met on November 30th. District 2 Representative Rick Larsen in (D-WA) is Co-Chair. Their focus is on adequate funding of the 5309 Bus and Bus Facility program, and will support bus funding levels in future reauthorizations and other funding opportunities. Competitive 5309 grants are still pending. We hope it will be "Third Time's a Charm" for Ben Franklin Transit. No movement on an Infrastructure Bill. Regarding internet service, the FCC was to vote today on repealing the "Net Neutrality". The transit industry is against this action.

Brief Discussion was held.

- b. State: Volkswagen Settlement; buses, \$1.1M, EVITA charging stations.
- c. Locally: Benton County Clean Air Agency – Clean School Bus Program \$21K grant.
 - i. Ms. Boyce thanked all local jurisdictions who have collaborated with BFT's planning department to better prepare for inclement weather this winter. BFT is already seeing increased efficiencies.

2. Operations

- a. All operations continued to run smooth this month. BFT received 15 new 15 passenger vans.
- b. Ms. Boyce acknowledged BFT's Administrative Services team for a job well done throughout the 2016 year that gave BFT a clean Accountability Audit.

Ms. Boyce closed her report by wishing the Board of Directors a happy and safe holiday season and Happy New Year.

Upcoming Board Calendar

Operations and Maintenance Committee

January 3rd, 2018

BFT Room 360A - 12:30 PM

Planning and Marketing Committee

January 3rd, 2018
BFT Room 360A - 4:00 PM

Administration and Finance Committee

January 4th, 2018
BFT Room 360A – 4:30 PM

Board Meeting

January 11th, 2017
BFT Board Room - 7:00 PM

Citizen’s Advisory Network (CAN) Meeting

January, TBD

13. Board Member Comments

- A. LISA STADE – reported on various holiday/winter events in and around Benton City
- B. STEVE BECKEN – Nothing to report
- C. BOB KOCH –Franklin County passed their budget on 12/13; wished all in attendance Merry Christmas and Happy New Year
- D. TERRY CHRISTENSEN – Reported on his recent participation in an event benefitting “MyFriend’s Place,” which assists local homeless teens. A discussion was held on the process for subsidization of human services organization’s bus passes. Additionally, Christensen discussed various winter/holiday events in Richland.
- E. RICK MILLER– commented on road safety conditions, specifically early morning hours; wished all in attendance a Merry Christmas and Happy New Year.
- F. RICHARD BLOOM– Announced that the new West Richland Council Chambers have been opened.
- G. CHAIRMAN MATT WATKINS – informed those in attendance that five of the seven council members for the City of Pasco are newly elected.

CHAIRMAN WATKINS praised Ben Franklin Transit management and staff for a wonderful year. Specifically, the implementation of the Comprehensive Service Change which launched more than 27,000 revenue hours. CHAIRMAN WATKINS congratulated the staff, commending them on a job well-done.

14. Executive Session

CHAIRMAN WATKINS asked Pat Roach, Legal Counsel how long Executive Session was anticipated. Pat Roach stated twenty (20) minutes continuing that Executive Session would occur under RCW 42.30.110 section (1) subsection (i), discussing pending or possible litigation, and RCW 42.30.110 section (1) subsection (g) reviewing performance of a Public Employee. At 8:28 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

Pat Roach, Legal Counsel, inquired of the Board if the topic discussed was to have action taken immediately, or held, pending further Board direction.

CHAIRMAN WATKINS advised counsel that action should be taken by Monday, December 18th.

Gloria Boyce, General Manager, confirmed that the requested information would be provided to the Board.

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

15. Next Meeting:

Regular Board Meeting – Thursday, January 11th, 2018 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 8:29 p.m.

Meeting recorded by:
Amanda Para, Interim Clerk of the Board
December 14th, 2017