

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, January 11, 2018 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, LISA STADE and NORMA NELSON (Non-Voting Union Representative)

SHON SMALL and STEVE YOUNG excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Tom Turner, Rob Orvis, Bill Hale, 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.

CHAIRMAN WATKINS recognized a member of the audience, Ms. Christy Watts invited her to the podium to address the Board of Directors.

Christy Watts, of 2623 South Kellogg Street, Kennewick, Washington thanked Chairman Watkins stated, "Though I sent all of you an email on Monday, January 8th, I am here to night because I want the request that I made in the email reflected in the minutes of this meeting. On behalf of nine women and three men whose lives and been forever-changed by the actions of the BFT General Manager. I respectfully ask the Board of Directors to conduct a 360-degree evaluation of Gloria Boyce that includes all of the non-unionized employees. As a taxpayer and a former employee, I am concerned and I also ask you to investigate her ethics, use of public funds and her treatment of other people. Thank you."

CHAIRMAN WATKINS thanked Ms. Watts for her statements and thoughts noting that the Board and legal counsel are in receipt of the email, which is being handled per the Board's process.

5. Approval of Agenda

CHAIRMAN WATKINS stated that staff has pulled agenda item 10A: Resolution 04-2018 – Authorizing the General Manager to enter into a Contract with Northwest Pumps & Equipment Company for an Automated Fluid Management System for further review.

Pat Roach, Legal Counsel requested executive session under RCW 42.30.110(g)(i) for forty-five (45) minutes with potential action to follow. Item was placed as Amended Agenda Item 14.

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

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

6. Recognitions – None

7. Citizen’s Advisory Network (CAN) Report- None

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

RICK MILLER stated Operations & Maintenance met on Wednesday January 3rd to discuss Resolution 01 - 2018 – Recommendation to Authorize the General Manager to purchase six (6) seven (7) passenger minivans from Bud Clary Dodge, which was placed on the CONSENT AGENDA. The committee recommended that Resolution 04 - 2018 – Authorizing the General Manager to enter into a Contract with Northwest Pumps & Equipment Company for an Automated Fluid Management System be placed as an ACTION ITEM on the January 11th, 2018 regular Board agenda for full Board review, which has been pulled for further staff review. Following brief discussion, Operations and Maintenance Committee directed staff to place Resolution 02 -2018 – Recommending MENG Analysis for the Award of the Facilities Condition Assessment Contract as a CONSENT ITEM on the January 11th, 2018 Regular Board Meeting agenda. All other items have been noted in the meeting minutes, which were included in the Board packet for review.

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

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

CHAIRMAN WATKINS stated that Planning & Marketing Committee was cancelled due to no new business.

C. Administration & Finance Committee, STEVE BECKEN, Chair

CHAIRMAN WATKINS stated that Administration & Finance Committee was cancelled. The only new item of business, Resolution 03-2018 – A Resolution of the Board to receive and file the Washington State Auditor’s Office 2016 Accountability Audit Report was placed as a CONSENT ITEM on the January 11th, 2018 Regular Board Meeting agenda.

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

A. Approval of December 14th, 2017 Board Meeting Minutes

B. December Voucher Summary

December 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 January 5th, 2017.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
530-17	79474	79499	12/8/2017	\$435,430.98	Payroll
531-17	79500	79522	12/22/2017	\$438,164.63	Payroll

Total \$873,595.61

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
241-17	66544	66550	12/1/2017	\$500,769.37	MDSE
242-17	66551	66603	12/8/2017	\$173,394.26	MDSE
243-17	66604	66612	12/12/2017	\$93,102.81	MDSE
244-17	66613	66674	12/15/2017	\$131,469.38	MDSE
245-17	66675	66744	12/22/2017	\$214,192.95	MDSE
246-17	ACH TRANS		12/22/2017	\$762,984.28	ACH TRANS
247-17	ACH TRANS		12/23/2017	\$166,170.23	ACH TRANS
248-17	ACH TRANS		12/26/2017	\$19,124.67	ACH TRANS
249-17	66745	66756	12/26/2017	\$80,608.02	MDSE
250-17	66757	66817	12/27/2017	\$227,166.09	MDSE

Total: \$ 2,368,982.06

Check register numbers 530-17 to 531-17 and 241-17 to 250-17;

In the total amount of: \$3,242,577.67

- C. Resolution 01-2018 – Authorizing the General Manager to purchase six (6) seven (7) passenger minivans from Bud Clary Dodge
- D. Resolution 02-2018 – Authorizing the General Manager to award the RFQ to and enter into a contract with MENG Analysis
- E. Resolution 03-2018 – Receive and File the Washington State Auditor’s 2016 Accountability Audit

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions, to which there were none. 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- Pulled

- A. Resolution 04-2018 – Authorizing the General Manager to enter into a Contract with Northwest Pumps & Equipment Company for an Automated Fluid Management System

Staff requested additional review. Item will be presented to the Board in the next cycle.

11. Discussion/Information Items

- A. 4th Quarter Performance Report

Tony Kalmbach, Director of Planning & Service Development informed the Board that this report is especially exciting as it is the first with new data from the Service Change. Fixed route ridership is down 9.7%, a trend reflected across the nation. BFT major service change in September has also played a significant role in ridership decline because the need for transfers has been reduced, thus reducing total boardings. Additionally, there are still other aspects that are causing ridership to trend down, including economic vitality and lower fuel costs. Brief discussion was held.

Mr. Kalmbach continued, total paratransit boardings are down -1.3% over 2016. Drastic reduction of service hours due to Night Taxi reduction. Notable increase in Boardings Per Hour by 21%. Approximate ridership for Vanpool is down 10.6% in total boardings, although the number of vans in service is only down by 3.6%. Brief discussion was held.

Kalmbach then reviewed sample reports now available through new on-board technology. Reports will provide detailed information on ridership by origination, destination, hour, stop, route, etc. This information allows BFT to refine time points, alignments, and service area. These efficiencies allow BFT to turn around and invest the savings into additional service on the streets. Efficiencies being recognized currently, include:

- Deadhead miles reduced by approximately 29%
- Deadhead hours by approximately 19%
- An approximate savings of \$260,000.00 annually
- Total Blocks (work-shifts) Prior CSP (Winter Run Cut Comparison) = 104
- Total Blocks (work-shifts) Post CSP (Winter Run Cut Comparison) = 84
 - Kalmbach clarified, this information does not mean less work, rather more efficient scheduling, eliminating many split-shifts

Boardings by fare year over year, pass sales, pay to plat, guaranteed time per day were reviewed. Brief discussion was held.

Tony Kalmbach then presented the 4th quarter BFT Community Outreach & Events:

We're Going Places Campaign

- Over 1400 TV Radio Spots
- Over 100,000 targeted impressions through digital ads

KZRH Interview

- Radio interview in Spanish detailing bus and taxi feeder service for Pasco School District Students

Veterans Day

- Sponsored the West Richland Veterans Day Parade and provided a Trolley for the parade
- Gave Veterans Day pins to all employees as well as signs for Veteran drivers

AdWheel Award

- Submitted BFT into the running to win the AdWheel Award for Service Change Communications

Holiday Event Calendar

- Featured a calendar on our website including holiday events happening around the Tri-Cities and what routes could be used to get to these events.

Fill the Trolley Event

- Participated in the Fill the Trolley Event with Ranch & Home and TownSquare Media. Toy collection boxes were placed in local businesses and a BFT Trolley was filled with toys in the Ranch & Home parking lot.
- Toys donated at the event were given to foster children of Benton and Franklin counties

Kalmbach continued with Social Media outreach:

Technology Marketing Plan

- Kicked off plan on social media to promote the MyRide mobile-enabled webpage and other technologies on the buses.

Route Adjustments

- Minor route adjustments were communicated to the public as they were made.

Social Media Analytics

- *Twitter*
 - October – 2,673 impressions, 1 new followers
 - November – 3,977 impressions, 0 new followers
 - December – 8,024 impressions, 5 new followers
- *Facebook*
 - Increased followers **from 796 to 961**
 - Average of **20** page views a day with a spike of **286** during winter detours

Kalmbach concluded his report with a review of the 2017 Goals & Initiatives and opened for questions. Brief discussion was held.

12. Staff Reports & Comments

A. Legal Report

Pat Roach, Legal Counsel, stated there are no new matters to report to the Board.

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. Treasurers' report included December information: 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:

- i. FY18 – The Congress has extended the CR through January 19th, so they must either pass a new CR or come up with compromise in the coming weeks to avoid a shutdown. We are hearing they will do at least one more short term CR to allow themselves to make these compromises. We do not expect any changes to the FAST Act programs, including the allocated funding for FY18. We also expect apportionments under transit formula programs should continue to be adjusted to when the existing CR ends. The slow-moving pace of spending talks has pushed the fiscal 2018 omnibus appropriations bills into at least February, making it even more likely that a debt ceiling increase would be tacked onto that vote.
- ii. Grants – Section 5309 Bus and Bus Facilities grants have not been awarded yet. We continue to hear from our contacts that it could be any time, but that has been said since September. Congressional staff is beginning to get “squirrely” and may soon make public demands to award these important grants. We'll continue to monitor and push.
- iii. FTA – No FTA Administrator has been named, and they may just rely on Deputy Administrator K. Jane Williams to lead the agency. This is not unique under this administration to FTA in USDOT and in other federal agencies.
- iv. Tax Reform – The President signed the tax reform legislation at the end of the year. The legislation preserves municipal bonds and commuter tax benefits, although there are new restrictions on both. On the commuter tax benefit, the bill preserves current law which treats both transit commuter benefits and parking benefits of up to \$255 a month as a non-taxable fringe benefit for employees, but it eliminates the ability of employers who pay for employees' commuter benefits to deduct the cost of providing the benefit as a business expense.
- v. Infrastructure Package – As we have discussed many times the elusive infrastructure package has been “on deck” for quite some time. The President has said that this is next after tax reform passed last month (see above). We do know that a roughly 70-page outline is being reviewed right

now by OMB. The Administration has said it will be publicly released this month, probably at the end of it. From our discussions with staff and through reports, we know there will be four pots of money totaling \$200 billion in federal spending which would be on top of current FAST Act dollars. We are hearing the four pots would include the following:

1. \$100 billion for infrastructure projects to be distributed to the 50 states, with no mode preference meaning transit could compete. The federal money will require an 80% non-federal match, which would incentivize \$500 billion in additional investment.
2. Rural projects will make up the second pot. Federal spending will likely be allocated in the more traditional 80 federal/20 non-federal split to infrastructure projects in rural areas.
3. Innovation projects will make up the third pot. Hard to know what they mean regarding these, but probably very creative solutions.
4. TIFIA, WIFIA and other federal financing options would be expanded to incentivize additional infrastructure investment, including private and public sector.

With all this said, we expect Congress to make many changes, per usual, and transit has a large coalition in both the House and the Senate. We will continue to work with our contacts and trade associations as this moves forward to push our type of transit.

Brief Discussion was held.

- b. State: On December 19th, there was an Amtrak Train Derailment in Tacoma WA. Train 501 experienced three losses of life, our thoughts go out to Pierce Transit, who lost 1 staff. 75 of the 85 onboard were transported to the hospital.
- c. Locally: Toy Trolley Update: In partnership with Townsquare Media and Ranch & Home, 1400 toys were collected and distributed to more than 700 foster children in Benton and Franklin Counties.
 - 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. I'm proud of our team in managing the December 26th and 27th inclement weather.
- b. With the change in weather pattern, I think we need to look at our stance on traction devices for buses. It doesn't have to be the entire fleet; but enough to cover those routes that are troublesome. It's a great opportunity for us as we have 19 replacement buses arriving this year. I will discuss with Jerry and his team when he returns next week.
- c. The new roof has been installed at the Three Rivers Transit Center. The roof replacement was covered via an insurance claim.

- d. Later this month, I will be attending the 1st Quarter WSTA Meeting and Legislative Conference in Olympia.
- e. I, along with the Executive Staff are firming up our 2018 workplan and meeting schedules to visit your jurisdictions, Ports, Schools, and businesses.
- f. APTA Legislative Conference? Mar 18 – 20 Attendees? Contact Exec Office to attend
- g. Updated Covey Training dates will be included in Friday’s Board Brief.
They are:
Monday - 1/22/18
Friday - 2/9/18
Thursday - 3/29/18
- h. 13 Buses will arrive in March replacing 1999’s, 35 DAR Vehicles in April replacing 3, 5, 6, and 9s

Ms. Boyce closed her report and opened for questions.

CHAIRMAN WATKINS asked how this year’s inclement weather and collaboration is going. Ms. Boyce stated that this year is significantly different, and that communication has been proactive over reactive.

Brief Discussion was held.

Upcoming Board Calendar

Operations and Maintenance Committee

January 31st, 2018
BFT Room 360A - 12:30 PM

Planning and Marketing Committee

January 31st, 2018
BFT Room 360A - 4:00 PM

Administration and Finance Committee

February 1st, 2018
BFT Room 360A – 4:30 PM

Board Meeting

February 8th, 2018
BFT Board Room - 7:00 PM

Citizen’s Advisory Network (CAN) Meeting

TBD

13. Board Member Comments

- A. TERRY CHRISTENSEN – Richland has elected a few new council members. We will have a retreat in late January. Standard Paint and Flooring has purchased the old Staples building near Kohl’s. It’s nice to see revitalization in that area.
- B. RICHARD BLOOM– Announced that West Richland elected a new city council member, Frank Bruin. Council Chambers have been opened and all meetings will be held there. Additionally, West Richland has seen tremendous sales tax growth due to Amazon.

- C. RICK MILLER– stated that Franklin Commissioner meetings have been moved to Tuesdays at 9am.
- D. CHAIRMAN MATT WATKINS – informed those in attendance that five of the seven council members for the City of Pasco are newly elected.
- E. BOB KOCH – No report
- F. STEVE BECKEN – After 22 years of service, the Prosser Public Works Director is retiring.
- G. LISA STADE – Benton City remains intact with the same council members. No other news.
- H. NORMA NELSON – Large number of new officers at Local 839. Several grievances are being pursued.

Pat Roach notified the Board that per the PTBA bylaws, and local law, all Jurisdictions are given the opportunity to re-appoint their representative for the Ben Franklin Board of Directors during the month of January. All jurisdictions are asked to submit a letter of appointment to Clerk of the Board, Amanda Para, before the February Board meeting.

CHAIRMAN WATKINS confirmed and stated that it is a timely announcement to also remind the Board that February is the Board meeting in which the Board will nominate the Chair and Vice-Chair of the Board. He also indicated that Kennewick is going through some transition and will be appointing a new representative.

14. Executive Session

CHAIRMAN WATKINS asked Pat Roach, Legal Counsel to take the Board into Executive Session, stating who needs to attend, and how long the Executive Session is anticipated to take forty-five (45) minutes. Pat Roach confirmed that the only attendees will be the Board, Counsel and Wendi Warner, Director of Human Resources & Labor Relations. As previously stated for the record, Executive Session occurred 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. CHAIRMAN WATKINS entered Executive Session at 7:48 p.m.; at 8:36 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

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

15. Next Meeting:

Regular Board Meeting – Thursday, February 8th, 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 8:36 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
January 11th, 2018