

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, February 8th, 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, STEVE BECKEN, LISA STADE, JOHN TRUMBO and NORMA NELSON (Non-Voting Union Representative)

RICK MILLER, SHON SMALL and BOB THOMPSON excused

Staff:

Gloria Boyce, Jeremy Bishop- Legal Counsel, Jerry Otto, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Tom Turner, Rob Orvis, Amanda Para

3. Pledge of Allegiance

CHAIRMAN WATKINS invited JOHN TRUMBO to lead 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, Mr. Rick Fluharty, and invited him to the podium to address the Board of Directors.

Mr. Rick Fluharty, of 1002 W. Pearl Street, Pasco Washington, thanked Chairman Watkins and stated several concerns with third-party contracted night service including: Freedom Card use and limitations; call wait times; limited ride availability and cancellations as well as overall experiences utilizing those services. He requested the Board address this concern.

CHAIRMAN WATKINS thanked Mr. Fluharty for his statements and thoughts noting that while this is an item that cannot be resolved this evening, the concerns are: 1. Capped night service ride quantity; 2. Unlimited ticket without unlimited service; 3. Responsiveness of calls; as well as 4. Scheduling times and ride availability.

Ms. Boyce provided Mr. Fluharty with her business card. She stated that the night service changes were implemented in January 2018 and that this was the first full month of new service standards. She requested Mr. Fluharty contact her so she can better understand his concerns and to address those issues with the contracted service provider.

CHAIRMAN WATKINS reiterated Ms. Boyce's request to contact and opened for comments or questions to which there were none.

5. Election of Officers – BFT Board of Directors
Chair/Vice Chair

CHAIRMAN WATKINS opened nominations for 2018/2019 Ben Franklin Transit Chairman of the Board of Directors.

VICE-CHAIRMAN KOCH nominated MATT WATKINS. MATT WATKINS accepted and requested any additional nominations. CHAIRMAN WATKINS made a third and fourth call for nominations to which there were none. CHAIRMAN WATKINS closed nominations. CHAIRMAN WATKINS called for a vote.

ACTION: VOTE for MATT WATKINS to serve as 2018/2019 Ben Franklin Transit Chairman of the Board of Directors CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS accepted.

CHAIRMAN WATKINS opened nominations for 2018/2019 Ben Franklin Transit Vice-Chairman of the Board of Directors.

RICHARD BLOOM nominated BOB KOCH. BOB KOCH accepted the nomination.

LISA STADE nominated RICHARD BLOOM. RICHARD BLOOM accepted the nomination.

CHAIRMAN WATKINS made a second and third call for nominations to which there were none. CHAIRMAN WATKINS closed nominations.

ROLL CALL VOTE:
PASCO (MATT WATKINS): KOCH
KENNEWICK (JOHN TRUMBO): KOCH
FRANKLIN COUNTY #1(BOB KOCH): KOCH
WEST RICHLAND (RICHARD BLOOM): KOCH
PROSSER (STEVE BECKEN): KOCH
BENTON CITY (LISA STADE): KOCH

By unanimous vote BOB KOCH is 2018/2019 Ben Franklin Transit Vice-Chairman of the Board of Directors.

VICE-CHAIRMAN BOB KOCH accepted.

6. Approval of Agenda

Gloria Boyce requested Board Member Committee Assignments, CHAIRMAN WATKINS confirmed and stated that Board Committee Assignments are listed as item 12A. and will be addressed at that time. CHAIRMAN WATKINS called for a motion to approve the agenda as presented.

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

7. Recognitions

- A. Resolution 05-2018 – A Resolution Recognizing Ben Franklin Transit (BFT) Employee, Sandra Ferland’s Twenty-One Years of Service

Katherine Ostrom, Assistant Director of Transit Operations stated that Sandra Ferland began her career as a Dial-A Ride Driver on December 30, 1996 and has over 21 years in her driving career with Ben Franklin Transit. Ms. Ferland retired from her position as a Dial-A-Ride Driver on December 31, 2017. She has proven to have been a dedicated member of the Ben Franklin Transit Dial-A-Ride team. She truly enjoyed the Dial-A-Ride customers and always treated them with dignity and respect. She routinely went out of her way to provide great customer service and would go above and beyond to meet her customer’s needs. We wish her the very best in her retirement.

The floor was opened for comments and questions, to which there were none. CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 05-2018 Recognizing Ben Franklin Transit (BFT) Employee, Sandra Ferland’s Twenty-One Years of Service. MOTION CARRIED UNANIMOUSLY.

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

9. Board Committee Reports

CHAIRMAN WATKINS stated that all committee meetings were cancelled.

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

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

- A. Approval of January 11th, 2018 Board Meeting Minutes
- B. January Voucher Summary

January 2018 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 February 2nd, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
500-18	79523	79544	1/5/2018	\$413,636.75	Payroll
501-18	79545	79568	1/19/2018	\$412,645.18	Payroll
Total				\$826,281.93	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
100-18	66818	66818	1/2/2018	-	MDSE
101-18	66819	66819	1/2/2018	\$1,663.13	MDSE
102-18	66820	66856	1/5/2018	\$117,354.94	MDSE
103-18	66857	66872	1/8/2018	\$211,109.66	MDSE
104-18	ACH TRANS	-	1/10/2018	\$744,011.23	ACH TRANS
105-18	66873	66926	1/12/2018	\$135,999.24	MDSE
106-18	VOID	65745	1/17/2018	(\$1,291.20)	VOID
107-18	VOID	66066	1/18/2018	(\$230.00)	VOID
108-18	66927	67002	1/18/2018	\$391,930.82	MDSE
109-18	67003	67012	1/22/2018	\$87,775.06	MDSE
110-18	VOID	67004	1/22/2018	(\$6,519.91)	VOID
111-18	67013	67013	1/22/2018	\$6,519.91	MDSE
112-18	ACH TRANS	-	1/24/2018	\$25,560.65	ACH TRANS
113-18	67014	67072	1/25/2018	\$1,291,622.07	MDSE
114-18	ACH TRANS	-	1/31/2018	\$159,342.94	ACH TRANS
Total:				\$ 3,164,840.54	

Check register numbers 500-18 to 501-18 and 100-18 to 114-18;

In the total amount of: \$3,991,122.47

- C. Resolution 06-2018 – Authorizing the General Manager to utilize contract options to extend Contract #997 with Senske Lawn & Tree Care Inc. for Landscaping Services

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.

JOHN TRUMBO noted for the record that he was not present for the January meeting, and has not reviewed the items presented in the packet. Therefore, JOHN TRUMBO abstained from the vote to approve the consent agenda as presented. CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve the Consent Agenda as presented. Five (5) votes in favor, one (1) abstention.

(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)

11. Action Items

A. Resolution 07-2018 – A Resolution Rescinding Resolution 38-2010 and Adopting Resolution 07-2018 Establishing Charter Service Policy and Guidelines

Tony Kalmbach presented Resolution 07-2018 – A Resolution Rescinding Resolution 38-2010 and Adopting Resolution 07-2018 Establishing Charter Service Policy and Guidelines. Ben Franklin Transit (BFT) is prohibited from using federally funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Grantees are allowed to operate community based charter services excepted under the regulations. BFT supports community activities, but is required to strictly follow Federal Transit Administration (FTA) laws and regulations regarding Charter Service. BFT shall not utilize any vehicles to operate Charter Service EXCEPT under the following exception identified in 49 CFR Part 604, GOVERNMENT OFFICIALS ON OFFICIAL GOVERNMENT BUSINESS and QUALIFIED HUMAN SERVICE ORGANIZATIONS (QHSO). Exceptions are considered charter service and have administrative, record-keeping, and reporting requirements. The charter regulation treats as exceptions the following community-based charter services. The grantee must retain records of each charter service provided for at least three years.

BFT is allowed under FTA exemptions to provide services that are not considered Charter Service, require no notification to FTA, registered charter providers, record-keeping, quarterly reporting, or other requirements to FTA. All boardings, miles and hours must still be reported for NTD purposes. Charter service regulation exempts the following services:

Brief Discussion was held on the main agencies affected by this updated policy. Agencies have been provided with correspondence, notifications and invitations to public houses to address this change. Additional meetings have been held to further clarify Federal regulations with major stakeholders as well as inform them of process associated with being designated as a Qualified Human Services Organization as identified in 49 CFR Part 604.

Ms. Boyce clarified to the full board as previously communicated to the Administration & Finance Committee that Ben Franklin Transit received a complaint of charter service violation. An investigation was conducted and the FTA ruled that BFT was providing non-compliant service. The approved and adopted policy will be provided directly to the FTA to close the investigation process.

CHAIRMAN WATKINS asked for Ms. Boyce's sense of the sentiments of those affected. Ms. Boyce stated that there have been significant efforts made to understand the rides being provided by the major stakeholders for an extensive period of time. Historically, BFT has provided more than 60,000 summer youth trips each year, all were non-compliant trips. YMCA and Boys & Girls clubs were brought in to discuss how the community's summer youth transportation needs can continue to be accommodated while ensuring compliance. Additionally, staff has reviewed common trips and potential demonstration services. Staff believe BFT can continue to provide compliant service to approximately 95% of the rides requested utilizing fixed route services.

CHAIRMAN WATKINS opened the floor for questions and comments to which there were none. He called for a motion.

ACTION: RICHARD BLOOM moved and BOB KOCH seconded a motion to approve Resolution 07-2018 – Rescinding Resolution 38-2010 and Adopting Resolution 07-2018 Establishing Charter Service Policy and Guidelines. MOTION CARRIED UNANIMOUSLY.

12. Discussion/Information Items

- A. 2018 Drafts – BFT Board of Directors Roster, Board Committee Assignments, Board/Staff Activity Calendar (provided in packet and on dais)

Discussion was held on current committee assignments. AdHoc Committee assignments were defined as below:

Administration and Finance Committee

Chair: Steve Becken

Matt Watkins

Bob Koch

(Legal Counsel)

Meeting Thursday prior to Board at 4:30 p.m.

Operations and Maintenance Committee

Chair: Rick Miller

Shon Small

Bob Thompson

Meeting Wednesday prior to Board at 12:30 p.m. (Lunch provided)

Planning and Marketing Committee

Chair: Richard Bloom

Lisa Stade

John Trumbo

Meeting Wednesday prior to Board at 4:00 p.m.

13. Staff Reports & Comments

A. Legal Report

Jeremy Bishop, Legal Counsel, stated there was an update regarding the personnel issue that came before the Board last month in Executive Session. The affected individual has exercised his right to request an administrative law judge to hear the matter. BFT has responded appropriately and scheduling is underway. No need for Executive Session this evening.

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through December are on track, operating expenditures are trending under budget. Fares per boarding and revenues per boarding continue flat. Treasurers' report included January information: deposits are secure, reserve funds are accounted for. Other PTBA and Sales Tax information were provided. Financials were included in the Board packet.

C. General Manager's Report

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

Welcome to our new Board members, John Trumbo / Kennewick, and Bob Thompson / City of Richland. The Executive Office coordinate New Board Member Orientation.

Chris Lilyblade non-voting member alternate, notified staff that he is stepping down as a Steward. We will miss him. He has been a wonderful asset as both a steward and an alternate. A replacement will be named as soon as possible.

1. Governmental Affairs Update

- a. Federal: Today – possible short-term funding bill to March 23rd and two-year funding proposal
 - i. No new news on the release of discretionary grants or the infrastructure package
 - ii. Agreement to increase the budget caps and significantly increase spending by roughly \$300 billion over the next two years
 1. Disaster relief package for Texas, Florida and Puerto Rico
 2. Raise the debt ceiling to a level that puts it beyond the midterm
 3. Funds community health issues
- b. State: I attended the WSTA Legislative Conference January 22nd and 23rd in Olympia, Washington.
 - i. We met:
 1. Senators Steve Hobbs (44th) and Rebecca Saldana (37th Seattle) Chair and V Chair Senate Trans Committee and Senator Curtis King (14th) Senate Ranking Minority Leader, Trans Committee
 2. Representatives Judy Clibborn (41st) and Jake Fey (27th) Chair and Vice-Chair of House Trans Committee.
 3. Summary Presentation from the Secretary of Transportation Roger Millar to both chambers focus of “Practical Solutions” We can't build our way out of our problems.
 4. There was a presentation from the Office of Financial Management and Dept. of Ecology presentation regarding the Volkswagen settlement. Washington State Public Transit stands that we are not ready to incorporate these heavily regulated funds into our systems. Even the state's advanced transit systems are facing grid capacity issues and other topics that need to be addressed before receiving these funds.
 - a. Our Alternative Fuels committee will present BFT's approach in the next couple of months.
 - ii. 32nd day of a 60-day session (Mar 9th). First bill and capital budget complete. As of last night, 14 of 27 bills remain active. Biggest concern is the growing attempt to use multi-modal funding.
 1. Electrification Bill – reward for single occupancy vehicles
 2. Debt restructure of Tacoma Narrows Bridge.

- c. Locally: TCT – Begin monthly meetings later this month. Reduction of Night Service, 16 complaints in first month. Most are customer service, call wait time, subscription service and trip boundary related. (1,939 Boardings in January)
2. Operations
- a. All operations continued to run smooth this month.
 - b. We are beginning to make room for next month’s arrival of 13 buses and 35 DAR vans moving our fleet to Huntington Transit Center.
 - c. Director of Transit Operations, Ken Hamm started on Jan 25th
 - d. Ali Madison, Director of Marketing & Communications will start Feb 12th you’ll meet them both at the March Board meeting.
 - i. I’d like to recognize our small, but mighty Marketing and Customer Service staff who have kept our customer service center operational. They’ve pulled together as a team to ensure daily duties are being covered, the quality of customer service is maintained and have even made progress in our backlog of travel training needs while facing tremendous workloads including the comprehensive service change in September, Night Service in January, and an emergent relocation due to a roofing project in January.
 - e. With our Admin & Finance Committee meeting cancelled this month I’d like to make the Board aware that regarding our Fixed Asset Register Project “Staff has concluded the long and tedious phase of locating and compiling historical cost records, have completed the analyzing and validating phase of the project and briefed me earlier this week. Final review is expected to conclude by February 9th at which point general ledger adjustment(s) will be known and communicated to the General Manager.”
 - i. With Kevin Hebdon’s oversight, our new Finance Manager Matthew Branson took point and staff completed this project in under three months. Together, they maximized the system to work for us by connecting the general ledger to the separate sub ledger and made connections that previously didn’t exist. He logged, photographed and placed in the ledger where possible – then digitized for convenience. Great efforts by our Administrative Services Team.
 - f. Jerry and I will attend APTA’s Transit CEO’s conference from February 9th – 13th.
 - g. Staff has firmed up the 2018 activity calendar, which was included in your board packet. The APTA Legislative Conference is scheduled for March 17-20 in Washington, D.C. Please express your interest to Amanda Para as soon as possible.
 - i. Make note of a few important dates, which will be included in the minutes of the meeting.

Ms. Boyce closed her report and reminded the Board to vote on the Art posters behind them. She then opened for questions to which there were none.

Upcoming Board Calendar

Operations and Maintenance Committee

February 28th, 2018

BFT Room 360A – 12:30 PM

Planning and Marketing Committee

February 28th, 2018 – **Cancelled**
BFT Room 360A – 4:00 PM

Administration and Finance Committee

March 1st, 2018 – **Cancelled**
BFT Room 360A – 4:30 PM

Board Meeting

March 8th, 2018
BFT Board Room – 7:00 PM

Citizen’s Advisory Network (CAN) Meeting

TBD
BFT Board Room

14. Board Member Comments

A. NORMA NELSON –

- i) Thank you to Chris Lilyblade for serving as steward and alternate Board member. Russell will appoint someone new soon and will inform the Board/staff.
- ii) Dial-A-Ride Dispatch Schedulers have filed interest cards with Teamsters 839.
- iii) I will celebrate my 28th year at BFT on February 1st.

B. LISA STADE – No Report.

C. STEVE BECKEN – No Report.

D. BOB KOCH – No Report.

E. CHAIRMAN MATT WATKINS – Now that we have completed the service change, I am looking forward to addressing the topic of ridership and how we might improve that.

F. RICHARD BLOOM – New city council chambers are open.

G. JOHN TRUMBO – Kennewick will be holding a City Council Workshop to discuss the Diversity Commission.

15. Executive Session – None

16. Next Meeting:

Regular Board Meeting – Thursday, March 8th, 2018 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

17. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 7:57 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
February 8th, 2018