

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, April 12<sup>th</sup>, 2018 at 7:00 p.m.  
1000 Columbia Park Trail, Richland WA**

1. CHAIRMAN WATKINS called the meeting to order at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), BOB KOCH (Vice-Chairman), STEVE BECKEN, RICHARD BLOOM and JOHN TRUMBO

LISA STADE, BOB THOMPSON, RICK MILLER, SHON SMALL and NORMA NELSON (Non-Voting Union Representative) excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Jerry Otto, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Ali Madison, Ken Hamm, Tom Turner, Rob Orvis, Amanda Para

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited all in attendance in the Pledge of Allegiance.

4. **Citizen's Public Comment/Introduction of Visitors – None**

5. **Approval of Agenda**

CHAIRMAN WATKINS called for a motion to approve the 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**

A. Ali Madison, Director of Marketing & Communications provided the Board with a brief update of the CAN meeting held Monday April 9<sup>th</sup>. Items discussed included: Introductions of two new executive staff, an update on the Amenities Plan and Demonstration Services as well as the formation of a Nominating Committee as required by the Standing rules adopted by the Board of Directors on July 13, 2017. Ms. Madison opened for questions or comments to which there were none.

8. **Board Committee Reports**

A. Operations & Maintenance Committee, RICK MILLER, Chair

CHAIRMAN WATKINS stated that no members of the Operations & Maintenance Committee are present. Minutes from the committee meeting are in the Board packet, and continued to the next Agenda Item.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

RICHARD BLOOM reviewed the items discussed at the Planning & Marketing Committee Meeting on April 4<sup>th</sup>, 2018. Discussion included Proposed Demonstration Services, Regional Mobility Grant, Amenities and standing business. All notes were included in the Board packet for review.

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN reviewed the items discussed at the Administration and Finance Committee Meeting on April 5<sup>th</sup>, 2018. Discussion included BFT’s 2018 - 2017 Equal Employment Opportunity program, Annual BFT Event and standing business. All notes were included in the Board packet for review.

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

- A. Approval of March 8<sup>th</sup>, 2018 Board Meeting Minutes
- B. March Voucher Summary

March 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 March 30<sup>th</sup>, 2018.

**Payroll**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
504-18	79614	79634	3/3/2018	\$438,244.04	Payroll
505-18	79668	79690	3/16/2018	\$436,464.48	Payroll
506-18	79691	79712	3/30/2018	\$461,011.91	Payroll
507-18	VOID	79635-79667	3/14/2018	-	Payroll
<b>Total</b>				<b>\$1,335,720.43</b>	

**Non-Payroll Vouchers**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
125-18	67330	67323	3/2/2018	\$240,477.90	MDSE
126-18	67374	67381	3/6/2018	\$19,984.23	MDSE
127-18	67382	67382	3/7/2018	\$5,000.00	MDSE
128-18	67383	67440	3/8/2018	\$329,685.24	MDSE
129-18	67441	67441	3/12/2018	\$4,313.49	MDSE
130-18	67442	67490	3/19/2018	\$113,565.98	MDSE

131-18	VOID	67491-67497	3/19/2018	-	VOID
132-18	67498	67503	3/19/2018	\$5,044.87	MDSE
133-18	ACH TRANS	-	3/19/2018	\$714,050.02	ACH TRANS
134-18	VOID	66778	3/22/2018	(\$31.62)	VOID
135-18	67504	67599	3/23/2018	\$320,694.81	MDSE
136-18	ACH TRANS	-	3/23/2018	\$151,629.29	ACH TRANS
137-18	67600	67655	3/30/2018	\$217,030.66	MDSE
138-18	ACH TRANS	-	3/30/2018	\$199,002.42	ACH TRANS
139-18	VOID	66522	3/30/2018	(\$19.33)	VOID

**Total: \$2,320,427.96**

Check register numbers 504-18 to 507-18 and 125-18 to 139-18;

**In the total amount of: \$3,656,148.39**

C. Resolution 09-2018 – Authorizing the General Manager to declare vehicles identified in Exhibit “A” as surplus and dispose per Resolution 62-2014

D. Resolution 10-2018 – Authorizing the General Manager to enter into a Contract with Mountain States Construction Company for the MOA Groundwater Diversion Project

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions.

JOHN TRUMBO asked that CONSENT AGENDA item 9D. Resolution 10-2018 – Authorizing the General Manager to enter into a Contract with Mountain States Construction Company for the MOA Groundwater Diversion Project be moved to ACTION for further clarification.

CHAIRMAN WATKINS directed the Clerk to move said item to the ACTION agenda as 11C and called for a motion to approve the Amended Consent Agenda as presented.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve the Amended Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

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

## **10. Discussion/Information Items**

A. 1<sup>st</sup> Quarter Performance Report

Ali Madison, Director of Marketing & Communications, reviewed BFT system boarding, Marketing Outreach January through March, Digital Outreach as well as 2018 Major Goals & Initiatives. A brief discussion was held.

## **11. Action Items**

A. Resolution 11-2018 – Approving Implementation of Summer River Runner, Route 63D and Route 68D Demonstration Service

Tony Kalmbach, Director of Planning & Service Development presented to the Board a comprehensive system review highlighting the essential projects and efforts of a Transit Agency. The presentation addressed System Design, Fleet, Route Optimization, Amenities, Technology, Fare, Demonstration Services, 2019 Fare Study as well as the Marketing and Outreach plan to communicate changes and improvements. Following the meeting, the presentation was made available electronically to the full of the Board.

The presentation outlined for the Board the structure of a transit agency. Mr. Kalmbach then went into the specifics of the proposed demonstration services. Ben Franklin Transit (BFT) implemented the Comprehensive Service Plan (CSP) on September 18th, 2017. The CSP created a foundation of services that BFT can continue to build upon in collaboration with our community, local jurisdictions, ports, and counties. Additionally, BFT's new on-board technology allows planning to better understand rider patterns and strategically plan future services, while leveraging resources effectively and efficiently.

The CSP study showed a need for service in several areas of the Public Transportation Benefit Area, including Pasco, which is rapidly growing westward, e.g. west of Rd 100, Kennewick, which is developing the Southridge area, Richland which continues to develop south of Badger Mountain and West Richland, which is continuing to develop west of Belmont Blvd. In addition to the service needs of newly developed areas, the study also revealed the need for different types of service throughout the PTBA, such as seasonal shuttles, neighborhood circulators, and limited stop or express service. New transit service is typically added on a demonstration basis for up to one year to ensure viability; routes then become permanent if they are successful and funding is available.

Routes presented for adoption included: Summer River Runner (Originating from Three Rivers Transit Center servicing Columbia Park Trail with access to the REACH Museum, Playground of Dreams in Columbia Park); Route 63D (Providing coverage and connectivity to residents from East Pasco to Downtown Pasco, as well as connection to other routes at 22nd Avenue Transit Center); Route 68D (Providing more frequent service to West Pasco which currently has very sparse coverage per square mile).

Following a brief discussion, CHAIRMAN WATKINS called for a motion.

**ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 11-2018 – Approving Implementation of Summer River Runner, Route 63D and Route 68D Demonstration Service. MOTION CARRIED UNANIMOUSLY.**

**B. Resolution 12-2018 – Adoption and Approval of Ben Franklin Transit's Equal Employment Opportunity (EEO) Program**

Wendi Warner, Director of Human Resources & Labor Relations, stated that Ben Franklin Transit (BFT) has established the 2018-2021 Equal Employment Opportunity (EEO) Program Document pursuant to Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation, 49 CFR part 21, in accordance with the Federal Transportation Administration's Circular 4704.1A.

The 2018-2021 EEO Program reviews the goals and progress that were established during the 2015-2017 EEO Program, and establishes new goals and timetables for BFT's workforce

development that align with EEO regulations and workforce utilization analysis to cover the 2018-2021 reporting cycle. The EEO Program also addresses the findings that were found in the 2015-2017 program submission.

In 2016, the U.S. Department of Transportation's Federal Transit Administration (FTA) reviewed BFT's 2015-2017 EEO Program and issued one finding, citing the need for an internal reporting process for senior management to regularly review the program's progress against established goals. A schedule for corrective action was issued by the FTA.

During the time that BFT was preparing its response to this finding, the FTA was in the process of revising Circular 4704.1. The revised Circular 4704.1A issued in April 2017, contained among other changes, a revised program submission schedule to align with a four-year cycle. The prior Circular set forth a triennial submission cycle. The Agency was granted an extension by the Region X Civil Rights Officer to submit both the response to the 2015-2017 EEO Program finding along with the 2018-2021 EEO Program by the new submission date of March 1, 2018.

BFT had historically used the EEO-1 workforce designations to categorizes the workforce for the purpose of determining utilization, however, the correct categories for a public-sector employer our size are reflected in the EEO-4 categories.

Based on the criteria outlined above and the goals defined in the full program document, BFT's continued commitment to workplace diversity remains strong. The Agency's aim to employ females and minorities with utilization representative of the available labor market has been an ongoing objective; the 2018-2021 EEO Program provides clarity and definition to those objectives while ensuring the regular review of progress and the appropriate channels for addressing questions or concerns. Ms. Warner opened for questions. Brief discussion was held on staff classifications and subsequent underutilization figures as well as quadrennial review requirements as recently revised by the FTA.

CHAIRMAN WATKINS opened for comments and discussion to which there were none.

**ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve Resolution 12-2018 – Adoption and Approval of Ben Franklin Transit's Equal Employment Opportunity (EEO) Program. MOTION CARRIED UNANIMOUSLY.**

C. Resolution 10-2018 – Authorizing the General Manager to enter into a Contract with Mountain States Construction Company for the MOA Groundwater Diversion Project

Jerry Otto, Director of Fleet, Facilities and Capital Projects, provided a review of the MOA Groundwater Diversion Project stating that RH2 Engineering, Inc. (RH2) has been working toward separating the existing groundwater collection system at Ben Franklin Transit's (BFT) Maintenance, Operations and Administration (MOA) property from the existing stormwater system to simplify or eliminate the need for an Industrial Stormwater General Permit (ISGP). The simplifying or eliminating the requirement of the ISGP will greatly reduce BFT's compliance requirements with the Washington State Department of Ecology. RH2 developed a preliminary design concept (attachment "A") that was presented to the U.S. Army Corps of Engineers (USACE). USACE has subsequently granted a draft Amendment Consent to Easement

(DACW68-9-85-56) to perform the work within existing USACE utility easement on the MOA property.

The MOA Groundwater Diversion project is a two-phase approach: Phase 1 – diversion of water and Phase 2 – swell expansion and subsequent elimination of discharge, therefore ending the need for an Industrial Stormwater General Permit (ISGP), both of which are required to be completed by December 31, 2018.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve Resolution 10-2018 – Authorizing the General Manager to enter into a Contract with Mountain States Construction Company for the MOA Groundwater Diversion Project. MOTION CARRIED UNANIMOUSLY.

## **12. Staff Reports & Comments**

### A. Legal Report

Patrick Roach, Legal Counsel, stated there is no new legal report.

### B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through February are on track, operating expenditures are trending under budget. Treasurers' report included March 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:

Federal:

- APTA LEG 3/17 – 3/20 Update
  - Budget, Infrastructure Bill (partnering), beginning discussion for the next reauthorization bill (2020) key congressional staff representing House & Senate Committees
  - Senate Reed, Ranking members of Transportation, Housing and Urban Development Representative Blumenauer, Ways & Means DeFazio, Transportation & Infrastructure
  - Bus Coalition – Congressional Caucus
  - Josephine Eckert, Senator Murray; Matthew McCarthy, Senator Cantwell; Representative Newhouse
- Omnibus Bill for FY 2018 Budget
- 5339 Bus & Bus Facilities Update:
  - As you know, demand this year far exceeded available funds. FTA received 453 eligible applications totaling roughly \$2.5 billion. They ended up making 130

awards in 52 states/territories totaling \$264.4 million. The average grant size for shrunk from \$3.5 million to \$2 million this year.

- When USDOT announced the FY 17 round, there was only \$226.5 million in Bus and Bus Facility grant funding in accordance with the FAST Act levels. However, FTA took a portion of its funding increase from FY 18 - \$38 million – and applied it to FY 17 bringing the total distributed to \$264.4 million. Partially combining grant money from two fiscal years is largely a result of delayed appropriations, but has been utilized twice now by President Trump. Last year, Trump’s DOT combined FY 17 and 18 INFRA grant rounds as well.
- The 139 projects include 71 bus replacement/rehabilitation awards, 12 bus expansion awards, 47 facility awards, and 9 “other.”
- BFT will use the \$1.2 million award toward Rehabilitation & Enhancement of the Operations Building - \$1,200,000 in FY 2017 Section 5339(b) funding at the 80:20 match ratio.
  - Additionally, we submitted but were not awarded the following:
    - Construction of a Facilities Maintenance Building - \$800,000 in FY 2017 Section 5339(b) funding at the 80:20 match ratio.

### **Operations:**

- All operations continued to run smooth this month.
- Our 13 new buses have arrived and are pending installation of IT equipment prior to being introduced into revenue service.
- During the Admin & Finance meeting held last Thursday, staff introduced a new approach to our annual employee events:
  - In support of the 2015-2018 Strategic Plan, BFT Staff strives to maximize outreach to the public and to develop strategic partnerships within our region that will provide maximum value to our community. Staff has evaluated historical participation and costs associated with various Employee recognition events such as an annual employee breakfast, Employee(s) of the Year Awards ceremony, Roadeo events and National Safety Council Award recognition. Historically, events have been limited to the workplace and during service hours which greatly limits staff participation and excludes family members. Additionally, staff has found that costs associated with several small events could be better leveraged if combined into one annual event, which would aim to provide a forum for staff and their families to relax and enjoy their day, while serving a greater purpose.
  - The proposed Annual Employee Event would engage employees in a fun and family-oriented environment. The event, which coincides with BFT’s Anniversary, and the annual Bus Roadeo, would be an annual celebration consisting of our Roadeo, usually until noonish, followed by a picnic in the park with food, games, music and awards including: Roadeo awards, recipients of the Employee of the Year Awards, National Safety Council Safe Driving Awards, BFT ambassadors, and community volunteers. The aim of having a single event would be to recognize the work completed in the year prior as well as kickoff company community service efforts for the year ahead.

CHAIRMAN WATKINS offered his support and stated he looks forward to being able to participate. Additionally, he suggested a sign-up for coverage. All Board present offered their support. Staff was directed to move forward.

Ms. Boyce closed her report opened for questions to which there were none.

### **Upcoming Board Calendar**

#### **Operations and Maintenance Committee**

May 2<sup>nd</sup>, 2018 – CANCELLED  
BFT Room 360A – 12:30 PM

#### **Planning and Marketing Committee**

May 2<sup>nd</sup>, 2018 – CANCELLED  
BFT Room 360A – 4:00 PM

#### **Administration and Finance Committee**

May 3<sup>rd</sup>, 2018  
BFT Room 360A – 4:30 PM

#### **Board Meeting**

May 10<sup>th</sup>, 2018  
BFT Board Room – 7:00 PM

#### **Citizen's Advisory Network (CAN) Meeting**

TBD

### **13. Board Member Comments**

- A. STEVE BECKEN – Prosser will be doing extensive work on 7<sup>th</sup> street from May through September which will adversely affect Route 170. Staff has begun collaborating with the city to address.
- B. BOB KOCH – No Report.
- C. CHAIRMAN MATT WATKINS – Pasco recently completed its Comprehensive plan which revealed Pasco's projected growth, nearly 50,000 population increase by 2038.
- D. RICHARD BLOOM – APTA Legislative Conference went well. APTA is planning a Leadership Summit November 27-30 in Washington DC.
- E. JOHN TRUMBO – Kennewick alternate and new council member.

### **14. Next Meeting:**

Regular Board Meeting – Thursday, May 10<sup>th</sup>, 2018 at 7:00 p.m.  
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

### **15. Adjournment**

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

Meeting recorded by:  
Amanda Para, Clerk of the Board  
April 12<sup>th</sup>, 2018