

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, May 10<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), JOHN TRUMBO, LISA STADE (Vice-Chairman), STEVE BECKEN, RICK MILLER, RICHARD BLOOM, and NORMA NELSON (Non-Voting Union Representative)

BOB KOCH, BOB THOMPSON and SHON SMALL excused

Staff:

Gloria Boyce, Pat Roach- Legal Counsel, Jerry Otto, Kevin Hebdon, Wendi Warner, Ali Madison, Ken Hamm, Tom Turner, Rob Orvis, Bill Barlow, 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**

A. Chuck Torelli, 3314 S. Dennis Court, Kennewick, WA stated that he recently called in with an inquiry on “cost-pers” and was assisted well by Mr. Tony Kalmbach, Director of Planning & Service Development.

**5. Approval of Agenda**

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

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

**6. Recognitions**

A. Resolution 13- 2018 – Kathy Schmitt, Dial-A Ride Driver; March 19, 2001 – March 31, 2018

Ken Hamm, Director of Transit Operations stated Kathy Schmitt began her career as a Dial-A Ride Driver on March 19, 2001 and submitted a letter of retirement to BFT with an effective date of March 31, 2018. Kathy Schmitt, was a dedicated member of the Ben Franklin Transit, Dial-A-Ride team for 17 years. She was passionate about the Dial-A-Ride customers and always treated

them with dignity and respect. She went out of her way to provide great customer service and went above and beyond to meet her customer’s needs. She showed kindness and sensitivity to the people she served and said she never looked at her vocation as a job, but felt it was a gift to be paid to do something she loved. She offered to come back and work with new drivers in training on a volunteer basis to try and instill the same compassion and caring attitude with them. We wish her the very best in her retirement.

CHAIRMAN WATKINS called for a motion for Resolution 13- 2018 – Kathy Schmitt, Dial-A Ride Driver; March 19, 2001 – March 31, 2018.

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

All in attendance recognized Ms. Schmitt with a round of applause, a certificate of recognition and lifetime bus pass.

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

**8. Board Committee Reports**

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

STEVE BECKEN reviewed the items discussed at the Administration and Finance Committee Meeting on May 3<sup>rd</sup>, 2018. Discussion included Vanpool Fuel Card Policy, Columbia Basin College Contract extension, Transit Advertising Policy and General Counsel Legal Services. 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 April 12<sup>th</sup>, 2018 Board Meeting Minutes
- B. April Voucher Summary

April 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 April 6<sup>th</sup>, 2018.

**Payroll**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
508-18	79713	79733	4/13/2018	\$428,778.45	Payroll
509-18	79734	79755	4/27/2018	\$425,777.36	Payroll

**Total \$854,555.81**

**Non-Payroll Vouchers**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
140-18	ACH TRANS		4/5/2018	\$5,188.35	MDSE
141-18	67656	67706	4/6/2018	\$244,254.82	MDSE
142-18	67707	67790	4/10/2018	\$564,298.43	MDSE
143-18	ACH TRANS		4/20/2018	\$741,256.74	MDSE
144-18	67791	67849	4/20/2018	\$299,054.44	MDSE
145-18	ACH TRANS		4/26/2018	\$5,965,448.99	MDSE
146-18	67850	67925	4/27/2018	\$277,643.38	VOID
147-18	ACH TRANS		4/30/2018	\$38,117.61	MDSE

**Total: \$8,135,262.76**

Check register numbers 508-18 to 509-18 and 140-18 to 147-18;

**In the total amount of: \$8,989,818.57**

- C. Resolution 14 - 2018 – Authorizing the General Manager to exercise a contract option with Columbia Basin College for the Comprehensive Fixed Route Bus Ride Program
- D. Resolution 15 - 2018 – Authorizing the General Manager to establish a Vanpool Fuel Card Policy
- E. Resolution 16 - 2018 – Authorizing the General Manager to extend Contract#909 with Roach & Bishop, LLP for General Counsel Legal Services for three additional months

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

ACTION: STEVE BECKEN made and RICK MILLER 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 17-2018 – Rescinding Resolution 45-2005 in its entirety and Adopting a Transit Advertising Policy

Ben Franklin Transit (BFT) allows for placement of paid advertising on its Transit Vehicles, a program which is historically and currently handled by an Advertising Contractor. Per that contract, and as a viewpoint-neutral public agency, BFT maintains this advertising space as a limited public forum and reserves the right to deny any advertising which does not meet reasonable requirements as to reflect a neutral community viewpoint.

The BFT Board of Directors approved Resolution 45-2005 adopting a policy statement on advertising content for BFT buses, which includes broadly encompassing, succinct language regarding transit advertising content restrictions. Given the nature and increasing frequency with which transit systems nationwide are facing issues involving potentially inappropriate advertising content, BFT staff and legal counsel have assessed potential risks associated with the current policy and recommend the Board of Directors adopt an updated policy in its place.

The purpose of the proposed Transit Advertising Policy (Attachment A) is to provide more comprehensive, industry consistent language and clear guidelines for BFT staff and leadership, an Advertising Contractor, or potential advertiser in making future transit advertising requests and/or approval decisions.

Advertising programs and related policies are commonplace at transit agencies nationwide. In preparing the proposed Transit Advertising Policy, BFT relied heavily upon language that has been thoroughly vetted and in use for many years by larger transit systems throughout Washington State including Sound Transit, King County Metro Transit, and others. BFT General Legal Counsel, Patrick T. Roach, has reviewed this policy and deemed it compliant with federal, state, and local laws.

Ali Madison opened for comments or questions. DIRECTOR BLOOM inquired as to the inclusions of language regarding cannabis advertisements. Brief discussion was held. Comments were also made to refine the language in the religious and political sections.

CHAIRMAN WATKINS posed several options on proposed adoption with the caveat that mentioned amendments would be brought forth in the June 14<sup>th</sup>, 2018 regular Board meeting. He called for a motion.

**ACTION: RICK MILLER made and STEVE BECKEN seconded a motion to approve Resolution 17-2018 – Rescinding Resolution 45-2005 in its entirety and Adopting a Transit Advertising Policy. MOTION CARRIED UNANIMOUSLY.**

**B. Resolution 18- 2018 – Adopting and Approving Ben Franklin Transit Bus Stop Guidelines & Amenities Policy**

Bill Barlow, Planning Manager stated that Ben Franklin Transit (BFT) has developed Stop Guidelines and Amenities Policy by which our agency adheres to when: adding, removing, upgrading, or consolidating stops. BFT's Stop Amenity Guidelines also outlines the methodologies that are applied when distributing amenities throughout the Public Transportation Benefit Area (PTBA). The policies and procedures with the document are intended to be compliant with Americans with Disabilities Act (ADA) and Title VI of the Civil Rights Act of 1964, creating a transit network that is accessible and equitably distributed throughout our diverse community.

BFT's service area is a diverse region of developed and undeveloped urban, suburban and rural landscapes. For the purposes of transit service planning, placement of stops and amenities, the PTBA is described by three different typologies: urban, suburban, and rural. These typologies are referred to throughout the Amenities Policy as a foundation and best practice for addressing the needs of our community.

BFT modifies bus stops in response to changing development patterns, roadway characteristics, and operational considerations. To achieve this, while also setting a precedent that reflects our mission statement, core values, and strategic goals that include; safety, addressing our community's growth and satisfaction, BFT applies the various criteria when assessing modifications to stops, but is not limited to these criteria in making a final determination.

Mr. Barlow clarified stop addition, stop consolidation, stop relocation, and stop removal procedures as outlined. Brief discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and LISA STADE seconded a motion to approve Resolution 18- 2018 – Adopting and Approving Ben Franklin Transit Bus Stop Guidelines & Amenities Policy. MOTION CARRIED UNANIMOUSLY.

## **11. Discussion/Information Items – None**

## **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 March 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:

- Government Affairs Update
  - Federal:
    - We received final appropriations 2018 Formula funds are \$7.62M, up just \$29K over last year.
    - Notice of funding availability for competitive grants; Low-no emissions - \$84.4M, Bus & Bus Facility \$226.5 M. We will apply for both.
    - Staff is reviewing the reformatted TIGER grant, now known as BUILD program to evaluate BFT's eligibility. Better Utilizing Investments to Leverage Development (BUILD) Transportation
    - Federal Apportionments for FFY18 were communicated on Tuesday May 8
    - FTA has just posted online apportionment information covering \$13.4 billion in Fiscal Year 2018 funding to support public transportation nationwide. The funding, which represents an increase of 8 percent over

2017 levels, includes formula and competitive funding for FTA grant recipients.

- The apportionments, referenced in 19 detailed tables, specify FY 2018 authorized and appropriated funding to FTA's 2,000 grant recipients, following the Transportation, Housing and Urban Development, and Related Agencies Appropriations Act of 2018. The bill includes \$10 billion in formula funding, which is allocated based on population, transit ridership and other data.
  - Under the 2018 bill, funding for FTA's competitive Bus and Bus Facilities Infrastructure Grant Program increased by 78 percent, and the Bus Formula Grant Program increased by 50 percent. The State of Good Repair Formula Grant Program grew by 17 percent to continue to assist agencies in maintaining assets like transit vehicles and track in safe working condition.
- State:
    - We are readying our Regional Mobility Grant for submission by 7/13.
  - Operations
    - All operations continue to run smooth this past month.
    - Our yard is quite full with the 13 new busses, 7 of 35 DARs, and surplus vehicles awaiting auction. In addition to a swelling fleet, the yard is busy this week as construction is in progress on our ground water removal project.
    - Ken Hamm, Director of Transit Operations, along with our two "last year winners" operators, Gabe Beliz and Caleb Suttle just concluded a trip to Tampa, Florida for the APTA International Bus Rodeo and Paratransit Conference. We are happy to report Gabe Beliz, competing in the 40-foot category as the reigning state champion, placed 2nd, with only a 4-point separation between he and the 1st place title, which would have been his Fifth international title. Equally as exciting, Caleb Suttle, who competed in the 35-foot class, took 5th place, which is a tremendous feat for his second appearance at the international level. Both are excited to compete on May 20<sup>th</sup> here at the MOA to vie for an additional opportunity to represent Ben Franklin Transit at the International level next year. We are so proud of these two.
  - CAN - We have received one application for the CAN which we will be bringing forward
  - Upcoming Events
    - BFT Rodeo and Celebration Day – May 20th  
Rodeo: MOA Campus 8:00-Noon  
Picnic: Columbia Point Marina Park 12:30-4:30  
Invitations are on the dais, please contact Executive Office with questions, and RSVPs.
    - Our Art Poster School Visits are scheduled for May 24th at Kiona-Benton, Kamiakin, and Southridge.

Ms. Boyce closed her report opened for questions. Brief discussion was held.

## Upcoming Board Calendar

### **Operations and Maintenance Committee**

June 6<sup>th</sup>, 2018

BFT Room 360A – 12:30 PM

### **Planning and Marketing Committee**

June 6<sup>th</sup>, 2018

BFT Room 360A – 4:00 PM

### **Administration and Finance Committee**

June 7<sup>th</sup>, 2018

BFT Room 360A – 4:30 PM

### **Board Meeting**

June 14<sup>th</sup>, 2018

BFT Board Room – 7:00 PM

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

TBD

## **13. Board Member Comments**

- A. JOHN TRUMBO – No report.
- B. RICHARD BLOOM – will be attempting to use taxi-feeder and looks forward to reviewing Transit Advertising policy changes in Planning & Marketing Committee in June.
- C. RICK MILLER – TRAC has been paved over. An exterior arena is being prepared.
- D. MATT WATKINS – 20 years ago Pasco was told population would be 70,000 and everyone scoffed. It is 71,000. Current projections state 120,000 population in 2038.
- E. LISA STADE – Benton City is hiring a new superintendent. Fire District 2 has been recognized for their training program for residents.
- F. NORMA NELSON – Long-time Roger Bowman recently passed away, he was a CAC member, thank you to Ken Hamm for allowing staff to participate fully.

## **14. Next Meeting:**

Regular Board Meeting – Thursday, June 14<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 8:17 p.m.

Meeting recorded by:

Amanda Para, Clerk of the Board

May 10<sup>th</sup>, 2018