

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, July 12, 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), RICHARD BLOOM, LISA STADE, STEVE BECKEN, RICK MILLER, SHON SMALL, and NORMA NELSON (Non-Voting Union Representative)

BOB THOMPSON and JOHN TRUMBO excused

Staff:

Gloria Boyce, Jeremy Bishop- Legal Counsel, Jerry Otto, Kevin Hebdon, Wendi Warner, Ali Madison, Ken Hamm, Bill Barlow, 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: BOB KOCH made and SHON SMALL seconded a motion to approve the amended agenda. MOTION CARRIED UNANIMOUSLY.

6. **Recognitions**

CHAIRMAN WATKINS stated that in the interest in time and efficiency, one single motion would be made for all recognitions. All Board Members agreed.

- A. Resolution 19 - 2018 – Recognizing Ben Franklin Transit Employee, Cathy Ricard, Administrative Assistant for her Twenty-Six Years of Service

Bill Hale, Acting Director of Fleet Facilities and Capital Projects stated that the maintenance department would like to note their appreciation for the nearly twenty-seven years of dedicated service Cathy Ricard gave to Ben Franklin Transit. Cathy Ricard served Ben Franklin Transit from July 21, 1991 – March 29, 2018. Cathy was responsible for the record keeping of the entire

maintenance department which was not always an easy task, her patience and overview making certain everyone was taken care of earned her the nickname “shop mom”. Cathy was involved in two United Way campaigns and countless other volunteer projects her professional work ethic lead to her being named 2011 Employee of the Year.

Cathy always had time to listen and help anyone who needed it, she always made time for her family and especially her horses. We wish her the best in retirement. She will be missed, and we wish her the best.

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

B. Resolution 20 – 2018 - Recognizing 2018 National Safety Council Safe Driver Award Recipients

Jim Thielke, Safety & Security Manager stated that Ben Franklin Transit’s Coach Operators and Dial-A-Ride Drivers are monitored throughout the year to ensure they are following established agency best practices and procedures in the safe operation of company vehicles. Not only are they expected to apply the National Safety Council Defensive Driving practices, Ben Franklin Transit Rules, Policies & Procedures, and the Washington State Transit Insurance Pool (WSTIP) best practices in vehicle accident prevention but must also operate the vehicle in such a manner as to prevent “on-board” passenger accidents from occurring.

At the end of this past qualifying period, May 5, 2017 through May 5, 2018, Ben Franklin Transit had a combined total of 159 Coach Operators and Dial-A-Ride Drivers who successfully made it through the year without a single “preventable” type passenger or vehicle accident. We had coach operators and Dial-A-Ride drivers who had earned their very first year award all the way up to one who had earned his 32nd year of safe driving award.

At the annual Ben Franklin Transit’s Anniversary & Employee Recognition Event held on May 20, 2018, we honored and recognized all those who achieved this very challenging and difficult accomplishment.

C. Resolution 21 – 2018 - Recognizing Caleb Suttle’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event

Ken Hamm, Director of Transit Operations informed the Board that in 2017, Caleb finished 9th in the APTA International Bus Roadeo. Earlier this month he placed 5th overall in the 35-foot bus category; against some of the best Operators in the country at the APTA International Bus Roadeo in Tampa, Florida. Staff recommended that the Ben Franklin Transit Board of Directors affirm the recognition of Caleb Suttle, BFT Coach Operator, by the General Manager and BFT Staff for his exemplary efforts at the 2018 APTA International Bus Roadeo Competition, representing the agency with great professionalism and skill.

D. Resolution 22 – 2018 - Recognizing Gabe Beliz’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event

Ken Hamm, Director of Transit Operations stated Gabe Beliz has been one of the nation’s top Bus Roadeo Competitors for several years, having won first place in the APTA International Bus Roadeo four times. In May 2018, Gabe Beliz finished second at the APTA International Bus Roadeo competing against the best Operators in North America in the 40-foot bus category in Tampa, Florida. Staff recommended that the Ben Franklin Transit Board of Directors affirm the recognition of Gabe Beliz, BFT Coach Operator, by the General Manager and BFT Staff for his exemplary efforts at the 2018 APTA International Bus Roadeo Competition, representing our agency with great professionalism and skill.

E. Resolution 23 – 2018 – Recognizing BFT’s Operations Employee of the Year: Pat Hackney, Coach Operator

Gloria Boyce, General Manager stated Pat Hackney is a 20-year Coach Operator and 17-year recipient of the National Security Council’s National Safe Driver Award. As a Coach Operator, Pat Hackney has served as Union Steward as well as President of the Employee’s Association. As a seasoned operator, Pat is regarded as a resource for his fellow driver when preparing for route changes, service changes, shake-up and general operation inquiries. His willingness and desire to help is appreciated by his peers and admired by management. His annual evaluations praise his strong work ethic, dependability and positive attitude. A nomination form stated the following: “Year after year Pat Hackney gives his all, whether on the bus, while providing excellent, friendly, safe and effective customer service to our community; or while representing the union members he serves in the capacity of Union Steward. Pat Hackney is a role model to other drivers both senior and newbies. He is willing to support not only the members he represents but also BFT staff. Pat is always willing to go the extra mile, coming in on his day off to represent employees. Pat’s friendly infectious personality and leadership has not gone unnoticed, he is appreciated for his longevity and his willingness to serve not only his community but the union members as well.”

All 2017 Employees of the Year were honored at the Annual Employee event on May 20, 2018. Custom polos with their name and category of Employee of the Year, cash prize and plaques were provided, and all recipients will be honored at the 2018 Washington State Public Transportation Conference, August 19-21, 2018 in Kennewick, WA.

F. Resolution 24 – 2018 - Recognizing BFT’s Support Employee of the Year: Angie Timmins, Human Resources Analyst

Gloria Boyce, General Manager stated in the past year, Angie has shown tremendous commitment to and pride in her role at BFT. As a Human Resources Analyst, Angie is tasked with the majority,

if not all the initial contact and interviews with potential candidates for hire. She conducts all preliminary screenings and is the first impression of Ben Franklin Transit. Throughout the onboarding and training process, she represents the agency well treating all with respect and dignity. She is described as professional, trustworthy, kind and as having an infectious personality. This allows our staff to feel comfortable with the HR team from day one, and well into their careers.

The nomination form recommending her stated the following: “Angie's recent training of non-represented staff on the SMART goals and evaluations was very well done. She was very well prepared, which I am sure took countless hours; she respected people's time by keeping the message on task. She made a potentially ‘boring’ subject interesting, keeping staff engaged and participating. Her interaction with new employees has to be par none. With her infectious smile and laugh, her knowledge and intelligence she will bring quality people here in droves.”

All 2017 Employees of the Year were honored at the Annual Employee event on May 20, 2018. Custom polos with their name and category of Employee of the Year, cash prize and plaques were provided, and all recipients will be honored at the 2018 Washington State Public Transportation Conference, August 19-21, 2018 in Kennewick, WA.

G. Resolution 25 – 2018 - Recognizing BFT’s Team of the Year: Planning Department – Kevin Sliger, Chad DeMeyer and Mary Coates

Gloria Boyce, General Manager stated that nominating staff recognized Kevin Sliger, Chad DeMeyer and Mary Coates who serve BFT as Planning Department staff. Their work requires them to be multi-faceted transitioning quickly and effectively between highly-technical and analytical work in addition to interfacing with the public, regional and Jurisdictional partners. Over the past several years, and specifically last year, as BFT prepared for the first major service change in our history, these three employees stepped up to expand their skillsets and technical knowledge to assist BFT toward the finish line. They collaborate well and listen to the concerns of all employees and departments. The nomination form naming them as team of the year stated the following: “Throughout the last year, Planning staff has been given numerous opportunities to choose "easy" over "right." Their commitment to our community is exhibited daily when they approach every situation holistically-- keeping in mind the potential ramifications on both BFT and those we serve. When you're working with the Planning department, you know you will get results, and typically, delivered to you early and wrapped in a pretty little package. I believe this reputation is reflected in relationships both internally and externally.” Congratulations and thank you, Kevin, Chad and Mary, for all that you do.

All 2017 Employees of the Year were honored at the Annual Employee event on May 20, 2018. Custom polos with their name and category of Employee of the Year, cash prize and plaques were provided, and all recipients will be honored at the 2018 Washington State Public Transportation Conference, August 19-21, 2018 in Kennewick, WA.

CHAIRMAN WATKINS called for a motion for Resolution 20 – 2018 - Recognizing 2018 National Safety Council Safe Driver Award Recipients; Resolution 21 – 2018 - Recognizing Caleb Suttle’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event; Resolution 22 – 2018 - Recognizing Gabe Beliz’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event; Resolution 23 – 2018 - Recognizing BFT’s Operations Employee of the Year: Pat Hackney, Coach Operator; Resolution 24 – 2018 - Recognizing BFT’s Support Employee of the Year: Angie Timmins, Human Resources Analyst; and Resolution 25 – 2018 - Recognizing BFT’s Team of the Year: Planning Department – Kevin Sliger, Chad DeMeyer and Mary Coates.

ACTION: BOB KOCH made and LISA STADE seconded a motion to approve the Resolution 20 – 2018 - Recognizing 2018 National Safety Council Safe Driver Award Recipients; Resolution 21 – 2018 - Recognizing Caleb Suttle’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event; Resolution 22 – 2018 - Recognizing Gabe Beliz’s participation in the 2018 American Public Transportation Association (APTA) 2017 International Roadeo Competition Event; Resolution 23 – 2018 - Recognizing BFT’s Operations Employee of the Year: Pat Hackney, Coach Operator; Resolution 24 – 2018 - Recognizing BFT’s Support Employee of the Year: Angie Timmins, Human Resources Analyst; and Resolution 25 – 2018 - Recognizing BFT’s Team of the Year: Planning Department – Kevin Sliger, Chad DeMeyer and Mary Coates.. MOTION CARRIED UNANIMOUSLY.

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

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

RICK MILLER stated that the July Operations & Maintenance Committee meeting was cancelled due to the 4th of July holiday. All repeat Resolutions were forwarded per June’s Committee recommendations, as the June Board meeting was cancelled due to lack of quorum. The one new item of business, Resolution 28- 2018 – Authorizing the General Manager to Release Proposals for Bus Stop and Transit Center Shelters was forward to tonight’s agenda as an ACTION ITEM. All notes were included in the Board packet for review.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

RICHARD BLOOM informed the full Board that all notes were included in the Board packet.

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN reviewed the items discussed at the Administration and Finance Committee Meeting on July 5, 2018. Discussion included recommendation to approve Michelle Chunn as member to the Citizen’s Advisory Network (CAN), Receive and file the WA State Auditor’s Office 2017 Financial Statement and Federal Single Audit Reports, BFT’s Capital Improvement Program, Staff recommendation to adjust headcount, and WSTIP Risk Profile & Annual Report. 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 May 10, 2018 Board Meeting Minutes
- B. May Voucher Summary

May 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 has been emailed to the Board members June 8, 2018 and July 6, 2018 (June Board meeting was cancelled due to lack of quorum).

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
510-18	79756	79776	5/11/2018	\$438,136.43	Payroll
511-18	79777	79799	5/25/2018	\$440,014.29	Payroll
Total				\$878,150.72	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
148-18	67926	67983	5/4/2018	\$113,135.99	MDSE
149-18	67984	67984	5/8/2018	\$828.72	MDSE
150-18	67985	67985	5/11/2018	\$306,215.80	MDSE
151-18	ACH TRANS		5/11/2018	\$726,529.35	ACH TRANS
152-18	67986	68072	5/11/2018	\$418,302.64	MDSE
153-18	VOID	68065	5/11/2018	(\$564.45)	VOID
154-18	68073	68073	5/17/2018	\$9,871.84	MDSE
155-18	68074	68163	5/18/2018	\$418,197.56	MDSE
156-18	68164	68229	5/25/2018	\$537,207.53	MDSE
157-18	68230	68281	5/31/2018	\$130,367.67	MDSE
158-18	ACH TRANS		5/31/2018	\$185,740.54	ACH TRANS
Total:				\$2,845,833.19	

Check register numbers 510-18 to 511-18 and 148-18 to 158-18;

In the total amount of: \$3,723,983.91

C. June Voucher Summary

June 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 has been emailed to the Board members July 6, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
512-18	79800	79822	6/8/2018	\$450,151.44	Payroll
513-18	79823	79847	6/22/2018	\$488,986.17	Payroll
Total				\$939,137.61	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
159-18	68282	68335	6/8/2018	\$491,541.77	MDSE
160-18	VOID	68290	6/8/2018	(\$183,505.33)	VOID
161-18	68336	68336	6/8/2018	\$556.21	MDSE
162-18	68337	68420	6/11/2018	\$326,432.71	MDSE
163-18	ACH TRANS		6/14/2018	\$753,432.71	ACH TRANS
164-18	68241	68433	6/13/2018	\$134,296.35	MDSE
165-18	ACH TRANS		6/22/2018	\$168,673.39	ACH TRANS
166-18	68434	68528	6/29/2018	\$733,127.85	MDSE
167-18	ACH TRANS		6/30/2018	\$42,870.60	ACH TRANS
168-18	ACH TRANS		6/30/2018	\$18,704.29	ACH TRANS
Total:				\$2,486,130.83	

Check register numbers 512-18 to 513-18 and 159-18 to 168-18;

In the total amount of: \$3,425,269.44

D. Resolution 26 – 2018 - Authorizing the General Manager to declare vehicles 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.

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

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

10. Action Items

- A. Resolution 27 – 2018 - Selecting Michelle Chunn as member to the Citizen’s Advisory Network (CAN) to serve through December 31, 2020

Ali Madison, Director of Marketing & Communications stated as of the April 9, 2018 meeting of the Citizen’s Advisory Network (CAN), five stakeholder groups identified as priorities for encompassing community representation remained open: Chamber of Commerce and Economic Development, Human Services/Senior Providers Representative, Mental Health Agency/Medical Community Representative, Dial-A-Ride Rider/Disabled Providers Representative, and Student Rider/HS/College.

In an effort to progress toward full representation, the CAN nominating committee has reviewed one new CAN membership application, conducted an interview with the applicant per CAN Standing Rules, and is now ready to forward the nomination and its recommendation for acceptance to the BFT Board of Directors. CAN Standing Rules state that a CAN member shall be appointed for a two-year term and may reapply for additional two-year terms subject to exception of Section 4.1 of the CAN Standing Rules. The first two-year term for CAN members added during a calendar year will commence the following January 1. The CAN member will be a voting member following the date their application is approved by the BFT Board.

CHAIRMAN WATKINS called for a motion.

ACTION: RICK MILLER made and LISA STADE seconded a motion to approve Resolution 27 – 2018 - Selecting Michelle Chunn as member to the Citizen’s Advisory Network (CAN) to serve through December 31, 2020. MOTION CARRIED UNANIMOUSLY.

- B. Resolution 28- 2018 – Authorizing the General Manager to Release Proposals for Bus Stop and Transit Center Shelters

Bill Barlow, Interim Director of Planning & Service Development stated that Ben Franklin Transit (BFT) seeks a contractor to provide bus stop shelters that enhance and incorporate elements of our community and address the rapidly growing community that we serve. Amenities are an important element of BFT’s transit service. They provide riders with comfort and safety and form the community’s perception of its transit system.

Staff has been coordinating with local jurisdictions planning for amenities placement. Coordination has allowed BFT to partner with agencies for bus stop shelters that are in-line jurisdictional projects creating cost efficiency and mitigating redundancy. BFT will order a minimum of thirty-five (35), up to five hundred (500) shelters over the life of the five (5) year contract period. Deliveries will be scheduled by placing orders directly with the Contractor.

Mr. Barlow continued, stating that staff will advertise locally and regionally to attract qualified contractors. Staff will notify the Board of the proposal results and make a recommendation for award in October of 2018. Discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and RICK MILLER seconded a motion to approve Resolution 28- 2018 – Authorizing the General Manager to Release Proposals for Bus Stop and Transit Center Shelters. **MOTION CARRIED UNANIMOUSLY.**

C. Resolution 29 – 2018 – Receive and file the WA State Auditor’s Office 2017 Financial Statement and Federal Single Audit Reports

Kevin Hebdon, Director of Administrative Services introduced to the Board Matthew Branson, Finance Manager. Mr. Branson stated the Washington State Auditor’s Office (SAO) began the 2017 Financial Statement and Federal Single Audits at Ben Franklin Transit on March 26, 2018. In a Financial Statement Audit the SAO performs audit procedures in accordance with Government Auditing Standards to obtain reasonable, not absolute, assurance whether our financial statements are free of material misstatements. They are also required to report any significant deficiencies and material weakness in internal controls if noted. Finally, the SAO is required to report noncompliance with provisions of laws, regulations, contracts and grant agreements that could have a direct and material effect on the accuracy of the financial statements.

A Federal Single Audit or grants compliance audit is prescribed by the Office of Management and Budget (OMB) Circular A-133. This audit is required when federal grant expenditures exceed \$750,000 in a fiscal year. This audit evaluates the effectiveness of internal controls and determines compliance with federal requirements for our Federal Transit Formula Grants.

An Audit Entrance Conference was held on April 11, 2018. The SAO has now completed their review and an Audit Exit Conference was held on June 22, 2018 to discuss the audit results. Their report, Attachment A, notes no findings or other significant deficiencies, material weaknesses, noncompliance with laws, regulations, contracts, or grant agreements. The SAO has determined current controls to be effective and that BFT is compliant with the Federal Transit Formula Grant requirements. Mr. Branson opened for questions, to which there were none.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 29 – 2018 – Receive and file the WA State Auditor’s Office 2017 Financial Statement and Federal Single Audit Reports. **MOTION CARRIED UNANIMOUSLY.**

D. Resolution 30-2018 – Authorizing the General Manager to Increase Approved Headcount by seven (7) Full Time Equivalent (FTE) and Reclassify two (2) Existing Positions

Wendi Warner, Director of Human Resources and Labor Relations stated in 2012, the Federal Transportation Association (FTA) upgraded Ben Franklin Transit’s (BFT) designation from a small urban transit to a large urban transit. The new designation increased certain compliance and recordkeeping requirements. The Board of Directors recognized that additional headcount was required to meet the demand of increased compliance and recordkeeping. It was also decided that technology services should no longer be outsourced.

For the fiscal years 2014 through 2017, headcount allocations were approved for three (3) IT Services positions, one (1) Finance position, one (1) Planning and Service Development position, one (1) Safety position and one-half (.5) position for Procurement and (.5) position for Human Resources, totaling seven (7) new non-represented FTE in administrative support positions. Also, in September of 2017, BFT implemented expanded service hours as part of the Comprehensive Service Plan. The Board of Directors approved additional operating headcount, a requirement for meeting the commitment of increased service hours to the community. At the end of 2017 and beginning of 2018, the Agency's total headcount was 315; comprised of 305 full-time positions and 10 part-time positions for a combined FTE of 310.

During the 2018 budget review process, BFT staff informed the Board that no additional headcount was requested at that time as an analysis of workforce needs and considerations would be presented later in the year. In April 2018, BFT implemented demonstration routes for which four (4) additional FTE operator headcount was approved, bringing the new approved Agency headcount to 319 and the FTE's to 314. With expanded service hours, recent operational growth, federal compliance requirements and a strategic transition from manual processes to technology based applications, certain administrative and operational support functions have experienced an increased workload.

During this phase of growth, where necessary and practicable, BFT contracted with staffing agencies for temporary employees rather than request additional headcount to address the business needs. As of July 2018, BFT has 13 temporary employees assigned throughout the Agency. Some assignments have been in place for two or more years. The 2017 expense for this contingent workforce was approximately \$480,690.

BFT staff have evaluated the work currently performed by contingent temporary labor and have compared our regular workforce size and composition with agencies that are deemed by the Public Employee Relations Commission (PERC) to be comparable to BFT.

BFT has evaluated the current and prospective workload of the Maintenance, Marketing, Operations and Human Resources Departments. After contrasting workforce numbers with comparable agencies and evaluating the expense associated with temporary staffing, the following reclassifications and additional positions have been identified for these departments to meet the administrative and operational support needs of the Agency:

- Maintenance: (1) Facilities Maintenance Worker – (new FTE)
(2) Equipment Service Workers (new FTE's)
- Operations: (1) Training & Performance Manager (new FTE)
(1) Training & Performance Specialist (new FTE)
- Human Resources: (1) Administrative Assistant (new FTE)
(1) Employment Manager (reclassification)
- Marketing: (1) Graphic Design/Event Specialist (reclassification)
(1) Community Outreach Coordinator (new FTE)

With the approval of these positions, the anticipated impact to the 2018 budget for all positions if filled by October 1, 2018 would be approximately \$146,698. Some expense would be off-set by the elimination of long-term temporary assignments. No revisions are anticipated to the 2018 Operating Budget due to these headcount adjustments. Ms. Warner opened for questions. Discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 30-2018 – Authorizing the General Manager to Increase Approved Headcount by seven (7) Full Time Equivalents (FTE) and Reclassify two (2) Existing Positions. MOTION CARRIED UNANIMOUSLY.

- E. Resolution 31 – 2018 Authorizing the General Manager to Release Bids for the Groundwater Diversion Project Phase 2 and Increase the 2018 Capital Budget by \$297,463

Jerry Otto, Assistant General Manager stated 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). 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 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 the existing USACE utility easement on the MOA property.

Phase 1 of the two-phase project is complete with the separation of the Army Corps of Engineers drain storm system from BFT's groundwater collection system. Engineering plans are complete for the groundwater diversion project phase 2 and staff is requesting authorization to release bids for phase 2 of the project. The project design and bid packages will be ready for release by mid-July. The engineer's estimate for phase 2 is \$317,794 which exceeds the approved capital budget line item for the project by \$297,463. In December of 2017 the Board approved the overall Capital Budget amount of \$11,340,900 which included estimates for this project of \$300,000. Local economic and other factors have contributed to the increased cost estimates of this project. See the details of the overall project costs and associated budget in the chart below.

BFT staff will advertise locally and regionally to attract interested contractors. Staff will notify the Board of the bid results and make a recommendation for award in September of 2018. The estimated project completion date is November 31, 2018. Mr. Otto opened for comments. Brief discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: SHON SMALL made and RICK MILLER seconded a motion to approve Resolution 31 – 2018 Authorizing the General Manager to Release Bids for the Groundwater Diversion Project Phase 2 and Increase the 2018 Capital Budget by \$297,463. MOTION CARRIED UNANIMOUSLY.

F. Resolution 32 – 2018 – A Resolution to Rescind Resolution 17-2018 in its Entirety and Adopt a Revised Transit Advertising Policy

Ali Madison, Director of Marketing & Communications stated that the BFT Board approved the new Transit Advertising Policy (Resolution 17-2018) at their May 10, 2018 meeting. During that meeting, board member Richard Bloom noted the absence of language prohibiting cannabis-related advertising. BFT staff also shared concerns from advertising contractor PS Media about limitations imposed by fully prohibiting advertising of a political or religious nature, citing local examples that support reasonable leniency in policy wording and which would represent a predictable loss of advertising revenue if prohibited.

It was agreed between staff and board members that proposed wording changes would be presented at the next regularly scheduled board meeting on June 14, 2018. Staff drafted proposed wording changes to the pertinent sections in an attempt to achieve a win-win and reviewed those changes with BFT Legal Counsel. As the June 14 board meeting was cancelled, the revised policy wording will be presented at the Board meeting on July 12, 2018. Ms. Madison opened for comment and questions. Discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 32 – 2018 – A Resolution to Rescind Resolution 17-2018 in its Entirety and Adopt a Revised Transit Advertising Policy. MOTION CARRIED UNANIMOUSLY.

G. Resolution 33 – 2018 – Adoption and Approval of BFT’s Capital Improvement Program

Kevin Hebdon, Director of Administrative Services stated per RCW 35.58.2795 Ben Franklin Transit (BFT) is required to prepare a Transit Development Plan (TDP) and update it annually. Inside that TDP is a requirement to identify capital grants and match as incurred and obligated. Capital projects funded by grants need to identify funding sources and grant amounts in the year the grants are made. These projects make up the Capital Improvement Program (CIP) and are used to create the Program of Projects (POP) as found inside the TDP.

Staff is building BFT’s CIP to better plan for the future. Part of that build is being more transparent with capital projects and improving the way they are presented to the Board for approval. Historically speaking, the list of projects was briefly discussed and included in the POP and approved with the TDP as presented by BFT’s Planning and Service Development staff. Then later in the budget process those projects may have been discussed in more detail. This year staff held meetings with an internal CIP Committee to call for and review submitted capital projects. These were then submitted to the Executive Management Team (EMT) and General Manager (GM) for approval.

The list of projects (Exhibit A) and detailed CIP forms for each project (Exhibit B) are included as part of the resolution. These exhibits are the result of the CIP process and have been approved by the EMT and GM and are presented to the BFT Board of Directors for approval. Once approved

these projects are then programed in planning documents and grants as well as developed in future capital budgets. Amounts listed for each project are estimates and will be fine-tuned through the budget process. Vehicle replacements over the next six years (2019-2024) as found in Exhibit A under the Fleet Program in red are compliant with BFT's Fleet Replacement Schedules and account for over \$30M over the next six years. Mr. Hebdon then detailed the existing project revisions and proposed new project approvals. Brief discussion was held. CHAIRMAN WATKINS recommended to the staff that board documents of this nature, with this type of complexity may be a good option for special meetings, additional time allowances and or early convene times to appropriately address. Mr. Hebdon stated that historically, this has been rolled into the Transit Development Plan and not presented as a sole agenda item however staff felt it deserved additional review by the Board.

CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 33 – 2018 – Adoption and Approval of BFT's Capital Improvement Program. MOTION CARRIED UNANIMOUSLY.

H. Resolution 34 - 2018 – Authorizing the General Manager to Release the Draft 2018 – 2023 Transit Development Plan for Public Comment

Bill Barlow, Interim Director of Planning & Service Development stated that Ben Franklin Transit (BFT) submits the Transit Development Plan (TDP) annually to meet WSDOT guidelines. To meet these guidelines, the TDP includes BFT's goals, accomplishments, a Program of Projects, financial projections and inventories. The TDP works in conjunction with Benton Franklin Council of Government's (BFCG) regional Transportation Improvement Program (TIP) and the capital funding presented in the TDP Program of Projects is displayed in the TIP. This submittal begins the grant funding cycle for federal and state funds and identifies projects for BFCG's fiscally constrained Capital Budget Process.

The Goals included in the TDP represent the objectives outline in BFT's Strategic Plan. The Draft 2018 - 2023 Transit Development Plan and the proposed Program of Projects will be released to the public for comment, to meet federal and state grant funding compliance. Once the review process is complete, staff will bring all comments from that process to the Board for consideration. The final TDP must be submitted to WSDOT by September 1, 2018. Brief discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: SHON SMALL made and RICHARD BLOOM seconded a motion to approve Resolution 34 - 2018 – Authorizing the General Manager to Release the Draft 2018 – 2023 Transit Development Plan for Public Comment. MOTION CARRIED UNANIMOUSLY.

11. Discussion/Information Items

A. 2nd Quarter Performance Report

Ali Madison, Director of Marketing & Communications provided the Board with updates on Q2 Total System Boardings, Fixed Route Performance, Demonstration Routes, outreach efforts and all current marketing campaigns. Additional information was provided on progress on 2018 Major Goals & Initiatives. Discussion was held.

12. Staff Reports & Comments

A. Legal Report

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

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through May are on track, operating expenditures are trending under budget by 9.3%. Treasurers' report included May information: deposits are secure, reserve funds are accounted for. Sales Tax revenue increased 11.6% in Jun 2018 for Apr 2018 business as compared to Apr 2017. Receipts were \$2.97M. Additional 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:
 - Staff has reviewed and determined we will not apply for the Better Utilizing Investments to Leverage Development (BUILD) Transportation. The primary factors in this decision were because main recipients were infrastructure projects and secondly, projects will be evaluated on ability to generate new non-Federal revenue for transportation infrastructure investment.
- State:
 - Our Regional Mobility Grant has been submitted.
 - In August, BFT will serve as the hosting Agency for the Washington State Transit Association annual conference and Roadeo.
- Operations
 - All operations continue to run smooth this past month.
 - Staff is preparing for Fair shuttle operations.

- Upcoming Events
 - Allied Arts Shuttle
 - Last Friday and Saturday in July. Shuttle runs from Fran Rish Stadium to stops near the event, 8:30 a.m. - 8:30 p.m. on Friday and 8:30 a.m. - 7:00 p.m. on Saturday.
 - Columbia Cup Shuttle
 - Last Saturday, and Sunday in July. Ben Franklin Transit will provide shuttle service to and from the Lamb Weston Columbia Cup races on Saturday and Sunday. Shuttles run at 7, 8, 9, 10, and 11 a.m., and then start again 15 minutes after the last heat of the day for return trips.
 - Dial-A-Ride service is available, but reservations must be made by 5:00 PM on Thursday for Friday and by noon on Friday for Saturday or Sunday.

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

Upcoming Board Calendar

Operations and Maintenance Committee

August 1, 2018
BFT Room 360A – 12:30 PM

Planning and Marketing Committee

August 1, 2018
BFT Room 360A – 4:00 PM

Administration and Finance Committee

August 2, 2018
BFT Room 360A – 4:30 PM

Board Meeting

August 9, 2018
BFT Board Room – 7:00 PM

Citizen’s Advisory Network (CAN) Meeting

TBD

13. Board Member Comments

- A. NORMA NELSON – Recent discussion regarding Initiative 1433, which had no resolution- resulting in PERC hearing.
- B. LISA STADE – No report.
- C. STEVE BECKEN – 7th street project in Prosser is still underway and will be through august, and potentially through September.
- D. BOB KOCH– No report.
- E. CHAIRMAN MATT WATKINS – recently in Denver and enjoyed experiencing their Transit; Employee Picnic on May 20 was a great time, A special thanks to all the drivers and staff who made it an enjoyable time for his guests. Thank you for the picnic blankets. Additionally, CHAIRMAN WATKINS asked moving forward that all Board members report on all personal transit use and boardings.
- F. RICK MILLER – happy to see transit expanding and is a key indicator of area growth

- G. RICHARD BLOOM – Thankful for the cover for DAR, Fair planning; Keene and Van Geisen new business opened
- H. SHON SMALL – look forward to experiencing WSTA Roadeo. Announced he is a grandpa to the most beautiful baby in the world. Will not be able to attend august 9 Board meeting. Chair Watkins requested to contact alternate.

14. Next Meeting:

Regular Board Meeting – Thursday, August 9, 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 9:10 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
July 12, 2018