

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, September 14, 2017 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), STEVE BECKEN, RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, LISA STADE and (Non-voting Union Representative) CHRIS LILYBLADE

STEVE YOUNG and SHON SMALL excused

Staff:

Jerry Otto, Pat Roach- Legal Counsel, Tony Kalmbach, Kevin Hebdon, Wendi Warner, Paul Holgate, Rob Orvis, Gladys Diaz

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited Assistant General Manager & Acting General Manager, Jerry Otto 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.

Tony Kalmbach, Director of Planning & Service Development, introduced Bill Barlow, BFT Transit Planning Manager to the Board. Mr. Barlow moved from North Carolina to join the BFT team, and brings a wealth of knowledge with him. Mr. Barlow expressed his enthusiasm to be on board.

CHAIRMAN WATKINS invited Kevin Hebdon, Director of Administrative Services, to introduce special guest, Al Hatten, Executive Director of the Washington State Transit Insurance Pool (WSTIP)

5. **Approval of Agenda**

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

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

## 6. Recognitions

- A. Resolution 42-2017 – Tom Swenson, Facilities Support Specialist, July 9, 2012 – August 31, 2017

Bill Hale, Fleet Maintenance Supervisor reviewed the contributions of Tom Swenson, Facilities Support Specialist. Tom started his career in the position of Facilities Maintenance Worker and brought a vast amount of experience with him. Tom's experience and organizational skills lead to his advancement to Facilities Support Specialist in February, 2016. Tom always showed great problem solving skills in every task he faced, he always had a solution to BFT's facility problems. Tom and his wife will be moving to Oregon and in his own words "doing a lot of tinkering in my shop." We wish Tom the best in his retirement.

- B. Resolution 43-2017 – Jack Hecht, Graveyard Lead Mechanic, January 28, 1991 – August 4, 2017

Bill Hale, Fleet Maintenance Supervisor reviewed the contributions of Jack Hecht, Graveyard Lead Mechanic. Jack began his twenty-six (26) year career for Ben Franklin Transit in the position of Mechanic One. He brought with him an extensive background of vehicle repair which quickly made Jack a major asset to Ben Franklin Transit. In 1992, Jack was promoted to Mechanic Two and filled in as Lead Mechanic. Jack has great customer service skills which have made him the go to guy for Operations when they had any mechanical problems. Jack served as Graveyard Lead Mechanic for the last twenty (20) years of his career making certain that Operations always had enough vehicles for morning pullout regardless of weather conditions. Under Jack's leadership the graveyard crew was recognized as BFT Employee Team of the Year in 2003. Through the years, Jack has always given 100% to Ben Franklin Transit and will be missed.

- C. Resolution 44-2017 – Karen Shreve, Dial-A-Ride Dispatcher, May 9, 2005 – August 31, 2017

Katherine Ostrom, Assistant Director of Transit Operations, reviewed the contributions of Karen Shreve, Dial-A-Ride Dispatcher. Since hired in 2005, Karen has demonstrated exceptional ability as the DAR morning dispatcher. Her uncanny attention to detail and her capacity to operate efficiently under adverse conditions is amazing. She successfully handles competing priorities in the "chaotic" early mornings and makes it look easy, when in truth it is the most demanding shift of the day. She has been a dedicated member of the Critical Incident Stress Management team which is extremely important to the agency. She has a strong presence in DAR and has proven to be a true asset to the department and the agency. Karen has left some large shoes to fill and we will miss her caring, kind, loyal and can do attitude. We wish her well in her retirement and her move to be closer to her family.

- D. Resolution 45-2017 – WSTA Caleb Suttle Jim Thielke  
E. Resolution 46-2017 – WSTA Gabe Beliz Jim Thielke

Jim Thielke, Safety and Security Manager, stated Ben Franklin Transit had two of its Coach Operators and one Dial-A-Ride Driver compete in BFT's local Bus Rodeo held on May 21, 2017.

In doing so, they qualified for the Washington State Transit Association State Roadeo competitions, which were held on Sunday, August 6, 2017 in Everett, Washington.

At BFT's local Roadeo, Operator Gabe Beliz, placed 1<sup>st</sup> in the 40-foot division followed by Caleb Suttle taking second place. Dial A Ride Driver, Mona Miller took 1<sup>st</sup> place in the local Bus Roadeo Body-on-Chassis para-transit division.

At the State competition, Gabe Beliz achieved 1<sup>st</sup> place in the 40-foot division by beating out 9 other competitors. In the 35-foot division, Caleb Suttle took second place in a field of 7 total competitors. Both Caleb and Gabe will represent Ben Franklin Transit at the American Public Transportation Association International Bus Roadeo in Tampa Florida, May 2018.

BFT staff recommended that the Board of Directors recognize Ben Franklin Transit Coach Operators Gabe Beliz, and Caleb Suttle, and Dial-A-Ride Driver, Mona Miller who all represented BFT very well at both the local and state Roadeo competitions in May and in August of 2017.

#### F. Resolution 47-2017 – Recognizing WSTIP Safe Driver Recipients

Jim Thaelke, Safety and Security Manager, stated that Ben Franklin Transit's Coach Operators and Dial-A-Ride Drivers that have amassed 20 years or more of safe driving without a preventable vehicle or passenger accident received special award recognition from the Washington State Transit Insurance Pool (WSTIP). For this award, there were two separate categories: The first category recognized those Coach Operators and DAR Drivers who had achieved 20 plus years of "cumulative" safe driving over the course of their ongoing employment at BFT, and secondly, it recognized those Coach Operators and DAR Drivers who had achieved 20 plus years of "consecutive" safe driving over the course of their ongoing employment at BFT.

Each recognized Coach Operator and DAR Driver will receive a personal letter from WSTIP thanking them for their outstanding performance and a certificate of achievement outlining their individual accomplishment. Based on national averages, a person in the transit industry who has driven professionally for 10 years has had the equivalency of driving approximately 1 million miles. Depending on each individual Coach Operator and DAR Driver's accomplishment, each will receive a monetary award from WSTIP of at least \$150.00, and on up to \$250.00 based on the number of years of safe driving each person achieved either cumulatively or consecutively.

For the 2017 qualification period, Ben Franklin Transit had 4 total combined Coach Operators and DAR Drivers who received this special recognition: Cathy Christianson, twenty-five (25) years consecutive; Cheryl Irwin, twenty (20) years consecutive; Cindy McMurray, twenty (20) years consecutive; and Stanley Strand, thirty (30) years of cumulative safe driving.

All recipients were invited to take photos with WSTIP Executive Director, Al Hatten, while being presented with a certificate of achievement. Mr. Hatten commented on the level of achievement by BFT and their staff, stating it is his honor to have BFT as a part of the WSTIP team.

CHAIRMAN WATKINS called for action. RICHARD BLOOM moved and LISA STADE seconded to approve Resolutions 42-2017, 43-2017, 44-2017, 45-2017, 46-2017, and 47-2017. Motion carried unanimously.

## 7. Board Committee Reports

- A. Operations & Maintenance Committee, RICK MILLER, Chair – No report, meeting cancelled due to no agenda items present.
- B. Planning & Marketing Committee, RICHARD BLOOM, Chair – No report, meeting cancelled due to no agenda items present.
- C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN reviewed the items discussed at the Administration and Finance Committee Meeting on September 7, 2017. Discussion included Resolution 51-2017 Authorizing the General Manager to enter into a contract with TripSpark for rideshare management software. The committee requested further clarification from legal counsel regarding Section 12 of the proposed contract. Additionally, the WSTIP Annual Report, CAN Nominations and standing business were reviewed.

CHAIRMAN WATKINS invited questions or comments to which CHRIS LILYBLADE noted that the Collective Bargaining Agreements for Fixed Route and Dial-A-Ride were set to be voted on this evening, however, they were not listed on the agenda. CHAIRMAN WATKINS stated they would be discussed in Executive Session, and if action were to take place, it would be following Executive Session.

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

- A. Approval of August 10<sup>th</sup>, 2017 Board Meeting Minutes
- B. August Voucher Summary

August 2017 vouchers audited and certified by Ben Franklin Transit’s auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing, which was emailed to the Board members on September 7<sup>th</sup> 2017.

### Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
516-17	79210	79237	8/4/2017	\$384,508.00	Payroll
517-17	79238	79264	8/18/2017	\$389,367.07	Payroll
518-17	79265	79265	8/18/2017	\$1,307.38	Payroll
519-17	VOID	79258	8/18/2017	(\$1,307.38)	Payroll

**Total      \$773,875.07**

## Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
192-17	65328	65374	8/4/2017	\$312,985.12	MDSE
193-17	65375	65386	8/7/2017	\$37,258.16	MDSE
194-17	65387	65451	8/11/2017	\$215,227.95	MDSE
195-17	ACH TRANS		8/15/2017	\$453,698.55	MDSE
196-17	65452	65519	8/18/2017	\$115,233.29	MDSE
197-17	65520	65531	8/21/2017	\$85,149.33	MDSE
198-17	65532	65586	8/25/2017	\$324,021.82	MDSE
199-17	65587	65587	8/28/2017	\$11,456.40	MDSE
200-17	ACH TRANS		8/31/2017	\$403,200.08	ACH TRANS
201-17	65588	65648	8/31/2017	\$259,326.84	MDSE

**Total: \$ 2,214,557.54**

Check register numbers 516-17 to 519-17 and 192-17 to 201-17;

**In the total amount of: \$2,988,432.61**

- C. Resolution 48-2017: Authorizing the General Manager to declare vehicles identified in exhibit “A” as surplus and dispose per Resolution 62-2014

The Vanpool Department has a total of nine (9) vehicles that, per BFT’s Fleet Management Plan and Replacement Cycle, have met or exceeded their useful life and are ready to be removed from service.

- D. Resolution 49-2017: Request to Adopt the Results of BFT’s May 2017 Title VI Service Equity Analysis

In August 2016 Ben Franklin Transit’s (BFT) Board of Directors authorized the implementation of the Comprehensive Service Plan by way of Resolution 54-2016. Implementation of the service recommendations outlined in the Comprehensive Service Plan Study (CSPS) are underway. All FTA recipients who receive Urbanized Area Formula Program (5307) funds and are in an urbanized area of 200,000 or more are required to perform a Title VI equity analysis whenever a major service or fare change is proposed to prevent disparate impact and treatment of minority and low-income populations within the agencies service area.

As part of the implementation process, BFT conducted a route-by-route Title VI service equity analysis with the intention of better understanding how the fixed route service changes will impact low-income and minority populations. All fixed route service changes will be subject to the elimination of all or sections of current routes, the rerouting of existing route or adjusting frequencies (headways) that may result in a major service change, as defined in BFT’s Major Service Change Policy.

The May 2017 Title VI Service Equity Analysis details the potential adverse effects that these populations might face with the coming service changes, and how BFT will take steps to avoid, minimize, or mitigate impacts where practicable. It was found that the service changes to Routes 41 in Kennewick, Routes 62, 65 and 66 in Pasco and Route 120 (Intercity) created disproportionate burden to low-income populations.

Additionally, it was found that the service changes to Routes 60, 62, 65, 66, 150 and 160 will create a disparate impact on minority populations. These adverse effects will be justified and/or mitigated by alignment or frequency changes of other proposed routes and expansion of demand response (i.e. Taxi Feeder).

The May 2017 Title VI Service Equity Analysis was released for a 30-day public comment period to meet federal and state funding compliance requirements. No public comment regarding the findings within May 2017 Title VI Service Equity Analysis were received. The document has been edited to reflect the route number change of Route 23 and Route 26 to Route 123 and Route 126, respectively. Also, information about public outreach efforts pertaining to the May 2017 Title VI Service Equity Analysis have been included in the final document.

Additionally, a copy of the draft May 2017 Title VI Service Equity Analysis was sent to the FTA for review. FTA had no comment regarding the document other than it was a well-executed analysis.

- E. Resolution 50-2017: A resolution selecting Leo Bowman and David Cortinas as members of the Citizen Advisory Network (CAN) to serve through December 31, 2019

The Ben Franklin Transit (BFT) Board approved the CAN “Standing Rules” revision and appointments in 2017 by way of Resolution 40-2017 to establish a new Citizen’s Advisory Network. At the time of approval, three stakeholder groups remained open: Ethnic Community Organization, Clean Air/ Good Roads/ Energy Advocate, and Student Rider/ HS/College. BFT staff recommended the Board of Directors approve Resolution 50-2017 selecting David Cortinas representing Ethnic Community Organizations and Leo Bowman representing Clean Air/Good Roads/Energy Advocate as members to the Citizen’s Advisory Network (CAN) to serve through December 31, 2019.

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

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

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

**9. Action Items-**

- A. Resolution 51-2017 Authorizing the General Manager to enter into a contract with Trapeze Software Group, D.B.A. TripSpark Technologies for Rideshare management software system

Terry DeJuan, Rideshare/Vanpool Manager, stated that the Ben Franklin Transit (BFT) Board of Directors approved the release of proposals for a Rideshare Management Software System on May 11, 2017. BFT's Vanpool Program seeks a software system that will manage many functions and data for the program. Currently these functions and data are managed with multiple databases and spreadsheets. Data that is currently being stored includes, but not limited to, customer information, vanpool group information, vanpool fares and information required for Federal Transit Administration (FTA) reporting compliance through the National Transit Database (NTD).

Vanpool staff currently receives monthly fares and ridership reports in hard copy for all vans (on average BFT has 245 in service vans) in revenue service by mail, e-mail, and in person. Once staff has received the monthly reports they are reviewed and entered into the vanpool database. There are over 2,100 vanpool participants whose payments are received each month by check, cash, and electronically. Each of these payments are entered manually into Fleet-Net by vanpool staff. TripSpark RidePro Software will automate these processes and reduce the amount of time staff spends reviewing and entering data allowing staff to be out in the community promoting the Rideshare Program. TripSpark RidePro Software will simplify the process for vanpool participants by allowing them to complete their required reports online. Additionally, the software will allow for "self-service" Ridematching for vanpool participants as well as carpoolers. The Ridematching services would be open to citizens of the region to find available vanpool rides or others wishing to carpool.

BFT staff solicited proposals from contractors to provide Rideshare Management Software. BFT staff advertised on BFT's website, Tri-City Herald, Mass Transit and Transit Talent, and sent out 12 requests for proposal packages to contractors. BFT received one proposal from TripSpark Technologies. TripSpark's proposal was reviewed by three evaluators. TripSpark gave a presentation to the evaluators on July 20, 2017 and BFT requested a Best and Final Offer. TripSpark was determined to be responsive and responsible. BFT Staff recommended the Board to award TripSpark Technologies the Rideshare Management Software System contract and authorize the General Manager to enter a contract with TripSpark Technologies. Terry DeJuan then invited the Boards questions or comments.

TERRY CHRISTENSEN asked how much the department anticipates in FTE savings. Terry DeJuan stated that the department had a retirement last year, a vacancy that has not since been filled. This software could mean removing the need to fill it, however, nothing would be ascertained until after the implementation and review period. A brief discussion was held.

CHAIRMAN WATKINS invited Legal Counsel, Pat Roach to address section 12 of the TripSpark contract, as discussed in the Administration & Finance Committee meeting. Counsel stated that if the Board choose to move on the Resolution, it would be subject to an amended section 12.

CHAIRMAN WATKINS called for a motion. STEVE BECKEN moved and RICHARD BLOOM moved to approve Resolution 51-2017, subject to modification of Tripspark contract, section 12. MOTION CARRIED UNANIMOUSLY.

RICHARD BLOOM posed a question to Legal Counsel regarding BFT's potential liability for ride matching. What would the process be for ride matching, and would it extend our liability? CHAIRMAN WATKINS requested that Legal Counsel review the rideshare website as it pertains to the liability of BFT as a ride matcher.

**(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors)**

**10. Discussion/Information Items**

A. CAN Report

Tony Kalmbach, Director of Planning and Service Development, reviewed the status of the group. As previously discussed in the Consent Agenda, two new members have been added to the CAN. Due to opportunities elsewhere, one member has had to resign. Additionally, due to transition, the first CAN meeting is not set to take place until October.

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

B. WSTIP Annual Report

Kevin Hebdon, Director of Administrative Services, provided the mission and goals of Washington State Transit Insurance Pool (WSTIP) and invited Al Hatten, Executive Director, WSTIP to present the 2016 Annual Report. Mr. Hatten reviewed the history of and formation of WSTIP. He continued to present the WSTIP annual report and BFT's 2016 Risk Profile. A brief discussion was held.

C. Special Recognition: Resolution 52-2017 recognizing Allen F. Hatten – Executive Director of the Washington State Transit Insurance Pool (WSTIP) for his twenty-five (25) years of service to Washington State Transit Agencies

CHAIRMAN WATKINS recognized some of Al Hatten's most notable accomplishments including: Allen F. Hatten (Al) was the first full-time employee of WSTIP, hired April 1, 1993. Al's home was the first office; and during his tenure at WSTIP the participating member agencies grew from eight to twenty-five. The original eight agencies contributed \$1.2 million to provide \$5 million of general/auto liability coverage with no deductibles. Today member agencies provide \$12.8 million annually in contributions which provides an array of coverages at different levels; and Al has played crucial roles bring to fruition many programs that have benefited Ben Franklin Transit directly. To name a few: customized coverages and premiums to fit the various sizes of transit agencies served and their varying coverage needs, the Collision Avoidance Pilot Program, moved from \$12M of liability coverage to \$20M, implemented the capital funding model, a new way of funding the self-insured component, to WSTIP in 2013, grew the WSTIP self-insured fund from \$2.5 in 1995 to over \$22M to lower reliance on gap coverage insurance and Al is the recipient of numerous awards and recognitions including 1997 Achievement Award from the Governor of Washington State, 2002 Public Risk Management Assn. (PRIMA) Chapter Service Award, 2004 Washington State Auditor's Excellence in Government Award, 2007 Leadership Award presented by the WSTA, 2009 Governor's Achievement Award and led the creation of the Washington State Transportation Training Coalition.

The Board of Directors thanked Al Hatten for his service and officially commended and recognized for his twenty-five (25) years of service to Ben Franklin Transit and other transit agencies in Washington State; and in honor and recognition of Allen F. Hatten, the BFT Board of Directors presented Allen F. Hatten with an honorary Ben Franklin Transit bus stop.



CHAIRMAN WATKINS called for a motion. RICHARD BLOOM moved and BOB KOCH seconded Resolution 52-2017 recognizing Allen F. Hatten – Executive Director of the Washington State Transit Insurance Pool (WSTIP) for his twenty-five (25) years of service to Washington State Transit Agencies. MOTION CARRIED UNANIMOUSLY.

## **11. Staff Reports & Comments**

### **A. Legal Report**

Pat Roach, Legal Counsel, stated there is no report. Executive session pursuant to RCW 42.30.110. There is possibility there may be action taken following Executive Session.

### **B. Financial Report**

Kevin Hebdon, Director of Administrative Services, stated operating revenues through July are on track, operating expenditures are under budget, and capital funds remain strong. Other PTBA and Sales Tax information provided. Financials were included in the Board packet, and were discussed in detail at the Administration and Finance committee meeting.

### **C. Acting General Manager's Report**

Jerry Otto, Acting General Manager, thanked the Board for their guidance and direction as BFT prepares to roll out the comprehensive service plan. Thank you to the staff and consultants who have worked on this for over two (2) years. BFT is excited for the implementation beginning Monday September 18<sup>th</sup>, 2017. Media events and schedule were reviewed. CHAIRMAN WATKINS requested that all Board remind their local jurisdiction meetings that September 18<sup>th</sup> also marks the beginning of one week of complimentary fixed route service for all riders.

## **Upcoming Events**

- Service Change effective September 18<sup>th</sup>, 2017

## **Upcoming Board Calendar**

### **Operations and Maintenance Committee**

October 4, 2017 – Cancelled  
BFT Room 360A – 12:30 p.m.

### **Planning and Marketing Committee**

October 4, 2017 – Cancelled  
BFT Room 360A – 4:00 p.m.

### **Administration and Finance Committee**

October 5, 2017  
BFT Room 360A – 4:30 p.m.

### **Board Meeting**

October 12, 2017  
BFT Board Room – 7:00 p.m.

## **12. Board Member Comments:**

- A. CHRIS LILYBLADE – no report given
- B. LISA STADE
  - i. Elections are coming
  - ii. Otherwise, all is well
- C. STEVE BECKEN– no report given
- D. BOB KOCH
  - i. Columbia Basin Livestock show and Fall festival was last week and went very well
- E. CHAIRMAN WATKINS
  - i. Columbia Basin College opened its first residence hall
- F. RICHARD BLOOM
  - i. Saturday is the West Richland Harvest Festival
- G. TERRY CHRISTENSEN
  - i. WSU Tri-Cities opened their Student Union this week

CHAIRMAN WATKINS opened for public comments, to which there were none.

## **13. Next Meeting – Thursday, October 12, 2017 at 7:00 p.m.** **BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA**

## **14. Executive Session**

CHAIRMAN WATKINS notified all in attendance that the Board of Directors would be in Executive Session for thirty (30) minutes, following a three-minute break. The Executive Session convened at 8:23 p.m. for approximately thirty (30) minutes. At 8:53 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

- A. Resolution 53-2017: Adopting the Collective Bargaining Agreement between Ben Franklin Transit (BFT) and Teamsters’ Local 839 representing Dial-A-Ride drivers and reservation clerks

Wendi Warner, Director of Human Resources and Labor Relations, provided a brief overview of Resolution 53-2017. The Teamsters’ Local 839 three-year labor agreement with BFT expired May 31, 2016. Teamsters’ Local 839 voted on September 12, 2017, and ratified a new three-year Collective Bargaining Agreement with BFT covering the period of June 1, 2016 through May 31, 2019.

BFT staff recommended the approval of Resolution 53-2017 Adopting the Collective Bargaining Agreement between Ben Franklin Transit (BFT) and Teamsters’ Local 839 representing Dial-A-Ride drivers and reservation clerks.

CHAIRMAN WATKINS proposed motion or discussion. BOB KOCH moved and RICHARD BLOOM seconded a motion to approve Resolution 53-2017 Adopting the Collective Bargaining Agreement between Ben Franklin Transit (BFT) and Teamsters’ Local 839 representing Dial-A-Ride drivers and reservation clerks. MOTION CARRIED UNANIMOUSLY.

B. Resolution 54-2017: Adopting the Collective Bargaining Agreement between Ben Franklin Transit and Teamsters local 839 representing Coach Operators

Wendi Warner, Director of Human Resources and Labor Relations, provided a brief overview of Resolution 54-2017 the Teamsters' Local 839 three-year labor agreement with BFT expired May 31, 2016. The Teamsters' Local 839 voted on September 12, 2017, and ratified a new three-year Collective Bargaining Agreement with BFT covering the period of June 1, 2016 through May 31, 2019.

BFT staff recommended the approval of Resolution 54-2017: Adopting the Collective Bargaining Agreement between Ben Franklin Transit and Teamsters local 839 representing Coach Operators.

CHAIRMAN WATKINS proposed motion or discussion. BOB KOCH moved and RICHARD BLOOM seconded a motion to approve Resolution 54-2017: Adopting the Collective Bargaining Agreement between Ben Franklin Transit and Teamsters local 839 representing Coach Operators. MOTION CARRIED UNANIMOUSLY.

C. Resolution 55-2017 to adopt a performance and competency compensation and wage adjustment philosophy and market-based salary structure for non-represented employees; and authorize BFT staff to draft a policy to include the agency's comprehensive compensation philosophy, merit based methodology, market survey schedule and systematic approach for future compensation program evaluations; and authorize the General Manager to adjust the compensation of the employees who are outside of "fair-market" standards effective September 14, 2017; and adopt BFT's non-represented employee paid time off benefits as presented; and authorize BFT staff to evaluate non-represented medical benefits which are reasonable, economically sustainable, and in compliance with current federal and state guidelines utilizing a percentage of premium methodology; and amend BFT's non-represented employee job titles as presented, and approve BFT employee job descriptions.

Wendi Warner, Director of Human Resources and Labor Relations, provided a brief overview of Resolution 55-2017. BFT staff recommended the approval of Resolution 55-2017.

CHAIRMAN WATKINS invited motion or discussion. BOB KOCH moved and RICHARD BLOOM seconded. CHAIRMAN WATKINS opened for discussion and noted that this study has been many years in the making and there is not a designated group to advocate or negotiate for non-represented employees, part of this will go into effect immediately. This resolution was passed as a package and will require some follow-up which will be brought to the Board in the future. MOTION CARRIED UNANIMOUSLY.

## 15. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 8:58 p.m.

Meeting recorded by:  
Gladys Diaz for Amanda Para, Interim Clerk of the Board  
September 14<sup>th</sup>, 2017