

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, August 9, 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, JOHN TRUMBO, and SHON SMALL

STEVE BECKEN, BOB THOMPSON, LISA STADE, RICK MILLER, and NORMA NELSON (Non-Voting Union Representative) 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, Matthew Branson, Tom Turner, Rob Orvis

3. **Pledge of Allegiance**

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

4. **Citizen's Public Comment/Introduction of Visitors**

Bill McKay, Kennewick Councilmember, stated that in reviewing the Transit Development Plan, there was a figure which reflected contracted Dial-A-Ride to be \$18 per passenger whereas Ben Franklin Transit costs \$35-38 Dial-A-Ride Per Passenger. Mr, McKay posed a second concern regarding page 44 of the Transit Development Plan amount and size of buses. He expressed confusion over the size of busses being used, specifically 40 ft. busses, when you consider the carbon footprint of each of those busses and low ridership.

CHAIRMAN WATKINS clarified that the Transit Development Plan will be discussed later in the meeting as Agenda Item 10B and held comments and questions specific to that document for later in the meeting.

5. **Approval of Agenda**

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

ACTION: SHON SMALL made, and RICHARD BLOOM seconded a motion to approve the amended agenda. MOTION CARRIED UNANIMOUSLY.

6. **Recognitions – None.**

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

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

CHAIRMAN WATKINS stated that the August Operations & Maintenance Committee meeting was held and attended by DIRECTOR RICK MILLER. All notes were included in the Board packet for review. CAHIRMAN WATKINS opened the floor for comments and questions to which there were none.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

CHAIRMAN WATKINS stated that the Planning & Marketing Committee Meeting was cancelled.

C. Administration & Finance Committee, STEVE BECKEN, Chair

CHAIRMAN WATKINS stated that the Planning & Marketing Committee Meeting was cancelled.

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

A. Approval of July 12, 2018 Board Meeting Minutes

B. July Voucher Summary

July 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 August 3, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
514-18	79848	79871	7/6/2018	\$444,868.69	Payroll
515-18	79872	79893	7/20/2018	\$444,788.06	Payroll
Total				\$889,656.75	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
169-18	ACH TRANS		7/5/2018	\$757,078.80	ACH TRANS
170-18	68529	68600	7/6/2018	\$613,629.95	MDSE
171-18	68601	68602	7/11/2018	\$853.40	MDSE
172-18	68603	68603	7/12/2018	\$1,000.00	MDSE
173-18	68604	68712	7/20/2018	\$480,492.50	MDSE
174-18	68703	68713	7/24/2018	\$264,864.00	MDSE
175-18	ACH TRANS		7/26/2018	\$157,536.52	ACH TRANS
176-18	68714	68714	7/27/2018		VOID

177-18	68715	68775	7/27/2018	\$280,820.77	MDSE
178-18	ACH TRANS		7/31/2018	\$23,717.06	ACH TRANS
Total:				\$2,580,003.00	

Check register numbers 514-18 to 515-18 and 169-18 to 178-18;

In the total amount of: \$3,469,659.75

- C. Resolution 35 – 2018 – Authorizing the General Manager to Increase Change Order Authority and Accept Phase One of the MOA Groundwater Diversion Project as Complete
- D. Resolution 36 – 2018 – Authorizing the General Manager to Extend the TC Transportation Services, LLC Contracted Services Contract #881

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

ACTION: BOB KOCH made, and RICHARD BLOOM 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 37 – 2018 Authorizing the General Manager to enter into a Contract with the Arc of Tri-Cities for Paratransit Contracted Services

Bill Barlow, Interim Director of Planning & Service Development stated on March 8, 2018, the Board of Directors approved the release of proposals for Paratransit Contracted Services. Ben Franklin Transit (BFT) offers a variety of transportation services, including fixed route bus service, vanpools, demand response service (Prosser) and a door-to-door ADA Paratransit service known as Dial-A-Ride (DAR). Additionally, BFT utilizes a contracted services contract to provide Paratransit Contracted Services. The contract is currently held with The Arc of Tri-Cities and will end on August 31, 2018.

BFT received two proposals and they were both determined to be responsive and responsible. Evaluators rated the proposals and the proposals were averaged, with The Arc of Tri-Cities receiving the highest rating from the evaluators. BFT staff recommends authorizing the General Manager to enter into a Paratransit Contracted Services contract with the Arc of Tri-Cities for an initial three years, with authorization to extend up to two additional years. Brief discussion was held.

CHAIRMAN WATKINS called for a motion.

ACTION: SHON SMALL made, and RICHARD BLOOM seconded a motion to approve Resolution 37 – 2018 Authorizing the General Manager to enter into a Contract with the Arc of Tri-Cities for Paratransit Contracted Services. MOTION CARRIED UNANIMOUSLY.

B. Resolution 38 - 2018 – Adopting 2018 – 2023 Transit Development Plan and Program of Projects

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 (See Attachment A) includes BFT’s goals, accomplishments, a Program of Projects, financial projections and inventories. The TDP works in conjunction with BFCG’s Transportation Improvement Program (TIP) and the funding presented in the TDP is displayed in the TIP. This submittal begins the grant funding cycle for federal and state funds.

The BFT Draft 2018-2023 TDP has been released for public comment. Public Hearings were held in a transit accessible location (Three Rivers Transit Center), on July 26 at 2:00 pm in the afternoon and 5:00 pm in the evening. Staff noted all comments related to the TDP during the open public comment period.

Discussion was held on the submission timeline and process. JOHN TRUMBO posed questions on BFT’s comment and complaint (CCR) process and operating costs per passenger trip. Discussion was held. CHAIRMAN WATKINS extended an invitation to JOHN TRUMBO and BILL McKAY to participate in BFT’s New Board Orientation. Both accepted and the Clerk scheduled this orientation for August 28, 2018.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made, and SHON SMALL seconded a motion to approve Resolution 38 - 2018: Adoption of 2018–2023 Transit Development Plan and Program of Projects.

11. Discussion/Information Items– None.

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 July 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 July 2018 for May 2018 business as compared to May 2017. Receipts were \$3.22M. 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:
 - Last week, the Senate overwhelmingly passed a four-bill minibuss, including the FY19 Transportation, Housing (THUD) Appropriations bill and maintains the \$400 million plus-up to the Bus and Bus Facility Program distributed proportionally along the FAST Act funding levels to formula, competitive grant and Low/No Emissions. The House THUD Appropriations bill, which includes a \$550 million plus-up for Bus and Bus Facilities, still awaits floor action.
 - State:
 - Submitted our 5339 Bus and Bus Facilities grant application for our information technology infrastructure and systems projects \$2.94m for operational software, bus equipment, automated transit fare collection
- Operations
 - All operations continue to run smooth this past month.
 - Allied Arts Shuttle and Columbia Cup Shuttle both went well and will be reported in detail in our quarterly performance report. The donations from the Allied Arts will be presented to the Benton Franklin County Boys and Girls Music and Arts Center next month.
 - WSTA Conference- State conference and Rodeo
 - August 19-21
 - BFT host agency
 - Prepping for Fair August 21-25
 - All 13 busses that were awaiting technology installation are in revenue service and we have received 14 of the 33 DAR vehicles that were waiting for the lift ramp correction
 - Throughout Covey training, a common opportunity was the lack of company-wide communication systems. O email program will launch to more than 250 employees later this month allowing for Buzz emails, notification of major company initiatives and updates on ongoing projects. We look forward to clearer lines of communication.
- CAN
 - Staff will present another CAN application in September
- Upcoming Events
 - APTA Annual Conference, Nashville TN- If you are interested in attending, please contact Amanda as soon as possible by next Friday 8/17
 - Our very own Jo Ann Cravens has been awarded a \$5,000 APTF Scholarship to complete her degree in Public Safety

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

Upcoming Board Calendar

Operations and Maintenance Committee

September 5, 2018
BFT Room 360A – 12:30 PM

Planning and Marketing Committee

September 5, 2018
BFT Room 360A – 4:00 PM

Administration and Finance Committee

September 6, 2018
BFT Room 360A – 4:30 PM

Board Meeting

September 13, 2018
BFT Board Room – 7:00 PM

Citizen’s Advisory Network (CAN) Meeting

TBD

13. Board Member Comments

- A. JOHN TRUMBO – apologized for missing July 12 Board Meeting where Resolution 32-2018 was voted on regarding the BFT Advertising Policy. He read the following statement for the record: “I did not attend the meeting, yet, I had reasons for opposing a change in the policy that change would allow political candidate advertising. I want this Board to understand why I believe it is a bad precedent that any public agency allow itself to be used by a political force. Elected officials should not be able to generate income for a Public agency such as BFT or those who seek to be elected officials, it smacks of tic-for-tac. ‘you allow this for me and I will be nice to you later’ is a polite way to put it. Why should BFT be doing this when it is obvious that other public entities, or officials of other public entities such as city councils, county commissioners, school district trustees would have serious reservations about allowing political campaign on their assets including buildings, real estate and vehicles? I believe there is an ethical issue here. I also have a problem with the reason given as to why this commission even considered the matter on July 12. Was it because BFT’s hired private contractor, a for-profit business that specializes in advertising consulting, didn’t like the total ban on political ban because it would hurt their profits? I guess that’s one reason. Why is this commission setting policy, public policy, that is specifically for the benefit for a private enterprise? The only other reason I can see why Resolution 32-2018 was approved is to bring monetary benefit to this public agency, and I suggest that that is not the purpose for which we exist, that is all I have to offer, thank you for allowing me to comment.”
- B. SHON SMALL– no report
- C. RICHARD BLOOM – I apologize for not being at the Planning and Marketing meeting. “revision was due to the failure to include cannabis in the plan, and the political advertising was suggested for re-wording because it seemed very circuitous, we can revisit this in a future Planning & Marketing meeting, but the reality comes down to that the direct effect of political advertising on our busses has zero immediate effect on the budget of Ben Franklin Transit because we provide that contract on a fixed price. They pay us X amount and try to market as much as they can. The more that market, we don’t get anymore money, so it’s not a tit-for-tat, but the contract may be worth more in the future because they can market political ads. I was a little sensitive to that, I just didn’t want to see a lot of negative

ads – my concern was a whole bunch of negative ads going on the bus. But still, if you wanted to oppose a proposition, I thought you should be able to oppose a proposition, because the vote is yes or no, so there’s usually two sides of every... But I did bring your concerns to the Board that evening.” In other news, Bombing Range will be closed until further notice. Update was provided on National Night Out.

D. CHAIRMAN WATKINS – commented on a coworker who is still learning the new system.

E. BOB KOCH– very interesting primary Tuesday night, more to come.

14. Next Meeting:

Regular Board Meeting – Thursday, September 13, 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 8:07 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
August 9, 2018