

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, October 11, 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 STEVE BECKEN

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

Staff:

Jerry Otto, Pat Roach – Legal Counsel, Matthew Branson, Wendi Warner, Bill Barlow, Amanda Para, 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**

CHAIRMAN WATKINS acknowledged a full room of guests and invited Bill Barlow, Interim Director of Planning & Service Development to provide a brief statement that may address some of the public comment topics in the room.

“Staff continue to work through all aspects and impacts of the recently renewed contract with the Arc and Tri City Taxi for contracted Services, which we are still in negotiations. Bill Barlow and Gloria Boyce worked to diligently prior to last month’s meeting to identify a solution for the night recreation activities. The Arc has applied and been granted acceptance into the Community Van Program. Staff has identified three lift-equipped vehicles which have been added to the Community Van Program to accommodate requests and special events for the benefit for all community van partners. These vehicles are available for use beyond regular Fixed Route hours. As always, we value and appreciate feedback from the public and we will continue seek solutions for our community. Ben Franklin Transit is tracking night service customer comments and resolving issues as diligently as possible. It is the recommendation of staff to utilize the Customer Service system to ensure adequate response and resolution.”

CHAIRMAN WATKINS called for public comment on any item not further down on the agenda.

Christine asked a question of the Board regarding night services, if it was true that a cap had been placed on Night Service. CHAIRMAN WATKINS called on staff to answer. Bill Barlow, Interim Director of Planning and Service Development, stated yes, 75 rides a night. Discussion was held.

Greg Bird, participates in Monday Night football events at a local venue. Mr. Bird expressed concerns with Night service calling time, ride times, and wait times.

Tina Collins, Finley inquired if these issues also affects the Feeder. She indicated instances where riders are forced to stay until as late as 11pm for a 9pm event end. “For the services, we thought we were paying for, we purchase the Freedom Pass. These people feel like their lives are being taken away. If the Transit would run until 9pm or 9:30pm, it would allow these guys to have a life.”

Christine inquired a clarifying question, regarding the cap of rides. CHAIRMAN WATKINS encouraged Bill Barlow to hand out his cards to the folks with more detailed questions.

Tracy Bronson, Dial-A-Ride Driver inquired on who questions and comments should be directed to? CHAIRMAN WATKINS directed them to Bill Barlow, to which Bill Barlow, Interim Director of Planning and Service Development requested all comments be logged in the CCR for the quickest response.

Teresa Payne of Richland provided the Board with a letter, “Hi. My name is Teresa Payne. The date is 10-11-18. This letter is for Benton Franklin Transit Board concerning night service. There is some stipulation in hindering my ability of being independent. The ridership need to be looked at. They are limited. I am thankful for your contract that you have with Benton Franklin TriCity Cab for the night service. I do utilize all the time as much as I can ride. There might become a times when I get a job. If I cannot get a ride, I will be stuck calling my family. I will have a problem getting home on my own. I think that need to be changed.”

CHAIRMAN WATKINS followed up on the comments and stated that Section 10, Resolution 51-2018 – Authorizing the General Manager to Release for Public Review and Comment the Proposed 2019 Operating & Capital Budget will address service levels, should any members of the Public choose to stay for comments and questions.

CHAIRMAN WATKINS stated the floor is still open for public comments. Hearing none, he continued with the agenda.

5. Approval of Agenda

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

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

6. Recognitions

A. Resolution 45-2018: Recognizing Paul Henry for a 3rd place finish at the WSTA State Roadeo

- B. Resolution 46-2018: Recognizing Caleb Suttle for a 2nd place finish at the WSTA State Roadeo
- C. Resolution 47-2018: Recognizing Gabe Beliz for a 1st place finish at the WSTA State Roadeo

Ken Hamm, Director of Transit Operations stated Ben Franklin Transit had two of its Coach Operators and one Dial-A-Ride Driver compete in BFT's local Bus Roadeo held on May 20, 2018. In doing so, they qualified for the Washington State Transit Association State Roadeo competitions, which were held on Sunday, August 19, 2018 in Kennewick, Washington.

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

At the State competition, Gabe Beliz achieved 1st 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. Paul Henry achieved 3rd in the state BOC division. Mr. Henry also received the distinguished Best Pre-Trip & Wheel Chair Securement BOC award.

Both Caleb and Gabe will represent Ben Franklin Transit at the American Public Transportation Association International Bus Roadeo in Louisville, Kentucky in May 2019. CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made, and BOB KOCH seconded a motion to approve Resolution 45-2018: Recognizing Paul Henry for a 3rd place finish at the WSTA State Roadeo; Resolution 46-2018: Recognizing Caleb Suttle for a 2nd place finish at the WSTA State Roadeo; Resolution 47-2018: Recognizing Gabe Beliz for a 1st place finish at the WSTA State Roadeo. MOTION CARRIED UNANIMOUSLY.

- D. Resolution 48-2018: Recognizing BFT employee Jo Cravens as APTF National Scholarship Award Recipient

Jerry Otto, Assistant General Manager informed the Board that Jo Cravens has worked for Ben Franklin transit since March of 2004, as a Coach Operator and has served on BFT's Safety & Health Committee, the Comprehensive Route Study committee while also serving as a Teamster union steward for many years. Jo received her Associates Arts degree in general studies from the University of Las Vegas along with additional classes from a community college in southern Nevada. Jo recently has been taking online courses from Grand Canyon University out of Phoenix, Arizona. Her chosen degree is a Bachelor of Science in Public Safety & Emergency Management. This degree will provide Jo a thorough understanding of the fundamentals of emergency management, while providing her an interdisciplinary course of study in the skills and practices of emergency planning and management. This degree will also highlight the application of research methodology; the utilization of communication skills at the personal, professional and public level; and the development of professional skills and knowledge in the fields of public safety and

emergency management. Jo is currently holding a 3.9 grade point average and is projected to complete her studies this school year.

A brief description of the APTF Scholarships – APTF’s mission is “To increase and retain the number of individuals choosing the transit field as a career by providing scholarships and engagement opportunities to deserving students and transit professionals - our future leaders. The 25-member national Board awards scholarships to deserving students interested in the transit field demonstrating a continued interest in a career in the public transportation industry, high academic achievement. Mr. Ott concluded with “Jo Ann is among only 33 recipients in the Nation. Way to go Jo Ann, we are so proud of you!”

ACTION: RICHARD BLOOM made, and BOB KOCH seconded a motion to approve Resolution 48-2018: Recognizing BFT employee Jo Cravens as APTF National Scholarship Award Recipient. MOTION CARRIED UNANIMOUSLY.

E. Resolution 49-2018: Recognizing BFT Employee Stan Strand’s 36 Years of Service

Ken Hamm, Director of Transit Operations stated that Stanley Strand was hired on July 19, 1982 and submitted a letter of retirement to BFT with an effective date of Friday, September 28, 2018. Stan is now “switching lanes” into a new direction.

Not only is Stan our longest serving Ben Franklin Transit operator, but he is one of the safest! This past July, he earned his 33rd National Safety Council Award. With approximately 3.6 million miles under his seatbelt, that is quite the accomplishment! To put that in perspective, that’s nearly 8 trips to the moon and back! In 2017, he was honored with special recognition for his driver’s safety record by the Washington State Transit Insurance Pool.

After more than three decades behind the wheel and in the classroom, Stan has transported hundreds of thousands of Tri-City residents all over the region and provided countless lessons and trainings to fellow employees. It is believed that all current Operations staff have been at one time or another, trained by Stan Strand. Through the years, Stan’s intelligence, consistency, and positive attitude have made him one of the go-to people for past knowledge and historical perspective of the transit. In addition to new driver and refresher trainings, Stan was also BFT’s main CPR instructor and even trained maintenance employees on shop safety. In 2004 and 2016, Stan was recognized as BFT Employee of the Year. In 2018, as a tribute to his exemplary career, Stan was featured as the face of the “We’re Going Places” marketing campaign.

Stan is now enjoying life on his farm with his family and friends. Those still here at the transit will miss him tremendously. He was always one to brighten your day. Angie Stringer, Operations Admin stated it well, “Stanley is an exemplary human being. He is kind, courteous, helpful, has a great sense of humor and is generous not only in-house, but also outside of work, where he

volunteers his time and resources.” Stan, we miss you already and wish you nothing but clear paths and smooth roads in retirement.

Staff and the Board of Directors recognized Stan by providing him with an Honorary Bus Stop, a lifetime pass, and a certificate of excellence.

ACTION: RICHARD BLOOM made, and BOB KOCH seconded a motion to approve Resolution 48-2018: Resolution 49-2018: Recognizing BFT Employee Stan Strand’s 36 Years of Service. MOTION CARRIED UNANIMOUSLY

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

8. Board Committee Reports

A. Operations & Maintenance Committee, RICK MILLER, Chair

CHAIRMAN WATKINS stated that the September Operations & Maintenance Committee meeting was cancelled.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

CHAIRMAN WATKINS stated that the Planning & Marketing Committee Meeting. DIRECTOR BLOOM reported to the Board that staff reviews the 4th Quarter Marketing plan and update.

C. Administration & Finance Committee, STEVE BECKEN, Chair

CHAIRMAN WATKINS stated that the Administration & Finance Committee Meeting was held. STEVE BECKEN reviewed the items discussed, primarily Budget.

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

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

A. Approval of September 13, 2018 Board Meeting Minutes

B. September Voucher Summary

September 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 October 5, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
519-18	79960	79981	9/14/2018	\$ 456,782.09	Payroll
520-18	79982	80004	9/28/2018	\$433,092.52	Payroll

Total \$918,605.20

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
188-18	69098	69138	9/6/2018	\$285,682.56	MDSE
189-18	ACH TRANS		9/6/2018	\$317,289.96	ACH TRANS
190-18	69139	69217	9/17/2018	\$107,711.51	MDSE
191-18	ACH TRANS		9/20/2018	\$470,843.16	ACH TRANS
192-18	69218	69250	9/21/2018	\$1,110,109.05	MDSE
193-18		68964	8/24/2018	-	MDSE
194-18	ACH TRANS		9/28/2018	\$187,273.38	ACH TRANS

Total: \$2,890,946.10

Check register numbers 519-18 to 520-18 and 188-18 to 194-18;

In the total amount of: \$3,809,551.30

- C. Resolution 50-2018: 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 BOB KOCH 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)

9. Action Items

- A. Resolution 51-2018: Authorizing the General Manager to Release for Public Review and Comment the Proposed 2019 Operating & Capital Budget

Matthew Branson, Interim Director of Administrative Services stated that the Board was presented the preliminary budget October 11, 2018. The Board hereby authorizes the General Manager to release for public review and comment the Proposed 2019 Operating and Capital Budget. Budget documents will be posted on BFT's website and the public can comment via www.bft.org or call 509-734-5100.

DIRECTOR KOCH inquired as to the means in which the information will be disseminated, and the public will be notified that the Budget is available. Further discussion followed. The Board directed staff to issue a press release stating the above, along with display ads.

ACTION: RICHARD BLOOM made, and STEVE BECKEN seconded a motion to approve Resolution 51-2018: Authorizing the General Manager to Release for Public Review and Comment the Proposed 2019 Operating & Capital Budget. MOTION CARRIED UNANIMOUSLY.

10. Discussion/Information Items

A. 3rd Quarter Performance Report

Ali Madison, Director of Marketing & Communications provided the Board with updates on Total System Boardings, Fixed and Demonstration Route Performance, and Seasonal Event Services. This year's Art in the Park event shuttle continued its uptrend in boardings, with an increase of about 12%. While staff was not provided attendance data for this year's Columbia Cup, shuttle performance appears to somewhat mirror event attendance and the event's director has said that attendance typically dips between five-year anniversary milestones. This year was the event's 53rd year, so by that logic we would hope to see an upswing in attendance and boardings for the 55th annual event in 2020.

Capping off BFT summer of seasonal event services was the Benton-Franklin Fair & Rodeo in August, which coincided with BFT hosting the Washington State Transit Association's annual Roadeo and Conference. Again, BFT offered shuttles from six locations, as well as a one-time return trip shuttle to West Richland, Benton City, and Prosser. Frequency varied from 15-60 minutes, depending on origination point and time of day. While we had an uptick in boardings on Tuesday and Saturday of the fair this year, total boardings were down 11.5% from 2017. That said, total fair attendance dipped about 12.5% this year, which further supports the observation that our shuttle ridership tends to reflect those fluctuations.

Ms. Madison then provided the Board with a review of Marketing and Outreach efforts, which included the following: Demonstration Route promotion, Kennewick Sustainability Forum, Pasco Farmers Market, Art in the Park Shuttle Service, Water Follies Shuttle Service, National Night Out, Benton-Franklin Fair Parade, Head Start Resource Fairs, Benton-Franklin Fair & Rodeo, Platform presence @ 22nd Avenue, Kamiakin + Southridge HS Resource Fairs, Benton City Daze Parade, Pasco School District Staff Presentation, and Legacy HS Resource Fair just to name a few.

Ms. Madison, concluded with an update of 2018 major goals and initiatives.

CHAIRMAN WATKINS opened the floor for questions and comments, to which there were none.

11. Staff Reports & Comments

D. Legal Report

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

E. Financial Report

Matthew Branson, Interim Director of Administrative Services, stated operating revenues through August 31 are on track, operating expenditures are trending under budget. Treasurers' report

included July information: deposits are secure, reserve funds are accounted for. Sales Tax revenue increased 8.7% in Sep 2018 for Jul 2018 business as compared to Jul 2017. BFT notes a YTD increase of 7.1% as compared to the same periods in 2017. Receipts in Sep for Jul sales were \$3.01M. Additional financials were included in the Board packet.

F. General Manager's Report

Jerry Otto, Assistant General Manager, provided the Board with a review of this month's notable topics:

- Government Affairs Update
 - Federal:
 - No transit-related updates at this time.
 - State
 - No major news at the state level as they close their fiscal year.
 - Operations
 - Recent Media Coverage
 - Staff have worked with both Planning & Marketing and Admin & Finance Committees to identify the appropriate avenue and content for a written response to recent media coverage. The Board has identified a few key action items and staff are currently working on an OpEd draft for Board review and submission. Additionally, at the direction of the Board, staff is working on developing an FAQ for the website, social media, and other appropriate channels.
 - BFCOG Changes in Leadership
 - BFT was recently informed there have been several staffing changes at Benton Franklin Council of Governments (BFCOG). Stephanie Seamans will now serve as Interim Executive Director until recruiting can be completed.
 - CAN – We look forward to engaging and presenting the proposed 2019 budget on October 29th
 - Upcoming Events: APTA Leadership Summit is November 27-30 in Washington DC. This conference will include a Board Members Governance Workshop, plus Industry Leadership Summit. Amanda Para will be attending the Transit Board Administrator's Seminar. If you are interested in attending the final training offering for the year, please contact Amanda Para as soon as possible to begin arranging your travel.

Mr. Otto closed his report opened for questions. Brief discussion was held.

Upcoming Board Calendar

Operations and Maintenance Committee

October 31, 2018

BFT Room 360A – 12:30 PM

Planning and Marketing Committee - Cancelled

Administration and Finance Committee

October 4, 2018

BFT Room 360A – 4:30 PM

Regular Board Meeting

November 1, 2018

BFT Board Room – 7:00PM

Citizen’s Advisory Network (CAN) Meeting

October 29, 2018

BFT Board Room – 6:00 PM

12. Board Member Comments

- A. JOHN TRUMBO – No report
- B. RICHARD BLOOM – W. Richland re-released their Lip Sync video. Road construction continues.
- C. CHAIRMAN MATT WATKINS – looks forward to comparing apples to apples on a recently improved system. Focus should be on those things that drive ridership. In the coming year, I would hope we place that at the top of the priority list.
- D. BOB KOCH – No report.
- E. STEVE BECKEN – Prosser road construction is concluded.
- F. LISA STADE – Enjoyed Salt Lake City’s multimodal approach for ease and access.
- G. NORMA NELSON – Thank you to Night service folks who came out to share your concerns. Teamsters will be meeting on 1433. Looking forward to the weather turning.

14. Next Meeting:

Regular Board Meeting – Thursday, November 2018 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

15. Executive Session

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 8:22 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
October 11, 2018