

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, December 13, 2018 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

1. CHAIRMAN WATKINS called the meeting to order at 7:01 p.m.

2. Roll Call: MATT WATKINS (Chairman), BOB KOCH (Vice-Chairman), RICHARD BLOOM, JOHN TRUMBO, LISA STADE, STEVE BECKEN, SHON SMALL, RICK MILLER and NORMA NELSON (Non-Voting Union Representative)

BOB THOMPSON excused

Staff:

Gloria Boyce, Jeremy Bishop – Legal Counsel, Jerry Otto, Matthew Branson, Keith Hall, Wendi Warner, Ken Hamm, Amanda Para, Paul Holgate, Rob Orvis, Joanna Morse

3. Pledge of Allegiance

CHAIRMAN WATKINS invited RICK MILLER to lead all in attendance in the Pledge of Allegiance.

4. Citizen’s Public Comment/Introduction of Visitors

CHAIRMAN WATKINS opened the floor for public comments on any item not further down on the agenda to which there were none.

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 as presented. MOTION CARRIED UNANIMOUSLY.

6. Recognitions

- A. Resolution 55 – 2018: Recognizing Ben Franklin Transit Board Member Rick Miller’s Ten (10) Years of Service

CHAIRMAN WATKINS stated that RICK MILLER began serving on the Ben Franklin Transit (BFT) Board of Directors on January 1, 2009 his last day of service as a BFT Board Director will be December 31, 2018.

CHAIRMAN WATKINS continued stating that Mr. Miller has demonstrated his ongoing commitment to public transportation by serving as a member of the BFT Board for ten years as representative from Franklin County. Rick is a second-generation BFT Board member and the third in his family to hold the post. Along with his mother and uncle, the Miller family has served Ben Franklin Transit for more than 30 years. He has served on the BFT Operations & Maintenance Committee from January 2009 until December 2018 acting as committee Chair from May 2013 until December 2018. Rick's contributions to BFT are many over the years. Most notably, his leadership led to the completion of BFT's Tulip Lane Park & Ride, 22nd Street Transit center renovation, the Groundwater Diversion project and achieving a state of good repair for the first time in the agency's history.

Rick's openness to innovation and forward-thinking designated BFT as the nation's first transit property to test a unique blend of biofuel and ethanol and purchase the first remanufactured all-electric bus. Director Miller is well-loved and highly respected by the BFT Board, staff and community. With his ready smile and frequent stories, Rick's presence on the BFT Board will be greatly missed.

CHAIRMAN WATKINS thanked and congratulated DIRECTOR MILLER on his ten years of service to the agency and honored him with a dedicated bus stop and a lifetime bus pass. All in attendance recognized Mr. RICK MILLER with a standing ovation and round of applause.

7. Board Committee Reports

CHAIRMAN WATKINS invited the committee chairs to report on their respective committee meetings.

A. Operations & Maintenance Committee, RICK MILLER, Chair

RICK MILLER stated that Operations and Maintenance Committee met with staff on December 5 and discussed several items which appear on the agenda for full board consideration, including: Resolution 57 – 2018: Authorization to Release Bids for Bulk Fuel Delivery; Resolution 58 – 2018: Rescinding Resolution 62-2014 Rescinding Shared Transportation Resolution 54-2013 and Revising Surplus Property Policy 3-99; and Resolution 59 – 2018: Approving Surplus Property Policy 6021; and Resolution 60 – 2018: Rescind Resolution 11– 2014 and Establish the Van-Me-Down Program.

B. Planning & Marketing Committee, RICHARD BLOOM, Chair

RICHARD BLOOM stated that Planning and Marketing held a 2.5-hour meeting on December 5 to discuss the Service Restoration efforts and accompanying outreach and communication plans. The committee provided staff with direction on future efforts to be made. Staff provided the committee with an update on the Regional Mobility Grants, stating that BFT's three multimodal projects were all placed "above the line" with initial funding levels.

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

C. Administration & Finance Committee, STEVE BECKEN, Chair

STEVE BECKEN stated that A&F reviewed Resolution 56-2018: Renewing Terms of Citizen’s Advisory Network (CAN) Members as Presented in Exhibit A to Serve through December 31, 2020 and discussed Service restoration efforts.

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

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

- A. Approval of November 8, 2018 Regular Board Meeting Minutes
- B. Approval of November 26, 2018 Special Board Meeting Minutes
- C. November Voucher Summary

November 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 December 7, 2018.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
523-18	80049	80068	11/9/2018	\$466,157.97	Payroll
524-18	80069	80089	11/23/2018	\$464,648.88	Payroll
Total				\$930,806.85	

Non-Payroll Vouchers

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
203-18	69607	69661	11/2/2018	\$237,678.21	MDSE
204-18	69662	69662	11/7/2018	\$1,987.50	MDSE
205-18	ACH TRANS		11/8/2018	\$788,924.26	ACH TRANS
206-18	69663	69724	11/9/2018	\$228,088.08	MDSE
207-18	69725	69725	11/14/2018	\$1,417.40	MDSE
208-18	69726	69800	11/16/2018	\$364,245.45	MDSE
209-18	69801	69801	11/21/2018	\$1,997.66	MDSE
210-18	69802	69864	11/23/2018	\$488,823.64	MDSE
211-18	VOID	69700	11/26/2018	(\$218.44)	VOID
212-18	69865	69917	11/29/2018	\$3,014,628.24	MDSE
213-18	ACH TRANS		11/30/2018	\$516,751.42	ACH TRANS
Total:				\$5,644,323.42	

Check register numbers 523-18 to 524-18 and 203-18 to 213-18;

In the total amount of: \$6,575,130.27

- D. Resolution 56 – 2018: Renewing Terms of Citizen’s Advisory Network (CAN) Members as Presented in Exhibit A to Serve through December 31, 2020
- E. Resolution 57 – 2018: Authorization to Release Bids for Bulk Fuel Delivery
- F. Resolution 58 – 2018: Rescinding Resolution 62-2014 Rescinding Shared Transportation Resolution 54-2013 and Revising Surplus Property Policy 3-99; and Resolution 59 – 2018: Approving Surplus Property Policy 6021

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions. CHAIRMAN WATKINS called for a motion on the CONSENT AGENDA as presented

ACTION: BOB KOCH made RICK MILLER 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 60 – 2018: Rescind Resolution 11– 2014 and Establish the Van-Me-Down Program

Terry DeJuan, Rideshare Manager, informed the Board that through the Shared Transportation Program Ben Franklin Transit (BFT) sold surplus vehicles to non-profit and government organizations. In the past both passenger vans and lift equipped vehicles were sold through the program to youth sport teams to churches to help provide transportation to their members. The Van-Me-Down program is a revised version of this program.

The Van-Me-Down program will sell passenger and lift equipped vehicles through an application process to non-profit 501(c)3 organizations within the BFT Public Transportation Benefit Area (PTBA) to help support transportation needs of the organization. The vehicles could be purchased by organizations such as churches to provide transportation on Sundays where BFT is currently not able to provide service.

Organizations will complete an application which will be scored by BFT staff to determine which organizations will be awarded the opportunity to purchase one of the surplus vans. Applications will be reviewed on the following criteria: Demonstrate Community Need, Clarity and Quality of Application, Coordination of Services.

Staff recommend the approval of Resolution 60 – 2018: Rescind Resolution 11– 2014 and Establish the Van-Me-Down Program.

ACTION: BOB KOCH made, and LISA STADE seconded a motion to approve Resolution 60 – 2018: Rescind Resolution 11– 2014 and Establish the Van-Me-Down Program. MOTION CARRIED UNANIMOUSLY.

11. Discussion/Information Items

A. Service Restoration Update

Keith Hall, Director of Planning and Service Development reviewed all selected options for service restoration as outlined in the November 26 Special Board meeting. Staff continue to prepare for the launch of services beginning in January. Discussion was held.

Joanna Morse, Senior Communications Specialist provided the Board with an update on all marketing and communication efforts underway to prepare for the launch of Finley general Demand service. Print collateral, ad campaigns and outreach events were detailed for the Board and those in attendance.

CHAIRMAN WATKINS opened for comment and questions.

Paul Singer shared concerns with the Board regarding the true demand of Night Service. Discussion was held.

(Inaudible Name), former Citizen Advisory Committee Member, expressed an understanding that RAD cab is interested in taking over taxi contract services. Keith Hall stated BFT staff have talked to RAD and are invited to apply to the RFP coming out in early 2019.

Teresa Payne stated she used to ride Night service every day and on Sundays. She expressed concerns on no service restoration efforts for Sunday Services. Keith Hall reiterated that Fixed Route and Dial-A-Ride will be extended to 10pm in March 2019.

Jenny, expressed concerns regarding accessibility to local events for those with special needs. She also shared concerns on the former phone reservation system.

CHAIRMAN WATKINS inquired of staff what the reservation system will look like with services being offered by BFT.

Keith Hall, Director of Planning and Service Development stated that the BFT reservation system has a much higher capacity and the process will be easier for the client to utilize. Reservations will be accepted 1-7 days in advance. BFT will not take same day reservations.

LISA STADE inquired if the minutes and agendas from pervious meeting are on the website for public review. Amanda Para, Clerk of the Board, stated yes, they are. Ms Stade inquired if the Van-Me-Down program will also be available on line. Keith Hall indicated yes, the website will be updated in the new year to reflect all available inventory, outline the program and provide information on the application and selection process. Forms will also be made available online.

Joanna Morse concluded by informing the Board of a Special Community meeting in Finley at the Grange scheduled for Thursday December 20, 2018 at 6pm to provide in-depth information to the Finley community.

JOHN TRUMBO thanked staff for their quick response and multi-channel approach.

Gloria Boyce, General Manager, stated that staff have met with Labor partners. Meetings with Staff and Tri City Residential Services are scheduled for December 18. Staff continue to prepare for the service restoration as well as research other potential alternative solutions for the Tri City Region.

12. Staff Reports & Comments

D. Legal Report

Jeremy Bishop, Legal Counsel, stated there is a need for an executive session RCW 42.30.110(1)(i) and (g). No action anticipated.

E. Financial Report

Matthew Branson, Interim Director of Administrative Services, stated operating revenues through October 31 are on track, operating expenditures are trending under budget. Treasurers' report included October information: deposits are secure, reserve funds are accounted for. Sales Tax revenue increased 3.4% in Nov 2018 for Sep 2018 business as compared to Sep 2017. BFT notes a YTD increase of 6.8% as compared to the same periods in 2017. Receipts in Nov for Sep sales were \$3.06M. Additional financials were included in the Board packet.

F. General Manager's Report

Gloria Boyce, 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 however we do continue to watch FY19 appropriations as the current Continuing resolution runs out on December 21, this does include THUD spending bills.
 - State
 - Staff were notified on Tuesday of the Volkswagen Settlement Transit grant award to scrap and replace a diesel transit bus with all-electric transit bus for \$500,000
 - Additionally, as reported in committees: BFT grants staff were notified that our three applications submitted for the Regional Mobility Grant for our three multimodal hubs were placed above the funding level.
 - Local
 - As we say goodbye to Director Miller who served 10 years on our Board we invite those in attendance to join us after the regular agenda, before executive session for cake.
 - Operations
 - We are meeting with Tri-Cities Residential Services - December 18
 - We have scheduled a meeting at the Grange in Finley - December 20 at 6:00 pm. meet with community members, share information, and answer questions about our new Finley services. The meeting will begin at 6pm

Ms. Boyce opened for questions to which there were none. She closed her report by wishing everyone a Merry Christmas and Happy New Year.

Upcoming Board Calendar

Operations and Maintenance Committee

January 3, 2019
BFT Room 360A – 1:30 PM

Planning and Marketing Committee

January 2, 2019
BFT Room 360A – 4:00 PM

Administration and Finance Committee

January 3, 2019
BFT Room 360A – 4:30 PM

Regular Board Meeting

January 10, 2019
BFT Board Room – 7:00PM

Citizen’s Advisory Network (CAN) Meeting

January 2019 - TBD

13. Board Member Comments

- A. JOHN TRUMBO – Shared email from Tri City Taxi to the Board regarding final payment. Legal advised this item will be discussed in Executive Session. Mr. Trumbo inquired on the status of the Partners and Pals summer service. Ms. Boyce stated there will be a meeting with Partners and Pals staff early 2019. Mr. Trumbo also stated this Board may benefit from an elected position structure as opposed to the appointed structure it currently employs.
- B. SHON SMALL – No report.
- C. RICHARD BLOOM – Expressed his apologies for having missed the November 26 special meeting. He also stated that while the solutions selected may be the fastest BFT can accommodate, the implementation for the community does not feel fast.
- D. RICK MILLER – Wished the remaining Board and staff the Best of luck. After 12 years on the Franklin County commission, he is interested to see what is next.
- E. CHAIRMAN MATT WATKINS – Pasco has concluded its first year with five new council members and the council looks forward to being even more involved in the community in 2019.
- F. BOB KOCH – Thanked RICK MILLER for his 12 years of service on the Franklin County commission.
- G. STEVE BECKEN – No report.
- H. LISA STADE – No report.
- I. NORMA NELSON – Expressed her gratitude for those who came to speak this evening, Independence and safety remain the top priority. Service discussion meetings have been held with staff and labor partners.

14. Next Meeting:

Special Board Meeting – Monday December 15, 2018 at 5:30 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

Regular Board Meeting – Thursday, January 10, 2019 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

15. Executive Session

CHAIRMAN WATKINS called for a recess. A member of the public expressed her desire to share concerns regarding the Dial-A-Ride program. CHAIRMAN WATKINS stated that Public Comment is open at every public meeting under agenda item 4. Patty Olson expressed her apologies and asked to share concerns with the Board. CHAIRMAN WATKINS allowed Ms. Olson to share her concerns.

Ms. Olson shared concerns regarding the Dial A ride Application and eligibility process, along with issues in communication.

CHAIRMAN WATKINS asked Ms. Olson to connect with Ken Hamm, Director of Transit Operations.

Regular Meeting went into recess at 8:24 p.m. until 8:40 p.m.

Pat Roach requested the presence of Gloria Boyce, General Manager.

CHAIRMAN WATKINS stated Executive Session would last one hour, until approximately 9:40 p.m.

At 10:02 p.m. CHAIRMAN WATKINS called those still present in and reconvened the meeting. No action was taken.

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 10:02 p.m.

Meeting recorded by:
Amanda Para, Clerk of the Board
December 13, 2018