



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**August 08, 2019**  
**7 p.m.**  
**Ben Franklin Board Meeting Room**  
**1000 Columbia Park Trail, Richland WA**

**1. CALL TO ORDER**

Chair Watkins called the meeting to order at 7 p.m. PST

**2. ROLL CALL**

Representing	Attendee Name	Title	Status	Arrived
Pasco	Matt Watkins	Chair	Present	
Kennewick	Bill McKay	Director	Present	
Benton County	Shon Small	Director	Present	
Franklin County #1	Bob Koch	Director	Present	
Franklin County #2	Clint Didier	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

**3. FLAG SALUTE – Chair Watkins**

**4. PUBLIC COMMENT/INTRODUCTION OF VISITORS**

**A.** Co-chair Jim Rabideau, co-chair Judy West and Michelle Shaw of the local chapter of the Employer Support of the Guard and Reserve presented the Patriot Award to BFT supervisor Joshua Rosas who was nominated by fellow employee and Guard Reserve Matt Sima. The ESGR is a separate federal agency under the Assistant Secretary of Defense for reserve affairs. The whole purpose of ESGR has two functions. One, to look after the Guard reserve members and the employer side of the house. The award is given to employers for their support of the employee when they are called for drill training. Training can be a week up to a month. Joshua was accommodating every time Matt was called for duty. Judy West stated that both their names are on the award to honor both of them; Matt for his service, and Josh for being able to make things happen when he needs to go to.

**B.** Elizabeth Cook, DAR passenger, wanted to share her concerns regarding changes to the Will-Call program. It's a hardship for the elderly that rely on the program. They are concerned with the changes that they may miss their ride or not set the right time for pickup. Ms. Cook presented a piece of paper with a list of names of concerned passengers that use Will-Call. Chair Watkins asked the list become

# Dial-A-Ride

Please reconsider your "Will Call" decision.

Elizabeth Cook

Parkview resident

Debbie Kane

Parkview resident

Shirley Jensen

Parkview Estate resident

Mary Olson

Parkview Estate resident

Donna Nelson

Park View

Gladys Backus

" "

Margaret Whiting

" "

8/7/19

Elizabeth A. Cook  
7820 W. 6th Ave.  
Room 302  
Kennewick, WA 99336

509-222-8153  
eaborgeson@hotmail.com

part of the official record and asked General Manager Gloria Boyce if there is an update or something that we're going to consider. Boyce provided an update since the change of the service and how it is evolving over the next few months until we find just the right tweak of the system and the right use for our will-call buses. Chair Watkins clarified that there are federal requirements to consider but finding the magic mixture to be as responsive to our customers as possible is still the goal.

**5. APPROVAL OF AGENDA**

A. The agenda was approved as read

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Small
<b>SECONDER:</b>	Lemley
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

**6. RECOGNITIONS**

**A. Resolution 52-2019 A Resolution Recognizing BFT Employee Thomas Rice's Years Of Service - Approve**

Ken Hamm, BFT Operations Director introduced Tom Rice and spoke of his time and contribution to BFT. Chair Watkins presented him with a Certificate of Commendation and Lifetime transit pass. Tom Rice spoke briefly of his employment and the positive experience with the organization.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bloom
<b>SECONDER:</b>	Stade
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

**A. Resolution 53-2019 A Resolution to recognize BFT Maintenance Supervisor Joshua Rosas's receipt of the Patriot Award - Approve**

Director of Fleet, Facilities & Capital Projects, Jerry Otto, briefly shared his personal experience of BFT's support while he was in the Reserves then read the resolution.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bloom
<b>SECONDER:</b>	Koch
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

7. **Citizen’s Advisory Network (CAN) Report** – Keith Hall, Director of Planning & Service Development  
 Hall provided the board with a summary of the meeting. Discussion included a CIP update, the transit development plan, amenity updates on both public grant notifications, and changes and board members. Meeting highlights included the Quarterly System Performance report, the Federal Title VI Plan update, Dial-A-Ride scheduling practices and the approved Pasco route restructure. Also discussed was where we're going with the next plan that we discussed in the last board meeting.

8. **Board Committee Reports – Meeting Notes included in the Board Packet**

A. **Operations & Maintenance Committee Report** - Clint Didier, Director

The enclosed meeting minutes are complete as read.

B. **Planning & Marketing Committee Report** - Richard Bloom, Chair

Chair Bloom summarized the meeting, noting that some items discussed will be coming to the Board tonight. Chair Bloom requested an amendment to the minutes regarding his comments on the Status of New Services informational discussion.

**CHAIR BLOOM** expressed ~~concerns~~ thoughts about two aspects of potential replacement contracted services: ADA service Finely service and wants should ~~consideration~~ for door to hub or sub hub as the model vs pervious door to door service and the options for Sunday service should focus on service to the ADA community as a priority. Keith Hall said they can review options to contract with a vendor to supply Sunday and night service.

C. **Administration & Finance Committee** – CANCELLED

9. **Consent Agenda**

(Any item is open for discussion at Board or Public Request)

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Small
<b>SECONDER:</b>	Becken
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

A. **Approval of June 13, 2019 Regular Board Meeting Minutes as presented**

B. **June Voucher Summary**

C. **Resolution 55-2019 Recommending The General Manager Approve the Purchase of Drivers Uniforms**

D. **Resolution 58-2019 Authorizing the Adoption of a Joint Use Transit Facility Policy**

## 10. Action Items

### A. Resolution 56-2019 Authorizing The General Manager to Award the Knight Street Transit Center Renovation Project - Approve

This is the follow-up of Resolution 35-2019 to authorize the release of bids. We received five bids for the project. The low bid was Goodman & Mehlenbacher Enterprises and that's who we have proposed to give the contract to, in the amount of \$1,057,359.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Small
<b>SECONDER:</b>	Bloom
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

### B. Resolution 57-2019-Approve:

- Approve Capital Project FLT0044 DAR for up to 11 Paratransit Vehicles
- Increase the 2019 Capital Budget by \$1,100,000 for Project FLT0044
- Authorize the General Manager to enter into Contract #1139 with Schetky Northwest Sales, Inc. to Purchase up to 11 Paratransit Vehicles Utilizing Washington State Contract #04115

Ken Hamm, BFT Operations Director explained the three parts of the Resolution. Essentially, five vehicles are at their end of life and six will be used with the extended service hours on weekdays and Saturdays and provide the spare ratio. The belts will be replaced with the fixed configuration that allows the drivers to move them around better for the passengers' comfort. The newer buses will be redone as well. The busses are also the 14-15 seat passenger size that when they reach their end-of-life are more amenable for the community that provides services.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bloom
<b>SECONDER:</b>	Stade
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

### C. Resolution 58-2019 Authorizing an Award to Contract On-Call Transit Passenger Facilities Architecture and Engineering Services - Approve

This is a follow-up of Resolution 14-2019 to pursue an on-call engineering service. BFT received five qualified proposal. Following evaluation and oral interviews, KPFF was selected to support work for the next five years of all passenger-facing amenities. The engineer was in attendance and introduced to the Board.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bloom
<b>SECONDER:</b>	Stade
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

**D. Resolution 59-2019 Authorize the Extended Service Hours on a Permanent Basis, Effective August 9, 2019. – Approve**

At the November 2018 Special Board Meeting, the Ben Franklin Transit (BFT) Board of Directors approved a series of temporary or demonstration service options designed to replace contracted services that had previously been operated by a local taxi company. Option 4B, (ESH) was implemented March 11, 2019 as a 12-month demonstration service and was approved to become permanent, effective August 9, 2019:

- Weekday Fixed-Route and Dial-A-Ride services from 8:00pm to 10:00pm
- Saturday Fixed-Route and Dial-A-Ride services from 7:00pm to 10:00pm

We will still contract out services to provide for those trips outside of our service hours and locations our buses cannot get to. We will continue to make subtle modifications in January and beyond.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Small
<b>SECONDER:</b>	Bloom
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

**11. Discussion & Informational Items - NONE**

**12. Staff Reports & Comments**

**A. Legal Report**

There will be an executive session pursuant to 42.30.110(g)(i)(iii). It has to do with labor negotiations, existing litigation and potential litigation. The expected time is 30-40 minutes.

**B. Financial Report**

Julie Thompson, Senior Budget & Grants Analyst stated as of June 30, 2019 year-to-date, the organization reported \$21.3 million in operating revenues, which is just shy of \$1.1 million above prior YTD. Operating Expenditures are \$19.7 million, which is \$1.1 million above prior YTD. On fares and boardings, we are in line with what we expected and what's been shared with the Board for the last few months. Some of the fare revenues were affected by the changes in our service. Our Treasurer's Report shows our deposits are secure with over \$5 million remaining in a designated reserve fund. Our sales tax revenue increased 6.7% in July 2019 for May 2019 business, as compared to May 2018. Receipts in July for May sales were \$3.4 million.

**C. General Manager's Report**

Gloria Boyce, General Manager, introduced new staff members Pam Loa, Clerk of the Board and Paul Genack, Finance Manager. She continued with her report.

- Government Affairs Update
  - Federal: Congress is on recess until after Labor Day.
  - State: No pertinent report
  - Operations
    - i. Operations met all scheduled pullouts this month.
    - ii. Completed our July Art in the Park and Water Follies weekend. Our Art in the Park shuttle service totaled 2,286 passengers, which is up 159% over what we carried last year and our donations are up by 50% compared to what was collected last year. Water Follies had 19 more passengers compared to last year. Donations were up, which averaged \$6 per passenger. Great job by our folks. Always trying to improve the process for your passengers and operators.
    - iii. The electric bus was here over the last couple of months and is now gone. It allowed the time for operators and mechanics to test the bus. The average cost per mile to

- run the electric bus is .30 cents per mile, compared to the diesel bus, which is .58 cents per mile. Concerns expressed by operators were the limited range between charges, the unexpected motor noise and need for larger mirrors.
- iv. Gloria and Ken Hamm will attend the Annual Department of Transportation Washington State Transit Association Annual State Conference and Rodeo in SeaTac, August 17 to 20th. Competing for BFT in the state rodeo is Caleb Suttle and Gabe Belize.
  - v. Update from last month's citizens comments:
    - Passenger Jennifer McAtee had an incident with the Q Straint. Ken spoke with her after the meeting and shared the Q Straint update and what bus improvements BFT is working on. The other issue was from Mr. McMurtrey, the sight impaired gentlemen. He had some problems being picked up as well as an issue with the No-Show citation and did not like the tone of voice of our dispatcher when he called in. Ken talked to him personally, apologized and let him know that his No-Show citation will be removed. Ken then had a conversation with our dispatchers regarding customer service.
  - vi. The Fair is August 20-24. We will provide fair shuttle service that we have provided for several years. This year we have moved all DAR services to the West gate.

Ms. Boyce opened for questions to which there were none. Comment was made by Director Bloom agreeing to the noisiness of the electric bus. There was brief discussion explaining the reason.

### **13. Board Member Comments**

- A. NORMA NELSON – No Report
- B. CLINT DIDIER – No Report
- C. LISA STADE – Benton City is going to have Benton City Days, September 15 through the 17 and will have James Otto as one of the performances. We also purchased kayaks and canoes and we're going to have several sessions for kids ages 10 to 18 to demonstrate how to go down the Yakima River safely. School busses will provide transportation.
- D. BOB KOCH – No Report
- E. CHAIRMAN WATKINS - No Report
- F. RICHARD BLOOM – Appreciated BFT bringing the Yakima trolley up to the National Night Out Celebration. It was well attended, and again, getting people to walk on the bus is a good thing.
- G. BILL MCKAY – No Report
- H. PHIL LEMLEY – No Report
- I. SHON SMALL – No Report

### **14. Next Meeting**

**Regular Board Meeting – Thursday, September 12, 2019 at 7:00 p.m. at 1000 Columbia Park Trail, Richland, WA 99352**

### **15. Executive Session**

Regular Meeting went into recess at 8:26 p.m. Chairman Watkins recommended a 5-minute break and suggested a 30-minute Executive Session that will be attended by the attorney, general manager and board members. At 9:05, we will either be out of session or extend.

Attorney, Pat Roach announced the session would be extended by 10 minutes.

At 9:13 p.m. CHAIRMAN WATKINS reconvened the public meeting. There is additional action to consider.

**Resolution 60-2019 Adoption of Resolution 60-2019 Rescinding Resolution 17-2018 in its Entirety and Adopting a Transit Advertising Policy - Approve**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Bloom
<b>SECONDER:</b>	Small
<b>AYES:</b>	Watkins, McKay, Small, Koch, Didier, Lemley, Bloom, Becken, Stade

Marketing Director Ali Madison provided background of Resolution 17-2018. Since that time, staff and legal counsel assessed potential risks associated with the previous policy and recommended the Board of Directors adopt an updated policy in its place. Research was done by staff reviewing what other transits in the state of Washington have put into place for their fleet advertising.

The purpose of the proposed new Transit Advertising Policy is to discontinue the allowance of third-party advertising to mitigate risk and provide BFT with exclusive access to and discretion over its fleet assets for agency branding and promotional uses.

All current advertising contracts would be honored until they run out and no new contracts will be started under the new policy without further discussion before the Board. Any BFT fleet messaging and advertisements would have a procurement process which will be determined.

Chair Watkins requested that the current third-party advertisers be informed following the meeting that the Board made this decision tonight.

**16. Adjournment**

Chair Watkins asked board members if any other items were to be brought up. Hearing none, he adjourned the meeting at 9:30 p.m.