



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
December 12, 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		7:55 p.m.
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		7:07 p.m.
The Union	Norma Nelson	Non-Voting Union Rep.	Excused	

3. FLAG SALUTE – CHAIR WATKINS introduced former Board of Director Chair Leo Bowman who led the group in the Pledge of Allegiance.

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS

CHAIR WATKINS opened the public comment section inviting anyone speak on an item that isn't further along on the agenda.

- Lyle Zigler lives outside the PTBA in Benton City and interested in using the Dial-A-Ride service. Staff will collect his contact information and follow up.
- Cheryl Erwin, BFT Dial-A-Ride driver questioned how the Board follows up with the public comments, wanting to know why the resolution is not discussed as part of the meeting. Provided a packaging app metaphor.

- DAR customer (no name given), that attended last month's meeting, expressed again her concerns regarding service changes.
- DAR driver for nine years (no name given), feels the Board is not responsive to DAR customers. Wants Board to recognize drivers as citizens and taxpayers. Claims concerns fall onto deaf ears with no response or memo from Board.
- Three coach operators (Lisa, Susanne, unnamed) expressed safety concerns regarding a man driving around the BFT parking lot, at the November board meeting, taking pictures of people and/or license plates as they arrived. It was also observed he was taking pictures of the Teamster picketers located across the street. Stated a police report was filed. They later learned the man is the BFT HR Director's husband.
- Citizen attending the meeting (non BFT/Union employee) got his picture taken and confronted the man taking the pictures who stated the photos are for his personal use.
- DAR driver Chelsea, who attended the November meeting addressing the 3S's, claims nothing has been fixed since the last meeting. Claims a lack of safety and health of drivers because of long shifts, lack of bathroom breaks and that drivers are stressed and becoming ill, which puts the DAR passengers at risk. Wants Board to treat them like human beings.
- CHAIR WATKINS reiterated the Board's support of the Union negotiations process, although understands that this can be a difficult time. Terms are not intended to be resolved in a Board Meeting and encouraged attendees to continue using the proper process which is through their union leadership. He asked General Manager Gloria Boyce if there is any part of the discussion that isn't part of arbitration or mediation that can be addressed. Gloria provided an update on negotiations, meetings with stewards regarding breaks for drivers, following up with customers that have previously attended the meetings and that a safety program is in process. Operations Director Ken Hamm is working with Teamster Russell Shjerven on a policy for fixed route that addresses shift work.
- Russell Shjerven spoke on behalf of the union of the schedule change and negotiations.
- DIRECTOR MCKAY asked if an open negotiation wouldn't be the answer to some of the issues existing between the Teamsters and BFT.
- DIRECTOR STADE asked how many attendees in the audience are BFT employees.

In summary of the comments received thus far, CHAIR WATKINS

BFT legal representative Pat Roach stood and called Point of Order bringing attention that we are on the place of the agenda that is public comment and introduction of visitors. If the board would like to spend time in the future on a specific topic, that it become an agenda item and go through the committee process.

CHAIR WATKINS continued to the next agenda item.

5. APPROVAL OF AGENDA

The December 12 agenda was approved as amended. Item 16 is to follow Board Comments.

RESULT:	APPROVED [Unanimously]
MOVER:	LEMLEY
SECONDER:	MCKAY

6. RECOGNITIONS

A. Resolution 79-2019: Recognizing Debbie Spicer's Years of Service

RESULT:	APPROVED [Unanimously]
MOVER:	BLOOM
SECONDER:	MCKAY

Operations Director Ken Hamm introduced Dial-A-Ride driver Debbie Spicer to the Board and shared that she had worked for the organization for 29 years and had 29 years of safe driving. He complimented her positive spirit and that she is loved by her customers. CHAIR WATKINS then presented her with her Certificate of Commendation and Lifetime bus pass.

7. Citizen's Advisory Network (CAN) Report – **No Report**

8. Board Committee Reports – Meeting Notes are included in the packet

- A. Operations & Maintenance Committee Report** – In Chair Small's absence, DIRECTOR LEMLEY offered to answer any questions from the minutes in the packet. Hearing none, CHAIR WATKINS moved on to the Planning & Marketing Committee.
- B. Planning & Marketing Committee Report** – CHAIR BLOOM comments highlighted the Pasco route, rolling out Via and marketing BFT services in general.
- C. Administration & Finance Committee** – CHAIR BECKEN provided highlights of the enclosed meeting minutes that included a resolution of the Periodic Review Board composition, which is an action item tonight, executive objectives, bid schedule and sales tax. CHAIR WATKINS asked if the Board had any questions. Hearing none, moved to the Consent Agenda Items.

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

RESULT:	APPROVED [Unanimously]
MOVER:	BLOOM
SECONDER:	BECKEN

CHAIR WATKINS listed the items on Consent and asked for a motion.

- A. November 14, 2019 Regular Board Meeting Minutes
- B. November Voucher Summary

The November 2019 vouchers were 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 December 6, 2019 and certified by the Board Chair at the Regular Board Meeting of December 12, 2019.

PAYROLL		Check		Date of	In the	
Check	Register	Number / Number	Number / Number	Issue	Amount	
522-19		80486	80497	11/8/2019	479,898.53	Payroll
523-19		80498	80509	11/22/2019	485,287.51	Payroll
Total					\$ 965,186.04	

ACCOUNTS PAYABLE		Check		Date of	In the	
Check	Register	Number / Number	Number / Number	Issue	Amount	
212-19		73031	73079	11/8/2019	327,688.41	MDSE
213-19		2858	2860	11/12/2019	356.00	TRAVEL ADV
214-19		73080	73141	11/15/2019	559,271.43	MDSE
215-19		VOID	73066	11/18/2019	(942.50)	VOID
216-19		2861	2862	11/18/2019	330.00	TRAVEL ADV
217-19		73142	73230	11/22/2019	349,867.78	MDSE
218-19	ACH TRANS			11/22/2019	848,006.03	ACH TRANS
219-19		73231	73285	11/27/2019	531,303.13	MDSE
220-19		2863	2864	11/27/2019	248.25	TRAVEL ADV
221-19	ACH TRANS			11/30/2019	199,383.59	ACH TRANS
Total					\$ 2,815,312.12	

Check Register Nos. 522-19 to 523-19 and 212-19 to 221-19 in the total amount of: **\$ 3,780,498.16**

C. Resolution 80-2019: Vehicle Surplus and Disposal

10. Action Items

A. **Resolution 81-2019: Review of Board Composition.** No change was deemed necessary at this time; therefore, retaining the existing composition.

RESULT:	APPROVED [Unanimously]
MOVER:	KOCH
SECONDER:	BLOOM

BFT's legal representation Pat Roach provided background of the RCWs related to the forming of a Public Transportation Benefit Area and that the purpose of reviewing the composition was in the event adjacent jurisdictions joined the existing PTBA. Those counties or towns would have representation on the board. In our case, there haven't been any changes in the last four years. DIRECTOR BLOOM commented that down the road cities such as Finley or Prosser may be considered to sit on the Board.

11. Discussion & Informational Items

A. **Contracted Services Update – Keith Hall**

Planning and Services Director Keith Hall provided an update of the Via contracted services. The goal was to have the service up and running by the first of the year, which was slowed by negotiations. We are now looking at a phased introduction beginning in March. The goal is to get the contract signed this month that will start the 12-week Notice to Proceed then a final rollout in August.

ACTION: An update to the board will be in March.

12. Staff Reports & Comments

A. Legal Report – Pat Roach, Attorney, Roach and Bishop

Nothing to report.

B. Financial Report - Paul Genack, Finance Manager

Net fares were not favorable to budget or prior year to date. Overall costs year to date are 4% favorable to the budget and 5% unfavorable same time last year. DIRECTOR MCKAY wanted to know the reasoning for the loss. G Boyce replied that we are still working off the budget that includes the cancellation of the taxi service. She will follow up with Director's McKay and Small with that amount.

In the Treasurer's Report we have available funds of \$6.2 million. In Sales Tax, revenue increased 17.8% in November 2019 for September 2019 business as compared to September 2018. BFT notes a year-to-date increase of 5.9% as compared to the same periods in 2018. Receipts in November for September sales were \$3.6M. P Genack then opened for questions. Hearing none, CHAIR WATKINS moved to the General Manager's report.

C. General Manager's Report

Federal:

- Continuing Resolution through December 20. Appropriations committees met today on a budget so hopefully something will happen.

State:

- I-976 We received official notification that funding for two of our grant-awarded projects have been delayed. Projects: \$6.0 M for our three transit centers, and \$2.5 M for about 120 replacement vans. We will be working through January/February reprogramming funds and projects and bring that back to the Board.

Operations

- All scheduled pullouts this month.
- We continue to receive replacement DAR vehicles of two per week, all 24 should be onsite and in revenue service by January 2020.
- Two events for December:
 - Partnering with Townsquare Media and Ranch & Home for the 20th annual Christmas for Children event this Saturday the 14, from 9 a.m. to 3 p.m. filling the Toy Trolley for foster children. Each child receives two gifts.
 - We will run shuttles for the 41st Cable Bridge Run -- Saturday, the 21.
- Staff are preparing a comprehensive DAR report to present to the Board in January. A subject matter expert in our operational software will be able to pull out the statistical data.

Follow up from last meeting

- We are compiling financial stats for two requests.

- Operations department working through each of the attendees; there were nine last month with requests. I will send you an email with those updates.
- Wish everyone a Happy Holidays.

G Boyce asked if there were any questions. A driver asked if they could come to her for that statistical report as well, in which G Boyce replied, Yes. G Boyce also clarified for DIRECTOR STADE that the DAR 2018-2019 information will be presented at the January board meeting with there not being enough turnaround to have the report ready to present at each sub-committee.

There being no further questions, CHAIR WATKINS moved on to Board Comments.

13. Board Member Comments

- A. NORMA NELSON – Excused.
- B. CLINT DIDIER – No comment.
- C. LISA STADE – Shared her weather challenges coming over the pass from Seattle to get to the Board Meeting.
- D. STEVE BECKEN – What is transit doing regarding the gentleman that was out taking pictures of all the women and what is transit doing to prevent that from happening again? G Boyce replied the incident has been reported and currently under investigation. A report should be available around the end of the month. He then asked about security cameras which G Boyce replied is an open project.
- E. BOB KOCH – Merry Christmas and Happy New Year.
- F. CHAIR WATKINS – No comment.
- G. RICHARD BLOOM – Upcoming closure of Bombing Range Road and traffic issues it will create. Service may be delayed.
- H. BILL MCKAY – Nothing to report.
- I. PHIL LEMLEY – Nothing to report. Merry Christmas and Happy Holidays.
- J. SHON SMALL – No comment.

14. Executive Session – Pat Roach

Performance Review Pursuant to RCW 42.30.110(g). We anticipate 20 minutes for the Session with no action anticipated.

The Board went into Executive Session at 8:22 p.m.

The Board meeting reconvened at 8:43 p.m. No action was taken.

With the Board's indulgence, CHAIR WATKINS recommended there be an evaluation process for the General Manager and that DIRECTOR SMALL, BLOOM, BECKEN and VICE CHAIR KOCH get together as committee chairs with G Boyce to come up with a performance evaluation process before the February Board Meeting.

15. Other

A. Resolution 82-2019: Recognition of Chair Watkins' Years of Service – Gloria Boyce

G Boyce acknowledged and thanked CHAIR WATKINS for his 16 years of service on the BFT Board. She presented an entertaining presentation of his journey with transit prior and during his time at BFT. He was presented with a framed bus stop sign, Lifetime bus pass and a sign board shaped like a bus that was signed by BFT staff and board members.

16. Next Meeting

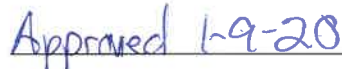
Regular Board Meeting – Thursday, January 9, 2020 at 7 p.m. at 1000 Columbia Park Trail, Richland, WA 99352

17. Adjournment

With no other items in front of the board, CHAIR WATKINS moved to adjourn the meeting at 9:30 p.m., which was seconded by DIRECTOR STADE. Vote was unanimous.



Pam Loa, Clerk of the Board



Date