

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, November 9<sup>th</sup>, 2017 at 7:00 p.m.  
1000 Columbia Park Trail, Richland WA**

1. Meeting called to order at 7:00 p.m.
2. Roll Call: BOB KOCH (Vice-Chairman), RICHARD BLOOM, RICK MILLER, STEVE BECKEN, CHI FLORES and (Non-voting Union Representative) CHRIS LILYBLADE

MATT WATKINS (Chairman), TERRY CHRISTENSEN, SHON SMALL, LISA STADE, and STEVE YOUNG excused

Staff:

Gloria Boyce, Jerry Otto, Jeremy Bishop- Legal Counsel, Tony Kalmbach, Kevin Hebdon, Wendi Warner, John Myers, Tom Turner, Rob Orvis, Bill Hale, Matthew Branson, Bill Barlow, Amanda Para

3. **Pledge of Allegiance**

VICE CHAIRMAN KOCH led all in attendance in the Pledge of Allegiance.

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

VICE CHAIRMAN KOCH invited introductions of guests or public comment on any item not on the agenda to which there were none.

5. **Approval of Agenda**

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

ACTION: RICHARD BLOOM made and RICK MILLER seconded a motion to approve the agenda. MOTION CARRIED UNANIMOUSLY.

### **Recognitions**

- A. Resolution 56-2017 – Recommendation to Recognize BFT Coach Operator, Jo Cravens, recipient of the Jeffrey S, Ristau Continuing Education Scholarship awarded by the Washington State Transit Insurance Pool (WSTIP)

Jim Thielke, Safety & Security Manager provided a history on Jo Cravens and her educational endeavors and recent Award. 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 by September 2018.

BFT staff recommended that the Board of Directors recognize Ben Franklin Transit Coach Operator, Jo Cravens for receiving the Jeffrey S. Ristau Continuing Education Scholarship awarded by the Washington State Transit Insurance Pool (WSTIP). A round of applause, a certificate were presented to Jo Ann Cravens. Photos were taken. Jo Ann Cravens thanked the Board.

VICE CHAIRMAN KOCH called for a motion.

ACTION: RICHARD BLOOM made and CHI FLORES seconded a motion to approve Resolution 56-2017 – Recommendation to Recognize BFT Coach Operator, Jo Cravens, recipient of the Jeffrey S, Ristau Continuing Education Scholarship awarded by the Washington State Transit Insurance Pool (WSTIP). MOTION CARRIED UNANIMOUSLY.

## **6. Board Committee Reports**

### **A. Operations & Maintenance Committee, RICK MILLER, Chair**

RICK MILLER stated Operations & Maintenance was held on Wednesday November 1<sup>st</sup>, 2017. Items discussed were Resolution 60-2017 Authorizing the General Manager to Declare Miscellaneous Equipment as Surplus and Dispose per Resolution 62-2014, which was placed on the November 9<sup>th</sup> Regular Board Meeting CONSENT AGENDA. Additionally, a presentation on Resolution 61-2017 – Authorizing the General Manager to Release Bids for the Groundwater Diversion Project was presented to the Operations & Maintenance Committee. Standing items were discussed and additional notes are included in the Board packet.

VICE CHAIRMAN KOCH opened for comments or questions to which there were none.

### **B. Planning & Marketing Committee, RICHARD BLOOM, Chair**

RICHARD BLOOM stated that Planning & Marketing Committee had not met in several months. While there were no agenda items present, RICHARD BLOOM requested a meeting be convened to review the Comprehensive Service Plan implementation, Marketing outreaches underway, planning efforts and next steps. A brief discussion was held.

VICE CHAIRMAN KOCH opened for comments or questions to which there were none.

### **C. Administration & Finance Committee, STEVE BECKEN, Chair**

STEVE BECKEN stated Administration and Finance reviewed and recommended Authorizing the General Manager to Increase Contract #965 Amount with Moloney + O’Neil for Employee Benefit Brokerage/Affordable Care Act Consulting; Authorizing the General Manager to Revise the Procurement Policy & Procedures Manual (PPG #5000) which are both on the November 9<sup>th</sup> Regular Board Agenda as ACTION ITEMS. Additionally, the Administration & Finance Committee discussed the Budget and recommend the Board Authorize the General Manager to Release for Public Review and Comment the Proposed 2018 Operating & Capital Budget. Standing Business was discussed. Additional notes are available in the Board packet for review.

VICE CHAIRMAN KOCH opened for comments or questions to which there were none.

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

A. Approval of October 12<sup>th</sup>, 2017 Board Meeting Minutes

B. October Voucher Summary

October 2017 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 was emailed to the Board members on November 3<sup>rd</sup>, 2017.

**Payroll**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
523-17	79342	79367	10/13/2017	\$416,415.45	Payroll
524-17	79368	79408	10/27/2017	\$740,309.03	Payroll
525-17	79409	79420	10/27/2017	\$5,700.95	Payroll

**Total \$1,162,425.43**

**Non-Payroll Vouchers**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
219-17	65950	65958	10/2/2017	\$93,854.73	MDSE
220-17	VOID	65851	10/6/2017	(\$1,041.90)	VOID
221-17	65959	66010	10/6/2017	\$346,217.74	MDSE
222-17	66011	66011	10/9/2017	\$992.02	MDSE
223-17	66012	66063	10/13/2017	\$191,582.09	MDSE
224-17	ACH TRANS		10/14/2017	\$314,590.81	ACH TRANS
225-17	66064	66076	10/16/2017	\$287,035.86	MDSE
226-17	66077	66155	10/20/2017	\$265,549.97	MDSE
227-17	66156	66210	10/26/2017	\$844,162.92	MDSE
228-17	66211	66222	10/30/2017	\$86,231.48	MDSE
229-17	ACH TRANS		10/30/2017	\$424,574.16	ACH TRANS
230-17	ACH TRANS		10/30/2017	\$255,261.63	ACH TRANS
231-17	ACH TRANS		10/30/2017	\$22,981.57	ACH TRANS

**Total: \$ 3,131,993.08**

Check register numbers 523-17 to 525-17 and 219-17 to 231-17;

**In the total amount of: \$4,294,418.51**

- C. Resolution 59-2017 – Authorizing the General Manager to Release for Public Review and Comment the Proposed 2018 Operating & Capital Budget
- D. Resolution 60-2017 – Authorizing the General Manager to Declare Miscellaneous Equipment Identified in exhibit “A” as Surplus and Dispose per Resolution 62-2014
- E. Resolution 61-2017 – Authorizing the General Manager to Release Bids for the Groundwater Diversion Project

VICE CHAIRMAN KOCH read aloud the items on the Consent Agenda. The floor was opened for comments and questions. He called for a motion to approve the Consent Agenda as presented.

ACTION: RICHARD BLOOM made and CHI FLORES seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

**(BFT Board Standing Committees Recommended Approval of Consent Items to the Full Board of Directors)**

## **8. Action Items-**

- A. Resolution 62-2017 – Recommending to Increase Contract #965 Amount with Moloney + O’Neil for Employee Benefits Brokerage/Affordable Care Act Consulting Services

Wendi Warner, Director of Human Resources and Labor Relations stated that for over two years Moloney + O’Neil has provided consulting services for Employee Benefits Brokerage Services and compliance with the Affordable Care Act (ACA). Moloney + O’Neil would continue to be a liaison with BFT’s current health care providers and additionally request proposals for health benefits to compare to BFT’s existing health care benefit plans. Moloney + O’Neil will also continue qualitative and quantitative reviews of the Affordable Care Act rules and regulations.

The current contract term is through May 14, 2018, with two additional option years remaining. The contract was a competitive negotiated procurement that BFT staff advertised in the Tri-City Herald and sent out eight requests for proposal packages to consultants. BFT received three (3) proposals and they were all determined to be responsive and responsible. The proposals were evaluated and the contract was awarded to Moloney + O’Neil in May of 2015.

Over the past two plus years, BFT staff has utilized services to the established threshold. The General Manager has reached their authority limit on this contract at \$100,000. Staff is requesting to increase the dollar amount of Contract #965 by \$200,000 or a total of \$300,000 for current and future Employee Benefits Brokerage Consulting Service needs and ACA compliance audits.

VICE CHAIRMAN KOCH opened for comments or questions to which there were none.

RICHARD BLOOM stated that he received and reviewed a copy of the contract.

ACTION: RICHARD BLOOM made and CHI FLORES seconded a motion to approve Resolution 62-2017 – Recommending to Increase Contract #965 Amount with Moloney + O’Neil for Employee Benefits Brokerage/Affordable Care Act Consulting Services. MOTION CARRIED UNANIMOUSLY.

B. Resolution 63-2017 – Authorizing the General Manager to revise the Procurement Policy Procedures (PPG 5000)

Rob Orvis, Procurement Manager, informed the Board that the Federal Transit Administration (FTA) has increased the thresholds for procurements and Buy America per the signing of the “Fixing America’s Surface Transportation (FAST) Act. Ben Franklin Transit (BFT) staff is recommending an update to BFT’s Procurement Policy & Procedures guide to coincide with FTA’s new thresholds. BFT staff also recommends additional language regarding independent cost estimate procedures and conflict of interest language procedures be added as suggested during the 2016 FTA Triennial Review.

FTA sent out a Dear Colleague letter September 6, 2016, notifying agencies that the small purchase threshold has been increased to \$150,000 from \$100,000 and the Buy America threshold has been increased to \$150,000 from \$100,000. Mr. Orvis clarified the General Manager’s authority will not change, only the procurement threshold limits.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve Resolution 63-2017 – Authorizing the General Manager to revise the Procurement Policy Procedures (PPG 5000). MOTION CARRIED UNANIMOUSLY.

**(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors)**

**9. Discussion/Information Items – None**

**10. Staff Reports & Comments**

A. Legal Report

Jeremy Bishop, Legal Counsel, stated there is no report.

B. Financial Report

Kevin Hebdon, Director of Administrative Services, stated operating revenues through September are on track, operating expenditures are trending under budget. Fares per boarding and revenues per boarding continue flat. Deposits are secure, reserve funds are accounted for. Other PTBA and Sales Tax information provided. Financials were included in the Board packet, and were discussed in detail at the Administration and Finance committee meeting.

### C. General Manager's Report

Gloria Boyce, General Manager, thanked the Board for the warm welcome. The outcome of the Service Implementation and Technology Upgrades were positive, as was feedback from the community. The first Citizen's Advisory Network (CAN) meeting is scheduled for Monday, November 13<sup>th</sup>.

#### Governmental Affairs Update

- **Federal:** Tax proposal impacts: The federal tax proposal eliminates the employer deduction for employee transportation expense; the employee pre-tax deduction is left intact. Notice was received from The Bus Coalition that Congressional Members have formed a Bipartisan Congressional Bus Caucus. Representatives David Young (R-IA) and Rick Larsen (D-WA) are Co-Chairing the newly formed Caucus. The Caucus will focus on adequate funding of the Bus and Bus Facility program and educating Members of Congress about the importance of bus transit in communities across the country. More importantly, the Caucus will represent a list of champions on the Hill to defend bus funding levels in any future reauthorization and advocate for additional resources as opportunities arise (i.e. infrastructure package).
- **State:** No transit-related updates from the state.
- **Locally:** With local elections completed I'd like to say congratulations to Director Stade, Director Bloom and Chair Watkins.

**Operations:** Overall, operations continue to run smoothly. Service change concerns and inquiries are minimum and for the most part, responded to within 48 hrs.

Ms. Boyce closed her report by thanking all Veterans for their service with special thanks and recognition to our 30 plus Veterans employed at BFT.

#### Upcoming Events

- Citizen's Advisory Network (CAN) Meeting – Monday November 13<sup>th</sup>, 2017

#### Upcoming Board Calendar

##### **Operations and Maintenance Committee**

December 6<sup>th</sup>, 2017  
BFT Room 360A – 12:30 p.m.

##### **Planning and Marketing Committee**

December 6<sup>th</sup>, 2017  
BFT Room 360A – 4:00 p.m.

##### **Administration and Finance Committee**

December 7<sup>th</sup>, 2017  
BFT Room 360A – 4:30 p.m.

##### **Board Meeting**

December 14<sup>th</sup>, 2017  
BFT Board Room – 7:00 p.m.

## **11. Board Member Comments:**

- A. RICK MILLER – none
- B. RICHARD BLOOM
  - i. Requested brief Executive Session
  - ii. Ribbon Cutting was held for the Gateway Project on the Yakima River
  - iii. Veteran’s Day Parade for West Richland: Saturday November 11<sup>th</sup>
  - iv. Successful election season
- C. CHI FLORES
  - i. West Richland has received state-level recognition for their Veteran’s Day Parade, well done.
  - ii. Congratulations to those on the Board who had a successful Election
  - iii. Welcome Back, Gloria
- D. BOB KOCH
  - i. Currently going through Budget as well in Franklin County
- E. STEVE BECKEN
  - i. No report
- F. CHRIS LILLYBLADE
  - i. No report

## **12. Executive Session**

VICE CHAIRMAN KOCH asked RICHARD BLOOM how long Executive Session is requested. RICHARD BLOOM state ten (10) minutes. Jeremy Bishop, Legal Counsel stated that Executive Session will occur under RCW 42.30.110 section (1) subsection (g) reviewing performance of a Public Employee. At 7:30 p.m. VICE CHAIRMAN KOCH informed all in attendance that the Board of Directors would be in Executive Session for ten (10) minutes following a three (3) minute break. At 7:43 p.m., Jeremy Bishop notified all in attendance that and additional five (5) minutes was requested. At 7:48 p.m. those still in attendance were invited into the Board room. Regular meeting re-convened.

VICE CHAIRMAN KOCH opened for comments or questions to which there were none.

## **13. Next Meeting:**

Regular Board Meeting – Thursday, December 14<sup>th</sup>, 2017 at 7:00 p.m.  
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

## **14. Adjournment**

VICE CHAIRMAN KOCH adjourned the BFT Board of Directors meeting at 7:48 p.m.

Meeting recorded by:  
Amanda Para, Interim Clerk of the Board  
November 9<sup>th</sup>, 2017