

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Thursday, July 11, 2019 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: CHAIRMAN WATKINS, ED FROST, PHIL LEMLEY, CLINT DIDIER, RICHARD BLOOM, STEVE BECKEN, LISA STADE and NORMA NELSON (Non-Voting Union Representative)

BOB KOCH (Vice-Chairman) and SHON SMALL excused.

Staff: Gloria Boyce, Jeremy Bishop – Legal Counsel, Jerry Otto, Keith Hall, Rob Orvis, Wendi Warner, Ali Madison, Ken Hamm, Julie Thompson, Tom Turner and Catherine Getic

3. Pledge of Allegiance

CHAIRMAN WATKINS lead all in attendance in the Pledge of Allegiance.

4. Citizen's Public Comment/Introduction of Visitors

CHAIRMAN WATKINS called for public comment on any item not further down on the agenda or any introduction of visitors.

CHAIRMAN WATKINS introduced Jennifer, transit passenger. Addressed concerns regarding new DAR busses. CHAIRMAN WATKINS clarified her concerns being about the new equipment and mechanisms for securing the wheelchairs and that they are not ideal from a passenger perspective. Operations Director Ken Hamm included another concern voiced is the destinations reading incorrectly on the Rangers. Placement on the bus is also a concern. General Manager Gloria Boyce and Ken agreed to discuss further with Jennifer her concerns after CHAIRMAN WATKINS verified with Jennifer staff are the most knowledgeable with the process.

Daniel McMurtry, Kennewick resident and DAR passenger. Commented about his displeasure of treatment when he called BFT after receiving a No-Show letter. He felt the supervisor that took his call was insensitive to his perspective of the situation, which was being delayed inside the pharmacy while picking up his prescription. Staff members Ken and Gloria will follow up.

Teresa Payne, Richland. Asking about solution of extending hours past 9:30 p.m. and previous contracted service. CHAIRMAN WATKINS clarified the hours were extended and there isn't any plans to extend further, however other contracted service is something that is being discussed in the near future.

CHAIRMAN WATKINS called for any additional public comments to which there were none.

5. Approval of Agenda

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

ACTION: RICHARD BLOOM moved, and PHIL LEMLEY seconded a motion to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

6. Recognitions

CHAIRMAN WATKINS recommended the Board approve E (Resolution 43), F (Resolution 44) and G (Resolution 45) as a group, then B (Resolution 40), C (Resolution 41) and D (Resolution 42).

- E. Resolution 43-2019 Recognizing BFT's Operations Employee of the Year: Jorge Torres, Dial-a-Ride Driver
- F. Resolution 44-2019 Recognizing BFT's Support Employee of the Year: Jason Haggerty, Equipment Body Repairman
- G. Resolution 45-2019 Recognizing BFT's Team of the Year: Employee Association – Janel Ottosen, Traci Bronson, Melissa Rosado, Jenny Hendricksen, Amanda Tipton and Santos Benavidez

General Manager Gloria presented the 2018 Employees of the Year, providing a brief background of the awards then recognized each award recipient and described their outstanding qualities. She announced the Operator of the Year, Jorge Torres; Support Employee of the Year, Jason Haggerty; and Team of the Year, Janel Ottosen, Traci Bronson, Melissa Rosado, Jenny Hendricksen, Amanda Tipton and Santos Benavidez. Recipients came forth to receive awards and photos were taken afterwards.

ACTION: RICHARD BLOOM moved, and PHIL LEMLEY seconded to approve Resolutions 43, 44 and 45. MOTION CARRIED UNANIMOUSLY.

- A. Resolution 39-2019 A Resolution Recognizing BFT Employee Budd Donelson's Years Of Service

Operations Director Ken Hamm thanked Budd Donelson for his thirty-two years of community service in the capacity of Coach Operator for BFT.

ACTION: RICHARD BLOOM moved, and LISA STADE seconded to approve Resolution 39-2019, recognizing BFT Employee Budd Donelson's Years Of Service. MOTION CARRIED UNANIMOUSLY.

- B. Resolution 40-2019 A Resolution Recognizing BFT Coach Operators & Dial-A-Ride Drivers Who Earned The National Safety Council Safe Driver Award In 2018-2019
- C. Resolution 41-2019 A Resolution Recognizing Caleb Suttle’s Participation in American Public Transportations (APTA) 2019 International Rodeo Competition Event
- D. Resolution 42-2019 A Resolution Recognizing Gabe Beliz’s Participation in American Public Transportations (APTA) 2019 International Rodeo Competition Event

Operations Director Ken Hamm recognized and highlighted a few of the 168 BFT Coach Operators and Dial-A-Ride Drivers National Safety Council Safe Driver Award recipients for their one to 30 years of safe driver accomplishments. Criteria is based on the National Safety Council Defensive Driving practices, industry best practices and the Washington State Transit Insurance Pool best practices. Said Coach Operators and Dial-a-Ride Drivers names and number of years of safe driving will be posted on agency Safe Driver recognition wall plaques.

American Public Transportations (APTA) 2019 International Rodeo Competitors Caleb Suttle and Gabe Beliz finished first and eighth out of ten finalists. Both will be representing the organization in August at the Washington State Transit Rodeo.

ACTION: RICHARD BLOOM moved, and LISA STADE seconded to approve Resolutions 40-2019, 41-2019 and 42-2019. MOTION CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS noted that having a big batch of employee recognitions shows that we are doing good things and sets a camaraderie that he appreciates.

7. Citizen’s Advisory Network – NONE

8. Board Committee Reports - NONE

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

- A. Approval of June 13, 2019 Regular Board Meeting Minutes
- B. June Voucher Summary

June 2019 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 and emailed to the Board members on July 5, 2019.

Payroll

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
511-19	80340	80355	6/7/2019	493,425,62	Payroll
512-19	80356	80371	6/21/2019	487,937,35	Payroll
Total				\$ 981,362.97	

Non-Payroll Vouchers

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
148-19	71549	71592	6/7/2019	417,191.97 MDSE
149-19	71593	71593	6/8/2019	8,862.16 MDSE
150-19	71594	71679	6/14/2019	701,556.27 MDSE
151-19	2816	2816	6/17/2019	553.50 TRAVEL ADV
152-19	VOID	71346	6/18/2019	(88.00) VOID
153-19	VOID	71492	6/18/2019	(632.00) VOID
154-19	VOID	71458	6/18/2019	(318.15) VOID
155-19	ACH TRANS		6/20/2019	850,856.23 ACH TRANS
156-19	71680	71758	6/21/2019	563,264.61 MDSE
157-19	71759	71824	6/28/2019	185,795.36 MDSE
158-19	ACH TRANS		6/30/2019	216,738.69 ACH TRANS

Total: 2,943,780.64

Check register numbers 511-19 to 512-19 and 148-19 to 158-19

In the total amount of: \$ 3,925,143.61

- C. Resolution 49-2019 A Resolution Authorizing The General Manager to Release Invitation for Bids for On-Call Electrical Services
- D. Resolution 50-2019 A Resolution Approving BFT’s 2019-2024 Transit Development Plan
- E. Resolution 48-2019 Resolution Authorizing The General Manager to Release Proposals for Labor Relations & Employment Law Services

ACTION: RICHARD BLOOM motioned, and STEVE BECKEN seconded to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

10. Action Agenda

- A. Resolution 49-2019 A Resolution Authorizing The General Manager to Award an On-Call Architecture & Engineering Contract for Future Capital Projects.

Assistant General Manager Jerry Otto presented an update on the bid for architectural service that include maintenance, operations and administrative facilities design work and improvements. BFT received four proposals and after interviewing, selected the top two qualified firms. Of the two, TCF Architecture was selected. Board members were provided with the scoring. Task orders over \$100,000 will require Board authorization.

ACTION: RICHARD BLOOM moved, and PHIL LEMLEY seconded the motion to approve Resolution 49-2019 Authorizing the General Manager to Award an On-Call Architecture & Engineering Contract for Future Capital Projects. MOTION CARRIED UNANIMOUSLY.

B. Resolution 50-2019 Approving BFT's 2019-2024 Transit Development Plan

Service Development Director Keith Hall presented the comprehensive Transit Development Plan on behalf of Bill Barlow. There was no comments or complaints from public related to the Plan. The Plan will be submitted to WSDOT.

ACTION: RICHARD BLOOM motioned, and STEVE BECKEN seconded the motion to recommend Resolution 50-2019, approving BFT's 2019-2024 Transit Development Plan. MOTION CARRIED UNANIMOUSLY.

C. Resolution 51-2019 Approval of Service Changes to Replace Route 68, Reroute Route 66 and Route 67, and Acknowledge the Associated Title VI Service Equity Analysis

Service Development Director Keith Hall discussed the service changes to routes. He briefed the board on the summer demonstration routes that were to provide a better link to East and West Pasco. Keith addressed Board member questions regarding any affect to CBC students and ADA passengers. Keith continues to keep in touch with the City of Pasco and road improvements that may affect the route.

ACTION: RICHARD BLOOM motioned, and LISA STADE seconded the motion to adopt Resolution 51-2019 Approval of Service Changes to Replace Route 68, Reroute Route 66 and Route 67, and Acknowledge the Associated Title VI Service Equity Analysis. MOTION CARRIED UNANIMOUSLY.

11. Discussion & Informational Items

A. 2nd Quarter Performance Report

Marketing Director Ali Madison presented the 2nd Quarter Performance Report. Highlights include:

- Fixed route ridership up 13.5% in April.
- Five routes over 95% on-time performance.
- 22% ridership increase in West Richland. We did see some loss of ridership from Prosser compared to last year. STADE questioned the reasoning, which staff could not address, however will continue to monitor.
- Extended service shows increase in ridership. Saturdays are out-trending weekdays ridership during these later hours. ED FROST expressed interest in the daily extended hour ridership and number of buses during that time and requested the measurement data. Staff will follow up with his request.
- Updating shelters to a modern look, featuring metal and frosted glass, LED solar powered lighting, lean benches, sign holders and garbage cans. Installation has begun in Kennewick and is ongoing.

- Marketing campaign for Get On Board Day, offered free fares. Outcome was an 11% increase in average day ridership.
- Ali reviewed the 2019 performance goals and initiatives, noting the majority are on track.
- Labor relations continue, with an addition of Administrative Assistants negotiations.

12. Staff Reports & Comments

A. Legal Report

Mr. Bishop had nothing to report other than announcing there will be an executive session.

B. Financial Report

Senior Budget & Grants Analyst Julie Thompson, stated for June 2019 YTD, BFT stands roughly \$618,000 under prior year to date in operating revenue and total operating expenditures are approximately \$924,000 above prior YTD. Treasurer's report included April information: Julie stated this is in line with performance expectation. Deposits are secure, approximately \$5M remaining in undesignated reserve funds. Sales Tax revenue increased 4.8% in June 2019.

CHAIR WATKINS asked if the decrease in revenue and increase in expenses was related. Julie elaborated they are not and decrease was primarily the due to ridership as discussed earlier and the expenses were related to the night service changes.

LISA STADE questioned the DAR ridership, noting the slides are different from what was on the screen to what is in the packet. Julie follow up with accurate information.

C. General Manager's Report

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

- Government Affairs Update
 - Federal: HUD bill passed. Competitive grants are headed to the Senate.
 - State: No pertinent news.
 - Operations:
 - Operations met all scheduled pullouts this month.
 - Since last Regular Board meeting, Ali presented the jurisdictional report to the City of Richland on June 18.
 - Discussed that DAR service will now be in the back of the fair. This is better from a safety and operating perspective. There will also be shaded areas for our passengers with mobility issues. Expecting a higher ridership with the entertainment lineup. Buses will also be coming up Oak Avenue. Still working with the County to get a temporary cross walk from platform drop area.
 - Electric bus is still on site with departure to Seattle unknown. If you haven't been on it yet and want a ride, please call and I'll schedule for you.

- 40th anniversary of Van Pool program in Washington. Governor Inslee signed resolution celebrating the fact.
- A final candidate has been selected for the position of Executive Assistant/Clerk of the Board. Catherine Getic was thanked for her five months of service.

13. Board Member Comments

- A. NORMA NELSON – Negotiations today. Hoping to get another steward in DAR. Addressed the guest with issues about the wait time and mentioned that a consultant was brought in to review DAR and wait times. Drivers were instructed to not go inside the businesses. She commented on the number of changes for drivers to adjust to as well.
- B. CLINT DIDIER – No Report. Thanked the guest for his service of our country.
- C. LISA STADE – No Report
- D. STEVE BECKEN – Announced that Benton County Commissioner Max Benitz passed away this morning.
- E. PHIL LEMLEY – Thanked staff for the facility tour.
- F. ED FROST – No report
- G. RICHARD BLOOM - Did ride the electric bus and noted it's louder than he expected. His car was in for service so he used the transit system and observed that the wifi gets disrupted at the transfer station.
- H. BOB KOCH – Juniper Dunes access is ready to be opened around the 4th of July holiday.
- I. CHAIRMAN WATKINS – The High Governance Work Session is next Friday. There is a great stakeholder turnout, which speaks clearly about the community's interest in transit.

14. Next Meeting:

Regular Board Meeting – Thursday, August 08, 2019 at 7:00 p.m.
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

15. Executive Session

CHAIR WATKINS suggested 30 minutes for the session. There will be action following the session.

Mr. Bishop stated session is for a performance review per RCW 42.30.110(g). Mr. Bishop and the General Manager will be included in the session.

Session convened at 8:30 p.m.

Meeting reconvened at 9:36 p.m., after two extensions announced by legal counsel.

Other Matters

RICHARD BLOOM made a motion to Accept the April Kenbrio Consultant Final Report from David Mercier relative to the General Manager's evaluation January-December 2018, which was seconded by PHIL LEMLEY. MOTION CARRIED, ONE ABSTAIN - ED FROST.

ACTION: RICHARD BLOOM moved, PHILLIP LEMLEY seconded, a recommendation of a 3% Cost of Living increase for the General Manager, retroactive to January 2019.

Discussion: CHAIR WATKINS stated that Ms. Boyce shared the past history on compensation adjustments and clarified the process of the BFT performance-based evaluations.

Ayes: 4 Nays: STADE and DIDIER No Vote: FROST. Motion passed.

General Manager Gloria Boyce suggested the retroactive go into effect March 8, 2019.

ACTION: Motion was amended and moved by RICHARD BLOOM , seconded by PHILLIP LEMLEY, to reflect a retroactive 3% COLA, effective March 8, 2019

Ayes: 4 Nays: STADE and DIDIER No Vote: FROST. Motion passed.

16. Adjournment

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 9:41 p.m.

Meeting recorded by:
Catherine Getic, Interim Clerk of the Board
July 11, 2019