

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS DRAFT MEETING MINUTES
Thursday, October 13, 2016-7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.

2. Roll Call: MATT WATKINS (Chairman) BOB KOCH (Vice-Chairman), RICK MILLER, TERRY CHRISTENSEN, RICHARD BLOOM, STEVE BECKEN, LISA STADE, NORMA NELSON (JEROME DELVIN, STEVE YOUNG, excused)

Staff: Gloria Boyce, Tony Kalmbach, Kevin Hebdon, Katherine Ostrom, Jerry Otto, Rob Orvis, Tom Turner, Jeremy Bishop, Legal Counsel, Linda Avalos, Traci Bronson, Christy Watts

Visitors: Bill Hoage, CAC Representative, Dave Thomas, Lily Ferrell, Carol Bowman, BFT Operators.

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited Boy Scouts, Carter Hebdon and Colby Beeghly from Troop 150 to lead the Pledge of Allegiance.

4. **Citizens Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited public comment on any item that is not on the agenda.

Gloria Boyce introduced the new Senior Marketing Analyst Kurt Workman, working with Christy Watts.

Kevin Hebdon introduced Troop 150 boys, Carter Hebdon and Colby Beeghly as well as their mothers.

5. **Approval of Agenda**

CHAIRMAN WATKINS stated there are no changes to the agenda. He called for a motion to approve the Agenda as presented.

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

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

- A. Planning & Marketing Committee - Cancelled
- B. Operations & Maintenance Committee – Cancelled
- C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN stated the Committee met on October 6, 2016. The group discussed the 2016 revisions for the Standing Rules of the Citizens Advisory Committee (CAC) and long discussion of the 2017 Budget.

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

A. Approval of September 8, 2016 Board Meeting Minutes

B. Payroll Voucher Summary

September 2016 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 October 13, 2016.

Payroll

Check Register Number	Check Number	/ Number	Date of Issue	In the Amount of	
519-16	78522	78550	9/02/2016	368,617.51	Payroll
520-16	78551	78583	9/16/2016	365,733.33	Payroll
521-16	78584	78615	9/30/2016	391,678.60	Payroll
				Total	1,126,029.44

Non-Payroll Vouchers

Check Register Number	Check Number	/ Number	Date of Issue	In the Amount of	
200-16	62184	62195	9/7/2016	20,465.32	Mdse
201-16	62196	62253	9/9/2016	290,152.72	Mdse
202-16	ACH Transactions		9/9/2016	417,317.90	ACH TRANS
203-16	62254	62308	9/16/2016	100,096.62	Mdse
204-16	62309	62315	9/19/2016	22,806.30	Mdse
205-16	ACH Transactions		9/19/2016	351,474.47	ACH TRANS
206-16	62316	62390	9/23/2016	268,924.04	Mdse
207-16	62391	62454	9/30/2016	239,332.09	Mdse
208-16	ACH Transactions		9/30/2016	148,829.30	ACH TRANS
209-16	62455	62466	9/30/2016	89,235.40	Mdse
				Total	\$1,948,634.13

Check Register Numbers 519-16 to 521-16 and 200-16 to 209-16

In the total amount of: **\$2,074,663.57**

C. Resolution 58-2016 – Authorize to release the 2017 Operating & Capital Budget for 30-Day Public Review.

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. He called for a motion to approve the Consent Agenda as presented.

ACTION: BOB KOCH made and STEVE BECKEN 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 59-2016 – Adopt the 2016 Revisions for the Standing Rules and Rebranding for the Citizens Advisory Committee (CAC).

Christy Watts, Marketing and Communications Manager spoke to the resolution. In early 2016 the Board requested a review the CAC Standing Rules. Mrs. Watts presented the revisions to the CAC Monday, October 10, 2016 and stated the CAC was supportive of the revisions made.

Ms. Watts presented the Board with the CAC Goals, First Steps, Recommendations, Recruitments, Frequency of Meeting, and the Standing Rules, which were included in the Board packet for review. The first step is suggestion of renaming the CAC to Citizens Advisory Network (CAN).

BFT met with the current CAC members to review the new CAN categories and encourage all of the members to apply. Ms. Watts asked for implementation of suspending the CAC meetings until they fill a core group of nine CAN Members, asked to rescind 2012 resolution and adopt Resolution 59-2016.

ACTION: TERRY CHRISTENSEN made a motion to approve Resolution 59-2016 and RICHARD BLOOM seconded. No discussion. **MOTION CARRIED UNANIMOUSLY.**

CHAIRMAN WATKINS stated he rescinds the regards to the first nine or more members and the committee and look forward to hearing from them in the beginning of the new calendar year. MR. WATKINS thanked the staff and Ms. Watts for working on the revisions as it can be challenging.

Linda Avalos, Interim Executive Secretary informed the Board, the standing CAC meeting report was not included on the agenda.

CHAIRMAN WATKINS stated if a current CAC member was in attendance it can certainly be added to the agenda.

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

9. Discussion/Information Items

- A. Citizens Advisory Network Report

No report.

- B. 2016 Quarter 3 Performance Report

Tony Kalmbach, Planning and Services Manager, stated as a whole system ridership is down 7.7% from last year. The third quarter of 2016 was compared to the third quarter of 2015. Fixed route has dropped 8.4% in addition to boardings per hour and boardings per miles. There was 10% growth in ridership for summer special services. There has been slight decrease of .5% in taxi services however; BFT Dial-A-Ride (DAR) has a larger decreased in Prosser compared to 2015. The total overall boardings have dropped by 2.7%. There was a 21.5% increase in applications received over 2015. On-time performance

in the Tri-Cities was 95% and Prosser 91% Overall. No-shows remained fairly consistent at 1.9% increase in the Tri-cities and a 5% decrease in Prosser. In Vanpool Ridership there was a decrease of 5.7% vans in service and 7% in total boardings. Mr. Kalmbach continued to present Marketing & Outreach for the quarter and 2016 Goals & Initiatives.

RICHARD BLOOM asked if the counting ridership method changed at did it occur in early 2016.

10. Staff Reports & Comments

A. Legal Report

Jeremy Bishop, Legal Counsel, had no report.

B. Treasurer's/Budget/Sales Tax Report

Kevin Hebdon, Interim Admin Service Manager, reported revenues and is pleased to announce BFT had sufficient funds and are exceeding by \$1.1 million with 4.6% over budget. Expenditures are trending at around 4.9% under budget through the month of August. There is nothing of significance to note for fairs and costs per boarding.

For Treasurer's Report for end of September, the fund balance is at \$35 million, of which \$8.4 million has been set aside by the Board for 3 months' operating reserves. That leaves \$26.7 million for capital and unforeseen events.

Sales tax revenue increased 4.4% in July for September business as compared to 2015. Sales tax revenues are 7.9% above the annual budgeted amount and 4.1% over 2015 total sales tax revenues.

Everything was in your packet as far as the PTBA, our jurisdictions and the treasurer's report. Finally, our treasure's report balance remains strong. Mr. Hebdon would be happy to answer any questions you may have.

CHAIRMAN WATKINS asked for next year I get the impression it will be significantly more in capital intensive so these projections of increase taxes of the same time decrease the expenses will lend themselves to being able to manage those.

Mr. Hebdon responded, absolutely. We have three Trolleys that we recently brought on and will be using some of that fund balance.

C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Government Affairs Update

Federal: Nothing to report on the Federal level.

State: WA State Transportation Commission: As the Public Transit provider, BFT represented the region last month at the WA State Transportation Commission's "Issues, Challenges and Successes in the Tri-cities area and provided a tour bus for local jurisdiction representatives and state officials. The Commission's report of the event is share with legislators, the Governor and others.

Operations

All transit operations continue to run smoothly over the last month.

E1 arrived earlier this month and after some tweaking, is now in revenue service on route 23 and 26 in Richland.

All three Trolleys have arrived; will be accepted by the end of October and ready for revenue service by mid-November. We are finalizing ceremony details and roll-out date to the public. Information regarding this event will be forthcoming shortly.

We continue to move forward with two major projects; our service change implementation and bus technology projects. RFPs have been released and responses received which staff is reviewing and evaluating now. We anticipate seeking Board approval over the next two months.

To address cost containment, efficiency, and effectiveness of service, we are also in the process of a major overhaul of our DAR reservation, scheduling and dispatching software (Trapeze) and evaluating our current business practices. We are off to a great start and will be working to refine our DAR service delivery over the next three to four months to best serve this fast-growing segment of our community.

Over the last month, I have filled two of the three positions Prothman is facilitating for us. These positions are the Operating Manager, Administrative Services Manager and the Human Resource Manager. All employees were given the opportunity to tell me what they were looking for in each position. Prothman then uses this information along with the job description when selecting final candidates. The selected candidates then undergo a technical and soft-skill panel review as well as tour BFT facilities and Transit Centers.

We anticipate that the HR Manager position will be filled by mid-November.

John Myers of Forney, TX has been selected as the Operations Manager and will start November 1st.

Our own Kevin Hebdon has been selected as the Administrative Services Manager effective this past Monday.

The Board congratulated Kevin Hebdon on his new position.

11. Board Member Comments

TERRY CHRISTENSEN no comment.

RICHARD BLOOM announced a ribbon cutting that occurred earlier this week in West Richland. West Richland now has a state of the art wine waste processing plant that reverses wine in to water. We have another plant that is breaking ground now and the capacity to take four more. Mr. BLOOM also mentioned the Richland School District has recently acquired 70 acres for a new high school that will be in West Richland

RICK MILLER commented the budget and wanted to point out, no matter how difficult we make the effort to save costs it continues to keep getting higher in revenue and which we have to make those meet again. It is not as easy as we think it will be we all know. Other than that, everything is going smooth.

NORMA NELSON – brought up safety concerns with DAR near miss at the roundabout in Richland at Steptoe and the only other option for DAR drivers is not to use it. This will put them behind schedule if they have to use other routes.

CHAIRMAN WATKINS commented that the roundabout is exclusively the Department of Transportation's responsibility and may have a suggestion box. If this percolates to be an issue and there is an opinion from transit staff, Ms. Boyce will address the concern.

LISA STADE stated Heather Duncan who has conducted the voter's forum their high school for many years has unfortunately passed away and will be dearly missed. Ms. STADE mentioned they will be discussing their budget next week. They are focused on two big areas, which are, lift stations and road repairs. Ms. STADE will inform everyone when the contract goes through for the convenient store/gas station/hotel, may be mid next month.

STEVE BECKEN - no comment.

BOB KOCH – Stated the 2% put in for growth in the 2017 budget may not match their wants which came back at 4.8 million.

CHAIRMAN WATKINS asked if the Trolleys will be available for viewing and pictures.

CHAIRMAN WATKINS thanked the staff, Board, the public, and in no small measure, Ms. Gloria Boyce as General Manager who has been doing an excellent job and for having faith as it has been very challenging for the staff, senior staff and employee level. 2017 is looking very good and thank you to a great job in 2016.

**12. Next Meeting – Thursday, November 10, 2016 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA**

13. Executive Session

No Executive Session held.

14. Adjournment

CHAIRMAN WATKINS promptly adjourned the Regular Board of Directors meeting at 7:46 p.m.

Meeting recorded & scribed by:
Linda Avalos, Interim Clerk of the Board
October 14, 2016