

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, April 14, 2016/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:01 p.m.

2. Roll Call: MATT WATKINS (Chairman), BOB KOCH, PAUL PARISH, RICK MILLER, RICHARD BLOOM, STEVE BECKEN, LISA STADE, CHRIS LILYBLADE

Staff: Gloria Boyce, Kevin Hebdon, Tony Kalmbach, Katherine Ostrom, Jerry Otto, Christy Watts, Rob Orvis, Tom Turner, Christine DeVere, Kevin Slinger, Jim Thoeke, Terry DeJuan, Angela Sorensen, Paul Singer, Angela Stringer, Danny Wright, Patrick Roach, Michaela Dimas

Visitors: Manuel Soto of Mobility & Walkability, Karen Vandecar, Temporary CAC Chairman,

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited JOHN TRUMBO to lead the Pledge of Allegiance.

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

CHAIRMAN WATKINS invited introductions of guests or public comment on any item not on the agenda. No public comment or introductions were given.

5. **Approval of Agenda**

CHAIRMAN WATKINS stated that he is not aware of any changes to the agenda. It was confirmed that no changes had been made.

Patrick Roach, Legal Counsel, mentioned there would be an Executive Session held after the regular Board meeting in regards to the labor negotiations per RCW 42.30.110.

ACTION: BOB KOCH made a motion to approve the agenda and STEVE BECKEN seconded. No discussion. MOTION PASSED UNANIMOUSLY.

6. **Retirement Recognitions**

- A. Resolution 20-2016 - Danny Wright, Dial-A-Ride Operator
January 1, 1985 – March 4, 2016

Paul Singer, Interim Operations Assistant Manager, read from the resolution and stated that Danny Wright served BFT and the community as a Dial-A-Ride Operator for over 31 years. He started his career with BFT in 1985, but his career as a DAR driver really started a few years before with the American Red Cross. Danny is the last of this group on staff. Danny has been described by his fellow staff as quickies, eccentric, warm positive, funny, sweet, and always just a little bit weird but in a very good way. He truly loved being a DAR driver and cares deeply for the customers he service. He has an excellent work ethic, maintained an excellent attendance record, and could be counted on to be on time and ready to go every morning rain or shine. This driver will be missed by his BFT and staff wish him the very best in his retirement.

Danny Wright was present at the Board meeting. He was presented with a certificate and received both congratulations and a round of applause from those in attendance.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 20-2016, Retirement of Danny Wright, and BOB KOCH seconded. No discussion. MOTION PASSED UNANIMOUSLY.

B. Resolution 21-2016 – John Ayers, Coach Operator
September 9, 2002 – March 31, 2016

C. Resolution 22-2016 – John Brooks, Coach Operator
July 15, 1991 – March 25, 2016

Paul Singer, Interim Operations Assistant Manager, stated that both John Ayers and John Brooks are not in attendance and do not plan to attend a Board meeting in the future to receive their certificates.

CHAIRMAN WATKINS called for a motion for both Resolutions.

ACTION: RICHARD BLOOM made a motion to approve Resolution 21-2016 & Resolution 22-2016 and BOB KOCH seconded the motion. MOTION PASSED UNANIMOUSLY.

CHAIRMAN WATKINS asked BFT staff to pass on both the certificate and the Board's congratulations to Mr. Ayers and Mr. Brooks

7. Board Committee Reports

A. Planning & Marketing Committee

RICHARD BLOOM stated the Planning & Marketing Committee met on April 5, 2016. The staff went through a staff discussion on the Jurisdiction Development Report as well as what is on the consent agenda; the recommendation to Award Americaneagle.com for the New Ben Franklin Transit Website Design Contract. The Committee also went through upcoming bid proposals, which is included in the meeting minutes in the Board Packet.

B. Operations & Maintenance Committee

RICK MILLER stated the Operations & Maintenance meeting was cancelled. No report.

C. Administration & Finance Committee

STEVE BECKEN stated that the Administration & Finance Committee met on April 7, 2016. The staff provided an update on the Citizens Advisory Committee Review. The Letter of Support for the Richland Duportail Bridge Project was discussed and the Committee placed this item on the Consent Agenda. The Vanpool "Spring Into Summer" Promotion was discussed and placed on the Action Agenda. The Committee also was updated on the usual upcoming bid proposal and sales tax reports.

Gloria Boyce, General Manager, informed the Board that placed on their desks, is the new Board Member Orientation handbook's table of contents and a flash drive of the electronic version of the Board Member

Orientation handbook. This was developed to introduce PAUL PARISH, the newest Board Member to BFT and provide him with a reference for all things BFT. Staff plans to provide copies to the CAC members once the review has been completed later this year. Ms. Boyce also publicly recognized Angela Sorensen, ADA Eligibility Coordinator, and back up Executive Assistant for pulling double duty while covering the Executive Office. She compiled the data for this project and did a wonderful job.

CHAIRMAN WATKINS thanked Angela Sorensen for all of her hard work. It has been noted by multiple individuals that she has been busy lately.

8. Consent Agenda

- A. Special Board Meeting Minutes of March 23, 2016
- B. Meeting Minutes of March 10, 2016 Regular Board Meeting
- C. Payroll/Voucher Summary
- D. Resolution 23-2016 Authorizing the General Manager to Enter into a Contract with Americaneagle.com for a New BFT.org Website
- E. Resolution 24-2016 Authorizing the General Manager to Enter into a Contract for Temporary Staffing Services
- F. Letter of Support for the Duportail Bridge Project

March 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 April 8, 2016.

Payroll

Check Register Number	Check Number/ Number	Date of Issue	in the Amount	
504-16	78024 78057	3/4/2016	365,255.67	Payroll
505-16	78058 78091	3/18/2016	371,280.90	Payroll
			Total	\$736,536.57

Non-Payroll Vouchers

131-16	60374 60431	3/4/2016	494,188.99	Mdse
132-16	60432 60432	3/7/2016	8,529.57	Mdse
133-16	60433 60497	3/11/2016	255,874.72	Mdse
134-16	VOID 60390	3/11/2016	(61.89)	VOID
135-16	60498 60501	03/14/2016	48,669.54	Mdse
136-16	ACH Transactions	3/14/2016	240,778.95	ACH TRANS
137-16	60502 60573	3/18/2016	166,224.77	Mdse
138-16	ACH Transactions	3/18/2016	147,385.26	ACH TRANS
139-16	ACH Transactions	03/21/2016	2,745.34	ACH TRANS
140-16	60574 60585	3/21/2016	72,463.08	Mdse
141-16	60586 60645	3/25/2016	243,152.96	Mdse
142-16	VOID 60002	3/29/2016	(5,250.00)	VOID PREV MO

143-16	VOID	59750	3/29/2016	(10,078.27)	VOID PREV MO
144-16	60646	60695	3/31/2016	166,100.58	Mdse
145-16	60696	60696	3/31/2016	4,877.47	Mdse
				Total	\$1,835,601.07

Check Register Numbers 504-16 to 505-16 and 131-16 to 145-16
 In the total amount of: **\$2,572,137.64**

ACTION: JEROME DELVIN made a motion to approve the Consent Agenda, Items A–F, and BOB KOCH seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

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

9. Action Items

A. Resolution 25-2016 Adoption of the Reasonable Modification Policy

Angela Sorensen, ADA Eligibility Coordinator, read from the memorandum and stated that BFT currently has a Reasonable Modification Plan that was adopted by the Board May 2013, which details BFT’s current policies and procedures that ensure ADA Compliance in keeping our facilities and services accessible, but BFT does not have a policy in place that establishes how Staff will receive and act on requests for reasonable modifications to our policies, practices and procedures to avoid discrimination and ensure services and programs are accessible to individuals with disabilities.

The Reasonable Modification Policy is a new policy for requesting and receiving reasonable modifications. The policy is ADA Compliant and is consistent with the Reasonable Modification Final Ruling that was issued March 2015 and went into effect July 2015. It establishes consistent procedures for receiving reasonable modification requests and how they will be addressed by Staff. Staff recommends the Board adopt the Reasonable Modification Policy.

CHAIRMAN WATKINS asked for an example or an issue that came up that this policy contemplates.

Angela Sorensen stated that an example of a reasonable modification would be stopping a fixed route bus a short distance from the bus stop sign to allow a wheelchair user to avoid an obstacle to boarding using a lift/ramp (assuming the alternate location does not create an unsafe traffic situation), such as road construction.

CHAIRMAN WATKINS stated that this is another example of our agency growing and improving our procedures. He thanked the staff for recognizing the need and doing it.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 25-2016, Adoption of the Reasonable Modification Policy. MOTION CARRIED UNANIMOUSLY.

B. Resolution 26-2016 Approval of the Vanpool “Spring Into Summer” Promotion

Terry DeJuan, Rideshare Manager, presented the Vanpool “Spring Into Summer” Promotion, designed to increase the ridership and the number of vans in the Vanpool program. He further explained what other agencies provide for their promotions and offered some suggestions for attracting new riders. The goal is

to introduce the Vanpool program to not only Hanford sites, but also capture people who have not used Vanpool at other locations. There is a plan to introduce the promotion at the Hanford Health & Safety Fair.

Further discussion ensued as to whom would be doing/assisting with the promotion. TERRY CHRISTENSEN asked that Mr. DeJuan keep track of how many vans are started by this promotion.

ACTION: TERRY CHRISTENSEN made and RICK MILLER seconded a motion to approve Resolution 26-2016, Approval of the Vanpool “Spring Into Summer” Promotion. MOTION CARRIED UNANIMOUSLY.

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

10. Discussion/Information Items

A. Citizens Advisory Committee February March 2016 Report

Karen Vandecar, Chair, thanked the BFT Board of Directors for revising the CAC policies.

Diane Allen presented information on the proposal for BFT to call CAC to action. CAC would like to be involved to help with surveys, to be the eyes and ears. She mentioned June 8th for the Annual CAC Picnic ([Bus Ride & Picnic will be held June 13, 2016, 4:45 p.m. – 7:30 p.m.](#)) in which all Board members were invited at 5 p.m. at BFT Administration Office.

CHARIMAN WATKINS asked Michaela Dimas, Clerk of the Board to send out a reminder to all Board members. CHAIRMAN WATKINS stated he hopes Board members ride public transportation at least once a year.

B. Benton Franklin Fair & Rodeo Service Improvement Update

Tony Kalmbach, Planning & Service Development Manager, presented a PowerPoint on information about working with the Benton Franklin Fair & Rodeo Board on how to improve services during the Fair and give BFT a chance to advertise services to those who do not currently use bus services. TERRY CHRISTENSEN then stated that Terry DeJuan could have a booth at the Fair for Vanpool.

Mr. Kalmbach gave an overview of improving safety, increasing ridership, decreasing traffic congestion in front of the fairgrounds, increasing accessibility for attendees and adhering to ADA requirements and providing efficiency of service for the community. There would be a BFT branded entrance with a new location for fixed bus routes; the goal is to increase safety/ reduce congestion and creating a walkable area from the parking lot to the fairgrounds. Currently, BFT has six routes providing rides for 25,000 leaving from Lampson Stadium, 22nd, Knight Street and Kamiakin. BFT is trying to improve safety access to the fair for Fire, police, and emergency vehicles. The idea is that the buses would approach from Washington Street down 27th and then come up fairway drive to the fairgrounds and then exit on to 10th and head back to their designated pick up point. Tony Kalmbach stated that marketing would be provided about the changes. He continued to provide a provisional timeline.

Gloria Boyce, General Manager stated that the BFT Ambassadors would be present at the Fair, assisting with loading and unloading of passengers/attendees.

Discussion held.

C. 2016 Quarter 1 Operations Report

Gloria Boyce, General Manager, stated this was the second time the Quarterly Report has been presented, identifying major goals and plans. She indicated that beginning this year, staff plans to report to the Board on the progress of the agencies goals and major initiatives on a quarterly basis

Paul Singer, Interim Assistant Operations Manager, gave a PowerPoint presentation on the first quarter performance of Operations. He reported on fixed-route on-time performance, fixed-route accidents, as well as ridership. Mr. Singer also provided key performance indicators for the Dial-A-Ride service such as ridership, on-time performance, eligibility data, phone reports, and no-shows.

Terry DeJuan, Rideshare Manager, continued the PowerPoint presentation. He presented Vanpool statistical information including the number of groups in operation, Vanpool community outreach and ridership information.

Christy Watts, Customer Service & Marketing Manager then presented the recent community outreach projects the agency has participated in over the past quarter. She also discussed BFT's goals & initiatives. To date, BFT is on track with all of its major initiatives and goals for the 2016 year.

D. Comprehensive Service Plan Study Update

Tony Kalmbach, Planning & Service Development Manager, reported a brief Comprehensive Service Plan Study Update (CSPS) and stated the reporting staff has received a working draft proposal of the routes. In addition, they are currently making a preliminary review to make comments, ways that we can make a change or address some of the suggestions by the consultants and possibly having routes before the Board by the end of April and placing it on a project web page for community. Currently, the preliminary review shows that it is a conservative and sustainable approach focusing on the cleanup and efficiencies with service. Tony Kalmbach stated that there has been a considerable amount of time between the last CSPS, which was done in 2002, and this one. A conservative and sustainable approach will allow BFT to better understand demand and then allow BFT to go forward over the next few years to creating a demonstration type service to address those needs that are being identified. Mr. Kalmbach reported they are focusing both on short range and long range plans.

Manuel Soto, the sole proprietor of Mobility and Walkability Consulting, presented a slideshow on the CSPS. He reported on the routes in system, adding more during weekdays, extending hours and adding frequency. They are currently observing rider checks, checking on demands of DAR, Tax. He continued to report about the proposed redesign. Mr. Soto reported fixed routes strengths and weaknesses, and how to approach this by developing scenarios for the short-term 1-3 years, and the long term over 3-10 years. They are currently observing rider checks, checking on demands of DAR, Tax. He continued to report about the proposed redesign. Manuel Soto continued to report on considerations for providing service to certain areas with the PTBA, reducing serviced duplications, and simplify routes.

Discussion held.

11. Staff Reports & Comments

A. Legal Report

Patrick T. Roach, Legal Counsel, stated that there are no new legal matters to bring to the Board's attention. However, an Executive Session will be held tonight pursuant to RCW 42.30.110 regarding labor negotiations.

B. Boarding Report

Kevin Sliger, Transit Planner, reported for the month of February 2016 report, ridership is down 0.1% for Fixed Route, increased 6.3% for Taxi Service, increased 0.5% for Vanpool, and 2.6% for Dial-A-Ride.

C. Treasurer's/Budget/Sales Tax Reports

Kevin Hebdon, Interim Administrative Services Manager, stated the revenues for February 2016 are down 3.4% from the budgeted amount, which is the equivalent of \$30,000. Total operating expenditures are down 15.7% or about \$350,000 under budget. There is nothing of significance to note on the charts for allocated cost per boarding and fares per boarding.

For the Treasurer's Report for the end of February, the fund balance is at \$28.3 million, of which \$8.4 million has been set aside by the Board for 3 months' operating reserves. Another \$2 million is set aside for capital local match requirements, bringing the amount down to \$1793 million in surplus funds.

For sales tax for January activity, BFT received 6% more than what was received at this time in the prior year. 2015 total sales tax revenues are 6% above the annual budgeted amount, which was revised mid-year.

D. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Governmental Affairs Update: On a Federal level BFT recently received a notice of Available Funding Opportunity for two discretionary grants - the FTA has recently released a Notice of Available Funding Opportunities for no-low emission vehicles for 55 million and a bus/bus facility grants for 213 million. The main criterion for both grants is age/mileage of fleet. BFT will be submitting grant applications. No new transit related information on a State level.

Operations Update: All transit operations continue to run smoothly. We are looking at on time performance; it is a key indicator of the efficiency of public transit. BFT's Collision Avoidance System Demonstration Project kicked off on March 23rd. We are working to provide opportunities to the Board to see the technology that is currently installed on five buses.

A Board Member Orientation is scheduled on Tuesday, April 19th with PAUL PARISH. Placed in front of the Board is a thumb drive, containing the Board Orientation Binder.

12. Board Member Comments

A discussion was held regarding the BFT's participation for the 2016 APTA International Bus Roadeo in North Carolina. The outcome of the conversation was to allow BFT's General Manager to make the decision on whether or not BFT would participate.

CHRIS LILYBLADE offered congratulations to the retirees and you will be missed.

STEVE BECKEN no comment.

JOHN TRUMBO stated it is a nice change up from the City Council.

CHAIRMAN WATKINS great Quarterly report tonight. Please note the agenda is flexible and is to serve the Board/Staff needs for presentation and notification. In regards to the Comprehensive Service Plan study, I am interested to see the reception by the Community of significant changes in service. I'm hopeful staff is excited about it as well. Things are changing a bit.

BOB KOCH offered thanks to the staff again for the new Board Member Orientation binder.

RICHARD BLOOM stated he would not be present for the meeting next month. I hope that Mr. Buel will be sitting in.

RICK MILLER no comment.

JEROME DELVIN no comment.

TERRY CHRISTENSEN no comment.

RICHARD BLOOM no comment.

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

14. Executive Session

CHAIRMAN WATKINS announced that a 5 minute break will be taken prior to the Executive Session. He stated that no action would be taken following the Executive Session. CHAIRMAN WATIKINS asked Patrick T. Roach, Legal Counsel for the Revised Code of Washington (RCW) reference. Patrick T. Roach stated that the RCW is 42.30.110. The purpose is to discuss labor negotiations/collective bargaining. Patrick Roach stated that the Executive Session is expected to take approximately 20 minutes. Announcement to the public will be made if more time is needed.

CHAIRMAN WATKINS noted that the Executive Session would most likely take about 20 minutes. He recessed the Regular Board of Directors Meeting into Executive Session at 8:55 p.m.

CHAIRMAN WATKINS notified the waiting public at 9:17 p.m. 15 more minutes was needed for the Executive Session.

Re-convene into Open Session

CHAIRMAN WATKINS reconvened the Regular BFT Board of Directors Meeting into Open Session at 9:35 p.m. He thanked everyone for their patience in waiting for the additional time extensions needed to complete the Executive Session.

15. Adjournment

CHAIRMAN WATKINS promptly adjourned the Regular Board of Directors meeting at 9:36 p.m.

Meeting recorded by:
Michaela Dimas, Executive Assistant & Clerk of the Board
April 14, 2016