

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, November 12, 2015/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.
2. Roll Call: MATT WATKINS (Chairman), BOB OLSON, JEROME DELVIN, BOB KOCH, RICHARD BLOOM, STEVE BECKEN, LISA STADE, NORMA NELSON

Staff:

Gloria Boyce, Kevin Hebdon, Tony Kalmbach, Jerry Otto, Katherine Ostrom, Terry DeJuan, Barbara Hays, Christine DeVere, Kevin Sliger, Rob Orvis, Michaela Dimas

3. Pledge of Allegiance

CHAIRMAN WATKINS invited those present to stand and join in the Pledge of Allegiance.

4. Citizens Public Comment/Introduction of Visitors

CHAIRMAN WATKINS invited 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 and called for a motion to approve the agenda.

ACTION: VICE-CHAIRMAN OLSON made a motion to approve the agenda and STEVE BECKEN seconded. No discussion. MOTION PASSED UNANIMOUSLY.

6. Board Committee Reports

A. Planning & Marketing Committee

BOB KOCH highlighted that Tony Kalmbach, Planning & Service Development Manager, gave a slideshow presentation on public outreach that the service development team has been planning and working on with the 2015 strategic plan. Terry DeJuan, Vanpool Manager, talked about the winter Vanpool driving campaign as an informational item. The campaign will be in its third year and will be accomplished through cooperation with WSTIP. There was an RFP for website redesign that will be on tonight's Consent Agenda. Christy Watts, Marketing and Customer Service Manager, gave a marketing report on activities for the fourth quarter of 2015 with a slideshow. Rob Orvis, Procurement Supervisor, gave an update on upcoming bids and requests for proposal. As usual, everything is listed in the minutes.

B. Operations & Maintenance Committee

JEROME DELVIN stated that the Committee talked about the All-Senior Picnic and the Washington State Ridership Comparison, which will be talked about tonight. There were some items on the Consent

Agenda, one being the extension of the ARC of the Tri-Cities contract. There was also a report on ridership and maintenance reports.

C. Admin & Finance Committee

STEVE BECKEN stated that the majority of the meeting was spent discussing a resolution for the adoption of the Fiscal Year 2016 Operating & Capital Budget, which is on the agenda tonight as an Action Item. There were also discussions on the typical topics of sales tax and bids. There was announcement of an award that was given to Kevin Hebdon, which Gloria Boyce will speak on.

Gloria Boyce, Interim General Manager, thanked STEVE BECKEN and stated that BFT is proud to receive a Government Finance Officers Association Certificate of Achievement for excellence in financial reporting for the agency’s Comprehensive Annual Financial Report in December 2014. This is the third year BFT has received the award. Kevin Hebdon of our Finance Department headed this up for the agency.

CHAIRMAN WATKINS recognized the importance of the award in the business of finance and congratulated Kevin Hebdon for the accolade.

7. Consent Agenda

- A. Special Board Budget Meeting Minutes of October 8, 2015
- B. Meeting Minutes of October 8, 2015 Regular Board Meeting
- C. Payroll/Voucher Summary
- D. Resolution 48-2015 – Authorizing the Interim General Manager to Release a Request for Proposals for Consulting Services for Website Design
- E. Resolution 49-2015 – Authorizing the Interim General Manager to Extend the Arc of the Tri-Cities Contract by One Final Year

CHAIRMAN WATKINS read aloud the list of *Consent Items* from the agenda.

October 2015 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 November 6, 2015.

Payroll

Check Register Number	Check Number/ Number		Date of Issue	in the Amount	
580-15	77584	77626	10/2/2015	387,472.27	Payroll
581-15	77627	77668	10/16/2015	374,332.44	Payroll
582-15	77669	77710	10/30/2015	388,659.12	Payroll
				Total	\$1,150,463.83

Non-Payroll Vouchers

213-15	58891	58952	10/2/2015	91,461.58	Mdse
214-15	58953	58961	10/6/2015	48,449.05	Mdse
215-15	58962	59031	10/9/2015	605,904.09	Mdse
216-15	Electronic Payroll Taxes		10/1/2015	150,113.99	IRS
217-15	ACH Transactions		10/6/2015	2,151.84	HRA VEBA
218-15	ACH Transactions		10/9/2015	97,488.54	DRS
219-15	ACH Transactions		10/12/2015	100.00	DRS-DCP
220-15	59032	59093	10/16/2015	171,869.72	Mdse
221-15	59094	59100	10/20/2015	69,323.16	Mdse
222-15	ACH Transactions		10/23/2015	168,249.83	ACH TRANS
223-15	59101	59161	10/23/2015	512,833.74	Mdse
224-15	59162	59222	10/30/2015	138,006.62	Mdse
225-15	ACH Transactions		10/31/2015	225,969.81	DRS/IRS
				Total	\$2,281,921.97

Check Register Numbers 580-15 to 582-15 and 213-15 to 225-15
 In the total amount of:

\$3,432,385.80

ACTION: BOB KOCH made a motion to approve the Consent Agenda, Items A–E, and VICE-CHAIRMAN OLSON seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

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

8. Action Items

- A. Resolution 50-2015 – Authorizing the Interim General Manager to Increase Contract #942 Not-to-Exceed Amount with RH2 Engineering Inc.

Jerry Otto, Maintenance & Special Projects Manager, introduced Resolution 50-2015 by stating that the Board of Directors approved Resolution 23-2014 the prior year, authorizing the General Manager to enter into Contract #942 with RH2 Engineering for on-call architecture engineering services. The on-call A&E contract allows BFT to work projects on an as-needed basis. The contract includes a non-to-exceed amount of \$400,000 for an initial term of 3 years with an option of 2 additional years. Currently BFT has 11 projects in place for a total of \$369,792, listed in attachment A in the Board packet. In reviewing BFT’s Transit Development Plan, the \$400,000 will be insufficient to meet the needs of the plan to the end of the contract period on April 21, 2017.

Staff recommends that the Board approve the increase of Contract #942 from the not-to-exceed amount of \$400,000 to the amount of \$1,160,000 through the remaining term of the contract, ending April 21, 2017, for additional projects planned for in the Transit Development Plan.

It should be noted that this resolution increases the not-to-exceed amount only. Upcoming projects will be approved per BFT policy, which includes Board approval plus specific project, budget, and funding sources.

JEROME DELVIN added that this item was placed as an Action Item on the agenda since he and TERRY CHRISTENSEN thought that it might need a little more explanation than if it was placed on the Consent Agenda.

RICHARD BLOOM asked if the A&E services will be used for the low-end planning aspect of some of the projects that haven't come to the Board yet. Jerry Otto answered that yes, a project has to be approved by the Board for BFT to move forward. If A&E services are available, staff will be able to perform the design phase and then bring it to the Board for approval.

ACTION: RICHARD BLOOM moved to approve Resolution 50-2015. BOB KOCH seconded. No discussion. MOTION PASSED UNANIMOUSLY.

B. Resolution 51-2015 – Adopt Fiscal Year 2016 Operating & Capital Budget

Kevin Hebdon, Interim Administrative Services Manager, stated that the Fiscal Year 2016 Operating and Capital Budget was presented at the October 8th Board Meeting, and the Board authorized Staff to release the budget for a 30-day public review and commentary. At this time, that period has expired and no comments or feedback from the public were received. Staff has continued to refine expenses and monitor revenue projections over the past month since the initial presentation.

A few revisions considered to be minor were made to the proposed budget by staff. The ARC of the Tri-Cities contract was increased by \$178,000 due to the addition of the Partners and Pals Program which was previously overlooked. There was a small increase of \$550 in miscellaneous expenses and maintenance, and there was a reduction of \$88,500 in the overall cost of fuel throughout the agency due to further analysis of total vehicle miles compared to fuel expectations. The training budget was reduced by \$50,000 due to an overstatement in the additional amount required to complete the full FranklinCovey program training approved by the Board during the last Board Meeting for leadership and staff development. Other revisions include a reduction in medical insurance of \$24,000, a vanpool rental reduction of \$2,900, and an adjustment in maintenance allocation costs of \$2,800.

The net effect of these additional items is a decrease of \$10,664.

It is Staff's recommendation that the Board adopt the Fiscal Year 2016 Operating and Capital Budget. Staff also recommends that the Board delegate authority to the Interim General Manager to file the Fiscal Year 2016 Federal and State grants in an amount not to exceed BFT's apportionment sufficient to claim all available and current and prior year funds available to BFT.

ACTION: VICE-CHAIRMAN OLSON moved to approve Resolution 47-2015. STEVE BECKEN seconded. No discussion. MOTION PASSED UNANIMOUSLY.

CHAIRMAN WATKINS clarified that an analysis of delivery of services will be performed in 2016 and that it has been planned for in the budget. Kevin Hebdon replied that yes, there are several factors that are unknown including the comprehensive service plan study. CHAIRMAN WATKINS thanked Kevin Hebdon for his work and acknowledged his efforts due to increased responsibility in preparing the budget.

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

9. Discussion/Information Items

A. Dial-A-Ride Community Outreach 2015 All Senior Picnic

Katherine Ostrom, Dial-A-Ride Manager, shared a slideshow presentation and gave an overview of the All Senior Picnic, one of the hugest events each year for Dial-A-Ride. It was held at Southridge Community Center this year with dancing, music, and prizes made available to attendees. Transportation to and from the event is fairly difficult for Dial-A-Ride since so many people who use mobility devices have to be transported there. The average paratransit vehicle can handle 3 wheelchairs at once, and it takes an average of 24 vehicles to transport that many people at one time to get them all there at the same time. BFT also has a booth at the picnic every year with staff members present to give out rider guides, applications for Dial-A-Ride, and information on travel training. Attendance numbers were down this year, and it may be due to the raised ticket price of the event.

CHAIRMAN WATINS asked if Staff had the entire force out for the event. Katherine Ostrom replied that no, Dial-A-Ride continues to do service across the city on top of this, and that is why it's a very important occasion.

CHAIRMAN WATKINS asked how many folks attend the picnic. Katherine Ostrom replied about 800 to 1,000 people.

B. Follow-Up to the Board's Questions on FranklinCovey's 7 Habits of Highly Effective People Program

Gloria Boyce, Interim General Manager, stated that she would be presenting the follow-up in place of Brandi Roske who is not present this evening. After the prior month's Board Meeting, there were two open items that the Board asked Staff to research and come back with answers regarding the FranklinCovey training program. Firstly, the Board wanted to know the total hours that it would take to provide the training throughout Phases 1-3 as well as the costs associated with those hours. Contained within the Board packet is a summary of the hours. Total training for all three phases comes to just about 3,204 hours, and at a fully-loaded cost including wages and benefits, those hours amount to approximately \$140,500. The Board should be aware that this is not a loss in productivity as employees will still perform their normal work tasks in addition to the training.

Secondly, the Board asked if there would be a chance for interested Board members to also immerse themselves in the FranklinCovey training as the entire agency will be going through it. Listed in the summary of the Board packet is a number of options:

- Attend one of the two-day training workshop sessions offered on-site the first week of December, on the 1-2 or the 3-4. This training will be performed by the FranklinCovey trainer himself.
- Make available the FranklinCovey training materials, such as the packet, the 7 Habits book, the smartphone application for daily reinforcements, the personal workbook, and other assorted materials.
- Participate in one of the training sessions that will be led by an in-house FranklinCovey certified trainer for one full day next spring.
- Take a 2-hour online training course which will be offered to all new hires.

Gloria Boyce stated that if anyone on the Board of Directors is interested, please contact my office or Brandi Roske and we will help set you up. There was further discussion and clarification of the topic held.

CHAIRMAN WATKINS asked if Staff had done follow-up on the first item with TERRY CHRISTENSEN since he is the one who asked the question. Gloria Boyce replied that she reviewed the document with him and made sure his concerns were answered before compiling it in the Board packet.

C. Tulip Lane Park & Ride Construction Update

Jerry Otto, Maintenance & Special Projects Manager, gave a short slide presentation with photos of the final steps to completion and the ribbon-cutting ceremony of the Tulip Lane Park & Ride project. The project is 93% complete; staff is just waiting on the luminaries to come in for installation, and they are supposed to be here next week. Working days are 94% used up, and the project is within the budget at 80%. The number of change orders to date is at 7%.

CHAIRMAN WATKINS added that there are 155 parking spaces at the Park & Ride, and people have been using it. He also stated that the project brought structure to the road, and the area around the wineries now seems like a normal street. It is a great addition to the neighborhood and is going to make the commercial property next door even more attractive.

The Board and Staff congratulated Jerry Otto on being on time and under budget in completing the project.

D. Comprehensive Service Plan Study Update

Tony Kalmbach, Planning & Service Development Manager, introduced Jim Moore, Managing Partner with Moore & Associates, one of BFT's consultants on the Comprehensive Service Plan Study. He will be here every month as the study is conducted to provide updates and insight on project milestones and to keep the Board up to date on the project as a whole. Jim Moore introduced himself by stating that he has the distinct honor of working with partner Manuel Soto from Walkability & Mobility Consulting along with Warren Associates in partnering with BFT during the next several months in the development of the study. He presented a brief overview of the project while referencing a slideshow.

The Comprehensive Service Plan Study will be an objective and comprehensive review of the services that BFT provides. It is an opportunity to facilitate discussion with the community and to identify and prioritize mobility needs. A realistic, practical blueprint for the continued development of services up to a 10-year period of time will be the result, and the overarching goal is to serve as a business plan. Consulting will be working with the Board to identify current and future funding to support the plan's sustainability. This is the first time that BFT has done a study in about 12 years; it is an opportunity to leverage existing resources so as to effectively serve the mobility needs and travel demands of a person living and working within the PTBA.

The project timeline started about two weeks ago and will last approximately through late spring of 2016, either in late April or early May. Initial activities included a half-day round table discussion with the department and program managers. They had the chance during this meeting to provide their input into the project, such as what's important to them and the challenges that they face in their respective disciplines. There will be on-site discussions held with BFT's service contracting partners, such as taxi services and ARC of the Tri-Cities, to obtain their input as well. Project staff is currently at the 90% mark in completing a 100% ride check of fixed route services to assess on-time performance and where ridership activities are occurring at the individual bus stops. By Saturday, staff will have ridden every BFT bus route and trip across a 2-week period. This will provide a valuable and objective snapshot on how service is provided and how folks are using it. In January 2016, the project team will collaborate with BFT Staff on organizing a promotion of a first round of community workshops. No less than 6 workshops will be facilitated across a three-day period at locations throughout the entire service area.

RICHARD BLOOM asked what demographics are expected at the community workshops. Jim Moore answered that the team is certainly interested in speaking with people throughout the entire service area but is especially interested in those who have never used BFT's services. Through discussion, BFT will be able to identify what the physical and perceived barriers are, and by going to individual community centers, faith-based groups, and business organizations, staff believes that it will be able to attract folks who may not normally participate in these kinds of workshops and help frame the business plan across the next decade.

A Board visionary session is planned for early 2016 during which the members will have the chance to discuss their viewpoint in what BFT will look like over the next ten years. There will be monthly Board briefings along with a project website with an online comment option so that those who may not be able to attend meetings will be able to provide feedback there. Two rounds of public workshops will be held along with a series of stakeholder roundtables tackling a variety of segments throughout the area. In this way, there are many opportunities to participate, and the Board will have the opportunity from the very beginning to help craft how BFT will look over the next decade.

CHAIRMAN WATKINS asked if this will call for a special meeting or it can be accomplished within the confines of regular Board meetings. Gloria Boyce replied that Staff will discuss that with the Board in January and decide what to do then.

LISA STADE asked if the Board Visionary meeting would take place before or after the initial workshop with the public. Jim Moore answered that these meetings will likely occur around the same time in January. Some initial dates are set for the first round of workshops based on the availability of staff, consultants, and facilities where the workshops will be held. LISA STADE stated that she didn't mind if the public workshop is held before the Visionary meeting in order to get a first look at some of the ideas and questions gathered from the workshop, but that it would be up to the Board to discuss it.

RICHARD BLOOM asked if the stakeholder roundtables are the same as the workshops that were previously discussed. Jim Moore answered that no, the roundtables are a separate series held with those who are either providing transportation through BFT or are an advocate for BFT's customers, such as Columbia Basin College, ARC of the Tri-Cities, or social service organizations. He added that those roundtables would be held sometime around February.

LISA STADE suggested that perhaps libraries might be a good choice as a meeting location for the workshops besides community centers and churches in order to solicit and receive more input. Jim Moore provided his business card to the Board members and asked for the Board to email him about the best potential places to hold workshops within the various jurisdictions.

Jim Moore closed the discussion by thanking the Board for the opportunity to introduce the Comprehensive Service Plan Study project. CHAIRMAN WATKINS thanked him for the excellent opening presentation.

10. Staff Reports & Comments

A. Legal Report

Jeremy Bishop, Legal Counsel, stated that there was nothing to report on legal matters except during a brief Executive session pursuant to RCW 42.31.44B following the regular Board meeting.

B. Boarding Report

Tony Kalmbach, Planning & Service Development Manager, introduced Kevin Sliger, Transit Planner, as the presenter of the boarding report for all future Board meetings. Kevin Sliger discussed the charts provided in the Board packet depicting September 2015 ridership statistics. He stated that total ridership has decreased as compared to September 2014, and staff partially attributes this to the Pasco School Strikes since students make up a notable portion of BFT ridership in Pasco. Year-to-date ridership has decreased slightly at 5.5%, which continues to trend with dropping ridership. Service development staff speculates that economic factors such as unemployment rate and fuel prices have played a key role in this decrease in ridership, and similar trends were seen state-wide.

CHAIRMAN WATKINS added that Staff will be working with Jim Moore to see what their take on ridership is as well.

C. Treasurer's/Budget/Sales Tax Reports

Kevin Hebdon, Interim Administrative Services Manager, briefly discussed the reports while referencing the charts and information provided in the Board packet. The treasurer's report for October 2015 shows \$26.5 million cash balance of which, the Board has restricted \$8.6 million for three months of operating expenses and \$1.6 million for improved capital expenses, leaving a \$13.6 million surplus funds balance. Currently, BFT is ahead of its revenue receipts and under budget. Farebox recovery is budgeted at 12.8% and is currently operating at 12.7%, which reflects the major budget revision that was made. Sales tax for August business is up 3.7% from August business of 2014 and is up 12.7% YTD compared to 2014 YTD. That is 2.5% above monthly budgeted amounts; previously that number was larger, but this also is reflective of the budget revision and is now realigned much closer with the budget. The trend throughout the PTBA for sales tax for PTBAs and other jurisdictions is about a 3.1% increase, closely aligning with BFT's 3.7% increase YTD over the prior year.

D. General Manager's Report

Gloria Boyce, Interim General Manager, reported on a number of topics to the Board:

- There is a new, larger screen in the Board room which Staff attempted to set up last month. However, there was a need to reengineer the attachment to the ceiling and install the projector. This will hopefully be better for viewing for not only the Board and Staff but for the public as well. The Board room arrangement was left this evening as it was to assess different seating positions in regards to the new screen, but there may be a rearrangement next month. The screen has been working very well this evening as well as during a couple of other meetings this month.
- On a federal level for governmental affairs, the House and the Senate have not yet agreed on the 6-year authorization bill. BFT hopes to have that by November 20th when the current Map 21 expires. Staff is looking forward to bringing the good news next month.
- At a state level, it was reported last month that the state had a transportation regional mobility fund of about \$6.2 million. BFT might be able to have a piece of this pot of money but has not yet heard from the state regarding the process determining how those additional funds will be allocated.
- On an operational basis, she thanked the Board members who participated in the new Tulip Lane Park & Ride Ribbon Cutting Ceremony. Those who were not able to attend due to prior commitments were missed that morning. She gave special thanks to Christy Watts and her staff and BFT's vendor Sun Rentals who fought the wind and worked with the tent for four hours to

ensure that the attendees had something to sit under during the ceremony. It was a good job by a local vendor and one of our staff members and her staff.

- On the Board's behalf, she publicly thanked the 35 veterans here at BFT for their service as the country supports veterans this week.

11. Board Member Comments

NORMA NELSON stated that things are going well with Dial-A-Ride. She thanked all the veterans who have served the country and wished everyone a great Thanksgiving.

LISA STADE invited those present to join Winterfest in Benton City on December 12. There will be crafts and other wonderful things at the high school. Some of the fifth graders will be selling baked goods to try and support the city's expansion of the skate park. She mentioned that the city will also have a new mayor, Linda Lehman, as of January 2016.

STEVE BECKEN stated that there will be three new Prosser councilmembers in the upcoming year.

BOB OLSON thanked Christy Watts for the two advertisements that are currently being shown.

CHAIRMAN WATKINS mentioned that BOB OLSON is not going to be with the Board next year after multiple decades of service but will likely attend every meeting until the end of his term. The Board and Staff will make sure to do a thank-you next month. Thanks to BOB OLSON for his service.

BOB KOCH no comment

RICHARD BLOOM stated that West Richland faces significant change and will have four new councilmembers next year. He briefly spoke on his attendance at the latest Hanford Advisory Board Meeting and said that he encouraged those in charge of traffic from DOE and MSA to reach out to BFT to look at transit options such as the bus service. There was also a lack of understanding in how Vanpools get established. He will continue to work with the Advisory Board in this area.

JEROME DELVIN thanked BOB OLSON for his service on the Board of Directors. He will be missed along with all the institutional memory he gained due to being on BFT's Board for so many years.

12. Next Meeting – Thursday, December 10, 2015 at 7:00 p.m. 1000 Columbia Park Trail, Richland WA

13. Executive Session

Agenda Item No. 13 – Executive Session

CHAIRMAN WATKINS announced that the meeting would recess into Executive Session. The session will last for about 20 minutes pursuant to litigation RCW 42.31.44B. The Board of Directors, Jeremy Bishop, and Kevin Hebdon are to be in attendance.

CHAIRMAN WATKINS stated that there would be no action taken during the Executive Session. He recessed the Regular Board of Directors Meeting into Executive Session at 8:01 p.m.

Reconvene into Open Session

CHAIRMAN WATKINS reconvened the Regular BFT Board of Directors Meeting into Open Session at 8:21 p.m.

14. Adjournment

CHAIRMAN WATKINS adjourned the Regular BFT Board of Directors meeting at 8:21 p.m.

Meeting recorded by:
Michaela Dimas, Executive Assistant & Clerk of the Board
November 12, 2015