

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, June 12, 2014/7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

**VICE-CHAIRMAN OLSON called the meeting to order at 7:00pm**

**1. Convene/Roll Call:** BOB OLSON, BOB KOCH, TERRY CHRISTENSEN, RICHARD BLOOM, RICHARD BLOOM STEVE BECKEN, NORMA NELSON

MATT WATKINS, LISA STADE, RICK MILLER: EXCUSED

Staff: Dennis Solensky, Kathy McMullen, Aaron Deaver, Jerry Otto, Tom Turner, Debra Hughes, Christy Watts, Kevin Hebdon, Rob Orvis, Dan Sandmeier Patrick Roach/Legal Counsel, Lisa Hamilton/Scribe

**2. Pledge of Allegiance**

VICE-CHAIRMAN OLSON invited BOB KOCH to lead the Pledge of Allegiance.

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

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

No public comment was given.

Visitors: Brian Bradford, Zach Ziegler, Austin Neilson, Tracy Bronson, Ed Black, Dave Thomas

**4. Approval of Agenda**

VICE-CHAIRMAN OLSON called for a motion to approve the Agenda as presented

**ACTION:** BOB KOCH made and STEVE BECKEN seconded a motion to approve the Agenda as presented. MOTION CARRIED unanimously.

**5. Employee/Team of the Year Recognition**

VICE-CHAIRMAN OLSON called for Steve Hardesty (Support person of the year). Jerry Otto stated that Steve was unavailable but he would read his Resolution. Resolution 30-2014 was presented.

VICE-CHAIRMAN OLSON called for a motion to approve Resolution 30-2014 as presented.

**ACTION:** RICHARD BLOOM made and JEROME DELVIN seconded a motion to approve Resolution 30-2014. MOTION CARRIED unanimously.

VICE-CHAIRMAN OLSON called for Yien Chen (Operator of the Year). Yien was not present. Dan Sandmeier stated that Yien Chen was also unavailable but would read his Resolution. Resolution 31-2014 was presented.

VICE-CHAIRMAN OLSON called for a motion to approve Resolution 31-2014 as presented.

**ACTION:** BOB KOCH made and RICHARD BLOOM seconded a motion to approve Resolution 31-2014. MOTION CARRIED unanimously.

VICE-CHAIRMAN OLSON called for the Procurement Team (Rob Orvis, Marisa Struwe, and Brandi Roske – Team of the Year). Kevin Hebdon, Financial Administration Supervisor stated that he would read Resolution 32-2014. Resolution 32-2014 was presented.

VICE-CHAIRMAN OLSON called for a motion to approve Resolution 32-2014 as presented.

**ACTION:** BOB KOCH made and RICHARD BLOOM seconded a motion to approve Resolution 32-2014. MOTION CARRIED unanimously.

## **6. Retirement Recognition**

VICE-CHAIRMAN OLSON noted that Wanda Davis was, again, unable to attend and called upon Ron Deary, DAR retiree.

Aaron Deaver, Dial-A-Ride Supervisor, read Resolution 33-2014 honoring Ron Deary's service at BFT.

VICE-CHAIRMAN OLSON called for a motion to approve Resolution 33-2014 as presented.

**ACTION:** RICHARD BLOOM made and BOB KOCH seconded a motion to approve Resolution 33-2014. MOTION CARRIED unanimously

## **7. Dump the Pump Proclamation**

Kathy McMullen, Service Development Manager, explained to the Board the Proclamation and asked the Board for their support in the effort to get the general public to take public transportation for one day instead of driving their own vehicle.

VICE-CHAIRMAN OLSON called for a motion to approve signing the Proclamation as presented.

**ACTION:** RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve the signing of the proclamation to Dump the Pump. MOTION CARRIED unanimously

## **8. Board Committee Reports**

### **A. Planning & Marketing Committee/BOB KOCH, Chair**

BOB KOCH stated that the Planning & Marketing Committee met on Tuesday, June 3, 2014, He provided an overview of the items discussed. The minutes were provided in the packet.

### **B. Operations & Maintenance Committee/RICK MILLER, Chair**

TERRY CHRISTENSEN stated that the Operations and Maintenance Committee met on Wednesday, June 4, 2014. He provided an overview of the items discussed. The minutes were provided in the packet.

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

STEVE BECKEN stated that the Committee met on Thursday, June 5, 2014. He presented an overview of the items discussed. The minutes were provided in the packet.

**9. Consent Agenda**

**(Any item is open for discussion at Board or Public Request)**

- A. Minutes of May 8, 2014
- B. Payroll/Voucher Summary

April 2014 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 RON 42.24.090, have been recorded on a listing which has been emailed to the Board members May 2, 2014.

**ACTION:** As of this date, May 8, 2014, I, \_\_move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
512-14	75420 75466	4/04/2014	367,110.44	Payroll
513-14	Electronic File Payroll Taxes	4/04/2014	138,528.43	Payroll
514-14	75467 75543	4/18/2014	436,742.19	Payroll
515-14	Electronic File Taxes	4/18/2014	157,140.97	Payroll
516-14	75544 75544	4/18/2014	336.47	Payroll a
			<b>Total \$ 1,099,858.50</b>	

**NON-PAYROLL VOUCHERS**

123-14	53129 53198	4/04/2014	412,915.90	Mdse
124-14	Electronic File February Excise Tax	4/04/2014	1,595.07	Mdse
125-14	53199 53211	4/04/2014	91,572.58	Mdse
126-14	53212 53275	4/11/2014	305,071.64	Mdse
127-14	53276 53335	4/18/2014	120,102.56	Mdse
128-14	53336 53340	4/18/2014	2,962.00	Mdse
129-14	53341 53352	4/21/2014	144,524.60	Mdse
130-14	53353 53353	4/23/2014	1,939.49	Mdse
131-14	51290 VOIDED CHECK	4/23/2014	(80.14)	Mdse
132-14	53354 53421	4/24/2014	442,739.82	Mdse
133-14	53422 53422	4/28/2014	591.32	Mdse
134-14	Electronic File March Excise Tax	4/30/2014	1,853.86	Mdse
			<b>Total \$ 1,525,788.70</b>	

Check Register Nos. 512-14 to 516-14 and 123-14 to 134-14 in the total amount of:     **\$ 2,625,647.20**

The motion was seconded by\_\_\_\_\_and approved by a unanimous vote.

- C. Resolution 34–2014 Recommendation to award Mobile Data Terminals contract to the Trapeze group
- D. Resolution 35-2014 authorizing the General Manager to enter into a contract with Gillig, LLC for 10 Transit Buses utilizing the Port Authority of Allegheny County Pittsburgh, PA, Contract
- E. Resolution 36 –2014 Rescind Resolution 70-2004 and Establish a Petty Cash Fund in the amount of \$6,500.00
- F. Resolution 37 – 2014 Extend Agreement #893 with Columbia Basin College for Pass Contract
- G. Motion: Receive & File 2013 SAO Audit Update
- H. Resolution 38 – 2014 Rescind Resolution 42-2013 in its Entirety and Amend 2013 Operating and Capital Budget
- I. Resolution 39-2014 To approve Amendment to the 2014 Capital Budget
- J. Resolution 40-2014 Authorizing BFT to file FTA 5307, 5310, and 5339 Grant applications for Equipment, vehicles, operating and facility improvements

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

VICE-CHAIRMAN OLSON called for a motion to approve the Consent Agenda as presented.

BOB KOCH moved for approval of the consent agenda as presented noting a change in the Planning and Marketing minutes of June 3, 2014. The minutes, under #10, Other – read: "RICK MILLER stated that PNNL". The minutes should be revised to read: RICHARD BLOOM stated that Washington River Protection Solutions". Lisa Hamilton, Exec. Secretary/Clerk of the Board will Make the correction.

Pat Roach, Legal Counsel pointed out to VICE-CHAIRMAN OLSON that under 9C on the consent Agenda is Resolution 34-2014, awarding the Mobile Data Terminals to the Trapeze Group. He Stated that there were 3 changes to the reviewed contract between BFT and Trapeze. Those changes benefitting BFT are as follows:

1. If there are any inconsistencies in the contract between the federal grant language and their agreement, the federal contract terms prevail.
2. BFT will not assume any risk of loss of equipment until it is received at our location vs Ship date from the factory.
3. If there are any disputes that arise out of this agreement, arbitration will take place In Washington as opposed to Delaware and the interpretation of the law will be Washington law.

Dennis Solensky, General Manager reinforced the importance of the 3 changes and was Grateful that Pat Roach had been so thorough and diligent with the contract.

TERRY CHRISTENSEN agreed with Dennis Solensky and thanked Mr. Roach.

**ACTION:** BOB KOCH made and ROBERT BLOOM seconded a motion to approve the Consent Agenda as amended. MOTION CARRIED UNANIMOUSLY.

10. **Action Items**

None

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

11. Discussion/Information Items

A. CAC Meeting Notes May, 2014

VICE-CHAIRMAN OLSON called upon Buddy Sosa for his report.

- CAC members look forward to working with new GM, Dennis Solensky. He had been here only a week when he attended our May 12 CAC meeting.
- This past Monday, June 9, was the CAC Annual Route Ride & Picnic. CAC members split up and rode 3 routes: Rt 120E (to Pasco); Rt 120W (to West Richland); and Rt 110 to West Richland. Board members, Bob Olson and Matt Watkins joined the group for the ride.
- All enjoyed the Annual Picnic after the ride at 3 Rivers Transit Center. Thank you to Jerry Otto and Frank Moreno for barbequing for us. Thank you to the 4 BFT board members who attended the picnic—Matt Watkins, Bob Olson, Jerome Delvin, and Norma Nelson.
- It was great to have Dennis Solensky and Kathy McMullen there.
- Several CAC members will be helping with the BFT Roadeo on June 22.

VICE CHAIRMAN OLSON thanked Buddy Sosa for his report

B. APTA -Transit Board Members and Board Support Seminar, July 19-22, 2014, Cleveland, OH

C. APTA EXPO – Houston TX – October 13-15, 2014 (registration is open)

Dennis Solensky, General Manager, noted that the two APTA items have been consistent on the past 2 Agendas and have been discussed. These are just reminders to get in touch with him or Lisa Hamilton to make arrangements to attend.

Rusty Morris, CAC member, asked VICE-CHAIRMAN OLSON if she could talk about a potential new fixed route for a bus. MR. OLSON said it would be fine. Ms. Morris stated that she would like to see a bus in the Canyon Lakes Manor Area. Kathy McMullen, Service Development manager explained to Ms. Morris that we may be able to put a taxi feeder service there and if we get a lot of request then we will put in a fixed route. Ms. Morris and Ms. McMullen will

talk about the issue at a later date.

## **12. Staff Reports & Comments**

### **A. Legal Report**

PAT ROACH, legal counsel, stated nothing new to report.

### **B. Boarding Report**

Tony Kalmbach not present / Excused

Dennis Solensky, General Manager stated that Tony Kalmbach report at the Committee level was that ridership was stable and Mr. Solensky feels confident that with that stability increased ridership will come. VICE-CHAIRMAN OLSON noted that the ridership report is in the packet.

### **C. Treasurer's/Budget/Sales Tax Reports**

Kevin Hebdon, Financial Services Supervisor, stated that the Fare Box recovery ratio YTD is 13.2% up from a budgeted 12.2%.

Treasurer's Report – Kevin Hebdon, Financial Services Supervisor stated the Treasurer's report shows cash balance of just over \$22.6 million dollars. Approximately 8 million is restricted for operating cost and 3.5 million is reserved for approved capital projects, leaving an unrestricted balance of 11 million in surplus funds. First four months expenditures and revenues are trending well.

Sales Tax – Kevin Hebdon, Financial Services Supervisor, stated that May sales tax receipts are in for March business in the amount of \$2,265,884. The change compared to March 2013; receipts are down 1.4 percent. Up .3 percent YTD from 2013. We are a positive 3.7 percent over the 2014 monthly budgeted amount.

Our Public Transportation Benefit Area (PTBA's) from around the state and local jurisdiction sales tax reports are in your packet

### **D. General Managers Report**

Mr. Solensky stated that the Staff meetings are going well and the Staff is working hard to get him information in all facets of the organization from culture to productivity. With this information we can prepare our plans for the upcoming year and improve the organization.

Dennis Solensky noted that he had attended his first of all 3 committee meeting and commended the chairs in the running of those meeting.

Mr. Solensky stated that he had spent some time with CHAIRMAN WATKINS to discuss what the board might have in mind for improvements. He said it was a very productive meeting. CHAIRMAN WATKINS gave him some insight as to who he might connect with in the community and Mr. Solensky noted that he has been reaching out to the community effectively.

Dennis Solensky stated that CHAIRMAN WATKINS, Pat Roach and he had discussed the need to capture and organize all of our articles of incorporation and our by-laws and resolutions. Pat will visit with the staff to accomplish this. These need to be housed in one location.

The General Manager informed the Board that we are turning our attention to Service. We are looking at the service structure and potential service changes to grow ridership. He noted that we are looking at travel generators, target list, revenue building, increased ridership and opportunities around the community to grow and improve service.

Mr. Solensky stated that Technology Improvements are needed i.e. Fare boxes, cell phones, cameras, radio systems etc. Dennis feels that these improvements will help the organization and improve our service. Staff has been working diligently on that.

Dennis thanked Delsa for all the work she did to put on the CAC picnic which he attended and also thanked Jerry Otto for cooking at the affair. Mr. Solensky stated that we are blessed to have a large group (CAC) that informs us of their recommendations in a positive way. CAC are good partners and we have a good relationship that we will preserve and grow the relationship.

**13. Board Member Comments**

NORMA NELSON – Thanked Delsa for the CAC BBQ picnic.

STEVE BECKEN – Quiet in Prosser

BOB OLSON – Thank CAC and Delsa for the bus ride and the picnic.

BOB KOCH – No Report

RICHARD BLOOM – Unable to attend the picnic

TERRY CHRISTENSEN – Amon Creek is the hot topic. Transportation improvement plan will come to City Council next Tuesday.

JEROME DELVIN – No Report

14. Next Meeting – Thursday, July 10, 2014 7:00 p.m.  
BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA

15. Executive Session

16. Adjourn: The Regular BFT Board of Directors Meeting adjourned at 7:41 p.m.

Respectfully Submitted by:  
Lisa Hamilton/Exec. Assistant/Clerk of the Board  
July 10, 2014