

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, May 8, 2014/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

CHAIRMAN WATKINS called the meeting to order at 7:00pm

1. Convene/Roll Call: MATT WATKINS, CONNIE MEREDITH, BOB OLSON, TERRY CHRISTENSEN, RICHARD BLOOM, RICK MILLER, NORMA NELSON, STEVE BECKEN

LISA STADE, BOB KOCH, JEROME DELVIN: EXCUSED

Staff: Ed Frost, Dennis Solensky, Kathy McMullen, Katherine Ostrom, Tony Kalmbach, Terry DeJuan, Jerry Otto, Tom Turner, Gloria Boyce, Debra Hughes, Christy Watts, Barbara Hays, Patrick Roach / Legal Counsel, Lisa Hamilton/Scribe

2. Pledge of Allegiance

CHAIRMAN WATKINS invited ED FROST to lead the Pledge of Allegiance.

3. Introduction and Welcome Dennis Solensky – New General Manager

CHAIRMAN WATKINS called upon Ed Frost, Interim General Manager, for comments and introduction of Mr. Solensky, General Manager, BFT. Ed Frost stated that he felt the Board chose the right man. Mr. Solensky is working long and hard, meeting a lot of folks in the community. Dennis has a wealth of knowledge and experience in the operations of a Public Transit System. Mr. Frost also noted that the staff was happy and enthusiastic about Mr. Solensky being on board.

CHAIRMAN WATKINS mirrored the thoughts of the staff and stated that Mr. Solensky would like to have a meeting or lunch with each of the members of the Board to get to know them better and encouraged the Board to do so. CHAIRMAN WATKINS asked Dennis Solensky if he had any thoughts after a couple of days as the General Manager.

Mr. Solensky stated that he was pouring himself into the position and focusing all his energy into the Authority. He's had a tremendous first two days and is enthusiastic to get to work each day; The driving staff is running across the parking lot to meet me; happy and excited for the change; The management staff is receiving me the same way.

The staff is forthcoming in helping me get adjusted and sharing their experience with me to help move the organization forward. Dennis Solensky noted that he had spoken with Geri Beardsley at WSTA and that she had heard good things about him from colleagues and they had a very positive conversation. Dennis said that he will be speaking with the Insurance Pool shortly and is excited about increasing ridership with all the community growth that is going on.

4. 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

5. Approval of Agenda

CHAIRMAN WATKINS stated that he will modify 2 items on the agenda. We will pull Item 6 (Retirement recognition, Resolution 29-2014 for a future date. Wanda Davis could not attend the meeting. Also, insert Item 9-E discussion about a letter from the Government Finance Officers Association. MR. WATKINS said those would be the changes to the agenda

6. PULLED for next month's meeting.

CHAIRMAN WATKINS called for a motion to approve the Agenda as presented

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to approve the Agenda as amended. MOTION CARRIED unanimously.

7. Board Committee Reports

A. Planning & Marketing Committee/ BOB KOCH, chair

RICHARD BLOOM, standing in for BOB KOCH, stated that the Planning & Marketing Committee met on Tuesday, April 29, 2014, He provided an overview of the items discussed. The minutes were provided in the packet.

B. Operations & Maintenance Committee/RICK MILLER, Chair

RICK MILLER stated that the Operations and Maintenance Committee met on Wednesday, April 30, 2014. He provided an overview of the items discussed. The minutes were provided in the packet.

C. Administration & Finance Committee / STEVE BECKEN, chair

MATT WATKINS, commenting for STEVE BECKEN (absent from the meeting) stated that the Committee met on Thursday, May 1, 2014. He presented an overview of the items discussed. The minutes were provided in the packet.

8. Consent Agenda

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

A. Minutes of April 10, 2014

- Minutes of Special Meeting April 10, 2014
- Minutes of Special Meeting April 22, 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 RCW 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 adj.

Total \$ 1,099,858.50

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

Total \$ 1,525,788.70

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 26/2014** To establish an updated Public Involvement Process, Establish a comment and complaint process and rescind resolutions 64-2013, 2/2013, and 15/2013 (Complete amended plan is available upon request at the meeting)

D. **Resolution 27/2014** authorizing the General Manager to renew the contract with trapeze software group to support the Dial-A-Ride Paratransit software system.

E. **Resolution 28/2014** authorizing the General Manager to purchase thirty-two radios from Business Radio, Inc.

F. Marketing Outreach

G. CAC Membership Applicant: Austin Neilson

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

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

ACTION: BOB OLSON made and TERRY CHRISTENSEN seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

After the motion carried, Mr. Pat Roach, legal counsel noted that in the Admin. and Finance committee minutes and the CAC application; The CAC applicants name was *Neilson but spelled *Nelson on the agenda. CHAIRMAN WATKINS noted that the spelling on the agenda was incorrect but correct on the application and motion so with no discussion the consent agenda stands approved.

9. Action Items

A. **Resolution 24/2014-Establishing Medical Benefits for Non-Represented Employees.**

CHAIRMAN WATKINS called on Ed Frost, Interim General Manager for comment. Mr. Frost proposed to change the health care allowance for Non-Represented employees to \$1,150.00 per month effective July 1st, 2014. This is in line with other transit properties of similar size. Mr. Frost produced a spreadsheet showing the comparisons. Mr. Frost noted that because this increase would not go into effect until July 1, the item will be \$8,600.00 less than budgeted for the year. Mr. Christensen's past concern regarding possible conflict of interest was discussed and noted. Mr. Frost stated that the Admin. and Finance committee will look at this carefully and come back to the board with a solid solution at very little expense; we take MR. CHRISTENSEN'S concern very seriously and his point is valid. Mr. Frost recommends that the Board gives staff up to 6 months to work with the committee to develop proposals to properly address this issue.

CHAIRMAN WATKINS thanked Mr. Frost for the update and agreed that this issue should be further discussed and suggested that BFT may look at a third party coming in during negotiations to remove the potential conflict of interest issue. MR. WATKINS stated that the Board could approve the resolution knowing that staff and Admin. And Finance committee needs to continue discussion and bring back proposals regarding the conflict of interest concern. He also noted that the next contract negotiations are in 2 ½ years and there will be something in place for those negotiations. TERRY CHRISTENSEN appreciated staff looking into his concern and felt the recommendation of 6 months to provide a proposal was acceptable.

MR. CHRISTENSEN asked Mr. Solensky to continue watching the benefits, especially the Affordable Health Care Act. Make sure we are well positioned in the future. Debra Hughes, HR Manager, stated that they were keeping a close eye on the Affordable Health Care Act. Mr. Solensky made a commitment to watch for any potential threats or trends and will continue forward with strategic planning.

ACTION: BOB OLSON made and RICHARD BLOOM seconded a motion to Approve Resolution 24-2014 as presented. MOTION CARRIED UNANIMOUSLY

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

10. Discussion/Information Items

A. CAC Meeting Notes April 14, 2014

- Brian Bradford, CAC representative, stated that they rode the BYD electric bus with a presentation from Senator Sharon Brown. Brian extended a welcome to the new General Manager, Dennis Solensky. Mr. Bradford invited Dennis to CAC's next meeting. Mr. Bradford noted that CAC looks forward to their new member Austin Neilson.
- Next meeting will be with Kathy McMullen and Tony Kalmbach regarding service to Richland.

CHAIRMAN WATKINS thanked Brian and noted that the CAC provides a valuable sounding board of the community experience and enjoys reading the CAC meeting notes.

B. BFT Employee Recognition Breakfast, Friday, May 9, 2014, 5:00 am to 11:00 am, BFT Operations lounge.

Christy Watts, Customer Service/Marketing Manager, stated that our Employee Appreciation Breakfast is tomorrow and invites everyone to come enjoy the food and company of our employees. Christy also noted that at 9am BFT will acknowledge long time safety records for drivers and reveal the employee/team of the year (2013).

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

Mr. Frost shared that there was a flyer in the packet and that if any Board Members wanted to attend we would like those members to contact Lisa Hamilton, Interim Executive Secretary/Clerk to the Board, so she can make economical reservations for the trip. RICHARD BLOOM stated that he had gone in the past and it was a very good conference for Board Members.

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

CHAIRMAN MATT WATKINS asked Dennis Solensky, General Manager, for his input.

Dennis Solensky strongly recommends that the Board Members attend with him to explore the new equipment and technology to move BFT forward. Dennis also stated that this is an opportunity to see the innovative ideas that are out there for our rapidly growing community that will demand more services. TERRY CHRISTENSEN showed interest in attending the conference.

E. Letter from the Government Finance Officers Association.

CHAIRMAN MATT WATKINS read a letter from the Government Finance Officers Association that was mailed to BFT. Gloria Boyce, the Administrative Services Manager, will be shipped a plaque giving her the highest form of recognition in governmental accounting and financial reporting. MR. WATKINS noted that Ms. Boyce engaged in a very serious and time consuming detailed process that was quite a project and this letter is recognition of that. CHAIRMAN WATKINS asked the Board to recognize this accomplishment with him. Ms. Boyce received a great round of applause.

BOB OLSON asked Gloria Boyce "what type of association is this?" Gloria stated that this is a Board of her peers and that this award is considered the "Gold Standard" for Governmental Accounting. The Government Finance Officers Association is to Governmental Accounting as APTA is to Transit. Ms. Boyce went on to acknowledge the entire agency and management for their cooperation in the process.

11. Staff Reports & Comments

A. Legal Report

PAT ROACH, legal counsel, stated nothing new to report. He did want to note that April 8, 2014 is the public hearing for resolution 26/2014.

B. Boardings Report

Tony Kalmbach, Transit Planner, stated that the Ridership Report was included in the packet. Fixed route and Dial-A-Ride remained flat compared to March of last year. Taxi service is up in ridership and Van Pool turning downward. Overall, ridership is down 3.4% from February 2013.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated that the Fare Box recovery ratio YTD is 13.7% up from a budgeted 12.2%.

Treasurer's Report – Gloria Boyce stated the Treasurer's report shows cash balance of just over \$22.9 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 11.3 million in surplus funds. First quarter summary for March revenues are on track, Operating expenditures are running under budget. Not reflective of the completed negotiations.

Sales Tax – Gloria Boyce, Administrative Services Manager, stated that April sales tax receipts are in for February business in the amount of \$1,913,286. The change compared to February 2013; receipts are down 2.8% percent. Up .8 percent YTD from 2013. We are a positive 4 percent over the 2014 monthly budgeted amount.

Our Public Transportation Benefit Area (PTBA's) from around the state and local jurisdiction sales tax reports were placed on your desk this evening.

D. General Managers Report

CHAIRMAN MATT WATKINS called upon Mr. Solensky for a report who deferred to Mr. Frost due to the fact of being here for such a short time before the meeting.

Mr. Frost thanked the Board of Directors for the opportunity that they provided him in the last four months to serve BFT as the General Manager. He enjoyed it and noted that BFT made some good accomplishments including the hiring of Mr. Solensky, labor contracts, and lifted moral.

CHAIRMAN WATKINS thanked Mr. Frost for his comments

12. Board Member Comments

NORMA NELSON – Welcomed Dennis Solensky, and thanked Ed Frost for his service

CONNIE MEREDITH – I'm standing in for Lisa Stade and have enjoyed the meeting. I look forward to coming back again in the future. Benton City had an over run of food businesses and now we have nothing. We are trying to balance it out.

STEVE BECKEN – A councilman elected last November in Prosser has resigned. We have appointed a former Mayor as the new council member.

BOB OLSON – Welcome Dennis. Gloria, I can't say enough for the certificate. Fantastic Job

TERRY CHRISTENSEN – I didn't get the packet for the meeting. Lisa please look at the distribution list. Welcome Dennis, welcome to Richland.

RICHARD BLOOM – Thank you Ed Frost for helping us out and welcome Mr. Solensky. West Richland sales tax is down 5 percent because we are running out of land. 81 lots are left for development.

RICK MILLER – Welcome Dennis and thank you Ed. I'm impressed with the job you've done. Franklin County is doing well. Positive outlook for BFT.

CHAIRMAN WATKINS – Welcome Mr. Solensky. Pasco is working on a land deal with the Dept. of Natural Resources. There are 2 or 3 irrigation circles in the middle of the city that will become residential and commercial land. This will help and challenge transit and ridership with continued growth.

13. Next Meeting – Thursday, June 12, 2014 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA

14. Adjourn: The Regular BFT Board of Directors Meeting adjourned at 7:45 p.m.

Respectfully Submitted by:
Lisa Hamilton/Exec. Assistant/Clerk of the Board
June 12, 2014