

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, March 13, 2014/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB KOCH, JEROME DELVIN, LISA STADE, BOB OLSON, STEVE BECKEN, TERRY CHRISTENSEN, RICH BUEL (for Richard Bloom), RICK MILLER, NORMA NELSON

Staff: Ed Frost, Kathy McMullen, Tony Kalmbach, Terry DeJuan, Dan Sandmeier, Jerry Otto, Tom Turner, Paul Singer, Gloria Boyce, Debra Hughes, Christy Watts, Rob Orvis, Barbara Hays,

2. Pledge of Allegiance

VICE CHAIRMAN OLSON invited RICH BUEL to lead the Pledge of Allegiance.

3. Citizens Public Comment/Introduction of Visitors

Visitors: Chris Lilyblade, Diane Allen,/CAC Member, Ed Harvill, Zachary Ziegler, and a couple of Operation's employees.

CHAIRMAN WATKINS invited public comment on any item that is not on the agenda. Please state name and address for the record. Please limit remarks to three minutes.

No public comment was given.

4. Approval of Agenda

CHAIRMAN WATKINS stated that there are two items on the Agenda that are going to change slightly.

- Item 7A is an Action Item which will be reported on after Executive Session. This item will now become 12.5.
- We are adding 8F to the Discussion/Information items to recognize a long-term valued employee.

CHAIRMAN WATKINS called for a motion to approve the Agenda as amended.

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

5. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that the Planning & Marketing Committee met on Tuesday, March 4, 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, March 5, 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, Chair, stated that the Committee met on Thursday, March 5, 2014. He presented an overview of the items discussed. The minutes were provided in the packet.

6. Consent Agenda

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

A. Minutes of February 13, 2013 Regular Board Meeting

B. Payroll/Voucher Summary

February 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 was emailed to the Board Members March 7, 2013.

ACTION: As of this date, March 13, 2014 I, _____
Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/Number	Date of Issue	in the amount of
504-14	75232 75282	2/7/2014	337,873.56 Payroll
505-14	Electronic File Payroll Taxes	2/7/2014	132,453.49 Payroll
506-14	75283 75328	2/21/2014	342,755.07 Payroll
507-14	Electronic File Payroll Taxes	2/21/2014	135,440.75 Payroll
Total			\$ 948,522.87

Non-Payroll Vouchers

108-14	52597 52667	2/7/2014	\$ 513,076.56 Mdse
109-14	52668 52736	2/14/2014	224,677.52 Mdse
110-14	52737 52816	2/21/2014	341,987.30 Mdse
111-14	52817 52818	2/24/2014	8,577.77 Mdse
112-14	Elect. File Dec. Excuse Tax	2/24/2014	2,056.71 Mdse
113-14	52819 52871	2/28/2014	178,502.35 Mdse
Total			\$1,268,877.21

Check Register Numbers 504-14 to 507-14 and 108-14 to 113-14
In the total amount of:

\$2,217,400.08

The motion was seconded by _____ and approved by a unanimous vote.

- C. Resolution 11-2014 – Update the Shared Transportation Program Contract And Rescind Resolution 54-2013 in its entirety
- D. Resolution 12-2014 – Authorizing the General Manager to Award a Contract For Towing Services to Action Auto Services, LLC
- E. Resolution 13-2014 – Authorizing the General Manager to enter Agreement to Purchase one (1) 4-Post Vehicle Lift from Stertil-Koni, USA, Inc.
- F. Resolution 14-2014 – Authorizing the General Manager to enter into a BYD Electric Bus Evaluation Agreement
- G. Resolution 15-2014 – Authorizing the General Manager to file a WSDOT Vanpool Investment Program Grant GCB1803 for Expansion Vanpool Vehicles
- H. Resolution 16-2014 – Declaring Thirteen (13) Vanpool Vehicles and Four (4) Fixed Route Coaches Surplus

(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 KOCH made and LISA STADE seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED.

- 7. Action Items
 - A. Resolution 17-2014 – Adopting the Collective Bargaining Agreements for Operations, Dial-A-Ride, and the Maintenance Group between Ben Franklin Transit (BFT) and Teamsters Local No. 839

CHAIRMAN WATKINS reminded attendees that Item 7A was moved to Item 12.5 and will be discussed following Executive Session.

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

- 8. Discussion/Information Items
 - A. Staffing Plan for General Manager Update

Ed Frost, Interim General Manager, stated that we have received 84 applications/resumes and have received 945 hits on the application website. We have 6 Board members and 6 Staff members involved in the reading of the applications. We have asked the readers to provide a list of 8-10 people for skype interviews. A list of 3-5 people will be chosen from the skype interviews to become finalist candidates and

brought to BFT for in-person interviews. Ed Frost noted that ideally the plan is to bring all the finalist candidates to town at the same time. There will be 2 receptions – 1 day and 1 night. They will be held in the BFT Board Room. JEROME DELVIN asked if there will be an opportunity for BFT employees to meet the finalists. Ed Frost stated yes. CHAIRMAN WATKINS stated that Staff's plan is to provide an opportunity for the public and all BFT employees to meet the finalist candidates. Ed Frost stated in order to prepare for the skype interviews he is asking for 4-hour blocks of time from the Board members who will participate in these interviews. He has two Board members but would like a third one. Ed Frost stated that he expects the skype interviews to take place within the last two weeks of March. JEROME DELVIN stated that he is willing to help.

CHAIRMAN WATKINS noted that he asked Staff to send an email to local jurisdictions, ports, etc, asking for their input on what traits they would like to see in a new BFT General Manager. Ed Frost stated that we have one response so far. If nothing else it is a way to spread good will. CHAIRMAN WATKINS asked Ed Frost if the application/resume reading team can support a 4th Board member. Ed Frost stated yes, the sooner the better. CHAIRMAN WATKINS stated that he will endeavor to get back to Staff with a response. More as this unfolds.

B. CAC Meeting Notes January 13, 2014

CHAIRMAN WATKINS called on Diane Allen, CAC Member

Diane Allen stated that the CAC group received reports from Ed Frost, Kathy McMullen and Tony Kalmbach. She noted that the CAC membership is down and they are soliciting new members. The CAC nominating committee recently accepted 3 applications. They will be presented to the Administration and Finance Committee at their April 3rd meeting. Diane Allen stated that the CAC received a legislative update. The CAC members would like to invite a local legislator to attend one of their meetings. JEROME DELVIN stated that this year's legislative session is almost done. He suggested that the CAC invite Senator Sharon Brown to attend. Senator Brown serves on the Transportation Committee.

CHAIRMAN WATKINS thanked Diane Allen for the report. He noted that the details that the CAC members go through are appreciated. The majority of the CAC members are users of the service – they are the eyes and ears of transit. He appreciates their input.

C. Board/Staff Reports – APTA Legislative Conference, March 9-11, 2014 Washington, DC

Ed Frost, called on Board Member's JEROME DELVIN and LISA STADE and from Staff Debra Hughes for reports.

JEROME DELVIN stated that the meetings with Representative Hastings, Senators Murray and Cantwell took place on Monday and Tuesday, March 10-11, 2014. Dale Learn, BFT's Governmental Representative attended the meetings too. The Legislators had a good understanding of the background of BFT. Debra Hughes provided detailed reports from BFT. There were a few questions about the All-Electric Bus E-1. All three offices had a

good feeling about BFT and had good things to say about BFT which was good to hear. There was some discussion about MAP-21.

Debra Hughes, Human Resources/Labor Relations Manager, stated that the BFT group stated they are in favor of MAP-21 and very open to continuing the program. She stated that the Senator's Staff were extremely knowledgeable about public transportation. They talked about our aging fleet and the need to increase funding for Operations, extend MAP-21 funding. They got it! Overall the meetings were good.

LISA STADE stated Good Job! She stated that she was very impressed with the understanding the legislators have of BFT. Board and Staff described the need of public transportation in our communities. We asked that they support extending the MAP-21 funding program. LISA STADE stated that attending the APTA Legislative Conference and meeting with the legislators was a great experience. She appreciates the opportunity to participate.

CHAIRMAN WATKINS asked if Dale Learn called about getting the job done. Staff responded noting Dale Learn did call and stated that BFT did an excellent job in Washington, DC. CHAIRMAN WATKINS stated his thanks to Board Members and Staff for representing BFT.

D. APTA Bus/Paratransit Conference & International Bus/Maintenance Roadeo
Kansas City, MO, May 2-6, 2014

Ed Frost deferred to Barbara Hays and Jerry Otto. They have employees who are entered to participate in the Roadeo events. At this time she has two Coach Operator's, Dan Schmidt and Gabe Beliz signed up. Jerry Otto stated that he has three Technicians signed up for the Maintenance portion of the Roadeo, Josh Rosas, Garrett Penix, and Ryan Gillihan.

E. BFT Employee Recognition Breakfast, Friday, May 9, 2014, 5:00 am to 11:00 am, BFT Operation's Lounge.

Ed Frost extended an invitation to all. The unveiling of the 2013 BFT Employees/Team of the Year will be held at 9:00 a.m. Christy Watts, Marketing/Customer Service Manager, stated that the 9:00 a.m. timeframe will provide an opportunity for more employees to attend the unveiling event.

F. Recognition of a long term valued BFT employee

Ed Frost stated that Susan Snowdy, Executive Assistant/Clerk of the Board, is separating from BFT employment on Friday, March 28, 2014. Susan Snowdy has worked with Board and Staff since 1987. However, Susan's official retirement from BFT is not until August 1, 2014. Susan Snowdy will be formerly recognized at the August 14, 2014 Board Meeting.

Ed Frost introduced Lisa Hamilton, with Kelley Services. Lisa Hamilton will be filling in as the interim Executive Assistant/Clerk of the Board until such time as BFT hires a new

General Manager. The new General Manager will have the task of filling the position of Executive Assistant/Clerk of the Board.

CHAIRMAN WATKINS stated that even though Ms. Snowdy's retirement will not be formerly recognized until August, he would call for a round of applause. He also extended his thanks to Ms. Snowdy for extending her separation date from January 31, 2014 to March 28, 2014 to help Board and Staff through the executive office management transition. A hearty round of applause was offered. Ms. Snowdy stated her appreciation to everyone and expressed thanks for the kind words.

9. Staff Reports & Comments
A. Legal Report

Jeremy Bishop, Legal Counsel, stated that there is no news on the legal front. He announced that an Executive Session will be held.

B. Boardings Report

Tony Kalmbach, Transit Planner, stated that the Ridership Report was included in the packet. He reported that Year-to-date combined ridership is down 1.5% over year-to-date 2014. For January, Dial-A-Ride is up 1.6% and Vanpool is down 17.3% in comparison to January 2013. Fixed route was up 2.1% for January compared to January 2013. Taxi Service (Taxi Feeder, Finely and Night and Sunday Service) was up 49.8% over January 2013 due to the reinstatement of Sunday Service and the additional operating hours for both Taxi Feeder and Night Service.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, stated this month we are reporting the Budget for the month of January. We are just getting started and don't see any hiccups yet. Things are running smoothly. The fare-box recovery ratio is real strong for the month of January. That is a bright point. We budgeted 12.2 percent fare-box recovery and we're off to a good start for January with 16.1 percent.

Treasurer's Report – Gloria Boyce stated that the Treasurer's report shows a cash balance of just over \$23 million dollars. Approximately 46 percent is restricted either for operating cost or expected capital projects.

Sales Tax – Gloria Boyce stated that the Sales Tax report for February receipts representing December business is up over last year February receipts by 0.9 percent. Year-to-date is up 3.3 percent of budgeted amounts.

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

D. General Managers Report

Ed Frost, Interim General Manager, stated that the status of the General Manager Search has resulted in 84 applicants, 970 hits to the application website.

- We need the top ten lists from Matt, Jerome and Lisa so we can move toward the skype interviews.
- We have commitments from Bob Olson time between March 17 and March 28 except for March 19, 27th and 28th.
- We have commitments from Richard Bloom as follows:

My availability to participate in the skype interviews the week of the 17th through the 21st is limited to Friday afternoon.

I would be available the following week (24th - 28th) in the afternoons on Monday, Tuesday and Thursday as well as all day on Friday.

- We would like 3 Board members if possible. We need commitments of 4 hr blocks so our HR people can schedule the interviews while maintaining some degree of flexibility.
- Community Input – at the direction of Chairman Watkins we sent a notice to all local jurisdictions, and community organizations such as the chambers the visitor and convention bureau and the ports soliciting input as to what they would like to see in a general manger.

Electric bus – The E-1 is being transported Friday to Seattle for a 2 day demonstration at SeaTac Airport and a college. All expenses including insurance are paid by Complete Coach. It is a wonderful way to publicize our leadership in the electric bus industry.

BYD (Build Your Dreams) Electric bus is still scheduled to be here next month for a 1-month demonstration project. Having the BYD bus here will provide a good opportunity for BFT to compare the 2 electric buses. The bus should be available for both the Citizens Advisory Committee and BFT Board meetings so folks can check it out.

At the state level the 2013-2015 Supplemental Transportation Budget has been approved by both the House and the Senate still to be signed by the governor. As you are aware he can veto parts of the Bill. Most funding for programs that apply to BFT stays the same.

Appreciation – Thanks to Kathy McMullen and Christy Watts for re-opening Customer Service at Three Rivers Transit Center on Saturday's. Customers and employees alike appreciate their efforts.

TERRY CHRISTENSEN asked Staff if there are any plans to submit an application for the TIGER Grant this year? Gloria Boyce, stated that it is not on our radar. Jerry Otto, Maintenance/Special Projects Manager, stated that there was a TIGER Grant out, but the funding was tied to non-containment areas. Kathy McMullen, Service Development Manager, confirmed there was a large TIGER Grant out with funding tied to non-containment. There is another TIGER Grant out, but it is tied specifically to inter-model and that it be worked through the Regional Council and the state highway folks. CHAIRMAN WATKINS asked Staff to take a look out there and determine if there is anything to apply for and make evaluations. TERRY CHRISTENSEN stated that he believes the applications are due the end of April.

10. Board Member Comments

NORMA NELSON – Stated her thanks to everyone for coming to tonight's meeting. Thanks for all the hard work on labor negotiations. She particularly expressed her thanks to Ed Frost. The demeanor in the BFT work environment with Ed coming through daily and speaking to employees has made a tremendous impact. She personally wants to thank Ed Frost for this and let him know that employees could not be happier. Thank you! CHAIRMAN WATKINS thanked NORMA NELSON for her statement.

LISA STADE – No report.

STEVE BECKEN – No report.

BOB OLSON – No report.

JEROME DELVIN – No report.

TERRY CHRISTENSEN – Stated that all is well in the City of Richland.

RICH BUEL – Nice to be here again. He is becoming a regular face around here. Stated that he is sure Richard Bloom will be here for the free food on May 9th.

RICK MILLER – Stated that he heard the mention of MAP-21 in the Legislative Conference reports from Washington, DC. He believes MAP-21 is an important Act by Congress to fund transit and other programs. One of the programs that it supports for Franklin County is the Bureau of Land Management (BLM) who is funding the Juniper Dunes project. They are the only contact they have and he and Bob Koch have been going back to Washington for about 6 years now to talk with legislators. They have what is called a Federal Land Access Program which is new. When he spoke to them earlier this month in Washington, DC they were real receptive to Franklin County and the Juniper Dunes project. There was much discussion about MAP-21 and it is a good program.

BOB KOCH – Stated that to follow up on Rick's remarks. The Bureau of Land Management put out a booklet in 1984 that said they were working on access to Juniper Dunes. This was 30 years ago. He went to Washington, DC 7 or 8 years ago and talked to our Congressional folks and the BLM about Juniper Dunes again. Their response was you mean you have property that has no public access. RICK MILLER noted that the county has funding in the next biennium 2015-16 set for Juniper Dunes, but if MAP-21 is not continued there goes the project.

MAT WATKINS – Stated that he will be out at the Juniper Dunes area on Sunday riding this motorcycle. He will find some way to make it to public property.

The City of Pasco is getting ready to send out their 2-year plans to entities around the community. BFT can be on the lookout for the plans and take the opportunity to respond so that our input can be incorporated into the plan going forward.

Expressed his gratitude, in no particular order, to staff, especially BFT senior staff - Over the past few months we have had a change in manager. He mentioned in December that he looked forward to senior staff being able to continue operations. Not only have you done that very well, I notice that things are going very well for transit. He appreciates the work senior staff has done to be leaders as well as all the employees at transit. He also expressed his thanks to the Board of Directors for following through with the commitments that we need to make to be able to find a replacement manager. And also to bring on Ed Frost as an interim general manager which was a very good decision. He thanked the public and employees who come out once a month and attend meetings on a regular basis.

11. Next Meeting – Thursday, April 10, 2014 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
12. Executive Session – CHAIRMAN WATKINS stated that the Board of Directors would recess into Executive Session. It is very likely that there will be action after the discussion on Item 7A which was moved to 12.5 under Approval of the Agenda. He called on Legal Counsel to convene the Executive Session.

CHAIRMAN WATKINS asked Ed Frost who he would like to attend the Executive Session. Ed Frost stated the 3 Department Managers who oversee the Agreements, Gloria Boyce, Administrative Services Manager and Debra Hughes, Human Resources/Labor Relations Manager.

Jeremy Bishop, Legal Counsel, stated that the purpose of the Executive Session is to discuss the Collective Bargaining Agreement negotiations. He cited RCW 42.30.110, 1g, and RCW 42.30.140, sub-section 4, estimated time is 30 minutes to 1 hour. CHAIRMAN WATKINS noted that if the estimated time is not sufficient the waiting public will be notified.

Recess into Executive Session – 7:48 p.m.

Reconvene Open Meeting – 8:47 p.m.

CHAIRMAN WATKINS stated that the BFT Board of Directors is now back in open session. The item for discussion was listed on the Agenda as Action Item 7A.

- 12.5. Resolution 17-2014 – Adopting the Collective Bargaining Agreements for Operations, Dial-A-Ride and the Maintenance Group between Ben Franklin Transit (BFT) and Teamsters Local No. 839.

JEROME DELVIN made and RICK MILLER seconded a motion to approve the Collective Bargaining Agreements for Dial-A-Ride and the Maintenance Groups as presented to the Board in Executive Session and the Operation's Collective Bargaining Agreement not be approved until one issue – item 12 regarding seniority is resolved. Brief discussion.

JEROME DELVIN restated the motion: JEROME DELVIN made and RICK MILLER seconded a motion to approve the Collective Bargaining Agreements for the Dial-A-Ride and Maintenance groups be approved by the Board as presented. The Collective Bargaining Agreement for Operations be held for approval until issue of seniority is resolved. Discussion followed.

CHAIRMAN WATKINS called on Ed Frost for a clarification or summary of Item 12 in the Collective Bargaining Agreement which was mentioned in the motion made by Mr. Delvin.

Ed Frost stated that he wants to be sure we understand. There is not an issue with the language in the Contract. The issue has to do with the explanation of that item that is listed as Item 12 in the memorandum explaining the Contract. The issue has to do with the last sentence in that document under Item 12 that says – This affects only future hires after ratification of that Contract. The Union is contesting that interpretation. That's the issue. The language is very clear – it simply says that the hire date is the first day they go to work. It's the interpretation of what that means that is at question.

CHAIRMAN WATKINS noted that it is his interpretation that this item is an item that has been being discussed with a particular Union. He asked Ed Frost to give him a summary of what he believes the position to be for the Board of Directors. Ed Frost stated that he believes that management's position is that, as reflected by the sentence, that this affects only future hires after the ratification.

CHAIRMAN WATKINS stated that his understanding is that the Union would like ratification of the Contract. Ed Frost stated that the business agent for the Union told him tonight that he would prefer having the Contract voted and then negotiate the interpretation of that one item in the Contract utilizing the negotiation grievance and arbitration if need be to settle the interpretation of the one item.

JEROME DELVIN noted that is what he meant in his motion Mr. Chair, if he may, is that the item 12 issue be resolved before the Contract is voted on.

NORMA NELSON stated that they had done this same thing in the Dial-A-Ride Contract originally when they brought Prosser into the organization. They had to merge the Prosser employees with the Dial-A-Ride group. In order to make everybody equal we did that. There were not a lot of effects there. The employees today that's been working at the transit would not have the same as the new hires.

CHAIRMAN WATKINS stated just to be clear – we have a motion on the floor to adopt the Collective Bargaining Agreement with Dial-A-Ride and the Maintenance Group between BFT and the Teamster's Union Local 839, but exclude Operations until a particular issue is resolved.

CHAIRMAN WATKINS called the question and asked for a Roll-Call Vote as follows:

MATT WATKINS/Pasco – YES.

BOB OLSON/Kennewick – YES.

JEROME DELVIN/Benton County – YES.

BOB KOCH/Franklin County – YES.

RICK MILLER/Franklin County – YES.

TERRY CHRISTENSEN/City of Richland – YES.

RICH BUEL/City of West Richland – YES.

STEVE BECKEN/City of Prosser – YES.

LISA STADE/City of Benton City – YES.

CHAIRMAN WATKINS stated that the vote is 9-0 or UNANIMOUS VOTE.

CHAIRMAN WATKINS asked that Staff work with the Operations unit to see if we might be able to reconcile the item and resolve the issue before the next Board meeting. Also, understanding that there is the possibility that because we split this up there may be a different consideration with other Unions aware of that.

Ed Frost responded stating that Staff will go to work on it.

13. Adjourn: The Regular BFT Board of Directors Meeting adjourned at 8:54 p.m.

Respectfully Submitted by:
Susan Snowdy/Exec. Assistant/Clerk of the Board
April 10, 2014

