

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, September 12, 2013/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, BOB KOCH, JEROME DELVIN, STEVE BECKEN, RICHARD BLOOM, TERRY CHRISTENSEN, RICK MILLER, LISA STADE, CHRIS LILYBLADE, (Norma Nelson, excused)

Staff: Tim Fredrickson, Dick Ciccone, Tony Kalmbach, Kathy McMullen, Rob Orvis, Katherine Ostrom, Kevin Hebdon, Debra Hughes, Barbara Hays, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS asked Timothy J. Fredrickson, General Manager to choose someone to lead the Pledge of Allegiance. Tim Fredrickson volunteered to lead the pledge himself.

3. Citizens Public Comment/Introduction of Visitors

Visitors: Lora Merrow, CAC Member, Zachary Ziegler, Bill Hale, Josh Rosas, Ryan Gillihan, Garrett Penix, Dan Schmidt, Gabe Beliz, and a couple of other unidentified guests.

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 Staff has asked to add an item to the Agenda under Action Items – Revision to Accounts Payable document. BOB KOCH asked to add to the Action Items – Board member be named to serve as Alternate for his representation on the Benton-Franklin Council of Governments (BFCOG). CHAIRMAN WATKINS stated that we now have Action Items 8C and 8D as requested. He called for a motion to approve the Agenda as amended.

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

5. Recognition – Retirement

Resolution 49-2013 – Recognizing Karen Howell, Coach Operator
1993-2013

Barbara Hays, Operations Manager, stated that Karen Howell is unable to be here tonight, however, we wish to recognize and give tribute to her for 20 years of service to

BFT. Barbara Hays read the tribute from Karen Howell's resolution. Karen will receive a lifetime bus pass, copy of Resolution 49-2013, and a Certificate of Commendation.

ACTION: RICK MILLER made and BOB OLSON seconded a motion to approve Resolution 49-2013 as presented. MOTION CARRIED.

Recognition of 2013 Rodeo Events
Resolution 50-2013 – Dan Schmidt

Barbara Hays read the tribute from Dan Schmidt's resolution. Dan will receive a copy of Resolution 50-2013 and a Certificate of Commendation.

ACTION: BOB OLSON made and RICK MILLER seconded a motion to approve Resolution 50-2013 as presented. MOTION CARRIED.

Resolution 51-2013 – Gabe Beliz

Barbara Hays read the tribute from Gabe Beliz's resolution. Gabe will receive a copy of Resolution 51-2013 and a Certificate of Commendation.

It was noted that Dan Schmidt has tutored Gabe Beliz and now Gabe is out to get Dan. Gabe Beliz finished 1st place at the State Rodeo in Spokane the end of August. He was 1 point off a perfect score.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolution 51-2013 as presented. MOTION CARRIED.

Resolution 52-2013 – Paul Henry

Katherine Ostrom, Dial-A-Ride Manager, read the tribute from Paul Henry's resolution. Paul will receive a copy of Resolution 52-2013 and a Certificate of Commendation.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve Resolution 52-2013 as presented. MOTION CARRIED.

Resolution 53-2013 – Josh Rosas, Jared Gillihan, Garrett Penix

Dick Ciccone, Fleet/Facilities/Special Projects Manager, gave the tribute from the Maintenance Team's resolution. Each Team member will receive a copy of Resolution 53-2013 and Certificates of Commendation. Dick Ciccone noted that the BFT Maintenance Team gets better all the time. They placed 2nd in the State Rodeo competition in Spokane, WA. It was noted that Garrett Penix was unable to be here tonight.

ACTION: BOB KOCH made and BOB OLSON seconded a motion to approve Resolution 53-2013 as presented. MOTION CARRIED.

Staff notes for the record: At BFT's local Roadeo held Sunday, May 19, 2013, at BFT Dan Schmidt placed 1st in the 40-foot, Gabe Beliz placed 2nd in the 35-foot, and Paul Henry placed 1st in Paratransit. No Maintenance competition was held at the local Roadeo.

CHAIRMAN WATKINS stated that these recognitions are proof that BFT represented Transit very well at all levels, local, state, and international. These are great accomplishments worthy of another round of applause. CHAIRMAN WATKINS expressed his thanks to all honorees for a job well done.

- 6. Board Committee Reports
 - A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH stated that the Committee met on September 3, 2013. He presented an overview of the items discussed by Committee, most of which are on tonight's Agenda. The notes were included in the Board packet.

- B. Operations & Maintenance Committee/Rick Miller, Chair

RICK MILLER stated that the Committee met on Wednesday, September 4, 2013. He presented an overview of the items noting that most are on tonight's Agenda. The notes were included in the Board packet.

- C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, September 5, 2013. He stated that The Admin & Finance Committee held a short meeting, short minutes; and a short report. Staff provided a variety of updates that all other Committee's received. The meeting minutes are on the desk.

- 7. Consent Agenda
 - (Any item is open for discussion at Board or Public Request)**
 - A. Minutes of August 8, 2013 Regular Board Meeting
 - B. Payroll/Voucher Summary

August 2013 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 September 6, 2013.

ACTION: As of this date, September 12, 2013, I, _____
Move that the following checks be approved for payment:

Payroll

Check Register Number	Check Number/Number	Date of Issue	in the amount of
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095-13	74551	74607	8/9/2013	347,430.71	Payroll
096-13	Electronic File Payroll Taxes		8/9/2013	136,714.54	Payroll
101-13	74608	74659	8/23/2013	352,365.38	Payroll
102-13	Electronic File Payroll Taxes		8/23/2013	138,500.38	Payroll

Total \$ 975,011.01

Non-Payroll Vouchers

093-13	50876	50938	8/2/2013	\$ 182,620.24	Mdse
094-13	50939	50939	8/6/2013	62,642.57	Mdse
097-13	50940	50996	8/9/2013	496,285.72	Mdse
098-13	Void Check #50301		8/15/2013	(97.90)	Mdse
099-13	50997	51068	8/16/2013	122,186.80	Mdse
100-13	51069	51069	8/20/2013	61,843.25	Mdse
103-13	Electronic File Excise Tax		8/23/2013	3,145.42	Mdse
104-13	51070	51135	8/23/2013	307,239.70	Mdse
105-13	51136	51221	8/30/2013	165,209.35	Mdse

Total \$1,401,075.16

Check Register Numbers 093-2013 to 105-13 in the total amount of **\$2,376,086.16**
The motion was seconded by _____ and approved by a unanimous vote.

- C. Resolution 54-2013 – Re-Establish BFT Shared Transportation Program and Rescind Resolution 31-2009 in its entirety
- D. Resolution 55-2013 – Declare BFT Vehicles as Surplus
- E. Resolution 56-2013 – Enter into a software license agreement with NACR for Phone Software support

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 RICK MILLER seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED.

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

8. Action Items

- A. Resolution 57-2013 – Establish Contracted Service Changes

Tim Fredrickson deferred comment to Kathy McMullen, Service Development Manager. She presented an overview of the proposed Contracted Service Changes:

- Reinstating Sunday Service, Fares to be \$3.00 (Trans+ Plus fare structure)

- Reservations to be taken the Saturday prior to travel.
- Cancellations should be called in on Sunday and a few additional trips may be available.
- Services provided from 7:30 a.m. to 6:00 p.m.
- Night Service to be capped but at a higher rate. \$1,500,000 annually.
 - Hours to be from 6:30 p.m. to 2:00 a.m.
- Increasing the hours on Taxi Feeder until 6:30 p.m.

Kathy McMullen stated that the Contracted Service Changes was taken out to Public Hearing on August 20, 2013. All public comments given by all mediums and notes of the Public Hearing were included in the Board packet. A table depicting the cost estimates of the additional services was included in the Staff memo. It included a cost comparison of BFT doing the service versus the contracted service provider, Tri-City Taxi. The Contracted Service funding will be capped. As we move forward through our Budgets in coming years, we can set the funding caps based on what is happening financially. Kathy McMullen provided what the costs for the increased contracted service will be for the remainder of 2013 and the costs for the increased contracted service for 2014. Staff is to be directed to monitor costs and financial revenues with the understanding that these services will be further limited or increased as funds are available.

CHAIRMAN WATKINS asked for a walk through about funding caps – is a cap for planning purposes so that we set expectations of what we believe we can do, or is it if we get to a certain amount of usage that we then have to curtail service – how does that work? Kathy McMullen stated that Staff factors out how much it is on a basic invoice level. We are invoiced every two weeks. She looks at the invoices to make sure we are staying within the funding range. Kathy McMullen stated that she works closely with Tri-City Taxi to ensure we stay within the caps. The trips are given out on a first-come-first served basis. We have subscription work for folks going to and from jobs and for dialysis patients – the balance is then first-come first-served.

Kathy McMullen noted that the customer will have more discretionary trip options – more flexibility.

RICHARD BLOOM asked if the cap applies to all hours of service. Kathy McMullen stated, yes it covers the entire contract.

CHAIRMAN WATKINS called for a motion.

ACTION: BOB KOCH made and RICHARD BLOOM seconded a motion to approve Resolution 57-2013 as presented. Discussion followed.

Lora Merrow asked if Sunday service will have a subscription option. Kathy McMullen stated that she will ask Tri-City Taxi. The way Sunday service is set up is for the customer to make a reservation on the Saturday prior to travel. You could call in on Sunday to see if there are still trips available. Reservations should be made 24 hours ahead to be sure you have service.

CHAIRMAN WATKINS called the question and the motion to approve Resolution 57-2013 as presented CARRIED UNANIMOUSLY.

CHAIRMAN WATKINS expressed his thanks to Staff for working through the contracted service changes. There is always a delicate balance being able to provide service as well as balance the books. Also in the uncertainty of a sales tax based mechanism, it is a hard art. He appreciates Staff and Ms. McMullen for providing a sustainable service and as we move forward utilizing the service efficiently.

B. Resolution 58-2013 – Extend the Contracted Services Contract for 2 additional Years

Tim Fredrickson stated Resolution 58-2013 is the result of work on Resolution 57-2013 just approved by the Board of Directors. He deferred further comment to Kathy McMullen.

Kathy McMullen stated that the contract with Tri-City Taxi has 2 years of renewals left. Staff recommends adding the increased contracted services and costs, and extending the Tri-City Taxi Contract an additional two (2) years. The increased service and cost will be included in the 2014 Budget process. Staff would be directed to monitor costs and financial reserves with the understanding that these services could be limited if revenue levels are reduced in the future.

CHAIRMAN WATKINS called for a motion to approve.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolution 58-2013 as presented. MOTION CARRIED.

C. Revision to Accounts Payable

CHAIRMAN WATKINS stated that he was presented revisions to Accounts Payable documents. He called on Kevin Hebdon for comment.

Kevin Hebdon, Financial Services Supervisor, stated that on a monthly basis Staff presents to the Board on the Consent Agenda all of the check runs. In July of 2012 there was a check and a check run that did not get signed by Leo Bowman who was the Board Chair at that time. Kevin Hebdon stated that he is presenting the document for signature and stated that the total dollar amounts were correct. For auditing and record keeping practices Staff needs the proper signature.

CHAIRMAN WATKINS noted that he has already signed the document. For the record, he is entertaining a motion for consideration.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve signing the Accounts Payable records as described by BFT Staff. MOTION CARRIED.

CHAIRMAN WATKINS thanked Staff for bringing this document to the Board's attention.

D. Name Board Member to serve as alternate to BOB KOCH representing BFT on the Benton-Franklin Council of Governments (BFCOG)

CHAIRMAN WATKINS stated that BOB KOCH asked to bring this topic to the Board's attention. BOB KOCH is the current BFCOG representative. We no longer have an alternate member. CHAIRMAN WATKINS called on BOB KOCH for comment.

BOB KOCH stated that he has been the primary Board member representing BFT at BFCOG for a number of years. LYNN JOHNSON was the alternate. We need to appoint someone to serve as an alternate even though he has only missed 2 meetings in the last 5 years. The meetings are the third Friday of the month at Noon. JEROME DELVIN stated that he will be the alternate member – only 2 meetings in 5 years.

CHAIRMAN WATKINS stated that he hears that as a nomination. LISA STADE stated that she would nominate Mr. DELVIN. JEROME DELVIN repeated BOB KOCH's comment about only missing 2 meetings in 5 years. CHAIRMAN WATKINS stated hearing no other nominations, they are closed. JEROME DELVIN is the backup for the BF Council of Governments.

CHAIRMAN WATKINS noted that at any given time the Board may consider changing the Board member representation to the BF Council of Governments. TERRY CHRISTENSEN asked if this is the only appointment from the Board. Tim Fredrickson stated, yes. TERRY CHRISTENSEN suggested that every 2 years the BFCOG representation be presented as an item for discussion by the Board. There was consensus between the Board and Staff that the Board representation to the Benton-Franklin Council of Government's be presented for discussion every 2 years.

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

- 9. Discussion/Information Items
 - A. CAC & CAC Dial-A-Ride Sub-Committee Meeting notes of August 12, 2013

CHAIRMAN WATKINS stated that the meeting notes were included in the Board packet. RICHARD BLOOM stated that he and BOB KOCH attended the September 9, 2013 Roundtable meeting with the CAC. One of the topics of discussion was the bus stops near the Richland Walmart for Route 110. The stops are not very handicapped friendly for folks trying to get to Walmart. For sight impaired customers to get across the parking lot is a challenge. On the back side there is no sidewalk accessibility. The stops are far apart and from the standpoint of our aging community it is difficult to get to either stop. We might want to look at these stops and see if there is a reason why they are placed where they are.

CHAIRMAN WATKINS recognized Barbara Hays, Operations Manager. Barbara Hays stated that where the stop used to be there was a shelter and a pad. The problem was that the bus would get stuck in the parking lot. Staff had to move the stop and ever since Staff has been trying to find someone to give permission to re-establish the stop.

We have not had much luck. RICHARD BLOOM suggested that maybe TERRY CHRISTENSEN can help, after all it is his tax base, not ours (West Richland).

CHAIRMAN WATKINS stated that it sounds like the stops are not located on public right-of-way, but on a private parking lot and subject to the whims of whoever owns that land. RICHARD BLOOM mentioned that from his standpoint he is thinking that maybe Walmart is out of compliance with ADA requirements. Tim Fredrickson stated that the Walmart stop is where Walmart wants it and Staff has very little to say about that. Walmart believes they are compliant with ADA, and they are.

CHAIRMAN WATKINS stated for clarification – BFT is in compliance with ADA requirements as is, but it is also obvious that this is not an optimal situation. CHAIRMAN WATKINS noted that perhaps there could be some effort put together by Board and BFT Staff to talk about how this situation can be resolved.

Lora Merrow stated that she would encourage folks to use another Walmart store that is more accommodating to them.

CHAIRMAN WATKINS called on Katherine Ostrom, Dial-A-Ride Manager, for notes about the CAC and Dial-A-Ride Sub-Committee meetings. Katherine Ostrom noted that the group talked about the on-line reservation form which is going well. We saw a video from one of the members on the topic of sensitivity training done by Easter Seals. There was a talk about ordering new Dial-A-Ride vehicles.

B. APTA Board Member Seminar Reports

JEROME DELVIN stated that he APTA Board Members Seminar and attended the WSTA Public Transportation Symposium. Both events were worthwhile. He attended several of the seminars that were interesting and informative. He visited several of the vendor booths and heard about camera systems and the latest in vehicles. He heard the presentation by the new State of Washington Transportation Secretary, Lynn Peterson. The trip was a good learning experience.

LISA STADE noted that she attended the WSTA Rodeo. She was very impressed with the performance of BFT employees who competed. BFT placed in all categories.

LISA STADE stated that she enjoyed the celebration with all the noise makers at the Rodeo Awards Banquet. It was good to see people stand up and cheer on their honorees and their accomplishments. The experience was worthwhile.

C. APTA Annual Meeting, Sept. 29-Oct. 2, 2013, Chicago, IL

- Tim Fredrickson stated that he and Board Member BOB KOCH will represent BFT at the APTA Annual Meeting in Chicago, September 29-October 2, 2013.

CHAIRMAN WATKINS mentioned this is a good time to note that when travel opportunities come up that Board member's do their best to sign up early and not last minute so that we can be as efficient with the funds as possible.

D. CAC Meeting Notes of July 8, 2013

10. Staff Reports & Comments A. Legal Report

Patrick T. Roach, Legal Counsel, stated that he is happy to report there are no new legal matters of any significance. The Board and Staff are doing a really good job.

B. Boardings and Quarterly Performance Report

Tony Kalmbach, Transit Planner, stated that boardings are trending up this month compared to last month. The Fair boardings were up this year with over 2,000 more than 2012. Dial-A-Ride also saw an increase this month. Vanpool still down due to workforce reductions and Hanford and the Umatilla Chemical Depot closing.

General Demand Response is up this month primarily in the Taxi-Feeder and Trans+Plus Night Service. Overall the trend is moving back up as school is back in session and we see our trippers and overload buses coming back on the road. Staff will continue to monitor ridership to see how we can find improvements.

CHAIRMAN WATKINS noted that he finds the new boardings reports very useful and appreciates the Staff presentation.

C. Treasurer's/Budget/Sales Tax Reports

Kevin Hebdon stated that year-to-date operating for July revenues are up about \$1 million and the expenditures are down by about \$2 million year-to-date. Fare box recovery year-to-date is 14.2 percent from a budgeted 12.6 percent. This information is detailed in the Board packet.

Treasurer's Report – Through August shows \$16.3 million and the Board has restricted \$8 million for 3-months operating expenses and \$1.9 million for approved capital expenses leaving a positive \$6.4 million surplus funds balance.

Sales Tax revenue increased 19.0 percent over same period 2012 for June business, up 6.1 percent year-to-date 2012 and up 5.8 percent of our 2013 monthly Budget.

The Local Jurisdictions and other PTBA's Sales Tax reports were included in the Board packet. An item of note was increase for Benton County from \$742,000 last month to over \$1.3 million. Two-year trends are similar to that 2011 and 2009 also saw a spike due to the refueling outage of Energy Northwest at Hanford. This is also indicative of BFT's significant sales tax increase.

D. General Managers Report

Tim Fredrickson stated that he included a copy of a letter from Governor Inslee addressed to Richard Krochalis, FTA Regional Administrator, identifying BFT as the

designated recipient for 5307 funds. This is something that had to happen in order for BFT to receive funds.

There is a copy of a formal request from BFT to Brian Lagerberg, Director of the Public Transportation Division for a significant number of vans for BFT's Vanpool program.

Tim Fredrickson mentioned for a second time that the new U.S. Secretary of Transportation, Anthony Fox, will address the APTA Annual Meeting next week in Chicago, IL. This is something that rarely happens.

Tim Fredrickson noted that his last item is a disappointment. BFT has been notified by U.S. Department of Transportation that we were not the recipient to the TIGER Grant. We will still try to figure out a way to get it done.

11. Board Member Comments

JEROME DELVIN – Stated that he was looking at the minutes of the Operations & Maintenance Meeting and was reminded that when he returned to his office from the State Conference he had received the Washington State Transit Insurance Pool (WSTIP) Annual Report. He found the report to be very interesting information.

Last Friday and again tomorrow, he talked his fellow Commissioners into having Flip Flop Friday. Employees could wear Flip Flops (unless you need to be in court, etc.). The Commissioners and other elected employees are chipping in and they are cooking hamburgers and hot dogs for all the county employees tomorrow, our treat.

CHRIS LILYBLADE – Congratulations to the Roadeo Drivers and Mechanics on their placements at the State Roadeo.

TERRY CHRISTENSEN – No report.

RICHARD BLOOM – The Harvest Festival and the Un-Boat Race will be held on September 21st, 11:00 a.m. on the Yakima River. If anyone wants to put together something that sort of floats, have at it.

BOB KOCH – Not much to report. Connell will have their North Franklin County Fall Festival this weekend.

LIDA STADE – Congratulations again to the Roadeo participants.

STEVE BECKEN – Prosser held the Wine and Food Fair last month. Transit was a big part of that. This month Prosser will have another Balloon Rally

BOB OLSON – No report.

RICK MILLER – We took care of repairing the washout of a small gravel county road that occurred during a recent rain storm.

Stated that he is really pleased with BFT and the bus service they provide to the Benton-Franklin County Fair. His family used the service noting that they got dropped off right at the entrance, its easy, no bother with traffic, etc. He heard from lots of people about how they use the service and love it. Good move!

MATT WATKINS – The Fiery Food Festival will be held in Pasco this weekend. The other item of note is that Pasco is soon to have a new little street. It is located in the Road 100 area close to Tri-City Prep High School. Sometimes pulling out onto Road 100 is difficult so the new street named St. Ignatius Lane goes down to Chapel Hill where there is an existing traffic signal.

Tim Fredrickson asked to be recognized to offer a reminder that Thursday, October 10, 2013, 4:30 p.m. to 6:30 p.m. the BFT Board and Staff will conduct a Budget Retreat prior to the Regular BFT Board of Directors meeting with will convene at 7:00 p.m.

CHAIRMAN WATKINS asked for a show of hands from those who can attend the Budget Retreat and BFT Board Meeting on Thursday, October 10, 2013. Six Board Members indicated they can attend. Three Board Members have responded that they cannot attend. CHAIRMAN WATKINS thanked Staff for the reminder.

11. Next Meeting – Thursday, October 10, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
12. Executive Session – None.
13. Adjournment

Adjournment – The regular meeting of the BFT Board of Directors adjourned at 8:00 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/October 10, 2013

