

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, July 11, 2013/7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: BOB OLSON, STEVE BECKEN, BOB KOCH, JEROME DELVIN, RICH BUEL (alternate for Richard Bloom), TERRY CHRISTENSEN, LISA STADE, NORMA NELSON, (Rick Miller, Matt Watkins, excused)

Staff: Tim Fredrickson, Jerry Otto, Kathy McMullen, Tony Kalmbach, Tom Turner, Gloria Boyce, Dick Ciccone, Christy Watts, Rob Orvis, Debra Hughes, Barbara Hays, Katherine Ostrom, Dan Sandmeier, Susan Snowdy, Alva Guizars, Legal Counsel

2. Pledge of Allegiance

VICE CHAIRMAN OLSON invited Tony Kalmbach to lead the Pledge of Allegiance

3. Citizens Public Comment/Introduction of Visitors

Visitors: Lance Riniker/Richland, Zachary Zeigler, Ed Harvill, Frank Moreno, Brian Steinwand and wife Deanna, Betty Gould, and a couple of other unidentified guests.

VICE CHAIRMAN OLSON 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

VICE CHAIRMAN OLSON stated there are no changes to the agenda. He 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.

VICE CHAIRMAN OLSON noted the next item on the Agenda is one we all enjoy. We have the opportunity to honor and recognize a BFT employee who retired the end of June 2013 and a BFT employee who is leaving to pursue other adventures.

5. Service Commendation

Brian Steinwand, Mechanic II, May 28, 1991 to July 5, 2013

VICE CHAIRMAN OLSON called on Staff for comment. Jerry Otto, Fleet Manager, stated that Brian Steinwand has been with BFT for 22 years. Brian's specialty is engine rebuilding. He has single handedly taken care of many engines over the years. Brian has been a good, loyal and dependable employee. He will be missed tremendously. The Maintenance Department wishes Brian and his family well in their future endeavors. VICE CHAIRMAN OLSON presented a Certificate of Commendation and Lifetime Bus Pass

to Brian Steinwand. A hearty round of applause was given. Brian Steinwand expressed his thanks.

6. Retirement Recognition  
Resolution 34-2013 – Betty Gould, Dial-A-Ride Driver/Prosser, WA  
March 1, 1993 – June 28, 2013

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 34-2013 as presented. MOTION CARRIED.

Katherine Ostrom, Dial-A-Ride Manager, gave a glowing tribute to Betty Gould, noting that she will be missed very much. Katherine Ostrom remarked that if you are riding around in Prosser these days you might see Betty Gould driving around town in her Corvette convertible instead of a Dial-A-Ride vehicle. Congratulations!

VICE CHAIRMAN OLSON presented a Certificate of Commendation and Lifetime Bus Pass to Betty Gould.

7. Board Committee Reports
  - A. Planning & Marketing Committee/Bob Koch, Chair  
Canceled – No report.
  - B. Operations & Maintenance Committee/Rick Miller, Chair

Jerome Delvin stated that the Committee met on Wednesday, July 3, 2013. He presented an overview of the items discussed: Extend driver uniform contract with Sun West, BFT selling 3 transit buses to Grant Transit, surplus vehicles, re-designate Bus 248 to Bus E1 (all-electric bus), ridership and sales tax updates. The notes were included in the packet for review.

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

STEVE BECKEN, Chair, stated that the Committee met on Wednesday, July 5, 2013. They discussed payment of the APTA Dues Assessment, status update of the State Audit, Mid-Year Budget review which is on the Agenda as an Action Item, Sales Tax and Ridership Updates. Three grant applications are on tonight's Consent Agenda.

7. Consent Agenda  
**(Any item is open for discussion at Board or Public Request)**
  - A. Minutes of June 13, 2013 Regular Board Meeting
  - B. Payroll/Voucher Summary

April 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 June 5, 2013.

ACTION: As of this date, July 11, 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
067-13	74311      74368	6/14/2013	354,950.71 Payroll
068-13	Electronic File Payroll Taxes	6/14/2013	140,784.61 Payroll
070-13	74369      74374	6/14/2013	2,500.00 Payroll
071-13	Elec File Empl award Taxes	6/14/2013	414.24 Payroll
078-13	71375      74438	6/28/2013	354,393.42 Payroll
079-13	71375      74438	6/28/2013	137,529.33 Payroll

**Total    \$    990,572.31**

**Non-Payroll Vouchers**

065-13	50313      50318	6/4/2013	\$ 70,614.15 Mdse
066-13	50319      50383	6/4/2013	434,287.95 Mdse
069-13	50384      50463	6/14/2013	235,576.76 Mdse
072-13	50464      50464	6/19/2013	54,605.46 Mdse
073-13	50313      Void Check	6/19/2013	(110.86) Mdse
074-13	50119      Void Check	6/19/2013	(143.78) Mdse
075-13	50465      50519	6/21/2013	196,780.16 Mdse
076-13	Electronic File Excise Tax	6/24/2013	1,767.78 Mdse
077-13	50516      Void Check	6/24/2013	(147.00) Mdse
080-13	50520      50594	6/28/2013	269,757.21 Mdse

**Total    \$1,262,987.83**

Check Register Numbers 065-2013 to 080-13 in the total amount of **\$2,253,660.14**  
 The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.

- C. Approval of APTA Dues Assessment July 2013-July 2014 in the amount of \$27,276
- D. Resolution 35-2013 – Authorizing the General Manager to extend the Agreement with U.S. Linen & Uniform, Inc. (DBA Sunwest Sportswear) For Uniform Services
- E. Resolution 36-2013 – Authorizing the General Manager to transfer Ownership And sell 3 Transit Buses to Grant Transit Authority in Moses Lake, WA
- F. Resolution 37-2013 – Declaring 7 Service Vehicles as Surplus
- G. Resolution 38-2013 – Re-designating BFT Bus 248 to Bus E1 with a new Vehicle Identification Number (VIN)
- H. Resolution 39-2013 – Authorizing BFT to file FTA 5307 Grant # WA-90-X503-00

Applications for Operations Expenditures

I. Resolution 40-2013 – Applications for Transit Center Renovations and Rehab, Rolling Stock and Operations Expenditures

J. Resolution 41-2013 – Authorizing BFT to file FTA 5309 Grant #WA-041-0091-00 Applications for Rolling Stock, 40-ft Buses

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

ACTION: STEVE BECKEN made and RICH BUEL 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)**

9. Action Items

A. Resolution 42-2013 – Adopting a Revised 2013 Operating and Capital Budget

Gloria Boyce, Administrative Services Manager, stated that a spreadsheet provided with the Board packet identifies original operating revenue, expenses, the changes made and then where we would like to end up should the Board approve the Budget revision. The sales tax figure is \$21,000,288 in the upper right hand corner. She presented another document that stated the sales tax revenue is higher than what she just stated. The reason for this is because we took only a portion of the sales tax dollars this year for operating and we used the residual for capital. We budgeted a certain amount in reserves. The tables reflecting this information was included in the Board packet as attachments to the Budget Resolution – Tables I and II for revenues. Gloria Boyce stated that she hopes this clears up any misconceptions that Board members might have.

Gloria Boyce stated that Staff is asking for a mid-year Budget revision. She used the monitors to highlight the revenue revisions. Staff believes that the sales tax will be higher than budgeted. We anticipate at least a 2 ½ percent increase in sales tax revenues this year. We are revising the sales tax forecast from \$24.4 million to \$25 million dollars. On the state level we did not receive any JARC funding. We did receive a special needs grant and an additional state legislative grant. On the federal level we changed a little bit of the formula funds between operating and capital so that we could leverage those to the highest level possible for acquisition of capital assets.

We did receive an additional \$300,000 of what we had budgeted for originally in our 5307 funds this year and we received a little bit more in our 5339 bus facilities. What we did not program and are seeking this evening leaves the 5310 program monies and the Regional Mobility Grant we just received which will be programmed in 2014. That's the change in revenue.

Our revision overview requests are broken down into 2 categories:

Service – We believe there will be a reduction in Dial-A-Ride, Taxi provided service of about \$100,000. We would like to restore Trans+Plus Night Service via Taxi from 6:30 p.m. to 2:00 a.m. This is a net service increase of about \$200,000. On the expense side we're looking at implementing the Trapeze module for eligibility certification of Dial-A-Ride services. We need approximately an additional 8 user license for that software. On the labor and benefits the \$197,000 represents an original budget error of about \$87,000 of the mission and labor of one position on the labor model that we created to create the Budget this year. The other \$110,000 is a request for overtime in our fixed route and Dial-A-Ride departments. This is due primarily to the high level of sick-outs. The other category Marketing – we are asking for \$198,000. The increase in marketing of about \$50,000 would be applied to the Affordable Care Act and perform an audit of our current health benefits to make sure we are in line with what we will be responsible for January 1, 2014. There are some other smaller items, about \$14,000 in travel and training increases to accommodate additional participation in the state Roadeo and State Conference for Operators and Staff.

This is a high-level overview of what Staff is asking for and totals about \$614,531 on the operating side.

On the Capital Budget – With the revision and the re-mix of our Federal Formula Funds, we were able to – I want to take available of that – we have increased our Dial-A-Ride vehicle acquisition from 28 to 50 and we have decreased our Vanpool acquisition from 52 to 40.

JEROME DELVIN asked about the labor and benefits increase - \$110,000 was for overtime and some mention about the cost of one position. Gloria Boyce responded, noting that she created a labor model this year to create the Budget. The model missed one position in the maintenance department and with wage and benefit it is about \$87,000. JEROME DELVIN stated then the \$110,000 is for the increase in overtime hours. Gloria Boyce stated, yes. JEROME DELVIN asked what was originally budgeted. Gloria Boyce stated that we did not budget for overtime in department No. 11 in the original Budget.

TERRY CHRISTENSEN stated that Gloria Boyce has done a pretty good job. His suggestion is that considering that the Budgets affect everything we have going on he would like to see us have the Budgets come first to each of the three Committees. We would have a better chance to discuss and vet more clearly and have all the questions answered. Then we wouldn't have the Admin & Finance Committee stating that there is some confusion. All the questions should be worked out beforehand. Personally, he would like to have a discussion on the Budgets when they come forward because this is his second year here and they have been pretty routine, but mid-year they come in with some pretty drastic, he thinks, Budget adjustments where we really move a lot of money around in a lot of categories. He thinks that we need discussion on the Budgets in a more casual environment where everyone feels free to talk.

VICE CHAIRMAN OLSON asked TERRY CHRISTENSEN if he would like to have a Budget Workshop. TERRY CHRISTENSEN stated that we have three Committees. He would like

to see the Budgets go through Committees before it comes onto the Board agenda. At that point it would come on as a consent item because everybody will have already had a chance to work through the Budget in pretty good detail. Timothy J. Fredrickson, General Manager, stated that the State has taken a dim view of conducting rolling meetings on the same subject. It isn't allowed. TERRY CHRISTENSEN asked if the three Committees can have the same agenda item. Tim Fredrickson stated yes, they can have the same agenda item, but if Staff is asking for each of the Committees to approve or recommend that Budget, then you are actually making the decision outside the public purview. TERRY CHRISTENSEN stated that we can have the Administration and Finance Committee make the recommendation and for informational purposes let the other two Committees look at the Budget and have a chance to talk about it. Tim Fredrickson stated – there you go.

VICE CHAIRMAN OLSON called for a motion on Resolution 42-2013.

ACTION: TERRY CHRISTENSEN moved and JEROME DELVIN seconded a motion to approve Resolution 42-2013 Adopting a Revised 2013 Operating and Capital Budget. MOTION CARRIED.

B. Approval – 2013-2019 Transit Development Plan (TDP) and State Transportation Improvement Program (STIP)

Kathy McMullen, Service Development Manager, stated that BFT is required to submit a Transit Development Plan (TDP) each year to meet WSDOT guidelines. Due to changes in BFT's direct recipient status by FTA and funding resulting from MAP-21 changes to the TDP are needed.

The TDP was released for public comment on June 7, 2013. A public hearing was held on Tuesday, July 9, 2013. The TDP was reviewed at a Committee meeting held here at BFT and attended by the Benton-Franklin Council of Governments (BFCOG), WSDOT, the Federal Transit Administration (FTA), and Federal Highways. The notes from the Public Hearing were available on the desk tonight. The final 2013 TDP document can be ready for the BFCOG to meet their State Transportation Improvement Program (STIP) schedule and BFT projects can be included in the 2014 STIP program. The STIP program will have 4 years of funding, but the funding amounts have not changed. It adds year 2017 to all the different funding categories. These are all 5307 formula funds so they are transit funds. The money is broken out basically with one-third, two-thirds to vehicles, and a small percentage that will go to facilities.

The financial plan was presented in the BFT Board/Staff Standing Committee meetings, and Citizens Advisory Committee (CAC). Funding levels will reflect the MAP-21 appropriations just received. Staff included fiscal assumptions to be used in demonstrating a balanced six-year financial projected Budget.

Kathy McMullen stated that in the TDP presentation to the CAC service improvements was their top priority and a discussion was held. Staff put together a list of possible improvements, which basically included all the services that have been reduced in the last 5 years in order to have our Budget balanced. Staff asked the CAC to prioritize the

list. The number one item was to take the cap off of Trans+Plus Night Service to increase the hours from 6:30 p.m. to 2:00 a.m.

There is also a lot of concern about the space of time between 6:00 p.m. and 7:00 p.m. Currently the buses stop running at 6:00 p.m. and Trans+Plus Night Service does not start until 7:00 p.m. The proposal is to run Taxi-Feeder service until 6:30 p.m. to fill the gap and help people who work to get home in a timely manner. The other suggestion from the CAC was to reinstate Sunday service. This could be added to the list of items to be taken out for public hearing. There was consensus from the Board Members to take the list of proposed service improvements out for public comment.

NORMA NELSON asked if extending Taxi-Feeder service until 6:30 p.m. will affect Dial-A-Ride. Kathy McMullen stated, no. VICE CHAIRMAN OLSON asked if all the funding levels for these services are included in the TDP. Kathy McMullen stated, yes.

BFT Staff has completed the public comment process for the TDP. All comments have been summarized and presented. Staff recommends approval of the BFT Six-Year Transit Development Plan and State Transportation Improvement Program.

VICE CHAIRMAN OLSON called for a motion to approve.

ACTION: BOB KOCH made and STEVE BECKEN seconded the motion to approve the BFT 2013-2019 Transit Development Plan and the 2014-2019 State Transportation Improvement Program as presented. MOTION CARRIED.

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

10. Discussion/Information Items
  - A. CAC Meeting Notes of May 13, 2013 Dial-A-Ride Sub-Committee and CAC Committee  
CAC June Picnic and Electric Bus Ride Report given at the June 13 Board Meeting

Staff noted that no one from the CAC Committee is present this evening. The CAC's most recent meeting was held on Monday, July 8, 2012.

- B. APTA Board Member Seminar/Board Support Employee Development Workshop, July 20-23, Austin, TX

Tim Fredrickson stated that the APTA Board Member and Board Support Employee Development Workshop event July 20-23, 2013 in Austin, TX, is a good opportunity for new Board members as well as seasoned Board members. Board Member's Jerome Delvin and Lisa Stade, BFT's newest Board Members plan to attend.

- C. WSTA Public Transportation Symposium/Roadeo, WSDOT Wall of Fame, Spokane, WA Red Lion Inn at the Park – Roadeo & Awards Sunday, Aug. 25, Symposium Aug. 26-28, Wall of Fame Awards Banquet Tues. evening, Aug. 27

Tim Fredrickson stated that anyone planning to attend any or all of the WSTA Public Transportation Symposium events needs to let Susan know at their earliest convenience.

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

Tim Fredrickson stated that even though this is not an EXPO year, the APTA Annual Meeting is always a good event. Let Susan know if you are planning to attend.

11. Staff Reports & Comments  
A. Legal Report

Alva Guizars, Legal Counsel, from Roach Law Offices, stated that she is happy to report there are no new legal matters to report.

B. Boardings Report

Tony Kalmbach, Transit Planner, stated that we did see a decrease in ridership in May 2013 compared to May 2012 for fixed route. Staff has been seeing about a 5 percent difference all this year, but suddenly in May we noticed a sharper decrease in comparison. Staff did go back and check all the ridership numbers, but nothing came of that. The numbers were correct. Staff has sent out some surveys to capture data to determine if there is some particular reason for the decrease. We are in the process of figuring the June ridership numbers. So far those numbers are coming back a little lower than June of 2012.

C. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, provided a summary report of the items listed in Agenda Item 11B.

Gloria Boyce, Administrative Services Manager, stated through May our revenues are above forecast amount. Expenses are running about \$859,000 below Budget. The farebox recovery is sitting at 14.2 percent, well above the budgeted 12.8 percent.

Treasurer's Report – shows that we have a balance of about \$15.6 million of which \$7.9 is restricted for 3 months operating reserve and about \$2.3 is restricted for approved capital projects, which gives us a surplus balance of about \$5.3 million.

Sales Tax – Through April Business is up 5 percent from April 2012, 4.4 percent for year-to-date, and about 7.6 percent of our 2013 monthly budgeted amount. Sales tax for other PTBA's and local jurisdictions was not yet available.

D. General Managers Report

Tim Fredrickson stated that the only item he would like to call attention to is the latest edition of the *Almanac*, BFT's internal newsletter featuring the Employees and Team of the Year.



#### ITEMS IN PACKET:

- Port of Kennewick email re: Vista Field redevelopment  
Tim Arntzen and Skip Novakovich notes

#### ITEMS ON THE DESK:

- Transit Development Plan (TDP) and State Transportation Improvement Program (STIP) Public Hearing notes
- TDP/STIP updated materials from Kathy McMullen
- Spring/Summer Almanac
- APTA Annual Meeting announcements

#### CALENDAR ITEMS:

- On Agenda
- Reminder: The Washington State Public Transportation Symposium will be held in Spokane, WA Aug. 26-28 Red Lion Inn at the Park.
- The WSDOT Wall of Fame Awards Banquet will be held on Tues. Aug. 27, 2013 Red Lion Inn at the Park. The Employees of the Year will be honored at that event.
- The State Rodeo will be held on Sunday, August 25, 2013 in Spokane, WA. We will have 2 Coach Operators, 1 Dial-A-Ride Driver and a 3-person Maintenance Team competing at this event.

#### 12. Board Member Comments

JEROME DELVIN – Reported that he will be attending the APTA Board Member's Seminar in Austin, TX July 20-24. When he comes back we'll probably have some changes to be made.

TERRY CHRISTENSEN – A tip for Jerome Delvin – dress codes for a lot of those Seminar sessions require a black suit and tie, you can't walk around in shorts. Not much to report. Richland's John Dam Plaza has Alive at Five on Thursday's s this summer. Live music and they have started the family movies again on Friday night's. The City is busy as you would expect this time of year. All the maintenance work is done in the good weather, which is good and bad. There is a lot of Richland roads tore up as he is sure BFT is struggling with these concerns. From his house he can't go east, period. He can only head west. Other than this all is well.

RICH BUEL – Stated good evening. Thanked VICE CHAIRMAN OLSON for the welcome. He stated to TERRY CHRISTENSEN that West Richland would be happy to have him head west. West Richland is busy cleaning up after the July 4<sup>th</sup> holiday. Beyond that he has no items to report.

BOB KOCH – Welcomed Lisa Stade to the Board of Directors. He expressed his thanks to Kathy McMullen and all the Staff for their work on the TDP and STIP documents. It takes months of work to finally bring these materials for approval.

NORMA NELSON – Stated good evening and thanks to all for coming to the Board meeting. Thank you to the Board for allowing her attendance to the State Conference in Spokane the end of August. She will assist with the Roadeo judging the wheelchair securement for Paratransit. She will be cheering on all of our Roadeo participants.

LIDA STADE – No report tonight.

STEVE BECKEN – No report tonight It is quiet in Prosser.

BOB OLSON – No report.

13. Next Meeting – Thursday, August 8, 2013 – 7:00 p.m.  
BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA

14. Executive Session – None.

15. Adjournment

Adjournment – The regular meeting of the BFT Board of Directors adjourned at 7:38 p.m.

Meeting recorded by:  
Susan Snowdy, CMC  
Executive Assistant & Clerk of the Board/August 8, 2013

