

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

1. Convene/Roll Call: MATT WATKINS, BOB OLSON, RICHARD BLOOM, STEVE BECKEN, FRANCISCA PROCTOR, RICK MILLER, TERRY CHRISTENSEN, JEROME DELVIN, NORMA NELSON, (Bob Koch, excused)

Staff: Tim Fredrickson, Kathy McMullen, Christy Watts, Dan Sandmeier, Debra Hughes, Dick Ciccone, Tom Turner, Rob Orvis, Gloria Boyce, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS invited Timothy J. Fredrickson, General Manager, to lead the Pledge of Allegiance

3. Citizens Public Comment/Introduction of Visitors

Lance Riniker, Richland, WA, Paul Henry, Ed Harvill, Dial-A-Ride Drivers, Chris Lilyblade, Coach Operator, and a few other BFT employees, Kevin Wheelwright, CAC member

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.

Lance Riniker, Richland, WA, stated that he recently purchased a Dial-A-Ride type vehicle. He bought the bus to use for vacation purposes. The vehicle is in need of a new driver's seat. Lance Riniker asked BFT Staff what the company does to make sure the driver's seats are comfortable and in good condition. Given that it is important for the physical health of the drivers he would hope that they do put some thought into what they use for driver's seats. Lance Riniker stated that he wants to bring up the driver seat subject as one that needs to be addressed. He doesn't know that the Board is necessarily interested in seating. CHAIRMAN WATKINS stated that he believes the Board is interested, and the Board will also be relying on Staff to ensure that employees have seats in good repair. Tim Fredrickson stated that Staff routinely get input from the operators as to what kind of driver's seats that we acquire for vehicles, both Transit and Dial-A-Ride. NORMAN NELSON, Board Member, and Dial-A-Ride Driver, noted that when there is a concern, problem, etc., with a seat it is written up and taken to Maintenance and they are repaired right away. BFT also sends out seats to be refurbished, cleaned, etc. Tim Fredrickson added that the seats have multiple adjustments on them. NORMA NELSON stated that all seats have air too.

CHAIRMAN WATKINS invited Lance Riniker to follow up with Katherine Ostrom, Dial-A-Ride Manager, regarding any additional concerns he has about vehicle seating.

Kevin Wheelwright, CAC Member, stated that he is attending on behalf of the Citizens Advisory Committee. CHAIRMAN WATKINS stated good to have him and that he will call on him later in the agenda for a report from the CAC.

4. Approval of Agenda

CHAIRMAN WATKINS stated Staff has requested one change to the Agenda – to remove Action Item 7A (Resolution 18-2013) for additional work by Staff and Legal Counsel. CHAIRMAN WATKINS called for a motion to approve the Agenda as amended.

ACTION: RICK MILLER made and RICHARD BLOOM seconded a motion to approve the agenda as amended. MOTION CARRIED.

5. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

RICHARD BLOOM stated that the Planning & Marketing Committee meeting met on Tuesday, April 2, 2013. Francisca Proctor, BFT Board Member from Benton, City, WA joined the Planning & Marketing Committee meeting. Staff presented the ADA Reasonable Modification Plan and Title VI Plan for information and discussion. The Committee concurred with the Staff recommendation to take both plans to Public Hearing prior to the May 9, 2013 Board meeting. The Committee reviewed the new 2-page Boardings Report, heard good news on sales tax, talked about a proposed roundabout at the entrance into Benton City. The meeting notes were included in the Board packet.

B. Operations & Maintenance Committee/Bob Olson, Chair

CHAIRMAN WATKINS stated that the Operations & Maintenance Committee meeting was canceled. No report.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, April 4. STEVE BECKEN presented an overview of the topics discussed. He noted that the new Boarding's report is easy to read. The notes of the meeting were included in the Board packet.

6. Consent Agenda

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

A. Minutes of March 14, 2013 Regular Board Meeting

B. Payroll/Voucher Summary

February 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 April 5, 2013.

ACTION: As of this date, April 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
025-13	73851 73908	3/8/2013	337,374.84 Payroll
026-13	Electronic File Payroll Taxes	3/8/2013	132,354.01 Payroll
033-13	73909 73964	3/22/2013	349,274.92 Payroll
034-13	Electronic File Payroll Taxes	3/22/2013	137,120.30 Payroll
035-13	Void PR Checks 73636/73810/ 73816	3/20/2013	(1,012.05) Payroll
Total			\$ 955,112.02

Non-Payroll Vouchers

027-13	49201 49275	3/1/2013	\$ 157,951.84 Mdse
028-13	49276 49339	3/8/2013	527,664.28 Mdse
029-13	49340 49431	3/15/2013	351,701.86 Mdse
030-13	Void Check 49214	3/15/2013	(480.11) Mdse
031-13	Void Check 49221	3/15/2013	(4,422.99) Mdse
032-13	Electronic File Excise Tax	3/19/2013	1,292.35 Mdse
036-13	40432 49496	3/22/2013	243,870.97 Mdse
037-13	49497 49566	3/29/2013	195,272.97 Mdse
Total			\$1,472,851.17

Check Register Numbers 025-2013 to 037-13 in the total amount of **\$2,427,963.19**
 The motion was seconded by _____ and approved by a unanimous vote.

C. Resolution 17-2013 – Authorizing the General Manager to extend the Agreement with Gordon Thomas Honeywell Governmental Affairs for Representational Professional Services

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 STEVE BECKEN 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)

7. Action Items

A. Resolution 18-2013 – Renew Roach Law Offices Agreement

Note: Under Agenda Item 4. Approval of the Agenda, Action Item 7A was pulled from the Agenda for additional review by Staff.

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

8. Discussion/Information Items

A. Employee Appreciation and Awards Breakfast, Friday, May 10, 2013, 5:00 a.m. to 11:00 a.m. Operations Driver's Lounge

Tim Fredrickson extended the invitation noting that May 10, 2013 is the 31st Anniversary of BFT service. The announcement of the 2012 Employees and Team of the Year will take place around 9:30 a.m. We look forward to seeing everyone. CHAIRMAN WATKINS noted that this is always a good event.

B. Citizens Advisory Committee Meeting Minutes, March 11, 2013

The CAC meeting minutes for March were included in the packet.

Tim Fredrickson stated that we do have a member of the CAC in the audience. He called on Kevin Wheelwright for comment.

Kevin Wheelwright, CAC Member, reported that the CAC group met on March 11, 2013 and the most recent meeting was held April 8, 2013. He invited the Board Members to attend the Annual CAC picnic, which will be held indoors on June 10th at Three Rivers Transit Center. At the April meeting the CAC received an update on the All-Electric Bus and Legislative Session from Tim Fredrickson. Kathy McMullen presented the ADA Reasonable Modification and Title VI Plans. The CAC group recognized Gretchen Gurrero for her many years of service to the CAC.

CHAIRMAN WATKINS thanked Kevin Wheelwright for the report noting that he plans to attend the CAC picnic. He reminded Board Members that this would be an opportunity to ride the bus too.

C. APTA Bus/Paratransit Conference, May 5-8, International Bus Roadeo, May 3-7, Indianapolis, IN; APTA Board Members Seminar, Board Support Employee Development Workshop, July 20-23, Austin, TX

Tim Fredrickson stated that our Roadeo winners who do well at the State Conference Roadeo will attend and represent BFT: Coach Operators in the 35-foot and 40-foot category and a three-person Maintenance Team will compete. Tim Fredrickson stated that the APTA Bus Conference is also being held showcasing Transit Bus and Paratransit Operations.

NORMA NELSON stated that Paul Henry, Dial-A-Ride Driver, is in the audience tonight. He will complete in an upcoming Paratransit Vehicle Rodeo. Tim Fredrickson stated that the Rodeo Paul Henry will participate in is a Community Transportation Association of America (CTAA) event. It is held on an annual basis. This year it is being held in Albuquerque, NM.

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. It is a much smaller meeting and he would invite those interested to contact Susan Snowdy, Clerk of the Board.

9. Staff Reports & Comments
A. Legal Report

Patrick T. Roach stated that he does not have an open legal report tonight. There will be an Executive Session of the Administration & Finance Committee after adjournment of the Regular Board of Directors meeting. The purpose is review performance of a public employee – RCW 42.30.110; sub 1g.

B. Treasurer's/Budget/Sales Tax Reports

Gloria Boyce, Administrative Services Manager, provided a summary report of the items listed in Agenda Item 9B.

Gloria Boyce, Administrative Services Manager, stated that her report is short. Two months into the year, we are running a little under budget in both revenue and expenses. Farebox recovery is coming in at 15.1 percent which is a little higher than budgeted – 12.8 percent.

Treasurer's Report – Not much change in cash balance from last month. A reminder - a good portion of the cash balance is restricted and designed for capital projects.

Sales Tax – Up from January 2012, 7.7 percent growth year over year for the month – 1.6 percent year-to-date from 2012 and running about 5.7 percent over the monthly budgeted amount. Also in the packet are sales tax reports for the local jurisdictions and other PTBA's around Washington State.

C. Boardings Report

Kathy McMullen, Service Development Manager, stated that the Boardings report was included in the Board packet. Fixed route is down 1.6 percent, Dial-A-Ride was down significantly 9 percent and Vanpool is down quite a lot. Vanpool is training more drivers and sending some vehicles back out. We continue to see the shift in Hanford site employment. Vanpool is looking good on farebox recovery and Staff is hopeful to be able to right-size the fleet and when things turn around be able to get some new vans through the state program and allow the program to expand. Demand Response is also down by 12 percent. Total for Operations is down 9 percent from same period 2012.

CHAIRMAN WATKINS noted that we have seen a large increase in vanpool over the last few years and at the same time we were expecting a downturn, so we are a little off, but still not a lot of surprise. Kathy McMullen stated that vanpool has kept a lot of vehicles over a long period of time. We have vans that have well above 200,000 miles. Terry DeJuan, Vanpool Manager, has done a good job of planning the vehicle lift span in response to what is going on in the market.

TERRY CHRISTENSEN stated that he finds it more surprising that Dial-A-Ride boardings are down 9 percent. Kathy McMullen stated that Staff talked about that some during the CAC meeting. It could be attributed to a couple of things - the economic downturn and the loss of benefits. People don't have the funds to travel. The on-board survey results from last fall indicate that well over 60 percent of our riders earn less than \$20,000 a year. Kathy McMullen stated that Staff will be keeping a close eye on boardings. We are hopeful that the economy will recover and with that ridership will too.

D. General Managers Report

Tim Fredrickson stated that he has very little to report. Most items have been covered.

Tim stated that he does have an update regarding the All-Electric bus demonstration project. The April 26, 2013 unveiling event will not take place due to circumstances beyond our control. The batteries for the bus are still in China waiting to clear customs. The estimated crossing of the Pacific is at best 20 days. Once again we are forced to postpone the unveiling event.

Tim Fredrickson stated that Complete Coach Works in Riverside, CA offered BFT the use of their prototype all-electric bus. Tim Fredrickson stated that even though this is a generous offer, BFT Staff wants the unveiling to be BFT's bus. CHAIRMAN WATKINS stated that he agrees with the Staff consensus. TERRY CHRISTENSEN asked if Staff has another target date in mind for the event. Tim Fredrickson stated that will not be scheduled until we have our hands on the bus. Tim Fredrickson stated that Staff will keep everyone posted. It appears that the first event for BFT's All-Electric ZEPS bus will be at the APTA Bus and Paratransit Operations Conference in Indianapolis, IN, May 5-7. More as this unfolds.

ITEMS IN PACKET:

- No items in packet this time.

ITEMS ON THE DESK:

- Trade Magazines

CALENDAR ITEMS:

- On Agenda

OTHER:

- None

10. Board Member Comments

NORMA NELSON – Good evening and thanks for coming. Labor negotiations are underway at BFT.

FRANCISCA PROCTOR – Attended the Planning & Marketing Committee meeting and learned a lot. Good to be here.

STEVE BECKEN – Lately the Prosser City Council meetings are like tonight – not a lot going on.

BOB OLSON – The opening event celebrating expanding Steptoe to Clearwater took place on April 25th.

JEROME DELVIN – No comment.

TERRY CHRISTENSEN – On tonight's consent calendar the renewal of the Gordon, Thomas, Honeywell Governmental Affairs (GTH) Contract was listed and approved. He did have the opportunity to meet the GTH folks in Washington, DC at the APTA Legislative Conference. He found them to be very professional and very knowledgeable. They are very familiar with our Congressional Legislative Staff. He believes renewing their contract was a very sound decision.

TERRY CHRISTENSEN stated that there isn't much going on with the City of Richland. He believes the City is getting ready to vacate a stretch of Goethals Avenue – the piece of Goethals that runs through the Kadlec Hospital campus. This portion would be closed. The idea is to build a walkable area that would provide a more calm campus. Access would come in off Jadwin on the back side of the new building at this location. NORMA NELSON stated that the Medical Centers are right there and this would be tough for Dial-A-Ride access. CHAIRMAN WATKINS stated that he would imagine that the approach for Kadlec is Livable Communities, less vehicle traffic and more open to walking and transit. NORMA NELSON stated that as Kadlec grows, more cars fill the parking lots, which then makes it difficult for Dial-A-Ride vehicles to access medical centers, doctors' offices, etc.

CHAIRMAN WATKINS asked Tim Fredrickson to reach out to the Kadlec Hospital Administration Staff and work together on Livable and Sustainable development. Tim Fredrickson agreed noting that the suggestion made by CHAIRMAN WATKINS is an excellent idea. In fact if we find that Goethals will be closed, we can talk to the Hospital folks about including an allowance for Dial-A-Ride vehicles. TERRY CHRISTENSEN confirmed that the stretch of Goethals he refers to will be gone. Access to Kadlec would be on Swift, Stevens, or Jadwin. TERRY CHRISTENSEN suggested that BFT Staff check out the Kadlec expansion plan. Kadlec will continue to grow. There are a lot of retirees here, and more choosing to come here to retire. Tim Fredrickson stated that BFT has a good relationship with Kadlec Staff. We will work with them and see what we can do.

RICHARD BLOOM – He was surprised at the news media report relative to the concerns over fares and gas prices. He is not quite sure he understands what triggered the concerns. Just thought it was surprising that this was the topic they picked to stir the pot.

RICK MILLER – Not much to report other than the courthouse construction is underway.

MATT WATKINS – There are good reports coming in from folks that live North of Pasco who appreciate about a 10-minute improvement in their trip going from North Pasco to Richland by taking Road 100. The Association of Washington Cities (AWC) will have their annual conference at the Three Rivers Convention Center the end of June. When he and a few other elected officials met recently with the Convention folks he stated that transit access was nearby and he may have mentioned that an All-Electric bus would be in town, so if Staff gets a call from AWC...Tim Fredrickson stated that we will pick up the phone.

11. Next Meeting – Thursday, May 9, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
12. Executive Session – As announced earlier in the meeting there will be an Executive Session of the Administration & Finance Committee held after the Board Meeting adjourns.
13. Adjournment

Adjournment – The regular meeting of the Board of Directors immediately adjourned at 7:36 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/May 9, 2013

