

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, March 14, 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, Dick Ciccone, Katherine Ostrom, Kathy McMullen, Tony Kalmbach, Terry DeJuan, Christy Watts, Debra Hughes, Gloria Boyce, Rob Orvis, Tom Turner, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Pledge of Allegiance

CHAIRMAN WATKINS invited NORMA NELSON 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 couple of other BFT employees, Holly Kaczmariski, Rusty Morris, Buddy Sosa, CAC members

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 Staff has requested one change to the Agenda – to remove Action Item 7D (Resolution 16-2013) for additional work by Staff. CHAIRMAN WATKINS called for a motion to approve the Agenda as amended.

ACTION: BOB OLSON made and RICK MILLER 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 meeting was canceled. No report.

B. Operations & Maintenance Committee/Bob Olson, Chair

BOB OLSON stated that the Committee met on Wednesday, March 6. BOB OLSON presented an overview of the topics discussed. The notes of the meeting were included in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, March 7. 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 February 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 March 8, 2013.

ACTION: As of this date, March 14, 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
012-13	73594 73652	2/8/2013	329,484.16 Payroll
013-13	Electronic File Payroll Taxes	2/8/2013	127,859.97 Payroll
021-13	73653 73850	2/22/2013	343,621.83 Payroll
022-13	Electronic File Payroll Taxes	2/22/2013	135,782.97 Payroll
Total			\$ 936,748.93

Non-Payroll Vouchers

014-13	42926 48975	2/1/2013	\$ 130,141.65 Mdse
016-13	48976 49055	2/8/2013	499,268.96 Mdse
016-13	49056 49122	2/15/2013	236,830.81 Mdse
017-13	Void Check 47238	2/19/2013	(44.01) Mdse
018-13	Void Check 45682	2/19/2013	(150.00) Mdse
019-13	Void Check 48757	2/19/2013	(54,609.83) Mdse
020-13	Electronic File Excise Tax	2/19/2013	1,611/92 Mdse
023-13	Void Check 48965	2/22/2013	(4,180.83) Mdse
024-13	49123 49200	2/22/3013	361,879.40 Mdse
Total			\$1,170,748.07

Check Register Numbers 012-2013 to 024-13 in the total amount of **\$2,341,496.14**
The motion was seconded by _____ and approved by a unanimous vote.

- C. Resolution 8-2013 – Declaring 2 Fixed Route Buses Surplus
- D. Resolution 9-2013 – Declaring 19 Vanpool Vehicles Surplus
- E. Resolution 10-2013 – Declaring 4 Dial-A-Ride Vehicles Surplus
- F. Resolution 11-2013 – Authorizing the General Manager to extend the Agreement with Summit Law Group for Legal Services
- G. Resolution 12-2013 – Authorizing the General Manager to extend the Agreement with Kelly Services, Inc for Temporary Staffing 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 RICHARD BLOOM 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 13-2013 – Authorizing the General Manager to enter into Agreement to transfer four (4) bus options from Whatcom Transit to BFT

Timothy J. Fredrickson, General Manager, stated that Whatcom Transit has a multi-option contract in place with Gillig LLC for 40-foot transit buses. Tim Fredrickson deferred additional comments to Rob Orvis, Procurement Supervisor. Rob Orvis stated that the contract allows other transit agencies to utilize bus options if Whatcom decides they do not need them. BFT has requested and Whatcom Transit has agreed to release four bus options to BFT. Resolution 13-2013 authorizes BFT to enter into an Inter-governmental Cooperative Purchasing Agreement with Whatcom Transit utilizing their contract options. There was a brief general discussion about how long it takes for delivery of new buses. Staff indicated that it will take about 14 months from order to delivery.

ACTION: RICHARD BLOOM made and STEVE BECKEN seconded a motion to approve Resolution 13-2013 as presented. MOTION CARRIED.

- B. Resolution 14-2013 – Authorizing the General Manager to enter into a Contract With Gillig LLC for four transit buses utilizing the Whatcom Transit Contract

Tim Fredrickson stated that subsequent to passing Resolution 13-2013 is Resolution 14-2013 authorizing BFT to contract with Gillig LLC for purchase of four transit buses using the Whatcom Transit contract. A memo from Staff and Resolution were included in the Board packet.

ACTION: TERRY CHRISTENSEN made and RICK MILLER seconded a motion to approve Resolution 14-2013 as presented. MOTION CARRIED.

C. Resolution 15-2013 – Resolution Establishing a Title VI Policy to be used for Service Changes and All Fare Increases

Kathy McMullen, Service Development Manager, stated that the Title VI Policy to be used for service changes and all fare increases was subject to a Public Hearing held on Tuesday, March 12, 2013, 2:00 p.m. at Three Rivers Transit Center in Kennewick, WA. Four people attended the hearing, but no public comment was given regarding the Title VI Policy. Notes of the Public Hearing were made available at tonight's meeting.

Kathy McMullen stated that the requirement for this policy comes from the Federal Transit Administration (FTA) Requirements and Guidelines, which became effective on October 1, 2012. CHAIRMAN WATKINS mentioned that since BFT has reached a certain size, with a population over 200,000, the Title VI is part of this process. Tim Fredrickson agreed noting that added analysis and reporting will be required by Staff.

Kathy McMullen presented an overview of the Title VI Policy and definitions of the Disproportionate Burden and Disparate Impact elements. Kathy McMullen introduced Tony Kalmbach, Transit Planner, and thanked him for his work on the Title VI Policy development.

RICHARD BLOOM mentioned that a draft of the Title VI Policy was presented to the Planning & Marketing Committee before it went out for Public Hearing. CHAIRMAN WATKINS stated that other things will most likely be coming our way due to becoming a direct recipient of FTA funds. Kathy McMullen agreed. As Tim Fredrickson mentioned more analysis and reporting.

CHAIRMAN WATKINS called for a motion.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolution 15-2013 as presented. MOTION CARRIED.

D. Resolution 16-2013 – Resolution Establishing an updated Policy for notification And Public Involvement Process for Service Changes and Fare Increases and Rescind Resolution 55-2008 in its entirety

Note: Under Agenda Item 4. Approval of the Agenda, Action Item 7D 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. Dial-A-Ride Subcommittee and Citizens Advisory Committee Meeting Minutes, February 11, 2013

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

Tim Fredrickson stated that we do have representatives of the CAC in the audience. He called on Holly Kaczmariski, Rusty Morris and Buddy Sosa for comment.

Holly Kaczmariski, CAC Member, reported that the CAC group met on February 11, 2013. She read the CAC Mission Statement noting that CAC members are the eyes and ears of the BFT community. She presented an overview of the items discussed at the meeting and reminded everyone that the CAC meets on the 2nd Monday of the month here in the BFT Board Room. BFT is working on their website and the newly updated BFT website will be coming out in the early summer. The CAC Committee's are working on their ideas for this project. Buddy Sosa, CAC Member, invited everyone to the CAC picnic the 2nd Monday of June, which is June 10, 2013 at Three Rivers Transit Center. They are planning an indoor picnic.

CHAIRMAN WATKINS thanked CAC members for the report.

B. Board/Staff Reports on 2013 APTA Legislative Conference

Tim Fredrickson stated that Dale M. Learn and Travis Lumpkin of Gordon, Thomas, Honeywell Governmental Affairs joined with Staff, himself, Kathy McMullen, and Terry Christensen, Board Member and Macy Neshati, Vice President of Complete Coach Works, to make up the group that visited our Congressional Delegates Staff for the Capitol Hill visits on Monday and Tuesday, March 11 and 12, 2013. It was especially good to have Macy Neshati join us to present the All-Electric Bus Demonstration Project.

Tim Fredrickson stated that he attended some of the APTA Sub-Committee meetings. The mood of Congress is a mystery. He doesn't think anybody really knows what is going to happen with Congress as far as the Reauthorization, Appropriation and the Budget all being question marks. APTA has its ideas about what the Reauthorization should look like. Map 21 is temporary and was put into place for 2 ½ years. BFT actually likes it because at least for us at BFT the Formula funding has flexibility and we are able to use some of those funds for Operation's expenses. It has helped tide us over during the recession and sales tax ups and downs.

The real heart of our visits was our meetings and discussions with the Staff of our Congressional delegates. The Staff people are very knowledgeable and handle well issues and concerns on Representative Hastings, Senator's Murray and Cantwell's behalf. In each of the three meetings we had good discussions and thanked them for the good they have done for us in the past, this building, remodel of the Operation's building, expansion of the Maintenance building being excellent examples of the assistance we have received from them.

Tim Fredrickson stated that the fact is now we are after vehicles. He stated that Kathy McMullen did a good job explaining BFT's replacement vehicle needs. We emphasized that what we are looking for are alternative energy type vehicles so that we can be flexible in our ask we are interested in pursuing the rebuilt all-electric vehicle that we are going to have the demonstration with. Tim Fredrickson stated that he told our

Congressional delegates Staff that he believes the demonstration project will be successful and that the vehicle of the future for BFT is going to be an all-electric vehicle. He noted that we especially expressed our appreciation to Senator Murray' Staff person because if it had not been for the little codicil she had attached to some funding that went to CALSTART this would never have happened. The codicil was that one of the projects that they did had to be with a transit system in Washington State.

TERRY CHRISTENSEN stated that the Legislative meetings with the Congressional delegates were good. Tim Fredrickson and Kathy McMullen did an outstanding job of talking about where we've been and where we would like to go. TERRY CHRISTENSEN stated that he was impressed with the quality of the Gordon, Thomas, Honeywell representatives. They are very knowledgeable and helpful. It is good to have them in Washington, DC helping with our cause. It was a busy time in Washington, DC, and he learned a lot. He believes BFT has a good partnership with Complete Coach Works. They are very much on board to deliver a successful All-Electric Transit Bus Demonstration project. On April 26 we will have the eyes of the nation with this project. The APTA Legislative Conference and Legislative meetings were interesting and worthwhile.

CHAIRMAN WATKINS asked where the April 26 All-Electric Bus event will be held? Tim Fredrickson responded here at BFT Headquarters.

C. APTA Bus/Paratransit Conference, May 5-8, International Bus Roadeo, May 3-7, 2013, Indianapolis, IN

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 Transit Bus and Paratransit Operations. He has already stated to Complete Coach Works people that if they wish to take the All-Electric bus to show off at the APTA Conference, we would be proud and happy to have them do so. It was Complete Coach Works that invited us to participate in the demonstration project, so it is his sense that if taking the bus would help them show off the bus to the industry and depict what the potential future is for transit, it is a good thing, plus it would be kind of nice to have our name out in front of the industry as well.

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. The purpose is review performance of a public employee – RCW 42.30.110; sub 1g. CHAIRMAN WATKINS asked how long the Executive Session is expected to take. Pat Roach stated that it is not expected to exceed 5 to 10 minutes. No action will be taken.

B. Treasurer's/Budget/Sales Tax Reports

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

Treasurer's Report on page 77 of your packet shows we have a \$15.8 million cash balance. Of this balance approximately \$10 million is reserved for 3 months operating expenses and local match for capital purchases in 2013 which gives us about a \$5.5 million surplus funds balance.

Tony Kalmbach, Transit Planner, will be giving the Boardings Report.

Sales Tax revenue decreased 2 percent in February for December Business as compared to this time last year. It is running 4 percent above the monthly budgeted amount. The sales tax report has changed slightly. Staff is now tracking a 3-year average in percentage of change in receipts and monthly budgeted amounts.

C. Boardings Report

Tony Kalmbach, Transit Planner, presented a 2-page Boardings Report. This is a new format that Staff believes will be easier to read. The Boardings report is a January 2013 to January 2012 comparative of BFT Boardings. For January 2013 the boardings are up because we had one additional operating weekday for that month.

Tony Kalmbach stated that the ridership for Vanpool is down. Part of the decrease is due to the way they are tracking the ridership. Vanpool is doing ridership analysis based on the actual number of seats in the Vanpool vehicle. This trend will continue through the remainder of 2013, then the Boardings report will depict a more accurate comparative. On the back page of the document shows the total Boardings for the entire transit system. Staff has included ridership numbers back to 2010 for an idea of where we are on overall Boardings for the agency.

CHAIRMAN WATKINS stated that he appreciates the updated Boardings report. It is easy to read.

D. General Managers Report

ITEMS IN PACKET:

- A Look at BFT Brochure
- METRO Magazine article BFT to test CCW Remanufactured Electric Bus
- Thank you letter to Kathy McMullen from Special Olympics for BFT's participation in the 7th Annual Polar Plunge Event. Special thanks to Christy Watts, Paul Singer, Ron Deary and Danny Wright
- Letter from Gretchen Guerrero to Roger Bowman, CAC Chair, announcing her resignation from the CAC. Gretchen served as Chair of the CAC during her service on the Committee
- Letter from Teamsters announcing appointment of Jo Ann Cravens as steward to replace Vince Coppeto for the Coach Operators bargaining unit

ITEMS ON DESK:

- Public Hearing notes from Public Input Policy and Title VI Public Hearing held on Tues. March 12, 2013, 2:00 pm at 3 Rivers Transit Center
- Trade Magazines and APTA mailing re: Bus/Paratransit/Rodeo Event in Indianapolis, IN, May 3-8, 2013

CALENDAR ITEMS:

- On Agenda
- Future APTA – Transit Board Members Seminar & Board Support Employee Development Workshop, July 20-23, Austin, TX

Tim Fredrickson noted that the APTA Board Members Seminar is a smaller conference designed just for Board Members and Board Support personnel. He stated this conference would be a good fit for new or experienced Board Members and would encourage any Board Member to attend.

OTHER:

- Employee Awards Breakfast, Tuesday, May 7, 2013, 5am to 11am in the Operations Driver's Lounge
- **Update: The Employee Awards Breakfast will be held FRIDAY, MAY 10, 2013, 5:00 a.m. to 11:00 a.m. in the Operations Driver's Lounge. The 2012 Employee(s)/Team of the Year will be announced at 9:30 a.m. Invitations will be out soon.**

Tim Fredrickson introduced Tom Turner, MIS/IT Supervisor. BFT is glad to have a full-time employee on board to take care of our information system needs.

10. Board Member Comments

NORMA NELSON – Thanks to everyone for attending. For the benefit of our new Board Members NORMA NELSON did a self introduction noting that she is a Dial-A-Ride Driver and has been employed with BFT for 23 years. She stated that she has served 21 of those years as a Job Steward representing Dial-A-Ride Drivers.

FRANCISCA PROCTOR – Provided a self introduction stating that tonight is her first Board meeting. She was unable to attend last month, but contacted Lisa Stade, alternate Board Member who was also unable to attend. FRANCISCA PROCTOR stated that years ago she applied to be a driver at BFT. She wasn't hired. She did work for the Red Cross for 10 years and in a doctor's office for 5 years. She is a new City Councilmember in Benton City, WA, and attended her first Council meeting in November 2012.

CHAIRMAN WATKINS stated that it is good to welcome 2 new Board Members this evening. FRANCISCA PROCTOR and JEROME DELVIN.

STEVE BECKEN – The City of Prosser really does have anew Chief of Police and Finance Director. We are fully staffed.

BOB OLSON – Handed out FYI - Map of States Fuel Tax Report – A U.S. State by State Comparison. The U.S. National Average is 28.03 cents per gallon. Kennewick will be celebrating the 1-year Anniversary of the opening of the Southridge Sports Complex on Saturday, 1:00-3:00 p.m. Last weekend we entertained our 80,000 participant to use the pavilion facilities.

JEROME DELVIN – Apologized for being a little late. This is his first Board meeting. He is the water guy now on the Benton County Board of Commissioners so that's all he has doing the last month is water, water water. It will be a relief and good for him to learn about transit, even though he served on the Transportation Committee in the State Senate. It is good to be here.

CHAIRMAN WATKINS stated that he recalls some talk in the past about a Water Taxi service so maybe that's something he could do – just joking. Welcome home, good to have you here.

TERRY CHRISTENSEN – Thanks for the opportunity to represent BFT in Washington, DC. Because of the Legislative meetings schedule he didn't get to participate a lot in the conference itself. He does want to mention that he found in talking to a lot of people that our CEO, Tim, is very, very, widely known. He is extremely respected by his peers around the nation. TERRY CHRISTENSEN stated that he was told by three different individuals that we are very lucky to have Mr. Fredrickson here at BFT because of who he is, what a visionary he is, and the leadership he can bring forth. TERRY CHRISTENSEN stated that he wanted to bring that feedback to the Board of Directors. TERRY CHRISTENSEN stated that Richland is great. There is lots of sunshine and almost 70 degrees. Come on over and have a hamburger.

RICHARD BLOOM – Last Board meeting he expressed his displeasure of not seeing the Jay Leno Garage video, so he went out to the website and it was still out there. He watched it and enjoyed it. So if you haven't yet take a look and you can see the All-Electric bus. West Richland is contemplating again our problem of divorcing ourselves from East Richland. It wasn't quite so sunny this afternoon down there.

RICK MILLER – Franklin County started building the new jail. There are still issues with Juniper Dunes and no access even though the East Foster Wells Road was put in. Last week he was in Washington, DC with the National Association of Counties Conference. He had the opportunity to talk to the Bureau of Land Management folks about the issues with the Dunes and lack of access. They talked about MAP 21 and apparently a grant may be available. They believe the Juniper Dunes is a good case study and may be able to help them out. More as this unfolds.

MATT WATKINS – Reported that the City of Pasco is doing the next phase of Road 68 which is a multi-phase project to relieve traffic congestion. MATT WATKINS mentioned that our new Board member from Benton City mentioned that she applied to become an

employee of BFT. He has stated before and will again that he is one of the early riders of BFT. He has encouraged Board Members in the past and again tonight to give BFT service a try. He talked to Christy Watts about possibly having some transit pins on hand to award to those members who ride the bus.

TERRY CHRISTENSEN stated that he is going to ride the All-Electric bus. Rusty Morris, CAC member, mentioned that the Board members could ride the bus to the CAC picnic and the CAC would feed them.

MATT WATKINS stated that there are lots of good reasons to ride BFT. He asked for a show of hands of who has ridden the bus most recently. JEROME DELVIN raised his hand stating that he rode the bus to the Fair.

CHAIRMAN WATKINS stated that we will be hearing more about Board Members riding the bus so stay tuned.

11. Next Meeting – Thursday, April 11, 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 not expected to exceed 5 to 10 minutes. No action will be taken.

CHAIRMAN WATKINS recessed the regular meeting into Executive Session at 7:50 p.m. Notice to the public will be given upon reconvening.

Reconvene – The regular meeting of the BFT Board of Directors reconvened into open session at 8:06 p.m. A discussion regarding a public employee was held. No action was taken.

13. Adjournment

Adjournment – The regular meeting of the Board of Directors immediately adjourned at 8:06 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/April 11, 2013