

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, February 14, 2013/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: MATT WATKINS, RICHARD BLOOM, BOB OLSON, BOB KOCH, TERRY CHRISTENSEN, STEVE BECKEN, RICK MILLER, NORMA NELSON, (Francisca Proctor, not present, Jerome Delvin, excused)

Staff: Tim Fredrickson, Kathy McMullen, Terry DeJuan, Barbara Hays, Katherine Ostrom, Rob Orvis, Dick Ciccone, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Citizens Public Comment/Introduction of Visitors

Lance Riniker, Richland, WA, Ed Harvill, Dial-A-Ride Driver, Chris Lilyblade, Coach Operator and a couple of other BFT employees

VICE 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.

3. Pledge of Allegiance

TERRY CHRISTENSEN led the Pledge of Allegiance

4. Approval of Agenda

VICE CHAIRMAN WATKINS asked if there is a need of an Executive Session. Patrick T. Roach, BFT Legal Counsel, responded not to his knowledge.

VICE CHAIRMAN WATKINS stated there are no changes to the agenda and called for a motion to approve the Agenda as presented.

ACTION: RICK MILLER made and BOB OLSON seconded a motion to approve the agenda as presented. MOTION CARRIED.

5. Election of Officers – BFT Board of Directors
Chair/Vice Chair

VICE CHAIRMAN WATKINS opened nominations for Chair.

BOB KOCH nominated MATT WATKINS for Chair. MATT WATKINS accepted.

TERRY CHRISTENSEN nominated RICHARD BLOOM for Chair. RICHARD BLOOM accepted.

VICE CHAIR MATT WATKINS closed nominations.

Roll Call vote:

STEVE BECKEN – MATT WATKINS
BOB KOCH – MATT WATKINS
BOB OLSON – MATT WATKINS
MATT WATKINS – MATT WATKINS
RICHARD BLOOM – MATT WATKINS
RICK MILLER – MATT WATKINS
TERRY CHRISTENSEN – RICHARD BLOOM

By majority vote MATT WATKINS is the new Chair of the BFT Board of Directors.

CHAIRMAN WATKINS opened nominations for Vice Chair.

BOB KOCH nominated BOB OLSON for Vice Chair. BOB OLSON accepted.

TERRY CHRISTENSEN nominated RICHARD BLOOM for Vice Chair. RICHARD BLOOM accepted.

CHAIRMAN WATKINS closed nominations.

Roll Call Vote:

TERRY CHRISTENSEN – RICHARD BLOOM
RICHARD BLOOM – BOB OLSON
RICK MILLER – BOB OLSON
MATT WATKINS – BOB OLSON
BOB OLSON – BOB OLSON
BOB KOCH – BOB OLSON
STEVE BECKEN – BOB OLSON

By majority vote BOB OLSON is the new Vice Chair of the BFT Board of Directors.

CHAIRMAN WATKINS noted that traditionally the Vice Chair is asked to be part of the Admin & Finance Committee. He asked BOB OLSON if he would be willing to accept moving to that Committee. Tim Fredrickson confirmed this has been the tradition.

CHAIRMAN WATKINS stated that he would ask JEROME DELVIN to backfill on the Operations & Maintenance Committee. That group could choose a Chair at their next meeting. Tim Fredrickson mentioned that when there is movement from the Committee's we have suggested to members that if they would like to serves on a different Committee – that is offered to them, then the Board Chair makes the selection of who sets on which Committee's.

BOB KOCH mentioned that the Planning & Marketing Committee meeting date and time is a conflict for TERRY CHRISTENSEN and his councilmember duties for the City of Richland. BOB KOCH asked TERRY CHRISTENSEN if he has given any thought to what meeting times, etc., or other Board Committee's that might work for him? TERRY

CHRISTENSEN stated that it will most likely be May before he can participate with the Planning & Marketing Committee. What would work best for him would be the Thursday Admin & Finance. However, the Wednesday Operations & Maintenance meeting would give him a little more availability. He does wish to pull his weight and do his part, but he won't be able to make many of the Planning & Marketing meetings. Tim Fredrickson addressed CHAIRMAN WATKINS noting that the Board Committee's set their meeting days and times, so they are not set in stone. CHAIRMAN WATKINS stated that he would suggest three things:

- Ask BOB OLSON to serve on the Admin & Finance Committee as Vice Chair of the Board
- Ask generally if anybody would like to re-juggle assignments
- Note that with BOB OLSON departing, JEROME DELVIN could serve on Operations & Maintenance

TERRY CHRISTENSEN mentioned that switching members one way or the other might be less disruptive for everybody's schedules. If he is on the Wednesday's, he will probably be able to make a high percentage of those meetings. He is sure that Dick Ciccone will probably like to have his vast years of experience in maintaining diesel engines and electric buses. TERRY CHRISTENSEN asked what Wednesday of the month? Tim Fredrickson stated that it is usually the first Wednesday of the month. CHAIRMAN WATKINS stated that we will try and have the Committee assignments worked out by next month's Board meeting. Tim Fredrickson asked CHAIRMAN WATKINS for clarification if he, BOB OLSON and STEVE BECKEN will serve on Admin & Finance. CHAIRMAN WATKINS stated, yes. Potentially it will be TERRY CHRISTENSEN and existing member(s) on Operations & Maintenance, and potentially JEROME DELVIN and existing members on Planning & Marketing. The question was raised about the Benton City Board Member and their place in the assignments. CHAIRMAN WATKINS stated that hasn't been specified so that member can fill in where needed.

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

BOB KOCH stated that he and RICHARD BLOOM met with Staff on Tuesday, February 5. Topics discussed: Social Media Policy, draft of BFT Title VI Policy, Ridership On-Board Survey Results, Finley Service Analysis. Staff presented sales tax updates. Meeting notes were provided in the Board packet.

B. Operations & Maintenance Committee/Bob Olson, Chair

BOB OLSON stated that the Committee met on Wednesday, February 6. Items discussed are on tonight's agenda under consent and action. The Committee notes were provided in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee meeting was canceled. No report.

7. Consent Agenda
(Any item is open for discussion at Board or Public Request)
 A. Minutes of January 10, 2013 Regular Board Meeting
 B. Payroll/Voucher Summary

November 2012 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 February 8, 2013.

ACTION: As of this date, February 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
133A	Void Check 73346	12/31/2012	\$ (362.74) Payroll
002-13	73481 73536	1/11/2013	325,556.29 Payroll
003-13	Electronic File Payroll Taxes	1/11/2013	125,060.63 Payroll
004-13	Void Check 72881	1/14/2013	(318.13) Payroll
006-13	P/R Taxes (3 rd Party) 4 th Qtr	1/17/2013	209.86 Payroll
009-13	73537 73593	1/25/2013	333,392.39 Payroll
010-13	Electronic File Payroll Taxes	1/25/2013	131,688.68 Payroll

Total \$ 915,226.98

Non-Payroll Vouchers

133-12	Void Check 46518	12/31/2012	\$ (1,830.79) Mdse
001-13	48709 48761	1/4/2013	466,932.55 Mdse
005-13	48762 48836	1/11/2013	268,690.38 Mdse
007-13	48837 48888	1/18/2013	1,187,902.94 Mdse
008-13	Electronic-Excise Tax	1/23/2013	1,114.97 Mdse
011-13	48889 48925	1/25/2013	250,606.82 Mdse

Total \$2,173,416.87

Check Register Numbers 133-2012 to 11-13 in the total amount of **\$3,088,643.85**
 The motion was seconded by _____ and approved by a unanimous vote.

- C. Approval of BFCOG 2013 Member Assessment Invoice - \$26,694
 D. Resolution 4-2013 – Authorize the General Manager to extend Agreement

- With PS Media, Inc. for Bus Advertising Revenue Services
- E. Resolution 5-2013 – Authorize the General Manager to extend Contract with Senske Lawn and Tree Care for Landscaping Services
- F. Resolution 6-2013 – Authorize the General Manager to award the Contract to Purchase 1 15-Passenger Van (#8351 replacement)

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

ACTION: TERRY CHRISTENSEN made and BOB OLSON 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) Note: Committees did not meet in January.

8. Action Items

- A. Resolution 7-2013 – Authorizing the General Manager to enter into a Contract with Barry Chrysler, Dodge, Jeep, Ram, Inc for purchase of 15 Mini-Vans

Timothy J. Fredrickson, General Manager, deferred comment to Terry DeJuan, Rideshare Manager, who stated that the mini-vans will replace 1996 15-passenger vans helping to meet the demand we currently have for the smaller van. The Staff recommendation is to award the contract to Barry Chrysler Dodge Jeep Ram, Inc, in Ephrata, WA. Terry DeJuan noted that one van is needed to replace van # 8942 that was stolen from the Kennewick Walmart sometime between December 21 and 26, 2012. A police report was filed but the van has not been found to date. RICK MILLER asked how the van was stolen – was it hotwired? Terry DeJuan stated, probably.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 7-2013 as presented. MOTION CARRIED.

(BFT Board Standing Committees recommended approval of Action Items to the Full Board of Directors) Note: Committees did not meet in January.

9. Discussion/Information Items

- A. CAC Meeting Minutes, Monday, January 14, 2013

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

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

Buddy Sosa, CAC Member, reported that the CAC group met on January 14, 2013. The group discussed the All-Electric bus project. There was a general discussion about the quietness of the vehicle and the absence of sound at stops for sight-impaired customers, etc. The CAC members agreed that having some type of sound arriving and leaving stops would be helpful. The group also discussed website changes and shared

suggestions. The CAC discussed Night Service. CAC members expressed interest in adding the Pledge of Allegiance to their meetings.

CHAIRMAN WATKINS thanked Buddy Sosa for the report. Now that we have an All-Electric bus on the way have there been any discussions about noise. Tim Fredrickson stated that Staff is continuing to have discussions about the topic of noise. One of the suggestions is to use the rail transit as an example – voice warning systems. We're still giving some thought to the best way to address this subject. CHAIRMAN WATKINS asked if that would be simple to do. Dick Ciccone, Fleet/Facilities/Special Projects Manager, stated yes, use of a chip in an existing system, etc. When the vehicle leave or arrive at stops, computer generated sounds would be emitted. Dick Ciccone noted that the bus is not totally silent. There is some noise factor. CHAIRMAN WATKINS stated that it sounds like technical discussions are still taking place. More as this unfolds.

B. 2013 Drafts – Board Roster, Board Standing Committee Assignments, Board Activity Calendar

CHAIRMAN WATKINS stated that we have covered the Committee assignments. He asked Staff if there are any items on the roster or activity pieces to bring to the Board's attention. Tim Fredrickson stated not really. The Committee assignments will be changed. Other than that it is what it is. CHAIRMAN WATKINS noted that we will endeavor to get the Committee assignments sorted out before the next meeting.

C. APTA Legislative Conference, March 10-12, 2013, J W Marriott in Washington, DC

Tim Fredrickson stated that this Conference is always a good event. This year we will be talking about the All-Electric Bus Demonstration Project and the unveiling event. We are inviting our Congressional delegates to participate. We will be inviting ours new Governor as well. We will have the folks from Complete Coach Works. We have solidified our relationship with PNNL and have outlined how they will be able to participate too. The Legislative Session should be very interesting. Not sure if the new Secretary of Transportation has been identified yet. There will be some Congressional events happening that will certainly have an impact on us, but there are some regulatory issues that we would like to have some discussion with the Administration and the FTA. That leader as far as we know now is not changing. It would be of particular interest to have some discussion regarding the Buy America requirements. He, Kathy McMullen, and Terry Christensen will be traveling to Washington, DC. Dale Learn, and Travis Lumpkin of Gordon, Thomas, Honeywell plan to attend our Congressional delegate meetings.

CHAIRMAN WATKINS asked to place under Discussion/Information on the March 14 Agenda: Board/Staff Reports on 2013 APTA Legislative Conference.

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

Tim Fredrickson stated that our Rodeo winners who do well at the State Conference Rodeo 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. BOB OLSON asked if they would have a portable charging system available. Dick Ciccone responded, yes.

10. Staff Reports & Comments
A. Legal Report

Patrick T. Roach stated that the good news is that he has nothing to report.

B. Treasurer's/Budget/Boardings/Sales Tax/Fuel Management Reports.

Gloria Boyce, Administrative Services Manager, provided a summary report of the items listed in Agenda Item 10B.

Gloria Boyce stated that the packet tonight contains the December Revenue and Expenditure to Budget Report. It is marked draft. As Staff completes the year end processes, it will change somewhat with final reconciliations and December Sales Tax receipts expected in a couple of weeks. Gloria Boyce stated that she expects to bring a final 2012 Budget to Actual Expenses to the Board of Directors by the March 2013 Board meeting.

Gloria Boyce stated that year to date December she gave the Board a forecast with the 2013 Budget development in November and we are running pretty close to that. The forecast was 30.3 million in revenue and we're over that about \$342,000. The Expense forecast of \$29.7 million and we are running a little hot on that by about \$167,000.

Ridership – preliminary final numbers is we were down about 9.7 percent from the budgeted amount – off by about 500,000 boardings of which a large portion comes from fixed route forecast. The farebox recovery is 13.6 percent and was pretty much there all year long. All financial reports were included in the packet pages 56-63 in greater detail.

Treasurer's Report through January shows a \$15.1 million cash balance. We have now billed all outstanding grants related to the construction of the MOA expansion and we will be submitting our close out amendment to the feds on a couple of those grants this month and the next few weeks. Of the \$15.1 the Board restricts 3 months operating expenses. That number rises this year to about \$7.9 for 3 months operating expenses and we have an additional \$2.4 million reserved for approved capital expenses leaving a positive cash balance of about \$4.8 million through January 2013.

Sales Tax through November business is up 1.3 percent from November 2011. This is running about 4 percent above what we intended for the 2012 Budget. The PTBA and local jurisdiction sales tax reports were included in the packet.

January Fuel Management Agreement shows that we received \$1,910.00 compared to last month's payout of \$1,600.00 as fuel prices continue to rise. Since inception January 2006 we are positive just over \$200,000. Average price for January was \$3.04 per gallon up from December's \$2.95 per gallon. The Fuel Forward Agreement at this time is not being renewed. There are a number of items the group is not comfortable with. The group will continue to look at the program as things develop through the year. Our inter-local agreement is good through November 2013. There was a brief general discussion regarding the Fuel Risk Management Program. Tim Fredrickson stated that most of BFT's contracts have been for a one-year period. Staff will monitor the fuel program closely.

C. General Managers Report

ITEMS IN PACKET:

- Complimentary Web contact from a BFT customer.
- A nice thank you from the Tri-Cities Visitor & Convention Bureau for BFT's continuing participation in the Bureau

ITEMS ON DESK:

- Washington State Transit Association (WSTA) 2013 Work Plan and Priorities

CALENDAR ITEMS:

- On Agenda
- Regarding the APTA Legislative Conference/Capitol Hill Visits: We have 2 confirmed meetings – Rep. Hastings and Sen. Murray's Staff; waiting on Sen. Cantwell's office confirmation.
- New Board Member Orientation: Wed. Feb. 27, 2013, 2:00 p.m. GM's Conference Room

OTHER:

APTA CEO's Seminar – He attended the Seminar which had some excellent sessions. Of particular interest were sessions on Sustainable Development, Economic Development Activities, Transit Oriented Development – combining businesses and walkable communities. Another good session was the Buy America issues and concerns that the industry is starting to feel. It is troubling at best, but Staff will continue to work through the hurdles as best we can.

Tim Fredrickson reported that he took advantage of the opportunity of being near Riverside, CA and took the day before the CEO's Seminar to pay a visit to Complete Coach Works where BFT's All-Electric Bus is being refurbished. Complete Coach Works is a real beehive of activity and they are working hard to ensure that our bus is a success. He was very impressed with the people at Complete Coach Works.

We have received notice of some state funding. He invited Gloria Boyce to tell about the funding. Gloria Boyce stated that BFT will be receiving a portion of the \$9 million that was approved during the 2012 Legislative Session. The Legislature imposed some transit related fee increases and created a public transportation grant program account. They

apportioned \$9 million into the account. Of the \$9 million BFT will receive \$270,000, \$90,000 will be accounted for in the 2012 Budget and the remaining \$180,000 accounted for in the 2013 Budget. The funding came from House Bills 2190 and 2127.

Tim Fredrickson stated for those who may not know, Christy Watts, Marketing & Customer Service Supervisor, suffered a fall in last month's icy conditions and broke her pelvis. She is back to work, but not with us this evening. We are very glad she is doing well.

11. Board Member Comments

NORMA NELSON – Thanks to all for attending and Happy Valentine's Day. Norma Nelson expressed her thanks to Chris Lilyblade for attending last month's Board meeting.

STEVE BECKEN – Prosser City Staff now claims that we have hared a Finance Director and a Chief of Police. Last time he was there those offices were still dark, so who knows. The last two police chiefs they tired to hire turned down the job. Maybe third time is a charm.

BOB KOCH – The largest thing Franklin County has going is we just signed a contract for building of the new jail – March 4 groundbreaking. He noted that 5th Street behind the Courthouse will be closed for approximately one year. He has talked to Kathy McMullen about that.

BOB OLSON – The City of Kennewick will be celebrating the opening of Ridgeline in Southridge in late March and celebrate the opening of Steptoe (underneath) connecting the 5 corner area in mid April.

TERRY CHRISTENSEN – Stated that he does not have much of significance to report. Things are going on. The City is trying to get some capital projects going and we are looking into innovative or available ways to do that. The City has put together a sub-committee. The Mayor, Mayor Pro-Tem and himself are on that Committee and have been meeting for the last couple of months and will continue to meet to find ways to bring some projects forward. We do see small businesses opening up here and there and that is really encouraging.

RICHARD BLOOM – Richland's School Bond passed and that is good news for West Richland too. It's been a busy week. If no one noticed, last Tuesday was Mardi Gras. Other than that things are going along as normal in West Richland.

RICK MILLER – Bob Koch hit the big happening in Franklin County – the building of a new jail. We have been waiting for a long time. We are working with the City of Pasco on this project too. We continue to work on Juniper Dunes. We have four or five alternate routes to get access there. Since 2006 the County has been working with the Bureau of Land Management (BLM) on the Dunes even though it was designated as a wilderness area in 1984. He missed the Operations & Maintenance Committee meeting last week due to a commitment with the Leadership Tri-Cities Meeting.

RICK MILLER noted that he lives close to Sandifur and Road 100. He saw recently that Delta High School may be built there and a Water Park possible for that area. He can see that the potential is there for this area becoming very populated.

MATT WATKINS – He got his first chance to ride out Road 100/Broadmoor to Dent. Because you used to have to go around such a long route when he came out the end of it he was not exactly sure where he was at. The route goes a lot further than he thought. He appreciates the County working on that project.

The Pasco City Council had a discussion that potentially affects the Tri-Cities. The topic, of which he was a little surprised, is the coal trains that will potentially be coming through the Tri-Cities. Rail has been here pretty much before Cities have been here so it is also good business. He was surprised at the number of trains – 32 per day. This would mean an extra train every hour, except for 8 hours there would be 2 every hour. From a Pasco perspective we have one less at-grade crossing than years before. Another at-grade crossing will go away with completion of the Lewis Street overpass project. Still that number of trains is a potential issue going forward. He would imagine that Kennewick would have even more issues with that number of trains.

BOB OLSON stated that the Kennewick City Council got a report from the Port of Morrow. They are taking a shot at unloading the trains there and putting them on barges for shipment. BOB OLSON stated that he spoke to a fellow with the Port of Vancouver and he mentioned that the Port of Morrow idea will never happen. BOB OLSON stated that when you think about it – you can load 2 120-car trains on each barge. This would seem to take all the strain off of Cherry Point, then than would seem absolutely the way to do it, just find a way to unload and load quickly. There are already 2 coal trains each week going through the Port of Morrow. CHAIRMAN WATKINS stated that this is a topic to keep an eye on. More as this unfolds.

Rusty Morris, CAC Member, stated that she would like to mention Night Service and that there are still some issues and concerns. She expressed her appreciation to Kathy McMullen and Katherine Ostrom for their assistance. Rusty Morris stated that he would be great if Night Service could have their Dial-A-Ride type vehicles back in service. CHAIRMAN WATKINS stated that we cannot add any service and then not be able to afford it.

12. Next Meeting – Thursday, March 14, 2013 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
13. Executive Session – None.
14. Adjournment

CHAIRMAN WATKINS adjourned the regular meeting of the BFT Board of Directors at 7:55 p.m.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant & Clerk of the Board/March 14, 2013