

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, January 10, 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, SHON SMALL, Alternate for JEROME DELVIN, LLOYD CARNAHAN, representing Benton City, STEVE BECKEN, RICK MILLER, CHRIS LILYBLADE, Alternate for NORMA NELSON, (Jerome Delvin, excused)

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

2. Citizens Public Comment/Introduction of Visitors

Lance Riniker, Richland, WA, Roger Bowman, Rachel Bowman, CAC members, Dee Marks, Dial-A-Ride Driver (Retired), a few BFT employees attended to support Dee Marks recognition.

LLOYD CARNAHAN, Mayor of Benton City, WA, introduced 2 of the city's new council members: Francisca Proctor and Lisa Stade. They are here tonight to observe the Board meeting and will decide afterwards who will become the Primary and Alternate BFT Board Members representing Benton City. Mayor Carnahan will send official notice to BFT of the Councilmember's decision. VICE CHAIRMAN stated welcome and thank you to Mayor Carnahan for the introductions.

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. Approval of Agenda

VICE CHAIRMAN WATKINS stated that we have a full Board tonight. He thanked everyone for their attendance. He welcomed Benton County Commissioner Shon Small who is the alternate Board member for Benton County Commissioner Jerome Delvin. Jerome Delvin will be serving as the primary BFT Board member representing Benton County replacing Leo Bowman who retired the end of December 2012.

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: BOB OLSON made and RICHARD BLOOM seconded a motion to approve the agenda as presented. MOTION CARRIED.

4. Recognition – Retirement/Dee Marks, Dial-A-Ride Driver
 Resolution 1-2013 March 28, 1995-November 22, 2012

VICE CHAIRMAN WATKINS stated that Dee Marks served BFT for 17 years as a Dial-A-Ride Driver. Katherine Ostrom, Dial-A-Ride Manager, introduced Dee Marks and read aloud the tribute remarks from Resolution 1-2013. VICE CHAIRMAN called for a motion to adopt Resolution 1-2013 as presented.

ACTION: BOB KOCH made and STEVE BECKEN seconded a motion to approve Resolution 1-2013. MOTION CARRIED.

VICE CHAIRMAN WATKINS expressed his thanks to Dee Marks for her service to BFT. A Certificate of Commendation and Lifetime Bus Pass was presented to Dee Marks. Presentation photos were taken of the honoree and VICE CHAIRMAN WATKINS.

5. Board Committee Reports

VICE CHAIRMAN WATKINS stated that Board/Staff Standing Committee meetings for January were canceled. No reports.

6. Consent Agenda
(Any item is open for discussion at Board or Public Request)
 A. Minutes of December 13, 2012 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 January 4, 2013.

ACTION: As of this date, January 10, 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
125-12	73361-73419	12/14/2012	\$ 354,390.48 Payroll
126-12	Electronic File Payroll Taxes	12/14/2012	124,759.59 Payroll
130-12	73420-73480	12/28/2012	387,183.88 Payroll
131-12	Electronic File Payroll Taxes	12/28/2012	134,906.53 Payroll
Total			\$1,001,240.48

Non-Payroll Vouchers

124-12	48451-48522	12/7/2012	\$ 389,826.36 Mdse
127-12	48523-48602	12/14/2012	336,893.68 Mdse
128-12	48603-48645	12/21/2012	156,315.71 Mdse
129-12	Electronic-Excise Tax	12/21/2012	1,249.02 Mdse
132-12	48646-48708	12/28/2012	277,152.94 Mdse
Total			\$1,161,477.71

Check Register Numbers 124-2012 to 132-12 in the total amount of **\$2,162,688.19**
The motion was seconded by _____ and approved by a unanimous vote.

VICE 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) Note: Committees did not meet in January.

7. Action Items

A. Resolution 2-2013 – Authorizing the General Manager to extend the Contract with Garda CL Northwest, Inc. for Armored Car Cash Vault Services

Timothy J. Fredrickson, General Manager, stated that this item is a simple extension of an existing contract. He deferred comment to Rob Orvis, Procurement Supervisor. Rob Orvis stated that Garda CL Northwest contract has been in place for four years. Staff recommends extending the contract for one more year, then go out for proposals. The final year of the contract will see a small increase of 1.2 percent.

ACTION: BOB OLSON made and BOB KOCH seconded a motion to approve Resolution 2-2013 as presented. MOTION CARRIED.

B. Resolution 3-2013 – Authorizing the General Manager to extend the Contract With Casaday Bee-Line Service & Towing, LLC

Tim Fredrickson stated that this item is another extension of a contract already in place. He deferred to Staff for comment. Rob Orvis noted that BFT is satisfied with the vendor and Staff is excited to do business with them. Richard Ciccone/Fleet-Facilities, Special Projects Manager, stated that the vendor provides good service and will continue that service with no additional cost.

ACTION: SHON SMALL made and STEVE BECKEN seconded a motion to approve Resolution 3-2013 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.

8. Discussion/Information Items
 - A. CAC Meeting Minutes, Monday, December 10, 2012

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

Tim Fredrickson stated that we do have representatives of the CAC in the audience. He called on Roger Bowman and/or Rachel Bowman for comment.

Roger Bowman, CAC Chair, reported that the CAC group met on December 10, 2012. They held elections of officers. They paid tribute to Jack Kalia, CAC member for 6 years, awarding a Certificate of Commendation for his service. One topic of discussion was about how the group can focus in 2013 to work toward getting more people on the bus in the North Richland area. The CAC group encourages the Board of Directors to continue the purchase of used buses.

VICE CHAIRMAN WATKINS stated his thanks for the report and for the work the CAC does for BFT. As always, he looks forward to reading the CAC meeting notes.

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

Tim Fredrickson stated that Board members are encouraged to attend. This is the conference where BFT makes our capital needs known. We are continuing on our quest for revenue vehicles. VICE CHAIRMAN WATKINS stated that the Legislative is a good conference. BFT has lost a powerful advocate in Leo Bowman. VICE CHAIRMAN WATKINS stated that his position as Mayor of Pasco and having a full-time job makes it difficult for him to get away. He would be up for Chair of the BFT Board, but unable to travel. He encouraged any Board member to call Tim Fredrickson and talk to him if they are interested in either Chair or Vice Chair of the BFT Board of Directors.

9. Staff Reports & Comments
 - A. Legal Report

Patrick T. Roach stated that he is happy to report that there is nothing new legally 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 9B. The Sales Tax by Local Jurisdiction and by PTBA December 2012 – Report for October 2012 Business was provided on the desk tonight. 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.

SHON SMALL asked what a monthly pass costs. Kathy McMullen, Service Development Manager, stated that an adult monthly pass costs \$25.00 and a Freedom Pass costs \$50.00 and can be used on any BFT mode of service and also includes Trans+Plus Night Service.

RICHARD BLOOM asked about the cash balances and the end of year payment. Gloria Boyce stated that we have completely reconciled and billed our MOA – this Admin building construction. The Federal government's share was reconciled and billed. That grant is now closed. It does reflect outstanding federal contributions to the project.

C. General Managers Report

ITEMS IN PACKET:

- Union Alternate Non-Voting Board Representative appointment notification naming Chris Lilyblade, Coach Operator.

ITEMS ON DESK:

- PTBA/Local Jurisdictions Sales Tax Reports

CALENDAR ITEMS:

- On Agenda
- Tim Fredrickson asked Board Members interested in attending the APTA Legislative Conference, March 10-12, 2013 in Washington, DC, to contact Susan at their earliest convenience.
- Nominations for 2012 BFT Employees/Team of the Year is open. The deadline is Friday, April 19, 2013.

10. Board Member Comments

CHRIS LILYBLADE, Alternate Non-Voting Union Representative – Stated that he appreciates the opportunity to serve as the Alternate member. Not much to report. Stated that he hoped everyone had a happy holiday. Good to be here.

LLOYD CARNAHAN – No comment other than Benton City will send notice of their new representatives to BFT later this month.

STEVE BECKEN – No comment.

BOB KOCH – He just got in from Olympia just before tonight's meeting. The Legislative Session starts next week. There are so many unknowns – a new governor and staff changes and changes in the Legislative members too. He believes it will be an interesting session.

BOB OLSON – Crews are working on cutting Steptoe underneath the railroad tracks to complete Steptoe to Clearwater. The next step is up and over the hill.

SHON SMALL, Alternate Board Member for Jerome Delvin, stated that it is a pleasure to get Alternate member of the Board. He has never been to BFT before. He see's this as a

good opportunity to participate when he does show up. To piggyback off of what Mr. Koch was saying. He attended the Legislative Conference in Olympia on Wednesday, Jan. 9. The talk was about how most believe the 2013 Legislative Session will be an interesting one indeed. It may even be a lengthy Session. Conversations about the State deficit are underway. So keep your fingers crossed and we'll see what the Legislature can come up with.

VICE CHAIRMAN WATKINS extended an invitation to SHON SMALL on behalf of Staff as he and Mr. Delvin come onto the Board that they visit BFT, take a tour of the facilities, and participate in a new Board Member Orientation. It takes a couple of hours. Tim Fredrickson stated that we would be happy to arrange that. The Orientation includes sharing of the institutional documents, By-Laws, and State law that allows BFT to operate, etc.

TERRY CHRISTENSEN stated that being a new Board member he had the opportunity last year to participate in the Orientation. He really learned a lot. It was a good experience.

All is well with the City of Richland. They are still in the process of cleaning up from the wind storm. What was amazing to him is that some of the old established trees were taken down by the storm. He has witnessed many wind storms over the years, but hasn't seen anything like that one. It will be quite a while before everything gets put back in shape. By March or April it should look much better.

A few months back he made a suggestion that we begin each of these meetings with the Pledge of Allegiance. He has not heard anything more about that. If it is something that takes Board action, he would like to see that the Pledge of Allegiance is listed on the next Board meeting agenda.

VICE CHAIRMAN WATKINS stated that he doesn't believe there would be any objections to the Pledge of Allegiance request. He apologized that he did not remember that request. Starting next month he asked Staff to ensure that the Pledge of Allegiance is listed on the meeting Agenda. Tim Fredrickson responded, done.

RICHARD BLOOM – Stated that he will piggyback on the wind comment: The wind snapped his flagpole right off. He was amazed. West Richland is surviving. He believes the Public Works Director has finalized the alignment Belmont down to Van Giesen so somewhere in the next year we'll have an alternative option open to travel west through West Richland on a route besides Bombing Range.

RICK MILLER – Stated that he is really excited about the aquatic park coming to Pasco. Let's get it done. Good job Matt.

VICE CHAIRMAN WATKINS stated that the Facilities District is modeling what transit did many years ago giving the residents of the Tri-Cities area the opportunity to vote on an Aquatic Park. Stay tuned over the next few weeks.

Tim Fredrickson noted that he wishes to include the invitation of the new Board Member Orientation to the Benton City Councilmember that wins the coin toss. VICE CHAIRMAN WATKINS noted that both the Primary and Alternate members are invited to the orientation.

VICE CHAIRMAN WATKINS – Stated that his closing comment would be to remind folks to think about the election of Board officers – Chair and Vice Chair. Also, when he opened up the BFT Almanac and saw the photo of the painting by Dan Schmidt of a transit bus in 1982 he was taken back in time when he was a kid riding transit. The green and white Washington license plate, the guy on the right wearing sunglasses, he believes he was a driver, he looks familiar. It is just incredible – a great painting.

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

VICE CHAIRMAN WATKINS adjourned the regular meeting of the BFT Board of Directors at 7:30 p.m.

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

