

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, December 13, 2012/7:00 p.m.  
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: LEO BOWMAN, MATT WATKINS, RICHARD BLOOM, BOB OLSON, BOB KOCH, LLOYD CARNAHAN/for HONDA JOHNSON, NORMA NELSON, (Steve Becken, Rick Miller, Terry Christensen, excused)

Staff: Tim Fredrickson, Gloria Boyce, Rob Orvis, Kathy McMullen, Terry DeJuan, Jerry Otto, Jim Thoeke, Katherine Ostrom, Christy Watts, Dick Ciccone, Susan Snowdy, Patrick T. Roach, Legal Counsel

2. Citizens Public Comment/Introduction of Visitors

Lance Riniker, Richland, WA, Karen & Steve Vandecar, CAC members, BFT employees: Chris Lilyblade, Coach Operator, Ed Harvill, Dial-A-Ride Driver

CHAIRMAN BOWMAN 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

CHAIRMAN BOWMAN asked if there is a need of an Executive Session. Timothy J. Fredrickson, General Manager, responded not to his knowledge.

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

ACTION: RICHARD BLOOM made and LLOYD CARNAHAN seconded a motion to approve the agenda as presented. MOTION CARRIED.

4. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

BOB KOCH, Chair, presented an overview of the items discussed. Staff is working on putting together a social media policy. More as this unfolds. The notes of the meeting were included in the packet.

B. Operations & Maintenance Committee/Bob Olson, Chair

BOB OLSON, Chair, presented an overview of the items discussed. The notes of the meeting were included in the packet.

C. Administration & Finance Committee/Steve Becken, Chair

MATT WATKINS, Vice Chair, stated that a couple of items discussed are on tonight's agenda: modification to the CAC Standing Rules and a resolution to surplus vehicles and authorize the sale of those vehicles through the BFT Shared Transportation Program.

5. Consent Agenda  
**(Any item is open for discussion at Board or Public Request)**  
 A. Minutes of November 8, 2012 Regular Board Meeting  
 B. Minutes of October 11, 2012 Board/Staff Budget Retreat  
 Minutes of November 8, 2012 Board/Staff Budget Retreat  
 C. 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 December 7, 2012.

ACTION: As of this date, December 13, 2012, I, \_\_\_\_\_  
 Move that the following checks be approved for payment:

**Payroll**

Check Register Number	Check Number/Number	Date of Issue	in the amount of
103-12	Payroll 3 <sup>rd</sup> Qtr Tax Adjustmt	10/11/2012	\$ 31.78 Payroll
110-12	731886-73240	11/2/2012	339,057.14 Payroll
111-12	Electronic File Payroll Taxes	11/2/2012	123,340.99 Payroll
115-12	73241-73297	11/16/2012	346,037.71 Payroll
116-12	Electronic File Payroll Taxes	11/10/2012	124,405.67 Payroll
120-12	73298-73360	11/30/2012	370,332.02 Payroll
121-12	Electronic File Payroll Taxes	11/30/2012	123,834.33 Payroll

**Non-Payroll Vouchers**

**Total \$1,427,039.54**

112-12	48143-48211	11/2/2012	\$ 477,702.16 Mdse
113-12	48212-48270	11/9/2012	168,554.22 Mdse
114-12	A/P Void Ck #047989	11/14/2012	(29.78) Mdse
117-12	48271-48326	11/16/2012	292,986.92 Mdse
118-12	48327-48368	11/23/2012	167,957.27 Mdse
119-12	Electronic Excise Tax	11/21/2012	1,072.46 Mdse
122-12	48369-48450	11/30/2012	249,889.36 Mdse
123-12	A/P Void Check #048334	11/30/2012	(429.12) Mdse

**Total \$1,377,703.49**

Check Register Numbers 103-2012 to 123-12 in the total amount of **\$2,804,743.13**

The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.

- D. Resolution 48-2012 – Extend ARC Contract for ADA Services through December 31, 2013
- E. Resolution 49-2012 – Award Contract to Aramark Uniform Services for Maintenance Department Uniforms
- F. Resolution 50-2012 – Rescind Resolution 33-2012 and declare Nine Dial-A-Ride Vehicles as Surplus
- G. Resolution 51-2012 – Authorizing the General Manager to renew the Agreement with FleetNet Corporation to Support the Operations, Maintenance, Administration Computer System

CHAIRMAN BOWMAN 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 MATT WATKINS 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)**

6. Action Items

A. Approval – BFT Transit Development Plan 2012-2017 Capital Amendment

Tim Fredrickson stated that the Transit Development Plan has been discussed at the Staff level over the course of several weeks and presented to the Board/Staff Standing Committees. The amended financial plan was presented to Committee meetings and funding levels are available. Kathy McMullen, Service Development Manager, has a power point presentation available if the Board so wishes. Tim Fredrickson called on Kathy McMullen for additional comment.

Kathy McMullen stated that no one attended the TDP Public Hearing on Tuesday, December 11, 2012, 2:00 p.m. held at Three Rivers Transit Center. Kathy McMullen stated that there may be further changes as FTA works through the multitude of changes contained in MAP-21. Staff will closely monitor and make changes only as necessary. The revised financial tables presented for approval tonight will be included in the State Transportation Improvement Program (STIP) and Federal Transit Administration (FTA) funding and grant application processes. The final 2012 amended document will be submitted to the Benton-Franklin Council of Governments (BFCOF) to meet their scheduled STIP amendment process.

CHAIRMAN BOWMAN called for a motion to approve the TDP 2012-2017 Capital Amendment as presented.

ACTION: MATT WATKINS made and BOB OLSON seconded a motion to adopt The BFT Transit Development Plan 2012-2017 amended Capital Program as presented. MOTION CARRIED.

**B. Resolution 47-2012 – Resolution to Amend BFT Citizens Advisory Committee (CAC) Standing Rules**

Tim Fredrickson stated that two changes are proposed: to clarify that the CAC is not limited to addressing just fixed route service issues; to clarify language regarding election of officers – *at the last meeting of each calendar year* or as needed to serve a one year term *commencing January 1*.

**ACTION:** BOB KOCH made and MATT WATKINS seconded a motion to amend The Citizens Advisory Committee (CAC) Standing Rules as presented. **MOTION CARRIED.**

**C. Resolution 52-2012 – Authorizing the General Manager to enter into an Interlocal Agreement with Central Florida Transportation Authority d.b.a. Lynx Transit for up to 10 Piggyback Bus Options with Gillig LLC**

Tim Fredrickson stated that a memo and resolution are included in the Board packet and if approved would authorize him to enter into an Intergovernmental Cooperative Purchasing Agreement with Lynx Transit in Orlando, FL, to utilize their contract options enabling BFT to purchase up to 10 40' transit buses directly from Gillig LLC. This item was discussed and recommended for approval by the Operations & Maintenance Committee.

**ACTION:** BOB OLSON made and BOB KOCH seconded a motion to approve Resolution 52-2012 as presented. Discussion followed.

RICHARD BLOOM mentioned for clarification in the last whereas of Resolution 52-2012 it states Lynx has agreed to release ten transit bus options to BFT at a cost of \$500 per bus. The \$500 is just for the option, right. Tim Fredrickson responded, yes. This allows BFT to piggyback onto their bus purchase. BOB OLSON stated that he should have mentioned that BFT gets credit for the \$500. RICHARD BLOOM noted that he didn't want anyone to think that we were getting a new bus for \$500. JERRY OTTO, Fleet Manager, stated no, he doesn't think so, not today anyway.

**CHAIRMAN BOWMAN** called the question and the **MOTION CARRIED UNANIMOUSLY.**

**D. Resolution 53-2012 – Authorizing the General Manager to enter into a Contract with Gillig LLC for four Transit Buses**

Tim Fredrickson stated that a memo from Jerry Otto and Rob Orvis provides background and funding information for the procurement of four transit buses from Gillig, LLC. The Operations and Maintenance Committee reviewed the Staff material last week and concurred with the Staff recommendation.

**ACTION:** BOB OLSON made and BOB KOCH seconded a motion to approve Resolution 53-2012 as presented. Discussion followed.

MATT WATKINS, Vice Chair, stated that he notices that the buses cost \$422,500 each, so that is about \$422,000 too much. CHAIRMAN BOWMAN mentioned that this summation must be based on recent conversation about \$500 options. Although he does appreciate talking about \$1 buses, etc. RICHARD BLOOM mentioned it is almost Christmas, but.

CHAIRMAN BOWMAN called the question – speaking only to the motion – and the MOTION CARRIED UNANIMOUSLY.

There was a brief discussion regarding the current spare ratio, tenure of the fleet – average age, miles. Jerry Otto stated that we are in good shape, probably have a little breathing room, maybe 2 or 3 years. CHAIRMAN BOWMAN asked if we will be back in panic mode in a few years as we were before the Sound Transit buses, etc. Another reason he asks is now that some federal funds formerly used for capital will now be used for operations – how does this dovetail into the purchase of these really good used buses. Tim Fredrickson stated that part of the TDP that we just adopted – those out years – certainly has all of this in consideration, how we look at new vehicle purchases. One idea he has asked that we start to really think about is – how in the future – we may be seeing an all-electric bus as a replacement for some of these that we already have or retrofitting some of those. Although, his consideration is to retrofit low-floor vehicles and the Sound Transit buses are not low-floor.

CHAIRMAN BOWMAN stated that these are exciting times for BFT to prepare for. He doesn't remember if the TDP includes the use of 50 percent of our federal money for operations. Kathy McMullen placed the slide from her power point onto the monitors. The TDP Table includes about \$10 million in 5307 funds. We committed \$4.5 million to operating, leaving about \$5 million for vehicles. CHAIRMAN BOWMAN stated this is due to becoming a direct recipient of funding. Staff responded, yes. CHAIRMAN BOWMAN stated that now we can afford to put some dollars into capital. Is that somewhat accurate? Kathy McMullen stated, yes. We should be in very good shape and we should see our total fleet rejuvenate over the next few years. CHAIRMAN BOWMAN responded, very good.

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

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

The CAC meeting minutes for December were included in the packet. CHAIRMAN BOWMAN asked if members of the CAC wish to comment.

Tim Fredrickson stated that we do have representatives of the CAC in the audience. He called on Steve and Karen Vandecar.

Karen Vandecar, CAC member, stated that the group met on Monday, December 10. The CAC discussed vehicles and urge the Board of Directors to buy used buses, keep the Budget down and not have to increase fares. The CAC would like to see increases in

service. The CAC really appreciates the work of the Board of Directors. CHAIRMAN BOWMAN stated, thank you. The Board appreciates the work of the CAC too.

MATT WATKINS, Vice Chair, stated again that he appreciates the details that the CAC get into, being actual users of the system. He looks forward to reading the CAC meeting notes. They give a ground level sense and support to what we do.

**B. Drafts – Board of Directors Roster, Board/Staff Standing Committee Assignments and Activity Calendar for 2013**

Tim Fredrickson stated that the draft documents have been prepared for the Board's review and comment. Recent and potential changes are highlighted. We won't have an idea of who is representing Benton County until that decision is made by the incoming Board of Commissioner's. After that the officers and committee assignments will be made. The activity calendar is fairly complete. However, if there are any questions, please contact Susan.

MATT WATKINS asked if Staff needs letters from the jurisdictions annually naming their representatives to the Board. Tim Fredrickson stated, yes. The BFT Board elects officers annually at the February Board meeting per the By-Laws.

CHAIRMAN BOWMAN reminded Board members to take a look at the activity calendar as we go forward into the expansion of becoming a 200,000 plus process and become one of the big guys – the smallest big guy. Again, we're too big to be small or too small to be big, but by God – we are powerful. Wow, good luck on that.

**8. Staff Reports & Comments**  
**A. Legal Report**

Patrick T. Roach stated that there are no new legal perils that we face. Good report.

**B. Treasurer's/Budget/Boardings/Sales Tax/Fuel Management Reports.**  
Gloria Boyce, Administrative Services Manager, presented an overview of the following: Treasurer's, Budget, Boarding, Sales Tax, and Fuel Management Reports. Most reports were included in the Board packet. The reports which were not included in the packet are on the desk tonight and include revised Budget information.

MATT WATKINS, Vice Chair, asked when the new fuel contract begins. Tim Fredrickson, stated, February 1, 2013.

**C. General Managers Report**  
**ITEMS IN PACKET:**

- Thank you note from the Prosser Economic Development Council for membership support.

There was a general discussion about how to bring back the Wine Country Route next year by bringing together the TCVCB, Prosser Economic Development folks, merchants,

hospitality venues, etc to market and promote the route in their day to day business dealings. More as this unfolds.

- Letter from Mark Kushner, BFCOG Transportation Director, and a copy of BFCOG Resolution 04-2012 identifying the Ben Franklin Public Transportation Benefit Area as the designated recipient for Federal Section 5307 Transit Funds for the Kennewick-Pasco-Richland Urbanized Area.

ITEMS ON DESK:

- Notes of the November 8, 2012 Board/Staff Budget Retreat

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.

9. Board Member Comments

NORMA NELSON – Thanks to all for attending. Norma expressed Retirement Congratulations to Leo Bowman. Happy Holidays to everyone. Norma stated that Teamster's Local Union 839 has selected Chris Lilyblade, Coach Operator, as alternate non-voting union representative Board member. A letter from Bob Hawks is on its way to Tim Fredrickson. Norma introduced Chris Lilyblade who was in the audience. Welcome Chris.

LLOYD CARNAHAN – No comment other than to say that the City of Benton City is working on naming a permanent representative to the BFT Board. Honda Johnson had other commitments tonight. She is a business owner and evenings are difficult for her to commit to. Lloyd stated that he would attend the January 10, 2013 Board meeting. He asked Staff not to put out a permanent name plate for him because he will very likely remain the alternate Board member.

BOB OLSON – Asked Jerry Otto if we sent Sound Transit a Christmas card for the buses. Jerry Otto responded, not so much a card, but a couple of kisses, maybe. BOB OLSON wished everyone a Merry Christmas.

RICHARD BLOOM – Stated that he wore his Christmas tie – Taz eating Santa Claus! Things are quiet in West Richland, going well. He wished everyone a Merry Christmas and Happy New Year. We'll see you next year.

BOB KOCH – Merry Christmas and Happy New Year. Although he is sad to see Leo Bowman step down from his positions and duties, he expressed his congratulations to Leo Bowman upon the occasion of his retirement the end of December.

LEO BOWMAN – He would report on a business note that next week Jerome Delvin will be riding with him and they will be stopping by transit. LEO BOWMAN stated that he is not sure how often Jerome has been here. Leo stated that his guess at this point is that Jerome Delvin will be the representative to Ben Franklin Transit from the Benton County Board of Commissioners. He does not know that for a fact. Last night he attended a

Good Roads and Transportation meeting and four BFT Board members were in attendance. The guest speaker was Mr. Armstrong, former legislator from the Wenatchee area. He was indicating that there are three prime candidates for Secretary of Transportation: Paula Hammond (current Secretary) Joni Earl, CEO of Sound Transit, and himself, Mike Armstrong. Guess we will wait and see how that appointment sorts out. LEO BOWMAN wishes everyone a Merry Christmas and Happy New Year. He expressed his best to BFT and good luck for decades to come. You will be providing a very important service to our community.

MATT WATKINS – Stated there is one final piece of business that needs to be taken care of this evening. MATT WATKINS, Vice Chair, addressed LEO BOWMAN, Chair, stating that he is not sure whether this comes as a surprise or not, but we have a Resolution – 54-2012 to be acted upon. With the Chair's indulgence, he read Resolution 54-2012 aloud.

The Resolution commended LEO BOWMAN for his 16 years of dedicated service to Ben Franklin Transit, serving the last 10 years as Chairman of the Board of Directors. We wish LEO BOWMAN a long and enjoyable retirement with family and friends filled with many adventures.

**ACTION: MATT WATKINS made and BOB KOCH seconded a motion to approve Resolution 54-2012 as presented. MOTION CARRIED.**

LEO BOWMAN expressed his heartfelt thanks to Board and Staff for the recognition. LEO BOWMAN stated that this honor is equal to the one he received yesterday – Dec. 12, 2012.

Governor Gregoire presented LEO BOWMAN with a Proclamation naming December 12, 2012, as LEO BOWMAN DAY in Washington State, and she urged all citizens to join her in this special observance.

MATT WATKINS stated that BFT Staff has a plaque to present to LEO BOWMAN and there is a photo opportunity for fellow Board members and the General Manager. The rest of the surprise (or not) is waiting in the lobby. Staff has a cake to share with Board, Staff, and some friends who stopped by to share in this special evening to honor LEO BOWMAN.

10. Next Meeting – Thursday, January 10, 2013 – 7:00 p.m.  
BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA
11. Executive Session – None.
12. Adjournment

CHAIRMAN BOWMAN adjourned the regular meeting of the BFT Board of Directors at 7:48 p.m.

Meeting recorded by:  
Susan Snowdy, CMC  
Executive Assistant & Clerk of the Board/January 10, 2013