

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, November 8, 2012/7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Convene/Roll Call: LEO BOWMAN, MATT WATKINS, RICHARD BLOOM, TERRY CHRISTENSEN, BOB OLSON, STEVE BECKEN, BOB KOCH, NORMA NELSON, (Bob Koch, excused, Honda Johnson, not present)

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

2. Citizens Public Comment/Introduction of Visitors

Lance Riniker, Greg Turpen, CAC member, two BFT employees (Drivers) were in attendance.

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.

Lance Riniker, Richland, WA – Stated that he has a request of BFT Management to look into instituting a program whereby permanent affixed tie downs could be placed on a wheelchair. The customer could sign a waiver alleviating BFT of any liability for having permanently affixed tie downs. The affixed tie downs would speed up the process of being tied down on the bus and also benefit in having a securement that is going to be in a secure place. Appropriate personnel of BFT would supervise placement of the tie down, saving time and adding safety. The securement process is becoming a real difficulty for wheelchair users. CHAIRMAN BOWMAN stated that earlier this evening in the Budget discussion there was a discussion regarding all the different mobility devices, training, and how to speed up the process and do it correctly. CHAIRMAN BOWMAN stated that he is sure BFT Staff will take a good hard look at his request.

3. Approval of Agenda

CHAIRMAN BOWMAN stated there is one change to the agenda.

CHAIRMAN BOWMAN stated that Agenda Item 6D – Resolution 47-2012 – Amend CAC Standing Rules is being pulled from the agenda. CHAIRMAN BOWMAN called for a motion to approve the agenda as amended.

ACTION: MATT WATKINS made and BOB OLSON seconded a motion to approve the agenda as amended. MOTION CARRIED.

4. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

RICHARD BLOOM presented an overview of the items discussed by Committee on November 6, 2012. The Committee discussed route proposals and the costs associated with the changes. The group discussed the Transit Development Plan and the impacts of the FTA direct recipient ruling due to the population increase of the PTBA established in the 2010 Census. RICHARD BLOOM mentioned that he asked Staff about adding limited Sunday service. TERRY CHRISTENSEN provided an update on traffic patterns on George Washington Way and Columbia Point Drive and access to WINCO Foods that the City of Richland is researching. The group was given a sales tax update. The meeting notes were available on the desk tonight.

B. Operations & Maintenance Committee/Bob Olson, Chair

BOB OLSON, Chair, stated that the Committee meeting was canceled. No report.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, November 5, 2012. The group discussed the 2013 Budget, talked about the survey sent out regarding legal counsel. The consensus is to continue with legal services provided by Patrick T. Roach Law Office. CHAIRMAN BOWMAN noted that the notes of the Committee meeting are on the desk tonight.

5. Consent Agenda

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

- A. Minutes of October 11, 2012 Board of Directors Meeting
- B. Payroll/Voucher Summary

Vouchers audited and certified by the 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 mailed to the Board Members November 2, 2012.

Check Register Number	Check Number/Number		in the amount of
100-12	73074-73130	10/5/2012	\$ 349,050.30 Payroll
101-12	Electronic File Payroll Taxes	10/5/2012	122,098.43 Payroll
105-12	73131-73185	10/19/2012	349,539.71 Payroll
106-12	Electronic File Payroll Taxes	10/19/2012	123,975.11 Payroll
			Total \$ 944,663.55
102-12	47873-47949	10/5/2012	\$ 562,374.05 Mdse
104-12	47950-48015	10/12/2012	212,879.42 Mdse
107-12	48016-48090	10/19/2012	490,002.22 Mdse
108-12	Electronic-Excise Tax	10/23/2012	1,046.10 Mdse

109-12	48091-48142	10/26/2012	149,138.40 Mdse
			Total \$1,415,440.19

Check Register Numbers 100-2012 to 109-12 in the total amount of **\$2,360,103.74**

C. Resolution 43-2012 – Authorizing the General Manager to enter into a License Agreement between BFT and the City of Kennewick for the City's Police Department to occupy a designated space at the Three Rivers Transit Center

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

ACTION: MATT WATKINS 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)

6. Action Items

A. Resolution 44-2012 – Adoption of BFT 2013 Capital and Operating Budget

Timothy J. Fredrickson, General Manager, stated that we have had an extensive Board/Staff Retreat spanning two meetings, October 11 and November 8, 2012, today. The Staff presentation of the Budget was included in the packet materials. We have the identification of the major assumptions for the 2013 Budget. He would invite the Board's approval of the Capital and Operating Budget for 2013.

ACTION: BOB OLSON made and STEVE BECKEN seconded a motion to approve Resolution 44-2012.

CHAIRMAN BOWMAN called for comments or discussion.

MATT WATKINS, Vice Chair, stated that he has voiced his concerns before. He appreciates all the discussion regarding the Budget. He is experiencing some dissidence and crisis personally whether or not to support the Budget because of the changes, adding FTE's at a time when our general services are being reduced. He wants to support the Budget adoption, however, he is a bit guarded in his support.

CHAIRMAN BOWMAN called the question and the motion passed unanimously.

B. Resolution 45-2012 – Establishing the Benefits Level and Salary Schedule For Non-Represented Employees of BFT for 2013

Tim Fredrickson stated there will not be a cost of living increase (COLA) for non-represented employees in 2013. In the proposal there is a no greater than five percent increase in the health benefits. That is the extent of the proposal.

ACTION: MATT WATKINS made and RICHARD BLOOM seconded a motion to Approve Resolution 45-2012 as presented. MOTION CARRIED.

C. Resolution 46-2012 – Establishing Service and Routes Changes

Tim Fredrickson stated that Kathy McMullen, Service Development Manager, included a memorandum of the proposed route changes. We are looking at an increase in service hours for transit. The proposal has gone through Committee and they support the Staff recommendation. He would also recommend the Board's support.

ACTION: MATT WATKINS made and BOB OLSON seconded a motion to approve Resolution 46-2012 as presented. MOTION CARRIED.

D. Resolution 47-2012 – Amend CAC Standing Rules – Note: This item was Removed from tonight's agenda under Agenda Item 3 – Approval of the Agenda

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

7. Discussion/Information Items

A. CAC Meeting Minutes, Monday, September 10, 2012. Next DAR Sub-Committee Meeting is scheduled Monday, November 12, 2012

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

Tim Fredrickson introduced Greg Turpen, CAC member, and past CAC Chair. Greg Turpen gave a brief report of the items covered in the October 8, 2012 meeting:

- Kathy McMullen provided a presentation on the proposed route changes.
- The wheelchair ramp in front of the Administration building will be renovated next spring. In the meantime fresh paint has been applied for better definition of the space.
- The CAC Plan of Action for January 2013 was presented by Roger Bowman, CAC Chair.
- The Dial-A-Ride Sub-Committee will meet on November 12, 2012.

The minutes of the October 8, 2012 meeting were provided in the Board packet.

CHAIRMAN BOWMAN thanked Greg Turpen for the report.

B. 2013 Budget Retreat Notes

CHAIRMAN BOWMAN stated that the notes of the October 11, 2012 Budget Retreat will be combined with the notes of tonight's discussion and presented together for approval on the December 13, 2012 Consent Agenda.

8. Staff Reports & Comments
A. Legal Report

CHAIRMAN BOWMAN asked Legal Counsel if there is a need for an Executive Session. Patrick T. Roach, Legal Counsel, announced there would be a short Executive Session to discuss one item regarding existing litigation. No action will be taken. The reference is RCW 42.30.110(1)j.

Patrick T. Roach mentioned that he has an item to report in Open Session. There was some litigation that BFT was not directly involved in regarding the construction of the new Administration building. There was a lawsuit filed by a subcontractor who worked for G2 who was the general contractor of the project. That lawsuit has been settled. There is no cost or involvement for BFT. BFT was not at risk even though we were named in the lawsuit. What it does mean is that BFT is totally done with G2 Construction and the project will be closed.

CHAIRMAN BOWMAN thanked Pat Roach for the update.

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. All reports were included in the Board packet.

C. General Managers Report

ITEMS IN PACKET:

- No report in packet.

Tim Fredrickson stated that he has two items to report:

- Staff has received a draft of the final contract with Complete Coach Works (CCW) for the zero emission propulsion system – all electric bus. We are tracking that well and should have it completed by tomorrow, Friday, Nov. 9. Then the proposal and grant award would be in place to move forward with the project.
- Wished all a good and happy Thanksgiving Holiday.

CALENDAR ITEMS:

- On Agenda

9. Board Member Comments

NORMANELSON – Stated that things are busy in Dial-A-Ride. The new wheelchair securement is causing concerns. There are so many different types of chairs coming into

the market. Part of the problem is perhaps the service agencies are not looking into transit to become familiar with what needs to be ADA compliant. As ridership grows the securement concerns will continue. She expressed her thanks to the Veterans. Their service to our country is appreciated, Happy Veterans Day.

STEVE BECKEN – There is a little shake-up in the administration of the City of Prosser. No City Administrator, no Finance Director, or Chief of Police. Other than that we're doing fine.

BOB OLSON – Expressed his compliments to Staff on the two discussions held on the 2013 Budget. They were excellent. The big statement made tonight – drop a position in anticipation of a drop in boardings – amazing for a public entity, so again, heck of a job.

MATT WATKINS – Stated that he is going to thank Mr. Olson tomorrow from the Transportation Improvement Board for a roundabout on Fourth Street by Volunteer Park. This will improve traffic flow in Pasco. He will be meeting with a group tomorrow regarding the need to re-do the ramps on some of the sidewalks because of ADA compliance.

RICHARD BLOOM – West Richland will have their Veterans Day Parade on Saturday, Nov. 10th at 9:00 a.m. He hopes that bus service is not too disrupted. He has been suckered into also doing ADA compliance evaluations for his little town as it has grown. He stated that he did run into the new Pasco roundabout last month.

TERRY CHRISTENSEN – On your way to West Richland's parade stop in Richland and have breakfast. George Washington Way is wide open and all the restaurants are ready for business. He expressed his thanks to the City of Prosser for sending their administrative person down to become the City of Richland's Administrative Services Director.

CHAIRMAN BOWMAN asked when the City of Richland is going to start their fix at George Washington Way and Columbia Point intersection. TERRY CHRISTENSEN stated that particular area is one of the biggest traffic congestion points and accident prone areas we have right now. It is so bad that traffic actually backs up stop light to stop light. The City is in the process of doing a study right now. At a Council workshop three proposals were presented. They are just proposals. At some point transit input will be important.

RICK MILLER – The County Commissioners are elected back and the next couple of years should be good. Glad the elections are over. Talking about George Washington Way/Columbia Point and Winco – he had an accident there. He and another vehicle carrying two ladies lightly bumped into each other. There was no apparent damage, but the ladies insisted that the police should be called. They went into a nearby parking lot and waited. They police arrived said no damage was done and he was free to go. One of the ladies in the other vehicle had one eye, no drivers' license, no insurance. Franklin County has a new engineer now. We are working on the Budget. Work on the jail should be starting in a couple of months.

LEO BOWMAN – Next month will be his last Board meeting. We need to think about selecting a new Chairperson. Tim Fredrickson stated that the BFT By-Laws state that if there are Board changes in January the new Board members get to take a look at each other then the actual election of officers (Chair and Vice Chair) occurs at the February Board meeting. CHAIRMAN BOWMAN stated that this means the Vice Chair would facilitate the January Board meeting. Tim Fredrickson stated correct.

CHAIRMAN BOWMAN stated that his report is centered around the elections, some still unknown at this time, and the huge impact they will have on us. It appears that without much question Senator Mary Margaret Haugen, friend of the Tri-Cities, from Island County and Representative Mike Armstrong from the Okanogan area will not be re-elected.

CHAIRMAN BOWMAN stated he was supposed to moderate a panel this morning at 11:00 a.m. at the Seattle Convention Center which included these two fine folks and they did not show for obvious reasons. Senator Curtis King was there and did mention Ben Franklin Transit specifically and how much he appreciates what we do in the community. In his comments so much of the conversation all morning was centered over this catch phrase – New Revenues for Transit – If Not Now – When. Mr. King was very emphatic – he doesn't think that the state should be funding transportation. He feels that the local communities should fund transit. He compared transit to ferries. Ferries have 75 percent fare box recovery for operations and looking towards 100 percent. If we get to 15 percent recovery in local communities, he thinks there is an inequity there. However, he did recognize the kinds of clients we are required to serve, but even so still believes that funding is a local community responsibility.

CHAIRMAN BOWMAN mentioned that he attended a local meeting to discuss transportation funding. The suggestion was that the local cities and counties along with transit would have their own transportation package, but they would also support state funding. There was a lot of conversation about what to tax – MVET, Tolling. There was talk specifically about our 3 bridges in the Tri-Cities. One day they will need major repairs or replacement and how would those projects be funded. In the conversation someone suggested that we should begin tolling those bridges now to prepare for those costs. His thought about that is OK, now there is a pot of money and the legislators will be after it. Somebody will want that pot of money.

There are lots of conversations, questions, regarding the future of transportation funding, and changes in our legislature. There will be new leadership. It was great to watch our legislators over the years work together and get along. The House and the Senate got along well on transportation. Transportation really is not a political or should not be a partisan issue and the legislators believed that and worked to that end.

Hopefully the new leadership in the legislature and everyone in the public transportation arenas will come together for the good of what we do for the people we serve. There is lots of talk across the state about the need for funding of public transportation.

10. Next Meeting – Thursday, December 13, 2012 – 7:00 p.m.
BFT Administration Building Board Room, 1000 Columbia Park Trail,
Richland, WA
11. Executive Session – Existing Litigation RCW 42.30.110(1)i

CHAIRMAN BOWMAN stated the Executive Session is expected to last approximately 5 minutes and will be attended by the BFT Board Members/Legal Counsel and appropriate Staff personnel. No action will be taken during the Executive Session. At the conclusion of the Executive Session, he will reconvene the meeting of the BFT Board of Directors, entertain any action desired by the Board and adjourn the meeting.

Reconvene – The Regular BFT Board of Directors meeting was reconvened at 7:51 p.m. No action was taken.

12. Adjournment

CHAIRMAN BOWMAN immediately adjourned the regular meeting of the BFT Board of Directors.

Meeting recorded by:
Susan Snowdy, CMC
Executive Assistant &
Clerk of the Board/December 13, 2012

A handwritten signature in blue ink that reads "Susan Snowdy, CMC". The signature is written in a cursive style with a large, stylized initial 'S'.