

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, October 11, 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, (Rick Miller, Honda Johnson, Norma Nelson, excused)

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

2. Citizens Public Comment/Introduction of Visitors

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

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

CHAIRMAN BOWMAN asked Legal Counsel if there is a need for an Executive Session. Patrick T. Roach, Legal Counsel, announced that there would not be an Executive Session tonight.

4. Recognition of Services to BFT Board of Directors  
Lynn Johnson, BFT Board Member, January 2006-August 2012

CHAIRMAN BOWMAN stated that Lynn Johnson was unable to be here tonight. However, he did send via email remarks as follows:

"It has been both an honor and a privilege to have served on the BFT Board of Directors for so many years and two different terms. Being a BFT Board member has been challenging at times but also very rewarding. I have a lot of wonderful memories and have had the opportunity to work with so many individuals both locally and across the country. It has been an experience that I will always cherish.

With that said I wish you all the best and know that my replacement, Honda Johnson, will serve you well. Keep those buses rolling".

Sincerely, Lynn Johnson

CHAIRMAN BOWMAN stated that he enjoyed serving on the BFT Board with Lynn Johnson over the years. Lynn Johnson resigned his position on the Benton City Council effective the end of August, 2012.

MATT WATKINS, Vice Chair, stated even though Lynn Johnson isn't here, we will offer a round of applause for his service.

2012 APTA International & Washington State Roadeo Awards

Resolution 39-2012 – Gabe Beliz, Coach Operator

Resolution 40-2012 – Dan Schmidt, Coach Operator

Resolution 41-2012 – Paul Henry, Dial-A-Ride Driver

Resolution 42-2012 – Josh Rosas, Jared Cleppe, Ryan Gillihan/Maintenance Team

CHAIRMAN BOWMAN stated that it is fun to recognize BFT employees. Over the years it is amazing how BFT employees "shine" through and accomplish recognition locally, state wide and internationally. BFT Roadeo folks continue to polish their skills and are always ready for the challenge.

CHAIRMAN BOWMAN read the aforementioned list of Resolutions recognizing the 2012 Roadeo awards. He called for a motion to approve. MATT WATKINS, Vice Chair, suggested a motion to approve Resolutions 39-42, 2012 as a group would be appropriate.

ACTION: RICHARD BLOOM made and BOB OLSON seconded a motion to approve Resolutions 39-42, 2012 as presented. MOTION CARRIED.

CHAIRMAN BOWMAN called each award category recipient(s) forward to receive the presentation of their certificates of commendation and photo opportunities.

CHAIRMAN BOWMAN and all other Board members stated that it is good to recognize the accomplishments of the 2012 Roadeo events – good job, well done.

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

BOB KOCH, Chair, presented an overview of the items discussed by Committee. The meeting notes were included in the Board packet.

- 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, October 4, 2012. He presented an overview of the items discussed by Committee. The meeting notes were included in the Board packet.

6. Consent Agenda  
**(Any item is open for discussion at Board or Public Request)**  
 A. Minutes of September 13, 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 October 5, 2012.

| Check Register Number | Check Number/Number           |           | in the amount of      |
|-----------------------|-------------------------------|-----------|-----------------------|
| 091-12                | 072952-73013                  | 9/7/2012  | \$ 372,346.05 Payroll |
| 092-12                | Electronic File Payroll Taxes | 9/7/2012  | 130,196.42 Payroll    |
| 095-12                | 73014-73073                   | 9/21/2012 | 358,653.54 Payroll    |
| 096-12                | Electronic File Payroll Taxes | 9/21/2012 | 125,777.25 Payroll    |

**Total \$ 986,973.26**

|        |                       |           |                    |
|--------|-----------------------|-----------|--------------------|
| 093-12 | 47629-47695           | 9/7/2012  | \$ 587,436.38 Mdse |
| 094-12 | 47696-47764           | 9/14/2012 | 230,363.75 Mdse    |
| 097-12 | 47765-47825           | 9/21/2012 | 327,935.66 Mdse    |
| 098-12 | Electronic-Excise Tax | 9/21/2012 | 2,044.83 Mdse      |
| 099-12 | 47826-47872           | 9/28/2012 | 80,401.83 Mdse     |

**Total \$1,228,182.45**

Check Register Numbers 091-2012 to 099-12 in the total amount of **\$2,215,155.71**

- 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 STEVE BECKEN 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

None

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

8. 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.

Lora Merrow, CAC member, gave a brief report of the items covered in the October 8 meeting. Kathy McMullen, Service Development Manager, attended this months meeting to review the proposed route changes.

Tim Fredrickson noted that a few Board members attended the September CAC meeting. He expressed his thanks for attending.

CHAIRMAN BOWMAN thanked Lora Merrow for the report.

- B. Notice from CALSTART – BFT’s project with Complete Coach Works for a long-Range Electric Bus selected for award

Timothy J. Fredrickson, General Manager, stated that the Committee’s were briefed on the grant awarded to BFT by CALSTART for the all-electric bus demonstration project. With the funding in place Staff is preparing to execute an agreement with Complete Coach Works in Riverside, CA, who will refurbish a 40-foot BFT bus into an electric vehicle. The bus to be used was damaged in an accident and is out for repairs in Las Vegas, NV. When the repairs are done the bus will be transported to Complete Coach Works.

CHAIRMAN BOWMAN stated that he is very please for BFT to stand out and be a part of the innovation leading toward fuel alternatives. CHAIRMAN BOWMAN mentioned that the BFT bus will become a new vehicle, right? Jerry Otto, Fleet Manager, stated yes, the bus will be issued a new vehicle identification (VIN) number and new title. CHAIRMAN BOWMAN asked about taking items from the bus before the dismantlement. Jerry Otto stated yes we will take anything usable off the bus.

TERRY CHRISTENSEN asked who will get the title to the bus. Tim Fredrickson stated that BFT will have title to the bus. CHAIRMAN BOWMAN stated that lots of people will be watching this project. The bus will travel long range – 200 miles on a charge. Tim Fredrickson agreed noting that in the original proposal this project is state of the art – using batteries made in America. TERRY CHRISTENSEN asked if a special charger will be used. Tim Fredrickson stated yes, it is included in the proposal and funding.

RICHARD BLOOM stated that he was at the APTA Annual Meeting when the grant award was announced. The BFT proposal is very solid. Our contribution is the bus skeleton. It

is a win-win for BFT, but the bus won't quite make it to Olympia from here. CHAIRMAN BOWMAN stated good luck with the project.

9. Staff Reports & Comments  
A. Legal Report

Pat Roach, stated that there are no legal items to report.

Patrick T. Roach, BFT Legal Counsel, stated that all he has tonight is an old issue. He and Staff along with an independent consultant met with the Department of Ecology recently to continue talks regarding ground water, waste water, and storm water concerns. The Corps of Engineers was also represented.

To date the concerns and issues have not reached a mutual agreement so maybe we will have a better report at the November meeting.

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:

- Received a thank you letter from the State of Washington Transportation Commission thanking him for a presentation he gave the Commission meeting in Pasco on September 18, 2012. The group discussed the importance of implementing a transportation system that meets the statewide and regional travel needs of both people and freight.
- He attended the APTA Annual Meeting in Seattle. It was well attended. He attended the Legislative Session and workshops. Senator Patty Murray spoke at the opening General Session.
- He learned at the APTA Annual meeting of the award from CALSTART of funding for BFT's proposal for an all-electric bus demonstration project. The news came from Macy Neshati, Complete Coach Works, which is the company that will refurbish the BFT bus.
- APTA is in support of the sustainable efforts of BFT.

ITEMS ON DESK:

- The items on the desk tonight – Illustrative Apportionments for 2013
- Materials for use in the BFT Board of Directors and Staff 2013 Budget Retreat which occurred prior to tonight's Board meeting.

CALENDAR ITEMS:

- Public Hearings will be held on Monday, October 30, 2012 at 2:00 pm and 5:00 pm at the Three Rivers Transit Center regarding Proposed Route Changes to be implemented mid-December 2012.

There was also talk about succession planning and where do you go to find transit professionals. Transit agencies do hire, for instance, a general manager from another agency, but outside the transit industry, it is difficult to find the transit professionals.

Tim Fredrickson mentioned that there are some universities that actually do have programs in public transportation, one is Indiana University. He admitted that his first job in transit was with Spokane Transit. He stated that he had to learn about transit at the knee of the people who ran the operations and from the people that maintained the buses. He was afforded the opportunity while at Spokane Transit to participate in an intense transit training program 12-14 days sun up till sun down at the University of Wisconsin. It was funded by the Urban Mass Transit Association (UMTA) which is now the Federal Transits Administration (FTA). Tim Fredrickson agreed with CHAIRMAN BOWMAN that for universities around here a person would have to take urban or regional planning or some sort of public administration degree and translate that into becoming a transit manager or professional.

RICHARD BLOOM stated that he attended the Women in Transit Breakfast. There are a lot of women in transit and the similar vein of conversation was that most of them didn't have a clue about transit except how to ride the bus. RICHARD BLOOM noted that his degree was not what he did for his job. Again, it is not unusual to find people in public transit that got there intentionally. Perhaps we should think about internships or something of that nature.

11. Next Meeting – Thursday, November 8, 2012 – 7:00 p.m.  
Note: A BFT Board/Staff Budget Workshop will take place at 6:00 p.m.  
Prior to the Regular BFT Board Meeting  
BFT Administration Building Board Room, 1000 Columbia Park Trail,  
Richland, WA
12. Executive Session – None.
13. Adjournment

CHAIRMAN BOWMAN adjourned the regular meeting of the BFT Board of Directors at 8:08 p.m.

Meeting recorded by:  
Susan Snowdy, CMC  
Executive Assistant &  
Clerk of the Board/November 8, 2012