

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, June 9, 2016-7:00 p.m.
1000 Columbia Park Trail, Richland, WA**

1. Meeting convened at 7:00 p.m.

2. Roll Call: MATT WATKINS (Chairman), BOB KOCH, RICK MILLER, RICHARD BLOOM, LISA STADE, TERRY CHRISTENSEN, JEROME DELVIN, CHRIS LILYBLADE

Staff: Gloria Boyce, Kevin Hebdon, Tony Kalmbach, Katherine Ostrom, Jerry Otto, Christy Watts, Tom Turner, Traci Bronson, David Thomas, Joe Willis, Pam Brown, Francisco Chipres, Miguel Mora, Gabe Beliz, Alex Mora, Joshua Rosas, Jorge Velasco, Patrick Roach, Angela Sorensen

Visitors: Jim Moore of Moore and Associates

3. **Pledge of Allegiance**

CHAIRMAN WATKINS invited CHRIS LILLYBLADE to lead the Pledge of Allegiance.

4. **Citizens Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS invited introductions of guests or public comment on any item not on the agenda. No public comment or introductions were given.

5. **Approval of Agenda**

CHAIRMAN WATKINS stated that item 11C has been pulled from the agenda.

ACTION: RICHARD BLOOM made a motion to approve the agenda and BOB KOCH seconded. No discussion. MOTION PASSED UNANIMOUSLY.

6. **Retirement Recognitions**

- A. Resolution 33-2016 – Dan Volkman, Coach Operator
April 19, 1982 – May 30, 2016

Katherine Ostrom, Interim Operations Manager, read from the resolution and stated that Daniel Volkman began served BFT and our community honorably as a Coach Operator for the past 34 years. Daniel is a thirty-two (32) year recipient of the National Safe Driver Award. Thank you for doing such a great job. Your reliability, safety, and great customer service is much appreciated.” Daniel will be missed by BFT and staff wishes him the very best in his retirement.

Daniel Volkman was not present at the Board meeting and does not plan to attend a Board meeting in the future to receive his certificate and lifetime bus pass.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 33-2016, Retirement of Daniel Volkman, and TERRY CHRISTENSEN seconded. No discussion. MOTION PASSED UNANIMOUSLY.

7. Employee/Team of the Year Recognitions & National Safety Council Safe Driver Awards

A. Resolution 34-2016 – Angela Sorensen, Support Person of the Year

Gloria Boyce, General Manager, read from the resolution and stated that in the past year, Angela Sorensen, ADA Eligibility Coordinator, has shown a huge amount of initiative in her role at BFT. She always strives to behave in an ethical and honest manner, allowing for transparency in her work. Angela has repeatedly shown a passion and dedication to her work and a strong desire to better not just her own department but also the organization as a whole. Angela can always be counted on to go beyond what is asked of her and is the go-to person for not only the individuals in the Dial-A-Ride department, but in others as well. In 2015, not only did Angela not miss a single day of work, she came in on her days off to assist with training and other activities to support BFT. The effort Angela has made over this past year has brought distinction and honor to BFT. Congratulations and thank you Angela for all that you do.

Angela Sorensen was present at the Board meeting. She was presented with a certificate and received both congratulations and a round of applause from those in attendance.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: LISA STADE made a motion to approve Resolution 34-2016, Angela Sorensen, Support Person of the Year, and RICHARD BLOOM seconded. No discussion. MOTION PASSED UNANIMOUSLY.

B. Resolution 35-2016 – Stanley Strand, Operator of the Year

Gloria Boyce, General Manager, read from the resolution and stated Stanley Strand, Coach Operator/Trainer, has been with BFT for thirty-three (33) years, and is a twenty-seven (27) year recipient of the National Safe Driver award. He represents what BFT stands for by providing excellent customer service to all of his passengers. He is one of the most dependable and ethical employees, with an excellent work ethic and truly is a model of dependability. Stanley is a wonderful Trainer; he makes the learning process fun and refreshing. It is clear that he is instilling the importance of great customer service and safety to all of his students. Stanley is an exemplary person, he is kind, courteous, helpful, and is generous with his time not only in-house, but also outside of work where he volunteers his time and resources. BFT would like to thank you for your many years of great service, safety, and loyalty. Congratulations!

Stanley Strand was not present at the Board meeting.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: BOB KOCH made a motion to approve Resolution 35-2016, Stanley Strand, Operator of the Year, and LISA STADE seconded. No discussion. MOTION PASSED UNANIMOUSLY.

C. Resolution 36-2016 – Washer/Cleaners, Team of the Year – Pam Brown, Alex Mora, Francisco Chipres, Joe Willis, Miguel Mora

Gloria Boyce, General Manager, read from the resolution and stated that the Washer/Cleaners have shown great initiative in their role at BFT. They have made numerous efforts to make BFT a better transit system

by working night after night washing and cleaning the interiors/exteriors of our transit coaches, Dial-A-Ride vehicles, Vanpools, and service vehicles. Their jobs are physically demanding, requiring them to work in cramped and awkward positions, and are faced with cleaning contaminated areas containing body fluids and other substances most of us would not want to deal with on a nightly basis. They remain diligent, hardworking, and honest. Our Washer/Cleaners are BFT's unsung heroes. The positive impressions the public has about our services are due in part to the cleanliness of our fleet's interior/exterior. Thank you Pam Brown, Alex Mora, Francisco Chipres, Joe Willis, and Miguel Mora for providing great customer service to our customers and the flexibility to work with other BFT staff. Congratulations!

The Washer/Cleaner team was present at the Board meeting. They were presented with certificates and received both congratulations and a round of applause from those in attendance.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 36-2016, Washer/Cleaners, Team of the Year, and LISA STADE seconded. No discussion. MOTION PASSED UNANIMOUSLY.

- D. Resolution 37-2016 – Recognizing BFT Coach Operators & Dial-A-Ride Operators Who Earned the National Safety Council Award

Katherine Ostrom, Interim Operations Manager, read from the resolution for the BFT Coach Operators and Dial-A-Ride Operators. The driver's names and number of years of safe driving will be posted on agency Safe Driver recognition wall plaques.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 37-2016, Recognizing BFT Coach Operators & Dial-A-Ride Operators who earned the National Safety Council Award, and RICHARD MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

8. Recognition for APTA's 2016 International Roadeo Competition

- A. Resolution 38-2016 – Gabe Beliz, 1st Place in the 35 ft. Category

Katherine Ostrom, Interim Operations Manager, read from the resolution and stated that in 2007 BFT hired Gabe Beliz as a Fixed Route Operator. Since he began competing competitively in 2009 in the Local, State, and International Roadeos, he has captivated us by placing either 1st or 2nd all seven (7) years in the local roadeo. Gabe has placed 1st in all State Roadeos except one. In addition, most impressively, he has placed 1st in the International Roadeos for the past four (4) years, consecutively.

Gabe Beliz was present at the Board Meeting. He was presented with a certificate and received both congratulations and a round of applause from those in attendance.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 38-2016, Gabe Beliz, 1st Place in the 35 ft. category, and RICHARD MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

B. Resolution 39-2016 – Dan Schmidt, 3rd Place in the 40 ft. Category

Katherine Ostrom, Interim Operations Manager, read from the resolution and stated that Daniel Schmidt has served BFT and our community in outstanding fashion over the past thirty-three (33) years. Through the decades, Daniel has earned so many Transportation Roadeo awards, they are too numerous to count. This includes Local, Regional, State, and National Awards. Daniel is truly a legend and tremendously respected in the APTA Roadeo Community. BFT is grateful and lucky to have him on our team.

Dan Schmidt was not present at the Board Meeting.

CHAIRMAN WATKINS requested a motion to the Resolution.

ACTION: RICHARD BLOOM made a motion to approve Resolution 39-2016, Dan Schmidt, 3rd Place in the 40 ft. category, and RICHARD MILLER seconded. No discussion. MOTION PASSED UNANIMOUSLY.

9. Board Committee Reports

- A. Planning & Marketing Committee
Meeting was cancelled, no report.
- B. Operations & Maintenance Committee
Meeting was cancelled, no report.
- C. Administration & Finance Committee

CHAIRMAN WATKINS asked if there were any items to be discussed. No discussion held.

10. Consent Agenda

- A. Approval of May 12, 2016 Board Meeting Minutes
- B. Payroll Voucher Summary
- C. Resolution 40-2016 Authorizing the General Manager to Extend Columbia Basin College Contract #893 for One (1) Year
- D. Resolution 41-2016 Authorizing the General Manager to Utilize Contract Options with Roach & Bishop, LLP to Extend Contract for two (2) Additional Years

May 2016 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 June 3, 2016.

Vouchers continued on the next page...

Payroll

| Check Register Number | Check Number/ | Number | Date of Issue | in the Amount | |
|-----------------------|---------------|--------|---------------|---------------|---------------------|
| 509-16 | 78194 | 78224 | 05/13/2016 | 370,119.00 | Payroll |
| 510-16 | 78225 | 78254 | 05/27/2016 | 378,898.73 | Payroll |
| | | | | Total | \$749,017.73 |

Non-Payroll Vouchers

| | | | | | |
|--------|------------------|-------|------------|--------------|-----------------------|
| 158-16 | 60998 | 61052 | 05/06/2016 | 198,408.40 | Mdse |
| 159-16 | 61053 | 61053 | 05/06/2016 | 265,863.90 | Mdse |
| 160-16 | 61054 | 61121 | 05/13/2016 | 187,237.76 | Mdse |
| 161-16 | 61122 | 61129 | 05/16/2016 | 13,461.01 | Mdse |
| 162-16 | ACH Transactions | | 05/17/2016 | 356,185.17 | ACH TRANS |
| 163-16 | 61130 | 61207 | 05/20/2016 | 249,501.27 | Mdse |
| 164-16 | VOID | 61084 | 05/26/2016 | (1,722.00) | VOID |
| 165-16 | 61208 | 61270 | 05/27/2016 | 265,631.87 | Mdse |
| 166-16 | 61271 | 61284 | 05/31/2016 | 79,501.24 | MDSE |
| 167-16 | ACH Transactions | | 05/31/2016 | 148,078.84 | ACH TRANS |
| | | | | Total | \$1,761,697.46 |

Check Register Numbers 509-16 to 510-16 and 158-16 to 167-16
In the total amount of:

\$2,510,715.19

ACTION: BOB KOCH made a motion to approve the Consent Agenda, Items A–D, and RICHARD BLOOM seconded. No discussion. MOTION CARRIED UNANIMOUSLY.

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

11. Action Items

A. Resolution 42-2016 Authorize the General Manager to Accept Schetky Northwest Sales, Inc. Offer to Compensate for Undersized Fuel Tanks

Jerry Otto, Maintenance Fleet Manager, read from the memorandum and stated that BFT received forty-four (44) paratransit vehicles from Schetky Northwest Sales, Inc. between September 2014 and January 2015. BFT specified the vehicles to have fifty-seven (57) gallon fuel tanks. It was discovered shortly after the vehicles were delivered that the vehicles located in Prosser were filling up more often than usual.

BFT maintenance staff inspected the vehicles and discovered the vehicles did not have the specified fifty-seven (57) gallon fuel tanks; instead, they had thirty-five (35) gallon tanks. BFT notified the dealer and it was discovered that one of their employees made a mistake when ordering the vehicle chassis.

Schetky Northwest Sales, Inc. is offering to compensate BFT for \$3,500 per bus for the undersized fuel tanks. The settlement is based on the cost to replace the fuel tanks and down time of the vehicles during

the repairs. If the Board of Directors approves the resolution, BFT would notify the FTA and request that BFT be authorized to utilize the 80% or \$123,200 of the \$154,000 in federal funds to purchase similar vehicles. Staff recommends the Board authorize the General Manager to accept Schetky Northwest Sales, Inc. offer to compensate BFT \$3,500 per vehicle on forty-four (44) vehicles for a total of \$154,000.

Discussion was held.

ACTION: RICHARD MILLER made and LISA STADE seconded a motion to approve Resolution 42-2016, Authorize the General Manager to Accept Schetky Northwest Sales, Inc. Offer to Compensate for Undersized Fuel Tanks. No discussion held. MOTION CARRIED UNANIMOUSLY.

B. Resolution 43-2016 Receive and File WA State Auditor's Office 2015 Financial Statement and Federal Single Audit Report

Kevin Hebdon, Interim Administrative Services Manager, presented information regarding the 2015 Financial Statement and Federal Single Audits. He stated that an Audit Entrance Conference was held on March 31, 2016. After the Washington State Auditor's Office (SAO) completed their review, an Audit Exit conference was held on May 13, 2016 to discuss the audit results. There were no significant deficiencies, material weaknesses, and noncompliance with laws, regulations, contracts, and grant agreements. They determined controls to be effective and that we are in compliance with the Federal Transit Formula Grants we administrator. This marks the fourth year of clean Financial Statement and Federal Single Audits for BFT.

CHAIRMAN WATKINS asked if there were any further questions and requested a motion to the resolution.

ACTION: RICHARD BLOOM made and TERRY CHRISTENSEN seconded a motion to approve Resolution 43-2016, Receive and File WA State Auditor's Office 2015 Financial Statement and Federal Single Audit Report. No discussion held. MOTION CARRIED UNANIMOUSLY.

C. Resolution 44-2016 Authorizing the General Manager to Revise the 2016 Capital Budget

Item pulled from the Agenda. No discussion held.

D. Letter of Support for the Lewis Street Project

Gloria Boyce, General Manager, presented information regarding the Letter of Support for the Lewis Street Project. She stated that in April 2016 BFT received a request for a Letter of Support for the Lewis Street Underpass from the City of Pasco. BFT would like to present the City of Pasco with a letter of support.

CHAIRMAN WATKINS indicated BFT has supported items such as this in the past. The City of Pasco needed additional support for this and BFT has written a letter of support in confidence of this project.

ACTION: RICHARD MILLER made and RICHARD BLOOM seconded a motion to approve the Letter of Support for the Lewis Street Project. Brief discussion held. MOTION CARRIED UNANIMOUSLY.

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

12. Discussion/Information Items

A. Citizens Advisory Committee May 2016 Report

No report was given.

B. Comprehensive Service Plan Study Update

Tony Kalmbach, Planning & Service Development Manager, welcomed Jim Moore, from Moore & Associates, to give the monthly CSPA update.

Jim Moore presented a slideshow on the CSPA. He reported that the 2nd and final round of Open Houses was held in May. There were seven (7) sessions held to present the preliminary service recommendations and receive public comments regarding them. There were ninety-eight (98) attendees in total as well as approximately twenty (20) to twenty-five (25) comments via electronic means. Jim reported that the key takeaways were requesting extending the weekday evening service, more single-seat trips, shorter travel time, as well as reducing the need for taxi service. The highest public response was received for extending weekday evening service, single-seat service from Battelle to Three Rivers Transit Center, increase frequency between Knight Street Transit Center and Three Rivers Transit Center, new route connective Richland and Three Rivers Transit Center, new route 50 linking Pasco and the Three Rivers Transit Center. There were also high public response for improved route 160 service, single-seat ride between Trios Hospital/Kennewick library from Dayton Street Transit Center, improved access to/from East Kennewick, later weekday service to Columbia Center Mall, and move the route 160 service back to Kennewick Avenue.

The project schedule was reviewed.

Discussion held.

13. Staff Reports & Comments

A. Legal Report

Patrick T. Roach, Legal Counsel, stated that there are no new legal matters to bring to the Board's attention. He did state regarding the Schetky claim, which normally these discussions would be discussed during Executive Session, but because the opposing party was not adverse and there was low potential for litigation, we were able to discuss it in an open forum.

B. Treasurer's/Budget/Sales Tax Report

Kevin Hebdon, Interim Administrative Services Manager stated that the revenues for April 2016 are Total operating expenditures are continuing to trend under budget about \$752,000 due in part largely to low fuel prices and parts. There is nothing to on the charts for allocated cost per boarding and fares per boarding.

For the Treasurer's Report for the end of May, the fund balance is at \$28.5 million, of which \$8.4 million has been set aside by the Board for 3 months' operating reserves. Another \$2 million is set aside for capital local match requirements, bringing the amount down to \$18 million in surplus funds.

Sales tax for March activity, BFT received 8.7% more in May for March business compared to May 2015. 2016 total sales tax revenues are 8.7% above the annual budgeted amount. PTBA's and Local Jurisdictions information was provided in the Board packets.

C. General Manager's Report

Gloria Boyce, General Manager, reported on the following:

Governmental Affairs Update: The House Appropriations Committee has approved the 2017 THUD funding bill including \$12.5 billion for FTA. The full Senate has approved its version at \$12.5 billion. It is expected that the full House will consider the measure later this month. Both versions leave formula funding intact as enacted. BFT receives approximately \$7.6 million annually in formula funds.

Yesterday, Raquel Crowley, Senator Patty Murray's Central Washington Director was onsite. Executive staff met with her and gave her a short tour of BFT's fleet, facilities, and Tulip Lane Park-N-Ride.

State: No new transit related information at the state level. However, Robin Rettew, WSDOT's new Assistant Public Transportation Division Director was onsite Tuesday to also learn about BFT.

Operations Update: All transit operations continue to operate smoothly.

The FTA was onsite this past month and has completed their Triennial Review of BFT. We expect to receive their draft report by tomorrow, June 10th. The Triennial Review is a huge undertaking. Staff has been preparing since January and I would like to publicly acknowledge their efforts in this endeavor.

14. Board Member Comments

JEROME DELVIN stated that he received a call from a VP from Uber. He gave them BFT's information, but they are looking at possibly implementing Uber service in the Tri-Cities area in the future.

TERRY CHRISTENSEN stated that Lamb Weston intends to expand their Richland site. He stated this is what we need in the Tri-Cities to provide a greater number of permanent jobs to residents.

RICK MILLER no comment.

RICHARD BLOOM stated that the today was the second day of the Hanford Advisory Board meeting. To date the Department of Energy (DOE) has not responded to the advice from the Advisory Board regarding fixed route transportation. DOE is planning to move their Richland site from the Federal Building to Stevens Drive.

BOB KOCH acknowledged again the award recipients tonight.

CHAIRMAN WATKINS noted that he received a preliminary email for the population adjustments. It appears as though there will be a few thousands added to the two counties. The Tri-Cities continue to grow.

LISA STADE stated that the Benton City Roundabout project has been going well. The ribbon cutting ceremony will be Monday at 10:00 a.m. She also mentioned that after some research, it appears that the City Hall for Benton City doesn't have enough support beams in the building to support one hundred (100) people. They are looking for alternatives, such as the community center, for their public meetings.

CHRIS LILLYBLADE offered his congratulations again for the Employees of the Year Award winners as well the Roadeo winners. He stated that he is looking forward to the final results of the CSPS.

15. Next Meeting – Thursday, July 14, 2016 at 7:00 p.m.
1000 Columbia Park Trail, Richland WA

16. Executive Session

No Executive Session held.

17. Adjournment

CHAIRMAN WATKINS promptly adjourned the Regular Board of Directors meeting at 8:10 p.m.

Meeting recorded by:
Angela Sorensen, ADA Eligibility Coordinator
June 9, 2016