

**BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS MEETING MINUTES
Thursday, September 13, 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, NORMA NELSON, LLOYD CARNAHAN (for Lynn Johnson)

Staff: Tim Fredrickson, Rob Orvis, Gloria Boyce, Christy Watts, Dick Ciccone, Terry DeJuan, Katherine Ostrom, Jim Thoeke, Delsa Pospical, Patrick T. Roach, Legal Counsel

2. Citizens Public Comment/Introduction of Visitors

Honda Johnson, who Lloyd Carnahan stated will be appointed at the next Benton City Council meeting to replace BFT Board member, Lynn Johnson, Buddy Sosa, CAC Member, Lance Riniker, Crystal Vincente, Jessica Spence, DAR Driver–Janell Ottosen, and 3 other members of Teamster’s Local 839 were in attendance (Dial-A-Ride Drivers/Coach Operators).

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. DAR Driver, Janell Ottosen, has noticed flags lowered throughout the Tri-Cities, but wonders why flags at BFT’s transit centers are not. Chairman Bowman stated that the reason is we are a State agency.

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 STEVE BECKEN 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. Board Committee Reports

A. Planning & Marketing Committee/Bob Koch, Chair

September 4 Meeting canceled – no report.

B. Operations & Maintenance Committee/Bob Olson, Chair

BOB OLSON, Chair, stated that the Committee met on Wednesday, September 5, 2012. He presented an overview of the items discussed. Most items are on either the Consent

or Action agenda of tonight's meeting. The meeting notes were provided in the Board packet.

C. Administration & Finance Committee/Steve Becken, Chair

STEVE BECKEN, Chair, stated that the Committee met on Thursday, September 6, 2012. He presented an overview of the items discussed, including update on the 2011 State Audit and update on BFT Meeting Room Policy. Updates on sales tax and fuel risk management reports were given. The meeting notes were provided in the Board packet.

5. Consent Agenda

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

A. Minutes of August 9, 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 September 7, 2012.

Check Register Number	Check Number/Number			in the amount of
081-12	Electronic File Payroll Taxes	8/10/2012	\$ 122,146.68	Payroll
082-12	82819 72890	8/10/2012	347,950.58	Payroll
087-12	Electronic File Payroll Taxes	8/24/2012	125,606.48	Payroll
086-12	72891 72951	8/24/2012	354,225.54	Payroll
			Total	\$ 958,725.45
079-12	47313 47355	8/3/2012	\$ 150,167.72	Mdse
080-12	47356 47356	8/6/2012	5.00	Mdse
083-12	47357 47436	8/10/2012	485,202.70	Mdse
084-12	47437 47504	8/17/2012	337,685.24	Mdse
085-12	Electronic-Excise Tax	8/21/2012	1,691.75	Mdse
089-12	47356-Void Check	8/28/2012	0.00	Mdse
090-12	47577 47628	8/31/2012	134,603.42	Mdse
			Total	\$1,447,764.27

Check Register Number 079-12 to 090-12 in the total amount of **\$2,397,693.55**

C. Resolution 37-2012 to Rescind Resolution 28-2012 in entirety for purchase of 20 Vanpool mini-vans

D. Approve Updated Meeting Room Use Policy #8000 for Policy & Procedure Manual

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)

6. Action Items

A. Resolution 38-2012 – Purchase of 16 used Sound Transit buses

Rob Orvis stated that BFT has another opportunity to purchase 16 used buses from Sound Transit. Originally the price was \$1 each. Sound Transit's attorneys got involved and the price went to \$1,700, which is still a good price. As of September 12, the price will be somewhat lower than that. We would like to acquire these buses. FTA will still retain an interest in them because the value is over \$5,000. Discussion followed.

ACTION: MATT WATKINS made and BOB OLSON seconded a motion to approve Resolution 38-2012 as presented. MOTION CARRIED.

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

7. Discussion/Information Items

A. Dial-A-Ride Sub-Committee Meeting Notes August 13, 2012

Three Board members—Leo Bowman, Bob Koch, and Norma Nelson joined the CAC and DAR Subcommittee for their annual Route Ride and Picnic on August 13. A short DAR Subcommittee was held after the picnic, and meeting minutes were included in the packet. The same three Board members also attended the CAC/BFT Board Roundtable on Monday, September 10. CHAIRMAN BOWMAN asked if members of the CAC wish to comment.

Buddy Sosa, a new CAC member, stated that the CAC appreciated having Board members attend the Roundtable. Buddy stated that he rides in a Vanpool and addressed a concern at the Roundtable, wanting to know how Vanpool is communicating with drivers about October's Vanpool fare increase. Leo Bowman stated that he hasn't had opportunity to address Buddy's concern with Staff. Buddy stated that the CAC appreciates the service Leo Bowman has given to BFT.

CHAIRMAN BOWMAN thanked Buddy Sosa for the report.

B. APTA Annual Meeting September 30–October 3, 2012, Seattle, WA

Board Chair, Leo Bowman, plans to attend. General Manager, Tim Fredrickson, and HR Manager, Debra Hughes, plan to attend. Board member, Richard Bloom, expressed interest at tonight's meeting to attend.

8. Staff Reports & Comments

A. Legal Report

Pat Roach stated that a meeting will be held in October with BFT and the Department of Ecology regarding spill and storm water plans. Both entities have questions needing clarification. The Board should receive a report on these proceedings in November.

B. Treasurer's/Budget/Boardings/Sales Tax/Fuel Management Reports.

Gloria Boyce, Administrative Services Manager, presented the September Staff Report showing an overview of the following: Treasurer's, Budget, Boarding, Sales Tax, and Fuel Management Reports. All reports were included in the Board packet.

- Operating expenditures are close to budget at positive 1.1 percent and positive 6.8 percent compared to 2011.
- Operating Revenues are down 3.6 percent compared to budget, and year-to-date down 4.2 percent compared to 2011. As of August 31 \$228,000 is available in local funds for capital projects. Year-to-date farebox recovery is at 13.4 percent compared to budgeted 14.9 percent, although this is down 12.5 percent compared to 2011. We anticipate this percentage will rise with September data with school in session. Our report through July shows cash balance of just over \$8 Million.
- Sales Tax Revenues are down 18.9 percent in the month of August for June activity compared to 2011 activity. This captures the extra activity in 2011 from Hanford's refueling efforts.
- The Fuel Management Report shows positive \$5,605.60 for August and positive \$188,127.51 since inception of the program in 2006. The average price of fuel for August is \$3.14 per gallon, up from \$2.88 in July. Note the change made in the graphical representation of this report, at Steve Becken's request, to make it easier on the eyes.

CHAIRMAN BOWMAN noted that BFT is starting conversations with other transits again on September 20, regarding fuel price futures.

C. General Managers Report

ITEMS IN PACKET:

- Letter from Integrus Architecture President, Gerald Winkler, with recommendation on where to place the LEED plaques in our buildings.
- Letter from Bob Olson, acknowledging his appointment to the Washington State Transportation Improvement Board.
- Journal of Business notice about BFT facilities LEED Gold status.

ITEMS ON DESK:

- PTBA Sales Revenue data. Update to Resolution 38-2012 for Bus Purchase from Sound Transit

CALENDAR ITEMS:

- Budget Retreat to be held at 5:30pm on Thursday, October 11, prior to the Board Meeting at 7:00 pm.

9. Board Member Comments

RICHARD BLOOM – Keene Road is now open. He looks forward to attending the APTA Meetings in Seattle.

TERRY CHRISTENSEN – George Washington Way was closed the past Monday and Tuesday nights for paving, but is now open. Project is still awaiting curbs. Construction has impacted several businesses pretty hard, and it will be good to get business back to normal.

LLOYD CARNAHAN -- He stated that he is sitting in tonight for Lynn Johnson, who retired. He hopes you will welcome to the Board next month--Honda Johnson, who serves on Benton City's City Council and is co-owner with her husband, Doug, of Daddy O's Pizza in Benton City.

RICK MILLER – Franklin County has hired a Public Works Engineer and Manager.

BOB KOCH – The TPO meeting this morning had a couple of CTR conversations, but we are still hearing nothing about funding.

NORMA NELSON – She attended the CAC/Board Roundtable on Monday, September 10. One of the things that came up was lack of benches for waiting for DAR at doctors' offices and other places of business. When Norma came out of the meeting there was someone waiting for Night Service, and she noticed we didn't have a bench in front of our Administration Building for people to wait for their rides. She brought this up in Staff meeting yesterday and Staff took care of installing a bench immediately.

STEVE BECKEN – Prosser's Hot Air Balloon Festival is coming up the end of the month, so come take a ride.

BOB OLSON – We are driving piles for an overpass so the trains can go over the cars on Steptoe. He congratulated BFT for the used bus purchases.

MATT WATKINS – He apologized to the CAC for not being at the Roundtable. He appreciates the County for pushing improvements to Rd 100 and is glad to see that moving forward.

LEO BOWMAN – He was able to attend the Washington State Transportation Conference in Seattle in August, and stated that he always learns something. Even though he won't be able to sit on this Board once he retires from office, he will always have a soft spot for transit. As he attends conferences, he sees the convenience people have with buses coming by every few minutes, and hopes that we can provide more timely service for our customers in the future. We are in economically tough times right now, but he encourages fellow Board members to attend transportation conferences and learn how

others have solved problems in their communities—the answers to problems our transit experiences may already be out there.

LEO BOWMAN – He stated that he is proud of BFT employees and what they are accomplishing. At the October 11 Board meeting we will give recognition to all who were honored at the Washington State Transportation Conference and who participated in the State Rodeo.

10. Next Meeting – Thursday, October 11, 2012 – Budget Retreat at 5:30 p.m. and Board Meeting at 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 7:31 p.m.

Meeting recorded by:

Delsa Pospical, CMC
for Susan Snowdy, CMC
Executive Assistant &
Clerk of the Board/September 13, 2012

A handwritten signature in blue ink that reads "Susan Snowdy, CMC". The signature is written in a cursive style.