

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS SPECIAL MEETING MINUTES  
Thursday, October 11, 2018 at 5:00 p.m.  
1000 Columbia Park Trail, Richland WA**

1. Meeting called to order at 5:08 p.m.
2. ROLL CALL: BOB KOCH (Vice-Chairman), STEVE BECKEN, RICHARD BLOOM, NORMA NELSON (Non-voting Union Representative), JOHN TRUMBO, and MATT WATKINS (Chairman) arrived at 5:11pm making a quorum,

LISA STADE (arrived 5:57pm). RICK MILLER, BOB THOMPSON and SHON SMALL excused

Staff: Jerry Otto, Wendi Warner, Ken Hamm, Bill Barlow, Matthew Branson, Ali Madison, Amanda Para

**3. 2019 Ben Franklin Transit Proposed Operating and Capital Budget**

VICE-CHAIRMAN KOCH called upon Assistant General Manager, Jerry Otto to present the single agenda item, a presentation of the 2019 Ben Franklin Transit Proposed Operating and Capital Budget.

Mr. Otto reported that this evening, Staff is happy to present a balanced operating and capital budget. A brief review of the year was provided in addition to the status of the 2018 Goals and Initiatives. Major Accomplishments will be reported in detail, later in the presentation. 2019 Goals and Initiatives were developed from the Board approved Strategic Plan and will be presented by Matthew Branson, Interim Director of Administrative Services in the summary as well as in each departmental presentation. Staff welcomes Board input in shaping the 2019 workplan as well as any public comment from members of the community submitted prior to November 8, 2018, when staff will present a final budget for adoption.

Mr. Otto presented Matthew Branson, Interim Director of Administrative Services to present to the Board, the 2019 Ben Franklin Transit Proposed Operating and Capital Budget.

Matthew Branson, Interim Director of Administrative Services informed the Board that the intention of the presentation is to equip the Board with the necessary information as Staff will be requesting Board approval to release Budget documents for public review and comment effective Friday, October 12, through November 8.

A. 2019 Operating Forecast

Mr. Branson provided the Board with an overview of the evening’s presentation sections, outlined the BFT Strategic plan along with primary and secondary objectives. Bill Barlow, Interim Director of Planning & Service Development reported on service levels, ridership and baseline data following the implementation of the Comprehensive Service Plan.

The proposed Fiscal Year 2019 Operating Budget of \$42,022,300 and Capital budget of \$22,012,566 as presented are balanced with 2019 Operating Revenues, Federal/State Awards and Reserves. Discussion was held.

B. 2018 Departmental Reports

1. **Fixed Route Operations** costs are budgeted to increase 7.0% or \$1,010,800 over the 2018 forecast and 6.6% over the 2018 budget due in part to continued labor and benefit costs associated with demonstration service, a requested 2019 additional position (Dispatcher) and to other increases in compensation and benefits, expected parts usage for diesel engine replacements, fuel costs and improving operational technology. Revenue miles are budgeted at 2,503,000; revenue hours at 166,500; boardings at 2,029,800.
2. **Dial-A-Ride Operations** costs are budgeted to increase 3.3% or \$360,900 over the 2018 forecast and 3.8% over the 2018 budget due to increases in compensation and benefits, fuel cost, and cost associated with improving operational technology. Revenue miles are budgeted at 1,749,500; revenue hours at 118,200; boardings at 283,300.
3. **General Demand** costs are budgeted to decrease 7.0% or \$43,900 under the 2018 forecast and 12.8% under the 2018 budget due to a change in staffing levels in Prosser. In 2018, one FTE position was reassigned from the Prosser office to the Tri-Cities office due to changes in service levels. Instead of starting work in Prosser, that FTE position starts work in the Tri-Cities office and performs work in Prosser as needed with costs for Prosser work being charged to General Demand as incurred. This is a continuance of the practice whereby Tri-Cities operators performing Prosser work charge time to General Demand and vice versa for Prosser operators performing Tri-Cities work. Revenue miles are budgeted at 145,100; revenue hours at 6,700; boardings at 27,500.
4. **Vanpool Operations** costs are budgeted to increase 6.9% or \$128,300 over the 2018 forecast and 3.9% over the 2018 budget due to increases in compensation and benefits, fuel and maintenance costs. Revenue miles are budgeted at 3,401,500; revenue hours at 70,700; boardings at 650,500.
5. **Maintenance Department** costs are budgeted to increase 12.2% or \$223,800 over the 2018 forecast and 18.1% over the 2018 budget due to labor and benefit costs associated with adding three positions at the end of 2018 (one Facilities Maintenance Worker and two Equipment Service Workers). Also, to increases in compensation and benefits, fuel and maintenance costs, additional repairs and maintenance as identified with the 2018 Facilities

	<b>Labor Allocation</b>
<b>Fixed Route</b>	54.20%
<b>Dial-A-Ride</b>	29.20%
<b>General Demand</b>	1.50%
<b>Contracted Paratransit</b>	1.70%
<b>Vanpool</b>	11.30%
<b>Non-Revenue</b>	2.10%
<b>Total</b>	100.00%

Condition Assessment and a contingency of \$120,000 for facility maintenance. Maintenance Labor Allocations are as presented.

6. **Human Resources / Safety / Training** costs are budgeted to increase 28.1% or \$446,300 over the 2018 forecast and 28.4% over the 2018 budget due to labor and benefit costs associated with adding three positions at the end of 2018 (Training Manager, Training Specialist, Administrative Assistant). Also, costs associated with the comprehensive employee program, development of employee policies and handbook; organizational design; improved training and staff development.
7. **Executive / Administrative Services** costs are budgeted to increase 9.7% or \$304,100 over the 2018 forecast and 3.0% over the 2018 budget due to a triennial review, a review of best practices, file archiving, services, increases in software maintenance agreements, training and staff development.
8. **Marketing / Customer Service** costs are budgeted to increase 28.5% or \$324,790 over the 2018 forecast and increase 29.6% over the 2018 budget due in part to vacancies in 2018 that will be filled in 2019 including the 2018 approved Community Outreach Coordinator position. Increases are also due to costs associated with internal and external marketing and communications efforts as well as customer service support for ridership outreach and retention. Discussion was held.
9. **Planning / Service Dev / Marketing** costs are budgeted to increase 17.6% or \$134,110 over the 2018 forecast due in part to costs associated with a FTA Triennial Review, a fare study, and a fixed route efficiency analysis.
  - a. **Contracted Paratransit** are budgeted at \$1,653,100 which represents a 2.7% decrease or \$45,600 under the 2018 forecast and 6.7% under the 2018 budget due to changes in service levels. Revenue miles are budgeted at 289,900; revenue hours at 16,200; boardings at 82,300.
  - b. **Night Service** is budgeted at \$579,400 which represents a 4.9% increase or \$27,000 over the 2018 forecast. The budget will maintain the service level implemented as part of the system redesign and implementation in September 2017. Revenue miles are budgeted at 166,900; revenue hours at 5,500; and boardings at 24,400.
  - c. **Taxi Feeder Services** is budgeted at \$312,000 which represents a 25.2% increase or \$62,700 increase over the 2018 forecast to increase utilization of and connect customers to the fixed route system. Revenue miles are budgeted at 58,800; revenue hours at 2,300; boardings at 16,500.
  - d. **Sunday Service** is budgeted at \$338,000 which represents a 5.2% increase or \$16,700 increase over the 2018 forecast to support our regions Sunday Service needs. Revenue miles are budgeted at 83,200; revenue hours at 3,000; boardings at 16,500.

Discussion was held.

### C. 2019 Capital Budget

Matthew Branson, Interim Director of Administrative Services stated the Capital Improvement Plan (CIP) for 2019 – 2024 was presented and approved by the Board of Directors July 11, 2018 with projects totaling \$91,277,027. Since July: two projects have updated costs; one new project has been identified; seven projects are completed.

A brief discussion was held on the status of various projects.

### D. Next Steps in Budget Process

1. Implement Board Recommendations
2. Release for Public Comment & Review
3. November 1 Admin & Finance Committee
4. November 8 Board Review & Proposed Adoption

Matthew Branson opened the floor for questions or comments. Discussion was held. Mr. Branson thanked the Board for their time.

CHAIRMAN WATKINS thanked staff for their time and presentations. Meeting was recessed at 6:56 p.m. until Regular Meeting convenes at 7 p.m.

Meeting recorded by:  
Amanda Para, Clerk of the Board  
October 11, 2018