

**BEN FRANKLIN TRANSIT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, January 10, 2019 at 7:00 p.m.  
1000 Columbia Park Trail, Richland WA**

1. CHAIRMAN WATKINS called the meeting to order at 7:00 p.m.
  
2. Roll Call: MATT WATKINS (Chairman), BOB KOCH (Vice-Chairman), RICHARD BLOOM, JOHN TRUMBO, LISA STADE, STEVE BECKEN, SHON SMALL, CLINT DIDIER, RICK MILLER and NORMA NELSON (Non-Voting Union Representative)

BOB THOMPSON excused

Staff:

Gloria Boyce, Pat Roach – Legal Counsel, Jerry Otto, Ken Hamm, Keith Hall, Matthew Branson, Ali Madison, Wendi Warner and Amanda Para

**3. Pledge of Allegiance**

CHAIRMAN WATKINS invited CLINT DIDIER to lead all in attendance in the Pledge of Allegiance.

CHAIRMAN WATKINS introduced CLINT DIDIER as a new member of the Board, appointed to sit as representation for Franklin County.

**4. Citizen's Public Comment/Introduction of Visitors**

CHAIRMAN WATKINS called for public comment on any item not further down on the agenda.

Teresa Payne expressed a shared concern from the manger at Whiskey River Bar which is located near the 9<sup>th</sup> Street Transfer Station in Pasco. The concern is that the passengers are using the facilities at the bar which is a business establishment not intended for use by non-customers of the establishment. Ms. Gloria Boyce, General Manager stated that the transfer stations are not equipped with restroom facilities. Ms. Boyce will have a staff member follow up with the proprietor of Whiskey River to discuss the concern.

Teresa continued with concerns over the re-certification she is required to complete each year for disability services. Ms. Boyce provided a brief review of the disability re-certification policy that is both a federal and an internal requirement. CHAIRMAN WATKINS recommended that she

discuss this requirement with a staff member outside of re-certification time. Staff indicated that we would have a staff member call her to discuss.

Sarah, a resident of Finley whose daughter uses the Finley Feeder Service expressed concerns that they live approximately a half mile from stop and there are no street lights. Would request review to see if there is a stop that could be added that is closer to the home to make this trip safer for her daughter. Has already spoken to a dispatch member that explained we could not accommodate that request because it would require the bus to turn around. Ms. Boyce provided her with contact information to call and provide further details surrounding the location and to review what can be done. Sarah commented that there are more children that would use this additional stop if able to be added. Believes the stop is stop 10 that is the dangerous walk for her daughter. Voiced appreciation of the services provided.

No further citizen comments.

## **5. Approval of Agenda**

CHAIRMAN WATKINS called for a motion to approve the agenda as presented.

ACTION: JOHN TRUMBO made, and BOB KOCH seconded a motion to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

## **6. Recognitions**

- A. Resolution 01 – 2019: Recommendation to Recognize the Coach Operators & Dial-A-Ride Drivers Who Received Special Safe Driver Recognition from the Washington State Transit Insurance Pool (WSTIP)

Jim Thaelke was pleased to recognize nine (9) of Ben Franklin Transit’s Dial-A-Ride and Coach Operators for their safe driving. These drivers qualify for this recognition after twenty (20) years of driving with having no preventable vehicle or passenger injury in one of two separate categories: twenty (20) or more years cumulative or twenty (20) or more years consecutive. Staff recommends the Board of Directors to recognize the Coach Operators & Dial-A-Ride Drivers who have achieved this accomplishment.

The recipients were asked to come forward, CHAIRMAN WATKINS congratulated the recipients on an outstanding achievement.

ACTION: STEVE BLOOM made, and LISA STADE seconded a motion to approve Resolution 01 – 2019: Recommendation to Recognize the Coach Operators & Dial-A-Ride Drivers Who Received Special Safe Driver Recognition from the Washington State Transit Insurance Pool (WSTIP). MOTION CARRIED UNANIMOUSLY.

## **7. Citizen’s Advisory Network – None**

## 8. Board Committee Reports

CHAIRMAN WATKINS invited the committee chairs to report on their respective committee meetings.

### A. Operations & Maintenance Committee, SHON SMALL

SHON SMALL stated that the Operations and Maintenance discussed several items which appear on the agenda for full board consideration. The staff has done a great job articulating ongoing projects including Resolution 05 – 2019: Authorizing the General Manager to Accept Phase Two of the MOA Groundwater Diversion Project as Complete and Increase the Capital Improvement Plan Budget Authority by \$56,746. SHON SMALL also mentioned that currently he is looking to offer the chairman role to Mr. CLINT DIDIER. CLINT DIDIER responded that he would consider the request.

### B. Planning & Marketing Committee, RICHARD BLOOM, Chair

CANCELLED

### C. Administration & Finance Committee, STEVE BECKEN, Chair

BOB KOCH stated that this meeting discussed items that were brought to the full board for consent consideration. CHAIRMAN WATKINS followed up stating that there was a favorable discussion and update on the Service Restoration efforts underway.

## 9. Consent Agenda (Any item is open for discussion at Board or Public Request)

- A. Approval of December 13, 2018 Regular Board Meeting Minutes
- B. Approval of December 17, 2018 Special Board Meeting Minutes
- C. December Voucher Summary

December 2018 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 has been emailed to the Board members January 9, 2019.

### **Payroll**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
525-18	VOID		12/7/2018	\$0.00	Payroll
526-18	80108	80125	12/07/2018	\$460,979.78	Payroll
527-18	80126	80144	12/21/2018	\$469,815.69	Payroll
<b>Total</b>				<b>\$930,795.47</b>	

### **Non-Payroll Vouchers**

Check Register Number	Check Number/ Number		Date of Issue	In the Amount	
214-18	69915	69966	12/7/2018	\$227,404.34	MDSE

215-18	VOID	69967-69968	12/10/2018	\$0.00	VOID
216-18	69969	69970	12/10/2019	\$1,702.14	MDSE
217-18	69971	70029	12/14/2018	\$106,865.21	MDSE
218-18	ACH TRANS		12/14/2018	\$462,785.45	ACH TRANS
219-18	70030	70038	12/21/2018	\$90,217.48	MDSE
220-18	70039	70107	12/20/2018	\$323,736.28	MDSE
221-18	70108	70171	12/28/2018	\$581,478.32	MDSE
222-18	ACH TRANS		12/31/2018	\$187,334.02	ACH TRANS

**Total: \$1,981,523.24**

Check register numbers 525-18 to 527-18 and 214-18 to 222-18;

**In the total amount of: \$2,912,318.71**

- D. Resolution 02 – 2019: Recommendation to Extend contract with Garda CL Northwest, Inc. for Cash Vault Services Contract for a Period of Two (2) Months
- E. Resolution 03 – 2019: Authorizing the General Manager to declare vehicles identified in Exhibit “A” as surplus and dispose per Resolution 59-2018
- F. Resolution 04 – 2019: Authorizing the General Manager to reactivate vehicles previously declared surplus

CHAIRMAN WATKINS read aloud the items on the Consent Agenda. The floor was opened for comments and questions. CHAIRMAN WATKINS called for a motion on the Consent Agenda as presented.

ACTION: SHON SMALL made, BOB KOCH seconded a motion to approve the Consent Agenda as presented. MOTION CARRIED UNANIMOUSLY.

**(BFT Board Committees Recommended Approval of Consent Items to the Full Board of Directors)**

### **10. Action Items**

- A. Resolution 05 – 2019: Authorizing the General Manager to Accept Phase Two of the MOA Groundwater Diversion Project as Complete and Increase the Capital Improvement Plan Budget Authority by \$56,746

Jerry Otto, Assistant General Manager stated that RH2 Engineering, Inc. (RH2) has been working toward separating the existing stormwater collection system at Ben Franklin Transit’s (BFT) Maintenance, Operations and Administration (MOA) property from the U.S. Army Corps of Engineers (USACE) existing groundwater system to simplify or eliminate the need for an Industrial Stormwater General Permit (ISGP). Simplifying or eliminating the requirement of the ISGP will greatly reduce BFT’s compliance requirements with the Washington State Department of Ecology. RH2 developed a preliminary design concept that was presented and approved by the USACE. The USACE has subsequently granted a draft Amendment Consent to Easement (DACW68-9-85-56) to perform the work within the existing USACE utility easement on the MOA property.

Phase One of the two-phase project was completed in June of 2018. This phase was to separate the USACE's groundwater drainage system from BFT's stormwater collection system. The BFT Board of Directors approved the award of the contract for Phase Two of the project on September 13, 2018. Phase Two of the project was to divert the stormwater collected during water events to expanded swells on BFT's MOA property to naturally filter back into the ground. Through this phase BFT will no longer discharge water into the USACE's drainage ditch (and Columbia River) and will thus eliminate the need for or greatly simplify the ISGP.

Total project costs for the ground water diversion project is \$654,209, which exceeds the Capital Project line item by \$56,746. In July of 2018 the Board approved the overall Capital Budget amount of \$11,638,363 which included estimates for this project. Local economic and other factors have contributed to the increased cost estimates of this project.

Staff recommend the approval of Resolution 05 – 2019: Authorizing the General Manager to Accept Phase Two of the MOA Groundwater Diversion Project as Complete and Increase the Capital Improvement Plan Budget Authority by \$56,746

ACTION: BOB KOCH made, RICHARD BLOOM seconded a motion to approve Resolution 05 – 2019: Authorizing the General Manager to Accept Phase Two of the MOA Groundwater Diversion Project as Complete and Increase the Capital Improvement Plan Budget Authority by \$56,746. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

B. Resolution 06 – 2019: Authorizing the General Manager to purchase twenty-three (23) replacement Vanpool vehicles from Bud Clary Auto Group

Terry DeJuan, Vanpool Manager stated that in July 2018 BFT received an amendment to the Vanpool Investment Program (VIP) grant GCB2763 providing additional funding for a minimum of twenty-two vehicles. Funding came from the 2015-2017 VIP grant that was not used when the vehicles didn't arrive on time for BFT to invoice the Washington State Department of Transportation (WSDOT). WSDOT asked the state legislation to reallocate the funds in the 2017-2019 biennium and was approved allowing GCB2763 funds to be increased by \$412,000. The grant provides up to a maximum amount of \$19,175 per vehicle excluding in house labor and material sales tax.

The new vehicles would be used to replace seven (7), twelve (12) and fifteen (15) passenger vans used in the Vanpool fleet. Staff has identified vans to be replaced based on age and mileage following the BFT replacement guideline of 7 years or 150,000 miles. BFT will utilize the Washington State contract #05916 to purchase the vehicles from Bud Clary Auto Group.

This purchase was included and approved in the 2019 Capital Budget as project FLT0020.

Staff recommends the approval of Resolution 06 – 2019: Authorizing the General Manager to purchase twenty-three (23) replacement Vanpool vehicles from Bud Clary Auto Group

ACTION: SHON SMALL made, RICHARD BLOOM seconded a motion to approve Resolution 06 – 2019: Authorizing the General Manager to purchase twenty-three (23)

replacement Vanpool vehicles from Bud Clary Auto Group. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

C. Resolution 07 – 2019: Authorizing the General Manager to purchase up to 26 Dial-A-Ride Vehicles utilizing Washington State Contract #04115

Ken Hamm, Director Transit Operations stated that Ben Franklin Transit's Dial-A-Ride department has several 1997-2005 vehicles with 300,000 miles or more. The purchase of up to twenty-six new replacement vehicles will ensure safe operations and alleviate the high maintenance costs associated with maintaining an older fleet.

BFT has the opportunity to purchase Eldorado Aerotech paratransit vehicles from Schetky Northwest Sales, Inc through Washington State contract #04115. The Washington State contract enables smaller and medium sized agencies to take advantage of the State's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements. The average total estimated in-service cost per vehicle is \$96,336 that includes make ready costs of \$1,200 and change order authority of \$2,500 per vehicle.

A detailed pricing list of the vehicles, including passenger capacity will be provided at the January 2019 Board Meeting. Staff recommend the approval of Resolution 07 – 2019: Authorizing the General Manager to purchase up to 26 Dial-A-Ride Vehicles utilizing Washington State Contract #04115.

ACTION: Following a brief discussion and additional explanation of details SHON SMALL made, RICHARD BLOOM seconded a motion to approve Resolution 07 – 2019: Authorizing the General Manager to purchase up to 26 Dial-A-Ride Vehicles utilizing Washington State Contract #04115. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

D. Resolution 08 – 2019: Authorization to Release Request for Qualifications (RFQ) for an Architecture & Engineering firm for Future Capital Projects

Jerry Otto, Assistant General Manager stated Ben Franklin Transit requires professional services in the area of architecture and engineering services for designing new facilities and improvements to existing facilities for future capital projects. BFT has secured funding for some of the capital projects below and expects to receive grants for the remaining projects.

Projects would consist of the following:

- Maintenance, Operations and Administration (MOA) Facility Analysis
- Renovate the Operations Building
- Design a Facility Maintenance Building
- Security Analysis and Design - MOA and Three Rivers Transit Center

BFT staff will request qualifications from architecture and engineering services firms. BFT will advertise in local and national publications and send out RFQ's to interested firms. BFT estimates a recommendation for award at the June 2019 Board of Directors meeting.

Staff recommends approval of Resolution 08 – 2019: Authorization to Release Request for Qualifications (RFQ) for an Architecture & Engineering firm for Future Capital Projects.

ACTION: BOB KOCH made, SHON SMALL seconded a motion to approve Resolution 08 – 2019: Authorization to Release Request for Qualifications (RFQ) for an Architecture & Engineering firm for Future Capital Projects. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

E. Resolution 09 – 2019: Authorization to Release Request for Proposals (RFP) for Supplemental Contracted Services

Keith Hall, Director of Planning & Service Development requested to take items out of order and review item 11-A at this time to provide additional background information for the Board of Director leading to this requested contract. No objections from the board. SEE ITEM 11-A.

Following 11-A review, Keith Hall stated Ben Franklin Transit (BFT) offers a variety of transportation services, including fixed route bus service, vanpools, demand response service (Prosser) and a door-to-door ADA Paratransit service known as Dial-A-Ride (DAR). Additionally, BFT utilizes two contracted services agreements to provide Paratransit Contracted Services and Supplemental Contracted Services.

In February, the BFT Board authorized BFT staff to release a contract for both contracts. The Arc of Tri-Cities (The Arc) was awarded the Paratransit Contracted Services contract, and Tri-City Taxi was awarded the Supplemental Contracted Services contract. The new service term under these contracts was to begin on January 1, 2019. On October 30, 2018, Tri-City Taxi ceased operations before completing the prior contract period.

At the regular BFT Board meeting on November 8, 2018, the Board approved a minor expansion of the contract held by The Arc to supplement some of the services lost when Tri-City Taxi ceased operations. At the special BFT Board meeting on November 26, 2018, the Board approved a major temporary expansion of BFT services to restore services previously provided by Tri-City Taxi. The new services included General Demand in Finley starting January 2, 2019; General Demand in certain areas of the Tri-Cities beginning February 4, 2019; and a two-hour daily extension of Fixed-Route services beginning March 11, 2019. The Board approved these services until such time as a replacement contractor could be procured to replace the original services lost when Tri-City Taxi ceased operations.

Staff recommend the approval of Resolution 09 – 2019: Authorization to Release Request for Proposals (RFP) for Supplemental Contracted Services.

ACTION: RICHARD BLOOM made, SHON SMALL seconded a motion to approve Resolution 09 – 2019: Authorization to Release Request for Proposals (RFP) for Supplemental Contracted Services. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

F. Resolution 10 – 2019: Authorizing the General Manager to Modify Service Hours effective March 11, 2019

Keith Hall, Director of Planning and Development stated that on November 26, 2018, the BFT Board of Directors authorized a temporary (“demonstration”) service extension by two hours daily, effective March 11, 2019. As part of that change, BFT staff proposes additional changes to improve the consistency of service schedules. These include:

- Extending Saturday hours to 10pm to match weekday hours.
- Operating regular (weekday) service on all minor holidays (excluding supplemental school trips on regular routes). Major holidays without service will continue to be observed, except that Weekday or Saturday service will be offered, based on the actual day of the week operated, on Christmas Eve until 7pm (early end).

Note that implementing both the Saturday extension of service by one hour and the change in holiday schedules does not result in the sum of both options, since the ratio of calendar days changes and supplemental school trips on fixed routes will not be operated on affected holidays.

Staff recommend the Board of Directors authorize the General Manager to Modify Service Hours effective March 11, 2019.

ACTION: BOB KOCH made, LISA STADE seconded a motion to approve Resolution 10 – 2019: Authorizing the General Manager to Modify Service Hours effective March 11, 2019. CLINT DIDIER abstained, MOTION CARRIED UNANIMOUSLY.

## **11. Discussion & Informational Items**

### **A. Service Restoration Update**

Keith Hall, Director of Planning & Service Development stated Tri-City Taxi (TCT), a Ben Franklin Transit (BFT) contractor for General Demand services, ceased operations on October 30, 2018. BFT staff have identified and are implementing a series of measures approved by the BFT Board of Directors. All of these actions were approved on a temporary (“demonstration”) basis until such time as staff could procure a private-sector operator to replace services that were originally operated by TCT.

A discussion was held leading into Resolution 09 – 2019: Authorization to Release Request for Proposals (RFP) for Supplemental Contracted Services. SEE ITEM 10-E.

### **B. 4<sup>th</sup> Quarter Performance Report**

Ali Madison, Director of Marketing & Communications provided the Board with updates on Total System Boardings, Fixed Route Performance, and Ridership Highlights. In Kennewick, Routes 42 and 47 were Kennewick’s top ridership performers, with 65 taking the ridership honors in Pasco. Routes 42 and 126 achieved on-time performance over 95% for the year. Fixed Route shows a Q4 2018 increase in ridership of 2.7% compared to Q4 2017. Dial-A-Ride shows increase of 7.7% over 2017. Vanpool, while data still being received, shows an increase of .65% and the Taxi Services have remained steady following the imposed cap through October and the closure of Tri-City Taxi lead to no services in the months of November and December.

Ms. Madison then provided the Board with a review of Marketing and Outreach efforts, which included the following: Service Disruption & Restoration, Finley General Demand Services, ESD 123 Transition Fair, Senior Times Expo, Tri-Cities Union Gospel Mission, Pasco School District Student Achievement Specialists, Rider Survey, Accessible Communities Advisory Committee, Richland Senior Association, Viernes Gigantes Resource Fair, Christmas for Children (Fill the Trolley) and a New Finley Service Public Meeting.

Ms. Madison continued with review of the Marketing and Outreach efforts specifically regarding the Service Restoration. The first phase of the campaign designed to promote the new services were launched in Mid-December.

Fixed Route Rider Survey provided some key takeaways from the 1,554 surveys collected, including the following: 30% were using transit to travel to and from school, 70% use some form of pass for fare, 84.5% walk to their bus stop to name a few.

Ms. Madison, concluded with a review of 2018 major goals and initiatives and status of efforts.

CHAIRMAN WATKINS opened the floor for questions and comments. A brief discussion was held with the board members regarding details. Q4 report being sent to the Board of Directors.

## **12. Staff Reports & Comments**

### **A. Legal Report**

Patrick Roach complimented Jerry Otto and staff on efforts related to 10-A. Following, he stated there is a need for an executive session RCW 42.30.110(1)(g). Confirmed need with CHAIRMAN WATKINS.

### **B. Financial Report**

Matthew Branson, Interim Director of Administrative Services, stated that 2018 is \$5.4 million ahead of budget over 2017, expenditures are under budget. Treasurer's report included December information: deposits are secure, reserve funds are accounted for. Sales Tax revenue increased 11.0% in Dec 2018 for Oct 2018 business as compared to Oct 2017. BFT notes a YTD increase of 7.2% as compared to the same periods in 2017. Receipts in Dec for Oct sales were \$3.01M. Additional financials were included in the Board packet.

CHAIRMAN WATKINS opened the floor for questions and comments, to which there were none.

### **C. General Manager's Report**

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

- Government Affairs Update
  - Federal:
    - As an information item, there is no direct impact to Ben Franklin Transit from the current government shut down.

- Long time Legislative Aide, Jo Eckert has moved from Senator Murray’s office to the House of Appropriations Committee, working on transportation issues on the Transportation, Housing and Urban Development Subcommittee.
  - State:
    - Monitoring Tim Eyman’s latest initiative I-976 attempt which would gut Sound Transit’s taxing authority as well as cut the fees that fund the state multimodal account. This account funds all state transit grants including ours. This referendum would reduce car tabs to \$30.
  - Local
    - Submitted interest to the Regional Chamber on Commerce to participate in 2019 Tri-City Legislative Council Trip. Ali Madison, Director of Marketing & Communications will be representing BFT.
  - Operations
    - All BFT staff would also like to officially “welcome aboard” our new Franklin County representative, Director Didier. We are aware other jurisdictions are still making their committee assignments but should have a confirmed full board by the February Board meeting.
    - Operations ran smoothly this past month, making all pullouts.
    - Kick-Off of the Finley General Demand began on Jan 2 without any major hiccups. To date, 15 customers have registered for the service. Kudos for the smooth process go to the Director of Operations, Ken Hamm, the dispatchers and drivers.
    - On track to begin accepting reservations January 28 for Tri-City General Demand service start date of February 4.

As a reminder, The APTA Legislative Conference is scheduled for March 17-19, 2019 in Washington DC. If you are interested in attending, I encourage you to contact Amanda Para to begin travel arrangements. A full calendar for 2019 will be provided at the February Board meeting as part of our Annual Board planning process.

Ms. Boyce opened for questions to which there were none.

### **13. Board Member Comments**

- A. JOHN TRUMBO – Reviewed and revised an essay written by BFT for the Tri-City Herald.
- B. SHON SMALL – No report.
- C. RICHARD BLOOM – attended the Finley Open House last month, West Richland is coming along, and all services are improved. The on-time services, in West Richland and Prosser, seemed to be running delayed. This is likely a result of the traffic issues of people trying to bypass other traffic.
- D. CHAIRMAN MATT WATKINS – For the Tri-City Herald, Ms. Gloria Boyce and CHAIRMAN WATKINS have extended a request/invitation if they would like to speak. The staff and Board response to the service change has been exemplary.
- E. BOB KOCH – Congratulated the recognized drivers from Resolution 01-2019, also welcomed CLINT DIDIER to the Board.
- F. STEVE BECKEN – No report.

- G. LISA STADE – All items going well. Extended gratitude to the IT Department in their efficiency in keeping service up.
- H. CLINT DIDIER – Congratulated the Drivers from Resolution 01-2019.
- I. NORMA NELSON – Polar Plunge next Saturday, Dial-A-Ride will be providing service directly at the event. Requested more information about any changes to the ADA Regulations regarding service animals, Ms. Boyce responded that BFT is monitoring any changes and the FTA has not initiated any adjustments.

**14. Next Meeting:**

Regular Board Meeting – Thursday, February 14, 2019 at 7:00 p.m.  
BFT MOA Board Room, 1000 Columbia Park Trail, Richland WA

CHAIRMAN WATKINS requested a change in date to February 21, 2019. No objection from board. Ms. Amanda Para to confirm quorum and initiate the date adjustment process.

**15. Executive Session**

Regular Meeting went into recess at 9:07 p.m. until 9:22 p.m.

CHAIRMAN WATKINS stated Executive Session would last fifteen minutes, until approximately 9:22 p.m. No Action anticipated

At 9:22 p.m. CHAIRMAN WATKINS called those still present in and reconvened the meeting. No action was taken.

**16. Adjournment**

CHAIRMAN WATKINS adjourned the BFT Board of Directors meeting at 9:22 p.m.

Meeting recorded by:  
Amanda Para, Clerk of the Board  
January 10, 2019