



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
September 12, 2019
7 p.m.
Ben Franklin Board Meeting Room
1000 Columbia Park Trail, Richland WA

1. CALL TO ORDER

Chair Watkins called the meeting to order at 7 p.m. PST

2. ROLL CALL

Representing	Attendee Name	Title	Status	Arrived
Pasco	Matt Watkins	Chair	Present	
Kennewick	Bill McKay	Director	Excused	
Benton County	Shon Small	Director	Excused	
Franklin County #1	Bob Koch	Director	Present	
Franklin County #2	Clint Didier	Director	Excused	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

3. FLAG SALUTE – Chair Watkins

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS

Chair Watkins asked the audience if there was anyone that wanted to speak on an item that wasn't on the agenda or make an introduction. Seeing no hands raised, he continued to the next agenda item.

5. APPROVAL OF AGENDA

The agenda was approved as presented

RESULT:	APPROVED [Unanimously]
MOVER:	Koch
SECONDER:	Lemley
AYES:	Watkins, Bloom, Becken, Stade

6. RECOGNITIONS

- A. Ali Madison, Marketing Director presented the YMCA of the Greater Tri Cities with a check in the amount of \$3,090.53. BFT offered Art in the Park and Boat Race shuttle services this year by donation and selected an organization that offers services to youth throughout the Tri-Cities region. Accepting the check was YMCA Executive Director Steve Howland.

7. Citizen’s Advisory Network (CAN) Report

There was no report from the CAN committee therefore, Chair Watkins continued to the next agenda item.

8. Board Committee Reports – Meeting Notes included in the Board Packet

A. Operations & Maintenance Committee Report - CANCELLED

Planning & Marketing Committee Report – Chair Bloom

The Committee had extensive discussion on the award of River North Transportation, LLC as the contracted services provider.

B. Administration & Finance Committee – CANCELLED

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

Chair Watkins listed the items on Consent and asked for a motion.

- A. August 08, 2019 Regular Board Meeting Minutes

- B. August Voucher Summary

The August 2019 vouchers were 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 September 6, 2019 and certified by the Board Chair at the Regular Board Meeting of September 12, 2019.

- C. Contract for On-Call Electrical Services
- D. Disposal of Miscellaneous Surplus Parts & Service
- E. Disposal of Surplus Vehicles

RESULT:	APPROVED [Unanimously]
MOVER:	Lemley moved to approve Consent Items A through E
SECONDER:	Bloom
AYES:	Watkins, Koch, Becken, Stade

10. Action Items

A. Move to Authorize the General Manager Approve Resolution 64-2019 to Award Contract Services to River North Transportation, LLC, dba Via.

Keith Hall, Director of Planning and Service Development provided a summary of the RFP response and interviews that concluded with the final selection. He introduced the Via team who demonstrated the dynamic app and shared the background of their service and business platform, which is geared toward transit. Following the demonstration, there was discussion among the board. Keith Hall mentioned that some details of the service are still being finalized in the contract.

He further noted this is not an additional service but an assurance that at the end of fixed route service, passengers can get to their final destination.

The service is scheduled to launch at the beginning of 2020 with an end of year report. Keith Hall concluded the service will be monitored and reviewed as situations arise.

RESULT:	APPROVED [Unanimously]
MOVER:	Bloom
SECONDER:	Koch
AYES:	Watkins, Lemley, Becken, Stade

11. Discussion & Informational Items

There was no discussion or information items.

12. Staff Reports & Comments

A. Legal Report

The legal report will be given in executive session, Agenda Item 15(A).

B. Financial Report

Paul Genack, Finance Manager presented the Financial Summary. Revenues as of July 31 were \$25.1 million dollars; Operating expenses as of July 31 were 23.1 million and sales tax revenue increased 13.1% in August 2019 for June 2019. This is an increase of 2.7% compared to the same period in 2018.

C. General Manager's Report

- Government Affairs Update
 - Federal - Nothing to report. Session is just resuming after Labor Day.
 - State – Will be participating in an AWC webinar regarding I-976, to learn more about the impacts to transit.
 - Operations:
 - Operations met all scheduled pullouts this month.
 - The Fair shuttle service the week of August 20 was a success. Ridership was up 18% over last year, totaling about 28,500 riders on shuttles and about 300 ridership on Dial-A-Ride. She thanked staff for all their hard work.
 - Knight Street transit center rehabilitation has begun and is scheduled to be reopened in mid-December. Thank you to the City of Richland for being so collaborative by the closing the street to accommodate the shifting operations.
 - There are 24 Dial-A-Ride replacement vehicles scheduled to arrive at the end of October.

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

13. Board Member Comments

- A. NORMA NELSON – Provided a status update on negotiation contracts and commented that there is a large number of grievances.

- B. LISA STADE – Shared that this weekend is Benton City Days with lots of activities and the evening highlight on Saturday night is the concert performance of James Otto, son of Jerry Otto. Ticket sales are looking great and people are excited.
- C. BOB KOCH – Connell is also having their fall festival this weekend. The livestock sale will be Saturday along with the parade and carnivals.
- D. CHAIRMAN WATKINS –
 - (1) Complimented a new shelter that is close to his house, on Road 100.
 - (2) The High Impact Governance Action Report update is that the Steering Committee is still in discussion and was not able to provide a presentation at tonight’s meeting. The discussion is hopefully moving toward a board operations ad-hoc committee that might be able to take a look at our committee meeting structure with the opportunity for improvements as a whole board. The ad-hoc committee would consist of the current Operations & Maintenance, Planning & Marketing and Administration & Finance Committee chairs. There will also be an update to the community stakeholders. The plan is to be ready to present the Action Plan to the Board next month.
- E. RICHARD BLOOM –
 - (1) Harvest Festival will be at Flat Top Park on Saturday from 10am to 2pm.
 - (2) The City will be taking out the bridge on Bombing Range Road at Van Giesen, which will disrupt the 110 and 120 bus routes. Construction is estimated to take four months.
- F. PHIL LEMLEY – Saturday is Atomic Frontier Days from 11am to 8pm. Lemley thanked BFT for providing a trolley at the parade and with parking. He recommended everyone try the SPAM sandwiches.

14. Next Meeting

Regular Board Meeting – Thursday, November 07, 2019 at 7:00 p.m. at 1000 Columbia Park Trail, Richland, WA 99352


15. Executive Session pursuant of RCW 42.30.110(l)(i) for potential litigation

At 8:09 p.m., Chair Watkins announced the executive session, which should take a half hour, will begin at 8:15 p.m. following a short break.

At 8:50 p.m., the Board reconvened following Executive Session and no action was taken.

16. Adjournment

With no other items in front of the board, Chair Watkins adjourned the meeting at 8:51 p.m.



 Pam Loa, Clerk of the Board

10-10-19

 Date