1. **Call to Order**  
Chair Koch called the meeting to order at 7 p.m. PST

2. **Roll Call**

<table>
<thead>
<tr>
<th>Representing</th>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin County #1</td>
<td>Bob Koch</td>
<td>Chair</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Benton County</td>
<td>Shon Small</td>
<td>Vice Chair</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Zahra Roach</td>
<td>Pasco</td>
<td>Alternate</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Kennewick</td>
<td>Bill McKay</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Richland</td>
<td>Phillip Lemley</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>West Richland</td>
<td>Richard Bloom</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Prosser</td>
<td>Steve Becken</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Benton City</td>
<td>Lisa Stade</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Franklin County #2</td>
<td>Clint Didier</td>
<td>Director</td>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>The Union</td>
<td>Norma Nelson</td>
<td>Non-Voting Union Rep.</td>
<td>Present</td>
<td></td>
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</table>

**BFT Staff:** Gloria Boyce, Jerry Otto, Keith Hall, Jeff Lubeck, Ali Madison, Ayodeji Arojo, Paul Holgate, Rob Orvis, Kelsey Schalock, Phil Hanks, Bill Hale, Julie Thompson, Pam Loa and Tim Cooper

**Legal Counsel:** Pat Roach, Jeremey Bishop

3. **Flag Salute** – Chair Koch asked attendees to stand and join him for the Pledge of Allegiance.

4. **COVID-19 Update** – presented by Director of Transit Operations, Ayodeji Arojo

Ben Franklin Transit activated its COVID-19 Emergency Plan, reviewing with the Board of Directors the coordination and preparedness, internal and external communication, disinfecting plan, and management of inventory and supplies with the intent to maintain appropriate inventory levels. The agency has no plan to suspend service and will continue to coordinate efforts with local and state agency’s guidelines and educate and train staff. Gloria will include COVID-19 activities in her
weekly report to the Board.

5. **Public Comment/Introduction of Visitors**

Chair Koch asked the audience if there was anyone who wanted to speak. Chelsea, DAR driver with concerns regarding a shortage of disinfectant wipes and disinfectant procedures during the shift. Another concern is that Finley, Benton and Prosser don’t have formal bus stop signs.

Being no further public comment, CHAIR KOCH moved to the next item on the agenda.

6. **Approval of Agenda**

The agenda was approved as presented.

<table>
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<th>RESULT:</th>
<th>APPROVED [Unanimously]</th>
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<tr>
<td>MOVER:</td>
<td>BLOOM</td>
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<td>SECONDER:</td>
<td>LEMLEY</td>
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7. **Recognitions**

A. **2019 Art Poster Contest Winners – Presented by Ali Madison, Director of Marketing**

The theme this year was Transit Reimagined. BFT received 237 entries from 10 schools throughout our jurisdiction. Those were narrowed down by a series of processes and the final three were voted on by the Board at a previous meeting. Second and third place winners will receive gift cards for art supplies for themselves along with their teachers and, the first-place winner will receive a bicycle and the teacher a gift card for art supplies. All three winners will receive their framed artwork this evening, be featured in the 16-month calendar with our top 16 finalists, and have their artwork displayed on a BFT bus.

3rd Place: Annabelle Vantilborgh, Kamiakin High School - $50 Gift Card for Art Supplies
Teacher: Corrine Lechelt - $100 Gift Card for Art Supplies

2nd Place: Raymond Holden, Southridge High School - $100 Gift Card for Art Supplies
Teacher: Jennifer Hilbert - $250 Gift Card for Art Supplies

1st Place: Emily Cox, Kamiakin High School - $100 Gift Card for Art Supplies and a bicycle
Teacher: Corrine Lechelt - $500 Gift Card for Art Supplies

The winners, their teachers and the Board of Directors took a group photo. Ms. Madison noted that these entries, in addition to the top 50 submissions, will be displayed at the local libraries throughout spring break.

CHAIR KOCH congratulated and thanked the students and teachers once more, then moved on to item eight on the agenda.
8. **Citizen’s Advisory Network (CAN) Report**

Being there was no meeting of the CAN committee, Chair Koch continued to the next agenda item.

9. **Board Committee Reports – Meeting Notes included in the Board Packet**

All three of the Board Committees were cancelled.

10. **Consent Agenda**

CHAIR KOCH listed the items on Consent and asked for a motion.

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<th>RESULT:</th>
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<tr>
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<td>SECONDER:</td>
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A. February 13, 2020 Regular Board minutes

B. February Voucher Summary

**PAYROLL**

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**ACCOUNTS PAYABLE**

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Total: $2,891,197.69
C. Resolution 11-2020: Approve the Van Program Contract Revisions

D. Resolution 12-2020: Approve the Employee Benefits Brokerage/Affordable Care Act Consulting Services

11. **Action Items**

There were no Action Items.

12. **Discussion & Informational Items**

   A. **Via (Connect) Update – Presented by Keith Hall, Planning and Services Development Director.**

   Mr. Hall shared that BFT Connect, Powered by Via will begin providing service April 1st. Via will operate the service. Service will be rolled out by zones, a total of six, which will be all operating by mid-May. There are currently 12 vehicles, with the possibility of expanding. The on-demand seven passenger vehicles service will provide first mile, last mile access to the bus with little wait for a fixed route bus. The wheelchair vehicles will be a slightly different model.

   B. **Committee Assignments – Presented by Pat Roach, Legal Counsel**

   This item is a continuation from the February Board Meeting. Mr. Roach clarified that per the Board Bylaws under Section 3.8 (e), each ad hoc Committee – Operations and Maintenance, Planning and Marketing, and Administration and Finance “shall be composed of not more than three (3) regular voting Board members. The Chair of the Board may appoint individual members, with the consent of the Board.” Mr. Roach recommended the Board appoint the individuals noted in the draft Board Committee Assignments.

   Discussion: STADE requested to change to a different committee, as she has been on the Planning and Marketing for many years however, will remain on Planning and Marketing as was decided by the Chair.

   CHAIR KOCH appointed ALVARADO as the Committee Chair of the Operations and Maintenance Committee. ROACH agreed to inform ALVARADO of the appointment.

### RESULT:

APPROVED [Unanimously]

MOVER: SMALL

SECONDER: BECKEN

C. **Telephonic Attendance – Presented by Legal Counsel, Pat Roach**

Mr. Roach followed up on a request by DIRECTOR MCKAY regarding consideration of telephonic meeting attendance. He provided review of the Open Public Meetings Act, which states “it is permissible for a member of the governing body to attend the meeting by telephone with the permission of the body, if that members voice could be heard by all present, including the public.” Discussion followed.

The board requested staff to follow up with options to conduct meetings telephonically and report back to the Board.

13. **Staff Reports & Comments**

   A. **Legal Report** – Pat Roach, Legal Counsel

   Mr. Roach announced to the Board that at the end of April, he will continue to
provide service to transit, however the onus of it will be shifted to Jeremy Bishop with the assistance of Brian Roach and Ben Dow. Mr. Roach has provided legal counsel to BFT for the past 39 years.

B. Financial Report – Presented by Jeff Lubeck, Financial Services Director

Sales Tax revenue increased 11.2% in February 2020 for December 2019 business as compared to December 2018. BFT notes a YTD increase of 7.9% as compared to the same periods in 2018. Receipts in February for December sales were $3.75M.

C. General Manager’s Report – Presented by Gloria Boyce

Ms. Boyce congratulated the Art Poster Winners and expressed her enjoyment of presenting the art on the calendars and buses. This is the fifth year of the Art in Public Places Program.

Government Affairs Update

Federal
- No definitive news on the reauthorization of the Federal Surface Transportation Bill.

State
- The Transportation budget was completed and presented to the Governor for signature, which reduced the budget by about $16 million. Ms. Boyce will provide how it affects the organization when she receives more details.

Operations
- Operations met all scheduled pullouts this month.
- After addressing a few mechanical issues, we’ve now accepted all 24 DAR replacement vans and will begin to receive our second order of 13 scheduled replacement vans in April.
- Federal Audits and Reviews - The FTA performed its biannual Drug/Alcohol Program Audit this past month. Thirteen minor issues were noted and we are working to respond. The 2019 Federal Triennial Review was closed out this past month.
- The DAR Dispatchers/Schedulers ratified their new contract. This is scheduled for Board action in April. Four other bargaining groups are ongoing with the next scheduled mediation date in early April.
- We’ll be celebrating National Transit Driver Appreciation Day on March 18th.
- Monday, March 16th, is the reopening of the Knight Street Transit Center. We would like to thank the City of Richland for their partnership in providing BFT the location and our customers who quickly adapted to the temporary location. The ribbon cutting ceremony scheduled for next Thursday is being rescheduled due to the virus outbreak.

Ms. Boyce thanked all BFT staff for their continued dedication to the agency and the community in providing public transit services through the virus outbreak. She also thanked Teamsters Secretary, Russell Shjerven and Teamsters President and BFT employee Norma Nelson for their partnership in managing in a constant changing work environment.

Board Member Comments

A. ZARAH ROACH – Expressed appreciation to attend and looks forward to returning sporadically as an alternate.

B. BILL MCKAY – Has received several phone calls this week, asking him for a vote of no confidence in BFT management. After hearing discussions from management and the Union, feels it appropriate to have open negotiations and request it be considered.
C. RICHARD BLOOM – Provided an update on Bombing Range Road and will accept feedback regarding transit issues.

D. SHON SMALL - Nothing to report
E. STEVE BECKEN – Nothing to report
F. LISA STADE – Nothing to report
G. CLINT DIDIER – Nothing to report
H. NORMA NELSON – Complimented Gloria for working with the Union to put a plan in place to address the virus and keep driver’s safe.
I. BOB KOCH – Announced public hearing next week for redistricting.

15. Executive Session

CHAIR KOCH announced there will be an executive session that will last approximately an hour. CHAIR KOCH recessed the regular meeting at 8:23 p.m.

Mr. Roach clarified the executive session will include an Employee Performance review pursuant to RCW 42.30.110(1)(g) with no action and Collective Bargaining pursuant to 42.30.140(4)(a) with potential action.

The executive session convened at 8:24 p.m.

The Regular Meeting reconvened at 8:59 p.m., with no action taken. CHAIR KOCH announced the executive session will continue at the next Board meeting when Wendi Warner, HR Director and the representative of the Q12 report can be present.

16. Adjournment

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With no other items in front of the board, CHAIR KOCH invited a motion to adjourn and the meeting adjourned at 9:00 p.m.

17. Next Meeting:

The next Regular Board Meeting will be on Thursday, April 09, 2020 at 7:00 p.m. at 1000 Columbia Park Trail, Richland, WA 99352

Pam Loa, Clerk

Date approved

5/14/20