MINUTES
BOARD OF DIRECTORS REGULAR MEETING
August 13, 2020
3:30 p.m.

Per the Governor’s COVID-19 Proclamation 20-28 Open Public Meetings Act, the Regular Board Meeting was remote and telephonic, with call-in access provided to all participants and attendees.

1. CALL TO ORDER
   Chair Koch called the meeting to order at 3:30 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>Pasco</td>
<td>Ruben Alvarado</td>
<td>Director</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>Absent</td>
<td></td>
</tr>
<tr>
<td>West Richland</td>
<td>Richard Bloom</td>
<td>Director</td>
<td>Present</td>
<td>3:40 p.m.</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>
</tr>
</tbody>
</table>

BFT Staff: Gloria Boyce, Jerry Otto, Ali Madison, Wendi Warner, Ayodeji Arojo, Keith Hall, Jeff Lubeck, Rob Orvis, Carrie Zimney, Michael Roberts, Caleb Lenz, Gladys Diaz

Legal Counsel: Jeremy Bishop

3. Flag Salute
   CHAIR KOCH led the attendees in the Pledge of Allegiance

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS
   CHAIR KOCH announced there is no public comment

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5. **APPROVAL OF AGENDA**

The agenda was approved as presented

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [Unanimously]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>ALVARADO</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>STADE</td>
</tr>
</tbody>
</table>

6. **RECOGNITIONS**

There were no recognitions

7. **Citizen’s Advisory Network (CAN) Report**

The Citizen Advisory Network did not meet

8. **Board Committee Reports**

CHAIR KOCH INVITED THE COMMITTEE Chairs to report on their respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

A. **Operations & Maintenance Committee Report** – 8/5/20 – RUBEN ALVARADO, Chair CANCELLED

B. **Planning & Marketing Committee Report** – 8/5/20 – RICHARD BLOOM, Chair CANCELLED

C. **Administration & Finance Committee** – 8/6/20 – STEVE BECKEN, Chair DIRECTOR BECKEN talked about the items that were discussed in the meeting. Stated that the Drug and Alcohol Policy was voted to be in the Consent agenda, while as the Capital Improvement Plan was sent as an Action item. Other discussions were the upcoming bids and the Sales Tax report.

9. **Consent Agenda**

CHAIR KOCH read the consent items and invited a motion.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED (A-Z)</th>
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</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>BECKEN</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>SMALL</td>
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</table>

A. August 13, 2020 Regular Board Meeting Minutes – Approve

B. July Voucher Summary – Approve

C. Resolution 26-2020: Adopt Revised BFT Drug and Alcohol Policy

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### PAYROLL

<table>
<thead>
<tr>
<th>Register Number</th>
<th>Check Number / Number</th>
<th>Date of Issue</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>514-20</td>
<td>80648 / 80652</td>
<td>7/3/2020</td>
<td>517,638.85</td>
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<tr>
<td>515-20</td>
<td>80653 / 80659</td>
<td>7/17/2020</td>
<td>545,173.13</td>
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<tr>
<td>516-20</td>
<td>80660 / 80664</td>
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### ACCOUNTS PAYABLE

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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>167-20</td>
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<td>7/7/2020</td>
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<td>168-20</td>
<td>75225 / 75282</td>
<td>7/14/2020</td>
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<tr>
<td>169-20</td>
<td>ACH TRANS / 75345</td>
<td>7/17/2020</td>
<td>197,508.49</td>
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<tr>
<td>170-20</td>
<td>75283 / 75345</td>
<td>7/21/2020</td>
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<tr>
<td>171-20</td>
<td>VOID / 75017</td>
<td>7/22/2020</td>
<td>(234.88)</td>
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<tr>
<td>172-20</td>
<td>75346 / 75403</td>
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<td>173-20</td>
<td>ACH TRANS / 75404</td>
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<tr>
<td>174-20</td>
<td>75404 / 75404</td>
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<td>ACH TRANS / 75404</td>
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### 10. Action Items

**A. Resolution 27-2020: Updating BFT’s Capital Improvement Plan and Amending the 2020 Capital Budget Reduction**

As presented by Jeff Lubeck, BFT Financial Services Director

CHAIR KOCH requested Mr. Lubeck to talk about this Resolution. Mr. Lubeck provided to the Board a presentation of BFT’s Capital Improvement Plan (CIP) and Amending the 2020 Capital Budget Reduction. Explained that at the last Board meeting, the Board

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approved the CIP projects pertaining to COVID activities. This is now addressing additional projects being added to the CIP plan. Explained all the open projects that are ready to be closed. With all the additions and close outs, the capital budget will actually be reduced.

There being no further questions, CHAIR KOCH called for a vote.

| RESULT: | UNANIMOUSLY |
|.foundation | MOVER: | BECKEN |
|.foundation | SECONDER: | SMALL |

11. Discussion & Informational Items

A. Ridership and Service Update
   Keith Hall, Planning and Service Development Director

   Mr. Hall presented the current ridership and service update for BFT. Ridership has slowly been increasing and August has been their highest week, which is true for all modes: Fixed-Route, Dial-A-Ride, CONNECT, and Vanpool. It is slowly climbing back to a recovery.

   After a discussion between Director Bloom and Mr. Hall regarding limitation to occupancy on a bus, Ms. Boyce explained “shadow buses” being ready for those buses that had reached its limit in rider occupancy.

   There being no further questions, CHAIR KOCH moved on to the next item on the agenda.

12. Staff Reports & Comments

   CHAIR KOCH explained that before legal counsel would give its Legal Report, he wanted to let everyone know that they would be going into Executive Session. Stated that in September, there will be a Directors Evaluation for 2019. CHAIR KOCH stated to all directors to be up to date and ready to discuss.

   A. Legal Report

      Mr. Bishop gave his legal report regarding the Governor’s Proclamation 20.28.08 regarding the restrictions to in-person meetings, which was extended to September 1, 2020. This continued the exceptions to that restriction for counties in Phase 3.

      Stated that there would be an Executive Session at the conclusion of the meeting under RCW 42.30.140(4).

   B. Financial Report

      Mr. Lubeck, Finance Manager presented the Financial Summary. Revenues as of June 2020 were $20,363,406 million dollars; Operating expenses as of June 30, 2020 were $20,309,191 million and sales tax revenue decreased 8.4% in June 2020.
After a couple of questions from DIRECTOR BLOOM, Mr. Lubeck did clarify that the Fixed-Route cost includes total allocated costs.

C. General Manager’s Report
   a. Government Affairs Update
      i. Federal – No new transit specific updates at the federal level. They are working on a 2nd or 3rd COVID related package, but specific towards transit agencies.
      ii. State – Attended a virtual meeting with House Democratic Chair, Representative Jake Fay. BFT and other transit agencies in WA were asked for input regarding future funding because of the effect of I-976.
      iii. Operations:
            1. Gladys Diaz has accepted the position as Executive Assistant/Clerk of the Board
            2. Continuing to work on a plan to help support BFT parents since school districts have decided to have school virtually. A survey has been completed and received 90 responses. 36% are in some way unable to perform their duties while adhering to school requirements for their students.
            3. BFT was part of the Visit Tr-Cities COVID response video. Great job to the Marketing Team.
            4. BFT has completed the distributions with Second Harvest, with currently no future dates.
            5. Continue to put additional signage at Transit Centers, shelter etc. to fully communicate with public transit services, specifically safety initiatives.
            6. Afterwards, Ms. Boyce will be provided the 2019 annual report to the Board for their review.
            7. BFT was the recipient of 30,000 masks from the Benton County Health Department and Emergency Management Services.

CHAIR KOCH commented that at one point it was hard finding masks.

13. Board Member Comments
   A. NORMA NELSON – Everything is going well. They are handing out masks and temperature checks. Drivers had expressed concern about the virus and how it will affect them. Attended the de-escalation training.
   B. RUBEN ALVARADO – The Lewis St. Overpass and Peanuts Plaza has been approved.
   C. BILL MCKAY –
   D. CHAIRMAN KOCH –
   E. PHILL LEMLEY –
   F. RICHARD BLOOM –
G. CLINT DIDIER –

H. SHON SMALL –

I. LISA STADE – Benton City is growing. A lot of builders are requesting building permits. 46 homes going up very soon. Hired someone contractually to assist with this.

J. STEVE BECKEN –

14. Next Meeting
   Regular Board Meeting – Thursday, September 10, 2020 at 7:00 p.m.

15. Executive Session pursuant of RCW 42.30.140(4).
   CHAIR KOCH recessed the regular Board Meeting at 4:19 p.m.
   Executive Session convened at 4:22 p.m.
   CHAIR KOCH stated at 5:03 p.m. that Executive Session would be extended.
   Executive Session reconvened at 5:05 p.m.
   Regular Board Meeting convened at 5:23 p.m.

16. Adjournment
   With no other items in front of the board, CHAIR KOCH adjourned the meeting at 5:24 p.m.

[Signature]
Gladys Diaz, Clerk of the Board

[Signature]
Date 9-10-2020