BUDGET WORKSHOP MINUTES

October 8, 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 3:35 p.m.

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>
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<tr>
<td>Benton County</td>
<td>Shon Small</td>
<td>Vice Chair</td>
<td>Present</td>
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<tr>
<td>Pasco</td>
<td>Ruben Alvarado</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>Kennewick</td>
<td>Bill McKay</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>Richland</td>
<td>Phillip Lemley</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>West Richland</td>
<td>Richard Bloom</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>Prosser</td>
<td>Steve Becken</td>
<td>Director</td>
<td>Present</td>
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<td>Benton City</td>
<td>Lisa Stade</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>Franklin County #2</td>
<td>Clint Didier</td>
<td>Director</td>
<td>Present</td>
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<tr>
<td>The Union</td>
<td>Norma Nelson</td>
<td>Non-Voting Union Rep.</td>
<td>Present</td>
<td></td>
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</tbody>
</table>

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

Legal Counsel: Jeremy Bishop

3. Presentation

Resolution 30-2020: Authorizing the General Manager to Release for Public Review and Comment the Proposed 2021 Operating & Capital Budget

CHAIR KOCH called upon Gloria Boyce to lead them into the presentation of the 2020 Ben Franklin Transit 2021 Proposed Operating and Capital Budget.

Ms. Boyce reported that Staff is happy to present the 2020 Proposed Operating and Capital Budget. BFT is bringing to the Board what they are calling, a year of restoration operating under a new normal since it was dramatically affected by COVID-19. BFT’s operating budget has increased due to labor workforce
in Fixed Route and CONNECT service. Also explained that the Capital Budget has increased due to capital projects that were approved in the Capital Improvement Plan. A number of those projects are existing projects moving into the next phase.

Ms. Boyce then introduced Jeff Lubeck, Financial Services Director to present to the Board, the 2020 Ben Franklin Transit Proposed Operating and Capital Budget.

Jeff Lubeck, Financial Services Director informed Board an overview of the presentation starting with the 2020 Operating Forecast, then 2021 Major Assumptions, 2021 Major Goals and Initiatives, 2021 Departmental Reports, 2021 Capital Budget/Project Details, Next Steps and at the end any questions, comments or other considerations.

A. Operating Forecast

Mr. Lubeck provided the Board with an overview of the 2020 Service Forecast which was impacted by COVID-19. The proposed Fiscal year 2020 Operating Budget of $44,439,800 and Capital Budget of $5,287,800 as presented are balanced with 2020 Revenues, Federal/State Awards and Reserves. Explained that the 2020 funding forecast is higher than 2019 because of the CARES Act funding that BFT received in the year which is a reimbursement for certain operating costs that BFT is doing in order to respond to the COVID-19 pandemic.

Mr. Lubeck presented the 2021 service assumption to the Board and explained that the 2021 Budget Total Miles is going to be down about 7% compared to budget, which is primarily driven by the slow recovery anticipated for Dial-A-Ride, Vanpool and ARC. Fixed Route will be up 9% compared to the 2021 budget, so there will be an increase in that mode.

Mr. Lubeck presented the 2021 Expense Assumptions to the Board. CHAIR KOCH asked Mr. Lubeck to break down the Communication Design and Services expense assumptions. Mr. Lubeck explained that this expense is for a website redevelopment planned for the year as well as advertising campaigns when they outsource some of their printing materials. Explained that with route changes there is an increase reliance in communication with those outside the agency and so communication. Discussion was held regarding the Fare Study and Environmental Safety Study. Mr. Lubeck explained that the Fare Study will be addressing all modes of services, fares, the fair technology, and implementation. Director Stade recommended that BFT could look within the organization for the work itself and look at other transit agencies and see what they are doing so that BFT could possibly replicate. Mr. Lubeck stated that he will provide the Board with additional information for the Fare Study. He also stated that the Environmental Safety Study is a requirement from the Federal Transit Administration.

Director Alvarado asked how BFT determines growth from year to year and how much of that comes from population or expected income. Mr. Lubeck explained that they look at the sales tax and local economy. Also, the service goals that are being laid out. They look at historical data regarding sales tax and anticipate the growth in accordance with the Transit Development Plan. No other discussion was held.

B. Departmental Reports
1. Operations
Ayodeji Arojo presented to the Board the Operations Department’s major accomplishments as well as the 2021 major goals. Presented the expenses for Fixed Route, Dial-A-Ride, Prosser service and Safety and Security. Discussion was held between Director Bloom and Mr. Arojo. Discussion was held.

2. Maintenance
Jerry Otto presented to the Board the Maintenance Department’s major accomplishments as well as the 2021 major goals, and expense. Talked about the Fleet Maintenance Labor Allocation and total Labor cost. Discussion was held regarding the vehicles that were sent to auction, specifically asking about the van-me-down program. Keith Hall stepped in and stated that he recalls distributing at least one vehicle to the van-me-down program. Explained that they look at the condition of the vehicle first before sending it to that program. Mr. Hall will report back to the Board after he verifies the van-me-down application process. Discussion was held.

3. Vanpool
Keith Hall presented to the Board the Vanpool Department’s major accomplishments as well as the 2021 major goals, and expenses for the department. Explained that Vanpool lost 93% of the vanpools at the worst point of the COVID-19 pandemic but it is steadily coming back. The department has done some adjustments in terms of training and operations. Stated that 2021 major goal is to figure out a way to recover. Discussion was held.

4. Planning/Service Development
Keith Hall presented to the Board the Planning and Service Development Department’s major accomplishments as well as the 2021 major goals, and expenses for the department. Stated that they are a little bit late on the Transit Development Plan which made the capital budget be delayed. Discussion was held.

5. Marketing and Communications
Ali Madison presented to the Board the Marketing and Communications Department’s major accomplishments as well as the 2021 major goals, and expenses. Ms. Madison stated that their primary focus was pandemic response and so the marketing and outreach team has been heavily immersed in providing comprehensive and ongoing internal and internal communication. A major 2021 goal will be the BFT website which will improve communication with the community. No discussion was held.

6. Human Resources
Wendi Warner presented to the Board the Human Resources Department’s major accomplishments as well as the 2021 major goals, and expenses. Discussion was held.

7. Administrative Services
Jeff Lubeck presented to the Board the Administrative Services 2020 major accomplishments, 2021 major goals and expenses. 2021 major goal will be modernization and transformation of the agency IT tools and infrastructure. No discussion was held.

C. Capital Budget
Jeff Lubeck stated that the Capital Improvement Plan (CIP) for 2020-2026 was presented and approved by the Board of Directors August 13, 2020 with projects totaling $101,575,654. Discussion was held.

D. Next Steps
   1. Implement Board Recommendations
   2. Release for Public Comment and Review
   3. November 5 Administration & Finance Committee
   4. November 12 Board Review and Proposed Adoption

Jeff Lubeck opened the floor for questions or comments. Director Alvarado asked about the public comment process and how BFT advertises it. Ali Madison stepped in and replied that it is advertised in English and Spanish through the website and display ads. Further questions were asked about certain numbers and specific slides. Mr. Lubeck thanked the Board for their time.

After no more questions, CHAIRMAN KOCH thanked staff for their time and presentations. Meeting was recessed at 5:12 p.m. until Regular Meeting convenes at 5:15 p.m.

4. Next Meeting
   Regular Board Meeting – Thursday, October 8, 2020 5:15 p.m.

5. Adjournment

CHAIR KOCH adjourned the meeting at 5:12 p.m.

\[
\text{Gladys Diaz, Clerk of the Board} \quad \text{Date} \quad 1-12-2020
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