MINUTES
BOARD OF DIRECTORS REGULAR MEETING
December 10, 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 3:31 p.m.

2. ROLL CALL

<table>
<thead>
<tr>
<th>Representing</th>
<th>Attendee Name</th>
<th>Title</th>
<th>Status</th>
<th>Arrived</th>
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</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>3:35</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>3:47</td>
</tr>
<tr>
<td>Franklin County #2</td>
<td>Clint Didier</td>
<td>Director</td>
<td>Present</td>
<td>3:47</td>
</tr>
<tr>
<td>The Union</td>
<td>Norma Nelson</td>
<td>Non-Voting</td>
<td>Present</td>
<td></td>
</tr>
</tbody>
</table>

BFT Staff: Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Ayodeji Arojo, Keith Hall, Jerry Otto, Carrie Zimney, Michael Roberts, 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
5. **APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED (Unanimously)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>LEMLEY</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>BLOOM</td>
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</table>

6. **RECOGNITIONS**

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

No Report

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** – 12/02/2020 – RUBEN ALVARADO, Committee Chair Director Alvarado reported that the item presented was sent to the Board as an Action item on the agenda. Explained that two informational items were presented, and no action was required.

B. **Planning & Marketing Committee Report** – 12/02/2020 – RICHARD BLOOM, Committee Chair Director Bloom reported that the two items presented were sent to the Board as an Action item on the agenda. Explained that one informational item was presented, and no action was required. Ridership update and bids were presented to the committee meeting.

C. **Administration & Finance Committee** – 12/03/2020 – STEVE BECKEN, Committee Chair Director Becken reported that the one item presented was sent to the Board as a Consent item on the agenda. Explained that two items were presented as informational and no action was required.

9. **Consent Agenda**

CHAIR KOCH read the consent items and invited a motion.

A. November 12, 2020 Regular Board Meeting Minutes – Approve
B. November Voucher Summary – Approve
C. Resolution 44-2020: Adopt the Use of Electronic Signature Policy
Mr. Bishop requested a change to the November 12, 2020 Regular Board Meeting Minutes, under the Legal Report section needed to be changed to reflect the full reading of the labor decision as well as incorporate and attach it as required.

CHAIR KOCH accepted the change and invited a motion.

PAYROLL

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<th>Amount</th>
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ACCOUNTS PAYABLE

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RESULT: APPROVED (Unanimously)
MOVER: ALVARADO
SECONDER: BECKEN

10. Action Items

A. Resolution 45-2020: Authorization to Enter into the Design Phase of the Operations Building with TCF Architecture – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the Board a presentation of the Operations Building Replacement project status updated. Stated that this item was presented to all three committees and asked if the Board approved for him to talk over the basic details. CHAIR KOCH stated that unless there is a concern, he would say that would be fine.
Mr. Hall presented key details of the project to the Board as well as the amounts for the operations building.

After a brief discussion with Director Bloom, CHAIR KOCH invited a motion.

RESULT: APPROVED (Unanimously)
MOVER: SMALL
SECONDER: BLOOM

Resolution 46-2020: Authorizing to Complete the Design Phase of the Queensgate Transit Hub with KPFF – Keith Hall, Planning and Service Development Director

Mr. Hall presented the Queensgate Transit Hub which will take BFT from 30% to 100% design. Explained that this item was presented to all three committees as well.

There being no questions, CHAIRMAN KOCH called for a vote.

RESULT: APPROVED (Unanimously)
MOVER: BLOOM
SECONDER: LEMLEY

B. Resolution 47-2020: Authorization to Enter into the Design for the Downtown Pasco Transit Hub with KPFF – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the Board the design for the Downtown Pasco Transit Hub and explained that they are looking to take this to final design in the coming year to meet the grant timeline which is the same as Queensgate. Explained that they are working with consultants to take them into site selection initial real state analysis.

There being no questions, CHAIRMAN KOCH called for a vote.

RESULT: APPROVED (Unanimously)
MOVER: BLOOM
SECONDER: BECKEN

C. Resolution 48-2020: Authorizing the General Manager to Release a Request for Proposals for Temporary Staffing Services – Wendi Warner, Human Resources and Labor Relations Director
Ms. Warner presented to the Board the resolution to release a request for proposals for temporary staffing services. Explained that both of BFT’s temporary staffing agencies contracts end soon. Staff will notify the Board of proposals submitted and hope to make a recommendation next year.

After a brief discussion, CHAIRMAN KOCH called for a vote.

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<tr>
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<tbody>
<tr>
<td>MOVER:</td>
<td>BLOOM</td>
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<tr>
<td>SECONDER:</td>
<td>BECKEN</td>
</tr>
</tbody>
</table>

11. Discussion & Informational Items

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

   Mr. Hall gave the Board a monthly ridership update. Ridership for Fixed Route increased, and Dial-A-Ride ridership decreased. CONNECT has gradually increased in ridership. Vanpool ridership decreased and this mode was hit the hardest from all the services at BFT.

   Due to a request from one of the Directors, Mr. Hall added a to the ridership presentation CONNECT data from Ovia which included the quarterly business review.

   After further questions asked, CHAIRMAN KOCH moved on to the next item on the agenda.

12. Staff Reports & Comments

A. Legal Report

   Mr. Bishop stated that the only item is a reminder that there will be an executive session later which he expects it to be 30 minutes but would go from there.

B. Financial Report

   Jeff Lubeck presented to the Board the financial status through the end of October 31, 2020. Explained that BFT continues to maintain close to budget despite being fare free. Revenues are holding strong compared to budget.

   After no questions or comments, CHAIRMAN KOCH moved on to the next item on the agenda.

C. General Manager’s Report

   Gloria Boyce, General Manager, provided the Board with a review of this month’s notable topics:
   a. Government Affairs Update
i. Federal
   1. Looking out for the additional COVID-19 package pass through or be presented by both chambers, the House, and the Senate. Nothing to report on that effort.

ii. State
   1. Received the final Public Transportation COVID-19 Safety Guidelines. Will be going through in terms of looking and understanding the guidelines. Working on a BFT Service Recovery Plan.

b. Operations
   i. BFT made all scheduled pull outs.
   ii. BFT participated with Second Harvest to deliver 65 Thanksgiving boxes to customers.
   iii. Working on sending a letter to Ben Franklin Health District asking to maintain at the federal level phasing or the state phasing level of vaccination available to transit workers.

Ms. Boyce closed her report and opened for questions. Brief discussion was held.

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

13. Board Member Comments

   CHAIRMAN KOCH –
   SHON SMALL –
   BILL MCKAY –
   STEVE BECKEN
   CLINT DIDIER –
   RICHARD BLOOM –
   PHILLIP LEMLEY –
   RUBEN ALVARADO –
   LISA STADE –
   NORMAL NELSON –

There being no comments, CHAIRMAN KOCH moved

14. Executive Session

   A. RCW 42.30.110(1)(g)

   CHAIR KOCH adjourned the Regular Board Meeting at 4:24 p.m.

   Executive Session convened at 4:26 p.m.

   CHAIR KOCH reconvened the Regular Board Meeting at 4:56 and stated that they would go back
to Executive Session.

Executive Session convened at 5:35 p.m.

CHAIR KOCH reconvened the Regular Board Meeting at 5:37.

15. Other

A. Resolution 43-2020: Recognizing Robert (Bob) Koch’s Years of Service to Ben Franklin Transit’s (BFT) Board of Directors

Ms. Boyce presented to the Board recognition of Robert (Bob) Koch’s years of service. Wishing CHAIR KOCH a wonderful retirement.

RESULT: APPROVED (Unanimously)
MOVER: BECKEN
SECONDER: LEMLEY

16. Next Meeting

Regular Board Meeting – Thursday, January 14, 2021 7:00 p.m.

17. Adjournment

CHAIR KOCH adjourned the meeting at 5:55 p.m.

Gladys Diaz, Clerk of the Board  1-14-2021 
Date