



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**May 14, 2020**  
**2:00 p.m.**

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

1. CHAIR KOCH called the meeting to order at 2:30 p.m. PST
2. **Roll Call**

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Bob Koch	Chair	Present	
Benton County	Shon Small	Vice Chair	Present	3:08 p.m.
Zahra Roach	Pasco	Alternate	Present	2:46 p.m.
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Absent	
Benton City	Lisa Stade	Director	Present	
Franklin County #2	Clint Didier	Director	Excused	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

**BFT Staff:** Gloria Boyce, Jerry Otto, Keith Hall, Jeff Lubeck, Ali Madison, Wendi Warner, Ayodeji Arojo, Paul Holgate, and Pam Loa

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

3. **Pledge of Allegiance**  
CHAIR KOCH led the attendees in the Pledge of Allegiance
4. CHAIR KOCH announced there is no public comment
5. **Approval of Agenda**

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>BLOOM</b>
<b>SECONDER:</b>	<b>MCKAY</b>

6. **Recognitions** - There were no recognitions
7. **Citizen's 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 – RUBEN ALVARADO, Chair  
ALVARADO arrived after this portion of the agenda, so was unable to provide comment.

B. Planning & Marketing Committee – RICHARD BLOOM, Chair  
BLOOM summarized the discussion to include implementation of the new Via application that started in Pasco and West Richland, upcoming contracts and June service changes.

C. Administration & Finance Committee – STEVE BECKEN, Chair  
BECKEN was not present.

9. **Consent Agenda**

CHAIR KOCH read the consent items and invited a motion.

<b>RESULT:</b>	<b>APPROVED [Unanimously], Items A – D</b>
<b>MOVER:</b>	<b>BLOOM</b>
<b>SECONDER:</b>	<b>LEMLEY</b>

- A. March 12, 2020 Regular Board Meeting Minutes – Approve
- B. March 23, 2020 Special Board Meeting Minutes - Approve
- C. March Voucher Summary - Approve

**PAYROLL**

Check

Register Number	Check Number / Number	Date of Issue	In the Amount
506-20	80593 80603	3/13/2020	502,925.02 Payroll
507-20	80604 80612	3/27/2020	495,232.54 Payroll

**Total \$ 998,157.56**

**ACCOUNTS PAYABLE**

Check

Register Number	Check Number / Number	Date of Issue	In the Amount
122-20	2871 2872	3/2/2020	339.00 TRVL
123-20	74112 74162	3/6/2020	218,446.59 MDSE
124-20	2873 2873	3/12/2020	335.50 TRVL
125-20	74163 74219	3/13/2020	651,227.79 MDSE
126-20	VOID 74040	3/15/2020	(1,106.23) VOID
127-20	74220 74220	3/17/2020	1,625.74 MDSE
128-20	74221 74285	3/19/2020	262,564.61 MDSE
129-20	74286 74286	3/20/2020	600.00 MDSE
130-20	74287 74339	3/25/2020	1,067,803.05 MDSE
131-20	ACH TRANS	3/29/2020	874,469.90 ACH TRANS

132-20	74340	74393	3/31/2020	179,216.56 MDSE
133-20	ACH TRANS		3/31/2020	592,825.26 ACH TRANS
		<b>Total</b>		<b>\$ 3,848,347.77</b>

D. Resolution 15-2020: Authorize Surplus of Obsolete Parts and Equipment

10. Action Items

A. Resolution 16-2020:

- (1) Approve the Ben Franklin Transit Public Transportation Agency Safety Plan; and
- (2) Authorize the General Manager to Submit the Plan to the Local Metropolitan Planning Organization and the Washington State Department of Transportation

As presented by Ayodeji Arojo, BFT Transit Operations Director.

Mr. Arojo presented the Plan, pursuant to The Public Transportation Agency Safety Plan (PTASP) final rule (49 C.F.R. Part 673) that requires certain operators/agencies of public transportation systems that are recipients or sub-recipients of FTA grant funds to develop safety plans that include the processes and procedures necessary for implementing Safety Management Systems (SMS). The final rule became effective on July 19, 2019. Each transit operator/agency is required to certify that it has a safety plan meeting the requirements of the rule by July 20, 2020. The checklist will be submitted to the appropriate agencies upon approval. Mr. Ayodeji then open for questions, which was followed by brief discussion.

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

**RESULT: APPROVED [Unanimously], as corrected and after brief discussion**  
**MOVER: BLOOM**  
**SECONDER: LEMLEY**

BLOOM shared with the Board some comments/suggestions regarding the Plan he emailed to staff and that they are being addressed. Mr. Arojo confirmed receipt of the comments and that staff corrected the typo and are addressing the other items/questions for response. Mr. Arojo elaborated on one question regarding accident reporting.

B. Resolution 17-2020: Approve the June 2020 Service Changes Recommendations

As presented by Keith Hall, BFT Planning and Services Development Director

Mr. Hall highlighted the June changes which are part of the routine investigation and are a response to comments and suggestions from the public and operators. Modest changes included Route, 48, 65, 123, and Connect service. He then opened to questions, which was followed by brief discussion.

There being no further questions or comments, CHAIR KOCH asked for any nays or abstentions, to which there were none.

**RESULT: APPROVED [Unanimously], after brief discussion**  
**MOVER: BLOOM**  
**SECONDER: STADE**

## 11. Discussion & Informational Items

### A. 2019 Gallup Q12, as presented by Wendi Warner, HR Director and Liza Romero, Archbright Human Resources Consultant

Ms. Warner provided background about the Gallup firm and the Q12 survey, an engagement survey for employees that highlights a number of elements that are reflected in business outcomes. She then introduced consultant Lisa Romero who presented the results and walked the board through the history of the program and the agency's last year to this year comparison and what the path forward is. Department Action Plan items for 2018-2019 that were expressed important by employees included enhanced agency communication, internal recognition, flex schedules, and agency appearance. In the year-to-year department comparison, eight out of 16 divisions or departments experienced a positive increase overall. The overall percentage change was .05+ with a 2018 result of 3.24 and a 2019 result of 3.29 Grand Mean. Archbright held various State-of-the-Team meetings to communicate results to the individual groups and are working with departments on their Action Plans based on the 2019 feedback that came from those various meetings and the survey in general. The managers will each have SMART Goals that reflect the Gallup survey.

## 12. Staff Reports

### A. Legal Report - Jeremy Bishop.

We are working with staff to work through some of the COVID-19 changes.

### B. COVID-19 Update/Financial Report – Jeff Lubeck.

The CARES Act that was passed late March is a cost reimbursement grant of \$19 million and is going to be a benefit for the agency for managing the budget and finances overall. Costs are being tracked, and March/April total COVID related expenses are just shy of \$900,000. We are seeing a reduction in revenues by 10% of budget in March that decreased to 11%, almost 12% in April. We went fare-free starting the middle part of March and the vanpools are shuttered. Via is starting up so that may help some with ridership. We have implemented various leave programs; most mandated by federal government, others are voluntary. We are also delaying the hiring of 25 open positions. Overall, we are minimizing every discretionary spending opportunity that we have right now to get through this period. We don't know what the sales tax revenue outcome will be at this time. Over the next six weeks we will be working towards a revised operating and capital budget that we'll bring to the Board in July. Currently, there is \$33.5 Million in total reserves, which is almost a full year's worth of operations. There is no plan to tap into those reserves before the next Board meeting.

### C. General Manager Report – Gloria Boyce

**Federal** – All transit agencies are monitoring federal government and the state government in terms of how to interpret not only funding but operating as well as shut down and phase opening.

- The focus has come away from the reauthorization of our Surface Transportation Bill to our COVID-19 responses to include the CARES Act and how we provide service and best practices. The conversations are social distancing and how to move forward with moving people, cleaning vehicles and keeping employees safe.

**State** - We are paying attention to the state phases of reopening as we look towards developing our recovery or reopen plan and that will be in sync with the state. Monitoring of I 976 continues. There is an understanding it is going to move to the

Washington Supreme Court.

**Operations** – For the last 10 weeks, the focus has been the safety of our employees and riders.

- The Vanpool Program was hit the hardest. We now have 26 vans open; the rest are sabbatical in conjunction with Hanford closing down. Second hardest hit was the Dial-A-Ride ridership, going from 1300 trips per day down to 250 trips per day.
- We have temporarily adjusted some routes as a result of COVID-19. We discontinued the 268 and streamlined routes 64/65 and 66/67 into 61E and 69E
- As of May 11<sup>th</sup>, we had our Connect service open in all six zones
- We are canceling/postponing agency events and joint community events as they are announced. We have been able to participate in the Meals-On-Wheels program and Second Harvest events.
- All pullouts were made except one on Friday, April 24<sup>th</sup>
- Federal Audits and Reviews: Annual Audit Exit Interview was Apr 23. We closed out the Annual Financial and Federal 133 audit. The FTA performed its biannual Drug/Alcohol Program Audit this past month. With the COVID-19 we quickly asked for an extension on our Drug and Alcohol Program open items and have been granted an extension from May 26 to August 31 for a number of the areas
- The DAR Dispatchers/Schedulers ratified their new contract, and we are completing the Maintenance vote document in the next few days

#### **Looking ahead**

- Review Emergency Response Plan and include Pandemic Response
- Continue to develop our Recovery or Reopen Plan (front door loading, fares, social distancing on vehicles, employee safety, vehicle safety, split work shifts onsite/offsite, etc.)

Ms. Boyce thanked staff for their continued dedication to the agency and the Teamsters for their partnership to get us through this time without disruptions. She then opened to any questions, which was followed by brief discussion. After there being no further questions or comments, CHAIR KOCH moved on to the Board Member portion of the agenda.

### **13. Board Member Comments**

RUBEN ALVARADO – Has an interest to get more involved with the food drives. Please send more details regarding the upcoming 2nd Harvest drive. He would like to have the next Regular Board meeting at the regular time (7:00 p.m.).

BILL MCKAY – Nothing to report

PHIL LEMLEY – Nothing to report

RICHARD BLOOM – The Bombing Range Road Bridge is complete. Also suggested BFT publish efforts related to COVID-19, such as the example that was shown in an APTA presentation.

CLINT DIDIER – Not present

BOB KOCH – Nothing to report

SHON SMALL – Wanted to quash some rumors – 1) Bill 6666 for diagnostic testing for COVID-19 at individuals' residences. 2) There is no mandated incarceration for Stay Home order. 3) If a parent contracts COVID, their child will be removed by CPS. The only children

are those that are already in the system that are being removed from unfit parents, which is standard procedure.

STEVE BECKEN – Not present

LISA STADE – Thanked BFT staff for COVID-19 safe practices. Has watched APTA webinars and BFT is aligned with APTA recommendations.

NORMA NELSON – Thanked Gloria and Ayodeji for providing staff with the tools to come to work and do their jobs safely.

**14. Next Meeting**

The next Regular Board Meeting is scheduled for Thursday, June 11, 2020 at 7:00 p.m. at 1000 Columbia Park Trail, Richland.

Mr. Roach wanted to know if the Chair wants to set the meeting to 2:00 p.m. and if so, suggested sending notice.

CHAIR KOCH commented that a 2:00 p.m. start may be acceptable if we are still in lock down, otherwise leave it at 7:00 p.m. He wants to wait and see what the Governor determines in three weeks.

ALVORADO has a standing 2:00 p.m. meeting so will need to excuse himself if it's at 2:00 p.m.

**15. Executive Session – none**

**16. Adjournment**

With no other items in front of the board, CHAIR KOCH adjourn and the meeting at 4:42 p.m.



Pam Loa, Clerk



Date approved