



## 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

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Bob Koch	Chair	Present	
Benton County	Shon Small	Vice Chair	Present	
Pasco	Ruben Alvarado	Director	Present	
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
Franklin County #2	Clint Didier	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

**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.



Gladys Diaz, Clerk of the Board



Date