



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
October 8, 2020
5:15 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 5:21 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Bob Koch	Chair	Present	
Benton County	Shon Small	Vice Chair	Absent	
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:

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.

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

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 – 09/30/2020 – CANCELED

B. Planning & Marketing Committee Report – 09/30/2020 – RICHARD BLOOM, Chair
Director Bloom stated that two items were sent to the Consent Agenda; the Release for Public Comment of the BFT Transit Development Plan and approving the 2020 amended Benton Franklin Council of Governments agreement. The current bids and contracts were presented.

C. Administration & Finance Committee – 10/1/2020– STEVE BECKEN, Chair
Director Becken stated that they went over the 2021 proposed operating capital budget for public review which is on the Action Agenda. Discussed upcoming bids and proposals and what BFT will do when schools open.

9. Consent Agenda

CHAIR KOCH read the consent items and invited a motion.

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

A. September 10, 2020 Regular Board Meeting Minutes – Approve

B. September Voucher Summary – Approve

- C. Resolution 28-2020: Authorization to Release Transit Development Plan (TDP) for Public Comment
- D. Resolution 29-2020: Approval to Amend the Benton-Franklin Council of Governments (BFCG) 314 Agreement Related to Mutual Responsibilities in Metropolitan Planning

PAYROLL

Check Register Number	Check Number/Number		Date of Issue	In the Amount	
519-20	80676	80680	9/11/2020	491,125.35	Payroll
520-20	80681	80685	9/25/2020	491,426.89	Payroll
			Total	982,552.24	

ACCOUNTS PAYABLE

Check Register Number	Check Number/Number		Date of Issue	In the Amount	
185-20	75630	75678	9/1/2020	193,301.34	MDSE
186-20	75679	75734	9/9/2020	205,684.20	MDSE
187-20	75735	75784	9/15/2020	104,251.61	MDSE
188-20	ACH TRANS		9/18/2020	847,498.86	ACH TRANS
189-20	VOID	75437	9/22/2020	(55,027.08)	VOID
190-20	75785	75835	9/22/2020	325,831.88	MDSE
191-20	75836	75882	9/30/2020	171,700.28	MDSE
192-20	ACH TRANS		9/30/2020	212,816.95	ACH TRANS
			Total	2,006,058.04	

10. Action Items

- A. Resolution 30-2020: Authorizing the General Manager to Release the Proposed 2021 Operating and Capital Budget for Public Review and Comment - Jeff Lubeck, Financial Services Director

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

RESULT:	APPROVED
MOVER:	BLOOM
SECONDER:	BECKEN

11. Discussion & Informational Items

A. Ridership and Service Update

Keith Hall, Planning and Service Development Director

Mr. Hall gave the Board a presentation of the ridership and service updated. Explained that the numbers are up for Fixed Route as well for Dial-A-Ride. Vanpool has also increased; they are back up to 69 vanpools which is a significant increase. It was hit the hardest of the programs with a 93% decline.

B. Q3 Performance Report

Ali Madison, Marketing and Communications Director

Ms. Madison presented to the Board the Quarter 3 Performance Report for BFT. Explained that ridership was significantly reduced, but Dial-A-Ride and Vanpool ridership is starting to increase. Fixed Route ridership was down 53% for the quarter compared to prior and down 39.8% year to date. Dial-A-Ride ridership was down 69% and year to date is down 54.6%. Vanpool ridership was down 84% in Q3 with a year to date ridership down 61%. BFT CONNECT ridership continues to trend upward. Average weekday ridership in September was around 35. Saturday ridership continues to grow as well.

Marketing and Outreach Department, efforts remain firmly around ongoing pandemic response and planning for recovery as well as continuing to support BFT CONNECT and other internal and external marketing communications. BFT's 2019 Annual Report is now available on the BFT website. Community service included Second Harvest, grocery deliveries for Meals on Wheels which involved a lot of outreach. Social media was heavily used to communicate with the community. Facebook, Twitter and BFT website was used.

2020 Goals and Initiatives for Q3 were presented to the Board.

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

12. Staff Reports & Comments

A. Legal Report

Jeremy Bishop explained that there will be an Executive Session next month. He will be sending something to the Board in advance.

B. Financial Report

Jeff Lubeck presented to the Board the financial status through the end of August. Fare collection variance budget is down about \$1.4 million but are up compared to budget on local sales tax which is about 1.8% down on revenue. Expenses are low compared to budget and 2019.

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. President has signed a continuing resolution through December 11 which was passed. This gives the authority for transit funding and transportation funding in general.
- b. Federal
 - i. No movement on the Heroes Act but will be continually be monitored.
- c. State
 - i. Learned of the revenue shortfall. It was expected over the next three years from \$8 billion to \$4.2 billion. No update on I-976.
- d. Operations
 - i. Operations met all scheduled pull outs. New requirements for the Public Transportation Agency Safety Plan and the Safety Management System. Training has begun for all managers. Operations staff will be trained by the end of the year. Ms. Boyce stated to the Board that BFT is focusing on the response to school openings connected with the Phased Recovery Plan and Washington State Plan. Budget Presentation will be presented to the Citizens Action Network next Monday. Invited the Board to join the meeting telephonically.

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

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

13. Board Member Comments

A. CHAIRMAN KOCH –

B. SHON SMALL –

C. BILL MCKAY –

D. STEVE BECKEN

E. CLINT DIDIER –

F. RICHARD BLOOM – Director Bloom stated that he would like to see more focus on reaching out to union represented staff progress into transit management. CHAIRMAIN KOCH answered that employment availability is open to everybody. Stated that they are not being included in the Gallup assessments. Ms. Boyce clarified that the Clifton Strength program stated with non-represented staff and are not excluding represented staff. They will be included as the program rolls out.

G. PHILLIP LEMLEY –

H. RUBEN ALVARADO – Thanked Ben Franklin Transit for what was included in the Transit Development Plan regarding the City of Pasco. Director Alvarado stated that he is looking forward to see how they can create more ridership for BFT.

I. LISA STADE –

J. NORMAL NELSON – Ms. Nelson asked why the Fixed Route Contract was not brought up to the Board in October. Ms. Boyce explained that the documents for the Collective Bargaining Agreement was prepared end of September and so it was not available for the October Board Meeting.

14. **Next Meeting**

Regular Board Meeting – Thursday, November 12, 2020 7:00 p.m.

15. **Executive Session**

16. **Adjournment**

CHAIR KOCH adjourned the meeting at 6:12 p.m.



Gladys Diaz, Clerk of the Board



Date