



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

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	3:35
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	3:47
Franklin County #2	Clint Didier	Director	Present	3:47
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

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.

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

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

Check Number	Register	Check Number/Number	Date of Issue	In the Amount	
523-20		80698 80703	11/6/2020	501,308.46	Payroll
524-20		80704 80713	11/20/2020	938,277.95	Payroll
			Total	1,439,586.41	

ACCOUNTS PAYABLE

Check Number	Register	Check Number/Number	Date of Issue	In the Amount	
202-20		76132 76175	11/4/2020	363,926.43	MDSE
203-20		2878 2881	11/10/2020	706.00	TRVL ADV
204-20		76176 76258	11/10/2020	194,519.02	MDSE
205-20		76259 76259	11/12/2020	17,610.00	MDSE
206-20		76260 76322	11/17/2020	473,774.47	MDSE
207-20		2882 2888	11/17/2020	399.00	TRVL ADV
208-20		ACH TRANS	11/20/2020	864,396.42	ACH TRANS
209-20		76323 76390	11/24/2020	270,797.39	MDSE
210-20		ACH TRANS	11/30/2020	379,985.39	ACH TRANS
			Total	2,566,114.12	

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.

RESULT:	APPROVED (Unanimously)
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 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 he 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