



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, September 9, 2021, at 7 p.m.  
Virtual Meeting via Zoom**

**MINUTES**

**1. CONVENE BOARD MEETING**

Chair Richard Bloom called the meeting to order at 7 p.m.

**2. ROLL CALL**

Representing	Attendee Name	Title	Status
City of Pasco	Ruben Alvarado	Director	Present
City of Kennewick	Chuck Torelli	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Shon Small	Director	Excused
City of Prosser	Steve Becken	Director	Present
City of Benton City	Lisa Stade	Vice Chair	Present
The Union	Norma Nelson	Nonvoting Union Rep.	Present

**BFT Staff:** Gloria Boyce, Ayodeji Arojo, Janet Brett, Carina Cassel, Chad Crouch, Bill Hale, Lisa Larson, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Kevin Slinger, Wendi Warner

**Legal Counsel:** Jeremy Bishop

**3. PLEDGE OF ALLEGIANCE**

Chair Bloom led the meeting participants in the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

Chair Bloom asked for a motion to approve the agenda.

<b>MOTION:</b>	<b>LEMLEY</b>
<b>SECOND:</b>	<b>BECKEN</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

**5. PUBLIC COMMENT**

Chair Bloom opened the meeting up to comments from the public. No public comments were offered.

**6. RECOGNITIONS**

There were no recognitions this month.

**7. CITIZENS ADVISORY NETWORK (CAN) REPORT**

There was no CAN Report available.

**8. BOARD COMMITTEE REPORTS**

**A. Operations & Maintenance Committee** – Committee Chair Ruben Alvarado reported on the two items presented to the committee: the purchase of a heavy-duty service truck, which is on the Consent Agenda; and the purchase of nine fixed route buses, which is on tonight’s agenda as an Action Item.

**B. Planning & Marketing Committee** – Director Chuck Torelli shared that this committee moved adoption of the TDP to tonight’s agenda.

**C. Administration & Finance Committee** –Committee Chair Steve Becken related that this committee took action on two items—a resolution incorporating administrative changes to the Reserve Fund Policy, which is on the agenda as an Action Item; and a resolution revising a resolution to replace the named attorney with “legal counsel” on the Local Government Investment Pool (LGIP) Authorization Form, which is a Consent Agenda item.

**9. CONSENT AGENDA**

Chair Bloom presented the consent items and invited a motion.

**A. August 12, 2021, Regular Board Meeting Minutes**

**B. August Voucher Summary**

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
518-21	80826	8/13/2021	550,324.75 Payroll
519-21	80830	8/27/2021	581,840.78 Payroll

**Total      \$ 1,132,165.53**

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
156-21	78520	78577	8/3/2021	363,888.65	MDSE
157-21	78578	78638	8/10/2021	401,847.87	MDSE
158-21	78639	78698	8/17/2021	129,435.67	MDSE
159-21	ACH TRANS		8/17/2021	886,252.24	ACH TRANS
160-21	77255		8/24/2021	(100.00)	VOID
161-21	78699	78755	8/26/2021	538,617.94	MDSE
162-21	78756	78803	8/31/2021	300,929.87	MDSE
163-21	ACH TRANS		8/31/2021	1,211,641.83	ACH TRANS

**Total     \$ 3,832,514.07**

**C. Resolution 47-2021: Authorizing the General Manager to Enter into a Contract with Bud Clary Ford for a Heavy-Duty Service Truck**

**D. Resolution 48-2021: Revising Resolution 22-2015 to Replace Named Attorney with “Legal Counsel” on the Local Government Investment Pool (LGIP) Authorization Form**

**MOTION:        TORELLI**  
**SECOND:        ALVARADO**  
**RESULT:        APPROVED (Unanimously)**

**10. ACTION ITEMS**

**A. Public Hearing on Adoption of the 2021-2026 Transit Development Plan (TDP)**

Kevin Sliger, Principal Planner in the Planning and Service Development Department, updated Board members on the status of the 2021-2026 Transit Development Plan (TDP). After its release for public comment at last month’s Board of Directors meeting, no public comment has been received, but law requires a public hearing be held before its adoption. Mr. Sliger asked Chair Bloom to open a public hearing on the TDP.

Chair Bloom opened a public hearing for comments on the adoption of the 2021-2026 Transit Development Plan (TDP) at 7:09 p.m. When no comments were presented, Chair Bloom closed the public hearing at 7:10 p.m.

**B. Resolution 49-2021: Adoption of the 2021-2026 Transit Development Plan (TDP)**

Mr. Sliger presented the Ben Franklin Transit 2021-2026 Transit Development Plan (TDP) for adoption by the Board of Directors.

<b>MOTION:</b>	<b>TORELLI</b>
<b>SECOND:</b>	<b>LEMLEY</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

**C. Resolution 50-2021: Authorizing the General Manager to Enter into a Contract with Gillig LLC to Purchase Nine (9) Fixed Route Buses**

Director of Transit Operations Ayodeji Arojo presented a memorandum and resolution requesting Board approval to purchase nine fixed route buses from Gillig LLC. He also shared a presentation on bus purchase needs.

<b>MOTION:</b>	<b>TORELLI</b>
<b>SECOND:</b>	<b>ALVARADO</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

**D. Resolution 51-2021: Incorporating Administrative Changes to the Reserve Fund Policy**

Director of Administrative Services Jeff Lubeck presented a revised Reserve Fund Policy for adoption by the Board of Directors. The changes incorporated were putting the policy into the current policy template format; adding a summary table of the various reserve funds and the approved funding ranges; and renumbering the sections.

<b>MOTION:</b>	<b>TORELLI</b>
<b>SECOND:</b>	<b>LEMLEY</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

**11. DISCUSSION & INFORMATIONAL ITEMS**

**A. November Board of Directors Meeting Date**

General Manager Gloria Boyce pointed out that the November Board of Directors meeting falls on November 11, Veterans Day. Staff recommend accelerating the meeting to November 4; the committee meetings would then be held Wednesday, October 27, and Thursday, October 28. After discussion by Board members, it was agreed to move the November BFT Board of Directors meeting to November 4.

## **12. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

Jeremy Bishop, BFT legal counsel, stated everything is going smoothly and that staff were doing a great job with all the contracts.

### **B. Financial Report**

Mr. Lubeck presented a financial report, highlighting materials contained in the Board packet.

Chair Bloom asked that the CARES Act funding balance be put on next month's agenda.

### **C. General Manager's Report**

Ms. Boyce reported that Washington State Transit Association (WSTA) has begun work on its 2022 legislative agenda, which will be finalized in November.

Early ridership numbers with the return to school last week are averaging 69 percent of pre-COVID levels, or 900 to 1100 trips per day. Sunday Service began August 29 with 758 trips; September 5 saw those numbers increase to 1060 trips.

We anticipate restoring fares on November 1; normal service, primarily on CONNECT, will be restored January 1.

The 2020 Annual Report has been completed and will be sent to Directors in the next couple of days.

Executive staff and the Capital Improvement Program Committee are updating budget documents for presentation to the Board of Directors at its budget workshop.

The Benton-Franklin Council of Governments (BFCOG) has created a Dues Committee, which she has been asked and agreed to serve on.

## **13. BOARD MEMBER COMMENTS**

Director Torelli complimented BFT staff on their presentation at the Transportation Improvement Program meeting today. He rode Metro Route 3 and Metro Route 1 in the past month and found them to be fast as well as more accessible and usable.

Director Norma Nelson shared that Dial-A-Ride finished their contract last week, and she anticipates it will be overwhelmingly approved. Next month will be her last board meeting, as she is retiring effective October 29. The union will name her replacement.

Director Didier voiced his objections to the Chairman and the General Manager making the decision to pull bus service from the fair, stating it should have come to the Board for a vote.

Director Torelli pointed out that the Benton-Franklin Health District had recommended canceling the fair and stated he thinks the health of BFT employees is important.

Chair Bloom indicated the decision to pull transit services from the fair was a decision for the General Manager to make, not the Board. The Board hired her to run the day-to-day operations of the agency.

Director Stade expressed she did not want BFT to pull services in advance of the fair being closed but was told there were not enough staff members to man it, so it became a moot point.

Director Mullen stated a decision of this magnitude should have been brought before the Board.

Directors discussed ridership rates throughout the community.

Director Nelson shared her perspectives on the fair and ridership from a driver's perspective.

**14. EXECUTIVE SESSION**

No Executive Session was held.

**15. OTHER**

There were no Other agenda items for discussion.

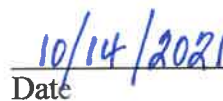
**16. NEXT MEETING**

Regular Board Meeting – Thursday, October 14, 2021, at 7 p.m.

**17. ADJOURNMENT**

Chair Bloom adjourned the meeting at 8:04 p.m.

  
Janet Brett, Clerk of the Board

  
Date