



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, October 14, 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	Excused
Franklin County #1	Clint Didier	Director	Excused
Benton County	Will McKay	Director	Present
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, Kelsey Buckner, Carina Cassel, Chad Crouch, Bill Hale, Lisa Larson, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Joshua Rosas, Kevin Sliger, 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.

MOTION:	TORELLI
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENT

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

6. RECOGNITIONS

Chair Bloom welcomed new Board member Will McKay, representing Benton County.

A. Resolution 52-2021: A Resolution Recognizing BFT Nonvoting Union Member Norma Nelson’s Years of Service on the BFT Board of Directors

Chair Bloom recognized Director Norma Nelson for her 11 years of service on the BFT Board of Directors. Chair Bloom then asked for a motion to approve the resolution.

MOTION:	BECKEN
SECOND:	STADE
RESULT:	APPROVED (Unanimously)

General Manager Gloria Boyce shared her appreciation for Norma Nelson’s partnership as a representative of the Teamsters and its members.

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 this committee recommended be moved to the Consent Agenda of tonight’s meeting—the bus stop pad construction resolution, and the VOIP phone system resolution.

B. Planning & Marketing Committee – Director Chuck Torelli shared that this committee heard presentations on releasing the annual service plan for public comment, and on an RFP for a new BFT website. Both items were moved to the Consent Agenda.

C. Administration & Finance Committee – Committee Chair Steve Becken related that this committee moved the antidiscrimination, antiharassment policy resolution to the Consent Agenda and the 2021 salary schedule resolution and alignment of CONNECT fares to the fixed-route fare structure resolution to tonight’s agenda as Action Items.

9. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. September 9, 2021, Regular Board Meeting Minutes

B. January 14, 2021, Amended Regular Board Meeting Minutes

C. September Voucher Summary

PAYROLL
Check
Register
Number

Check
Number / Number

Date of
Issue

In the
Amount

520-21	80835	80839	9/10/2021	588,832.40 Payroll
521-21	80840	80844	9/24/2021	566,589.15 Payroll

Total \$ 1,155,421.55

ACCOUNTS PAYABLE

Check
Register
Number

Check
Number / Number

Date of
Issue

In the
Amount

164-21	78804	78858	9/8/2021	265,059.59 MDSE
165-21	ACH TRANS		9/13/2021	880,202.30 ACH TRANS
165-21	78857	78833	9/13/2021	130,431.84 MDSE
167-21	78834	78851	9/23/2021	258,288.62 MDSE
168-21	78862	78842	9/28/2021	244,784.28 MDSE
168-21	ACH TRANS		9/30/2021	258,086.52 ACH TRANS

Total \$ 2,032,843.05

- D. Resolution 53-2021: Authorizing the General Manager to Release Bids for Bus Stop Pad Construction and Amenity Installation**
- E. Resolution 54-2021: Authorizing the General Manager to Enter into a Contract with Ednetics., Inc. to Design and Install a New Voice Over IP (VOIP) Phone System**
- F. Resolution 55-2021: Authorizing the Release of the 2022 Annual Service Plan for Public Comment**
- G. Resolution 56-2021: Authorizing the General Manager to Release a Request for Proposals for the Design and Implementation of a New Customer-Facing Website**
- H. Resolution 57-2021: Adopt the Updated Antidiscrimination, Antiharassment Policy**

MOTION: TORELLI
SECOND: STADE
RESULT: APPROVED (Unanimously)

10. ACTION ITEMS

A. Resolution 58-2021: Authorizing the Alignment of CONNECT Fares to BFT's Fixed-Route Fare Structure – Keith Hall, Director of Planning and Service Development

Mr. Hall presented a memorandum and resolution and asked the Board to authorize the alignment of CONNECT fares to BFT's fixed-route fare structure when fares resume November 1.

MOTION:	LEMLEY
SECOND:	ALVARADO
RESULT:	APPROVED (Unanimously)

B. Resolution 59-2021: Authorizing the General Manager to Release the Proposed 2022 Operating and Capital Budget for Public Review and Comment – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck asked for Board authorization to release the proposed 2022 operating and capital budget for public review and comment. Chair Bloom pointed out to Board members that they could bring their budget questions to the November meeting for further discussion, since the adoption of the budget will be on the agenda in December.

MOTION:	MCKAY
SECOND:	TORELLI
RESULT:	APPROVED (Unanimously)

C. Resolution 60-2021: Adopt the 2021 Marked-Based Salary Structure and Position Titles – Wendy Warner, Director of Human Resources

Ms. Warner presented an updated salary structure and position titles for adoption by the Board. This will replace the existing salary structure and position titles approved by the Board on September 14, 2017.

MOTION:	TORELLI
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

11. DISCUSSION & INFORMATIONAL ITEMS

A. Q3 Performance Report – Keith Hall, Director of Planning and Service Development; and Byron Olson, Interim Director of Marketing and Communications

Mr. Hall began the Third Quarter 2021 BFT Agency Performance presentation highlighting ridership and route performance.

Mr. Olson continued with the Marketing & Outreach information, discussing COVID-19 communications, community outreach and events, social media, website analytics, and local new clips.

12. STAFF REPORTS & COMMENTS

A. Legal Report

Jeremy Bishop, BFT legal counsel, announced there would be an executive session tonight under RCW 42.30.140(4)(b).

B. Financial Report

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

C. General Manager's Report

General Manager Gloria Boyce welcomed Commissioner McKay to the BFT Board of Directors.

The 2020 BFT Annual Report has been distributed to local jurisdictions and legislators. Senator Murray's and Representative Boehnke's offices have been in contact since its receipt requesting to meet.

In response to the stabbing death of a Pasco School District bus driver, their transportation director has asked to see our driver barriers currently being installed in our fixed-route buses. Additionally, a concerned Dial-A-Ride customer has reached out to Chair Bloom suggesting the hiring of safety riders on Dial-A-Ride vehicles. A safety memo to all Coach and Dial-A-Ride operators was sent after the tragic event.

There is now a Public Comments form under Board Information on the BFT website where citizens can submit a public comment and/or request to speak during the Public Comments section at upcoming Board meetings.

13. BOARD MEMBER COMMENTS

Director Nelson stated she enjoyed her time on the Board and hopes the person replacing her will, also.

Chair Bloom shared appreciation for the BFT shuttle at Hogs & Dogs in West Richland, although it ended up being rained out. He also announced West Richland had an extremely successful startup of the Tri-Cities Raceway.

14. EXECUTIVE SESSION

The Board convened in executive session to review collective bargaining agreements under RCW 42.30.140(4)(b) at 8:26 p.m. and returned to open session at 8:56 p.m.

Chair Bloom announced he would entertain two motions, with the first one to approve Resolution 61-2021: A Resolution Adopting the Collective Bargaining Agreement

Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Dial-A-Ride Drivers and Reservation Clerks.

MOTION:	TORELLI
SECOND:	LEMLEY
RESULT:	APPROVED (Unanimously)

Chair Bloom then asked for a motion to approve Resolution 62-2021: A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Coach Operators and Coach Operators/Dispatchers.

MOTION:	LEMLEY
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

15. OTHER

Director Nelson reported in all the years she has been on the bargaining team, they have never bargained a contract in three months. Hats off to the negotiators, and thank you to the Board for approving it.

16. NEXT MEETING

Regular Board Meeting – Thursday, November 4, 2021, at 7 p.m.

17. ADJOURNMENT

Chair Bloom adjourned the meeting at 9:00 p.m.


Janet Brett, Clerk of the Board


Date