



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, December 9, 2021, at 6 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

Chair Richard Bloom called the meeting to order at 6:00 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Ruben Alvarado	Director	Present
City of Kennewick	Jim Millbauer	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Arrived 6:02 p.m.
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Arrived 7:22 p.m.
City of Benton City	Lisa Stade	Vice Chair	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Staff: Gloria Boyce, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Carina Cassel, Imelda Collop, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Bill Hale, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Rob Orvis, Jerry Otto, Mike Roberts, Joshua Rosas, Wendi Warner, Wayne Welle

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, which had been revised to include a recognition of Director Alvarado and discussion on the general manager retirement and recruitment process.

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

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Resolution 74-2021: Recognizing BFT Director Lisa Stade's Years of Service

Chair Bloom read Resolution 74-2021 in recognition of Director Stade's retirement from the BFT Board of Directors. A retired bus stop in her name, lifetime bus pass, a cake, and flowers were delivered to her at her home.

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

B. Resolution 80-2021: Recognizing BFT Director Ruben Alvarado's Years of Service

Chair Bloom read Resolution 80-2021 in recognition of Director Alvarado's resignation from the BFT Board of Directors.

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

7. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

8. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – This committee's December meeting was canceled due to a lack of agenda items.

B. Planning & Marketing Committee – Committee Chair Jim Millbauer shared that this committee met on December 1 and heard a presentation on the approval of the 2022 Annual Service Plan and Title VI Equity Analysis, which is on the agenda as an Action Item. They also reviewed the 90-Day Procurement Outlook.

C. Administration & Finance Committee – Chair Bloom reported on this committee's meeting, which was held December 2. They heard presentations on revisions made to the budget since it was presented in October and on an RFP for budgeting, planning, and reporting software. Both matters were moved to the agenda as Action Items. Also presented were two revised policies on the succession plan and whistleblower protection, which are also on tonight's agenda as Action Items. Finally, they had an informal discussion of the corporate vaccine mandate, which is on the agenda as an informational item.

9. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. November 4, 2021, Regular Board Meeting Minutes

B. November Voucher Summary

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
524-21	80852	80858	11/5/2021	574,522.75 Payroll
525-21	80857	80862	11/19/2021	678,121.57 Payroll
Total				\$ 1,252,644.32

ACCOUNTS PAYABLE				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
177-21	79348	79389	11/2/2021	407,288.30 MOSE
178-21	79400	79480	11/8/2021	724,159.14 MOSE
179-21	79491	79491	11/11/2021	50.00 MOSE
180-21	VOID	78469	11/20/2021	(46.80) VOID
181-21	VOID	78848	11/22/2021	(2,088.60) VOID
182-21	VOID	78282	11/22/2021	(43.74) VOID
183-21	79482	79579	11/22/2021	388,829.08 MOSE
184-21	VOID	78580-79581	11/30/2021	- VOID
185-21	79882	79882	11/30/2021	163,210.09 MOSE
186-21	ACH TRANS		11/29/2021	586,517.75 ACH TRANS
187-21	ACH TRANS		11/30/2021	583,352.14 ACH TRANS
Total				\$ 2,843,508.91

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

10. ACTION ITEMS

A. Public Hearing on Adoption of the 2022 Annual Service Plan and Title VI Equity Analysis

Director of Planning and Service Development Keith Hall presented the 2022 Annual Service Plan and Title VI Equity Analysis, which have also been made available in Spanish this year for the first time. Chair Bloom opened the public hearing at 6:31 p.m. and asked for comments from the public. Hearing none, the public hearing was closed at 6:32 p.m.

B. Resolution 75-2021: Adoption of the 2022 Annual Service Plan and Title VI Equity Analysis

Mr. Hall asked the Board to adopt the 2022 Annual Service Plan and Title VI Equity Analysis as presented.

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

- C. Resolution 76-2021: Adopt the Proposed 2022 Operating and Capital Budgets**
Director of Administrative Services Jeff Lubeck presented the revised 2022 Operating and Capital Budgets for Board adoption.

MOTION: LEMLEY
SECOND: MILLBAUER
RESULT: APPROVED; Ayes – 5, Nays - 3

- D. Resolution 77-2021: Authorize the General Manager to Release a Request for Proposals (RFP) for Budgeting, Planning, and Reporting Software**
Mr. Lubeck presented information on the budgeting, planning, and reporting software needs of BFT and requested the Board authorize the General Manager to release an RFP for its purchase.

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

- E. Resolution 78-2021: Adopt the Updated Succession Plan Policy**
Director of Human Resources Wendi Warner presented an updated Succession Plan Policy for Board adoption. The Succession Plan is ready to be implemented in the first quarter of 2022. Director Didier stated he believed we should wait for the new year and the new Board to make these decisions.

MOTION: MILLBAUER
SECOND: LEMLEY
RESULT: APPROVED; Ayes – 5, Nays - 3

- F. Resolution 79-2021: Adopt the Updated Improper Governmental Actions/Whistleblower Protection Policy**
Ms. Warner presented the revised Improper Governmental Actions/Whistleblower Protection Policy, which has been reviewed by Summit Law, for Board adoption. It was last updated in 1993.

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

11. DISCUSSION & INFORMATIONAL ITEMS

A. COVID-19 Vaccine Mandate

Ms. Warner presented an update on the potential of a Washington Industrial Safety and Health Act (WISHA) vaccine mandate and its effects on Ben Franklin Transit.

B. General Manager Retirement and Recruitment Process

Chair Bloom announced General Manager Gloria Boyce has submitted a letter of retirement effective at the end of January. He asked Jeremy Bishop, BFT legal counsel, to explore the process for advertising and procuring candidates for this position.

Mr. Bishop reported he has been in contact with the recruiting firm Prothman, who will begin advertising this position after the new year in the hopes of filling it by May. They will also seek an interim GM to fill in until a permanent replacement can be named. Sonia Prothman will attend the next meeting to review the recruitment process with the Board.

12. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop shared he has been working on the GM recruitment project and with staff on RFPs and contracts.

B. Financial Report

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

13. BOARD MEMBER COMMENTS

Director Stade shared it has been a pleasure serving on the Board, and she has been continually impressed by the level of commitment of our employees, both drivers and staff. She suggested that in the future, BFT plan a budget that does include dollars to help our most vulnerable, including those with mental health needs.

Director Suttle expressed appreciation, on behalf of the Teamsters, to Directors Stade and Alvarado for their support and wished them good luck on their future endeavors.

Director Alvarado expressed his gratitude to staff, who have been very responsive to phone calls and requests for information to assist him in making decisions that impact people's lives. He wished the Board the best and thanked everyone for allowing him to serve. Director Bloom thanked him for his service, asking questions, getting involved, and understanding transit.

Chair Bloom gave an update on his recent travels relative to transit and COVID vaccinations and testing.

Director Lemley wished Happy Trails to Directors Alvarado and Stade. Director Millbauer thanked them for everything they have done.

14. EXECUTIVE SESSION

No Executive Session was held.

15. OTHER

There were no Other agenda items.

16. NEXT MEETING

The next meeting will be held Thursday, January 13, 2022, at 7 p.m.

17. ADJOURNMENT

Chair Bloom adjourned the meeting at 7:34 p.m.



Janet Brett, Clerk of the Board



Date