



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, February 10, 2022, 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	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	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	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Board Alternate: May Hays

BFT Staff: Shane Anderson, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Terry DeJuan, Austin DePaolo, Ed Frost, Bill Hale, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Wendi Warner

Legal Counsel: Jeremy Bishop

Guest: John Hodgson, Prothman

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 since the

packet was sent out to correct a numbering error.

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

5. PUBLIC COMMENTS

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

6. ELECTION OF OFFICERS

A. Chair/Vice Chair

BFT Legal Counsel Jeremy Bishop asked for nominations for Board chair. Director Didier nominated Director McKay; Director Christensen then nominated Chair Bloom.

A roll call vote was taken:

Campos—McKay

Beauchamp—McKay

Christensen—Bloom

Bloom—Bloom

Mullen—McKay

Didier—McKay

McKay—McKay

Becken—Bloom

Sandretto—Bloom

Director McKay was named chair.

Mr. Bishop then asked for nominations for Board vice chair. Director Sandretto nominated Director Bloom; Director Beauchamp nominated Director Didier. A roll call vote was taken:

Campos—Bloom

Beauchamp—Didier

Christensen—Bloom

Bloom—Bloom

Mullen—Didier

Didier—Didier

McKay—Didier

Becken—Bloom

Sandretto—Bloom

Director Bloom was then named vice chair.

B. Committee Selections

Mr. Bishop informed Chair McKay that he could then make committee appointments, subject to Board approval. After discussion among Board members, a motion was made

to accept the committee assignments as follows:

Operations & Maintenance: Directors Campos, Christensen, and Didier

Planning & Marketing: Directors Beauchamp, Mullen, and Sandretto

Administration & Finance: Chair McKay, Vice Chair Bloom, and Director Becken

MOTION:	SANDRETTO
SECOND:	BLOOM
RESULT:	APPROVED (Unanimously)

C. BFCOG Representative

Mr. Bishop asked Board members to appoint a representative and an alternate from BFT to the BFCOG. The General Manager has served as the representative in the past, with a Board member as alternate. Ed Frost was named representative; Vice Chair Bloom volunteered to be the alternate and was so appointed by Chair McKay.

7. RECOGNITIONS

A. Resolution 8-2022 Recognizing BFT Employee Brent E. Romick's Years of Service

Director of Transit Operations Ayodeji Arojo read Resolution 8-2022 in recognition of

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

Brent Romick's 27 years of service.

8. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

9. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Director Terry Christensen, who chaired this committee meeting, gave a brief report on the items they moved to tonight's agenda.

B. Planning & Marketing Committee – This meeting was canceled due to a lack of agenda items.

C. Administration & Finance Committee – This meeting was also canceled due to a lack of agenda items.

10. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. January 13, 2022, Regular Board Meeting Minutes

B. January Voucher Summary

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
500-22	80876	80878	1/14/2022	602,049.31 Payroll
501-22	80879	80880	1/28/2022	604,876.19 Payroll

Total \$ 1,206,925.50

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
100-22	79883	79983	1/4/2022	297,885.03 MDSE
101-22	79864	80029	1/12/2022	2,006,256.92 MDSE
102-22	80030	80112	1/18/2022	250,876.93 MDSE
103-22	ACH TRANS		1/26/2022	927,737.48 ACH TRANS
104-22	80113	80172	1/20/2022	485,423.87 MDSE
105-22	ACH TRANS		1/30/2022	218,618.05 ACH TRANS
106-22	ACH TRANS		1/31/2022	31,473.31 ACH TRANS

Total \$ 4,218,271.59

- C. Take Resolution 7-2022 from the Table and Substitute Resolutions 9-2022 and 13-2022 (10D and 11B)**
- D. Resolution 9-2022 Amending Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub**
- E. Resolution 10-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for an Architecture & Engineering (A&E) Firm to Design Transit Centers and Bus Stops**
- F. Resolution 11-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for Construction Management (CM) Services for Transit Centers**

MOTION:	CHRISTENSEN
SECOND:	SANDRETTO
RESULT:	APPROVED (Unanimously)

11. ACTION ITEMS

- A. Resolution 12-2022 Recommending the Award of the Contract to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System**
Mr. Arojo shared a presentation on the details of the Maintenance Building HVAC Installation Needs, then presented a resolution to award the contract for its replacement.

MOTION:	SANDRETTO
SECOND:	BLOOM
RESULT:	APPROVED (Unanimously)

- B. Resolution 13-2022 Amending Resolution 58-2019, On-Call Transit Passenger Facilities Architecture and Engineering (A&E) Services to KPFF Consulting Engineers**

Director of Planning & Service Development Keith Hall presented a resolution to amend Resolution 58-2019, requesting an increase in the not-to-exceed amount of Contract #1141 with KPFF Consulting Engineers to \$1,500,000 to close all open task orders and ensure completion of permitting and land recording requirements for the Queensgate Transit Hub.

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

12. DISCUSSION & INFORMATIONAL ITEMS

- A. General Manager Recruitment Process**

Mr. Bishop introduced John Hodgson from Prothman to update Board members on the general manager recruitment process. He is seeking input to finalize the job description and develop interview questions for prospective candidates. If Board members have any additional comments or questions, please get them to Mr. Bishop within the next few days. Prothman plans to begin recruitment on February 21.

- B. New Board Member Orientation**

Interim General Manager Ed Frost gave Board members some options for receiving new Board member orientation. We could conduct it in person; we could hold it via Zoom; or we could create a video and send it to Board members to view at their convenience. Whatever the choice of format, each director would make a brief presentation about his or her department, and these would be augmented with written materials. Board members were asked to email Mr. Frost and let him know their preference.

- C. Operations Building Workshop**

Mr. Hall asked Board members if they had any follow-up questions from last Friday's Board workshop. After discussion amongst Board members as to options going forward, it was decided that BFT staff would bring forth three proposals: 1) proceed with the current three-story building design; 2) replace the existing building with a one-story

design; 3) remodel the existing building. These will be brought to the Operations & Maintenance Committee on March 2 prior to the full Board on March 10.

13. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop reported he has been kept busy with bids and contracts to review and had nothing else to report.

B. Financial Report

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

C. Interim General Manager's Report

Mr. Frost reminded Board members about the APTA Legislative Conference next month in Washington, D.C. It is a Board decision which Board members would attend this event. Director Suttle expressed interest and will attend on behalf of the Board.

The Washington State proposed transportation funding package was just released to the public two days ago and, if it becomes law, could bring up to \$3.4 million per year to BFT. We are also watching the rollout of the federal infrastructure bill because there are several very promising funding opportunities for BFT within it, as well.

Drivers have been diligently following COVID protocols. We are experiencing a modest increase in ridership.

He spoke with Dr. Person at Benton Franklin Health District, and she informed him that because the infection rate in our community is going down, she believes it would be acceptable for BFT to go back to in-person meetings as long as masking and social distancing protocols are followed. After discussion among Board members, it was decided to hold the March meeting via Zoom and the April meeting in person if masking requirements have been lifted.

14. BOARD MEMBER COMMENTS

Director Didier told Mr. Frost he is not in favor of the Washington State transportation plan and was told by a state senator that a representative of Ben Franklin Transit was in Olympia and testified in favor of it. Mr. Frost confirmed that neither he nor any BFT management had been in Olympia testifying and asked Director Didier for further information.

15. EXECUTIVE SESSION

There was no Executive Session.

16. OTHER

There were no Other agenda items.

17. NEXT MEETING

The next meeting will be held Thursday, March 10, 2022, at 7 p.m. via Zoom.

18. ADJOURNMENT

Chair McKay adjourned the meeting at 8:50 p.m.


Janet Brett, Clerk of the Board


Date