



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, May 12, 2022, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington**

Meeting attendance options included in person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present via Zoom
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present via Zoom
Franklin County #1	Clint Didier	Director	Present via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present via Zoom
City of Benton City	David Sandretto	Director	Present via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Board Alternate: Wayne Welle

BFT Staff: Hussam Abdurrahman, Shane Anderson, Ayodeji Arojo, Brandy Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Imelda Collop, Chad Crouch, Marie Cummins, Steve Davis, Cailin Davey, Terry DeJuan, Ed Frost, Angelica Gutierrez, Bill Hale, Keith Hall, Cristina Lebedevskiy, Christopher Lilyblade, Jeff Lubeck, Mindy Miley, Rob Orvis, Janel Ottosen, Matt Owens, Mike Roberts, Kevin Sliger, Rich Starr, Jenny Stenkamp, Julie Thompson, Wendi Warner

Legal Counsel: Jeremy Bishop

Union Representative: Austin DePaolo

Guest: James Thaelke

Interpreters: Coburn Ingram, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Presentation of BFT's 2021 Student Art Contest Winners – Interim Director of Marketing and Communications Marie Cummins presented the winners of the 2021 Student Art Contest, recognizing Cuiin Regan from Kamiakin High School, who took third place; Paul Erickson from Kamiakin High School, who took second place; and Zaydean Valdez from River View High School, who took first place.

B. Resolution 27-2022 Recognizing BFT Employee Serena Grandstaff's Years of Service

C. Resolution 28-2022 Recognizing BFT Employee Arnold Knoblich's Years of Service

D. Resolution 29-2022 Recognizing BFT Employee Toni Marvin's Years of Service

E. Resolution 30-2022 Recognizing BFT Employee James Thaelke's Years of Service
Director of Transit Operations Ayodeji Arojo offered retirement resolutions recognizing Serena Grandstaff, Arnold Knoblich, Toni Marvin, and James Thaelke for their years of service. Mr. Thaelke answered questions from the Board and expressed appreciation for his 40 years at BFT. Chair McKay then asked for a motion to approve the four resolutions.

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

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos reported they discussed the building resolution again and moved it to the Consent Agenda of tonight's meeting.

B. Planning & Marketing Committee – Chair David Sandretto reported that this committee discussed the Fare Free for 18 and Under proposal and moved it to the Consent

Agenda as a temporary test for the next six months. They also placed the release of an RFP for scheduling and runcutting software on the Consent Agenda and asked the CBC contract be included on the agenda as an Action Item. Finally, they were presented with upcoming bids and requests for proposals.

C. Administration & Finance Committee – Chair Steve Becken reported this group also discussed the Fare Free for 18 and Under proposal, were updated on the collective bargaining agreement, and were presented with the First Quarter Report, which is on the Consent Agenda.

8. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. April 14, 2022, Regular Board Meeting Minutes

B. April Voucher Summary

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT** Benton County, Washington, do hereby certify that the payroll related services, herein specified have been received and that the following checks are approved for payment for the month of April 2022.

PAYROLL

Check Register Number	Check Number	Check Number / Number	Date of Issue	In the Amount
506-22	80884	80886	4/8/2022	654,759.29 Payroll
507-22	80887	80889	4/22/2022	609,733.95 Payroll

Total \$ 1,264,493.24

I, the undersigned ~~CHAIRMAN~~~~VICE-CHAIRMAN~~ of BEN FRANKLIN TRANSIT Benton County, Washington, do hereby certify that the merchandise or services herein specified have been received and that the following checks are approved for payment for the month of April 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
127-22	80780 80810	4/5/2022	312,176.62 MDSE
129-22	80811 80867	4/12/2022	416,727.94 MDSE
130-22	80868 80868	4/13/2022	450.00 MDSE
131-22	80869 80943	4/20/2022	337,999.06 MDSE
132-22	ACH TRANS	4/25/2022	1,000,621.94 ACH TRANS
133-22	80944 81013	4/26/2022	696,164.70 MDSE
134-22	2898 2898	4/28/2022	146.00 TRAVEL
135-22	ACH TRANS	4/30/2022	224,782.11 ACH TRANS

Total \$ 2,989,068.37

- C. Resolution 31-2022 Building Expansion Project: Staff-Recommended Option**
- D. Resolution 32-2022 Zero Fare for Youth Demonstration Pass**
- E. Resolution 33-2022 Award of the Contract to Replace the HVAC System in the Administration Building Computer Server Room**
- F. Resolution 34-2022 Authorizing the Interim General Manager to Declare the Vehicle Identified in Exhibit A as Surplus and Dispose of per Resolution 59-2018**
- G. Resolution 35-2022 Release of an RFP for Fixed Route Scheduling Software**
- H. First Quarter Performance Report**

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

9. ACTION ITEMS

- A. Resolution 36-2022 Extend Columbia Basin College (CBC) Contract #893 for One Year**

Director of Planning & Service Development Keith Hall presented a one-year extension of Contract #893 with CBC for Board approval. It provides bus service to students, faculty, and staff at 40 cents per boarding.

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

B. General Manager Search

Chair McKay announced that interviews had been held last week and no decisions have been made. The Board has asked for more information from Prothman and hopes to name a new General Manager in the next couple of months.

10. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop expressed appreciation for staff who made sure he received all upcoming projects early. He reported that a letter had gone out to the attorney general's office asking for an informal opinion letter on whether temporarily or permanently reducing the sales tax collection would make BFT ineligible for the Transit Support Grants. He hopes to have a response by the next meeting.

B. Financial Report

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

C. Interim General Manager's Report

Mr. Frost reported on ridership, which is rebuilding slowly. He has appointed a Ridership Task Force made up of representatives of all departments, including two drivers and a road supervisor. They are evaluating over 200 suggestions on increasing ridership made by staff.

Staff are preparing a grant application to the FTA to purchase six or more electric cut-away chassis vehicles and the associated charging equipment. These smaller vehicles would initially operate in our new downtown Pasco hub.

We received the exit report on our 2021 budget audit from the Washington State Auditor's Office, which was completely clean in all areas, with no deficiencies or noncompliance noted.

In a 25-day time frame, Dial-A-Ride provided 1800 trips to and from dialysis centers. BFT is a lifeline in the community providing these life-or-death services.

If Board members would like to receive an iPad from BFT for their use, please contact Janet.

11. BOARD MEMBER COMMENTS

Vice Chair Richard Bloom pointed out that CONNECT service is growing consistently to roughly 2500 trips per month, including about 500 trips on Sunday.

Director Caleb Suttle advocated that Ben Franklin Transit go fare free for all.

Director Didier asked for a roll call vote on the sales tax resolutions voted on last month. Chair McKay explained the resolutions were tabled indefinitely but could be noted on a future agenda. We are waiting for clarification from the state, and then a workshop will be scheduled.

12. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(a) regarding collective bargaining and RCW 42.30.110(1)(g) regarding employee evaluation and would last for 35 minutes.

The meeting recessed at 7:01 p.m. and resumed at 7:07 p.m., when the Board recessed into Executive Session. Open session resumed at 7:44 p.m., and Mr. Bishop announced the Executive Session would be extended ten more minutes. The Board returned to open session at 7:54 p.m., and Mr. Bishop announced the Executive Session had been completed with no decisions made and no actions to be taken.

13. OTHER

There were no other agenda items.


14. NEXT MEETING

The next meeting will be held Thursday, June 9, 2022, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:55 p.m.


Janet Brett, Clerk of the Board


Date