



**BOARD OF DIRECTORS
REGULAR MEETING**

**Thursday, July 14, 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
Simultaneous translation into Spanish was available via Zoom*

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:01 p.m.

2. ROLL CALL

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

BFT Staff: Hussam Abdurrahman, Errika Armatrout, Ayodeji Arojo, Brandy Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Imelda Collop, Chad Crouch, Steve Davis, Terry DeJuan, Ed Frost, Jason Haggerty, Bill Hale, Keith Hall, Marc Lampton, Lisa Larson, Cristina Lebedevskiy, Christopher Lilyblade, Jeff Lubeck, Gabe Martin, Jean Pierre Munoz, Rob Orvis, Lynn Ramos-Braswell, Rahul Ranade, Ashley Rolland, Erin Russell, Chris Slack, Kevin Sliger, Teresa Smith, Rich Starr, Jenny Stenkamp, Katie Wall, Wendi Warner, Mike Wells

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, 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. *Vice Chair Richard Bloom made a motion to permanently remove item 9D, Resolution 25-2022 Regarding Submission of a Proposition to the Voters to Reduce Sales and Use Tax for Public Transportation, from the agenda. The motion was seconded by Director Terry Christensen and was approved 7-2.*

Roll call vote:

Campos – Aye

Beauchamp – Aye

Christensen – Aye

Bloom – Aye

Mullen – Nay

Didier – Nay

Becken – Aye

Sandretto – Aye

McKay – Aye

5. PUBLIC COMMENTS

Chair McKay opened the meeting to comments from the public. Public comments against reducing the sales tax were made by Virginia Halden, Solomon Torelli, Chris Lindhartsen, Michael Wells, Katherine Torelli, Frank Cuta, Norma Nelson, and Jennifer Kelley.

6. RECOGNITIONS

Employees of the Year

A. Resolution 40-2022 Recognizing Operator of the Year Marc Lampton

B. Resolution 41-2022 Recognizing Support Employee of the Year Jason Haggerty

C. Resolution 42-2022 Recognizing Team of the Year, the Planning & Service Development Department: Keith Hall (not present), Bill Barlow (not present), Eric Freeman (not present), Gabe Martin, Imelda Collop, Jean Pierre Munoz, Katie Wall, Kevin Sliger, Matt Ragsdale (not present), and Rahul Ranade

Interim General Manager Ed Frost presented the Employees of the Year for Board recognition, highlighting the achievements noted in their nominations. They were each presented with a framed award, BFT Employee of the Year pin, and a check.

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Director Clint Didier gave a brief report on the meeting.

B. Planning & Marketing Committee – Chair David Sandretto reported that this committee discussed the Fare Study as it relates to Vanpool and received information on an additional fare recommendation, Option 4, Nominal Fare, for Fixed Route. They were also presented information on the Language Assistance Plan (LAP) and associated policy and Title VI Program update, which were both moved to the agenda as Action Items. A WSU Student/Faculty/Staff contract was also discussed, and it was moved to the Consent

Agenda. They also discussed releasing the Transit Development Plan (TDP) for public comment.

C. **Administration & Finance Committee** – Chair Steve Becken reported this group also discussed the Fare Study on Vanpool and the additional fare recommendation, Option 4, Nominal Fare, for Fixed Route. They reviewed the Washington State Auditor’s Report, which was moved to the Consent Agenda.

8. **CONSENT AGENDA**

Chair McKay presented the consent items and invited a motion.

A. **June 9, 2022, Regular Board Meeting Minutes**

B. **June Voucher Summary**

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
510-22	80888	80888	6/3/2022 619,958.56 Payroll
511-22	80889	80901	6/17/2022 610,487.13 Payroll
Total			\$ 1,230,445.69

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
144-22	81270	81314	6/2/2022 104,318.10 MDSE
145-22	81315	81373	6/7/2022 254,748.74 MDSE
146-22	81374	81445	6/14/2022 246,418.91 MDSE
147-22	ACH TRANS		6/15/2022 656,141.72 ACH TRANS
148-22	81446	81522	6/21/2022 198,659.00 MDSE
149-22	81523	81588	6/28/2022 383,983.67 MDSE
152-22	ACH TRANS		6/30/2022 549,286.06 ACH TRANS
Total			\$ 2,403,552.20

C. **Resolution 43-2022: Release a Request for Proposals for an On-Call Appraiser and Right-of-Way/Land Acquisition Consultant**

D. Resolution 44-2022: Authorize a WSU Student/Faculty/Staff Contract

E. Accept the Washington State Auditor's Office Report

Vice Chair Bloom moved for approval of the Consent Agenda items. The motion was seconded by Director Becken and passed unanimously.

9. ACTION ITEMS

A. Resolution 45-2022: Amend Resolution 46-2020, Final Design of Queensgate Transit Hub – Contract with KPFF Consulting Engineers

Principal Planner Kevin Sliger presented a memorandum and resolution asking for Board approval of Resolution 45-2022, which amends Resolution 46-2020 by adding an additional budget of \$218,314 plus \$50,000 in contingency to the final design of the Queensgate Transit Hub in a contract with KPFF Consulting Engineers.

Vice Chair Bloom made a motion to approve Resolution 45-2022, and the motion was seconded by Director Sandretto. It passed unanimously.

B. Resolution 46-2022: Adoption of the 2022 Language Assistance Plan (LAP) and Associated Policy

Mr. Sliger presented the 2022 Language Assistance Plan (LAP) and accompanying internal policy, MKT-101, for Board adoption.

Vice Chair Bloom moved for approval of Resolution 46-2022, and the motion was seconded by Director Sandretto and passed unanimously.

C. Title VI Program Update

i. Presentation

Mr. Sliger provided Board members with a presentation on the 2022 Title VI Program Update, which is required to be revised every three years.

ii. Public Hearing

Chair McKay opened a public hearing. Katherine Torelli made public comment expressing concerns about the communications surrounding the Title VI Program Update being primarily in English. Ruvine Jimenez added that Spanish-speaking community members are not yet fully aware that BFT meetings and public hearings are being translated into Spanish.

iii. Resolution 47-2022: Adoption of the 2022 Title VI Program Update

Vice Chair Bloom moved for approval of Resolution 47-2022. The motion was seconded by Director Sandretto and passed by unanimous vote.

10. DISCUSSION & INFORMATIONAL ITEMS

A. Fare Study Update and Request for Guidance

Director of Administrative Services Jeff Lubeck gave a Comprehensive Fare Study presentation to the Board, seeking guidance on Options 1, 2, and 4. After discussion, Board members agreed Option 4 would be their preferred choice but also wished to seek input from new BFT General Manager Rachelle Glazier after her arrival.

11. STAFF REPORTS & COMMENTS

A. Financial Report

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

B. Legal Report

Mr. Bishop shared he has been working with Procurement on RFPs and contracts. He has also been spending time with our new General Manager, Rachelle Glazier, updating her on matters. Finally, there will be a brief executive session on legal matters.

C. Interim General Manager's Report

Mr. Frost reported that there has been a request for annexation from a developer in Burbank who will be trying to put a petition together for signatures.

We recently closed our facilities in Prosser since we were no longer using the buildings. However, this did not affect services.

This June, we have had the highest average weekday ridership that this system has had since 2019. Nationally, transit systems are averaging between 55 and 60% of their 2019 ridership, the state of Washington average is 56.4%, and Ben Franklin Transit is at 80%. We opened five new vanpools within the last three days; we are now up to 122 vanpools.

We now have nine staff members out with COVID, so we are asking our staff to be extremely careful.

Board members were each provided with a copy of the Water Follies brochure, and Ben Franklin Transit services are featured prominently.

Next Tuesday and Wednesday, we are going to be trying out a small bus on routes. It will be available for viewing on Monday.

Mr. Frost then suggested the Board consider offering free fares to the Fair.

He thanked the Board for the honor of serving them.

12. BOARD MEMBER COMMENTS

Board members thanked Mr. Frost for his service as Interim General Manager of Ben Franklin Transit over the past six months.

Director Campos discussed a survey taken in the winter of 2019, when nearly 3,000 surveys were returned with a strong interest in bus service at Hanford. Director Bloom announced that he had told representatives of the Hanford Advisory Board, on which he serves, that we would be approaching them about reestablishing bus service.

Director Suttle thanked his fellow Board members for removing item 9D from the agenda.

Director Christensen asked the Board to consider returning to pre-COVID meetings and

eliminate Zoom. After discussion, Board members agreed to continue using technology to facilitate meeting participation.

The Board meeting recessed at 7:59 p.m. and reconvened at 8:05 p.m.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(i)(iii) to address a legal matter and would last 10 minutes, with no action anticipated afterwards. The Board recessed into Executive Session at 8:06 p.m. and returned to open session at 8:16 p.m.

14. OTHER

There were no other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, August 11, 2022, at 6 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 8:18 p.m.


Janet Brett, Clerk of the Board


Date