



BOARD OF DIRECTORS REGULAR MEETING

Thursday, August 11, 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 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. 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	Excused
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
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Ayodeji Arojo, Janet Brett, Carina Cassel, Chad Crouch, Steve Davis, Terry DeJuan, Bill Hale, Keith Hall, Lisa Larson, Christopher Lilyblade, Jeff Lubeck, Rob Orvis, Erin Russell, Kevin Sliger, Jenny Stenkamp

Legal Counsel: Brian Roach

Interpreters: Ruth Medina, Ynez Vargas

4. PUBLIC COMMENTS

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

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

Vice Chair Bloom moved to approve the agenda, and Director Sandretto seconded the motion. It passed unanimously.

6. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos reported that this committee primarily discussed condensing the Board standing committees.

B. Planning & Marketing Committee – Chair David Sandretto stated that this committee discussed adoption of the TDP, which is on the agenda as an Action Item; the Second Quarter Performance Report; and the changes to the Board committees.

C. Administration & Finance Committee – Chair McKay reported this group discussed the Board committees’ reorganization, youth fare policy, and heard the Second Quarter Performance Report.

7. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. July 13, 2022, Special Board Meeting Minutes

B. July 14, 2022, Regular Board Meeting Minutes

C. July Voucher Summary

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
512-22	80902	80904	7/1/2022	616,623.70 Payroll
513-22	80905	80907	7/15/2022	611,395.34 Payroll
514-22	80908	80910	7/29/2022	656,678.21 Payroll
Total				\$ 1,884,700.25

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
150-22	2904	2905	7/1/2022 222.00 TRAVEL
151-22	81588	81640	7/5/2022 328,654.71 MDSE
153-22	81641	81652	7/5/2022 2,500.00 MDSE
164-22	VOID	79385 & 81469	7/12/2022 (5,432.44) VOID
155-22	81653	81728	7/12/2022 537,481.76 MDSE
166-22	ACH TRANS		1/7/1900 668,082.78 ACH TRANS
167-22	2906	2907	7/16/2022 222.00 TRAVEL
158-22	VOID	2905	7/19/2022 (111.00) TRAVEL
159-22	81727	81816	7/20/2022 450,870.88 MDSE
160-22	81817	81845	7/25/2022 84,530.00 MDSE
161-22	ACH TRANS		7/28/2022 549,053.95 ACH TRANS
162-22	ACH TRANS		7/29/2022 237,862.45 ACH TRANS

Total \$ 2,841,837.10

D. Resolution 48-2022: Authorizing the General Manager to Release an Invitation for Bids for the Queensgate Transit Hub Construction

E. Resolution 49-2022: Free Youth Fare Policy

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

8. ACTION ITEMS

A. Resolution 50-2022: Authorization to Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF

Director of Planning & Service Development Keith Hall presented a memorandum and resolution asking for Board approval to award the contract for on-call transit passenger facilities architecture and engineering services to KPFF:

Vice Chair Bloom made a motion to approve Resolution 50-2022: Authorization to Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF, and the motion was seconded by Director Sandretto. It passed unanimously.

B. Adoption of the 2022-2027 Transit Development Plan (TDP)

i. Presentation

Mr. Hall presented information on the Ben Franklin Transit (BFT) 2022-2027 Transit Development Plan, which is a required state regulatory document, that was released for a 30-day public comment period last month.

ii. Public Hearing

Chair McKay opened the Public Hearing on adoption of the TDP. No public comments were offered.

iii. Resolution 51-2022: Adoption of the 2022-2027 Transit Development Plan

Mr. Hall asked the Board to adopt the 2022-2027 Transit Development Plan as presented.

Vice Chair Bloom moved for approval of Resolution 51-2022: Adoption of the 2022-2027 Transit Development Plan. The motion was seconded by Director Becken and approved unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Free Fares to the Benton Franklin Fair & Rodeo

Chair McKay asked Board members for input on offering free fares to the fair for all passengers. After discussion, Board members decided to reconsider this proposal next year prior to the start of ticket sales.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Brian Roach shared he had nothing to report.

B. Financial Report

Director of Administrative Services Jeff Lubeck presented a financial report, highlighting materials contained in the Board packet.

C. General Manager's Report

General Manager Rachelle Glazier reported the first initiative she'll be working on is condensing the committee structure and revising the bylaws. She will meet with Jeremy Bishop upon his return next week to begin the process.

EMT members had a meeting with key Hanford executives regarding resuming bus service to the area. Hanford officials were open and optimistic about the proposal. We have been charged with two follow-up items: a survey we will provide them to determine what locations Hanford employees would like to have service from; and a marketing pamphlet in PDF format for them to get to potential riders.

The 2023 budget process has begun. With Board approval, we will bring the budget to the November meeting for review and to the December meeting for approval.

We are finalizing plans for service to the fair. Staff volunteers have been recruited and will be wearing BFT Ambassador uniform vests at all park-and-ride locations and transit centers. Staff will also be handing out bottled water to customers.

All staff will be transitioning back to the office full time as of September 6.

In response to Board members' questions, Ms. Glazier reported that we piloted the small bus, and it will be incorporated into our fleet plan. It will be here on site for viewing at the next Board meeting. The Water Follies service went well, although ridership was down from last year. In comparison, more people used the service to Art in the Park.

11. BOARD MEMBER COMMENTS

Director Caleb Suttle emphasized he wanted the fair service to be flawless this year.

Director Brad Beauchamp asked about the possibility of providing service to the July 4 River of Fire Festival in Columbia Park. People were turned away this year because the parking areas were full. Service to this event will be considered at the beginning of 2023.

Vice Chair Bloom related a concern brought to his attention by Representative Klippert. There are a number of people who are eligible, but not registered, to ride Dial-A-Ride (DAR) who had problems getting ballots in the past election. They were told by county officials to come and pick up a ballot; however, they are not mobile people. He believes there are a lot of individuals in the community that don't know they're eligible for Dial-A-Ride, and the process to become qualified is a little burdensome. We might look into this, especially with an upcoming election.

Mr. Hall informed Board members that we did provide CONNECT-designated drops at the election centers in Benton and Franklin Counties. Riders can get there without having to become eligible, and it's a direct ride you can arrange by phone or using the app. Vice Chair Bloom encouraged we advertise this service.

Director Campos encouraged Board members to get their thoughts or feedback on the restructuring of the committees to the General Manager.

12. EXECUTIVE SESSION

Mr. Roach announced an Executive Session would be held under RCW 42.30.140(4)(b) for ten minutes.

The Board recessed into Executive Session at 6:44 p.m. and returned to open session at 6:55 p.m., with no actions taken.

Vice Chair Bloom made a motion to approve Resolution 52-2022, A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Mechanics, Equipment Body Repair, Fuelers, Washers/Cleaners, Equipment Service Workers, Facilities Maintenance Workers, Facilities Support Specialists, and Materials Coordinators. The motion was seconded by Director Sandretto and passed by unanimous vote.

13. OTHER

There were no other agenda items.


14. NEXT MEETING

The next meeting will be held Thursday, September 8, 2022, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 6:56 p.m.


Janet M. Brett, Clerk of the Board


Date