



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 8, 2022, at 6 p.m.  
Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, Washington

*Meeting attendance options included in person and virtual via Zoom  
Simultaneous translation into Spanish was available via Zoom*

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### MINUTES

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#### 1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:00 p.m.

#### 2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	John Trumbo	Alternate	Present
City of Richland	Terry Christensen	Director	Excused
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
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
Teamsters Union 839	Caleb Suttle	Union Representative	Present

**BFT Staff:** Rachelle Glazier, Janet Brett, Jaslyn Campbell, Imelda Collop, Chad Crouch, Steve Davis, Lisa Larson, Jeff Lubeck, Gabe Martin, Tom McCormick, Rob Orvis, Mike Roberts, Kevin Sliger, Heather Willoughby

**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. 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. CONSENT AGENDA**

Chair McKay presented the Consent Agenda items and invited a motion.

**A. November 10, 2022, Regular Board Meeting Minutes**

**B. November Voucher Summary**

**C. Resolution 70-2022 Authorizing the General Manager to Declare Old and Failed Informational Technology Items as Surplus and Dispose of per Resolution 62-2014**

**D. Resolution 71-2022 Authorizing the General Manager to Award the Operations Building Construction Contract to Fowler General Construction**

**E. Resolution 72-2022 Authorizing the General Manager to Award the Queensgate Transit Hub Construction Contract to Goodman & Mehlenbacher Enterprise, Inc.**

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

**7. ACTION ITEMS**

**A. Adopt the 2023 Annual Service Plan**

**i. 2023 Annual Service Plan Presentation**

**ii. Public Hearing**

**iii. Resolution 73-2022 Adopt the 2023 Annual Service Plan and Implement Recommended Service Changes as Outlined in the Document**

Acting Director of Planning & Service Development Kevin Sliger presented information on the 2023 Annual Service Plan, including recommended service changes to be implemented and open house opportunities provided for public input. Chair McKay opened a public hearing to receive comments on the proposed plan; no comments were offered. He then asked for a motion to approve the accompanying resolution.

*Vice Chair Bloom made a motion to approve Resolution 73-2022, and the motion was seconded by Director Becken. It passed unanimously.*

**B. Adopt the Proposed 2023 Operating and Capital Budgets**

**i. 2023 Budget Presentation**

**ii. Public Hearing**

**iii. Resolution 74-2022 Approving the Updated Capital Improvement Plan, Adopting the Fiscal Year (FY) 2023 Operating and Capital Budgets, and Authorizing the General Manager to File all FY 2023 Federal and State Grants**

Director of Administrative Services Jeff Lubeck gave a presentation on the proposed 2023 operating and capital budgets for Board consideration. Chair McKay then opened up a public hearing to take comments on the proposed budget; no comments were offered. He then asked

for a motion to approve Resolution 74-2022.

*Vice Chair Bloom made a motion to approve Resolution 74-2022, and the motion was seconded by Director Sandretto. It passed unanimously.*

## **8. DISCUSSION & INFORMATIONAL ITEM**

### **A. Benton City and Prosser Transit Improvement Plans 2023-2028**

Mr. Sliger presented a memo on the Benton City and Prosser Short-Term Transit Improvement Plans for 2023-2028 as well as a copy of each plan for Board information.

## **9. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

BFT Legal Counsel Jeremy Bishop announced there would be an Executive Session tonight.

### **B. General Manager's Report**

General Manager Rachelle Glazier gave an update on the purchase of 25 Chrysler Pacifica minivans, which the Board approved at last month's meeting. Due to inventory issues, those are no longer available, so we'll be pursuing other avenues to expand our Vanpool fleet.

We have a commitment from Hanford executives to distribute the employee bus service survey beginning next week. We have also asked them to do one more push at the beginning of January to solicit responses from anyone who missed it in December. We anticipate having some solid data in the month of January.

We have eight out of the nine new buses on the property, and our goal is to have those in service by January 1.

If anyone would like to donate to Coats for Kids, you can drop them off at the MOA.

## **10. BOARD MEMBER COMMENTS**

Board members discussed plans for weather events or needed evacuations that may occur at the Hanford site once the bus service pilot begins.

Director Suttle informed the other Board members that two days before Thanksgiving, two drivers were assaulted. He asked for an emergency meeting, and thanked Ms. Glazier and Acting Director of HR and Labor Relations Chad Crouch, who met with them the very next day, the day before Thanksgiving, to discuss security.

Vice Chair Bloom asked Mr. Lubeck about the budget for capital projects and if it was reflected on the financial report. The financial report numbers reflect only BFT funds, and there is state and federal money that will assist in paying for the capital projects approved tonight.

## **11. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.110(i) regarding evaluation of public employee performance as well as discussion with legal counsel regarding potential litigation. The session will last 15 minutes, with no anticipated action afterwards. The Board recessed at 6:34 p.m. and returned to open session at 6:50 p.m.

**12. OTHER**

There were no other agenda items.

**13. NEXT MEETING**

The next meeting will be held Thursday, January 12, 2023, at 6 p.m.

**14. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:51 p.m.

  
Janet M. Brett, Clerk of the Board

  
Date