



BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 9, 2023, 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

MINUTES

1. CONVENE BOARD MEETING

Vice Chair Richard Bloom called the meeting to order at 6:00 p.m.

2. ROLL CALL

<u>Representing</u>	<u>Attendee Name</u>	<u>Title</u>	<u>Status</u>
City of Pasco	Joseph Campos	Director	Present via Zoom
City of Kennewick	Brad Beauchamp	Director	Excused
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	Michael Alvarez	Alternate	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: Rachelle Glazier, Janet Brett, Chad Crouch, Timothy Dalton, Kris Darby, Steve Davis, Terry DeJuan, Tom McCormick, Michelle Olk, Rob Orvis, Mike Roberts, Kevin Sliger

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

Vice Chair Bloom led the meeting participants in the Pledge of Allegiance.

4. PUBLIC COMMENTS

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

5. APPROVAL OF AGENDA

Vice Chair Bloom asked for a motion to approve the agenda.

Director Sandretto moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.

6. RECOGNITIONS

A. Resolution 7-2023 Recognizing BFT Employee Cheryl Irwin's Years of Service

Senior Manager of Operations Tom McCormick recognized Cheryl Irwin, who was not present, for her 29 years of service as a Dial-A-Ride driver.

Director Sandretto moved to approve Resolution 7-2023, and Director Becken seconded the motion. It passed unanimously.

7. CONSENT AGENDA

Vice Chair Bloom presented the Consent Agenda items and invited a motion.

A. February 9, 2023, Regular Board Meeting Minutes

B. February Voucher Summary

C. Resolution 8-2023 Authorizing the General Manager to Exercise the Fourth- and Fifth-Year Option for Contracted Services Provided by River North Transit LLC, DBA Via, and Approve Associated Supplemental Contracted Transportation Services Contract #1160 Amendments

D. Resolution 9-2023 Recommendation to Accept the Replacement of the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System as Complete

E. Resolution 10-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

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

8. DISCUSSION & INFORMATIONAL ITEM

A. Possible Bus Wraps

Senior Manager of Customer Experience Brian Lubanski presented information on the possibility of wrapping buses with community-spirit-minded themes. He showed three possibilities: Proud of Pasco; River of Fire Festival; and a red, white, and blue patriotic bus theme. It would cost approximately \$7,000 to wrap a bus with one of these designs.

General Manager Rachelle Glazier explained staff wanted to gauge Board member interest in wraps. She asked if they would be interested in being part of the selection process, if they had any concerns with wrapping the buses, or if that's something the Board would like staff to pursue and then bring options back for consideration.

After discussion among Board members, it was the consensus that wraps would be supported on a limited basis. The Board will be presented with choices at a later date for review and input.

9. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop reported he has been working with staff on RFPs and contracts, and there will be an executive session later this evening.

B. 2022 Year-End Financial Report

Ms. Glazier presented the 2022 year-end financial report.

C. General Manager's Report

Ms. Glazier reported that we now have a fully staffed HR team. She introduced Chief People Officer Michelle Olk, who began work on Tuesday. She thanked Chad Crouch, Acting Chief People Officer for the last five months, for his commitment, motivation, and drive in helping her get the open positions filled.

The Route 64 extension begins on Sunday.

We are canvassing volunteers for the Citizens Advisory Network (CAN) and will restart those meetings next month, which were stopped due to COVID.

Chief Planning & Development Officer Kevin Sliger presented updates on the Operations Building and asked for Board input on how frequently they would like to receive construction updates. Quarterly, unless there are issues, was the determination. He then provided an update on the Queensgate Transit Center.

10. BOARD MEMBER COMMENTS

Director Suttle updated his fellow Board members on the Fentanyl issue he brought to the Board's attention last month. He talked to Chad and Rachelle about it, and they involved Kat McWhorter, our safety specialist. She did a lot of research, and we are going to compile some standard operating procedures (SOPs) for our operators, dispatchers, and supervisors on how to deal with exposure to drugs on the bus.

Director Bloom reported that he attended the APTA Marketing and Communication Workshop in Las Vegas last week with Mr. Lubanski. They had a debriefing with staff to share some of the highlights.

11. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) regarding personnel and RCW 42.30.140(4)(b) regarding collective bargaining for seven minutes. The Board recessed at 6:32 p.m. and returned to open session at 6:40 p.m.; no decisions were made.

Vice Chair Bloom asked for a motion to approve General Manager Rachelle Glazier's 2023 Goals & Initiatives. Director Sandretto moved for their approval, and the motion was seconded by Director Becken. It passed unanimously.

12. OTHER

There were no other agenda items.

13. NEXT MEETING

The next meeting will be held Thursday, April 13, 2023, at 6 p.m.

14. ADJOURNMENT

Vice Chair Bloom adjourned the meeting at 6:44 p.m.


Janet M. Brett, Clerk of the Board


Date