



BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 11, 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

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	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 via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present via Zoom

BFT Staff: Rachele Glazier, Janet Brett, Imelda Collop, Chad Crouch, Sarah Funk, Gabe Martin, Tom McCormick, Frank Moreno, Michelle Olk, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Sliger, Rich Starr, Jenny Stenkamp, Kathryn Wall

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.

Director Bloom moved to approve the agenda, and Director Beauchamp seconded the motion. It passed unanimously.

6. RECOGNITIONS

A. Student Art Contest Winners

Senior Manager of Customer Experience Brian Lubanski presented this year's BFT Student Art Contest winners and their teachers.

Digital Winners:

First Place: Guillermo Medellin Mendoza, Tri-Tech Skills Center; Teacher Megan Cook

Second Place: Soleil Olivera, Chiawana High School; Teacher Loretta Hanson

Third Place: Allison Farthing, Southridge High School; Teacher Michelle McBride

Traditional Winners:

First Place: Ryan Montgomery, Southridge High School; Teacher Michelle McBride

Second Place: Paul Erickson, Kamiakin High School; Teacher Leah Kennedy

Third Place: Zayden Valdez, Riverview High School; Teacher Danielle Helvie-Juarez

7. CONSENT AGENDA

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

A. April 13, 2023, Regular Board Meeting Minutes

B. April Voucher Summary

C. Resolution 20-2023 Authorizing the General Manager to Reinstate 12 Vehicles Originally Identified as Surplus in Resolution 34-2022

D. Resolution 21-2023 Authorizing the General Manager to Extend Contract #1092 with The Arc of Tri-Cities

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

8. ACTION ITEMS

A. Resolution 22-2023, Authorizing the General Manager to Enter into a Sole Source Contract with AvailTec

General Manager Rachelle Glazier presented a resolution to enter into a sole source contract with AvailTec to upgrade the Fleet-Net product to a cloud-based software application.

Director Bloom moved for approval of Resolution 22-2023, and the motion was seconded by Director Sandretto; it passed unanimously.

B. Policy Revisions

Chief People Officer Michelle Olk presented three updated policies for Board approval.

- i. **Resolution 23-2023, Approve Policy HR-001, Equal Employment Opportunity**
Director Bloom moved for approval of Resolution 23-2023. The motion was seconded by Director Becken and passed unanimously.
- ii. **Resolution 24-2023, Approve Policy HR-003, Anti-Harassment**
Director Bloom moved for approval of Resolution 24-2023. The motion was seconded by Director Becken and passed unanimously.
- iii. **Resolution 25-2023, Approve Policy HR-004, Workplace Violence**
Director Bloom moved for approval of Resolution 25-2023. The motion was seconded by Director Becken and passed unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Q1 Agency Performance Report

Chief Planning & Development Officer Kevin Sliger presented the First Quarter 2023 Agency Performance Report highlighting ridership data, construction projects, and community events. A discussion was held on the possibility of providing free fares to veterans.

B. 2023 Special Event Fares

Mr. Sliger presented information on fares for upcoming special events and a future special event policy. He also provided Board members with a copy of the existing Policy on Charter Services, Policy Number PLN-115. After discussion among Board members regarding fare options, the decision was made to charge regular fare for the River of Fire and the Benton-Franklin Fair & Rodeo and accept donations for Art in the Park and Water Follies shuttles, with the donations benefiting Ben Franklin Transit, potentially offsetting free fares for veterans.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop shared no news equals good news.

B. General Manager's Report

General Manager Rachelle Glazier reported that EMT members attended the Tri-City Regional Chamber Hanford Update Luncheon in Richland, and the presenter mentioned the pilot we are working on to provide bus shuttle service to the area. The employee picnic is scheduled for June 11, and the bus rodeo is scheduled for June 25. Board members will also be receiving an invitation to the Queensgate groundbreaking ceremony on May 23 at 10 a.m.

EMT members have been doing executive field visits twice a month, and they have been well received. Vinyl flags have been ordered for all buses, and we hope to have them on the buses in time for Flag Day, June 14. All our operator positions have been filled. Our first Citizens Advisory Network (CAN) meeting went very well, and we'll be hosting those meetings monthly. This is Janet's last Board meeting; she has been promoted and is now the Manager of Communications. We have a new Clerk of the Board starting Monday, and her name is Anel.

Ms. Glazier also announced that the APTA Conference and EXPO registration opened this week, so information will be sent to Board members to determine if they'd like to attend. It will be held in October in Orlando this year.

11. BOARD MEMBER COMMENTS

Director Bloom shared that Mr. Lubanski attended an event at the West Richland Senior Center, and a lot of people were surprised to learn that bus service is accessible to them.

12. EXECUTIVE SESSION

No Executive Session was held.

13. OTHER

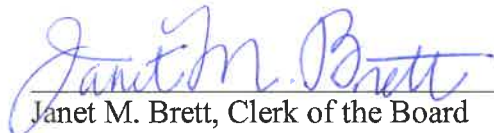
There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, June 8, 2023, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:06 p.m.


Janet M. Brett, Clerk of the Board


Date