



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, November 14, 2024, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, 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.

Clerk of the Board Shea Walter asked the Board of Directors to state their name when their jurisdiction was called.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Vice Chair	Present
City of Richland	Kurt Maier	Director	Present
City of West Richland	Richard Bloom	Director	Present
Franklin County #2	Stephen Bauman	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
Teamsters Union 839	Traci Bronson	Union Representative	Present

BFT Staff: Thomas Drozt, Brian Lubanski, Joshua Rosas, Kevin Sliger, Shea Walter, Shane Anderson, Wayne Welle, Julie Thompson, Anel Montejano, Jeff Lahti, Solomon Torelli, Caleb Suttle, Vanessa Flores

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 then opened the meeting to comments from the public.

Public Comments were made.

No Written Public Comments were received.

5. **APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

Director Bloom requested Item 6A to be moved to the Consent Agenda. Director Bloom moved to approve the modified agenda, and Director Becken seconded the motion. It passed unanimously.

6. **RECOGNITIONS**

A. **Resolution 45-2024 Retirement of Kathy Rosinski**

Director Bloom moved to move Resolution 45-2024 to consent agenda.

7. **CITIZENS ADVISORY NETWORK (CAN)**

Mr. Dennis Kreutz presented and highlighted items in the minutes from their October 21, 2024, Citizens Advisory Network meeting.

8. **CONSENT AGENDA**

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

A. **October 10, 2024, Regular Board Meeting Minutes**

B. **October Voucher Summary**

C. **Resolution 46-2024 A Resolution Adopting the Revised BFT Fare Policy to include Free Passes and Tickets to the “Poor” and “Infirm”**

Director Didier requested Item C of the Consent Agenda be pulled for discussion. Director Didier moved for approval of items 8A-F of the Consent Agenda excluding 8C for separate discussion, plus the addition of 6A. This motion was seconded by Director Sandretto and passed unanimously.

D. **Resolution 47-2024 A Resolution Authorizing the Chief Executive Officer to enter into a Three-Year contract with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses Utilizing King County Directors’ Association (KCDA) Contract AEPA #22-G.**

E. **Resolution 48-2024 A Resolution Authorizing to True Up Microsoft Licenses over the past three-years with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State Contract #14922**

F. **Resolution 49-2024 A Resolution Authorizing the Chief Executive Officer to Extend Contract for Janitorial Services with Buenavista Services**

Director Bloom moved for approval of Item 8C of the Consent Agenda. This motion was seconded by Director Maier and passed unanimously

9. ACTION ITEMS

A. Resolution 50-2024 A Resolution Authorizing the Chief Executive Officer to enter a contract with Nomad Transit LLC, dba Via (VIA), utilizing 791 Purchasing Cooperative's contract #791202309002G

Chief Planning & Development Officer Kevin Sliger presented a resolution for Board approval to enter into contract with Nomad Transit LLC, dba Via utilizing 791 Purchasing Cooperative contract

Director Bloom moved for approval of Resolution 50-2024. . This motion was seconded by Director Didier and passed unanimously

10. DISCUSSION & INFORMATION ITEMS

A. Third Quarter 2024 Agency Performance Report

Chief Planning & Development Officer Kevin Sliger presented the Third Quarter 2024 Performance Report, highlighting ridership, capital projects, marketing, community outreach, fair and rodeo ridership.

11. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop stated he has been working on some complex contracts with BFT Staff from the ERP software implementation to the Via contract.

B. Chief Executive Officer's Report

Chief Executive Officer Thomas Drozt addressed the Board and provided an update on the Finance Department. He stated staff has been working diligently to provide the 2025 budget proposal by November 27, 2024.

Mr. Drozt presented KPI's for Dial-A-Ride highlighting on time performance, late trips, missed trips and average passenger trip duration. He also presented KPI's for Rideshare explaining unlinked passenger trips, average daily UPT's per rideshare, average riders per rideshare, number of active vanpool riders, active vans in service and greenhouse gas reduction. He touched on the KPI's for Facilities explaining contracted building janitorial performance score, transit center maintenance score and on-time preventative maintenance. He presented KPI's for fixed route consisting of on-time performance, late departures, in-service early departures and missed trips.

He touched on Dial-A-Ride and Fixed Route operator graduates.

Mr. Drozt provided an update on the smaller fleet that was purchased about two years ago. Staff are getting them ready to put out on the road.

He addressed the concern of drug use on buses and if there is anything we can do to protect the drivers. Mr. Drozt stated we are not able to deny service until an individual puts another passenger in harm's way or is causing any type of safety issue to the bus operator.

12. BOARD MEMBER COMMENTS

Board comments were made.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(b) and RCW 42.30.110(1)(b) for 30 minutes. The Board recessed at 7:15 p.m. and returned to open session at 7:45 p.m. with no decisions made and extended Executive Session for ten (10) minutes. The Board returned to open session at 7:57 p.m. and extended Executive Session. The Board returned to open session at 8:11 p.m.

Director Bloom moved for approval of the Collective Bargaining Agreements Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Fixed Route Dispatchers, Dial-A-Ride Dispatchers & Scheduling Specialists and Training Instructors. Director Becken seconded the motion. The motion passed 8-1 with Directors Grimm, Beauchamp, Maier, Bauman, McKay, Becken, Bloom and Sandretto voting in favor and Director Didier voting against.

14. OTHER

There were no other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, December 12, 2024, at 6:00 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 8:12 p.m.

Shea Walter, Clerk of the Board

Date