



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
July 9, 2020
3:00 p.m.

Per the Governor’s COVID-19 Proclamation 20-28 Open Public Meetings Act, the Regular Board Meeting was remote and telephonic, with call-in access provided to all participants and attendees.

1. CALL TO ORDER

Chair Koch called the meeting to order at 3:11 p.m. PST

2. ROLL CALL

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Bob Koch	Chair	Present	
Benton County	Shon Small	Vice Chair	Excused	
Pasco	Ruben Alvarado	Director	Present	3:52 p.m.
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Excused	
Franklin County #2	Clint Didier	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

BFT Staff: Gloria Boyce, Jerry Otto, Keith Hall, Jeff Lubeck, Ali Madison, Wendi Warner, Ayodeji Arojo, Rob Orvis, Carrie Zimney, Caleb Lenz and Gladys Diaz

Legal Counsel: Jeremy Bishop

3. Flag Salute

CHAIR KOCH led the attendees in the Pledge of Allegiance

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS

CHAIR KOCH announced there is no public comment

5. APPROVAL OF AGENDA

The agenda was approved as presented

RESULT:	APPROVED [Unanimously]
MOVER:	LEMLEY
SECONDER:	BLOOM

6. RECOGNITIONS

There were no recognitions

7. Citizen’s Advisory Network (CAN) Report

The Citizen Advisory Network did not meet

8. Board Committee Reports

CHAIR KOCH INVITED THE COMMITTEE Chairs to report on there respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

A. **Operations & Maintenance Committee Report – 7/1/20 – RUBEN ALVARADO, Chair**
DIRECTOR ALVARADO arrived after this portion of the agenda, so was unable to provide comment.

B. **Planning & Marketing Committee Report – 7/1/20 – RICHARD BLOOM, Chair**
DIRECTOR BLOOM stated that he was not in attendance of the meeting. DIRECTOR STADE had given him an overview of the items discussed. Notes were provided in the packet.

C. **Administration & Finance Committee – 7/2/20 – STEVE BECKEN, Chair**
The agenda item for BFT Updating BFT’s Short Range Capital Improvement Plan and 2020 Capital Budget Revision was recommended to the Regular Board Meeting Action Agenda and the Recommendation to Extend Columbia Basin College Contract #893 was recommended to the Regular Board Meeting Consent agenda. Administration & Finance Committee Meeting was cancelled.

9. Consent Agenda

CHAIR KOCH read the consent items and invited a motion.

RESULT:	APPROVED [Unanimously], Items A – E
MOVER:	BLOOM
SECONDER:	BECKEN

A. June 11, 2020 Regular Board Meeting Minutes – Approve

B. June 19, 2020 Special Board Meeting Minutes – Approve

C. June Voucher Summary – Approve

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
512-20	80638 80642	6/5/2020	492,200.80	Payroll
513-20	80643 80647	6/19/2020	493,524.89	Payroll
		Total	985,725.69	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
160-20	74887	74937 6/2/2020	257,999.17	MDSE
161-20	74938	74999 6/8/2020	298,101.42	MDSE
162-20	ACH TRANS	6/10/2020	532,602.02	ACH TRANS
163-20	75000	75061 6/16/2020	225,682.82	MDSE
164-20	75062	75122 6/23/2020	236,929.67	MDSE
165-20	ACH TRANS	6/30/2020	517,408.74	ACH TRANS
166-20	75123	75177 6/30/2020	217,736.52	MDSE
		Total	2,286,460.36	

D. Motion: Amend Resolution 15-2020 Obsolete Parts

E. Resolution 22-2020: Recommendation to Extend Columbia Basin College Contract #893

10. Action Items

A. Resolution 23-2020: Authorize the General Manager to Accept the Knight Street Transit Center Renovation Project

As presented by Keith Hall, BFT Planning and Service Development Director.

Mr. Hall stated that the Knight Street Transit Center Renovation project has been completed. Shared details about the items that were replaced and renovated, as well as the ADA improvements to the amenities by updating the ramps and crossings which were not to the current standard and now are.

The project was completed under the original budget and within the allowances of the contract.

Explained that the overall program has a remaining budget but plans to use a portion of that to some aesthetic improvements.

There being no further questions, CHAIR KOCH called for a vote.

RESULT:	APPROVED [Unanimously]
MOVER:	BLOOM
SECONDER:	MCKAY

B. Resolution 24-2020: Authorizing the General Manager to Release Bids for Bus Stop Shelter Pad Construction

As presented by Keith Hall, BFT Planning and Service Development Director.

Mr. Hall gave a brief history on what the Board had approved procurement with Brasco who provides new shelters two years ago. The initial run was replacing the existing older blue shelters with the new ones. Some work was done to the existing pads and made new shelters and amenities fit those pads. Of the shelters remaining, those require new pads and need amenities updated per ADA current standards.

Mr. Hall's recommendation is for a one-year contract with the one-year extension to building up to 100 of those pads.

CHAIR KOCH commented that he would expect and would be kept apprised of any great differences. Mr. Hall stated that was correct. The resolution is to authorize the release of the proposals and come back with an RFP in two months.

DIRECTOR BLOOM had a question regarding the location of the Bus Stop Shelter Pads in which Mr. Hall answered that since legislation allows us to not have to identify specific locations, they won't need to do this but more importantly define the design standard and resize requirements.

DIRECTOR BLOOM also had questions regarding ADA current standards and Mr. Hall explained that we are not required to correct all deficiencies that the city has, only take up to that corner.

There being no further questions, CHAIR KOCH called for a vote.

RESULT:	APPROVED [Unanimously]
MOVER:	LEMLEY
SECONDER:	BLOOM

C. Resolution 25-2020: Updating BFT's Short Range Capital Improvement Plan and 2020 Capital Budget Revision

As presented by Jeff Lubeck, BFT Financial Services Director.

Mr. Lubeck presented the BFT's Short Range Capital Plan and explained all the items that he is looking to update which in turn would be an increase request of \$1.1 million. Mr. Lubeck

went through all the upgrades and replacements from which the budget increase is coming from. Other items are funded by the CARES Act and those are directly response to COVID-19.

DIRECTOR BLOOM had a few questions in which Mr. Lubeck and Ms. Boyce answered.

CHAIR KOCH asked if the \$1 million is all from the CARES Act, in which Mr. Lubeck responded that it was.

After a brief discussion with DIRECTOR Bloom and Ms. Boyce, DIRECTOR MCKAY requested a list of additions and subtractions to be able to understand the plan.

A document was missing from the Board packet, so therefore Ms. Boyce recommended for the Board to approve the COVID related projects and bring the CIP back to the Board in August.

After a discussion from legal counsel, Mr. Bishop suggested to the Board that substitutions from the original memorandum could be made.

DIRECTOR BLOOM had other questions relating the Capital Improvement Plan specifically on what budget they are approving. Ms. Boyce and Mr. Lubeck explained where in the budget one would see the Capital Improvement budget.

After another brief discussion, DIRECTOR MCKAY recommended that the Board just do a motion to fund the COVID portion of the budget and next month have the other portion presented.

There being no further questions, CHAIR KOCH called for a vote.

RESULT:	APPROVED (Partial- Only COVID related items)
MOVER:	MCKAY
SECONDER:	LEMLEY

11. Discussion & Informational Items

A. Q2 Performance Report

Ali Madison, Marketing and Communications Director

Ms. Madison provided the 2nd Quarter Performance Report. Ridership decreased an average of 69% for the quarter and just shy of 38% year to date compared to 2019. Ridership was down for fixed route, Dial-A-Ride and Vanpool. She expects to be a slow recovery and Vanpool is quite dependent on given that the bulk of vanpoolers are Hanford related.

Ms. Madison then presented the Marketing and Outreach COVID-19 Response with the BFT CONNECT launch. Explained all the communication that was done for the staff and community.

BFT CONNECT was decided to be launched at this time to help because of the West Pasco area route reduction to preserve connectivity. Social & Digital media increased both in Twitter and Facebook. Marketing joined the community participation by joining with Meals

on Wheels and partnering up with Second Harvest to distribute free food to transit riders.

Ms. Madison talked about the 2020 Goals and Initiatives progress and explained what is being planned for this year. Explained that some items will have to shift in some small ways, while others in significant ways.

DIRECTOR BLOOM and Ms. Madison had a brief discussion regarding 2020 Goals and Initiatives progress specifically items that are not complete yet are green. Ms. Madison then explained the methodology behind it and DIRECTOR BLOOM understood.

There being no further questions, CHAIR KOCH moved on to the next item on the agenda.

B. COVID-19 Recovery Plan – Update

Jeff Lubeck, Financial Services Director

Mr. Lubeck presented the COVID update Recovery Plan. The Sales Tax Report had a 12.2% decrease, so a strong January and February has helped cover March and April. The State Department of Revenue is acknowledging that agencies need more information sooner, so preliminary or estimated taxes, and possibly seeing a \$3 million in taxes.

May was spent of total under \$1.4 million that can be attributed to COVID costs in general. 100% of the costs is being covered by the CARES Act. Year to date through May, we are down 8% pm revenues, but we are under on revenues and expenses.

The 2020 Budget will not be revised at this point. There's flexibility in the CARES Act and there's no need for a budget revision in July or August. There may be a budget revision for the 2021 Budget.

Mr. Hall presented the Washington's phased reopening and currently Tri-Cities is on Phase 1.5. Schools are not specifically identified in the state's reopening plan. Schools affect the ridership and once they resume full classroom schedules, possibly we'll be see in Phase 3. Explained what other companies and industries would be opening in Phase 3 so they hope to see increase in ridership at that time.

Mr. Lubeck presented the worst and best-case revenue assumptions and gave an overview of the expenses for 2020. He went through revenue specifics for Fixed Route, Dial-A-Ride and Vanpool.

There being no further questions, CHAIR KOCH moved on to the next item on the agenda.

12. Staff Reports & Comments

A. Legal Report

Mr. Bishop announced that yesterday Proclamation 20.28.7 came out from the Governor's office which extends the prior proclamations related to the Open Public Meeting Act through August 1, 2020.

Explained that possibly in Phase 3 is when we can potentially have some in-person meetings.

B. Financial Report

Mr. Lubeck, Finance Manager presented the Financial Summary. Revenues as of May 2020 were \$17,028,916 million dollars; Operating expenses as of May 31, 2020 were \$16,974,613 million and sales tax revenue decreased 8% in May 2020.

DIRECTOR BLOOM had a few questions regarding local funds for capital investment and Mr. Lubeck and Ms. Boyce explained where the Capital Improvement would be coming from.

C. General Manager's Report

a. Government Affairs Update

- i. Federal** – The House has passed the next reauthorization surface transportation package of about \$494 billion dollars. Nothing from the Senate.
- ii. State** – On June 30, Washington State Supreme Court heard arguments about the legality of Initiative 976 which is where BFT receives its state funds from. We are awaiting in terms of changes, and any changes to the state budget at this point. WA State Department of Transportation by request of the Governor's Office, asked to present a guidance in terms of the Governor will mandate for all transit agencies across the state.
- iii. Operations:**
 1. Operations met all scheduled pullouts this month.
 2. June submitting annual National Transit Database Report requirement and submitting BFT's Comprehensive Annual Financial Report to the Governmental Finance Officers Association.
 3. Fleet cleaning program; ensuring to keep our employees and community safe.
 4. There are postings both in Spanish and English regarding masks and social distancing.
 5. HR Department is working on rolling out and managing 350 or so employees that are taking advantage of COVID supplemental leaves.
 6. Want to acknowledge the staff regarding Second Harvest and Meals on Wheels participation.
 7. Mr. Hall brought the Knight Street Acceptance project, originally planned a grand reopening but she recommends Board to drive by, particularly at night.
 8. Art in the Park, Waterfollies and county fair have been cancelled.

Ms. Boyce opened for questions.

DIRECTOR LEMLEY stated that on behalf of City of Richland, he wants to congratulate Gloria and her staff and the contractor on the completion of the Knight Street transfer station.

DIRECTOR BLOOM asked about the 37 empty positions and wanted to know if they are filled or not. Mr. Lubeck explained what is going on, specially being that it fluctuates anywhere between 20-35.

DIRECTOR BLOOM requested to have a breakdown of the positions in which Ms. Boyce stated that she'll provide a Staff count afterwards. Ms. Warner then explained the process of why certain positions are still on the website.

13. Board Member Comments

- A. NORMA NELSON – Temperature checks are still being done and making sure that everyone has what they need. There are 17 open grievances and will be meeting with Gloria.
- B. RUBEN ALVARADO – none
- C. BILL MCKAY – none
- D. CHAIRMAN KOCH – none
- E. PHILL LEMLEY – Significant interruption in traffic on 240 and Duportail for the foreseeable future.
- F. RICHARD BLOOM – The state is looking at redesigning Highway 224. Looking forward to the 500-home development. New opportunities for the racetrack. Have concern with Vanpools being parked all over the cities. Mr. Hall explained that we have limited staff and parking capacity. We are trying but we are working on it. Some vans were surplus due to their life.
- G. CLINT DIDIER – none
- H. SHON SMALL – none
- I. STEVE BECKEN –Prosser Bennett Avenue between sixth and Dudley is going to be closed starting Monday for reconstruction, it won't open back up until in September. The bus that drives between six fifth and sixth will be affected.

14. Next Meeting

Regular Board Meeting – Thursday, August 13, 2020.

CHAIRMAN KOCH explained that at this point we don't know where we'll be with the proclamation of the government, so it will depend upon what happens between Benton and Franklin County.

15. Executive Session -none

16. Adjournment

With no other items in front of the board, CHAIR KOCH adjourned the meeting at 5:35 p.m.


Gladys Diaz, Clerk of the Board

8-13-2020
Date