



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**August 13, 2020**  
**3:30 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 3:30 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	Present	
Pasco	Ruben Alvarado	Director	Present	
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Absent	
West Richland	Richard Bloom	Director	Present	3:40 p.m.
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
Franklin County #2	Clint Didier	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

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

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>ALVARADO</b>
<b>SECONDER:</b>	<b>STADE</b>

**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 their respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

A. **Operations & Maintenance Committee Report – 8/5/20 – RUBEN ALVARADO, Chair**  
CANCELLED

B. **Planning & Marketing Committee Report – 8/5/20 – RICHARD BLOOM, Chair**  
CANCELLED

C. **Administration & Finance Committee – 8/6/20 – STEVE BECKEN, Chair**  
DIRECTOR BECKEN talked about the items that were discussed in the meeting. Stated that the Drug and Alcohol Policy was voted to be in the Consent agenda, while as the Capital Improvement Plan was sent as an Action item. Other discussions were the upcoming bids and the Sales Tax report.

**9. Consent Agenda**

CHAIR KOCH read the consent items and invited a motion.

<b>RESULT:</b>	<b>APPROVED (A-Z)</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>SMALL</b>

- A. August 13, 2020 Regular Board Meeting Minutes – Approve
- B. July Voucher Summary – Approve
- C. Resolution 26-2020: Adopt Revised BFT Drug and Alcohol Policy

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
514-20	80648 80652	7/3/2020	517,638.85	Payroll
515-20	80653 80659	7/17/2020	545,173.13	Payroll
516-20	80660 80664	7/31/2020	510,085.10	Payroll
		<b>Total</b>	<b>1,572,897.08</b>	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
167-20	75178	75224 7/7/2020	1,141,056.94	MDSE
168-20	75225	75282 7/14/2020	164,696.76	MDSE
169-20	ACH TRANS	7/17/2020	197,508.49	ACH TRANS
170-20	75283	75345 7/21/2020	157,649.86	MDSE
171-20	VOID	75017 7/22/2020	(234.88)	VOID
172-20	75346	75403 7/28/2020	457,350.93	MDSE
173-20	ACH TRANS	7/29/2020	869,071.83	ACH TRANS
174-20	75404	75404 7/31/2020	500.00	MDSE
175-20	ACH TRANS	7/31/2020	204,333.14	ACH TRANS
		<b>Total</b>	<b>3,191,933.07</b>	

**10. Action Items**

**A. Resolution 27-2020: Updating BFT's Capital Improvement Plan and Amending the 2020 Capital Budget Reduction**

As presented by Jeff Lubeck, BFT Financial Services Director

CHAIR KOCH requested Mr. Lubeck to talk about this Resolution. Mr. Lubeck provided to the Board a presentation of BFT's Capital Improvement Plan (CIP) and Amending the 2020 Capital Budget Reduction. Explained that at the last Board meeting, the Board

approved the CIP projects pertaining to COVID activities. This is now addressing additional projects being added to the CIP plan. Explained all the open projects that are ready to be closed. With all the additions and close outs, the capital budget will actually be reduced.

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

<b>RESULT:</b>	<b>UNANIMOUSLY</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>SMALL</b>

## **11. Discussion & Informational Items**

### **A. Ridership and Service Update**

Keith Hall, Planning and Service Development Director

Mr. Hall presented the current ridership and service update for BFT. Ridership has slowly been increasing and August has been their highest week, which is true for all modes: Fixed-Route, Dial-A-Ride, CONNECT, and Vanpool. It is slowly climbing back to a recovery.

After a discussion between Director Bloom and Mr. Hall regarding limitation to occupancy on a bus, Ms. Boyce explained “shadow buses” being ready for those buses that had reached its limit in rider occupancy.

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

## **12. Staff Reports & Comments**

CHAIR KOCH explained that before legal counsel would give its Legal Report, he wanted to let everyone know that they would be going into Executive Session. Stated that in September, there will be a Directors Evaluation for 2019. CHAIR KOCH stated to all directors to be up to date and ready to discuss.

### **A. Legal Report**

Mr. Bishop gave his legal report regarding the Governor’s Proclamation 20.28.08 regarding the restrictions to in-person meetings, which was extended to September 1, 2020. This continued the exceptions to that restriction for counties in Phase 3.

Stated that there would be an Executive Session at the conclusion of the meeting under RCW 42.30.140(4).

### **B. Financial Report**

Mr. Lubeck, Finance Manager presented the Financial Summary. Revenues as of June 2020 were \$20,363,406 million dollars; Operating expenses as of June 30, 2020 were \$20,309,191 million and sales tax revenue decreased 8.4% in June 2020.

After a couple of questions from DIRECTOR BLOOM, Mr. Lubeck did clarify that the Fixed-Route cost includes total allocated costs.

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

#### **a. Government Affairs Update**

- i. Federal** – No new transit specific updates at the federal level. They are working on a 2<sup>nd</sup> or 3<sup>rd</sup> COVID related package, but specific towards transit agencies.
- ii. State** – Attended a virtual meeting with House Democratic Chair, Representative Jake Fay. BFT and other transit agencies in WA were asked for input regarding future funding because of the effect of I-976.
- iii. Operations:**
  1. Gladys Diaz has accepted the position as Executive Assistant/Clerk of the Board
  2. Continuing to work on a plan to help support BFT parents since school districts have decided to have school virtually. A survey has been completed and received 90 responses. 36% are in some way unable to perform their duties while adhering to school requirements for their students.
  3. BFT was part of the Visit Tr-Cities COVID response video. Great job to the Marketing Team.
  4. BFT has completed the distributions with Second Harvest, with currently no future dates.
  5. Continue to put additional signage at Transit Centers, shelter etc. to fully communicate with public transit services, specifically safety initiatives.
  6. Afterwards, Ms. Boyce will be provided the 2019 annual report to the Board for their review.
  7. BFT was the recipient of 30,000 masks from the Benton County Health Department and Emergency Management Services.

CHAIR KOCH commented that at one point it was hard finding masks.

### **13. Board Member Comments**

- A. NORMA NELSON** – Everything is going well. They are handing out masks and temperature checks. Drivers had expressed concern about the virus and how it will affect them. Attended the de-escalation training.
- B. RUBEN ALVARADO** – The Lewis St. Overpass and Peanuts Plaza has been approved.
- C. BILL MCKAY** –
- D. CHAIRMAN KOCH** –
- E. PHILL LEMLEY** –
- F. RICHARD BLOOM** –

G. CLINT DIDIER –

H. SHON SMALL –

I. LISA STADE – Benton City is growing. A lot of builders are requesting building permits. 46 homes going up very soon. Hired someone contractually to assist with this.

J. STEVE BECKEN –

**14. Next Meeting**

Regular Board Meeting – Thursday, September 10, 2020 at 7:00 p.m.

**15. Executive Session pursuant of RCW 42.30.140(4).**

CHAIR KOCH recessed the regular Board Meeting at 4:19 p.m.

Executive Session convened at 4:22 p.m.

CHAIR KOCH stated at 5:03 p.m. that Executive Session would be extended.

Executive Session reconvened at 5:05 p.m.

Regular Board Meeting convened at 5:23 p.m.

**16. Adjournment**

With no other items in front of the board, CHAIR KOCH adjourned the meeting at 5:24 p.m.



Gladys Diaz, Clerk of the Board

9-10-2020

Date