



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**September 10, 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 3:43 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	Present	
West Richland	Richard Bloom	Director	Present	4:07p.m.
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
Franklin County #2	Clint Didier	Director	Absent	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	3:51 p.m.

**BFT Staff:** Gloria Boyce, Jerry Otto, Keith Hall, Ali Madison, Wendi Warner, Rob Orvis, Jeff Lubeck, Carrie Zimney, Steve Davis 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**

There were no requested additions or changes to the agenda.

**RESULT:**  
**MOVER:**  
**SECONDER:**

**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 – 9/2/20 – RUBEN ALVARADO, Chair**  
DIRECTOR ALVARADO explained that the presentation that would be presented was what BFT has been doing to keep everyone safe. Stated that the partnership with Transit Valley from Walla Walla was sent to the CONSENT agenda. Commented that it’s a good way to share BFT resources with their neighbors.

**B. Planning & Marketing Committee Report – 9/2/20 – RICHARD BLOOM, Chair**  
DIRECTOR BLOOM was not present at the time of committee reporting. CHAIR KOCH stated that it will evidently air on the minutes.

**C. Administration & Finance Committee – 9/3/20 – STEVE BECKEN, Chair**  
DIRECTOR BECKEN informed the Board that there is an informational annual report and insurance update from WSTIP to file and receive on the CONSENT agenda. Stated that other than that, there was normal notification of bids and sales tax records.

**9. Consent Agenda**

CHAIR KOCH read the consent items and invited a motion.

**RESULT:**           **APPROVED (Unanimously)**  
**MOVER:**           **ALVARADO**  
**SECONDER:**       **STADE**

A. August 13, 2020 Regular Board Meeting Minutes – Approve

B. August Voucher Summary – Approve

**PAYROLL**

Check Register Number	Check Number/Number		Date of Issue	In the Amount	
517-20	80665	80669	8/14/2020	497,553.21	Payroll
518-20	80670	80675	8/28/2020	487,595.45	Payroll
			<b>Total</b>	<b>985,148.66</b>	

**ACCOUNTS PAYABLE**

Check Register Number	Check Number/Number		Date of Issue	In the Amount	
176-20	75405	75458	8/4/2020	584,984.56	MDSE
177-20	75459	75459	8/5/2020	800.00	MDSE
178-20	75460	75521	8/11/2020	386,552.57	MDSE
179-20	75522	75522	8/12/2020	443.73	MDSE
180-20	75523	75578	8/18/2020	276,798.02	MDSE
181-20	ACH TRANS		8/25/2020	879,155.01	ACH TRANS
182-20	75579	75629	8/25/2020	177,058.50	MDSE
183-20	VOID	75272	8/31/2020	(5,000.00)	VOID
184-20	ACH TRANS		8/31/2020	202,546.23	ACH TRANS
			<b>Total</b>	<b>2,503,338.62</b>	

**10. Action Items**

No Action Items

**11. Discussion & Informational Items**

**A. COVID Response Update**

Jerry Otto, Fleet, Facilities and Capital Projects Director

Mr. Otto presented a COVID Response update and safety practices that BFT is doing for the staff and community. Gave a brief overview of the service adjustments for Fixed Route busses, Dial-A-Ride, Maintenance, Service and Vanpool vehicles. Explained the safety focus following guidance from the CDC, and other local and state regulatory agencies. Pointed out the current staffing needs for the cleaning and disinfecting of BFT facilities. A video was presented to the Board which displayed the cleaning measures BFT is doing for the staff and community.

## **B. Ridership and Service Update**

Keith Hall, Planning and Service Development Director

Mr. Hall discussed the ridership and service results of the pandemic on BFT. BFT has seen significant ridership reductions in all modes of service, but ridership for Fixed Route and Dial-A-Ride are almost back to pre-pandemic numbers. CONNECT ridership continues to increase and Vanpool ridership had a significant increase, but not back to March 2020 numbers. Vanpool did lose 92% of ridership at the worst point but slowly picking up. Clarified that there is demand for expanded hours but “private ride” capacity limit has affected a few ride requests.

Presented the demand by zone for the CONNECT service; Columbia Center zone having the highest overall demand and highest growth for rides. Mr. Hall illustrated the top destinations for which Duportail St. And Queensgate Dr. SW being the top destination. Per a request from the Director Bloom, the cost per rider for the CONNECT service was presented. August numbers cost per passenger is about 40.50 and compared to 22.48 per ride to the taxi service from 2018.

There being no further questions or comments, CHAIR KOCH continued to the next Item, C.

## **C. BFT Service Recovery Plan Summary**

Ali Madison, Marketing and Communications Director

Ms. Madison presented to the Board BFT’s external phased recovery. Explained that the Board packets have both the external and internal phased recovery plans but will present the external plan since the internal one is directly for BFT staff, like when people might return to office work.

Explained the different phases per Washington State’s four Safe Start reopening phases and what it looks like to the riders and community. Talked about the entry capacity for Fixed-Route, Dial-A-Ride and CONNECT and how it looks like in each phase. Also explained the fare collection and fare collection; cleaning will remain the same for all phases.

Director Alvarado asked if the phases were set by the state, health department or internally. Ms. Madison responded that the different measures are in alignment with current guidance across a variety of areas.

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 explained that there would be an executive session for two matters. No news other than that.

## **B. Financial Report**

Mr. Lubeck presented the Financial Summary. Revenues are down and expenses are under budget. Much of operations maintenance and safety training are covered by COVID related activities so all will be reimbursed by the CARES Act.

Sales Tax continue to be stronger than expected. June 2020, compared to June 2019, BFT is down 2.2%; year to date, BFT is down 1%. Additional financials were included in the Board packet.

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

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

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

#### **i. Federal**

1. There is consensus on presenting a Clean Continuing resolution before budget runs out to present a shutdown September 30<sup>th</sup>.
2. Letters were sent from BFT to the Senate in the House, advocating for additional emergency funding for public transportation in the pending COVID-19 Bill.

#### **ii. State**

1. BFT is not eligible for the \$190 million COVID-19 funds the Governor is awarding to local governments.
2. During the 3<sup>rd</sup> Quarter Board Meeting for the WA State Transportation Association, it was decided that they will not provide any in-person conferences, training events or Board Meetings through the first quarter of 2021; will move forward telephonically.

### **b. Operations**

1. Operations met all scheduled pull outs. BFT drivers were not scheduled on Labor Day, so they were not impacted by the smoke caused by the wildfire and smoke.
2. Last month, Board of Directors approved BFT's Drug and Alcohol Policy and received notice from FDA that BFT is now in compliance with the federally mandated Drug and Alcohol Testing Program. Great job to the HR team who went through the audit. HR will now work through the required changes to the policy with the union, Local 839.
3. BFT has been experiencing technical difficulties with incoming phone calls. IT is working to get the problem solved.
4. BFT received 30,000 new masks from the Greater Columbia Accountable Community of Health. This will allow BFT to offer masks on all vehicles. Ms. Boyce stated that she is very appreciative for their response and thankful for that.
5. Part of BFT's staff moved to a new office building down the road during the last week of August.
6. Ms. Boyce wanted to announce that budget season is close and, Mr. Lubeck and his team are working hard to present BFT's Annual Budget Workshop with the Board next month.

Ms. Boyce closed he report and opened for questions. Brief discussion was held.

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

**13. Board Member Comments**

- A. CHAIRMAN KOCH – No Report
- B. SHON SMALL – No Report
- C. BILL MCKAY – No Report
- D. STEVE BECKEN – No Report
- E. CLINT DIDIER – No Report
- F. RICHARD BLOOM – No Report
- G. PHILLIP LEMLEY – No Report
- H. RUBEN ALVARADO – Announced that he may need to leave early from Executive Session for his Planning Retreat continuation for the City of Pasco.
- I. LISA STADE – No Report
- J. NORMAL NELSON – Announced that Fixed-Route is getting ready to vote on the contract, but Dial-A-Ride has not received the offer yet. Ms. Nelson stated that they are looking to find another place to hold the vote for the contracts since they were told they were not able to hold it at BFT.

**14. Next Meeting**

Regular Board Meeting – Thursday, October 8, 2020 7:00 p.m.

**15. Executive Session pursuant of RCW 42.30.110(g) and RCW 42.30.140(4)**

Mr. Bishop asked Ms. Boyce which one would be first, in which Ms. Boyce responded that she would like to start with the Union Updated and would like Wendi Warner to participate. Mr. Bishop announced the Session should last 45 minutes.

CHAIR KOCH adjourned the Regular Board Meeting at 4:41 p.m.

Executive Session convened at 4:45 p.m.

CHAIR KOCH reconvened the Regular Board Meeting at 5:38 p.m. and a motion was made to vote on RCW 42.30.110(g) to adopt the 2019-2020 Performance Evaluation as drafted and slightly edited.

<b>RESULT:</b>	<b>APPROVED</b>
<b>MOVER:</b>	<b>LEMLEY</b>
<b>SECONDER:</b>	<b>BECKEN</b>

**16. Adjournment**

After a brief discussion between CHAIR KOCH, Mr. Bishop and Director Stade, CHAIR KOCH adjourned the meeting at 5:42 p.m.



Gladys Diaz, Clerk of the Board

10-8-2020

Date