



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**March 11, 2021**  
**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 BLOOM called the meeting to order at 3:30 p.m.

**2. ROLL CALL**

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

**BFT Staff:** Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Ayodeji Arojo, Rob Orvis, Steve Davis, Keith Hall, Jerry Otto, Bill Hale, Mindy Eakin, Terry DeJuan, Caleb Lenz, Gladys Diaz

**Legal Counsel:** Jeremy Bishop

**3. Flag Salute**

CHAIR BLOOM led the attendees in the Pledge of Allegiance.

**4. PUBLIC COMMENT/INTRODUCTION OF VISITORS**

CHAIR BLOOM announced there is no public comment.

5. **AGENDA MISNUMBERED – NO TOPIC FOR #5**

6. **APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>LEMLEY</b>
<b>SECONDER:</b>	<b>BECKEN</b>

7. **RECOGNITIONS**

None

8. **Citizen's Advisory Network (CAN) Report**

No Report

9. **Board Committee Reports**

CHAIR BLOOM 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** – 03/04/2021 – PHILLIP LEMLY, Director Lemley reported that the committee met and discussed the resolution to authorize the General Manager to enter into a contract for janitorial services with Dura-Shine Clean, the resolution to authorize the General Manager to enter into a contract for landscaping services with Heritage Professional Landscaping, and the resolution to authorize the General Manager to release request for proposals for radio maintenance services. It was decided that these resolutions would go to the Consent Agenda. The committee decided that the resolution authorizing the General Manager to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC needed to be placed on the Action Agenda. Also had an informational update on the June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment.
- B. **Planning & Marketing Committee Report** – 03/03/2021 – BILL MCKAY, Committee Chair Director McKay shared that he was unable to attend the committee due to a meeting conflict. The resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment was placed on the Action Agenda.
- C. **Administration & Finance Committee Report** – 03/04/2021 – STEVE BECKEN, Committee Chair Director Becken reported that the committee discussed the resolution for request for headcount and the resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment. The normal upcoming bids and requests for proposals and sales tax information were also presented.

**10. Consent Agenda**

CHAIR BLOOM read the consent items and invited a motion.

- A. February 11, 2021 Regular Board Meeting Minutes – Approve
- B. February Voucher Summary – Approve
- C. Resolution 15-2021: Authorizing the General Manager to Enter into a Contract for Janitorial Services with Dura-shine Clean
- D. Resolution 16-2021: Authorizing the General Manager to Enter into a Contract for Landscaping Services with Heritage Professional Landscaping
- E. Resolution 17-2021: Authorizing the General Manager to Release Request for Proposals for Radio Maintenance Services

**PAYROLL**

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
503-21	80740	80751	2/12/2021	546,444.32	Payroll
504-21	80752	80759	2/20/2021	541,092.03	Payroll
<b>Total</b>				<b>\$ 1,087,536.35</b>	

**ACCOUNTS PAYABLE**

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
110-21	76900	76953	2/2/2021	411,547.64	MDSE
111-21	76954	77014	2/10/2021	354,729.97	MDSE
112-21	77015	77086	2/16/2021	193,656.35	MDSE
113-21	ACH TRANS		2/21/2021	895,971.40	ACH TRANS
114-21	77087	77144	2/24/2021	210,897.48	MDSE
115-21	ACH TRANS		2/28/2021	245,741.88	ACH TRANS
<b>Total</b>				<b>\$ 2,312,544.72</b>	

CHAIR BLOOM invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>LEMLEY</b>

**11. Action Items**

- A. Resolution 18-2021: Authorizing the General Manager to Increase the Not-to-Exceed Amount on Contract #1133 with TCF Architecture, PLLC – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the Board the reasoning behind the request to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC. The redesign of the

operations building has over 500 tasks to be awarded. There are many issues and challenges with the operations building because it is almost at the end of its life. The plan was to renovate part of the building but it would not be cost effective. There are also issues with water and stormwater and the cultural significance of the location. The decision was made to look at building replacement and expansion. Environmental work was done by BFT with technical aspects from TCF Architecture but it was a challenge getting FTA clearance under the NEPA which was a timely process due to the COVID pandemic. BFT would like to reallocate the grant to a new building and has approval under the environmental process to do so. They developed a lengthy environmental exclusion document on the basis of using the existing footprint which is about 8,000 square feet.

CHAIR BLOOM invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>LEMLEY</b>
<b>SECONDER:</b>	<b>BECKEN</b>

B. Resolution 19-2021: Request for Headcount – Wendi Warner, Human Resources and Labor Relations Director

Ms. Warner presented to the Board the request to increase the administrative headcount by seven full time equivalents (FTEs). The positions are as follows: Operations Department: 1-Operations Manager, 1-Service Supervision Manager, 2-Training Technicians, and 1-Bus Safety Specialist; Marketing Department: 1-Marketing and Communications Manager; Planning & Service Development: 1-Fixed Route Runcutter. BFT has evaluated the transit organizational design and considered structural elements presented by design consultant, Moss Adams from April to December 2019 which focused on growth within the community and the expansion of transit services in the area. Those recommendations were provided prior to the organizing campaign with the supervisors and negotiated changes from the coach operator contract. These additions will complete the organizational objective to achieve a right-sized organizational structure that provides sufficient management oversight and span of control for the management team. It also creates departmental career ladders and lattices for career path development within the defined succession plan for Operations and Marketing departments. The anticipated impact to budget would be \$430,137 for salaries and benefits if all positions were staffed by May 31, 2021. The annualized impact would be \$730,000.

Further discussion on a side topic of the open Executive Office positions of Clerk to the Board and Senior Project Specialist.

After a brief discussion with Director Lemley and Dr. Stade, CHAIR BLOOM invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>LEMLEY</b>

C. Resolution 20-2021: Authorization to Release for Public Comment the June and August

Service Change and Title VI Equity Analysis – Keith Hall, Planning and Service Development Director

Mr. Hall presented the 2021 Annual Service Plan. In January 2021, the Board approved a new approach to improving service changes in the form of an Annual Service Plan to be initiated in May and culminate in November each year with the approval of the subsequent year Annual Service Plan to better align the budget process and staff headcount process to the TDP. This is a 2021 Modified Annual Service Plan because it only covers June and August service changes. Keith requested the Board authorize approval to present the plan to the public for feedback which is a statutory component and policy requirement, 30 days are required for public comment. The June service change implementation would include three frequent service corridors creating a 15-minute frequency by combining certain components of routes that already provide frequency for multiple route overlays. There will also be local route service changes to make shorter routes for Routes 20, 26, 40, 42, 47, and 110. August implementation is initiating Sunday Service with six fixed routes operating on 30-minute headways and includes two of the new frequent service routes. Dial-A-Ride will operate system-wide on Sunday and accounted for an increase in ridership. In April, the public hearing component will be included in the Board meeting.

After a brief discussion with Dr. Stade, CHAIR BLOOM invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>MCKAY</b>

**12. Discussion & Informational Items**

None

**13. Staff Reports & Comments**

**A. Legal Report**

Mr. Bishop stated that there was nothing noteworthy to report, just normal review of contracts and proposals.

**B. Financial Report**

Mr. Lubeck presented to the Board the financial status as of January 31, 2021. It is very early in the year so there will be some fluctuations. Revenues were -18.4% compared to budget. Operating expenditures were -20.3% compared to budget. Service levels have not ramped up like anticipated in January when the budget was created. Adjusted revenues as if we did not have the CARES Act funding would have put us at \$3,205,924. There was a surplus for the month with CARES. We are staying right on track keeping expenses consistent with spending. As service resumes impact to the budget will be to fare collections if/when we decide to start collecting again and the other area is maintenance costs such as fuel. The Treasurer's Report shows that reserve funds have been updated to match the 2021 budget. These funds are being built up for the many upcoming capital projects this year. Fares and cost per boarding is fairly non-existent at this time. We are still charging for vanpool but there aren't as many vans in circulation due to the pandemic. The Sales Tax

Report includes the final numbers for 2020. December was the highest collections month in the history of the agency. 2020 was slightly higher than 2019. Over the last four years we have averaged 6.6% increase per year.

After a brief discussion, CHAIR BLOOM moved on to the next item on the agenda.

### **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. The President signed the new American Rescue Plan. We will be looking forward to understand how that will be appropriated by Congress. Of the \$30.5 billion designated to public transit, 87% will be appropriated through the existing 5307 formula funds.

##### **ii. State**

1. House Bill 1514 made it through the Senate. This bill amends the rideshare statutes and reduces the minimum number of passengers required for rideshare from five to three which affects our van pool program.

#### **b. Operations**

- i. Fixed routes met all scheduled pull outs. However, due to the President's Day weekend snowstorm, many operated on snow routes and 96 Dial-A-Ride trips could not be completed due to the uncleared residential roads and parking lots in apartment complexes. Operators, drivers, and maintenance employees did an outstanding job keeping us safe on the road. On March 8<sup>th</sup>, we returned to our pre-pandemic service level that was cut in April 2020. Primarily, 268 returned from 90-minute service to 30-minute service during weekdays and our emergency routes, 61 and 69, went away and were replaced with 64/65 and 66/67 which are routes that are run in Pasco. We are running on average two extra buses per day to meet overload capacities.

Ms. Boyce updated the Board on the Community Vaccination Transport Program. There is a shortage of scheduling and transportation in the Tri-Cities area. Several social agencies, led by the BF Health District, have come together for a number of weeks to address this dilemma. On Monday, March 15<sup>th</sup> transportation will be provided for all seniors and limited mobility customers through BFT's Dial-A-Ride. For those with full mobility, in addition to fixed route systems, there will be extended CONNECT services to all vaccination sites within each zone in our service area. There are many moving targets. The CONNECT provider has been making the necessary software changes so it will be seamless to the community and will be managed by the Operations Department. The only site that we will not be able to provide transportation to is the county fairground mass vaccination site. After several discussions, it won't be feasible. BFT has also implemented an employee vaccination allowance of \$200 that will be provided to each employee who shows proof of completed vaccination. This is covered under the CARES Act. It would be around \$76,000 if 100% participating. We are hoping for 80% to obtain herd immunity. There is a new reporting requirement from the Federal Government to report known vaccination activities with employees and service numbers monthly through the transit reporting database.

Ms. Boyce also shared a capital projects update. BFT received notification from the

FTA on February 26<sup>th</sup> that the operations building projects qualified as a categorical exclusion under NEPA requirements. These efforts took about a year, including a five-month delay due to COVID. We can now move forward with the projects. The State has approved the Duportail/Queensgate transit hub after a few project refinements moving this into the approved design phase. Ms. Boyce attended the BFCOG meeting in February and has nothing to report from the meeting.

Ms. Boyce shared that March 18<sup>th</sup> is National Transit Driver Appreciation Day. Along with transit agencies across the nation we will recognize our industry's finest by taking an ad out in the paper providing individual trinkets, signage, and social media announcements.

Ms. Boyce closed her report and opened for questions. After a brief discussion, CHAIR BLOOM moved to the next item on the agenda.

#### **14. Board Member Comments**

CHAIRMAN RICHARD BLOOM – Chair Bloom shared that the Governor has been talking about moving to Phase 3 on March 22<sup>nd</sup>.

VICE CHAIR LISA STADE –

SHON SMALL –

ROCKY MULLEN –

BILL MCKAY – Director McKay received a couple phone calls about the BFT website showing the Board meetings as 7:00pm on Thursdays. Ms. Boyce will look into this since the virtual meetings have been at 3:30pm.

STEVE BECKEN – Director Becken corrected a statement he made during Admin and Finance Committee. He had said there were 900 lots in Prosser being developed. There are actually 900 anywhere from conceptual to actually being worked on; there is a 289-lot plan currently under construction.

CLINT DIDIER –

PHILLIP LEMLEY – Director Lemley shared that he serves on the Washington State Emergency Management Council and they have been revising the charter. Director Lemley asked if the Board and staff thought transit should be one of the stakeholders in emergency management of the State. Ms. Boyce responded that yes, BFT should be a stakeholder.

RUBEN ALVARADO –

NORMA NELSON –

CHAIR BLOOM moved on to the next item on the agenda.

#### **15. Executive Session**

None

**16. Other**

None

**17. Next Meeting**

Regular Board Meeting – Thursday, April 8, 2021 7:00 p.m.

**18. Adjournment**

CHAIR BLOOM adjourned the meeting at 4:59 p.m.



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Mindy Eakin, Interim Clerk of the Board



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Date