



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
May 13, 2021
4:00 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 BLOOM called the meeting to order at 4:01 p.m.

2. ROLL CALL

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

BFT Staff: Gloria Boyce, Ayodeji Arojo, Bill Barlow, Carina Cassel, Chad Crouch, Terry DeJuan, Mindy Eakin, Bill Hale, Keith Hall, Jeff Lubeck, Lisa Larson, Rob Orvis, Mike Roberts, Wendi Warner

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. APPROVAL OF AGENDA

There were no requested additions or changes to the agenda.

RESULT:	APPROVED (Unanimously)
MOVER:	ALVARADO
SECONDER:	LEMLEY

6. RECOGNITIONS

There were no recognitions for this month.

7. Citizen's Advisory Network (CAN) Report

There was no CAN Report for this Board Meeting.

8. 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** – 05/05/2021 - RUBEN ALVARADO, Committee Chair. Director Alvarado reported that the Committee decided to move Resolution 25-2021: Authorization to Award Driver Uniforms forward to the Consent Agenda.
- B. **Planning & Marketing Committee Report** – 05/05/2021 – ROCKY MULLEN, Interim Committee Chair. Director Mullen shared that the report is in the minutes.
- C. **Administration & Finance Committee Report** – 05/06/2021 – STEVE BECKEN, Committee Chair. Director Becken reported that the Committee moved forward three resolutions: Resolution 26-2021: Authorization to Approve Archbright Contract Renewal, Resolution 27-2021: Authorization to Approve Earmark Projects & Update Capital Improvement Plan (CIP), and Resolution 28-2021: Authorization to Approve Non-Represented Cost of Living Adjustment (COLA) Increase to the ACTION Agenda. The committee also received informational updates including the Moss Adams Organizational Structure.

9. Consent Agenda

CHAIR BLOOM read the consent items and invited a motion.

- A. April 8, 2021 Regular Board Meeting Minutes – Approve
- B. April Voucher Summary – Approve
- C. Resolution 25-2021: Authorization to Award Driver Uniforms

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
507-21	80774 / 80778	4/9/2021	531,497.68	Payroll
508-21	80779 / 80784	4/23/2021	545,511.64	541,092.03 Payroll
Total			\$ 1,072,589.71	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
123-21	VOID / 77014	4/6/2021	(56.53)	VOID
124-21	77447 / 77502	4/6/2021	96,164.64	MDSE
125-21	2889 / 2891	4/7/2021	297.00	TRAVEL
126-21	77503 / 77509	4/8/2021	233.11	MDSE
127-21	77510 / 77588	4/13/2021	403,216.98	MDSE
128-21	ACH TRANS	4/14/2021	920,389.60	ACH TRANS
129-21	77589 / 77671	4/20/2021	684,593.49	MDSE
130-21	77672 / 77679	4/23/2021	89,470.55	MDSE
131-21	ACH TRANS	4/23/2021	196,003.83	ACH TRANS
132-21	77680 / 77686	4/27/2021	10,393.88	MDSE
133-21	ACH TRANS	4/30/2021	57,401.80	ACH TRANS
Total			\$ 2,458,108.35	

CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	BECKEN
SECONDER:	STADE

10. Action Items

- A. Resolution 26-2021: Authorization to Approve Archbright Contract Renewal – Wendi Warner, Human Resources and Labor Relations Director

Ms. Warner presented to the Board the request to authorize General Manager to approve the Archbright Contract. Archbright is a human resources consulting company specializing in consulting services. They are native to the northwest and are headquartered in Seattle; however, they have local consultants in the Tri-Cities.

For the past three years BFT has conducted employee engagement surveys which have been led by the Archbright Consultant. Archbright has also lead the activities and follow up/listening sessions.

The existing contract term is nearing expiration and it is recommended to continue the contract for continuity of leadership and thought knowledge around the employee engagement survey and have Archbright continue with these initiatives. The contract term is from January 1, 2021 through March 31, 2023.

Director Alvarado requested further information on BFT's procurement process.

CHAIR BLOOM invited a motion.

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

B. Resolution 27-2021 to Approve Projects and Update BFT's Capital Improvement Plan – Jeff Lubeck, Administrative Services Director

Resolution 27-2021 was presented to all three committees. BFT is in the process of preparing the annual update to the Capital Improvement Plan (CIP). There is an opportunity to submit grant applications for two projects, one is due Friday, May 14th which is before the CIP is due so the team is seeking Board approval to add the two items to the CIP. BFT is not requesting any budget authority for these items at this point. The two projects are:

FAC0030 – W. Pasco Transit Hub and Fleet Maintenance Base.

FAC0031 – Transit Centers – 22nd Street Renovation.

After a brief discussion, CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	LEMLEY
SECONDER:	ALVARADO

C. Resolution 28-2021: Authorization to Approve Non-Represented Cost of Living Adjustment (COLA) Increase – Wendi Warner, Human Resources and Labor Relations Director.

The 2021 Salary Survey has been completed, comparing BFT's wage scale for non-represented employees to scales at comparable transits and local governmental jurisdictions. Our non-represented workforce has been identified as falling below market across the majority of job functions.

Currently there are 62 non-represented employees at BFT. Unlike the represented

workforce, which has historically received between a 4.14% and 6.33% increase each year on average for the past 14 years, the non-represented employees have averaged a 3.04% increase annually, with a combination of either their COLA, Step, or Merit increases.

Ms. Nelson requested to know if the non-represented staff would receive the 3% COLA in addition to the annual merit increase. Ms. Warner explained that non-represented employees would be eligible for both the COLA and merit with the merit being based on performance evaluation. BFT worked with Archbright Consulting Services who indicated that BFT is behind the market by approximately 6.27% for the non-represented workforce. Ms. Boyce explained that non-represented staff has a salary range just like represented staff and when they reach the top of that range, they do not receive further merit increases just like the represented workforce.

Ms. Nelson also inquired if the COLA would be an annual event. Ms. Warner explained that it would be evaluated periodically with Archbright Consulting Services. Director Millbauer asked about turnover in represented and non-represented areas of BFT. Ms. Warner shared the names of other transit agencies that are comparable in size and service that BFT was evaluated against. She also indicated that they have looked at other local government jurisdictions for non-represented roles. BFT is starting to see more retirements amongst represented employees and the change in staff has not been a turnover as much as it has been a growth in staffing to fill new positions.

After discussion, CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	LEMLEY
SECONDER:	BECKEN

Discussion & Informational Items

- A. Moss Adams Organizational Structure – Wendi Warner, Human Resources and Labor Relations Director.

This topic was brought forward from the Admin and Finance Committee per CHAIR BLOOM's request. Ms. Boyce previously provided the Board Members a copy of the Moss Adams Report Analysis. CHAIR BLOOM suggested the Board Members evaluate the upper management structure per the Moss Adams Report recommendations. Ms. Warner shared that BFT has been in tremendous growth in the past four years. This year BFT is offering a service expansion and headcount has grown approximately from 280 in November 2016 and to approval for 425 positions that BFT is rapidly staffing. BFT will soon be providing seven days of service and is excited about the growth of the agency. Changes to the structure of BFT will occur intermittently as we adapt to these changes. Ms. Warner shared the

Moss Adams Analysis that compared BFT to several transit agencies with similar dynamics as BFT. CHAIR BLOOM met with the Chairman of the Nevada Las Vegas Area Regional Transit to discuss their organizational structure.

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

11. Staff Reports & Comments

A. Legal Report

Mr. Bishop stated that he had nothing to report. He has been working with BFT staff on several contracts and proposals. Staff are doing a great job.

B. Financial Report

Mr. Lubeck presented to the Board the Financial Report. Mr. Lubeck reported year-to-date data through the end of March 2021. Revenues were under budget by \$686,000 (5.7%). With the CARES and regular grants, BFT would be approximately \$1.4 million under budget, or just under 12% buying on revenues compared to budget. Every department is currently running under budget except for Safety and Training. In December and January, there were large restocking orders for COVID-19-related cleaning supplies. Mr. Lubeck highlighted a new row on the Financial Report called "Active Project Local Match." This row shows that in addition to reserves, there are projects that require that local funding. Most of the grants BFT is applying for have a share ration, typically it's 80% Federal and 20% local. There are also some projects that utilize local funding only. The reserve line on the report is consistent with the Board-approved Reserve Policy.

After discussion regarding fuel reserve, fluctuation prices, and fleet replacement Ms. Boyce shared that diesel buses are now approximately \$700,000 a piece and electric buses are close to \$1,000,000 each.

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 – Ms. Boyce thanked the Board for approving the two grant projects. BFT staff worked very quickly to complete and process. There was only a seven-day notice from the House Appropriations. Ms. Boyce also shared many thanks to Raquel Crawley from Senator Murray's office for the time she spent providing.
 - i. Federal
Ms. Boyce shared that the grants on the Senate-side and the congressional-directed spending requests are due May 14th. This is the Transit Centers and 22nd Street Renovation in Pasco. They have extended the general appropriations request to next Friday, May 21st, for the West Pasco Fleet Maintenance Facility.
 - ii. State
There are no reports for the State-level. BFT continues to watch the effects of the van pool change in RCW.
- b. Operations

- i. Ms. Boyce shared that BFT met all scheduled pullouts in April and is on the homestretch of hiring and training needed operators and a few new Dial-A-Ride drivers to meet the June 21st service change. Ms. Boyce gave kudos to the Human Resources department for their timely recruiting efforts.

Ms. Boyce explained that BFT is awaiting Governor Inslee's announcement on May 13th to potentially reopen the state as of June 30th.

Ms. Boyce attended the April BFCOG meeting with nothing significant to report.

Director Stade asked that in light of the June 30th opening would there be any option for those who may be out of town for the July Board meeting to attend via Zoom or teleconference. Ms. Boyce indicated she would meet with her team and provide an update to the Board. Director Millbauer asked if the meetings would continue at 4:00 p.m. or would they go back to the regular time of 7:00pm. Ms. Boyce responded that they would go back to the regular time of 7:00 p.m. in July.

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

12. Board Member Comments

Director Alvarado – Everyone is invited to the June 4th, 11:30am groundbreaking for the Lewis Street Overpass.

Director Becken - There was a small fire this weekend in Prosser that destroyed the Prosser meat lockers and Police Station/City Hall. Ace Hardware is closed indefinitely, and the road remains closed between 6th and 7th streets.

CHAIR BLOOM - The Board should plan a retreat possibly around February 2022.

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

13. Executive Session

No Executive Session.

14. Other

None.

15. Next Meeting

Regular Board Meeting – Thursday, June 10, 2021 4:00pm and will be a virtual meeting.

16. Adjournment

CHAIR BLOOM adjourned the meeting at 5:24 p.m.

Carina Cassel
Carina Cassel, Interim Clerk of the Board

6/10/21
Date