



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, November 4, 2021, at 7 p.m.**

Virtual Meeting via Zoom

Meeting Link:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Phone: 253-215-8782 / Toll Free: 877-853-5247

Meeting ID: 989 6217 8731 / Password: 833979

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors meetings are taking place virtually. The agenda is available on the website at BFT.org.

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public comment during the meeting will be provided as indicated in the agenda below.

AGENDA

- | | |
|---|---------------------|
| 1. Convene Board Meeting | Chair Richard Bloom |
| 2. Roll Call | Janet Brett |
| 3. Pledge of Allegiance | Chair Bloom |
| 4. Approval of Agenda | Chair Bloom |
| 5. Public Comments | Chair Bloom |
| 6. Recognitions | |
| A. Resolution 63-2021: A Resolution Recognizing Ben Franklin Transit Employee Patricia Brown's Years of Service | Ayodeji Arojo |
| B. Resolution 64-2021: A Resolution Recognizing Ben Franklin Transit Employee Bryce Higley's Years of Service | Ayodeji Arojo |
| C. Resolution 65-2021: A Resolution Recognizing Ben Franklin Transit Employee Blaine Sherfinski's Years of Service | Ayodeji Arojo |

- D. Resolution 66-2021: A Resolution Recognizing Ben Franklin Transit Employee Jerry Frazier’s Years of Service Jerry Otto
- E. Resolution 67-2021: A Resolution Recognizing Ben Franklin Transit Employee Kenneth Hooker’s Years of Service Jerry Otto
- F. Resolution 68-2021: A Resolution Recognizing Ben Franklin Transit Employee Deb Hawthorne’s Years of Service Jeff Lubeck
- 7. **Citizens Advisory Network (CAN) Report** – There is no report available. Chair Bloom
- 8. **Board Committee Reports**
 - A. Operations & Maintenance Committee Ruben Alvarado, Chair
 - B. Planning & Marketing Committee Jim Millbauer, Chair
 - C. Administration & Finance Committee Steve Becken, Chair
- 9. **Consent Agenda**
 - A. October 14, 2021, Board Budget Workshop Minutes
 - B. October 14, 2021, Regular Board Meeting Minutes
 - C. October Voucher Summary
 - D. Resolution 69-2021: Authorizing the General Manager to Declare Vehicle 5313 as Surplus and Dispose of Per Resolution 62-2014
 - E. Resolution 70-2021: Accept the On-Call Bus Stop Concrete Pad Construction Contract as Complete
 - F. Resolution 71-2021: Authorizing the General Manager to Solicit an Invitation for Bids (IFB) to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System
- 10. **Action Items**
 - A. Resolution 72-2021: Authorizing the General Manager to Release a Request for Proposals (RFP) for the Design, Production, and Installation of Vinyl Wraps and Other Vinyl Coverings for Ben Franklin Transit Vehicles Byron Olson
 - B. Resolution 73-2021: Recommending Simon & Company for the Award of the Federal Lobbying Consulting Services Contract Rob Orvis
- 11. **Discussion & Informational Items**
 - A. 2022 Budget Update Jeff Lubeck
- 12. **Staff Reports & Comments**
 - A. Legal Report Jeremy Bishop
 - B. Financial Report Jeff Lubeck
 - C. General Manager’s Report Gloria Boyce

13. Board Member Comments

14. Executive Session

An Executive Session will be held per RCW 42.30.110(1)(g) and RCW 42.30.140(4)(b).

15. Other

16. Next Meeting

Regular Board Meeting – Thursday, December 9, 2021, at 7 p.m.

17. Adjournment

**BEN FRANKLIN TRANSIT
RESOLUTION 63-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
PATRICIA BROWN'S YEARS OF SERVICE**

WHEREAS, Patty Brown spent 18 years at Ben Franklin Transit serving her community as a Dial-A-Ride Driver. Patty's outgoing personality and smile made customers and coworkers feel welcomed. Patty understood what providing exceptional customer service was and what it meant to her passengers, always making sure the passengers' needs were met. BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you and congratulations on your retirement; and

WHEREAS, Patty Brown submitted a letter of retirement to BFT with an effective date of July 30, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Patty Brown served Ben Franklin Transit and the Tri-Cities community well in her position as a Dial-A-Ride Driver for eighteen (18) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Patty Brown, Dial-A-Ride Driver, for her professional efforts on behalf of the agency, its employees, and its customers. Patty, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held November 4, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 64-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
BRYCE HIGLEY'S YEARS OF SERVICE**

WHEREAS, Bryce Higley served the community for 19 years as a Ben Franklin Transit Coach Operator. Bryce led by example demonstrating a dedication to the organization, the community, and the customers we serve. You are an example of what it means to be a professional coach operator. Thank you for your dedication and hard work. BFT wishes you the best in your retirement and all future endeavors; and

WHEREAS, Bryce Higley submitted a letter of retirement to BFT with an effective date of July 31, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Bryce Higley served Ben Franklin Transit and the Tri-Cities community well in his position as a Coach Operator for nineteen (19) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Bryce Higley, Coach Operator, for his professional effort on behalf of the agency, its employees, and its customers. Bryce, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held November 4, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 65-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
BLAINE SHERFINSKI'S YEARS OF SERVICE**

WHEREAS, Blaine Sherfinski spent 5 1/2 years at Ben Franklin Transit serving both the Prosser and Tri-Cities communities as a Dial-A-Ride Driver. Your presence will be missed, but your professionalism and dedication to your work and the people you served will endure as an example of what it means to be a Dial-A-Ride Driver. Thank you for your dedication and hard work. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates you on your retirement; and

WHEREAS, Blaine Sherfinski submitted a letter of retirement to BFT with an effective date of November 1, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Blaine Sherfinski served Ben Franklin Transit and the Prosser and Tri-Cities communities well in his position as a Dial-A-Ride Driver for five and one-half years (5 1/2) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Blaine Sherfinski, Dial-A-Ride Driver, for his professional efforts on behalf of the agency, its employees, and its customers. Blaine, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held November 4, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT

RESOLUTION 66-2021

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT) EMPLOYEE
JERRY FRAZIER'S YEARS OF SERVICE**

WHEREAS, Jerry Frazier has been employed at Ben Franklin Transit since January 22, 2008; and

WHEREAS, Jerry has submitted a letter of retirement to BFT with an effective date of September 11, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Jerry has been a technician at Ben Franklin Transit's Maintenance Department for the past 12 years. Jerry has always gone the extra mile in making certain the bus fleet is safe and ready for service. Jerry was always willing to help his coworkers with anything they had going on. We will miss his big smile and talent.
2. The Ben Franklin Board of Directors affirms the recognition of Jerry Frazier, BFT Maintenance Technician, for his professional support in keeping our fleet on the road for the past 12 years. Ben Franklin Transit is grateful to you for your contributions to the organization and wishes you the best in all your future endeavors. Congratulations on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT

RESOLUTION 67-2021

A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT) EMPLOYEE KENNETH (KENNY) HOOKER'S YEARS OF SERVICE

WHEREAS, Kenny Hooker has been employed at Ben Franklin Transit since February 1991; and

WHEREAS, Kenny has submitted a letter of retirement to BFT with an effective date of November 12, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Kenny has been one of the top heavy-duty technicians at Ben Franklin Transit's Maintenance Department for the past 30 years. Kenny has always gone the extra mile in making certain the bus fleet was safe and ready for service. He has a wealth of knowledge on the maintenance and repair of diesel engines. Kenny will be greatly missed by his co-workers. We wish him the very best in retirement, and he will be a hard act to follow.
2. The Ben Franklin Board of Directors affirms the recognition of Kenny Hooker, BFT Maintenance Technician, for his professional support in keeping our fleet on the road for the past 30 years. Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT

RESOLUTION 68-2021

A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT) EMPLOYEE DEB HAWTHORNE'S YEARS OF SERVICE

WHEREAS, Deb Hawthorne has been employed at Ben Franklin Transit since October 2016; and

WHEREAS, Deb has submitted a letter of retirement to BFT with an effective date of October 7, 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Deb has been a strong performing General Ledger Accountant in Ben Franklin Transit's Finance Department for the past five years. Deb's presence and abilities allowed the transactional accounting staff the feeling they could take leave during key deliverable dates. Her knowledge, experience, and skills provided a great sounding board for others to bounce items off, and her work ethic was impeccable. Deb will be greatly missed by her coworkers. We wish her the very best in retirement, and she will be a hard act to follow.
2. The Ben Franklin Board of Directors affirms the recognition of Deb Hawthorne, BFT General Ledger Accountant, for her professional support over the past five years. Ben Franklin Transit is grateful to you for your contributions to the organization and wishes you the best in all your future endeavors. Congratulations on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



**OPERATIONS & MAINTENANCE
COMMITTEE MEETING
Wednesday, October 27, 2021 - 12:30 p.m.**

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Ruben Alvarado, Chair; Clint Didier; Phillip Lemley

BFT Staff: Gloria Boyce, Errika Armatrout, Ayodeji Arojo, Janet Brett, Carina Cassel, Bill Hale, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Wendi Warner

1. Convene

Chair Ruben Alvarado convened the meeting at 12:33 p.m.

New Items

2. Resolution XX-2021: Authorizing the General Manager to Declare Vehicle 5313 as Surplus and Dispose of Per Resolution 62-2014 – Bill Hale, Supervisor of Fleet Maintenance

Mr. Hale presented a memorandum and resolution asking the Board to authorize the General Manager to declare a vehicle as surplus and dispose of it. Committee members agreed to move this item to the Board of Directors meeting Consent Agenda.

3. Resolution XX-2021: Accept the On-Call Bus Stop Concrete Pad Construction Contract as Complete – Keith Hall, Director of Planning and Service Development

Mr. Hall explained the bus stop concrete pad construction work has been completed as outlined in Contract #1241 with ESF Solutions, LLC. He requested that the General Manager be authorized to accept the contract as complete. Committee members asked this item be moved to the Board of Directors meeting Consent Agenda.

4. Resolution XX-2021: Authorizing the General Manager to Solicit an Invitation for Bids (IFB) to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System – Shane Anderson, Facilities Maintenance Supervisor

Mr. Anderson asked for authorization for the General Manager to solicit an IFB to replace the Maintenance Building HVAC system, which has been determined to be in poor condition and in need of replacement. Committee members agreed to place this on the Board meeting Consent Agenda.

Standing Items

5. Notification of Upcoming Bids and Requests for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement for Design and Implementation of a New Customer-Facing Website
 - Procurement for Bus Stop Concrete Pad Construction
- **November**
 - Authorization to Release Bids – Replacement of Maintenance Building HVAC System
 - Authorization to Release Proposals – Contract for Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization of Acceptance – Completion of Contract #1241 Bus Stop Shelter Pad Project
- **December**
 - Authorization to Award – Bus Stop Concrete Pad Construction
 - Authorization to Release – Budgeting, Planning and Reporting Software
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **January**
 - Authorization to Award Contract – Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization to Release – Proposals for Long-Range Planning Consultant Services
- **Contracts & Operating Expenses Over \$25,000 Approved by General Manager in October**
 - Gordon Thomas Honeywell Federal Lobbying Services Contract #1005 Extension (due to rebidding, lack of competition) \$25,454

6. Other

General Manager Gloria Boyce announced that BFT will be reinstating fares on Monday, November 1. The Marketing and Communications Department has been publicizing this for the last few weeks, and passes went on sale October 22 at our sales outlets.

Administrative Services Director Jeff Lubeck asked Board members on the committee if they had any additional questions on the 2022 budget he could answer. He stated that no public comment has been received on the budget, a copy of which was posted on our website following the October 14 Board meeting.

7. Next Meeting

The next BFT Operations & Maintenance Committee meeting will be held Wednesday, December 1, 2021, at 12:30 p.m.

8. Adjourn

Chair Alvarado adjourned the meeting at 12:56 p.m.



**PLANNING & MARKETING
COMMITTEE MEETING
Wednesday, October 27, 2021 - 4 p.m.**

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Jim Millbauer, Chair; Will McKay; Rocky Mullen; Chuck Torelli

BFT Staff: Gloria Boyce, Errika Armatrout, Ayodeji Arojo, Janet Brett, Keith Hall, Danette Layne, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Chuck Torelli

1. Convene

Chair Jim Millbauer convened the meeting at 4:00 p.m.

New Items

- 2. Resolution XX-2021: Authorizing the General Manager to Release a Request for Proposals for the Design, Production, and Installation of Vinyl Wraps and Other Vinyl Coverings for BFT Vehicles – Byron Olson, Interim Director of Marketing and Communications**

Mr. Olson presented a memorandum and resolution requesting the Board authorize the release of a request for proposals for the design, production, and installation of vinyl wraps and other vinyl coverings for BFT vehicles. After discussion among committee members about the potential costs, they asked this be moved to the Board of Directors meeting agenda as an Action Item.

Standing Items

- 3. Notification of Upcoming Bids and Requests for Proposals – Rob Orvis, Procurement Manager**

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement for Design and Implementation of a New Customer-Facing Website
 - Procurement for Bus Stop Concrete Pad Construction
- **November**
 - Authorization to Release Bids – Replacement of Maintenance Building HVAC System
 - Authorization to Release Proposals – Contract for Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization of Acceptance – Completion of Contract #1241 Bus Stop Shelter Pad Project
- **December**
 - Authorization to Award – Bus Stop Concrete Pad Construction
 - Authorization to Release – Budgeting, Planning and Reporting Software
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **January**
 - Authorization to Award Contract – Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization to Release – Proposals for Long-Range Planning Consultant Services
- **Contracts & Operating Expenses Over \$25,000 Approved by General Manager in October**
 - Gordon Thomas Honeywell Federal Lobbying Services Contract #1005 Extension (due to rebidding, lack of competition) \$25,454

4. **Other**

General Manager Gloria Boyce announced that BFT will be reinstating fares on Monday, November 1. The Marketing and Communications Department has been publicizing this for the last few weeks, and passes went on sale October 22 at our sales outlets.

Administrative Services Director Jeff Lubeck asked Board members on the committee if they had any additional questions on the 2022 budget he could answer. He stated that no public comment has been received on the budget, a copy of which was posted on our website following the October 14 Board meeting.

5. **Next Meeting**

The next BFT Planning & Marketing Committee meeting will be held Wednesday, December 1, 2021, at 4 p.m.

6. **Adjourn**

Chair Millbauer adjourned the meeting at 4:36 p.m.



**ADMINISTRATION & FINANCE
COMMITTEE MEETING
Thursday, October 28, 2021 – 4 p.m.**

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Steve Becken, Chair; Richard Bloom, Lisa Stade

Legal Counsel: Jeremy Bishop

BFT Staff: Gloria Boyce, Errika Armatrout, Ayodeji Arojo, Janet Brett, Carina Cassel, Mindy Eakin, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Byron Olson, Mike Roberts, Wendi Warner

1. Convene

Chair Steve Becken convened the meeting at 4:02 p.m.

New Items

2. Resolution XX-2021: Recommending Simon & Company for the Award of the Federal Lobbying Consulting Services Contract – Errika Armatrout, Procurement Analyst

Ms. Armatrout presented a memorandum and resolution for committee consideration recommending the federal lobbying consulting services contract be awarded to Simon & Company. Committee members agreed to move this to the Board of Directors meeting agenda as an Action Item.

Standing Items

3. Notification of Upcoming Bids and Requests for Proposals – Errika Armatrout, Procurement Analyst

Ms. Armatrout presented the 90-Day Procurement Outlook to committee members.

• **In Progress**

- Procurement for Design and Implementation of a New Customer-Facing Website
- Procurement for Bus Stop Concrete Pad Construction

- **November**
 - Authorization to Release Bids – Replacement of Maintenance Building HVAC System
 - Authorization to Release Proposals – Contract for Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization of Acceptance – Completion of Contract #1241 Bus Stop Shelter Pad Project
- **December**
 - Authorization to Award – Bus Stop Concrete Pad Construction
 - Authorization to Release – Budgeting, Planning and Reporting Software
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **January**
 - Authorization to Award Contract – Vinyl Wraps for Buses and Dial-A-Ride Vehicles
 - Authorization to Release – Proposals for Long-Range Planning Consultant Services
- **Contracts & Operating Expenses Over \$25,000 Approved by General Manager in October**
 - Gordon Thomas Honeywell Federal Lobbying Services Contract #1005 Extension (due to rebidding, lack of competition) \$25,454

4. Sales Tax Report – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2018 to August 2021. Sales tax revenue through August is 24.5 percent higher than 2020.

5. Other

General Manager Gloria Boyce announced that BFT will be reinstating fares on Monday, November 1. The Marketing and Communications Department has been publicizing this for the last few weeks, and passes went on sale October 22 at our sales outlets.

Chair Bloom noted that November 2 is Election Day, so the replacement of Board members may be forthcoming.

Administrative Services Director Jeff Lubeck asked Board members on the committee if they had any additional questions on the 2022 budget he could answer. He stated that no public comment has been received on the budget, a copy of which was posted on our website following the October 14 Board meeting.

6. Next Meeting

The next BFT Administration & Finance Committee meeting will be held Thursday, December 2, 2021, at 4 p.m.

7. Adjourn

Chair Becken adjourned the meeting at 4:26 p.m.



BOARD OF DIRECTORS
SPECIAL MEETING: BOARD BUDGET WORKSHOP
Thursday, October 14, 2021, from 5:00-6:30 p.m.
Virtual Meeting via Zoom

MINUTES

1. CONVENE BOARD MEETING

Chair Richard Bloom called the meeting to order at 5:01 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Ruben Alvarado	Director	Present
City of Kennewick	Jim Millbauer	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	Lisa Stade	Vice Chair	Present
The Union	Norma Nelson	Nonvoting Union Rep.	Present

BFT Board Member Alternate: Chuck Torelli

BFT Staff: Gloria Boyce, Shane Anderson, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Keith Hall, Lisa Larson, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Julie Thompson, Wendi Warner

Legal Counsel: Jeremy Bishop

3. PRESENTATION

A. Resolution 59-2021: Authorizing the General Manager to Release the Proposed 2022 Operating and Capital Budget for Public Review and Comment – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck introduced the comprehensive 2022 budget presentation, *Staying the Course – A Year of Execution*, with a brief overview.

Interim Director of Marketing and Communications Byron Olson led off with *Business Planning Before the Budget Numbers* including the Ben Franklin Transit vision statement, strategic plan, and goals and initiatives.

Mr. Lubeck then followed with a recap of 2021, followed by 2022 operating budget details.

Executive Management Team members then shared 2022 budget information for their respective departments, including: Ayodeji Arojo, Transit Operations; Jerry Otto, Fleet, Facilities, and Capital Projects; Keith Hall, Planning and Service Development; Mr. Olson, Marketing and Communications; and Wendi Warner, Human Resources and Labor Relations.

Mr. Lubeck finished the workshop with information on the 2022 capital budget.

4. NEXT MEETING

Regular Board Meeting – Thursday, October 14, 2021, at 7 p.m.

5. ADJOURNMENT

The Board Budget Workshop adjourned at 6:47 p.m.



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, October 14, 2021, at 7 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

Chair Richard Bloom called the meeting to order at 7 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Ruben Alvarado	Director	Present
City of Kennewick	Chuck Torelli	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Excused
Franklin County #1	Clint Didier	Director	Excused
Benton County	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	Lisa Stade	Vice Chair	Present
The Union	Norma Nelson	Nonvoting Union Rep.	Present

BFT Staff: Gloria Boyce, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Carina Cassel, Chad Crouch, Bill Hale, Lisa Larson, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Joshua Rosas, Kevin Sliger, Wendi Warner

Legal Counsel: Jeremy Bishop

3. PLEDGE OF ALLEGIANCE

Chair Bloom led the meeting participants in the Pledge of Allegiance.

4. APPROVAL OF AGENDA

Chair Bloom asked for a motion to approve the agenda.

MOTION:	TORELLI
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENT

Chair Bloom opened the meeting to comments from the public. No public comments were offered.

6. RECOGNITIONS

Chair Bloom welcomed new Board member Will McKay, representing Benton County.

A. Resolution 52-2021: A Resolution Recognizing BFT Nonvoting Union Member Norma Nelson’s Years of Service on the BFT Board of Directors

Chair Bloom recognized Director Norma Nelson for her 11 years of service on the BFT Board of Directors. Chair Bloom then asked for a motion to approve the resolution.

MOTION:	BECKEN
SECOND:	STADE
RESULT:	APPROVED (Unanimously)

General Manager Gloria Boyce shared her appreciation for Norma Nelson’s partnership as a representative of the Teamsters and its members.

7. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

8. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Committee Chair Ruben Alvarado reported on the two items this committee recommended be moved to the Consent Agenda of tonight’s meeting—the bus stop pad construction resolution, and the VOIP phone system resolution.

B. Planning & Marketing Committee – Director Chuck Torelli shared that this committee heard presentations on releasing the annual service plan for public comment, and on an RFP for a new BFT website. Both items were moved to the Consent Agenda.

C. Administration & Finance Committee – Committee Chair Steve Becken related that this committee moved the antidiscrimination, antiharassment policy resolution to the Consent Agenda and the 2021 salary schedule resolution and alignment of CONNECT fares to the fixed-route fare structure resolution to tonight’s agenda as Action Items.

9. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. September 9, 2021, Regular Board Meeting Minutes

B. January 14, 2021, Amended Regular Board Meeting Minutes

C. September Voucher Summary

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
520-21	80835	80839	9/10/2021	538,932.40 Payroll
521-21	80840	80844	9/24/2021	586,589.15 Payroll

Total \$ 1,168,521.55

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount
164-21	78804	78856	8/8/2021	265,059.59 MDSE
165-21	ACH TRANS		8/13/2021	880,202.30 ACH TRANS
166-21	78857	78933	8/13/2021	130,431.84 MDSE
167-21	78934	78981	8/23/2021	258,298.52 MDSE
168-21	78982	79042	9/28/2021	244,784.28 MDSE
169-21	ACH TRANS		9/30/2021	256,086.52 ACH TRANS

Total \$ 2,032,863.05

- D. Resolution 53-2021: Authorizing the General Manager to Release Bids for Bus Stop Pad Construction and Amenity Installation**
- E. Resolution 54-2021: Authorizing the General Manager to Enter into a Contract with Ednetics., Inc. to Design and Install a New Voice Over IP (VOIP) Phone System**
- F. Resolution 55-2021: Authorizing the Release of the 2022 Annual Service Plan for Public Comment**
- G. Resolution 56-2021: Authorizing the General Manager to Release a Request for Proposals for the Design and Implementation of a New Customer-Facing Website**
- H. Resolution 57-2021: Adopt the Updated Antidiscrimination, Antiharassment Policy**

MOTION:	TORELLI
SECOND:	STADE
RESULT:	APPROVED (Unanimously)

10. ACTION ITEMS

A. Resolution 58-2021: Authorizing the Alignment of CONNECT Fares to BFT's Fixed-Route Fare Structure – Keith Hall, Director of Planning and Service Development

Mr. Hall presented a memorandum and resolution and asked the Board to authorize the alignment of CONNECT fares to BFT's fixed-route fare structure when fares resume November 1.

MOTION:	LEMLEY
SECOND:	ALVARADO
RESULT:	APPROVED (Unanimously)

B. Resolution 59-2021: Authorizing the General Manager to Release the Proposed 2022 Operating and Capital Budget for Public Review and Comment – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck asked for Board authorization to release the proposed 2022 operating and capital budget for public review and comment. Chair Bloom pointed out to Board members that they could bring their budget questions to the November meeting for further discussion, since the adoption of the budget will be on the agenda in December.

MOTION:	MCKAY
SECOND:	TORELLI
RESULT:	APPROVED (Unanimously)

C. Resolution 60-2021: Adopt the 2021 Market-Based Salary Structure and Position Titles – Wendy Warner, Director of Human Resources

Ms. Warner presented an updated salary structure and position titles for adoption by the Board. This will replace the existing salary structure and position titles approved by the Board on September 14, 2017.

MOTION:	TORELLI
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

11. DISCUSSION & INFORMATIONAL ITEMS

A. Q3 Performance Report – Keith Hall, Director of Planning and Service Development; and Byron Olson, Interim Director of Marketing and Communications

Mr. Hall began the Third Quarter 2021 BFT Agency Performance presentation highlighting ridership and route performance.

Mr. Olson continued with the Marketing & Outreach information, discussing COVID-19 communications, community outreach and events, social media, website analytics, and local new clips.

12. STAFF REPORTS & COMMENTS

A. Legal Report

Jeremy Bishop, BFT legal counsel, announced there would be an executive session tonight under RCW 42.30.140(4)(b).

B. Financial Report

Mr. Lubeck presented a financial report, highlighting materials contained in the Board packet.

C. General Manager's Report

General Manager Gloria Boyce welcomed Commissioner McKay to the BFT Board of Directors.

The 2020 BFT Annual Report has been distributed to local jurisdictions and legislators. Senator Murray's and Representative Boehnke's offices have been in contact since its receipt requesting to meet.

In response to the stabbing death of a Pasco School District bus driver, their transportation director has asked to see our driver barriers currently being installed in our fixed-route buses. Additionally, a concerned Dial-A-Ride customer has reached out to Chair Bloom suggesting the hiring of safety riders on Dial-A-Ride vehicles. A safety memo to all Coach and Dial-A-Ride operators was sent after the tragic event.

There is now a Public Comments form under Board Information on the BFT website where citizens can submit a public comment and/or request to speak during the Public Comments section at upcoming Board meetings.

13. BOARD MEMBER COMMENTS

Director Nelson stated she enjoyed her time on the Board and hopes the person replacing her will, also.

Chair Bloom shared appreciation for the BFT shuttle at Hogs & Dogs in West Richland, although it ended up being rained out. He also announced West Richland had an extremely successful startup of the Tri-Cities Raceway.

14. EXECUTIVE SESSION

The Board convened in executive session to review collective bargaining agreements under RCW 42.30.140(4)(b) at 8:26 p.m. and returned to open session at 8:56 p.m.

Chair Bloom announced he would entertain two motions, with the first one to approve Resolution 61-2021: A Resolution Adopting the Collective Bargaining Agreement

Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Dial-A-Ride Drivers and Reservation Clerks.

MOTION:	TORELLI
SECOND:	LEMLEY
RESULT:	APPROVED (Unanimously)

Chair Bloom then asked for a motion to approve Resolution 62-2021: A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Coach Operators and Coach Operators/Dispatchers.

MOTION:	LEMLEY
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

15. OTHER

Director Nelson reported in all the years she has been on the bargaining team, they have never bargained a contract in three months. Hats off to the negotiators, and thank you to the Board for approving it.

16. NEXT MEETING

Regular Board Meeting – Thursday, November 4, 2021, at 7 p.m.

17. ADJOURNMENT

Chair Bloom adjourned the meeting at 9:00 p.m.

Janet Brett, Clerk of the Board

Date

Memorandum

Date: November 4, 2021

To: Gloria Boyce, General Manager

From: Bill Hale, Acting Maintenance Manager, Maintenance and Facilities

Re: Resolution 69-2021 Authorizing the General Manager to Declare Vehicle 5313 as Surplus and Dispose of Per Resolution 62-2014

Background

Transit coach vehicle 5313 was involved in an accident on January 12, 2021, while on route. The vehicle has been totaled because of the damage from the accident. The vehicle was valued at \$147,261 in a market value evaluation completed by Washington State Transit Insurance Pool. Due to the year of the coach, it was determined the value of the vehicle was warranted to qualify for new cost replacement value of \$462,787. The secondary insurance is Markel Insurance Company.

Federal Replacement Standard

Coach: 12 years or 500,000 miles
DAR: 7 years or 200,000 miles
Vans: 4 years or 100,000 miles
Nonrevenue: 4 years or 100,000 miles

BFT Replacement Standard

14 years or 550,000 miles
9 years or 250,000 miles
7 years or 150,000 miles
7 years or 150,000 miles

Coach Vehicle: One (1) to be removed from service.

Vehicle #	Year	Make	Model	Mileage	Condition
5313	2013	Gillig	40' Low Floor	365,084	Totaled

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 69-2021 authorizing the General Manager to declare the vehicle identified in Exhibit A as surplus and dispose of per Resolution 62-2014.

Forwarded as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 69-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLE 5313 AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014

WHEREAS, Ben Franklin Transit (BFT) owns one (1) surplus vehicle, and

WHEREAS, BFT Staff have determined that said vehicle is totaled due to damage from an accident, and

WHEREAS, Resolution 62-2014 established the sale of surplus items.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The General Manager is authorized to declare identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The General Manager is authorized to dispose of the vehicle per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT A

List of Surplus Vehicles

Year	Make	Model	Vehicle #	VIN	Mileage	Condition
2013	Gillig	40' Low Floor	5313	15GGD2715D1183174	365,084	Totaled

Memorandum

Date: November 4, 2021

To: Gloria Boyce, General Manager

From: Keith Hall, Director of Planning and Service Development

Re: Resolution 70-2021 Accept the On-Call Bus Stop Concrete Pad Construction Contract #1241 with ESF Solutions, LLC as Complete

Background

Per Resolution 39-2020, the Ben Franklin Transit (BFT) Board of Directors awarded an On-Call Bus Stop Pad Construction Contract #1241 with ESF Solutions, LLC on November 12, 2020. The bus stop pad construction began on January 13, 2021, and was completed on September 21, 2021. This contract was to construct ADA-compliant bus stops that meet both the national ADA standard for access and use of the bus stop as well as local design, approval, and permit requirements. This contract enabled BFT to update 31 of its 979 stops with ADA-compliant design.

Accepting Contract #1241 as complete includes authority to release retainage, performance, and payment bonds in compliance with federal, state, and local requirements.

The Contract was completed on time and under budget, as listed below:

Contract #1241 ESF Solutions, LLC Bus Stop Concrete Pad Construction	Authorized Change Orders (Approved 15%, Used ~14.3%)	Total	Approved Contract Budget	Completed Under Budget
\$414,600	\$59,300	\$473,900	\$476,790	(\$2,890)

Funding

Budgeted: Yes

Project: FAC0015

Budget Source: Capital

Funding Source: Local

Recommendation

Staff recommends the Board approve Resolution 70-2021 authorizing the General Manager to accept the On-Call Bus Stop Pad Construction Contract #1241 with ESF Solutions, LLC as complete.

Forward as presented:

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 70-2021**

**A RESOLUTION ACCEPTING THE BUS STOP CONCRETE PAD CONSTRUCTION
CONTRACT #1241 WITH ESF SOLUTIONS, LLC AS COMPLETE**

WHEREAS, on November 12, 2020, per Resolution 39-2020, BFT received authorization from the Board of Directors to enter into a contract with ESF Solutions, LLC to construct new bus stop pads with an ADA-compliant design; and

WHEREAS, ESF Solutions, LLC completed the contract on September 21, 2021, with oversight by staff and KPFF. The quality of work performed was acceptable and the requested value for change orders has been reasonable and in line with the architects' cost analysis; and

WHEREAS, the original contract amount was \$414,600, authorized change orders were \$59,300 over the contract amount, for a total of \$473,900.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The General Manager is authorized to accept the On-Call Bus Stop Concrete Pad Construction Contract #1241 with ESF Solutions, LLC as complete and release retainage, performance, and payment bonds in compliance with federal, state, and local requirements.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: November 4, 2021

To: Gloria Boyce, General Manager

From: Shane Anderson, Facilities Maintenance Supervisor

Re: Authorizing the General Manager to Solicit an Invitation for Bids (IFB) to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System

Background

The Maintenance Department, working with TCF Architecture, has determined the current Heat Recovery Unit (HRU) systems have exceeded their useful life, are in poor condition, and need replacement. The Maintenance Department requests the HVAC replacement project move forward with solicitation for an IFB to remove the old system and install a modern and more efficient HVAC system.

The capital improvement project sheet has been submitted, and funding has been approved in the 2021 budget for this replacement in the amount of \$2,000,000. The engineer's estimate came in at \$1,045,334.

BFT staff will advertise locally and regionally to attract interested contractors. Staff will notify the Board of the bid results and make a recommendation for award in December 2021. The estimated project completion date is summer 2022.

Equipment & Installation - Project Construction Cost <small>(Includes \$150,000 contingency)</small>	Replacement Study Costs	A & E Design Costs	Construction Management Costs	Total Project Cost
\$1,045,334	\$78,872	\$98,847	\$97,809	\$1,320,862
Project Budget				\$2,000,000

Funding

Budgeted: Yes

Budget Source: 2021 Capital Improvement Budget

Funding Source: Local Funding

Project: FAC 0005E

Recommendation

Authorize the General Manager to solicit an IFB to replace the current HVAC system in the maintenance building.

Forward as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 71-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO SOLICIT AN INVITATION FOR BIDS (IFB) TO REPLACE THE MAINTENANCE BUILDING HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM

WHEREAS, BFT and TCF Architecture have determined the Heating Recovery Unit (HRU) systems in the maintenance building have exceeded their useful life, are in poor condition, and need replacement; and

WHEREAS, the Engineer's estimate for construction is \$1,045,334, which includes a \$150,000 contingency fee; and

WHEREAS, the total project cost is \$1,320,862 including design fees, construction costs, permits, and construction management fees; and

WHEREAS, the capital improvement project sheet has been submitted, and funding has been approved in the 2021 budget for this replacement; and

WHEREAS, an engineering estimate of cost and construction timeline have been established.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager has authorization to solicit an IFB for the replacement of the maintenance building HVAC system.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 4, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: November 4, 2021

To: Gloria Boyce, General Manager

From: Byron Olson, Interim Director of Marketing & Communications

Re: Resolution 72-2021: Authorizing the General Manager to Release a Request for Proposals for the Design, Production, and Installation of Vinyl Wraps and Other Vinyl Coverings for Ben Franklin Transit Vehicles

Background

Ben Franklin Transit (BFT) is seeking to expand and refresh its branding efforts to increase ridership, enhance its messaging to the public on the need for and importance of public transit, and promote its role as a leader in enhancing the value received by the community from a regional provider of public transportation services.

A key factor in our brand refreshment effort is development of a highly recognizable public image for BFT that is consistent among its vehicle fleet. While not part of this RFP request, BFT will use the visual branding images created to extend our brand image on our transit centers, bus stops, and printed marketing materials communicated to the public.

As we refine our brand enhancement strategy, the substantial size of the BFT fleet requires that this be a multiyear strategy. Included in this strategy will be plans for the number of vehicles to receive vinyl wraps or vinyl messaging each year, storylines for each implementation phase that reflects current messaging strategy, and unification of an easily identifiable visual image that reinforces BFT as a valuable provider of strategic public services.

Within each year of the multiyear strategy will be smaller-focus strategic projects such as the 40th Anniversary celebration in 2022, the Art Bus, and other community events that warrant special attention for a limited period.

Currently the market for the raw vinyl material and print ink are experiencing some supply-chain disruptions that introduce a greater degree of price volatility. Our best estimates of current prices per vehicle are as follows:

Full bus wrap	\$6,000 - \$8,000
Dial-a-Ride vehicle rear-end panel	\$2,000 - \$4,000
Passenger van (partial panel or full wrap)	\$1,000 - \$3,000

We are anticipating that with an annual budget of \$300,000+/- per year, we should be able to refresh and install our new branding on all our vehicles over a five- to six-year period. Currently we have \$100,000 budgeted for 2021 and \$110,000 in the proposed 2022 budget. On average, we estimate that 15 to 20 percent of BFT's fleet will receive refreshment and rebranding each year. In addition, as new vehicles are added to the fleet, they will receive the refreshed branding to maintain a consistent visual image for BFT.

Staff anticipates that BFT may utilize one or more specialty contractors to produce work for specific projects and/or segments of larger projects in addition to the use of qualified in-house staff and resources to produce and/or install the vinyl brand imaging materials. We are considering the potential to bring back the in-house capability to do a substantial portion of the work associated with the installation of the vinyl bus wraps as well as the potential for BFT to print a portion of the vinyl wraps and signage needed for this effort. BFT previously had certified staff with the necessary skill set to do the installation work, and we are looking at what may be involved in regaining that certification in-house.

We are proposing an initial three-year contract with an option to extend up to two additional years.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Authorize the General Manager to release a request for proposals for the design, production, and installation of vinyl wraps and other vinyl coverings for BFT vehicles.

Forward as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 72-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO RELEASE A REQUEST FOR PROPOSALS FOR THE DESIGN, PRODUCTION, AND INSTALLATION OF VINYL WRAPS AND OTHER VINYL COVERINGS FOR BFT VEHICLES

WHEREAS, Ben Franklin Transit wants to refresh and update its visual brand image; and

WHEREAS, due to the size of the BFT fleet that will require refreshed and updated visual brand imagery, staff anticipates that BFT may utilize one or more specialty contractors to produce work for specific projects and/or segments of larger projects in addition to the use of qualified in-house staff and resources to produce and/or install the vinyl brand imaging materials; and

WHEREAS, the Request for Proposal will identify prospective vendors with the capabilities to design, produce, and install the vinyl coverings on designated BFT vehicles.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT

1. The General Manager is authorized to release a request for proposals for the design, production, and installation of vinyl bus wraps and other vinyl coverings for BFT vehicles.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: November 4, 2021

To: Gloria Boyce, General Manager

From: Rob Orvis, Procurement Manager & Errika Armatrout, Procurement Analyst

RE: Resolution 73-2021 Recommending Simon & Company for the Award of the Federal Lobbying Consulting Services Contract

Background

Ben Franklin Transit (BFT) has retained the services of Gordon Thomas Honeywell Governmental Affairs for federal lobbying consulting services for over 14 years. The current contract is in its final year. BFT procurement policies require that a new contract for these services be awarded at this time through a formal request for proposals (RFP).

BFT staff received authorization to release the federal lobbying consulting services RFP at the January 14, 2021, Board meeting. BFT's initial release of an RFP resulted in the receipt of only one submittal. After discussions, it was decided that BFT should release the RFP a second time. BFT staff readvertised and sent out RFPs to qualified firms on May 17, 2021, and received five proposals.

The federal lobbying consultant will provide the minimum services listed below:

Federal Government – Research and lobby Congress and any relevant federal agencies for purposes that benefit BFT. Activities would include, but are not limited to:

- Research federal funding options. Make recommendations to BFT on what federal funding options should be pursued and how they should be presented to relevant decision makers.
- Lobby for legislative issues on the surface transportation reauthorization bill and other policy issues impacting transit.
- Lobby for other legislative opportunities that BFT and Consultant deem appropriate.
- Maintain and foster further relationships between the Washington State congressional delegation and BFT.
- Lobby for other federal government opportunities for BFT as they develop.

Information/Intelligence – Consultant will identify all government and media activity related to federal funding opportunities for BFT. Consultant will produce detailed intelligence for this information and help position BFT to capitalize on potential opportunities. Consultant will also conduct all necessary research to understand relevant government entities and processes. Activities will include, but are not limited to:

- Daily searches of all federal legislation and rules relevant to BFT.
- Weekly media searches of all news articles and government reports relevant to BFT.

- Produce periodic reports for BFT identifying all relevant news articles and government reports.
- Conduct intelligence screens on all relevant information discovered. This activity will help determine if new information, such as new legislation, is worth pursuing.

BFT staff solicited proposals for a consultant for federal lobbying consulting services. BFT staff advertised in the Tri-City Herald, BFT's website, Transit Talent, American Public Transportation Association, and Seattle Daily Journal of Commerce and sent out 19 RFP packages.

BFT received five proposals; one was rejected due to not meeting the RFP requirements as well as missing required certifications. The remaining four proposals were determined to be responsive and responsible. Evaluators comprised of two BFT employees and two BFT Board of Directors members rated all four proposals, and the highest evaluated two consultants were selected for oral interviews for further evaluation. Of the top two consultants selected for oral interviews, Simon & Company received the highest overall rating from the evaluators.

FIRST ROUND OF EVALUATIONS (possible points 100)		
Consultant	Evaluation Points	Cost Proposal (estimated over a full 5-year contract term)
Simon & Company	87	\$240,000 (cost per month \$4,000)
Alcalde & Fay	80	\$390,000 (cost per month \$6,500)
Gordon Thomas Honeywell	67	\$405,000 (cost per month \$6,750)
Signal Group	63	\$210,000 (cost per month \$3,500)

SECOND ROUND OF EVALUATIONS (includes oral interviews worth up to 20 points, total possible points 120)		
Consultant	Oral Interview Points	Total Points (includes first and second rounds of evaluations)
Simon & Company	19	87 + 19 = 106
Alcalde & Fay	17	80 + 17 = 97

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Staff's recommendation is to award the Federal Lobbying Consulting Services Contract to Simon & Company.

Forward as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 73-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR FEDERAL LOBBYING CONSULTING SERVICES WITH SIMON & COMPANY

- WHEREAS, BFT is in need of federal lobbying consulting services; and
- WHEREAS, staff advertised and requested proposals for the federal lobbying consulting services; and
- WHEREAS, five proposals were received; four were determined to be responsive and responsible. The proposals were evaluated, and the highest rated consultant was Simon & Company; and
- WHEREAS, annual funding for federal lobbying consulting services will be provided by local funding from the Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to enter into Contract #1320 with Simon & Company for Federal Lobbying Consulting Services.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, November 4, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel