



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

MINUTES

1. CONVENE BOARD MEETING

Chair Richard Bloom called the meeting to order at 7:01 p.m.

2. SEATING OF BFT BOARD OF DIRECTORS UNION NONVOTING MEMBER

Chair Bloom welcomed Caleb Suttle, an award-winning Coach driver and union steward, as the new Union Nonvoting Member on the BFT Board of Directors.

3. 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	Present
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
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Staff: Gloria Boyce, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Carina Cassel, Chad Crouch, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Byron Olson, Rob Orvis, Jerry Otto, Mike Roberts, Joshua Rosas, Wendi Warner, Wayne Welle

Legal Counsel: Jeremy Bishop

4. PLEDGE OF ALLEGIANCE

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

5. APPROVAL OF AGENDA

Chair Bloom asked for a motion to approve the agenda.

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

6. PUBLIC COMMENT

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

7. RECOGNITIONS

Director of Transit Operations Ayodeji Arojo recognized Patricia Brown, Bryce Higley, and Blaine Sherfinski on their retirement from Ben Franklin Transit.

- A. Resolution 63-2021: A Resolution Recognizing Ben Franklin Transit Employee Patricia Brown’s Years of Service**
- B. Resolution 64-2021: A Resolution Recognizing Ben Franklin Transit Employee Bryce Higley’s Years of Service**
- C. Resolution 65-2021: A Resolution Recognizing Ben Franklin Transit Employee Blaine Sherfinski’s Years of Service**

Director of Fleet, Facilities, and Capital Projects Jerry Otto recognized Jerry Frazier and Kenneth Hooker on their retirement from Ben Franklin Transit.

- D. Resolution 66-2021: A Resolution Recognizing Ben Franklin Transit Employee Jerry Frazier’s Years of Service**
- E. Resolution 67-2021: A Resolution Recognizing Ben Franklin Transit Employee Kenneth Hooker’s Years of Service**

Director of Administrative Services Jeff Lubeck recognized Deb Hawthorne on her retirement from Ben Franklin Transit.

- F. Resolution 68-2021: A Resolution Recognizing Ben Franklin Transit Employee Deb Hawthorne’s Years of Service**

Chair Bloom then asked for a motion to approve the six resolutions.

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

8. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

9. BOARD COMMITTEE REPORTS

- A. Operations & Maintenance Committee – Committee Chair Ruben Alvarado reported**

on the three items this committee forwarded to the Consent Agenda—the resolution declaring a vehicle as surplus; accepting the bus stop concrete pad construction contract as complete; and authorizing an IFB to replace the maintenance building HVAC system.

B. Planning & Marketing Committee – Director Chuck Torelli shared that this committee moved the vinyl wraps for BFT vehicles item to tonight’s agenda as an Action Item so the entire Board could discuss it. Tonight’s presentation was created as a result of questions raised by the Planning & Marketing Committee as its meeting last week.

C. Administration & Finance Committee – Committee Chair Steve Becken related that this group moved recommending Simon & Company for the award of the federal lobbying consulting services contract to tonight’s agenda as an Action Item.

10. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. October 14, 2021, Board Budget Workshop Minutes

B. October 14, 2021, Regular Board Meeting Minutes

C. October Voucher Summary

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
522-21	80845	80848	10/8/2021	574,571.73 Payroll
523-21	80849	80851	10/22/2021	601,981.46 Payroll

Total \$ 1,176,553.19

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
170-21	79043	79108	10/5/2021	468,383.11 MDSE
171-21	79109		10/8/2021	2,689.96 MDSE
172-21	79110	79194	10/12/2021	920,789.89 MDSE
173-21	ACH TRANS		10/14/2021	906,221.13 ACH TRANS
174-21	79195	79272	10/19/2021	274,680.59 MDSE
175-21	79273	79345	10/26/2021	235,313.23 MDSE
176-21	ACH TRANS		10/31/2021	251,296.16 ACH TRANS

Total \$ 3,057,364.07

- 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**

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

11. 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, Interim Director of Marketing and Communications**

Mr. Olson presented a memorandum, resolution, and presentation asking the Board to authorize the General Manager to release an RFP for the design, production, and installation of vinyl wraps on BFT vehicles. After discussion by committee members on the costs; other ways of targeting new audiences; concerns about the community’s impression about spending public funds in this way; and other uses within BFT for the costs associated with it, a motion was made to table this item until further work has been completed by marketing staff and presented to the Planning & Marketing Committee. Board members asked for proof that this type of marketing works in raising ridership.

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

- B. Resolution 73-2021: Recommending Simon & Company for the Award of the Federal Lobbying Consulting Services Contract – Rob Orvis, Procurement Manager**

Mr. Orvis explained the process used to arrive at the decision to recommend Simon & Company for the federal lobbying consulting services contract and asked for Board authorization to award it.

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

12. DISCUSSION & INFORMATIONAL ITEMS

A. Budget Update – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck explained that since the budget was released for public comment three weeks ago, we have not received any comments or questions. There were no questions raised at last week's committee meetings, so the budget will be presented to the Board for approval at the December meeting.

13. STAFF REPORTS & COMMENTS

A. Legal Report

Jeremy Bishop, BFT legal counsel, announced there would be an executive session tonight.

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 Caleb Suttle to the BFT Board of Directors. She also congratulated the retirees recognized tonight, whose work experience at BFT totals 78 years.

In light of the President's directive that companies with over 100 employees will mandate COVID vaccines, staff are awaiting more information from the state.

Operations met all pullouts, and we resumed fare collection on Monday, November 1.

Ben Franklin Transit will participate in the Veterans Day Parade on Saturday in West Richland. Staff will also be delivering turkey dinner boxes in conjunction with Second Harvest.

Happy Thanksgiving!

14. BOARD MEMBER COMMENTS

Director Suttle complimented BFT's Marketing and Communications team on a great job advertising the return to fares.

Director McKay asked when the BFT Board would meet in person. Ms. Boyce explained we have been taking our lead from the Benton-Franklin Health District and will meet virtually at least through the end of the year.

Chair Bloom announced he will be taking part in the Veterans Day Parade on Saturday and encouraged everyone to attend.

15. EXECUTIVE SESSION

The Board convened in executive session per RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i)(ii) at 8:39 p.m. and returned to open session at 9:42 p.m. Mr. Bishop announced that no decisions had been made and the Board had requested an additional 15 minutes in which to meet. The Board returned to executive session at 9:43 p.m. and returned to open session at 10:03 p.m.

Mr. Bishop stated he would contact Mr. Mercier of KENBRIO regarding the annual evaluation of the General Manager. All input from Board members will be solicited prior to the end of the year.

16. OTHER

Chair Bloom shared that Mr. Otto has announced his retirement. His last day on the job will be December 31, 2021.

17. NEXT MEETING

After discussion among Board members, it was agreed to begin the December 9 Board meeting at 6 p.m. instead of 7 p.m.

18. ADJOURNMENT

Chair Bloom adjourned the meeting at 10:08 p.m.


Janet Brett, Clerk of the Board


Date