



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, January 13, 2022, 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. He welcomed new Board members Mr. Beauchamp from the City of Kennewick, Mr. Campos from the City of Pasco, and Mr. Sandretto from the City of Benton City.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	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	David Sandretto	Vice Chair	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Staff: Gloria Boyce, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Marie Cummins, Steve Davis, Terry DeJuan, Austin DePaolo, Mindy Eakin, Bill Hale, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Norma Nelson, Rob Orvis, Mike Roberts, Joshua Rosas, Dan Schmidt, Wendi Warner

Legal Counsel: Jeremy Bishop, Pat Roach

Guests: Ed Frost, Ken Hamm

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:	LEMLEY
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Resolution 1-2022: Recognizing BFT Employee Pamela Jennings’ Years of Service

Assistant Director of Transit Operations Steve Davis read Resolution 1-2022 in recognition of Pamela Jennings’ 29 years of service.

B. Resolution 2-2022: Recognizing BFT Employee Norma Nelson’s Years of Service

Mr. Davis read Resolution 2-2022 in recognition of Norma Nelson’s 32 years of service.

C. Resolution 3-2022: Recognizing BFT Employee Daniel Schmidt’s Years of Service

Mr. Davis read Resolution 3-2022 in recognition of Daniel Schmidt’s 38 years of service.

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

7. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

8. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Director Phillip Lemley, who chaired this committee meeting, updated the Board on the two items they moved to tonight’s agenda.

B. Planning & Marketing Committee – Director Will McKay shared that this committee moved an item to the Consent Agenda.

C. Administration & Finance Committee – Committee Chair Steve Becken reported on this committee’s meeting, where they moved one proposed resolution requesting an RFP be released for an Enterprise Resource Planning (ERP) Software Solution to the Consent Agenda of tonight’s meeting. They also heard a presentation on the building expansion project.

9. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. December 9, 2021, Regular Board Meeting Minutes

B. December Voucher Summary

PAYROLLCheck
Register
NumberCheck
Number / NumberDate of
IssueIn the
Amount

526-21	80863	80866	12/3/2021	601,694.65 Payroll
527-21	80867	80870	12/17/2021	681,591.63 Payroll
528-21	80871	80875	12/31/2021	935,753.52 Payroll

Total \$ 2,119,039.80

ACCOUNTS PAYABLECheck
Register
NumberCheck
Number / NumberDate of
IssueIn the
Amount

188-21	79643	79713	12/8/2021	595,164.16 MDSE
189-21	79714	79715	12/10/2021	5,700.00 MDSE
190-21	VOID	79524	12/13/2021	(412.00) VOID
191-21	79716	79767	12/14/2021	158,911.47 MDSE
192-21	79768	79768	12/16/2021	70.00 MDSE
193-21	79769	79824	12/21/2021	383,069.46 ACH TRANS
194-21	ACH TRANS		12/17/2021	306,114.97 MDSE
195-21	79825	79882	12/28/2021	345,468.98 MDSE
196-21	ACH TRANS		12/31/2021	1,071,013.88 ACH TRANS
197-21	VOID	78489	12/31/2021	(2,152.16) VOID

Total \$ 2,862,948.46

- C. Resolution 4-2022: Authorizing the General Manager to Declare Vehicles Identified in Exhibit A as Surplus and Dispose of per Resolution 62-2014
- D. Resolution 5-2022: Recommending Planeteria Media for the Award of the Website Redesign Contract
- E. Resolution 6-2022: Authorize the General Manager to Release an RFP for an Enterprise Resource Planning (ERP) Software Solution

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

10. ACTION ITEMS

A. Resolution 7-2022: Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, and Resolution 58-2019, Award A&E Services to KPFF Consulting Engineers

Director of Planning & Service Development Keith Hall presented a resolution to amend two prior resolutions with KPFF Consulting Engineers. After questions by and discussion amongst Board members, a motion to table the resolution in favor of it being presented at the February Board meeting as two separate resolutions was made.

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

11. DISCUSSION & INFORMATIONAL ITEMS

A. Q4 Report

Mr. Hall and Interim Director of Marketing & Communications Marie Cummins presented the Fourth Quarter 2021 Agency Performance report, highlighting ridership and route performance, COVID-19 communications, community outreach, marketing, and progress on goals and initiatives.

B. General Manager Retirement and Recruitment Process

Mr. Jeremy Bishop, BFT legal counsel, proposed a motion to accept General Manager Gloria Boyce’s resignation, which she tendered November 9, 2021.

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

Chair Bloom read former Board chair Matt Watkins’ message to Ms. Boyce on her retirement. Chair Bloom thanked Ms. Boyce for everything she has done over the past five years. Pat Roach, former legal counsel, praised Ms. Boyce for her abilities and achievements on behalf of BFT, thanked her, and wished her a happy retirement.

Mr. Bishop related his communications with Prothman, the recruiting firm hired by the Board to assist them in hiring a new General Manager. Once the position is posted, Prothman will screen the candidates for the Board, who will then interview their top selections via Zoom. Following that, the top two candidates will be interviewed in person. Mr. Bishop asked if the Board wanted to post the position immediately or develop criteria first prior to posting. Prothman recommends a subcommittee of three to four Board members be established to aid in the process. All Board members would then make the final decision on hiring.

After discussion among Board members, it was decided to ask Prothman to interview stakeholders to determine attributes we are seeking in a new General Manager prior to posting the position. Mr. Bishop will follow up with the recruitment firm. Prothman would then bring

their findings to the next Board meeting. At that time the Board will ask for volunteers to serve on a hiring committee. If there are five or more participants, a special Board meeting will be scheduled, even if it is only to go into Executive Session.

C. Introduction of Interim General Manager Candidates

Mr. Bishop then introduced two candidates to consider for Interim General Manager; their resumes had been previously provided to Board members. Mr. Ken Hamm and Mr. Ed Frost were given three minutes in which to introduce themselves.

12. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop stated he had nothing else to share.

B. Financial Report

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

C. General Manager's Report

Ms. Boyce welcomed new Board members Mr. Sandretto, Mr. Beauchamp, and Mr. Campos. She then updated the Board on government affairs and operations. Ms. Boyce closed by thanking the Board of Directors and staff for the pleasure of serving them and our community for the past nine plus years.

13. BOARD MEMBER COMMENTS

Director Lemley praised Ms. Boyce on the great job she had done at BFT and wished her good luck and happy trails.

Chair Bloom asked Board members if they wanted to have a workshop on the needs and overall design of the new replacement building. Board members expressed interest, so a workshop will be scheduled with Mr. Hall.

Director Didier encouraged all Board members to attend the workshop and thanked Ms. Boyce for her service.

14. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held pursuant to RCW 42.30.110(1)(g) for 30 minutes. The Board convened in executive session at 9:11 p.m. and returned to open session at 9:41 p.m.

Upon return, a motion was made to elect Ed Frost as the Interim General Manager for Ben Franklin Transit.

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

Chair Bloom asked Mr. Bishop to negotiate the appropriate contract. Mr. Bishop thanked Mr. Hamm and Mr. Frost for their time.

15. OTHER

There were no Other agenda items.

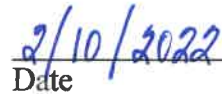
16. NEXT MEETING

The next meeting will be held Thursday, February 10, 2022, at 7 p.m.

17. ADJOURNMENT

Chair Bloom adjourned the meeting at 9:44 p.m.


Janet Brett, Clerk of the Board


Date