



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, March 10, 2022, at 7 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 7 p.m.

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	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Absent
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Board Alternate: Wayne Welle

BFT Staff: Ayodeji Arojo, Bill Barlow, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Austin DePaolo, Mindy Eakin, Ed Frost, Bill Hale, Keith Hall, Lisa Larson, Christopher Lilyblade, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Sliger, Wendi Warner

Legal Counsel: Jeremy Bishop

Guests: Doug Elliott, Duane Howard, John Long, and Gayle Stack, Benton Franklin Fair Board; Michelle Holt, Benton-Franklin Council of Governments (BFCOG)

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

5. PUBLIC COMMENTS

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

6. COMMUNITY PRESENTATIONS

A. Benton Franklin Fair Board

Duane Howard, president of the Benton Franklin Fair Board, introduced himself and Gayle Stack, treasurer; John Long, vice president; and Doug Elliott, vice president. He asked for a commitment from Ben Franklin Transit to provide service at this year's fair and who their contact would be.

Interim General Manager Ed Frost stated that we will have a plan and an alternate plan for fair service in place and will set up a meeting between BFT management and the Fair Board. He also stated he would ask our attorney to draft a letter of understanding between the Fair Board and Ben Franklin Transit, if both of these suggestions met with Board approval.

Chair McKay told Fair Board members a plan for fair service would be developed and BFT staff would be in contact with them.

B. Benton-Franklin Council of Governments (BFCOG)

BFCOG Executive Director Michelle Holt gave a presentation to Board members about the basics of BFCOG, including regional planning efforts, local government resources, and funding sources.

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos reported they viewed the staff presentation on the Operations Building replacement and suggested improvements and additional information to be included.

B. Planning & Marketing Committee – Chair David Sandretto shared they were given an introduction to the Marketing & Communications Department and elected a chair.

C. Administration & Finance Committee – Chair Steve Becken reported they elected a chair, discussed the committee meeting/board meeting relationship and possible board meeting time change, then heard the procurement and sales tax reports.

8. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

- A. February 4, 2022, Board Workshop Minutes
- B. February 10, 2022, Regular Board Meeting Minutes
- C. February Voucher Summary

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT** Benton County, Washington, do hereby certify that the payroll related services, herein specified have been received and that the following checks are approved for payment for the month of February 2022.

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
502-22	80881	80881	2/11/2022	584,411.43 Payroll
503-22	DIRECT DEPOSIT		2/25/2022	609,224.12 Payroll
Total				\$ 1,203,635.55

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT** Benton County, Washington, do hereby certify that the merchandise or services herein specified have been received and that the following checks are approved for payment for the month of February 2022.

ACCOUNTS PAYABLE				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
107-22	80173	80240	2/2/2022	741,737.55 MDSE
108-22	VOID	79384	2/8/2022	(95,450.29) VOID
109-22	80241	80285	2/8/2022	224,878.31 MDSE
110-22	80286	80361	2/15/2022	311,538.80 MDSE
111-22	80382	80363	2/17/2022	13,589.84 MDSE
112-22	80384	80431	2/22/2022	484,414.65 MDSE
113-22	ACH TRANS		2/23/2022	938,983.20 ACH TRANS
114-22	80432	80506	2/28/2022	262,289.36 MDSE
115-22	ACH TRANS		2/28/2022	217,733.80 ACH TRANS
Total				\$ 3,097,715.22

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

9. ACTION ITEMS

A. **Resolution 14-2022 Authorizing the Interim General Manager to Complete Design and Bid Documents for the Operations Building**

Director of Planning and Service Development Keith Hall shared a presentation on the four options for replacement of the existing Operations Building: 1) Remodel the existing building; 2) Replace it with a new one-story building; 3) Replace it with a new two-story building; or 4) Replace it with the originally proposed three-story building.

Questions and discussion by Board members centered on how long the construction would take, availability of materials, and rising costs due to inflation.

Director Campos made a motion to move forward with construction of the two-story building, as presented in this meeting, as a design-build. The motion was not seconded; the motion failed.

Director Bloom made a motion to move forward with construction of a one-story replacement building. The motion was not seconded; the motion failed.

Director Christensen made a motion to move forward with construction of the three-story building with the skybridge as a design-build. Director Sandretto seconded the motion. The vote was 6-2 against; the motion failed.

The agenda item was tabled.

B. **Proposed Change in Meeting Time**

This item was on each of the committee agendas for discussion. Chair McKay confirmed that he would like the meeting time changed to 6 p.m. and asked for a motion.

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

10. DISCUSSION & INFORMATIONAL ITEMS

A. **General Manager Recruitment Process**

BFT Legal Counsel Jeremy Bishop gave an update on the General Manager recruitment process. The recruiting profile was posted by Prothman on February 21 and closes on April 3. They have been receiving applications from potential candidates and are refining the criteria on which to evaluate them.

11. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop reported he has been working with staff on a variety of projects.

B. Financial Report

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

C. Interim General Manager's Report

Mr. Frost reported that no staff members have reported COVID infections in the last three weeks. However, the Transportation Security Administration (TSA) has announced that they will continue the masking requirements for public transportation until April 18.

Staff and Board members are resuming travel for the first time in two years. BFT staff working remotely due to COVID will be returning in the near future.

We have sent out the New Board Member Orientation materials, and we'll be supplementing that with a video about each department. The video will be sent to all Board members to view at their convenience.

Since the state is lifting the mask mandate on March 12, it will be possible to meet in person for the April 14 meeting. If you choose to do it in person, we would ask that you allow us to make it a hybrid meeting.

Our preliminary 2021 budget review shows our expenditures are below budget and our revenues are above budget.

Ridership is growing, and we are seeing positive signs on our vanpool program.

He met with the director of Water Follies. A meeting will be held with the director and a couple of board members to learn about their needs and how we can accommodate them. We will also follow through on a meeting with the Fair Board.

12. BOARD MEMBER COMMENTS

Director Bloom explained he is going to the APTA Legislative Conference with Director Suttle and plans on recruiting for the General Manager position while there.

Director Didier announced he thinks the public should decide if the sales tax BFT receives should be reduced from .6 of 1 percent to .5 of 1 percent. Chair McKay said he agreed that the constituents should have a say in this. Chair Bloom explained that the Board can take action to not collect the sales tax. Mr. Bishop clarified that that can be done on a temporary basis only.

After discussion, the Board asked that two resolutions be brought forth next month—one

suspending the collection of .1 of 1 percent of sales tax revenue by the Board, and one asking the issue be put on the ballot for the voters to decide.

13. EXECUTIVE SESSION

The Board recessed into Executive Session held under RCW 42.30.110(1)(b) regarding the acquisition of real estate at 8:40 p.m. and returned to open session at 9:01 p.m.

A. Resolution 15-2022 Authorizing the Interim General Manager to Purchase Real Property Located at 1115 W. Clark Street for Construction of the Downtown Pasco Transit Hub

Chair McKay announced no decisions were made in the Executive Session.

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

B. Resolution 16-2022 Authorizing the Interim General Manager to Purchase Real Property Located at 1116 W. Bonneville Street for Construction of the Downtown Pasco Transit Hub

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

14. OTHER

There were no Other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, April 14, 2022, at 6 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 9:09 p.m.


Janet Brett, Clerk of the Board


Date