



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, September 8, 2022, at 6 p.m.  
Ben Franklin Transit Boardroom  
1000 Columbia Park Trail, Richland, Washington**

*Meeting attendance options included in person and virtual via Zoom  
Simultaneous translation into Spanish was available via Zoom*

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**MINUTES**

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**1. CONVENE BOARD MEETING**

Chair Will McKay called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

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

**3. ROLL CALL**

<b>Representing</b>	<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	Director	Absent
City of Richland	Terry Christensen	Director	Absent
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present via Zoom
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 Representative	Present

**BFT Staff:** Rachele Glazier, Shane Anderson, Janet Brett, Jaslyn Campbell, Chad Crouch, Steve Davis, Terry DeJuan, Mona Jamison, Jeff Lubeck, Tom McCormick, Rob Orvis, Josh Rosas, Erin Russell, Kevin Sliger, Jenny Stenkamp

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

**4. PUBLIC COMMENTS**

Chair McKay opened the meeting to comments from the public. Steve Shoemaker, a resident of

Burbank, asked the Board to authorize the distribution of free monthly bus passes to the homeless citizens of the community until the end of the year as a pilot program.

**5. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

*Vice Chair Bloom moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.*

**6. BOARD COMMITTEE REPORT**

**A. Executive Committee** – Chair McKay asked General Manager Rachelle Glazier to update Board members on the changes agreed upon at the Executive Committee meeting. Ms. Glazier explained these included: 1) The 90-Day Procurement Outlook report has been color coded and will now be included in the committee and Board packets, but it will no longer be reviewed line by line. 2) Staff will now obtain bids, evaluate them, and then request Board approval once a complete package has been assembled. 3) The financial report will be included in the Board packet monthly but will only be reviewed with the Board quarterly. If Board members have questions on anything in the meeting packet, please email the Executive Office.

**7. CONSENT AGENDA**

Chair McKay presented the consent items and invited a motion.

**A. August 11, 2022, Regular Board Meeting Minutes**

**B. August Voucher Summary**

**C. Resolution 53-2022 Recommending U.S. Bank for the Award of the Banking Services Contract**

**D. Resolution 54-2022: Authorization to Award the On-Call Construction Management Services Contract to Wenaha Group**

**E. Resolution 55-2022 Authorizing the General Manager to Approve an Order of Shelters and Street Furniture with Brasco International, Inc.**

*Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Vice Chair Bloom and passed unanimously.*

**8. ACTION ITEMS**

**A. Resolution 56-2022: Authorization to Award the Scheduling and Runcutting Management Software Contract to CSched**

Ms. Glazier presented a memorandum and resolution asking for Board approval to award the contract for scheduling and runcutting management software to CSched.

*Director Sandretto made a motion to approve Resolution 56-2022: Authorization to Award the Scheduling and Runcutting Management Software Contract to CSched, and the motion was seconded by Director Becken. It passed unanimously.*

**B. Resolution 57-2022 Approve an Increase to an Existing Bud Clary Ford Procurement for the Purchase of a Nonrevenue Service Truck**

Acting Senior Manager of Fleet & Facilities Maintenance Josh Rosas presented a resolution asking for Board approval of an increase in the price of a truck and crane which was originally approved in September 2021.

*Director Didier moved for approval of Resolution 57-2022, Approve an Increase to an Existing Bud Clary Ford Procurement for the Purchase of a Nonrevenue Service Truck. The motion was seconded by Director Sandretto and approved unanimously.*

## **9. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

BFT Legal Counsel Jeremy Bishop had nothing significant to report.

### **B. General Manager's Report**

Ms. Glazier reported that a meeting was held with the City of Kennewick this week to prepare for BFT service at next year's River of Fire event in Columbia Park on July 4. Tom McCormick and Kevin Sliger have been added to the planning team.

On Tuesday, all Ben Franklin Transit staff reported back to work in the office full time.

We are putting the finishing touches on the Hanford survey, so that will go out this month.

We have discontinued our COVID temporary practices. We had some staff working on a temporary basis tracking COVID cases, and we are phasing that out.

The Fair service was a big success. We had upwards of 18,000 riders and received a lot of positive comments. We'll have the survey feedback ready shortly.

## **10. BOARD MEMBER COMMENTS**

Chair McKay announced that next month's Board meeting will be held here in the Ben Franklin Transit Boardroom, then beginning in November, the Board meetings will be held on the third floor of the Benton County Administration Building.

Director Caleb Suttle reported on his attendance at the WSTA State Conference and his conversations with other transit agency staff about the problems they are experiencing with electric buses. He encouraged Board members to contact their elected officials to try to stop the electric vehicle mandates.

Director Campos asked if the Board should revisit BFT's long-term plan.

Service to Pasco was then discussed, and Ms. Glazier noted the opportunities we have to increase service, reach out to Spanish-speaking customers, and utilize smaller buses on routes with lower ridership.

Coach Operator Joseph Burton explained to Board members he has seen an increase in the number of families riding the bus now that youth ride free.

**11. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.140(4)(b) for 15 minutes.

The Board recessed into Executive Session at 6:34 p.m. and returned to open session at 6:50 p.m., when Mr. Bishop requested five additional minutes in Executive Session. The Board recessed into Executive Session at 6:51 p.m. and returned to open session at 6:57 p.m. Mr. Bishop announced no decisions had been made in Executive Session.

*Vice Chair Bloom made a motion to approve Resolution 58-2022, A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters 760 Representing Transportation Supervisors. The motion was seconded by Director Sandretto and passed by unanimous vote.*

*Vice Chair Bloom then moved to adopt the Goals & Objectives of the General Manager as presented. The motion was seconded by Director Didier and passed unanimously.*

**12. OTHER**

There were no other agenda items.

**13. NEXT MEETING**

The next meeting will be held Thursday, October 13, 2022, at 6 p.m.

**14. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:58 p.m.

  
Janet M. Brett, Clerk of the Board

  
Date