



BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 13, 2023, at 6 p.m.

Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

Meeting attendance options included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

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

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Absent
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Absent
Franklin County #2	Rocky Mullen	Director	Absent
Franklin County #1	Clint Didier	Director	Present via Zoom
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 via Zoom

BFT Staff: Rachele Glazier, Bill Barlow, Janet Brett, Chad Crouch, Sarah Funk, Gabe Martin, Tom McCormick, Frank Moreno, Michelle Olk, Rob Orvis, Joshua Rosas, Kevin Sliger, Rich Starr, Jenny Stenkamp

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

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

4. PUBLIC COMMENTS

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

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

Director Sandretto moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.

6. CONSENT AGENDA

Chair McKay presented the Consent Agenda items and invited a motion.

A. March 9, 2023, Regular Board Meeting Minutes

B. March Voucher Summary

C. Resolution 11-2023, Amend Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373

D. Resolution 12-2023, Amend Resolution 18-2021 to Authorize the General Manager to Reopen Contract #1133 as a Sole Source Contract and Increase the Not-to-Exceed Amount from \$2,500,000 to \$2,700,000 of said Contract with TCF Architecture, PLLC; and Resolution 13-2023, Authorize the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 from \$99,000 to \$473,846 in Contract #1133 with TCF Architecture, PLLC

E. Resolution 14-2023, Authorize the General Manager to Reinstate and Appoint New Community Members to the Citizens Advisory Network (CAN)

F. Resolution 15-2023, Approve BFT's Public Transportation Agency Safety Plan (PTASP) and Authorize the General Manager to Submit the Plan to the Washington Department of Transportation and the Local Metropolitan Planning Organization, BFCOG

Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Director Becken and passed unanimously.

7. ACTION ITEMS

A. Resolution 16-2023, Establish a Free Fare Day Policy

Chief Planning & Development Officer Kevin Sliger presented this policy, which arose out of an Executive Committee discussion surrounding free fare for Earth Day. It would give the General Manager the ability to waive fares for one day up to four times per year. This policy does not include special events.

Director Becken moved for approval of Resolution 16-2023, and the motion was seconded by Director Sandretto; it passed unanimously.

B. Policy Revisions

Chief People Officer Michelle Olk presented three updated policies for Board approval.

i. Resolution 17-2023, Approve Policy HR-007, Attendance

Director Sandretto moved for approval of Resolution 17-2023. The motion was seconded by Director Becken and passed unanimously.

ii. **Resolution 18-2023, Approve Policy HR-008, Hourly Employee Timekeeping**

Director Sandretto moved for approval of Resolution 18-2023. The motion was seconded by Director Beauchamp and passed unanimously.

iii. **Resolution 19-2023, Approve Policy HR-009, Time Off Reporting for Exempt Employees**

Director Becken moved for approval of Resolution 19-2023. The motion was seconded by Director Beauchamp and passed unanimously.

C. Student Art Contest

Senior Manager of Customer Experience Brian Lubanski explained that we had over 100 entries this year in the student art contest. Board members were asked to vote for first through fifth places in both the Digital and Traditional categories, for a total of 10 winners. The winners will be announced at next month's Board meeting.

8. DISCUSSION & INFORMATIONAL ITEMS

A. River of Fire Service

Mr. Sliger updated Board members on the River of Fire service BFT will be providing this year at the request of the City of Kennewick. Staff recommends not providing free service this year because it's a new service, we don't know what the demand is going to be, and it is a costly service to provide. Board members asked if a break-even fare could be considered and asked Mr. Sliger to provide a couple of fare options for the Board to consider.

B. Hanford Survey Update

Mr. Sliger presented the results of the survey given to Hanford employees to gauge their interest in express bus service to the area. He also showed a plan for the pilot and a long-term service concept, if the pilot was successful, and talked about the next steps to be taken to get the pilot in place.

9. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced we will have an executive session later this evening.

B. General Manager's Report

General Manager Rachelle Glazier reported that we are still working on acquiring real estate in the West Pasco Broadmoor area for a future transit hub. Also, a groundbreaking event for the Queensgate Transit Center is being planned.

The Citizens Advisory Network (CAN) will have its kickoff meeting later this month, and it will include Ed Frost, our interim general manager, as a member.

We are setting up an advisory committee right now for the Downtown Pasco project, and Directors Didier, Mullen, and Campos are invited to participate. She asked them to let her know of their interest.

Ms. Glazier then introduced new Chief Financial Officer Sarah Funk, who is a CPA with over 20 years of experience in finance and audits.

10. BOARD MEMBER COMMENTS

There were no Board member comments.

11. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) regarding personnel and RCW 42.30.140(4)(b) regarding collective bargaining for seven minutes with no anticipated action. The Board recessed at 6:40 p.m. and returned to open session at 6:47 p.m.

12. OTHER

There were no other agenda items.

13. NEXT MEETING

The next meeting will be held Thursday, May 11, 2023, at 6 p.m.

14. ADJOURNMENT

Chair McKay adjourned the meeting at 6:48 p.m.


Janet M. Brett, Clerk of the Board


Date