



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**March 12, 2020**  
**7 p.m.**  
**Ben Franklin Board Meeting Room**  
**1000 Columbia Park Trail, Richland WA**

**1. Call to Order**

Chair Koch called the meeting to order at 7 p.m. PST

**2. Roll Call**

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Bob Koch	Chair	Present	
Benton County	Shon Small	Vice Chair	Present	
Zahra Roach	Pasco	Alternate	Present	
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Director	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Director	Present	
Franklin County #2	Clint Didier	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Present	

**BFT Staff:** Gloria Boyce, Jerry Otto, Keith Hall, Jeff Lubeck, Ali Madison, Ayodeji Arojo, Paul Holgate, Rob Orvis, Kelsey Schalock, Phil Hanks, Bill Hale, Julie Thompson, Pam Loa and Tim Cooper

**Legal Counsel:** Pat Roach, Jeremy Bishop

**3. Flag Salute** – Chair Koch asked attendees to stand and join him for the Pledge of Allegiance.

**4. COVID-19 Update** – presented by Director of Transit Operations, Ayodeji Arojo

Ben Franklin Transit activated its COVID-19 Emergency Plan, reviewing with the Board of Directors the coordination and preparedness, internal and external communication, disinfecting plan, and management of inventory and supplies with the intent to maintain appropriate inventory levels. The agency has no plan to suspend service and will continue to coordinate efforts with local and state agency's guidelines and educate and train staff. Gloria will include COVID-19 activities in her

weekly report to the Board.

## **5. Public Comment/Introduction of Visitors**

Chair Koch asked the audience if there was anyone who wanted to speak.

Chelsea, DAR driver with concerns regarding a shortage of disinfectant wipes and disinfectant procedures during the shift. Another concern is that Finley, Benton and Prosser don't have formal bus stop signs.

Being no further public comment, CHAIR KOCH moved to the next item on the agenda.

## **6. Approval of Agenda**

The agenda was approved as presented.

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>BLOOM</b>
<b>SECONDER:</b>	<b>LEMLEY</b>

## **7. Recognitions**

### **A. 2019 Art Poster Contest Winners – Presented by Ali Madison, Director of Marketing**

The theme this year was Transit Reimagined. BFT received 237 entries from 10 schools throughout our jurisdiction. Those were narrowed down by a series of processes and the final three were voted on by the Board at a previous meeting. Second and third place winners will receive gift cards for art supplies for themselves along with their teachers and, the first-place winner will receive a bicycle and the teacher a gift card for art supplies. All three winners will receive their framed artwork this evening, be featured in the 16-month calendar with our top 16 finalists, and have their artwork displayed on a BFT bus.

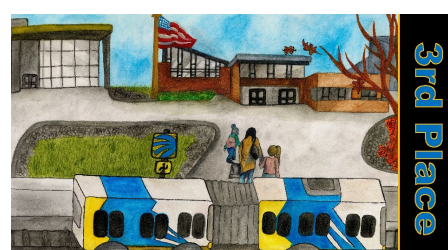
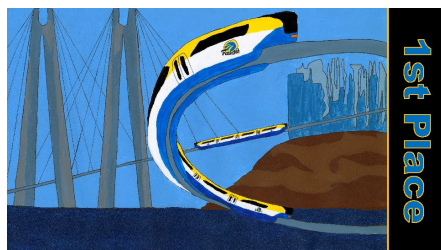
3rd Place: Annabelle Vantilborgh, Kamiakin High School - \$50 Gift Card for Art Supplies  
Teacher: Corrine Lechelt - \$100 Gift Card for Art Supplies

2nd Place: Raymond Holden, Southridge High School - \$100 Gift Card for Art Supplies  
Teacher: Jennifer Hilbert - \$250 Gift Card for Art Supplies

1st Place: Emily Cox, Kamiakin High School - \$100 Gift Card for Art Supplies and a bicycle  
Teacher: Corrine Lechelt - \$500 Gift Card for Art Supplies

The winners, their teachers and the Board of Directors took a group photo. Ms. Madison noted that these entries, in addition to the top 50 submissions, will be displayed at the local libraries throughout spring break.

CHAIR KOCH congratulated and thanked the students and teachers once more, then moved on to item eight on the agenda.



## 8. Citizen's Advisory Network (CAN) Report

Being there was no meeting of the CAN committee, Chair Koch continued to the next agenda item.

## 9. Board Committee Reports – Meeting Notes included in the Board Packet

All three of the Board Committees were cancelled.

## 10. Consent Agenda

CHAIR KOCH listed the items on Consent and asked for a motion.

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>LEMLEY moved to approve Consent Items A through D</b>
<b>SECONDER:</b>	<b>SMALL</b>

A. February 13, 2020 Regular Board minutes

B. February Voucher Summary

### **PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
503-20	80570	80581	2/14/2020	\$ 495,643.01 Payroll
504-20	VOID	80571	2/14/2020	\$ - Payroll
505-20	80582	80592	2/28/2020	501,213.68 Payroll
			<b>Total</b>	<b>\$ 996,856.69</b>

### **ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
113-20	73850	73894	2/7/2020	104,430.56 MDSE
114-20	VOID	72851	2/12/2020	(1,955.00) VOID
115-20	73895	73961	2/13/2020	326,309.04 MDSE
116-20	73962	73966	2/14/2020	1,706.74 MDSE
117-20	2865	2870	2/19/2020	1,591.00 MDSE
118-20	ACH TRANS		2/20/2020	870,023.99 ACH TRANS
119-20	73967	74039	2/20/2020	961,153.52 MDSE
120-20	74040	74111	2/28/2020	415,009.06 MDSE
121-20	ACH TRANS		2/29/2020	212,928.78 ACH TRANS
			<b>Total</b>	<b>\$2,891,197.69</b>

- C. Resolution 11-2020: Approve the Van Program Contract Revisions
- D. Resolution 12-2020: Approve the Employee Benefits Brokerage/Affordable Care Act Consulting Services

## **11. Action Items**

There were no Action Items.

## **12. Discussion & Informational Items**

### **A. Via (Connect) Update – Presented by Keith Hall, Planning and Services Development Director.**

Mr. Hall shared that BFT Connect, Powered by Via will begin providing service April 1st. Via will operate the service. Service will be rolled out by zones, a total of six, which will be all operating by mid-May. There are currently 12 vehicles, with the possibility of expanding. The on-demand seven passenger vehicles service will provide first mile, last mile access to the bus with little wait for a fixed route bus. The wheelchair vehicles will be a slightly different model.

### **B. Committee Assignments – Presented by Pat Roach, Legal Counsel**

This item is a continuation from the February Board Meeting. Mr. Roach clarified that per the Board Bylaws under Section 3.8 (e), each ad hoc Committee – Operations and Maintenance, Planning and Marketing, and Administration and Finance “shall be composed of not more than three (3) regular voting Board members. The Chair of the Board may appoint individual members, with the consent of the Board.” Mr. Roach recommended the Board appoint the individuals noted in the draft Board Committee Assignments.

Discussion: STADE requested to change to a different committee, as she has been on the Planning and Marketing for many years however, will remain on Planning and Marketing as was decided by the Chair.

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>SMALL</b>
<b>SECONDER:</b>	<b>BECKEN</b>

CHAIR KOCH appointed ALVARADO as the Committee Chair of the Operations and Maintenance Committee. ROACH agreed to inform ALVARADO of the appointment.

### **C. Telephonic Attendance – Presented by Legal Counsel, Pat Roach**

Mr. Roach followed up on a request by DIRECTOR MCKAY regarding consideration of telephonic meeting attendance. He provided review of the Open Public Meetings Act, which states “it is permissible for a member of the governing body to attend the meeting by telephone with the permission of the body, if that members voice could be heard by all present, including the public.” Discussion followed.

The board requested staff to follow up with options to conduct meetings telephonically and report back to the Board.

## **13. Staff Reports & Comments**

### **A. Legal Report – Pat Roach, Legal Counsel**

Mr. Roach announced to the Board that at the end of April, he will continue to

provide service to transit, however the onus of it will be shifted to Jeremy Bishop with the assistance of Brian Roach and Ben Dow. Mr. Roach has provided legal counsel to BFT for the past 39 years.

**B. Financial Report** – Presented by Jeff Lubeck, Financial Services Director

Sales Tax revenue increased **11.2%** in February 2020 for December 2019 business as compared to December 2018. BFT notes a YTD increase of 7.9% as compared to the same periods in 2018. Receipts in February for December sales were \$3.75M.

**C. General Manager's Report** – Presented by Gloria Boyce

Ms. Boyce congratulated the Art Poster Winners and expressed her enjoyment of presenting the art on the calendars and buses. This is the fifth year of the Art in Public Places Program.

**Government Affairs Update**

**Federal**

- No definitive news on the reauthorization of the Federal Surface Transportation Bill.

**State**

- The Transportation budget was completed and presented to the Governor for signature, which reduced the budget by about \$16 million. Ms. Boyce will provide how it affects the organization when she receives more details.

**Operations**

- Operations met all scheduled pullouts this month.
- After addressing a few mechanical issues, we've now accepted all 24 DAR replacement vans and will begin to receive our second order of 13 scheduled replacement vans in April.
- Federal Audits and Reviews - The FTA performed its biannual Drug/Alcohol Program Audit this past month. Thirteen minor issues were noted and we are working to respond. The 2019 Federal Triennial Review was closed out this past month.
- The DAR Dispatchers/Schedulers ratified their new contract. This is scheduled for Board action in April. Four other bargaining groups are ongoing with the next scheduled mediation date in early April.
- We'll be celebrating National Transit Driver Appreciation Day on March 18<sup>th</sup>.
- Monday, March 16<sup>th</sup>, is the reopening of the Knight Street Transit Center. We would like to thank the City of Richland for their partnership in providing BFT the location and our customers who quickly adapted to the temporary location. The ribbon cutting ceremony scheduled for next Thursday is being rescheduled due to the virus outbreak.

Ms. Boyce thanked all BFT staff for their continued dedication to the agency and the community in providing public transit services through the virus outbreak. She also thanked Teamsters Secretary, Russell Shjerven and Teamsters President and BFT employee Norma Nelson for their partnership in managing in a constant changing work environment.

**Board Member Comments**

- A. ZARAH ROACH – Expressed appreciation to attend and looks forward to returning sporadically as an alternate.
- B. BILL MCKAY – Has received several phone calls this week, asking him for a vote of no confidence in BFT management. After hearing discussions from management and the Union, feels it appropriate to have open negotiations and request it be considered.

- C. RICHARD BLOOM – Provided an update on Bombing Range Road and will accept feedback regarding transit issues.
- D. SHON SMALL - Nothing to report
- E. STEVE BECKEN – Nothing to report
- F. LISA STADE – Nothing to report
- G. CLINT DIDIER – Nothing to report
- H. NORMA NELSON – Complimented Gloria for working with the Union to put a plan in place to address the virus and keep driver’s safe.
- I. BOB KOCH – Announced public hearing next week for redistricting.

### **15. Executive Session**

CHAIR KOCH announced there will be an executive session that will last approximately an hour. CHAIR KOCH recessed the regular meeting at 8:23 p.m.

Mr. Roach clarified the executive session will include an Employee Performance review pursuant to RCW 42.30.110(1)(g) with no action and Collective Bargaining pursuant to 42.30.140(4)(a) with potential action.

The executive session convened at 8:24 p.m.

The Regular Meeting reconvened at 8:59 p.m., with no action taken. CHAIR KOCH announced the executive session will continue at the next Board meeting when Wendi Warner, HR Director and the representative of the Q12 report can be present.

### **16. Adjournment**

<b>RESULT:</b>	<b>APPROVED [Unanimously]</b>
<b>MOVER:</b>	<b>BLOOM</b>
<b>SECONDER:</b>	<b>BECKEN</b>

With no other items in front of the board, CHAIR KOCH invited a motion to adjourn and the meeting adjourned at 9:00 p.m.

### **17. Next Meeting:**

The next Regular Board Meeting will be on Thursday, April 09, 2020 at 7:00 p.m. at 1000 Columbia Park Trail, Richland, WA 99352



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Pam Loa, Clerk

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5/14/20

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Date approved