



**MINUTES**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**January 14, 2021**  
**3:30 p.m.**

Per the Governor's COVID-19 Proclamation 20-28 Open Public Meetings Act, the Regular Board Meeting was remote and telephonic, with call-in access provided to all participants and attendees.

**1. CALL TO ORDER**

VICE CHAIR SMALL called the meeting to order at 3:31 p.m.

**2. ROLL CALL**

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Rocky Mullen	Director	Present	
Benton County	Shon Small	Vice Chair	Present	
Pasco	Ruben Alvarado	Director	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.	Absent	

**BFT Staff:** Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Steve Davis, Keith Hall, Jerry Otto, Bill Hale, Michael Roberts, Gladys Diaz

**Legal Counsel:** Jeremy Bishop

**3. Flag Salute**

VICE CHAIR SMALL led the attendees in the Pledge of Allegiance.

**4. PUBLIC COMMENT/INTRODUCTION OF VISITORS**

VICE CHAIR SMALL announced there is no public comment.

## **5. APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>LEMLEY</b>
<b>SECONDER:</b>	<b>BLOOM</b>

Before the recognitions started, Gladys Diaz the Clerk of the Board requested to VICE CHAIR SMALL for all recognitions to be read, then after a motion can be requested. VICE SMALL approved the request.

## **6. RECOGNITIONS**

- A. Resolution 1-2021: Recognizing Ben Franklin Transit (BFT) Employee, Bob Wood Years of Service – Bill Hale, Fleet Maintenance Supervisor

Mr. Hale presented to the Board recognizing the years of service of Bob Wood. Stated that Bob began his careers with Ben Franklin Transit on July 31, 1991. The Maintenance Department would like to express our appreciation for the twenty-nine years of dedicated service Bob Wood gave to Ben Franklin Transit. Bob is an accomplished Technician with a knack for diagnosing complex problems. He was instrumental in fixing a multitude of issues with the Optima bus fleet and often found one waiting for him at the beginning of his shift. Bob served on multiple maintenance committees and was a Teamsters Local 839 Shop Steward. BFT wishes Mr. Wood the best retirement and he will be missed.

- B. Resolution 2-2021: Recognizing Ben Franklin Transit (BFT) Employee, Pattie Badeaux, Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Pattie Badeaux. Pattie Badeaux served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator and Driver/Trainer for nearly thirty (30) years. The Ben Franklin Transit Board of Directors affirms the recognition of Pattie Badeaux, BFT Coach Operator and Driver/Trainer, for her professional effort on behalf of the agency, its employees, and its customers. Pattie, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

- C. Resolution 3-2021: Recognizing Ben Franklin Transit (BFT) Employee, Robyn Barnhart Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Robyn Barnhart. Robyn Barnhart served Ben Franklin Transit and the Tri Cities communities well in her position as a Dial-A-Ride Driver for twenty-two (22) years. The Ben Franklin Transit Board of Directors affirms the recognition of Robyn Barnhart, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers. Robyn, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

- D. Resolution 4-2021: Recognizing Ben Franklin Transit (BFT) Employee, Carol Bowman Years of



Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Carol Bowman served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator for close to eighteen (18) years. The Ben Franklin Transit Board of Directors affirms the recognition of Carol Bowman, BFT Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Carol, thank you for your dedication and hard work. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates you on your retirement.

- E. Resolution 5-2021: Recognizing Ben Franklin Transit (BFT) Employee, Dan Caldwell Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Dan Caldwell served Ben Franklin Transit and the Tri Cities communities well in his position as a Coach Operator for four and a half (4 1/2) years. The Ben Franklin Transit Board of Directors affirms the recognition of Dan Caldwell, Coach Operator, for his professional effort on behalf of the agency, its employees, and its customers. Dan, BFT is appreciative to you for your contributions and wishes you the best in all future activities.

- F. Resolution 6-2021: Recognizing Ben Franklin Transit (BFT) Employee, Linda Davis Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Linda Davis served Ben Franklin Transit and the Tri Cities communities well in her position as a Dial-A-Ride Driver for twenty-six and a half (26 1/2) years. The Ben Franklin Transit Board of Directors affirms the recognition of Linda Davis, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers. Linda, BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you and congratulations on your retirement.

- G. Resolution 7-2021: Recognizing Ben Franklin Transit (BFT) Employee, Lillie Ferrell Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Lillie Ferrell served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator and Driver Dispatcher for thirteen (13) years. The Ben Franklin Transit Board of Directors affirms the recognition of Lillie Ferrell, BFT Coach Operator and Driver Dispatcher, for her professional effort on behalf of the agency, its employees, and its customers. Lillie, BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you and congratulations on your retirement.

- H. Resolution 8-2021: Recognizing Ben Franklin Transit (BFT) Employee, Charlotte Ochoa Years of Service – Steve Davis, Transit Operations Assistant Director

Mr. Davis presented to the Board recognizing the years of service of Charlotte Ochoa served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator for thirty-three (33) years. The Ben Franklin Transit Board of Directors affirms the recognition of

Charlotte Ochoa, Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Charlotte, you are an example of what it means to be a professional coach operator. Thank you for your dedication and hard work. BFT wishes you the best in your retirement and all future endeavors.

- I. Resolution 9-2021: Recognizing Ben Franklin Transit (BFT) Employee, Janis Wilhelm Years of Service – Steve Davis, Transit Operation Assistant Director

Janis Wilhelm served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator for nearly eighteen (18) years. The Ben Franklin Transit Board of Directors affirms the recognition of Janis Wilhelm, BFT Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Janis, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement. Thank you for your dedication and hard work. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates you on your retirement.

**7. Citizen's Advisory Network (CAN) Report**

No Report

**8. Board Committee Reports**

VICE CHAIR SMALL INVITED THE COMMITTEE Chairs to report on their respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

- A. **Operations & Maintenance Committee Report** – 01/06/2021 – RUBEN ALVARADO, Committee Chair Director Alvarado reported that the committee was canceled.
- B. **Planning & Marketing Committee Report** – 01/06/2021 – RICHARD BLOOM, Committee Chair Director Bloom reported
- C. **Administration & Finance Committee** – 01/07/2021 – STEVE BECKEN, Committee Chair Director Becken reported

**9. Consent Agenda**

VICE CHAIR SMALL read the consent items and invited a motion.

- A. December 10, 2020 Regular Board Meeting Minutes – Approve
- B. December Voucher Summary – Approve
- C. Resolution 10-2021: Authorization for the General Manager to Release Proposals for the Supply and Delivery of Driver Uniforms
- D. Resolution 11-2021: Authorization for the General Manager to Release Proposals for Federal Lobbying Consulting Services



## PAYROLL

Check Number	Register	Check Number/Number	Date of Issue	In the Amount	
525-20		80714 80719	12/4/2020	518,133.48	Payroll
526-20		80720 80725	12/18/2020	541,005.67	Payroll
			<b>Total</b>	<b>1,059,139.15</b>	

## ACCOUNTS PAYABLE

Check Number	Register	Check Number/Number	Date of Issue	In the Amount	
211-20		76391 76411	12/1/2020	16,532.54	MDSE
212-20		76412 76452	12/8/2020	280,809.49	MDSE
213-20		76453 46529	12/15/2020	210,417.37	MDSE
214-20		76530 76530	12/16/2020	600.00	MDSE
215-20		ACH TRANS	12/22/2020	539,516.96	ACH TRANS
216-20		76531 76580	12/22/2020	151,946.75	MDSE
217-20		76581 76646	12/28/2020	346,984.11	MDSE
218-20		VOID 76084	12/28/2020	(27,588.56)	VOID
219-20		ACH TRANS	12/31/2020	676,949.78	ACH TRANS
			<b>Total</b>	<b>2,196,168.44</b>	

VICE CHAIR SMALL accepted the change and invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>BECKEN</b>
<b>SECONDER:</b>	<b>ALVARADO</b>

## 10. Action Items

- A. Resolution 12-2021: Authorizing the Approval and Implementation of the Annual Service Plan Process and Policy – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the board the Annual Service Plan Process and Policy in which describes BFT's process and why they are changing it. The rationale is for making the changes and to better align BFT's service planning process. The core focus of making the change was to align an annual process that allowed to input more effectively into the operating budget the labor requirements and Transit Development Plan, which can't do in the current approach.

After a brief discussion with Director Bloom, BFT recommends the approval of the resolution with the amendment that it is the policy only that will be approved.

After no more questions VICE CHAIR SMALL called for a vote.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOVER:</b>	<b>BLOOM</b>
<b>SECONDER:</b>	<b>STADE</b>

## **11. Discussion & Informational Items**

### **A. Ridership and Service Update**

Keith Hall, Planning and Service Development Director

Mr. Hall gave the Board a monthly ridership update as well as an overall update from March since that is when the pandemic started. Ridership for Fixed Route increased, and Dial-A-Ride ridership decreased. Dial-A-Ride took a bit harder hit, but lately it's been growing. CONNECT has gradually increased in ridership. At first it was off to a slow start, but over time, every week there was a significant increase, notwithstanding holidays. Vanpool ridership decreased and this mode was hit the hardest from all the services at BFT. Vanpool almost lost 95% of ridership in April. With major employers, primarily around Hanford still not fully back to work.

Mr. Hall stated that BFT is preparing for school to go back. He presented the latest schedule that BFT has received.

After no questions asked, VICE CHAIR SMALL moved on to the next item on the agenda.

## **12. Staff Reports & Comments**

### **A. Legal Report**

Mr. Bishop stated that he has no news to report.

### **B. Financial Report**

Mr. Lubeck presented to the Board the financial status through the end of November 2020. BFT is running ahead of budget; running 3-4% ahead through the year, despite going fare free. VICE CHAIR SMALL asked if it includes some of the stimulus or assistance of money BFT has been receiving. Mr. Lubeck stated that yes, the CARES Act funding contributes to the overfall revenue; it is the primary driver keeping us on budget for the year. VICE CHAIR SMALL asked for clarify that BFT will not count on this money every year because he doesn't know when this will last. Mr. Lubeck explained that BFT is not treating as an open checkbook, instead it allowing to put the regular operating grants to reserves for future years. Mr. Lubeck stated that the Treasurer's Report had no significant changes from the prior month.



After a discussion, VICE CHAIR SMALL moved on to the next item on the agenda.

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

Gloria Boyce, General Manager, started by welcoming to the Board Commissioner Mullen. Ms. Boyce provided the Board with a review of this month's notable topics:

#### **a. Government Affairs Update**

##### **i. Federal**

1. Received eligibility of the new CARES grant. BFT does have a constraint, up to 75% of the funding received is eligible for operating; BFT is under a special operating rule under the provisions of 5307.

##### **ii. State**

1. Washington State legislative session opened on Monday. The Washington State Transportation Association legislative agenda centers around stabilizing transit funding. The 1976 removes out the multimodal account, which is how public transit is funded among other agencies across the state. This will be the focus legislatively. Also wanting to update the statewide Vanpool Rideshare Program and would like to have the legislature update the provisions of Vanpool funding. Also hope to incentivize zero emissions vehicles.
2. On the local front from governmental affairs, Director Becken and Director Small mentioned the change not only in representation to the BFCOG from the Transportation Board at BFT, but also the BFCOG bylaws change. Will be brought to the Board next month. In the meantime, Ms. Boyce will represent BFT at tomorrow's Board Meeting.

#### **b. Operations**

- i. BFT made all scheduled pull outs.
- ii. All advertising was to be off of BFT vehicles by December 31, 2020. However, BFT's largest client asked for an extension due to the effects of COVID early on. BFT gave them a 3-month extension; through March 31, 2021.
- iii. BFT is ready for the impacts of school starting back up again.
- iv. As an organization, they are saddened by the fact that they were not able to wish all employees that were recognized personally. Ms. Boyce stated that she wants to thank them again for their years of service.

Ms. Boyce closed her report and opened for questions. No questions were asked.

VICE CHAIR SMALL moved on to the next item on the agenda.

### **13. Board Member Comments**

VICE CHAIR SMALL – Stated that Benton County sent a resolution to date which reflects the matter of the response to the COVID-19 pandemic. It requests statutory language limits on the state of emergency durations without legislative approval. The resolution states that it goes beyond County Board of Commissioners, and it recognizes its limited authority under the WA State Constitution, and it cannot supersede its authority of the state legislation and or the governor to reopen local business. However, that Ben Franklin Health District and its health officials are the

appropriate authority to institute necessary policies and protocols, while focusing on the education of the resonance on the best options to prevent and reduce the spread of COVID-19.

ROCKY MULLEN –

BILL MCKAY –

STEVE BECKEN

CLINT DIDIER –

RICHARD BLOOM – Asked if BFT would be interested in an 8000 gallon double wall tank, for the use of possibly, diesel.

PHILLIP LEMLEY –

RUBEN ALVARADO –

LISA STADE –

NORMAL NELSON –

There being no comments, VICE CHAIR SMALL moved

**14. Executive Session**

NONE

**15. Other**

**16. Next Meeting**

Regular Board Meeting – Thursday, February 11, 2021 7:00 p.m.

**17. Adjournment**

VICE CHAIR SMALL adjourned the meeting at 4:26 p.m.



Gladys Diaz, Clerk of the Board



Date