



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, May 12, 2022, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington**

*Notice: Meeting attendance options include in person and virtual via Zoom
Spanish language translation is available via Zoom*

Meeting Link:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Phone: 253-215-8782 / Toll Free: 877-853-5247

Meeting ID: 989 6217 8731 / Password: 833979

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public comment during the meeting will be provided as indicated in the agenda below.

AGENDA

- | | |
|--|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Janet Brett |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Approval of Agenda | Chair McKay |
| 5. Public Comments | Chair McKay |
| 6. Recognitions | |
| A. Presentation of BFT's 2021 Student Art Contest Winners | Marie Cummins |
| B. Resolution 27-2022 Recognizing BFT Employee Serena Grandstaff's Years of Service | Ayodeji Arojo |
| C. Resolution 28-2022 Recognizing BFT Employee Arnold Knoblich's Years of Service | Ayodeji Arojo |
| D. Resolution 29-2022 Recognizing BFT Employee Toni Marvin's Years of Service | Ayodeji Arojo |

E. Resolution 30-2022 Recognizing BFT Employee James Thaelke's Years of Service Ayodeji Arojo

7. Board Committee Reports

A. Operations & Maintenance Committee Joseph Campos, Chair
B. Planning & Marketing Committee David Sandretto, Chair
C. Administration & Finance Committee Steve Becken, Chair

8. Consent Agenda

A. April 14, 2022, Regular Board Meeting Minutes
B. April Voucher Summary
C. Resolution 31-2022 Building Expansion Project: Staff-Recommended Option
D. Resolution 32-2022 Zero Fare for Youth Demonstration Pass
E. Resolution 33-2022 Award of the Contract to Replace the HVAC System in the Administration Building Computer Server Room
F. Resolution 34-2022 Authorizing the Interim General Manager to Declare the Vehicle Identified in Exhibit A as Surplus and Dispose of per Resolution 59-2018
G. Resolution 35-2022 Release of an RFP for Fixed Route Scheduling Software
H. First Quarter Performance Report

9. Action Items

A. Resolution 36-2022 Extend Columbia Basin College Contract #893 For One Year Keith Hall
B. General Manager Search Chair McKay

10. Staff Reports & Comments

A. Legal Report Jeremy Bishop
B. Financial Report Jeff Lubeck
C. Interim General Manager's Report Ed Frost

11. Board Member Comments

12. Executive Session

An Executive Session will be held under RCW 42.30.140(4)(a) and RCW 42.30.110(1)(g).

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, June 9, 2022, at 6 p.m.

15. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

**Jueves 12 de mayo de 2022, a las 6 p.m.
Sala de juntas de Ben Franklin Transit
1000 Columbia Park Trail, Richland, Washington**

***Aviso: Las opciones de asistencia a las reuniones incluyen las presenciales y las virtuales a través de Zoom
La traducción al español está disponible a través de Zoom***

Enlace de la reunión:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

Teléfono: 253-215-8782 / Número gratuito: 877-853-5247

ID de reunión: 989 6217 8731 / Contraseña: 833979

Si desea hacer comentarios por escrito a la Junta o intervenir durante la parte de comentarios públicos de una reunión de la Junta, envíe [este formulario](#). Los comentarios públicos durante la reunión se harán según lo indicado en la agenda a continuación.

AGENDA

- | | |
|---|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Janet Brett |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Aprobación de la agenda | Presidente McKay |
| 5. Comentarios públicos | Presidente McKay |
| 6. Reconocimientos | |
| A. Presentación de los ganadores del concurso de arte estudiantil 2021 de BFT | Marie Cummins |
| B. Resolución 27-2022 por la que se reconoce a la empleada de BFT Serena Grandstaff Años de servicio | Ayodeji Arojo |
| C. Resolución 28-2022 por la que se reconoce al empleado de BFT Arnold Knoblich Años de servicio | Ayodeji Arojo |

- D. Resolución 29-2022 por la que se reconoce al empleado de BFT
Toni Marvin Años de servicio Ayodeji Arojo
- E. Resolución 30-2022 por la que se reconoce al empleado de BFT
James Thaelke Años de servicio Ayodeji Arojo

7. Informes de los comités de la Junta

- A. Comité de Operaciones y Mantenimiento Joseph Campos, Presidente
- B. Comité de Planificación y Marketing David Sandretto, Presidente
- C. Comité de Administración y Finanzas Steve Becken, Presidente

8. Agenda de consentimiento

- A. 14 de abril de 2022, Actas de la reunión ordinaria de la Junta
- B. Resumen de los comprobantes de abril
- C. Resolución 31-2022 Proyecto de Ampliación de Edificio: Opción recomendada por el personal
- D. Resolución 32-2022 Pase de demostración de tarifa cero para jóvenes
- E. Resolución 33-2022 Adjudicación del contrato de reemplazo del sistema de climatización en la sala de servidores de cómputo del Edificio Administrativo
- F. Resolución 34-2022 Autorizando al Director General Interino a declarar el vehículo identificado en el Anexo A como Excedente y a Deshacerse de él según la Resolución 59-2018
- G. Resolución 35-2022 Publicación de una licitación para el software de programación de rutas fijas
- H. Informe del 1er trimestre

9. Acciones a realizar

- A. Resolución XX-2022 Prorrogar el contrato #893 del Columbia Basin
College por un año Keith Hall
- B. Búsqueda de Director General Presidente McKay

10. Informes y comentarios del personal

- A. Informe Jurídico Jeremy Bishop
- B. Informe financiero Jeff Lubeck
- C. Informe del Director General Interino Ed Frost

11. Comentarios de los miembros de la Junta

12. Sesión ejecutiva

Se llevará a cabo una Sesión Ejecutiva en virtud del RCW [código revisado de Washington] 42.30.140(4)(a) y el RCW 42.30.110(1)(g).

13. Otros

14. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 9 de junio de 2022, a las 6 p.m.

15. Aplazamiento

Ben Franklin Transit's Student Art Contest

"Bridging our Past with our Future"

Board Meeting Presentation – May 12

- Art bus on display outside of MOA throughout Board Meeting
- Director of Marketing (Marie) to provide three- to five-minute brief historical background
- Chair and/or GM present Top 3 winners with a signed certificate and framed artwork
- Pictures of winners and their teachers with Chair and GM
- Distribute calendars to the Board, staff, students, and teachers

First Place - Zaydean Valdez | River View High School, Finley:

- New bike
- \$100 Amazon gift card
- Free BFT Summer Youth Pass
- Her artwork featured in the BFT calendar, displayed in local libraries, the BFT website, BFT social media pages, and the interior and exterior of the BFT Art Bus.
- Ms. Danielle Helvie Juarez is the River View High School art teacher. She receives a \$500 Amazon gift card to help purchase additional art supplies for her classroom.

Second Place - Paul Erickson | Kamiakin High School, Kennewick:

- \$100 Amazon gift card
- Free BFT Summer Youth Pass
- His artwork featured in the BFT calendar, displayed in local libraries, the BFT website, BFT social media pages, and the interior and exterior of the BFT Art Bus.
- Ms. Leah Kennedy is the Kamiakin High School art teacher. She receives a \$250 Amazon gift card to help purchase additional art supplies for her classroom.

Third Place - Cuin Reagan | Kamiakin High School, Kennewick:

- \$50 Amazon gift card
- Free BFT Summer Youth Pass
- Her artwork featured in the BFT calendar, displayed in local libraries, the BFT website, BFT social media pages, and the interior and exterior of the BFT Art Bus.
- Ms. Leah Kennedy is the Kamiakin High School art teacher. She receives a \$125 Amazon gift card to help purchase additional art supplies for her classroom.

Other Finalists

- Top 25: Artwork will be displayed in local libraries, the BFT website, BFT social media pages, and the interior of the BFT Art Bus.
- Top 15: Same as above PLUS they will receive a free BFT Summer Youth Pass and have their artwork featured in the BFT 2022 calendar.

**BEN FRANKLIN TRANSIT
RESOLUTION 27-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
SERENA GRANDSTAFF'S YEARS OF SERVICE**

WHEREAS, Serena Grandstaff served the community for nearly 10 years as a Ben Franklin Transit Coach Operator. Serena always demonstrated a dedication to the safe operation of her coach and the timeliness of her route, ensuring passengers received efficient service. Ben Franklin Transit is grateful to you for your contributions to the organization and wishes you the best in all your future endeavors. Congratulations on your retirement; and

WHEREAS, Serena Grandstaff submitted a letter of retirement to BFT with an effective date of April 30, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Serena Grandstaff served Ben Franklin Transit and the Tri-Cities community well in her position as a Coach Operator for over nine (9) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Serena Grandstaff, Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Serena, 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.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 28-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
ARNOLD KNOBLICH'S YEARS OF SERVICE**

WHEREAS, Arnold Knoblich spent 10½ years as a Ben Franklin Transit Coach Operator and then another 8 years as a Coach Operator, totaling 19 years of service to his community. Arnie's light-hearted demeanor and smile were a warm, inviting welcome to his customers and coworkers. Arnie understood what providing exceptional customer service was and what it meant to the passengers. Arnie, your presence will be missed, but your professionalism and dedication to your work will endure and provide an example of what it means to be a professional Coach Operator. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates on your retirement; and

WHEREAS, Arnold Knoblich submitted a letter of retirement to BFT with an effective date of May 20, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Arnold Knoblich served Ben Franklin Transit and the Tri-Cities community well in his position as a Coach Operator for nineteen (19) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Arnold Knoblich, Coach Operator, for his professional efforts on behalf of the agency, its employees, and its customers. Arnie, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 29-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
TONI MARVIN'S YEARS OF SERVICE**

WHEREAS, Toni Marvin spent 16 ½ years at Ben Franklin Transit serving her community as a Dial-A-Ride Driver. As an exemplary employee, Toni lead by example demonstrating a dedication to the organization, the community, and her DAR customers. Toni's positive demeanor and approachability also provided a welcoming invitation to our customers. BFT appreciates the time and dedication you provided to the organization and wishes you the best; and

WHEREAS, Toni Marvin submitted a letter of retirement to BFT with an effective date of April 30, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. Toni Marvin served Ben Franklin Transit and the Tri-Cities community well in her position as a Dial-A-Ride Driver for over sixteen (16) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Toni Marvin, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers. Toni Marvin, 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.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 30-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
JAMES THOELKE'S YEARS OF SERVICE**

WHEREAS, James Thaelke spent 40 years, or 14,620 days, employed at Ben Franklin Transit. Jim primarily served the community as the BFT Safety and Security Manager but was also responsible for launching BFT's first Bus Roadeo in 1984; creating and overseeing the driver training program for 30 years; serving as a board member for the Washington State Transit Insurance Pool (WSTIP); and spending countless days, weeks, and years defining the safety culture for BFT. Ben Franklin Transit would not be the agency it is today without the professionalism, dedication, and leadership Jim has provided. You are an example of what it means to be a public servant. BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you, be safe, and congratulations on your retirement; and

WHEREAS, James Thaelke submitted a letter of retirement to BFT with an effective date of April 30, 2022.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. James Thaelke served Ben Franklin Transit and the Tri-Cities community well in his position as a Driver, Trainer, and Safety and Security Manager for forty (40) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of James Thaelke, Safety and Security Manager, for his professional effort on behalf of the agency, its employees, and its customers. Jim, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



**OPERATIONS & MAINTENANCE
COMMITTEE MEETING
Wednesday, May 4, 2022 – 12:30 p.m.
Virtual Meeting via Zoom**

MINUTES

Committee Members Present: Joseph Campos, Terry Christensen

Committee Members Absent: Clint Didier

BFT Staff: Ed Frost, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Bill Hale, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas

1. Convene Committee Meeting

Chair Joseph Campos convened the meeting at 12:30 p.m.

New Items

2. Building Expansion Project: Staff-Recommended Option – Keith Hall, Director of Planning & Service Development

Mr. Hall presented a staff-recommended option for the expansion of the Operations Building to committee members requesting approval to complete final design, bid documents, and release an invitation to bid (IFB) for a two-story replacement. After discussion by committee members, they asked this item be moved to the Board of Directors meeting Consent Agenda.

3. Fare Free for 18 and Under – Ed Frost, Interim General Manager; Keith Hall, Director of Planning & Service Development

Mr. Frost and Mr. Hall spoke about a memorandum and resolution to establish a Zero Fare for Youth demonstration pass for youth ages 18 and under on all transit services offered by BFT from June 1, 2022, to November 30, 2022. Committee members asked this be placed on the Consent Agenda, also.

4. **Award of the Contract to Replace the HVAC System for the Administration Building Computer Server Room** – Ayodeji Arojo, Director of Transit Operations

Mr. Arojo provided information on the contract to replace the HVAC system in the administration building computer server room to committee members, explaining the bid and award process. Committee members moved this to the Consent Agenda.

5. **Resolution XX-2022 Authorizing the Interim GM to Declare the Vehicle Identified in Exhibit A as Surplus and Dispose of per Resolution 59-2018** – Ayodeji Arojo, Director of Transit Operations

Mr. Arojo reported on Vanpool vehicle #8561, which had been stolen and is now considered totaled. He asked it be declared surplus and disposed of per Resolution 59-2018. Committee members moved this item to the Consent Agenda of the Board meeting.

6. **Informational: Paint Booth** – Ayodeji Arojo, Director of Transit Operations

Mr. Arojo presented information on a self-contained bus and service vehicle paint booth, which is needed because currently only a single vehicle can be repaired at a time, leading to a backlog of buses waiting for body repairs or paint.

7. **Informational: Transit Route Planning/Scheduling, CONNECT Service, and Transit Hubs** – Keith Hall, Director of Planning & Service Development

Mr. Hall shared a presentation and discussion on transit fixed-route planning, microtransit (CONNECT), and transit centers and hubs for committee information.

Standing Items

8. **Notification of Upcoming Bids and Requests for Proposals** – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**

- Procurement Stage – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
- Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

- **May**

- Authorization to Release – Request for Proposals for Scheduling & Runcutting System
- Authorization to Award – Replacement and Upgrade of Heating, Ventilating, and Air Conditioning (HVAC) System for the Computer Server Room
- Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program

- **June**
 - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
 - Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
 - Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
 - Authorize a WSU Student/Faculty/Staff Agreement
- **July**
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
 - Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant
 - Authorization to Release – Invitation for Bids for Grant-Funded Bus Stop and Sidewalk Improvement
 - Authorization to Award – Contract for Scheduling and Runcutting Software System
 - Authorization to Release – Invitation for Bids for Expansion Building Project

9. **Other**

There were no other agenda items.

10. **Next Meeting**

The next BFT Operations & Maintenance Committee meeting will be held at a date and time to be determined.

11. **Adjourn**

Chair Campos adjourned the meeting at 1:40 p.m.



**PLANNING & MARKETING
COMMITTEE MEETING**
Wednesday, May 4, 2022 - 4 p.m.
Virtual Meeting via Zoom

MINUTES

Committee Members Present: Brad Beauchamp, Rocky Mullen, David Sandretto

BFT Staff: Ed Frost, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts

1. Convene Committee Meeting

Chair David Sandretto convened the meeting at 4:02 p.m.

New Items

2. Fare Free for 18 and Under – Ed Frost, Interim General Manager; Keith Hall, Director of Planning & Service Development

Mr. Frost and Mr. Hall spoke about a memorandum and resolution to establish a Zero Fare for Youth demonstration pass for youth ages 18 and under on all transit services offered by BFT from June 1, 2022, to November 30, 2022. Committee members asked this be placed on the Board of Directors meeting Consent Agenda.

3. Release of RFP for Scheduling and Runcutting System – Keith Hall, Director of Planning & Service Development

Mr. Hall shared a memorandum and resolution requesting authorization to release a request for proposals for the selection, implementation, training, and support of a fixed-route scheduling software solution. He also provided a presentation explaining the current manual runcutting process, issues associated with it, and the proposed software solution. Committee members requested this item also be placed on the Consent Agenda.

4. **Extend CBC Student/Faculty/Staff Contract #893 for One Year** – Keith Hall, Director of Planning & Service Development

Mr. Hall provided committee members with information on a contract with Columbia Basin College (CBC) for a comprehensive transportation fixed-route bus ride program which began in the 2011-2012 academic year and is set to end on June 30, 2022. Staff are recommending it be extended through June 30, 2023. The committee members agreed this should be placed on the Board agenda as an Action Item.

5. **Informational: Transit Route Planning/Scheduling, CONNECT Service, and Transit Hubs** – Keith Hall, Director of Planning & Service Development

Mr. Hall shared a presentation and discussion on transit fixed-route planning, microtransit (CONNECT), and transit centers and hubs for committee information.

Standing Items

6. **Notification of Upcoming Bids and Requests for Proposals** – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**

- Procurement Stage – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
- Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

- **May**

- Authorization to Release – Request for Proposals for Scheduling & Runcutting System
- Authorization to Award – Replacement and Upgrade of Heating, Ventilating, and Air Conditioning (HVAC) System for the Computer Server Room
- Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program

- **June**

- Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
- Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
- Authorize a WSU Student/Faculty/Staff Agreement

- **July**

- Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
- Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant
- Authorization to Release – Invitation for Bids for Grant-Funded Bus Stop and Sidewalk Improvement
- Authorization to Award – Contract for Scheduling and Runcutting Software System
- Authorization to Release – Invitation for Bids for Expansion Building Project

7. Other

There were no other agenda items.

8. Next Meeting

The next BFT Planning & Marketing Committee meeting will be held Wednesday, June 1, 2022, at 4 p.m.

9. Adjourn

Chair Sandretto adjourned the meeting at 4:45 p.m.



**ADMINISTRATION & FINANCE
COMMITTEE MEETING
Thursday, May 5, 2022 – 4 p.m.
Virtual Meeting via Zoom**

MINUTES

Committee Members Present: Steve Becken, Richard Bloom

Committee Alternate Present: Shon Small

Committee Member Excused: Will McKay

Legal Counsel: Jeremy Bishop

BFT Staff: Ed Frost, Ayodeji Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Marie Cummins, Keith Hall, Lisa Larson, Jeff Lubeck, Rob Orvis, Rich Starr

1. Convene Committee Meeting

Chair Steve Becken convened the meeting at 4:01 p.m.

New Items

2. Fare Free for 18 and Under – Ed Frost, Interim General Manager; Keith Hall, Director of Planning & Service Development

Mr. Frost and Mr. Hall spoke about a memorandum and resolution to establish a Zero Fare for Youth demonstration pass for youth ages 18 and under on all transit services offered by BFT from June 1, 2022, to November 30, 2022. Committee members asked this be placed on the Consent Agenda.

3. Contract Negotiations Status – Ed Frost, Interim General Manager

Mr. Frost updated committee members on the negotiated collective bargaining agreement with the Maintenance unit. If it is approved by union vote on May 11, it will be presented in Executive Session at the May 12 Board meeting.

4. Q1 Report – Keith Hall, Director of Planning & Service Development, and Marie Cummins, Interim Director of Marketing & Communications

Mr. Hall and Ms. Cummins presented the First Quarter Performance Report, highlighting ridership, boardings and service performance, community partnerships and outreach, social media mentions and

website visits, and progress on goals and initiatives. Committee members requested this be added to the Consent Agenda.

Standing Items

5. Notification of Upcoming Bids and Requests for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement Stage – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
 - Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
 - Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- **May**
 - Authorization to Release – Request for Proposals for Scheduling & Runcutting System
 - Authorization to Award – Replacement and Upgrade of Heating, Ventilating, and Air Conditioning (HVAC) System for the Computer Server Room
 - Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program
- **June**
 - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
 - Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
 - Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
 - Authorize a WSU Student/Faculty/Staff Agreement
- **July**
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
 - Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant
 - Authorization to Release – Invitation for Bids for Grant-Funded Bus Stop and Sidewalk Improvement
 - Authorization to Award – Contract for Scheduling and Runcutting Software System
 - Authorization to Release – Invitation for Bids for Expansion Building Project

6. Sales Tax Report – Jaslyn Campbell, Finance Manager

Finance Manager Jaslyn Campbell presented the BFT Sales Tax Comparison report for 2019 through February of 2022. Sales tax showed a 19.7% increase in February 2022 over February 2021 and is 15.3% over the 2022 budget year to date.

7. Other

There were no other agenda items.

8. Next Meeting

The next BFT Administration & Finance Committee meeting will be held Thursday, June 2, 2022, at 4 p.m.

9. Adjourn

Chair Becken adjourned the meeting at 4:53 p.m.



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, April 14, 2022, at 6 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

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

Clerk of the Board Janet Brett announced that the written public comments submitted on the Ben Franklin Transit website or emailed to the Executive Office had been distributed to Board members in advance of the meeting.

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	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Randy Taylor	Alternate	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Board Alternates: Craig Maloney, Wayne Welle

BFT Staff: Shane Anderson, Ayodeji Arojo, Brandy Arojo, Bill Barlow, Janet Brett, Jaslyn Campbell, Carina Cassel, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Dale Engles, Ed Frost, Keith Hall, Cristina Lebedevskiy, Jeff Lubeck, Tom McCormick, Mindy Miley, Rob Orvis, Janel Ottosen, Lynn Ramos-Braswell, Mike Roberts, Joshua Rosas, Teresa Smith, Solomon Torelli, Wendi Warner

Legal Counsel: Jeremy Bishop

Union Representatives: Austin DePaolo, Russell Shjerven

Guest: Jerry Otto

Interpreters: Ruth Medina, Ynez Vargas

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:	SANDRETTO
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Resolution 17-2022 Recognizing BFT Employee Gloria Boyce’s Years of Service

B. Resolution 18-2022 Recognizing BFT Employee Gerald “Jerry” Otto’s Years of Service

Vice Chair Richard Bloom read the retirement resolutions recognizing General Manager Gloria Boyce and Assistant General Manager Jerry Otto for their years of service. Chair McKay then asked for a motion to approve the two resolutions.

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

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos stated he had no report.

B. Planning & Marketing Committee – Chair David Sandretto reported that the meeting minutes were in the packet, and he would answer any questions raised.

C. Administration & Finance Committee – Acting Chair Richard Bloom reported that this committee moved three items to the Consent Agenda and discussed the Sales Tax Reduction Resolutions, agenda item 9A.

8. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. March 10, 2022, Regular Board Meeting Minutes

B. March 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 March 2022.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
504-22	80882	80882	3/11/2022 602,671.15 Payroll
505-22	80883	80883	3/25/2022 592,428.73 Payroll

Total \$ 1,195,099.88

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 March 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
116-22	80507	80507	3/3/2022 500.00 MDSE
117-22	80508	80560	3/8/2022 161,317.06 MDSE
118-22	2892	2892	3/10/2022 299.50 TRAVEL
119-22	80561	80645	3/15/2022 518,541.80 MDSE
120-22	2893	2894	3/17/2022 759.00 TRAVEL
121-22	80646	80707	3/22/2022 417,506.19 MDSE
122-22	ACH TRANS		3/25/2022 936,494.77 ACH TRANS
123-22	80708	80778	3/29/2022 226,935.23 MDSE
124-22	2895	2897	3/31/2022 445.50 TRAVEL
125-22	80779	80779	3/31/2022 500.00 MDSE
126-22	ACH TRANS		3/31/2022 211,524.80 ACH TRANS
128-22	ACH TRANS		3/31/2022 629,626.96 ACH TRANS

Total \$ 3,104,450.81

- C. Resolution 19-2022: Recommendation to Award the On-Call (Unit Priced) Bus Stop Pad Construction and Amenity Installation Contract to ESF Development, LLC**
- D. Resolution 20-2022 Authorizing the Interim General Manager to Declare Vehicle 8627 as Surplus and Dispose of per Resolution 59-2018**
- E. Resolution 21-2022 Approval of Ben Franklin Transit's Equal Employment Opportunity Program**

- F. **Resolution 22-2022 Approving a Bad Debt Policy and Delegating Authority to the Administrative Services Director to Write Off Certain Uncollectable Receivables**
- G. **Resolution 23-2022 Authorizing the Interim General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014**

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

9. ACTION ITEMS

A. Sales Tax Reduction Resolutions

i. Staff Presentation

Interim General Manager Ed Frost provided an overview of the Move Ahead Washington legislation which was recently signed into law by Governor Inslee. A section in the new law establishes Transit Support Grants, which would benefit BFT by the allocation of approximately \$3.5 million this year and then \$4.6 million for the next 15 years, for a total of approximately \$75 million.

Director of Administrative Services Jeff Lubeck provided a presentation on the Impact of Sales Tax Revenue Reduction, including a BFT timeline, funding profile, financial status history, and the impact of sales tax reduction.

BFT Legal Counsel Jeremy Bishop explained that if the Board passes the resolution that places the sales tax reduction on the ballot and the voters vote in favor it, he believes that that is clearly going to cost BFT the Transit Support Grants. If the Board chose to go with a temporary reduction in the sales tax collected, that would retain our authority while decreasing our collection. He would anticipate that the state would view that as a reduction in BFT’s sales tax authority and would be contrary to the intent of the bill. It would be his advice, if the Board wishes to consider the temporary reduction, to first seek a letter opinion from the attorney general’s office to nail down the effect that decision would have on the Transit Support Grants.

ii. Public Comments

Public comment was given encouraging Board members to maintain the current sales tax rate by residents Kirk Williamson, Ginger Wireman, Cindy O’Neill, Caleb Thomas, Colin Berry, Solomon Torelli, Dale Engles, Frank Cuta, Janice Squires, Vanessa Pruitt, Esteban Ortiz, Jaime Torres, Silvia Estrada, Andy Wellington, Emily Pearce, David Simmons, Francesca Maier, Britteni Holliman, Lisa Inman, Jody Riedinger, Chris Slack, Katherine Torelli, John Mosley, Steve Kelly, Ulises Navarro, Cigdem Capan, Kate Moran, Odalys Gonzalez, and Austin DePaolo.

iii. Resolution 24-2022 Regarding Temporary Reduction of Sales Tax Revenue Collection; and Resolution 25-2022 Regarding Submission of a Proposition to the Voters to Reduce Sales and Use Tax for Public Transportation

After discussion, Board members decided to hold a workshop to discuss ways to improve the efficiency of BFT.

B. Resolution 26-2022 Recommending Prophix for the Award of the Budgeting, Planning, and Reporting Software Contract

Mr. Lubeck presented a memorandum and resolution to award the budgeting, planning, and reporting software contract to Prophix. Vice Chair Bloom made a motion to approve Resolution 26-2022 subject to successful negotiation of the terms and conditions of the contract.

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

The meeting recessed for a five-minute break at 8:42 p.m. and resumed in open session at 8:47 p.m. At this time Vice Chair Bloom made a motion to table indefinitely Resolutions 24-2022 and 25-2022.

MOTION:	BLOOM
SECOND:	CHRISTENSEN
RESULT:	APPROVED; Ayes – 7, Nays - 2

10. DISCUSSION & INFORMATIONAL ITEMS

A. Operations Building Replacement

Mr. Frost stated that the Operations & Maintenance Committee had asked this item be brought back to the agenda for discussion. The Federal Transit Administration (FTA) has provided \$1 million towards this project in 2017. Staff have been told by the FTA and our federal lobbyist that the fact that BFT has not used this funding for this project will be held against us as we apply for future FTA funds. Board members asked staff to bring back a definitive Operations Building replacement recommendation for Board action at the May meeting.

B. General Manager Recruitment Process

Mr. Bishop gave an update on the General Manager recruitment process. Prothman screened and interviewed the initial round of applicants and has the pool reduced to three or four very qualified candidates. A 90-minute session will be scheduled to select finalists to be interviewed, then the interviews will be held during the week of May 1. Chair McKay asked Board members who would willing to take part in the screening and interview process with him. Directors Bloom, Christensen, and Suttle volunteered.

C. Return from Telecommuting

Vice Chair Bloom explained this issue had come up at the APTA Legislative Conference as agencies return to work on site following the end of COVID restrictions. He suggested that an outside consultant make recommendations on how this should be implemented at

BFT after looking at staff and their job functions. This would also impact what the new building should look like, how many workstations are needed, and what jobs can be done remotely. He proposed that the Board direct the Interim General Manager to initiate such a review. Mr. Frost confirmed he would locate a consultant to conduct this survey and make recommendations.

11. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop reported he had no other news.

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 on good news from Vanpool. Ten new vans have been started in the last two weeks, primarily due to Bechtel's return of subsidization of employee travel. Also, the Department of Corrections would like to set up a contract with BFT to assist their employees in getting to Connell and Walla Walla.

No staff members have reported COVID infections in the last month and a half. However, the Transportation Security Administration (TSA) has extended the mask mandate until May 3. We are planning to hold the May BFT Board meeting in person with the option of Zoom.

BFT staff members met with Fair Board members and presented our plan for service at the 2022 Benton Franklin Fair. We also met with the executive director of the Water Follies, Kathy Powell. She has explained she what needs from BFT to make this event successful, and we are putting the final touches on that service plan.

Staff have submitted a bus stops and amenities project for consideration of federal earmarked funds. If funded, this project would benefit both BFT and the cities we serve.

Mr. Frost then asked Board members if they wanted to consider a proposal allowing children 18 and under to ride fare free at their May meeting. If BFT is going to implement this, staff would like to do it early to allow families to save on the cost of the summer youth pass. Board members asked Mr. Bishop to ascertain if we offer free passes to those 18 and under, if that would meet the criteria of 18 and under fare free. After discussion, Board members determined they would like to see a pass system implemented for those 18 and under instead of just allowing them to get on the bus without proof of age and asked that that be incorporated into the proposal.

12. BOARD MEMBER COMMENTS

There were no Board member comments offered.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(b) regarding collective bargaining and would last for 20 minutes. The Board recessed into

Executive Session at 9:31 p.m. and returned to open session at 9:57 p.m. Mr. Bishop announced the executive session had been completed, with no decisions made and no actions to be taken.

14. OTHER

There were no Other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, May 12, 2022, at 6 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 9:58 p.m.

Janet Brett, Clerk of the Board

Date



1000 Columbia Park Trail, Richland, WA 99352
509.735.4131 | 509.735.1800 fax | www.bft.org

Written public comments submitted online in the order in which they were received:

March 28, 2022, 10:54 a.m.

I Want To...: Submit my Public Comments online First Name: ulises Last Name: navarro City or County: City of Richland Email Address: uynavarros@gmail.com Phone Number: 5098707571
Public Comments:: Demanda de servicio público, mejora de la infraestructura, investment para el futuro, aproximación con el ciudadano.
Meeting Date: April 14, 2022 Regular Board of Directors Meeting

Translation into English:

Translation in English: **Demand for public service, improvement of infrastructure, investment for the future, proximity with citizens.**

(Note from our translator, Imelda Collop in Planning & Service Development: The last portion underlined could mean a variety of things, but I would need a little more context.)

April 7, 2022, 4:48 p.m.

I Want To...: Submit my Public Comments online First Name: Lisa Last Name: Shelton City or County: City of West Richland Email Address: ldshelton1962@charter.net Phone Number: 5099673676
Public Comments:: I have been a regular transit user since BFT'S inception. Transit is a vital necessity for our area. Any reduction in revenue that leads to service cuts is wrong during this period of high gas prices.
Meeting Date: N/A

April 7, 2022, 9:13 p.m.

I Want To...: Submit my Public Comments online First Name: John Last Name: Mosley City or County: City of Kennewick Email Address: mslejohn@gmail.com Phone Number: 5098451391
Public Comments:: Many citizens rely on public transportation. Without it simple day to day activity's that many of us take for granted would be impossible or too expensive. BFT is vital for our community. it's cheap.
Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 8, 2022, 6:20 a.m.

I Want To...: Submit my Public Comments online First Name: Andrea Last Name: N/A City or County: Benton County Email Address: lilbitbroken@gmail.com Phone Number: 5093780992
Public Comments:: BFT is an vital part of the Tri-Cities area, and serves a populace without many other options. Shame on this board for even considering this travesty which will be so detrimental to so many!
Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 10, 2022, 4:11 p.m.

I Want To...: Submit my Public Comments online First Name: Kathryn Last Name: Armstrong City or County: City of Kennewick Email Address: kathryn.armstrongrn@gmail.com Phone Number: 5099470643 Public Comments:: The services provided by BFT have been and continue to be invaluable to this community. My mother relocated here from TX when she no longer could see to drive- the BFT gave her independence
Meeting Date: N/A

April 10, 2022, 4:20 p.m.

I Want To...: Submit my Public Comments online First Name: George Last Name: Armstrong City or County: City of Kennewick Email Address: g.armstrongrsm46@gmail.com Phone Number: 5099470644 Public Comments:: Do not cut funding to BFT the services provided to folks in this community are incredible
Meeting Date: N/A

April 10, 2022, 8:16 p.m.

I Want To...: Submit my Public Comments online First Name: Debbie Last Name: Mensinger City or County: City of Pasco Email Address: dmensinger2440@charter.net Phone Number: 5094387146 Public Comments:: I am a frequent user of Dial-A-Ride due to medical issues. Having that service with the CURRENT SCHEDULE has made a huge positive difference for me both physically and mentally. Allow voters decide!!!
Meeting Date: N/A

April 10, 2022, 8:22 p.m.

I Want To...: Submit my Public Comments online First Name: Debbie Last Name: Mensinger City or County: City of Pasco Email Address: dmensinger2440@chsrtter.net Phone Number: 5094387146 Public Comments:: DO NOT divert needed funds from BFT to fund mental health & drug abuse treatmnt. Ask the voters if they would approve a small increase in sales tax to fund them. Clint D. DOES NOT represent my views.!
Meeting Date: N/A

April 11, 2022, 2:43 p.m.

I Want To...: Submit my Public Comments online First Name: Ray Last Name: Ruddles City or County: City of Pasco Email Address: wuray007@gmail.com Phone Number: 5098510784 Public Comments:: I hear that some of the funding for Dial-A-Ride may be endangered or losing funds because of other county needs. Now I need Dial-A-Ride more than ever. Thanks for the new drivers They are great too.
Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 11, 2022, 6:37 p.m.

I Want To...: Submit my Public Comments online First Name: Audrey Last Name: Huff City or County: City of Kennewick Email Address: 21.audrey.huff@gmail.com Phone Number: 5099198706 Public Comments:: Please maintain transit funds. You should not do anything that

will cost our community jobs and will hugely limit people's access to public transit, especially poor people + those with mental illness.

Meeting Date: N/A

April 11, 2022, 7:24 p.m.

I Want To...: Submit my Public Comments online First Name: Laila Last Name: Krowiak City or County: City of Benton City Email Address: lailaheather@hotmail.com Phone Number: 5095549828 Public Comments:: As our region continues to lead growth in the state, our population ages, an estimated 1/3 of residents can't drive, and we fail ozone pollution level, BFT cannot afford to reduce transit services.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 11, 2022, 8:21 p.m.

I Want To...: Submit my Public Comments online First Name: Eileen Last Name: Harbertson City or County: City of Richland Email Address: sweeneyeileen@yahoo.com Phone Number: 5097861232 Public Comments:: Please maintain transit funding or increase it! I love bft and rode 170 & 26 daily for the first year I lived in Wa. The drivers and service are amazing- it's a jewel to be polished not cut.

Meeting Date: N/A

April 11, 2022, 9:52 p.m.

I Want To...: Submit my Public Comments online First Name: Robin Last Name: Wojtanik City or County: City of Richland Email Address: robin36@gmail.com Phone Number: 2062009097 Public Comments:: Do not cut funding in any way. My youngest uses the service to ride to school and my older children use it to travel to internships and extra curricular activities. Our community needs this as is.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 11, 2022, 9:55 p.m.

I Want To...: Submit my Public Comments online First Name: Mark Last Name: Bunch City or County: City of Richland Email Address: mark.bunch@gmail.com Phone Number: 2065508586 Public Comments:: A civilized society pays for common welfare services like transportation. I am in favor of expanding, not cutting our taxes to spend on community-accessible transportation options.

Meeting Date: N/A

April 12, 7:27 a.m.

I Want To...: Submit my Public Comments online First Name: Maricela Last Name: Sanchez City or County: City of Prosser Email Address: maricela.sgr@gmail.com Phone Number: 9174766999 Public Comments:: Our local bus system is a lifeline for our community. As the region continues to grow in population, bus services should improve with lines running more frequently. Cutting services is short sighted.

Meeting Date: N/A

April 12, 2022, 8:39 a.m.

I Want To...: Submit my Public Comments online First Name: Judith Last Name: Loomis City or County: City of Richland Email Address: jmillerloomis@outlook.com Phone Number: 509-946-0473 Public Comments:: I don't use the buses now but hope to have them available for me when I can't drive anymore, or when I realize driving my car everywhere is too wasteful.

Meeting Date: N/A

April 12, 2022, 4:07 p.m.

I Want To...: Submit my Public Comments online First Name: Harry Last Name: Hobckelberg City or County: City of Kennewick Email Address: Hhh@HOTMAIL.COM Phone Number: 509-000-1234 Public Comments:: I'm for them leaving it alone. New businesses to the area look 1st at levels of transportation. A decrease not only degrades services to our community but also limits the potential for new business.

Meeting Date: N/A

April 13, 2022, 2:40 p.m.

I Want To...: Submit my Public Comments online First Name: Lupe Last Name: Mares City or County: City of Richland Email Address: lupem@cisbf.org Phone Number: 5092120545 Public Comments:: Communities In Schools provides wrap-around services for K-12 students who have barriers impacting learning. Lack of access to transportation is a major barrier, please support free fare for students.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 8:32 a.m.

I Want To...: Submit my Public Comments online First Name: Doniella Last Name: Guthrie City or County: City of Pasco Email Address: danig803@gmail.com Phone Number: 5094386137 Public Comments:: A strong, thriving comm. needs a strong Transit system. Please vote NO to reduce tax for our transit. We need the \$75 million of grants offered by the State, to continue to support our comm. growth.

Meeting Date: N/A

April 14, 2022, 11:47 a.m.

I Want To...: Submit my Public Comments online First Name: Justin Last Name: Raffa City or County: City of Richland Email Address: info@justinraffa.com Phone Number: 509-308-5395 Public Comments:: Dear BFT Board,

I respect your concern for the tax burden on residents. However, I urge you not to change the current rate that would only save taxpayers \$20/year while harming essential services.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 12:29 p.m.

I Want To...: Submit my Public Comments online First Name: Cigdem Last Name: Capan City or County: City of Richland Email Address: capancigdem@gmail.com Phone Number: 509-578-6220 Public Comments:: The proposal is ill-conceived and will have a negative impact on WSU

students. It makes no sense to cut services when there is clearly unfulfilled demand for more flexible and frequent bus services.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 1:27 p.m.

I Want To...: Submit my Public Comments online First Name: Christopher Last Name: Murray City or County: Benton County Email Address: chrismurray92@gmail.com Phone Number: 5099467217 Public Comments:: I do not agree with the move to reduce the transit sales tax. The people who rely on BFT are the most vulnerable in our community. A disabled friend of mine uses BFT to get to the doctor and church.

Meeting Date: N/A

April 14, 2022, 1:29 p.m.

I Want To...: Submit my Public Comments online First Name: Carla Last Name: Chiotti City or County: City of Richland Email Address: cchiotti@gmail.com Phone Number: 5099467217 Public Comments:: I do not agree with reducing the transit tax. I have friends who rely on buses to go to work, appointments, and church. With the growth of the Tri-Cities we need more bus routes, not less.

Meeting Date: N/A

April 14, 2022, 4:17 p.m.

I Want To...: Submit my Public Comments online First Name: Jacob Last Name: Gonzalez City or County: Franklin County Email Address: jacobg02@gmail.com Phone Number: 206-790-6313 Public Comments:: I encourage the Commissioners to evaluate the implications of reduced funding and services on our community members and businesses. No cost/benefit study has been conducted, and impacts are unknown.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 4:56 p.m.

I am writing today in support of our transit system in the Tri-Cities, specifically Richland. I have been using Benton Franklin Transit for 25 years. I have relied on it many times to get me safely to the places that I need to go. The people in our community rely on our transit system to get to work, school and appointments. Over the years I have seen what a detriment a decrease in funding has been to the system. It has meant shifted routes and longer wait times. I think a decrease now would compound these problems. I am against a reduction of .1%. I am against any reduction that would affect our transit system. The amount that comes from a local tax payer like myself, about \$1.66 a month or \$20 a year, is an insignificant amount when compared to the services that it provides to transit users, and I happily pay that amount to help support our community and the members that are most in need of transportation.

This comment can be shared with the board or read aloud publicly at the meeting.

Thank you,
Alana Henifin

April 14, 2022, 4:59 p.m.

I Want To...: Submit my Public Comments online First Name: Phyllis Last Name: Baxter City or County: City of Richland Email Address: phyllisabaxter@gmail.com Phone Number: 5092055848 Public Comments:: I am strongly in favor of voter-approved tax support for Benton Franklin transit. Quality public transportation is key to a healthy community for ALL residents.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 5:13 p.m.

I Want To...: Submit my Public Comments online First Name: Rob Last Name: Hintz City or County: City of Pasco Email Address: rhintz68@gmail.com Phone Number: 5099471621 Public Comments:: I believe the Transit board should NOT choose either option to reduce sales tax authority. This threatens a vital service and jobs in the community. This would be cutting off your nose to spite face.

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 14, 2022, 7:08 p.m.

I Want To...: Submit my Public Comments online First Name: Lynda Last Name: Pearce City or County: City of Prosser Email Address: zeegrace@hotmail.com Phone Number: 4063600805 Public Comments:: I want the Board to continue funding the BFT. Buses are not only the most economicly and environmentally sound forms of transportation, but they provide a vital service to our most vulnerable citizens Meeting Date: May 12, 2022 Regular Board of Directors Meeting

April 14, 2022, 11:40 p.m.

I Want To...: Submit my Public Comments online First Name: TaShalla Last Name: N/A City or County: City of Kennewick Email Address: tashallajackson@gmail.com Phone Number: 5097926458 Public Comments:: It is commendable that the board wants to find ways to fund mental health initiatives, however, Benton Franklin transit services is not the entity to cut funding from to do so. Ask the community!

Meeting Date: April 14, 2022 Regular Board of Directors Meeting

April 16, 2022, 8:04 a.m.

I Want To...: Submit my Public Comments online First Name: Keith Last Name: Vendramin City or County: City of Richland Email Address: vendraminkeith@gmail.com Phone Number: 509-627-9067 Public Comments:: I am a retired Senior pass holder. I depend on the bus for my independence. I Ask you to vote no to reduce the transit tax. I appreciate all the drivers, the current schedule works well for me. Thanks Meeting Date: N/A

April 17, 2022, 3:17 p.m.

I Want To...: Submit my Public Comments online First Name: Tracy Last Name: Coleman City or County: City of Richland Email Address: tracystringer@gmail.com Phone Number: 2097658840 Public Comments:: Please do not cut any funding for the bus. Our children use it for

transportation to school. We value the service greatly. And it would be a shame to see any funding cuts.

Meeting Date: N/A

April 17, 3:18 p.m.

I Want To...: Submit my Public Comments online First Name: Nicholas Last Name: Coleman City or County: City of Richland Email Address: nicholas.coleman81@hotmail.com Phone Number: 2534683716 Public Comments:: Please do not cut any funding for the bus. Our children use it for transportation to school. We value the service greatly. And it would be a shame to see any funding cuts.

Meeting Date: N/A



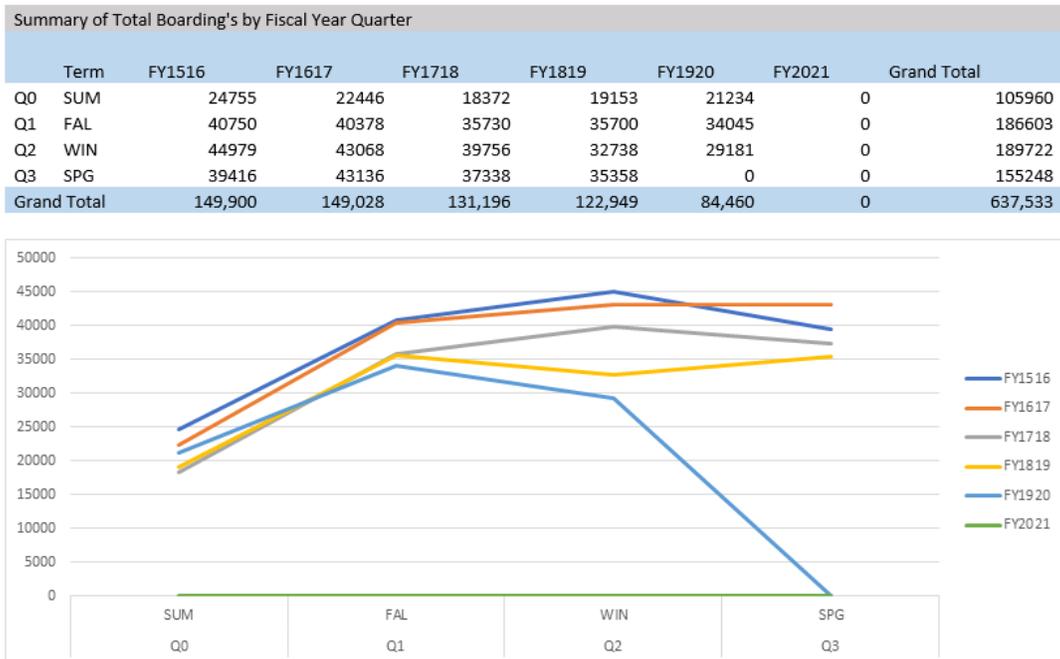
April 11, 2022

Board of Directors
 Ben Franklin Transit
 1000 Columbia Park Trail
 Richland, WA 99532-4798

Ben Franklin Transit Board of Directors:

I am writing on behalf of our students and employees who rely on the Ben Franklin Transit (BFT) system, to affirm the vital impact of BFT's much-needed services on the Columbia Basin College (CBC) community.

Many of our students rely exclusively on the transit system for their ability to get to campus in order to pursue their education. Below is BFT data on the number of boardings our students made during pre-pandemic operations, with an average of well over 100,000 boardings per academic year. Community colleges have long served as the bridge to the American dream, and these numbers show just how crucial BFT's services are in getting people across that bridge.



We have seen enrollment decline across the country at community colleges during the pandemic, as colleges (including CBC) were forced to deliver instruction online. As we've seen our campuses come back to life, we know the in-person classroom experience is crucial for many of our students. These experiences would be impossible without BFT delivering students to our doors.



Affordable access to education reliably improves outcomes for communities as a whole. BFT connects people to CBC and many other public institutions, and therefore plays an irreplaceable role in the overall economic growth of our region. I encourage you to champion continued local investment in public transit, and to ensure our community is properly positioned to benefit from recently-passed state legislation aimed at expanding safe, accessible and affordable transportation options. As our community grows and our institution alongside it, our need for a reliable public transportation system in the Tri-Cities is only going to increase.

Sincerely,

A handwritten signature in black ink that reads "Rebekah Woods". The signature is written in a cursive style.

Rebekah Woods, Ph.D., J.D.,
President, Columbia Basin College
2600 N 20th Ave.
Pasco, WA 99301

April 12, 2022

Ben Franklin Transit
Board of Directors

Re: Decreasing transit funding

Dear BFT Board and members of the public:

It has come to my attention that some Franklin County Commissioners want to cut Ben Franklin Transit (BFT) funding to fund a mental health facility or other projects. Here is why that is a bad idea.

If Chronolet Mental Health Center in Richland is not sufficient for short term mental health stays, then I agree, we might need a larger facility serving the bi-county area. This would serve patients suffering from bipolar, psychosis, depression and other normal mental health issues. It would probably help the police out as well.

If you wish to create a mental health facility for homeless drug users, that is whole different ballgame which I won't go into here except to say treatment can last 2-3 years minimum. See the 2 documentaries called "Seattle is Dying" on YouTube and they will explain why states (not cities or counties) need a long term drug-related mental care solution.

Regarding using BFT funds to fund your projects,

Having worked at Ben Franklin Transit (BFT) for 12 years, I can assure you they need all the money they can get. When I was there, the paltry budget was approximately \$40m each year with 280 employees. (Franklin County, in contrast, has about the same number of employees with \$166 million per year and according to internet Benton County's budget is \$361 million).

At BFT, \$25m was for operating and \$15m was capital. We financed the transit by going out to the public for 3/10 of 1 percent initially which later was raised to 6/10 of 1 percent. *Most like sized transits are at 9/10 of 1 percent sales tax* because transit is an expensive business. In that sense, BFT has been financially managed exceptionally well thanks to Tim Fredrickson and Ed Frost.

Transit fixed route exists in small towns like ours because of Dial A Ride (DAR) which serves the elderly and disabled. Back in 1982, when the transit started, there was a huge need for transportation for senior citizens, the disabled, and teenagers.

Because of the DAR need (senior citizens and disabled), by law you need a fixed route. The law says if you have DAR (small buses), then you must have fixed route (big buses) and DAR buses must operate within a ¼ mile corridor of the fixed route. So the two go hand in hand. If you have DAR, you have to have fixed route, and yes they will be empty some of the time.

The costs of operating both fixed route and DAR are high, ie, a large bus (diesel run Gilligs) used to cost \$300,000 apiece in 2015 and the DAR vehicles were about \$90,000 apiece. Not to mention the price of gas. Today the costs are higher. During my tenure, at one point we had nearly 600 vehicles in revenue service (65 big bus, 100 DAR vehicles, and the rest vanpool/rideshare).

The shelf life of a Gillig diesel is 12 years but our big buses were running 24 years because we could not afford to buy new ones. Thanks to our Maintenance Director and team, we maintained our buses and got a deal here and there.

In 2015, all employees had wages and benefits. I have been told since I left the agency, many of the employees who left were replaced by temporary employees *who had no benefits*. If that is true, then BFT would be flush with cash (which has never been the norm and should not be expected going forward).

You may ask, how did we afford the new building? That was an ARRA grant in 2010 which gave us \$5-6M free money, money all agencies could apply for including Benton and Franklin counties and the cities if your project was shovel-ready. We outgrew that building the day we moved in, by the way.

In 2010, we suffered a recession due to the mortgage default swap debacle and each department at BFT reduced their staff / budget by 5-10%. The US has recessions about every 7 years on average and the next one is hitting right now. Today's news said inflation is at 8.5%. I can't imagine impacts to transit if you take revenue from them.

Ever since I can remember, the Washington Policy Center has written screeds excoriating BFT, trying to sever the meager financial support BFT gets. And you know, it's really disingenuous at this point because either they are preying on new county commission members who are still on the learning curve or someone is cherry picking data out of a hat which has no basis in reality. You need boots on the ground to understand the transit finances and they aren't here and we are.

In sum, given inflation, the cost of buses and transit generally will go up, not down Therefore, I recommend that we, at a minimum, maintain the 6/10 of 1 percent sales tax for transit and *be open to increasing it*. We've never looked to your budget to enhance our coffers; so please don't do it to ours.

Respectfully,

Debra Hughes
Former Executive at BFT



BIKE TRI-CITIES
P.O. Box 4634
Pasco, WA 99302
www.BikeTriCities.org
BikeTheTri@gmail.com

April 14, 2022

Dear Ben Franklin Transit Board of Directors,

Bike Tri-Cities is a bicycling advocacy organization for the greater Tri-Cities metropolitan area. Bike Tri-Cities envisions bicycling as an integral and accessible part of our multi-modal transportation network, which includes the Ben Franklin Transit system.

You are proposing to reduce the publicly voted sales tax revenue that funds Ben Franklin Transit. We are writing to express our opinion that BFT is an essential service within the greater Bi-County area, and we support continuing adequate financing to keep it a viable resource for our communities. Any short-term excess budget funds should be put to work modernizing the system and creating more convenient routes for the long term needs of our citizens. We urge that you continue to provide funding at levels that will create and maintain a reliable transit system to meet our changing future needs.

Sincerely,

Hector Cruz
Board President
Bike Tri-Cities



1000 Columbia Park Trail, Richland, WA 99352
 509.735.4131 | 509.735.1800 fax | www.bft.org

Thursday, May 12, 2022

To: Ben Franklin Board of Directors

From: Jeff Lubeck, Financial Services Director *Jeff Lubeck*

May 5, 2022

RE: Vouchers for April 2022

April 2022 vouchers totaled \$4,253,561.61. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 442,631.94
NW ADMIN TRANSFER	Insurance	\$ 386,633.40
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 332,702.26
TCF ARCHITECTURE PLLC	Contracted Services	\$ 279,877.69
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 234,367.15
DEPT LABOR & INDUSTRIES	Payroll Taxes	\$ 197,840.30
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 168,336.85
STATE OF WASHINGTON	Insurance	\$ 132,427.73
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 80,348.04
TRAPEZE SOFTWARE GROUP INC	Computer Software	\$ 55,081.94
ALLIANT INSURANCE SERVICES INC	Contracted Services	\$ 44,100.00
US BANKCARD	Travel/Merchandise	\$ 36,824.54
EMPLOYMENT SECURITY DEPARTMENT	Payroll Taxes	\$ 32,463.45
GILLIG	Vehicle Parts	\$ 32,355.45
WEX BANK	Fuel	\$ 28,184.28
BENTON-FRANKLIN COUNCIL	Membership	\$ 26,108.00
GOVERNMENT JOBS.COM INC	Subscription	\$ 23,289.53
CITY OF RICHLAND	Utilities	\$ 23,242.55
FOUR NINES TECHNOLOGIES	Contracted Services	\$ 22,352.50
SUMMIT LAW GROUP	Legal Services	\$ 20,558.60
KPFF INC	Contracted Services	\$ 18,432.48
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 17,871.22
TEAMSTERS UNION	Payroll Deductions	\$ 16,325.65
BRIDGESTONE AMERICAS	Tire Lease	\$ 14,676.97
FGL LLC	Property Lease	\$ 14,492.33
AARON C GRIMM	Contracted Services	\$ 13,380.00
GARDA	Armored Car Service	\$ 12,012.09
RC CONSTRUCTION SERVICES	Contracted Services	\$ 11,649.42
CUMMINS INC	Vehicle Parts	\$ 10,562.61
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 10,540.53
VERIZON	Wireless Services	\$ 10,380.90
DURASHINE	Janitorial Maintenance	\$ 10,125.00
Total Significant Vendors		\$ 2,760,175.40
Payroll Total		\$ 1,264,493.24
Total Non-Significant Vendors		\$ 228,892.97
GRAND TOTAL		\$ 4,253,561.61

**BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER 127-22

CHECK NUMBERS 80780 to 80810

DATE 04/05/2022

PURPOSE AP APR22A VOUCHERS AMOUNT \$312,176.62

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



Apr 13, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 129-22

CHECK NUMBERS 80811 to 80867

DATE 04/12/2022

PURPOSE AP APR22B VOUCHERS AMOUNT \$416,727.94

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



May 2, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 130-22

CHECK NUMBERS 80868 to 80868

DATE 04/13/2022

PURPOSE AP APR22C VOUCHERS AMOUNT \$450.00

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



May 2, 2022

AUDITOR

DATE

**BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER: 132-22

ACH WIRE TRANSFERS

DATE: 04/25/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$332,702.26
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,330.49
HRA VEBA TRUST	\$5,400.00
INTERNAL REVENUE SERVICE	\$225,661.11
INTERNAL REVENUE SERVICE TPSP	\$6,329.81
N.W. ADMIN. TRANSFER	\$386,633.40
US BANK CORPORATE PAYMENT SYSTEMS	\$36,824.54
WASHINGTON STATE SUPPORT	\$3,563.26
	\$1,000,621.94

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



May 2, 2022

AUDITOR

DATE

T:\USER\Accounting\Accounts Payable\AP\WARREGACH

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 133-22

CHECK NUMBERS 80944 to 81013

DATE 04/26/2022

PURPOSE AP APR22E VOUCHERS AMOUNT \$688,164.70

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



May 2, 2022

AUDITOR

DATE

**BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER 134-22

CHECK NUMBERS 2898 to 2898

DATE 4/28/2022

PURPOSE AP APR22F TRAVEL AMOUNT \$146.00

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



May 2, 2022

AUDITOR

DATE

**BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER: 135-22

ACH WIRE TRANSFERS

DATE: 04/30/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,380.49
INTERNAL REVENUE SERVICE	\$210,641.02
STATE OF WASHINGTON-EXCISE TAX	\$2,123.87
WASHINGTON STATE SUPPORT	\$3,517.10
WEX BANK	\$4,942.56
	\$224,782.11

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



AUDITOR

May 2, 2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 506-22

CHECK NUMBERS	80884-80886	\$ 8,547.89
ACH TRANSFER		\$ 646,211.40

PAYROLL DATE APRIL 08, 2022

PURPOSE: PPE 04/02/2022 AMOUNT: \$654,759.29

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims.”



AUDITOR

5/5/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 507-22

CHECK NUMBERS	80887-80889	\$ 3,226.73
ACH TRANSFER		\$ 606,507.22

PAYROLL DATE APRIL 22, 2022

PURPOSE: PPE 04/16/2022 AMOUNT: \$609,733.95

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and certify said claims."



AUDITOR

4/20/2022

DATE

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 April 2022.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
506-22	80884	80886	4/8/2022	654,759.29 Payroll
507-22	80887	80889	4/22/2022	609,733.95 Payroll

Total \$ 1,264,493.24

AUTHORITY MEMBER
5/12/2022

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 April 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
127-22	80780	80810	4/5/2022	312,176.62	MDSE
129-22	80811	80867	4/12/2022	416,727.94	MDSE
130-22	80868	80868	4/13/2022	450.00	MDSE
131-22	80869	80943	4/20/2022	337,999.06	MDSE
132-22	ACH TRANS		4/25/2022	1,000,621.94	ACH TRANS
133-22	80944	81013	4/26/2022	696,164.70	MDSE
134-22	2898	2898	4/28/2022	146.00	TRAVEL
135-22	ACH TRANS		4/30/2022	224,782.11	ACH TRANS

Total \$ 2,989,068.37

AUTHORITY MEMBER
 5/12/2022

April 2022 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members May 6, 2022.

ACTION: As of this date, May 12, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
506-22	80884 80886	4/8/2022	654,759.29 Payroll
507-22	80887 80889	4/22/2022	609,733.95 Payroll
Total			\$ 1,264,493.24

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
127-22	80780 80810	4/5/2022	312,176.62 MDSE
129-22	80811 80867	4/12/2022	416,727.94 MDSE
130-22	80868 80868	4/13/2022	450.00 MDSE
131-22	80869 80943	4/20/2022	337,999.06 MDSE
132-22	ACH TRANS	4/25/2022	1,000,621.94 ACH TRANS
133-22	80944 81013	4/26/2022	696,164.70 MDSE
134-22	2898 2898	4/28/2022	146.00 TRAVEL
135-22	ACH TRANS	4/30/2022	224,782.11 ACH TRANS
Total			\$ 2,989,068.37

Check Register Nos. 506-22 to 507-22 and 127-22 and 129-22 to 135-22 in the total amount of \$ 4,253,561.61

The motion was seconded by _____

and approved by a unanimous vote.

Memorandum

Date: May 12, 2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director of Planning and Service Development

Re: Building Expansion Project: Staff-Recommended Option

Background

At the January 13, 2022, regular Board meeting, Ben Franklin Transit (BFT) staff presented to the Board of Directors a design for a replacement of the existing Operations Building. The design concept included a three-story building with a second-floor connection to the existing Administration Building to provide an integrated building for staff in both Administration and Operations.

A special Board workshop was held on February 4, 2022, to discuss the details of the proposed design and estimated costs of the building. Staff revised the January presentation to remove the third floor executive suite. Also included in this discussion were alternative delivery methods, such as a design-build approach, building design options, and evaluation of cost and design value methods. At the conclusion of that meeting, the Board of Directors requested further consideration of three initial options, and the Board chair agreed to consider an additional two-story option, creating a total of four options for review.

Resolutions for all four options were presented at the March 10, 2022, Board meeting but there was no consensus on any one option and the discussion was tabled. Further discussion took place at the April 14, 2022, Board meeting.

Origin of the Three-Story Building

BFT had originally been working on a two-story replacement for the existing Operations Building beginning in 2019. The design concept for the three-story building originated at that time when the Benton Franklin Council of Governments (BFCOG) was seeking approximately 4,000 square feet of leased space and inquired whether BFT had spare space available. Both entities recognized that colocation could offer benefits in shared resources, such as BFT's boardroom, and the opportunity for closer collaboration among transportation planning staff. BFT and BFCOG briefly considered joint lease space, but the property BFT eventually leased was not large enough or configured properly for BFCOG use. It was at that time that BFT considered a three-story building option, recognizing that BFCOG's lease would be expiring just before BFT completed the replacement Operations Building.

Although no further discussion regarding the co-location of BFT and BFCOG has taken place since those initial discussions, the replacement Operations Building was never scaled back to the original two-story concept. The existing building design for the first two floors of the building would fully accommodate all long-term needs of BFT's Operations Department for the life of the building. The existing Administration Building can accommodate the short-term needs of the Executive Office, Human Resources, Finance, Information Technology, and Vanpool.

Accommodating Space at BFT's New Transit Hubs

As space needs grow, BFT could remove Vanpool from the existing Administration Building. BFT has reserved space for a 2,000-square-foot building at the Queensgate Transit Hub that was intended to accommodate leased retail space where sales of bus passes would occur by a third party vendor. The Vanpool office could occupy half of the planned building space, leaving the remaining 1,000 square feet as leased retail space. Design and construction of this building was intended as a later addition and has not been included in the design and permitting for the Queensgate Transit Hub.

BFT's more recent acquisition of the Downtown Pasco Transit Hub property included a former bank building that consists of a large open lobby, a single office, a large breakroom, and a partially finished basement. An initial inspection suggests that the 3,500-square-foot building (main floor) is in better condition than expected. BFT has initiated inspections of mechanical, electrical, and plumbing systems, but the structure of the building appears to be in very good condition. The basement level is not ADA-accessible but could serve as file and equipment storage for the departments occupying the building. The main floor, once remodeled and upgraded to ADA requirements, may provide a suitable space for Planning, Marketing, a public meeting room/large conference room, and a small customer service window for bus pass sales and information upon completion of the transit hub. The basement level could be used in its present condition for a range of file and equipment storage needs; Marketing, in particular, has a significant amount of large and bulky equipment used for events, while Planning maintains a large volume of legacy printed design and project files.

Staff Recommended Option

Staff recommends that the BFT Board of Directors select the two-story option (Option 3 as presented on March 10, 2022) as the preferred option. This would allow all BFT's operating functions to occur on site at the Maintenance, Operations, and Administration (MOA) campus, reduce the size of BFT's current leased space, and leave only certain administrative functions in off-site offices.

Option 3: Replace the Existing Operations Building with a New Two-Story Building

- \$467 per square foot for a total of \$8.5 million, excluding design and construction management fees, interior furnishings, and information technology. Estimated \$11 million including design, environmental, construction, construction management, and furnishings.
- ELIMINATE (ORIGINALLY IDENTIFIED FOR WEST PASCO TRANSIT HUB): Retain 50% existing lease (\$125,000 annually) pending construction of secondary building(s)
- ADD: Remodel newly-acquired bank building at the Downtown Pasco Transit Hub to accommodate administrative office overflow (Planning and Marketing). Cost TBD.
- REDUCE: Estimated 5-year timeline for secondary building construction (e.g., \$750,000 5-year lease cost, **reduced to existing/original lease term**)
- Operations functions are addressed, but Administration will function with some challenges due to split locations

Note: Base costs presented are for construction only and exclude land acquisition, design, demolition, site preparation, and interior furnishings/technology to be consistent with industry-reported cost comparisons.

Funding

Budgeted: Yes, included in approved Capital Improvement Program (CIP # FAC0017)
Budget Source: Federal and Local
Funding Source: FTA and Local

Recommendation

Approve the staff-recommended option (Option 3) for a two-story Operations Building with a reduced base cost of \$8.5 million and a total estimated project cost of \$11 million.

Authorize the Interim General Manager to continue the design and bid process under a traditional design-bid-build delivery method due to state oversight requirements of alternative delivery methods and the substantially complete design.

Authorize the Interim General Manager to engage TCF Architecture to modify the existing three-story building design to the recommended two-story building design at a task order cost not to exceed \$330,000 based on the existing design of the first two floors of the three-story building design.

Authorize the Interim General Manager or subsequent General Manager to release an invitation to bid (IFB) for the two-story building design using final specifications prepared by TCF Architecture. The BFT Board of Directors will consider whether to award the construction contract based on the low bid price at the August 11, 2022, regular Board meeting.

Forwarded as presented:

Edwin G. Frost, Interim General Manager



**BEN FRANKLIN TRANSIT
RESOLUTION 31-2022**

A RESOLUTION TO AUTHORIZE THE INTERIM GENERAL MANAGER AND THE FUTURE GENERAL MANAGER TO COMPLETE FINAL DESIGN, BID DOCUMENTS, AND RELEASE AN INVITATION TO BID (IFB) FOR A TWO-STORY REPLACEMENT OPERATIONS BUILDING

WHEREAS, The Ben Franklin Transit Board of Directors (BFT Board) has found that the existing Operations Building has reached the end of its useful life; and

WHEREAS, The BFT Board has determined that a two-story replacement building based on the design of the first two floors of the proposed three-story building best meets existing and long-term needs of BFT; and

WHEREAS, The BFT Board will evaluate construction costs based on bids received from contractors based on a revised building design.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The Interim General Manager and the future General Manager shall enter into a new Task Order in an amount not to exceed \$330,000 with TCF Architecture to complete final design and bid documents for a two-story replacement Operations Building based on the design of the first two floors of the proposed three-story building; release an invitation to bid (IFB) for construction of the replacement Operations Building; and bring bid results for the replacement Operations Building to the BFT Board at a future meeting of the Board of Directors.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

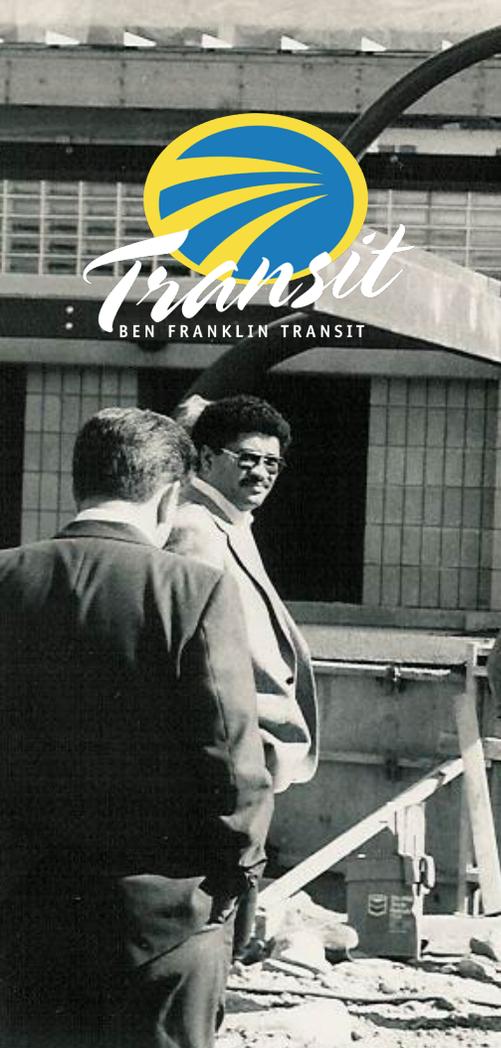
ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Operations Building Replacement

→ BEN FRANKLIN TRANSIT

Operations Building Replacement Project

Existing Building



BFT's Original Office Building

- 1982** - Completed, housed Operations and Administration
- 2010** - Operations use only when new Administration Building completed
- 2011** - Major Water and Mold Damage Repaired
- 2014** - Building Condition and Energy Audit completed; identified need for insulation, waterproofing, and new roof and windows
- 2017** - FTA grant application (discretionary awarded in 2018, 2020 obligation required)
- 2019** - Second building assessment conducted; identified existing problems and functional obsolescence of building; determined replacement as cost-effective option
 - NEPA documentation and 5% design submitted to FTA
- 2020** - FTA program delay (including Section 106 consultation) due to COVID pandemic
 - Leased office space due to space constraints, construction preparation
- 2021** - FTA approved the Operations Building Replacement Project for Federal Funding
 - 75% design completed
- 2022** - 100% design to be completed
 - Bid process
 - Demolition and construction to begin
- 2024** - Project completed (first quarter)

Operations Building Replacement Project

Four Options

Three requested by the Board of Directors and one board-approved addition (#3, 2-story option) for consideration

STAFF RECOMMENDATION

~~(1) Renovate Existing Building~~

- Prior renovations have incorporated “cost saving” measures that have led to current problems (doors, windows, and roof were not replaced/repaired).
- Further deterioration requires replacement of outer walls (in part, due to leak-related deterioration).
- A significant renovation triggers ADA requirements for pre-ADA building (corridor widths, bathroom sizes, etc.). Requires a significant interior redesign and reconfiguration.

~~(2) Replace Existing with New Single-Floor Building~~

- Similar to first floor of proposed building (less stairs/elevator).

(3) Replace Existing with New Two-Story Building

- Similar to first two floors of proposed building (less skybridge, commons area converted to office space).

~~(4) Replace Existing with New Three-Story Building~~

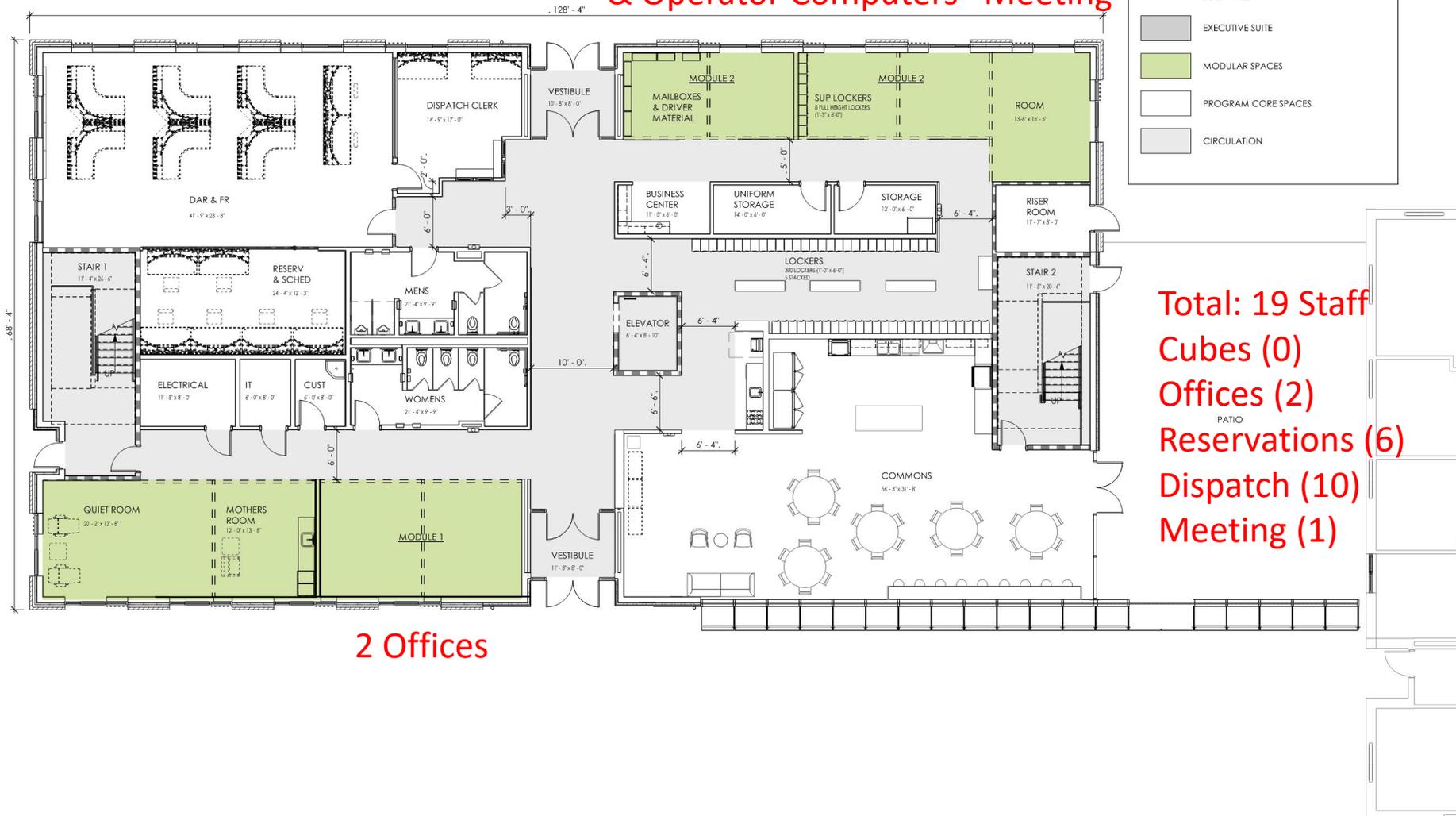
- As previously shown in staff recommendation (removal of Executive Suite, option to remove sky bridge, possible conversion of second floor commons to office space).

Building Design

Floor 1

STAFF RECOMMENDATION

Lockers & Mailboxes
& Operator Computers Meeting



LEGEND

- BUILT-IN CASEWORK
- FURNITURE PROVIDED BY OWNER
- DEMOUNTABLE WALL
- BUILT WALL
- EXECUTIVE SUITE
- MODULAR SPACES
- PROGRAM CORE SPACES
- CIRCULATION

Total: 19 Staff
 Cubes (0)
 Offices (2)
 Reservations (6)
 Dispatch (10)
 Meeting (1)

2 Offices

Building Design

Floor 2 REPLACE

TRAINING
OPERATIONS
RECORDS

4 Cubes

3 Offices

6 Cubes
(custom open
config.)

4 Cubes

3 Offices

LEGEND	
	BUILT-IN CASEWORK
	FURNITURE PROVIDED BY OWNER
	DEMOUNTABLE WALL
	BUILT WALL
	EXECUTIVE SUITE
	MODULAR SPACES
	PROGRAM CORE SPACES
	CIRCULATION



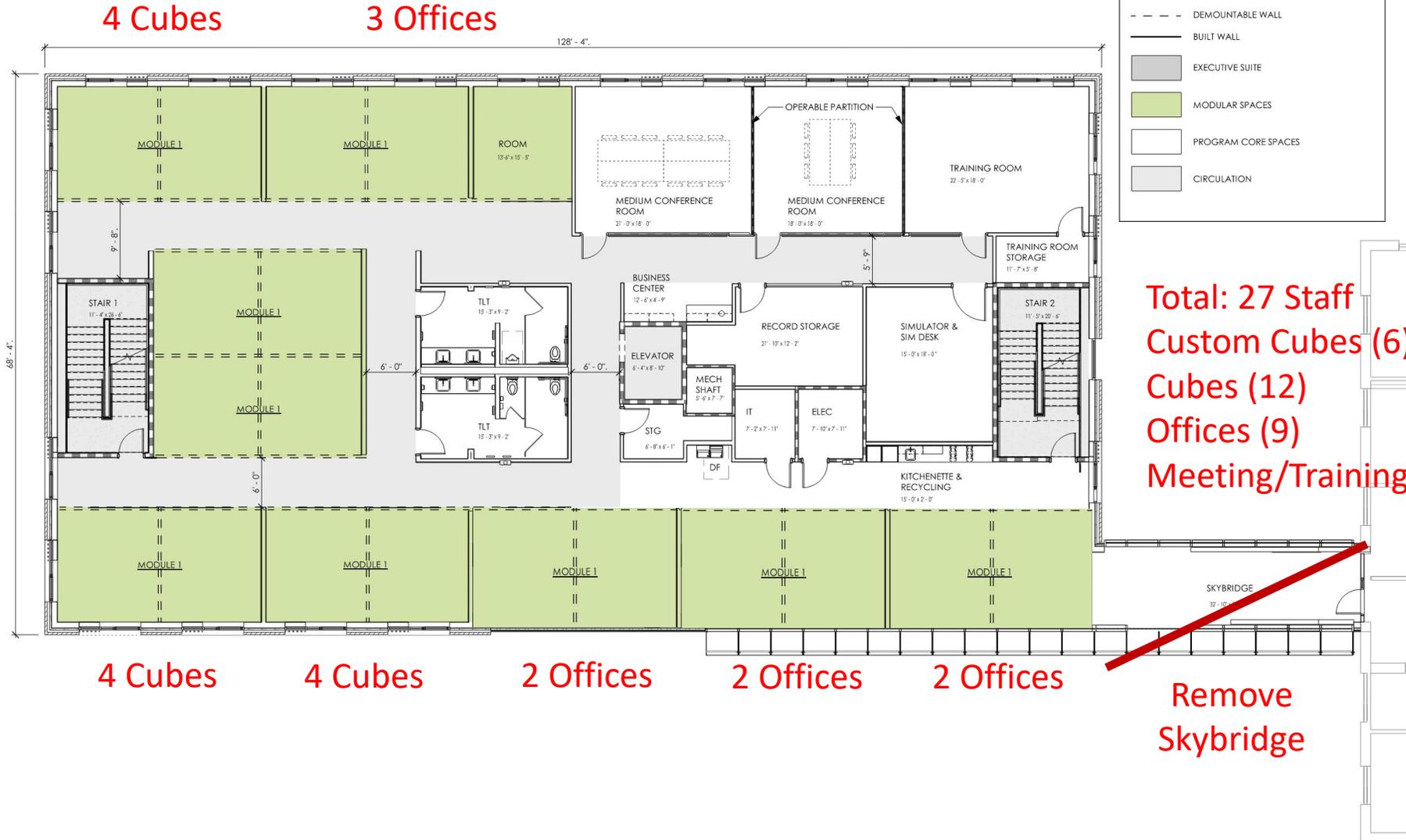
Total: 24 Staff
Custom Cubes (6)
Cubes (8)
Offices (6)
Training Rooms (3)

Building Design

Floor 2 STAFF RECOMMENDATION

TRAINING
OPERATIONS
RECORDS

6 Cubes
(custom open
config.)



Building Design

Floor 3 **REPLACE**

4 Cubes

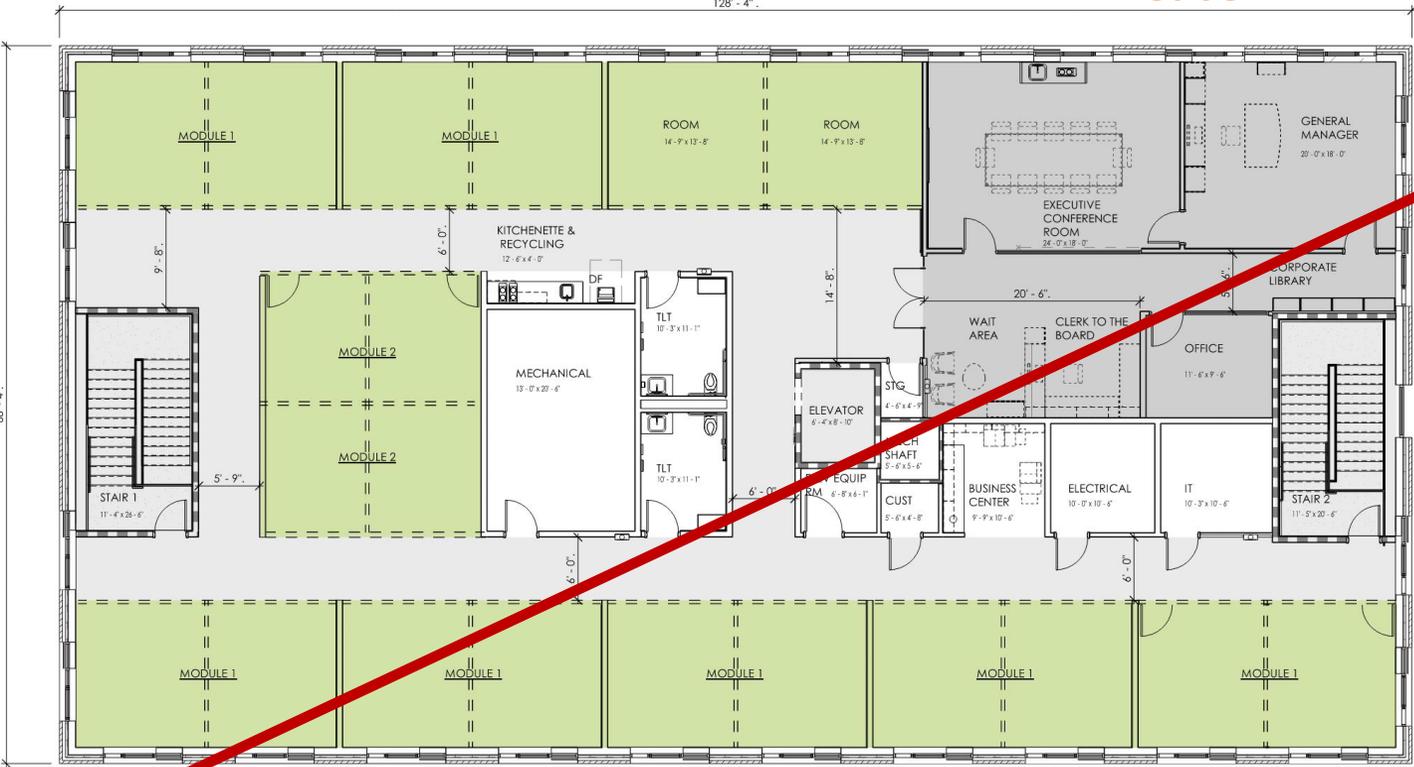
2 Offices

Conf Rm

Conf Rm

2 Offices

1 Cube



LEGEND	
	BUILT-IN CASEWORK
	FURNITURE PROVIDED BY OWNER
	DEMOUNTABLE WALL
	BUILT WALL
	EXECUTIVE SUITE
	MODULAR SPACES
	PROGRAM CORE SPACES
	CIRCULATION

4 Cubes
(nonstandard)
4 Cubes
(nonstandard)

4 Cubes

2 Offices

Conf Rm

2 Offices

4 Cubes

Total: 35 Staff
Cubes (21)
Offices (8)
Conference (3)

Missing several core
functional spaces
*(may be accommodated in
existing Admin Building)*

Building Design – Alternate Floor 3

Floor 3 **ELIMINATE**

MARKETING & PLANNING

4 Cubes 2 Offices 2 Offices 2 Offices 4 Cubes

LEGEND

- BUILT-IN CASEWORK
- - - FURNITURE PROVIDED BY OWNER
- - - DEMOUNTABLE WALL
- BUILT WALL
- █ EXECUTIVE SUITE
- █ MODULAR SPACES
- █ PROGRAM CORE SPACES
- █ CIRCULATION



MARKETING

2 Cubes
(existing furniture)
+ Open
Workspace

Secure
Procurement
Storage

Removes
non-standard
modular cubicles
except for reuse of
existing equipment

PLANNING

4 Cubes
(existing furniture)
+ Open Workspace
+ Shared Plotter

4 Cubes 2 Offices Conf Rm 2 Offices 4 Cubes

VANPOOL & OPERATIONS

Total: 32 Staff
Cubes (22)
Offices (10)
Conference (1)
Meeting (1)

Building Design

Modular Systems

- **Key goals**

- Meet growth needs for the full life of the building
- Design for change

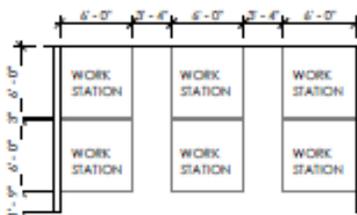
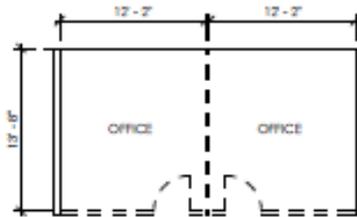
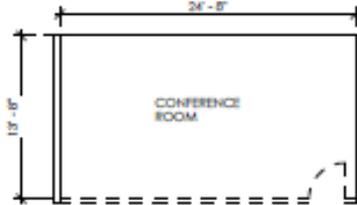
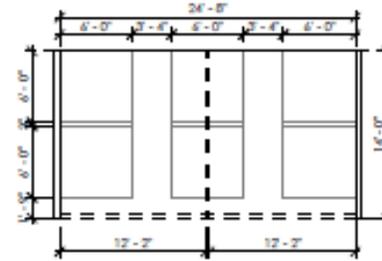
- **Outcome**

- Maximum flexibility for initial layout and future changes
 - *Configurable wall partitions across space types*
 - *Common components with few unique types and sizes*

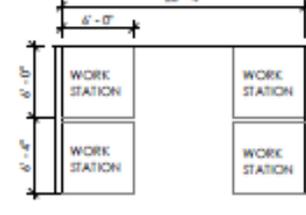
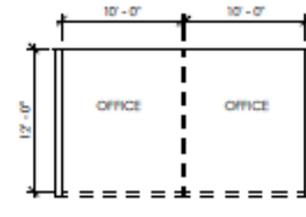
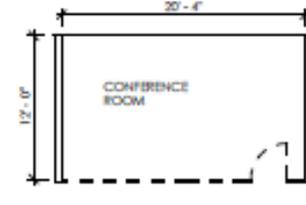
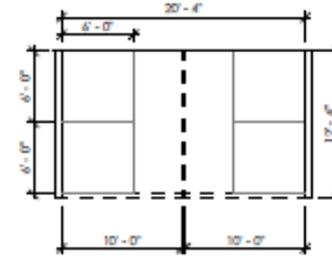
MODULE CONCEPT

A modular layout set to a dimension that maximizes the interior building space while meeting the program needs of a flexible arrangement of conference rooms, offices, and open workstations.

MODULE 1

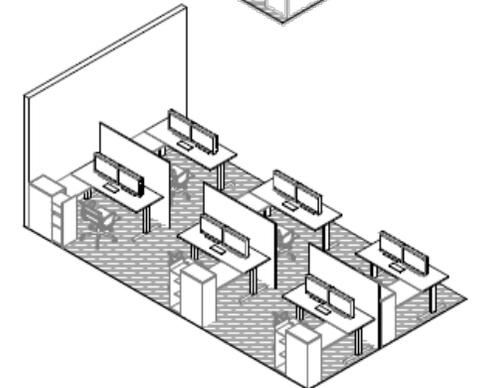
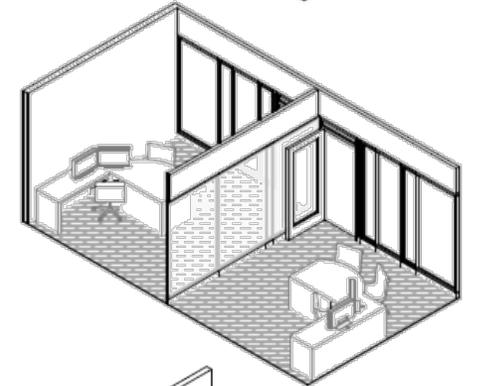
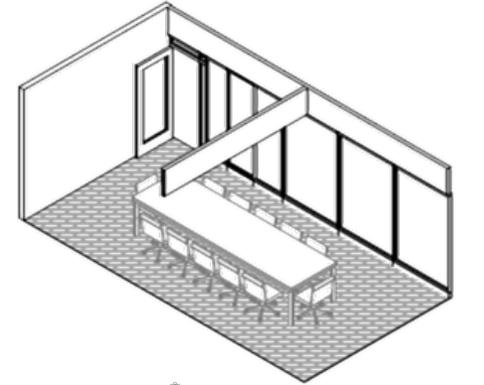


MODULE 2



STAFF RECOMMENDATION

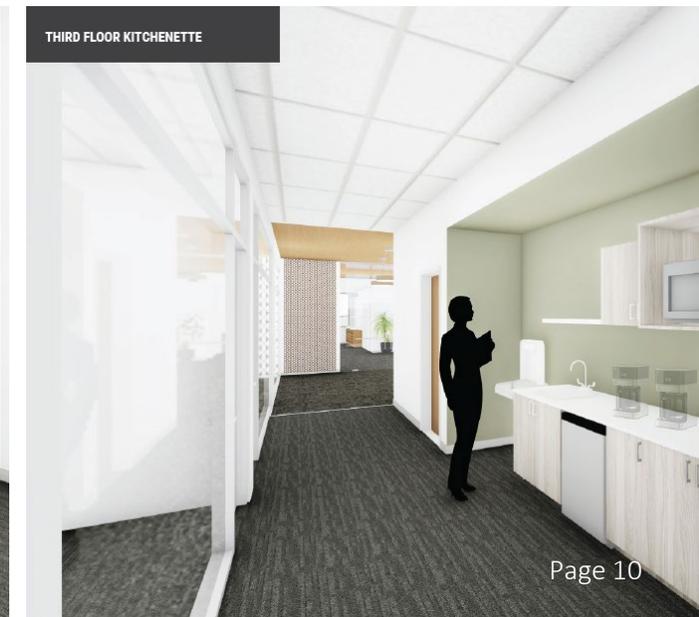
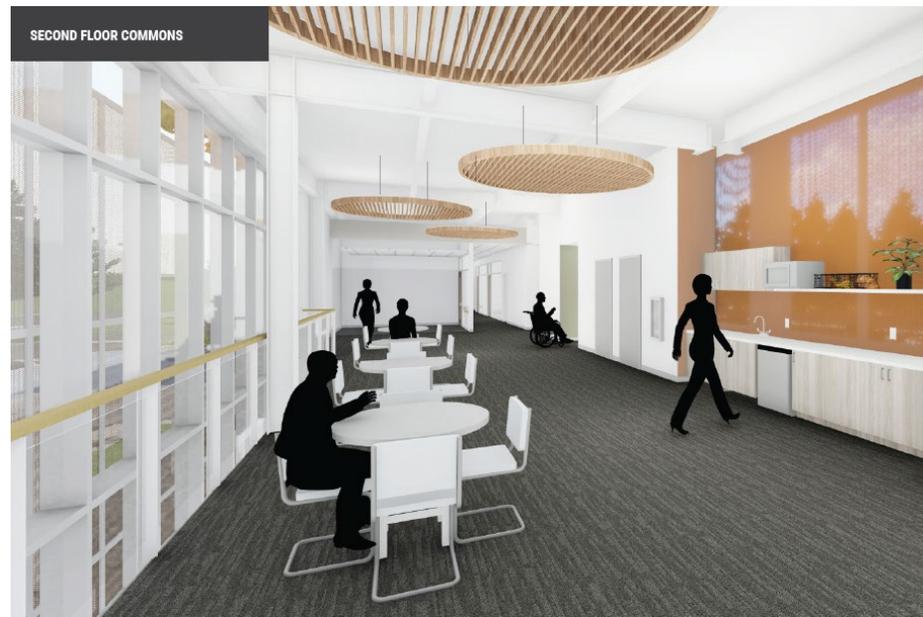
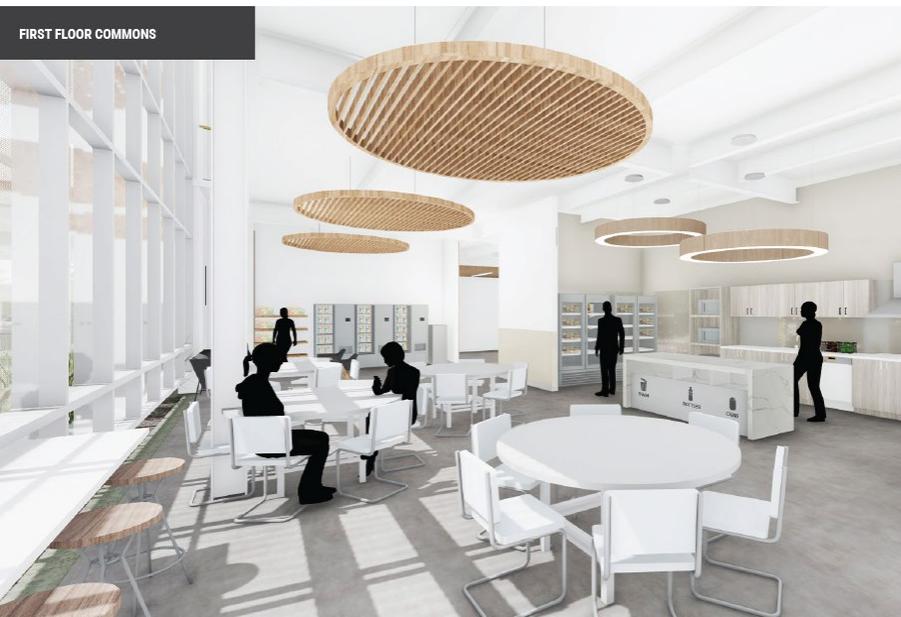
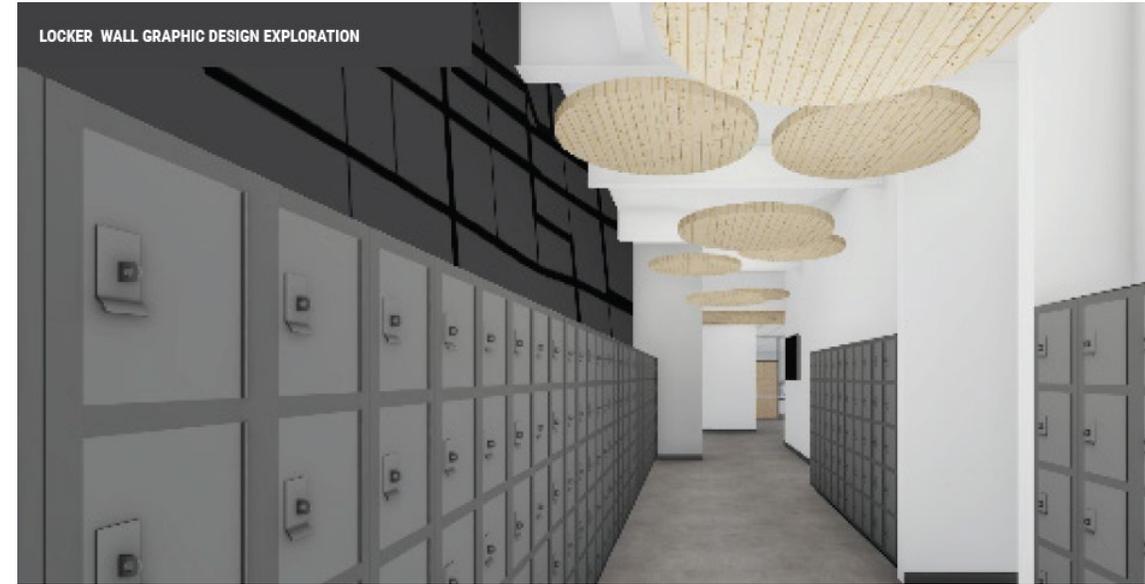
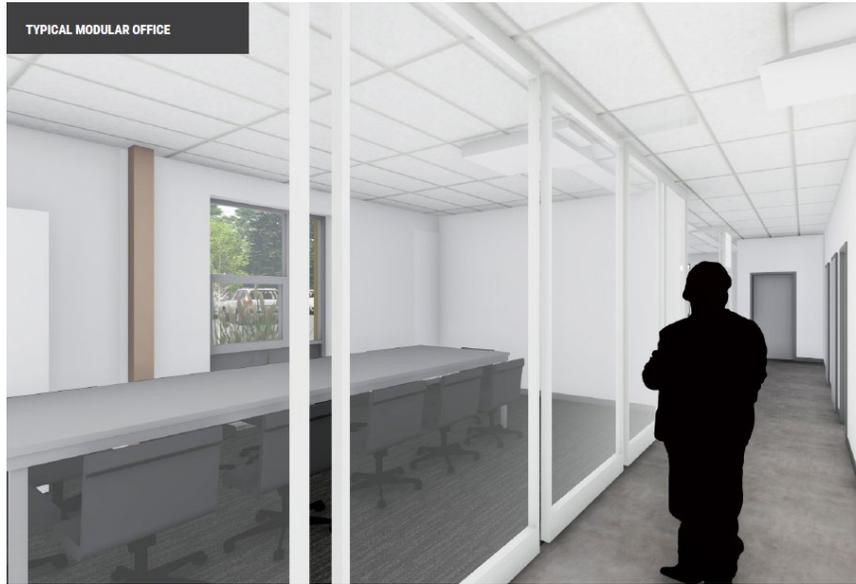
Retain Modular Configuration for Flexibility



Building Design

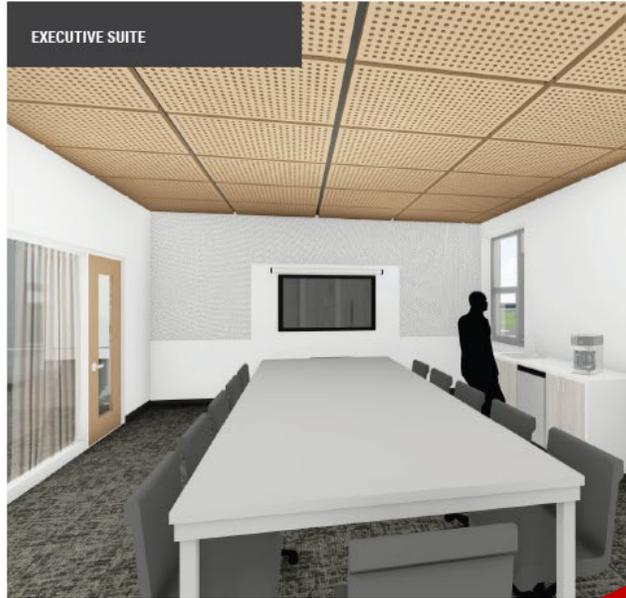
Interior

Shared Spaces



Building Design

Executive Suite **ELIMINATE**
Duplicates existing Executive Suite



Building Design

Interior

Materials and Colors: Modular and Shared Spaces



**SHERWIN WILLIAMS
STILL WATER**



**SHERWIN WILLIAMS
MINDFUL GRAY**



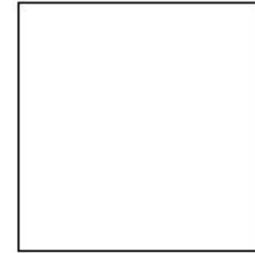
**SHERWIN WILLIAMS
CREAMY**



**SHERWIN WILLIAMS
BRANDYWINE**



**SHERWIN WILLIAMS
CLARY SAGE**



**SHERWIN WILLIAMS
PURE WHITE**



STEEL



ENGINEERED WOOD



POLISHED CONCRETE



MDF



**GLASS &
BACKPAINTED GLASS**



**BENTLEY MILLS
CARPET -
BACKSTAGE 802105**



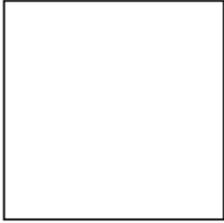
**BENTLEY MILLS
CARPET -
ROOT 410434**

Building Design

Executive Suite – Interior **ELIMINATE**



SHERWIN WILLIAMS
STILL WATER



SHERWIN WILLIAMS
PURE WHITE



PERFORATED
SCREEN
PLACEHOLDER



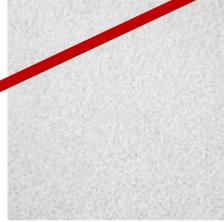
CARPET
BENTLEY MILLS
ROOT 410434



WOOD CEILING



WOOD SLAT CEILING



ARMSTRONG
OPTIMA LAY-IN
CEILING

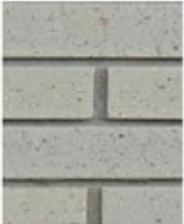
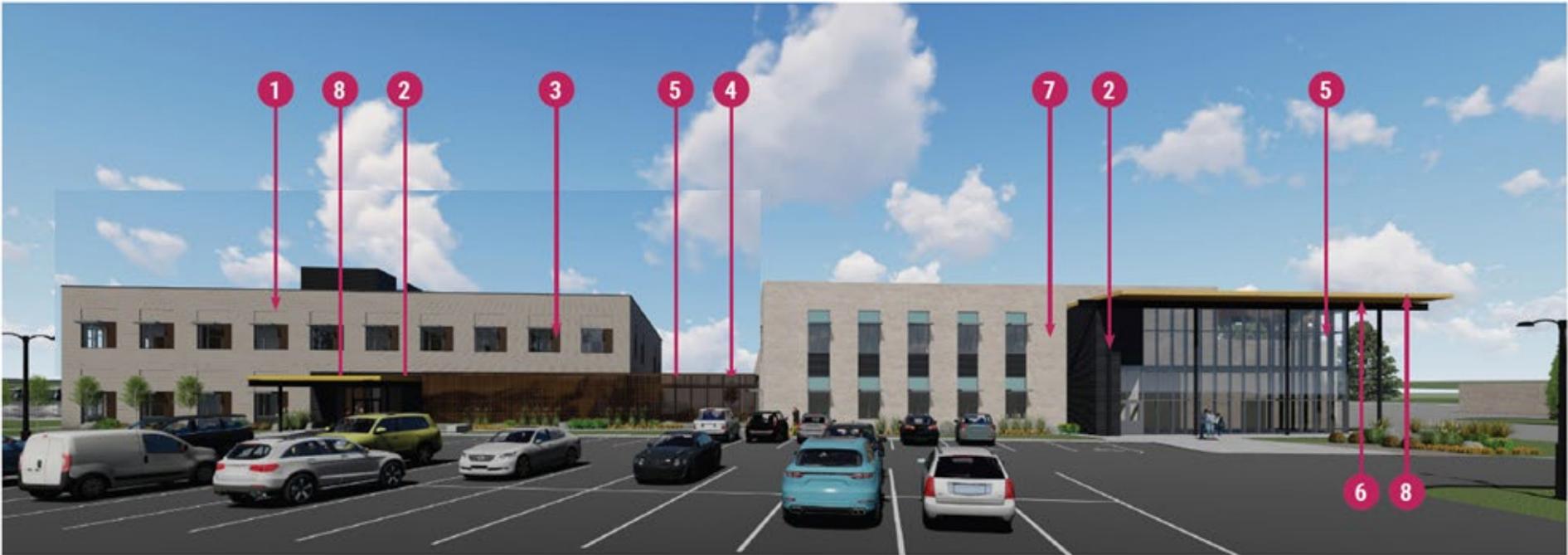


PLAM CABINETS
GREY ELM

Building Design

Front **MODIFY**

- **Design**
 - A fit, but not a match
 - **Integrated**, with both buildings functioning as one



1
Brick
 ▶ The brick acknowledges the material palette of the existing building
 ▶ Sense of durability and presence
 ▶ Sense of timelessness and precision



2
Corrugated Metal Siding
 ▶ Durable, easy to clean
 ▶ Simple, straight-forward



3
Weathering Steel Perforated Panels
 ▶ Decorative window treatment in response to the existing building



4
Weathering Steel Decorative Perforated Screens
 ▶ Provides a unique and decorative connection to the existing and new building
 ▶ Connection to Native American history or regional geographic elements



5
Storefront/Curtain Wall



6
Wood Cladding
 ▶ Provides another connection to new and existing in key places
 ▶ Defines all entry points



7
Light CMU



8
Accent Color

Building Design

Front **MODIFY**



Building Design

Rear

MODIFY



Schedule and Budget

Task Name	Start Date	End Date
DESIGN	05/17/21	04/15/22
Schematic Design	05/17/21	07/21/21
Design Development	07/14/21	11/19/21
Construction Documents	12/13/21	03/21/22
Construction Documents Kickoff	12/13/21	12/13/21
CD Documentation to 50%	12/14/21	01/03/22
CD Documentation to 75% for cost estimate	01/04/22	01/24/22
Cost Estimate set Due to TCF	01/24/22	01/24/22
CD Cost Estimate & Review/Response	01/24/22	02/14/22
CD Documentation to 90% for Permit Submittal/Board Review	01/25/22	02/15/22
Documents Due to TCF for Board Review/Agency Set	02/16/22	02/16/22
Submit to BFT for Board Review	02/17/22	02/17/22
Permit Submittal	02/17/22	03/21/22
Quality Control Review	02/17/22	02/21/22
100% Bid Set & Specifications Due to TCF	03/09/22	03/09/22
TCF Print 100% Bid Set & Specs	03/10/22	03/10/22
100% Bid Set Assembly	03/10/22	03/14/22
100% Docs to owner	03/14/22	03/14/22
CD Approval	03/15/22	03/15/22
Agency	02/22/22	04/15/22
Plan Review	02/22/22	03/21/22
Response to Agency Comments	03/22/22	03/31/22
Plan Review Completion	04/01/22	04/14/22
Final Permit Issued	04/15/22	04/15/22
BID	03/22/22	07/14/22
Bid	03/22/22	07/14/22
Bids Published (5-7 days after March board meeting)	03/22/22	03/22/22
Bids Open (4-5 weeks)	03/23/22	04/26/22
Protest Period (7 days)	05/06/22	05/06/22
Documents to Board	06/20/22	06/20/22
Board Accepts Bid	07/14/22	07/14/22
CONSTRUCTION	07/14/22	01/19/24
Construction	07/14/22	01/19/24
Bid Accepted	07/14/22	07/14/22
Contractor NTP	08/12/22	08/12/22
Demo Phase	09/12/22	09/30/22
Construction + Closeout	10/03/22	01/19/24
BFT - Board Process	11/16/21	07/14/22

PROJECT SCHEDULE AND BUDGET

January 2022

- 75% Design for Board Review

February 2022

- 90% Design for Local Permitting

March 2022 **NOW May 2022**

- 100% Design and Board Approval**
- Release Invitation to Bid (IFB)
- NEW Complete 100% Design June**

April 2022 **NOW August 2022**

- Final Permits Issued (*delay risk*)

July 2022 **NOW October 2022**

- Board Approves Bid

August 2022 to January 2024

NOW December 2022 – March 2024

- Construction

Sitework and Demolition

- \$708,807

Building Construction

- \$12,291,878 **Est'd \$8.5m**

Sales Tax

- \$1,057,102 **Est'd \$700k**

STAFF RECOMMENDATION NOW

Design and CM

- \$1,904,205 **Est'd \$1.7m**

DELAYED

Furnishings/Technology

- \$915,000 **Est'd \$800k**

5% Contingency

- \$800,000

Total

- \$16,968,185
- Est'd \$10.5m - \$12.5m**

QUESTIONS?

Memorandum

Date: May 12, 2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director of Planning and Service Development
Jeff Lubeck, Director of Administrative Services

Re: Six-Month “Zero Fare for Youth” Demonstration Project

Background

Ben Franklin Transit (BFT) is in the process of conducting a comprehensive fare study for all transit and vanpool services that we expect to be completed and adopted in September 2022. Early options being evaluated in the study include both limited and comprehensive “zero fare” programs. During the course of the study, the Washington State legislature passed the Move Ahead Washington transportation bill that will grant additional funding to transit agencies provided that they offer free fares to youth aged 18 and under.

Ben Franklin Transit currently offers free and discounted fares for certain eligible individuals. At present, seniors aged 65 or older and children 5 and under may ride without a fare. Riders aged 6 to 17 receive a discount on cash and pass fares.

BFT notes that ridership dropped by 36% from October to November when fares were reintroduced on November 1, 2021, as pandemic measures were ending. BFT had offered free fares during the pandemic to allow rear-door entry in an effort to minimize contact between operators and riders. Approximately one-third of BFT riders are youth riders, and the heaviest travel times are on routes that serve major schools in the mornings and most significantly in the afternoons as students leave school and attend various afterschool functions before going home.

Funding

Budgeted: No
Budget Source: Local
Funding Source: Local

Recommendation

BFT staff recommend that the BFT Board of Directors adopt a six-month zero fare pass product for youth 18 and under effective June 1, 2022, through November 30, 2022. This will allow BFT staff to evaluate the demand for transit in this age group and evaluate ridership changes that result from the fare change. The policy will also provide youth with transportation to summer activities and the first months of the fall term at school. The “zero fare” evaluation period may assist the BFT Board in determining whether this is appropriate as a permanent change.

Forwarded as presented:

Edwin G. Frost, Interim General Manager



**BEN FRANKLIN TRANSIT
RESOLUTION 32-2022**

A RESOLUTION TO DEVELOP A BFT “ZERO FARE FOR YOUTH” TRANSIT PASS

- WHEREAS, The BFT Board of Directors wishes to assist with eliminating the barriers to education and afterschool activities by making transportation more accessible for youth 18 and younger; and
- WHEREAS, The BFT Board of Directors wishes to assist families and youth by making access to summer programs and activities more affordable for youth 18 and younger; and
- WHEREAS, Offering a “Zero Fare for Youth” pass to those 18 and younger on BFT fixed-route, CONNECT, and DAR services will likely increase ridership; and
- WHEREAS, The “Zero Fare for Youth” demonstration will support a future decision on whether the program should be made permanent and support additional state funding for BFT’s services and projects; and
- WHEREAS, The Washington State legislature passed the Move Ahead Washington transportation funding bill in March 2022 which includes financial incentives for transit systems providing fare-free services to persons 18 and under.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The Interim General Manager is authorized to implement a “Zero Fare for Youth” demonstration pass for youth ages 18 and under on all transit services offered by BFT from June 1, 2022, to November 30, 2022.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: May 12, 2022

To: Edwin G. Frost, Interim General Manager

From: Ayodeji Arojo, Director of Transit Operations

Re: Resolution 33-2022 Recommending the Award of the Contract to Replace the Heating, Ventilation, and Air Conditioning (HVAC) System for the Administration Building Computer Server Room

Background

In mid-2021 Ben Franklin Transit (BFT) requested the support of TCF Architecture to provide a scope of work and design for the replacement of the HVAC system in the administration building computer server room. The current HVAC system is undersized to meet the current equipment heat load and adequately regulate the room temperature.

Based on the estimate of \$40,000 that BFT received from TCF Architecture on February 15, 2022, the appropriate capital improvement documentation was submitted for General Manager approval and signature. Request for Board authorization was not requested based on the estimate provided by TCF Architecture. TCF Architecture reviewed the bids and recalculated the costs and stated the pricing has increased, and the bids are reasonable.

BFT sent out invitations to bid (IFB) to eighty-six (86) registered contractors and received bids from five (5) contractors, with JRT Mechanical, Inc. submitting the lowest responsive and responsible bid of \$116,044.53. The four (4) higher bids are shown below.

Contractor	Bid Cost	Tax	Total
JRT Mechanical, Inc.	\$106,855.00	\$9,189.53	\$116,044.53
Bruce Mechanical, Inc.	\$120,849.00	\$10,393.01	\$131,242.01
Siefken & Sons Construction, Inc.	\$149,500.00	\$12,857.00	\$162,357.00
Apex Mechanical, LLC	\$195,599.00	\$16,821.51	\$212,420.51
Emtech	\$225,387.75	\$19,383.35	\$244,771.10

HVAC Replacement - Project Construction Cost (Includes \$17,407/15% Change Order Authority)	A & E Design Costs	Construction Management Costs	Total Project Cost
\$133,452	\$19,228	\$4,900	\$157,580

Funding

Budgeted: Yes
Budget Source: Capital Budget
Funding Source: Local Funding
Project: FAC 0005J

Recommendation

Staff recommend the contract to replace the HVAC system in the administration building computer server room be awarded to JRT Mechanical, Inc.

Forwarded as presented:

Edwin G. Frost, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 33-2022**

A RESOLUTION AUTHORIZING THE AWARD OF THE REPLACEMENT OF THE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM IN THE ADMINISTRATION BUILDING COMPUTER SERVER ROOM

WHEREAS, BFT and TCF Architecture determined the HVAC system for the administration building's computer server room is undersized to meet the current equipment heat load and adequately regulate room temperature; and

WHEREAS, BFT staff advertised through the Municipal Research and Services Center (MRSC) Roster Program and requested bids for a new HVAC system for the computer server room; and

WHEREAS, BFT received five (5) bids that were determined responsive and responsible. After review, it is BFT's recommendation the contract be awarded to the lowest bidder, JRT Mechanical, Inc. in the amount of \$116,045; and

WHEREAS, Funding has been approved in the Capital Budget for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The General Manager is authorized to enter into a contract with JRT Mechanical, Inc., located in Kennewick, Washington, to install a new HVAC system in the administration building computer server room in an amount not to exceed \$133,452, which includes sales tax with change order authority of up to 15%, hereto and referenced herein as "Contract #1356."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: May 12, 2022

To: Edwin G. Frost, Interim General Manager

From: Ayodeji Arojo, Director of Transit Operations

RE: Resolution 34-2022 Authorizing the Interim General Manager to Declare Vehicle Identified in Exhibit A as Surplus and Dispose of per Resolution 59-2018

Background

Vanpool vehicle 8561 was stolen on March 20, 2022. The vehicle was found by police in Benton City, Washington, and was retrieved by Ben Franklin Transit (BFT) Maintenance personnel on April 3, 2022.

Upon inspection by BFT's body repair shop, the vehicle is deemed to be unsafe to operate and is recommended to be removed from service and scrapped per BFT Fleet Management Plan and Replacement Cycle.

The vehicle has been considered totaled due to damage from the theft and valued at \$29,014.71. The total payment to be received from WSTIP will be \$24,014.71 after the \$5,000 deductible.

	<u>Federal Replacement Standard</u>	<u>BFT Replacement Standard</u>
Bus:	12 yrs. or 500,000 miles	14 yrs. or 550,000 miles
DAR:	7 yrs. or 200,000 miles	9 yrs. or 250,000 miles
Vans:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles
Nonrevenue:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles

Vanpool: One (1) to be removed from service.

Vehicle #	Year	Make	Model	Mileage	Condition
8561	2014	Chevy	Express	74,828	Totaled

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 34-2022 authorizing the Interim General Manager to declare vehicles identified in Exhibit A as surplus and dispose of per Resolution 59-2018.

Forwarded as presented:

Edwin G. Frost, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 34-2022**

**A RESOLUTION TO DECLARE VEHICLE IDENTIFIED IN EXHIBIT A AS SURPLUS
AND DISPOSE PER RESOLUTION 59-2018**

WHEREAS, Ben Franklin Transit (BFT) owns one (1) surplus vehicle; and

WHEREAS, BFT staff have determined that said vehicle is totaled due to damage from a theft; and

WHEREAS, Resolution 59-2018 established the sale of surplus items.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

1. The Interim General Manager is authorized to declare the identified vehicle as surplus (which is attached to this Resolution as Exhibit A, Surplus Vehicle, and incorporated herein by reference).
2. The Interim General Manager is authorized to dispose of the vehicle per Resolution 59-2018.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**Resolution XX-2022
EXHIBIT "A"**

Surplus Vehicle

Vehicle #	Year	Make	Model	Vin #	Seats	Mileage	Condition
8561	2014	Chevy	Express	1GAZGYFG1E1203897	12	74,828	Totaled

Memorandum

Date: 4/21/2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director of Planning & Service Development

Re: Fixed Route Scheduling Software

Background

Fixed route scheduling, also known as runcutting, is the process of taking entire bus schedules and “cutting” them into workable daily and weekly shifts. Quarterly, when Operators rebid shifts, a new runcut must be created to accommodate for route adjustments. The goal is to create the most cost-effective combination of eight- and ten-hour runs with the least amount of overtime and guaranteed time.

Historically, this process at BFT has been very manual and only recently transitioned from paper (2017) to its current form in Excel where any schedule adjustment is tedious and time-consuming with minimal analytics. Additionally, with over 1,600 places to cut a run, there are countless combinations with no sure way of determining when the most cost-effective bid has been reached.

As BFT works to meet the demands of a growing area, the scheduling process will become more complex as new transit centers are added and routes are redesigned. BFT needs a software solution with the capability of analyzing the entire system to provide the most optimal bid. The Transit Cooperative Research Program (TCRP) Report 135, *Controlling System Costs: Basic and Advanced Scheduling Manuals and Contemporary Issues in Transit Scheduling* (2009) states, “Computerized scheduling provides many benefits: it frees the scheduler from many mundane and time-consuming tasks, its accuracy is unquestioned, and its speed permits more ‘what-if’ testing alternatives” with the goal of improving operational efficiency.

Other gains would include:

- The ability to optimize relief vans to maximize relief connections and reduce relief vehicle usage
- Timetable optimizations for improved transit center connections
- Rapid modeling for improved forecasting
- Data integrity that Excel does not provide
- Robust analytics
- Timepoint refinement for an improved customer experience

These capabilities will give Planning & Service Development the ability to make informed decisions that benefit the customer, employee, taxpayer, and the agency.

Funding

Budgeted: Yes

Budget Source: Capital (first year) and Operating (subsequent years)

Funding Source: Local

Recommendation

This project seeks to procure, install, and set up a scheduling and runcutting software system for fixed route service to optimize service and performance within industry standards and customized to labor provisions in collective bargaining.

Forwarded as presented:

Edwin G. Frost, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 35-2022**

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO RELEASE A REQUEST FOR PROPOSALS FOR THE SELECTION, IMPLEMENTATION, TRAINING, AND SUPPORT OF A FIXED ROUTE SCHEDULING SOFTWARE SOLUTION.

WHEREAS, BFT has a need for a fixed route scheduling solution with the capability of analyzing the entire system to provide the most optimal bid; and

WHEREAS, staff will advertise and request proposals for a fixed route scheduling solution; and

WHEREAS, funding for the new fixed route scheduling system will be provided by local funding from the 2022 capital budget and subsequent years from the Operating Budget.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to release a request for proposals (RFP) for a fixed route scheduling software.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BEN FRANKLIN TRANSIT

Planning & Service Development

CUSTOMER SATISFACTION – COLLABORATION – DIVERSITY
FISCAL ACCOUNTABILITY – INNOVATION – SUSTAINABILITY - SAFETY



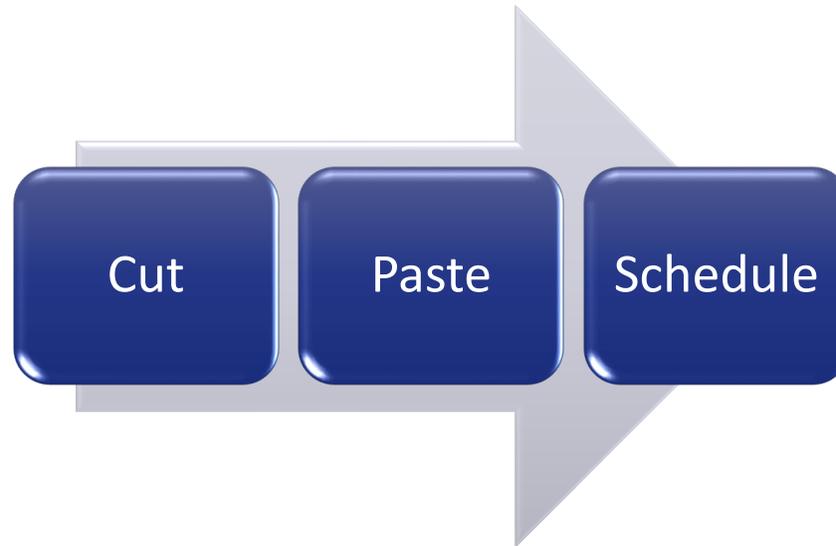
SCHEDULING & RUNCUTTING SOFTWARE

What is runcutting?

- It is the process of taking a bus schedule and “cutting” it into “runs,” better known as shifts.
- “Runs” of 8- or 10-hour shifts are combined to generate 40-hour workweeks.
- It also entails scheduling relief vans to transport operators to relief points.

Current Process:

- Historically, it has been a very manual process from the literal cutting of paper and piecing runs together to its current form of cutting and pasting in Excel.





ISSUES

Current process issues:

- Any schedule adjustment is tedious and time consuming.
- It provides little in the way of analytics.
- Entering adjustments into payroll and CAD/AVL software is very time consuming.
- With over 1,600 options for cutting runs and exceedingly more shift combinations, there is no good way of knowing if the most optimal and cost-effective solution has been reached.



SOLUTION

Proposed solution:

- Procure a scheduling and runcutting software that uses algorithms to produce the most optimal solutions.
- Additional software benefits include:
 - Rapid modeling
 - Improved forecasting
 - Data integrity
 - Greater analytics
 - Relief van optimization
 - Timetable optimization (improving transit center connections)
 - Timepoint refinements

SUMMARY

A software solution provides





Agency Performance

First Quarter 2022



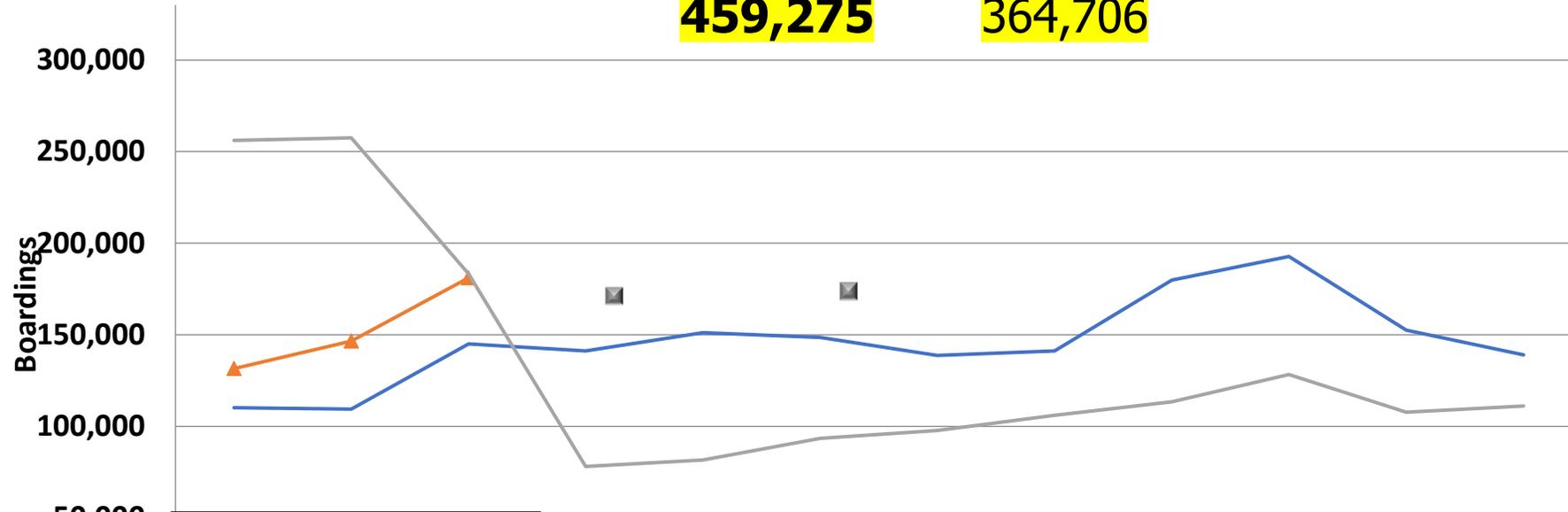
Q1 2022 Ridership

Q1 Highlight:
Continued signs of Recovery

Annual Total System Boardings

2022 YTD
459,275

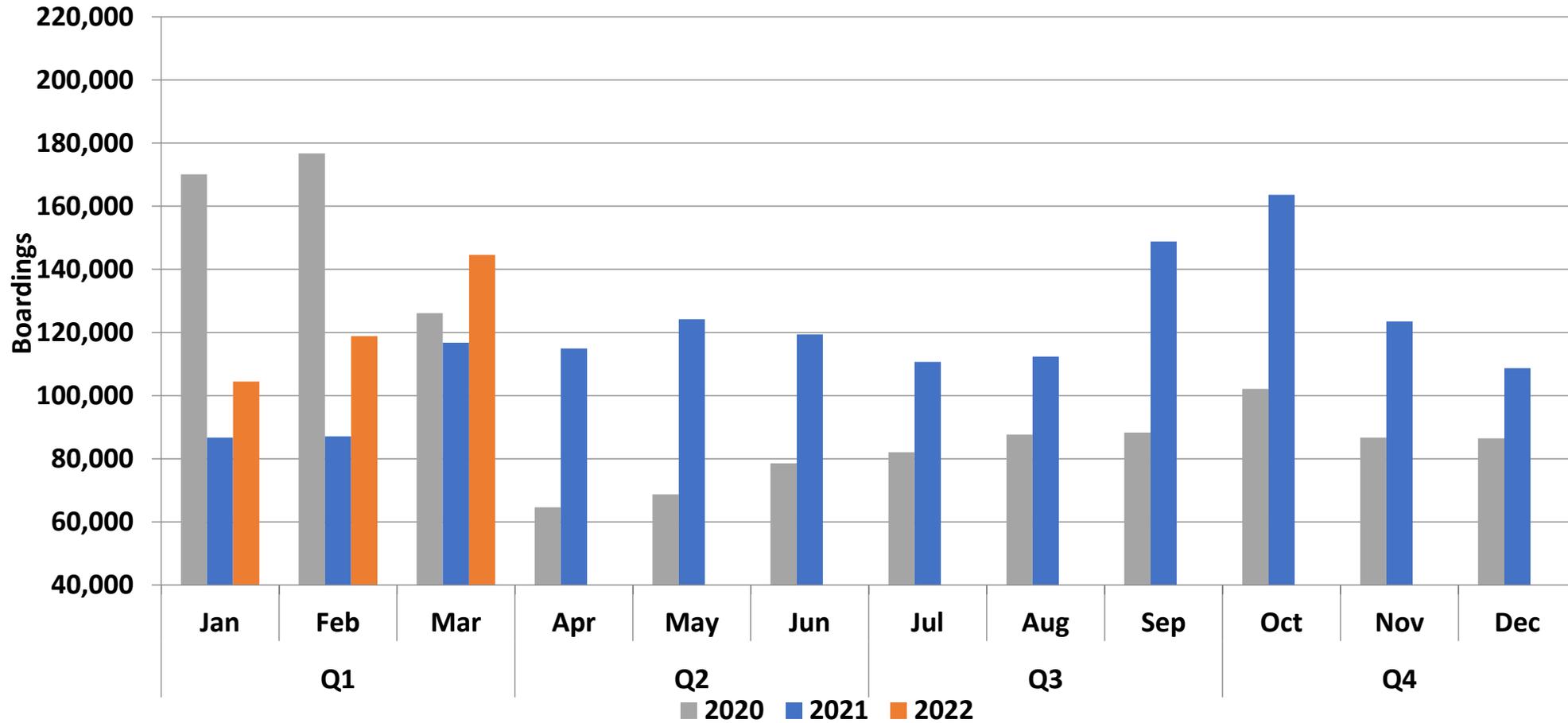
2021 YTD
364,706



	Jan	Feb	Mar	April	May	June	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2			Q3			Q4		
—▲— 2022	131,553	146,586	181,136									
—◆— 2021	110,229	109,442	145,035	141,211	151,147	148,577	138,764	141,245	179,909	192,737	152,551	139,114
—■— 2020	256,141	257,470	183,179	78,155	81,730	93,442	97,821	106,020	113,497	128,348	107,791	111,127

Ridership Trends: Q1 Δ 2021/2022 = 25.9%

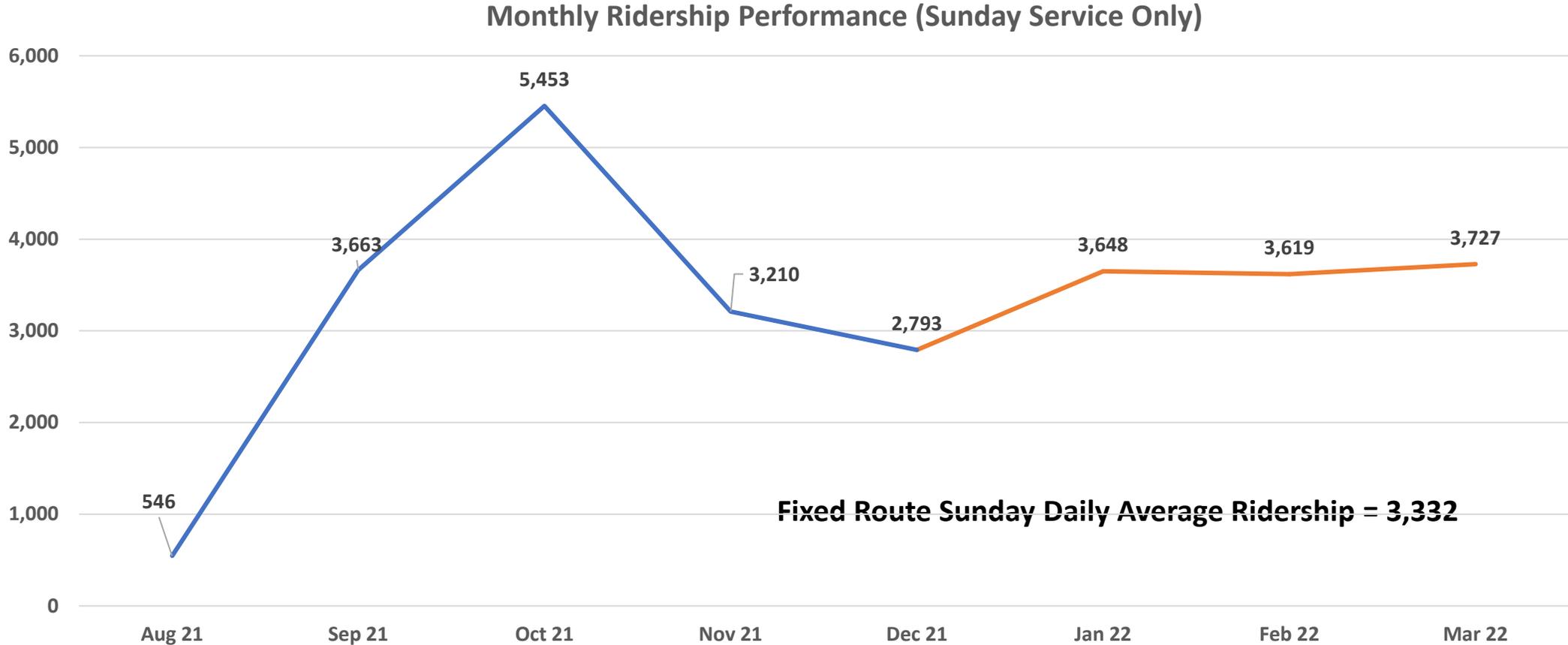
Fixed Route Performance



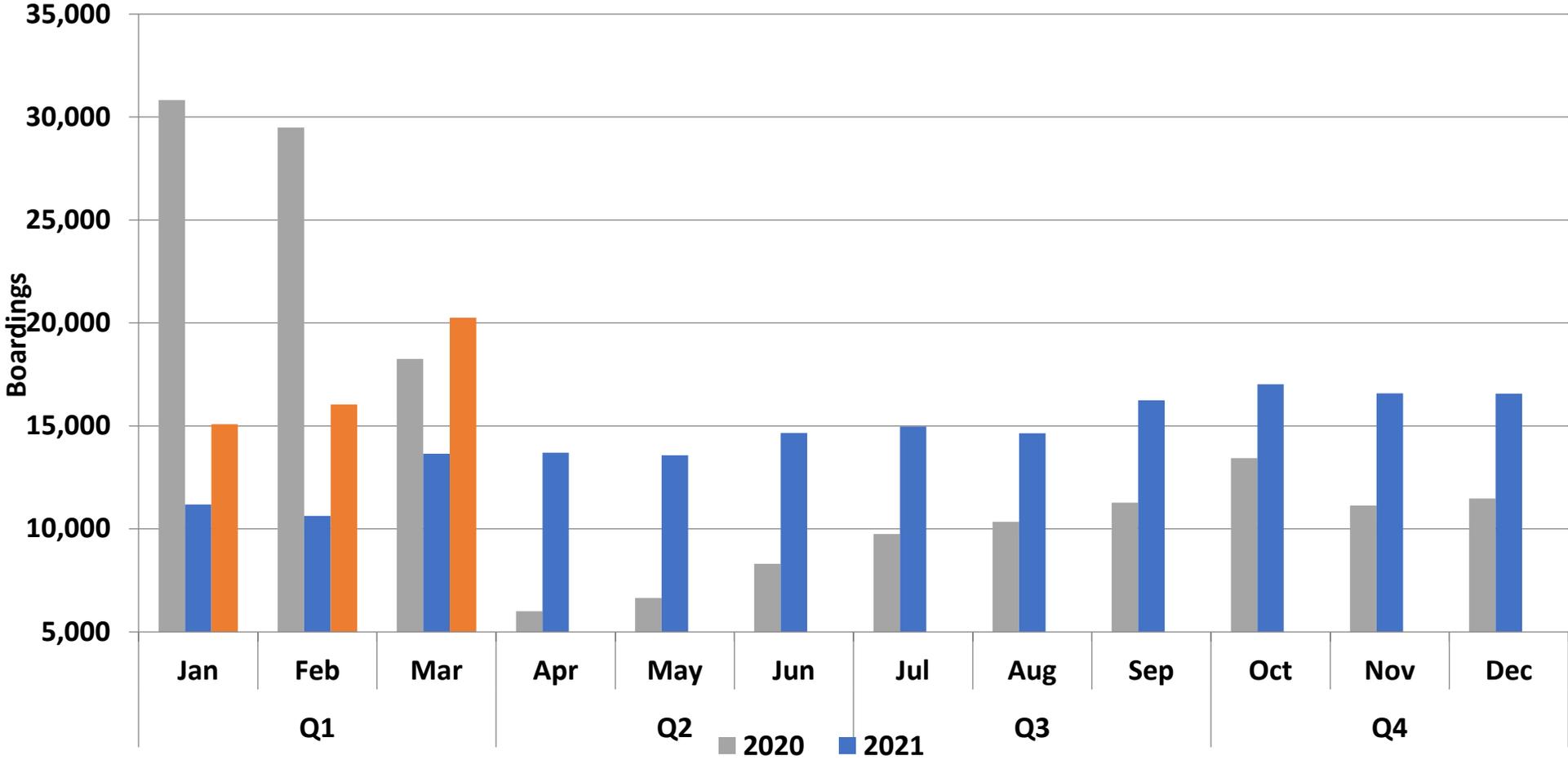
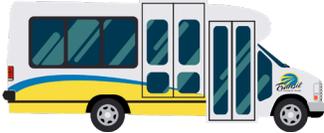
Ridership Trends:

Q1 Δ 2021/2022 = 26.6%

Fixed Route Sunday Service Performance

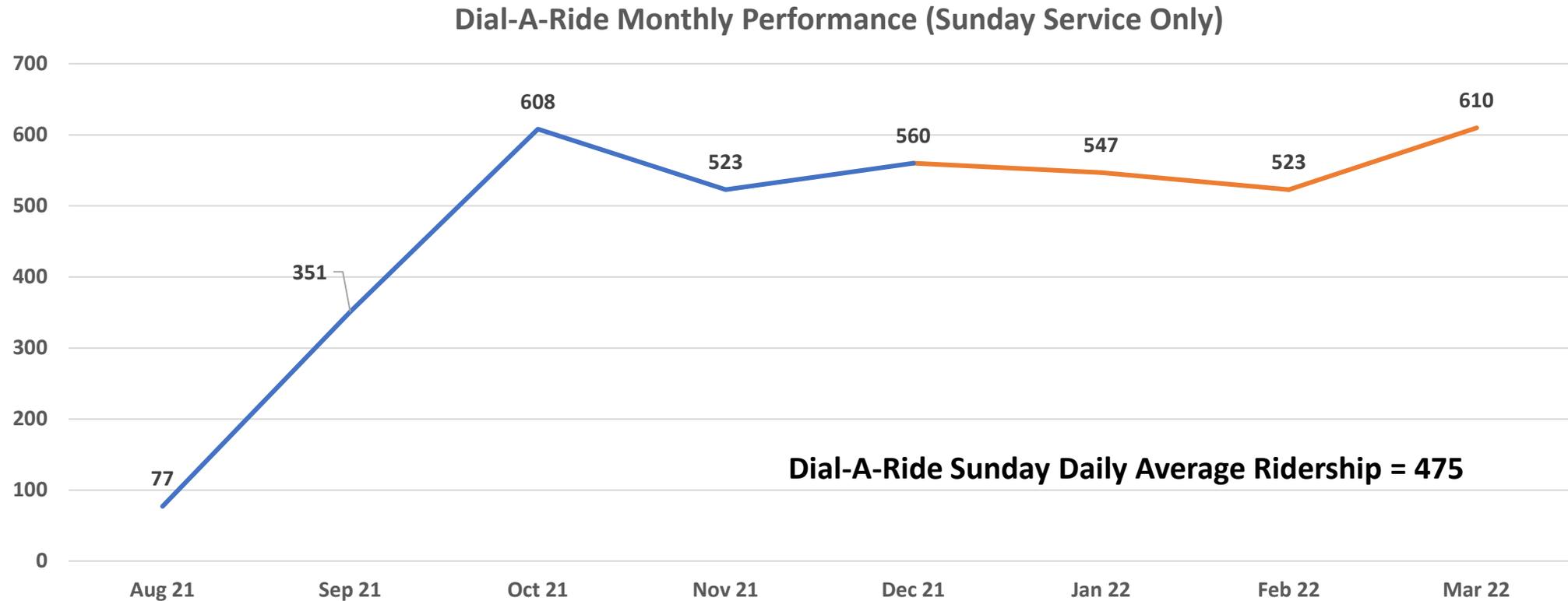


Dial-A-Ride Performance

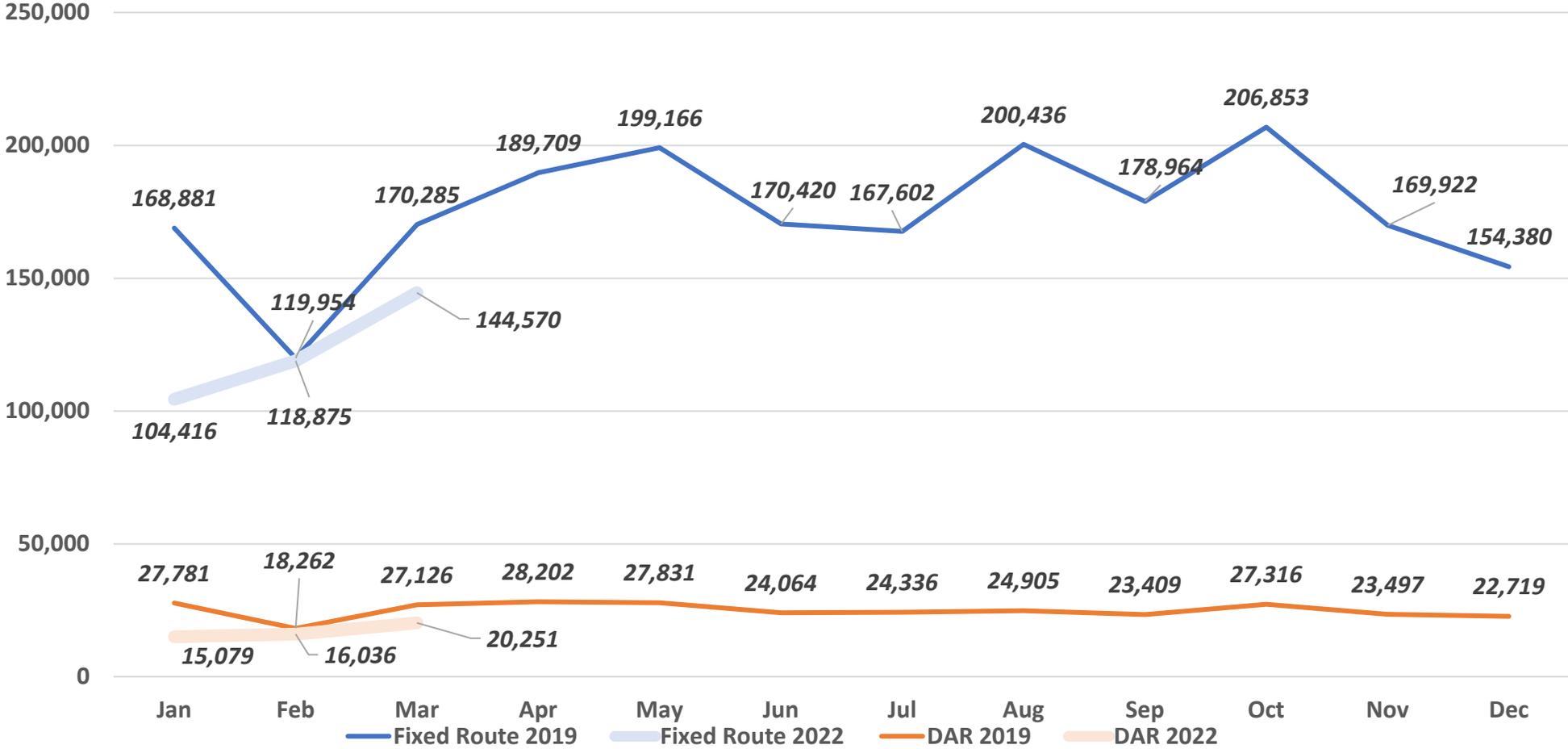


Ridership Trends: **Q1 Δ 2021/2022 = 44.8%**

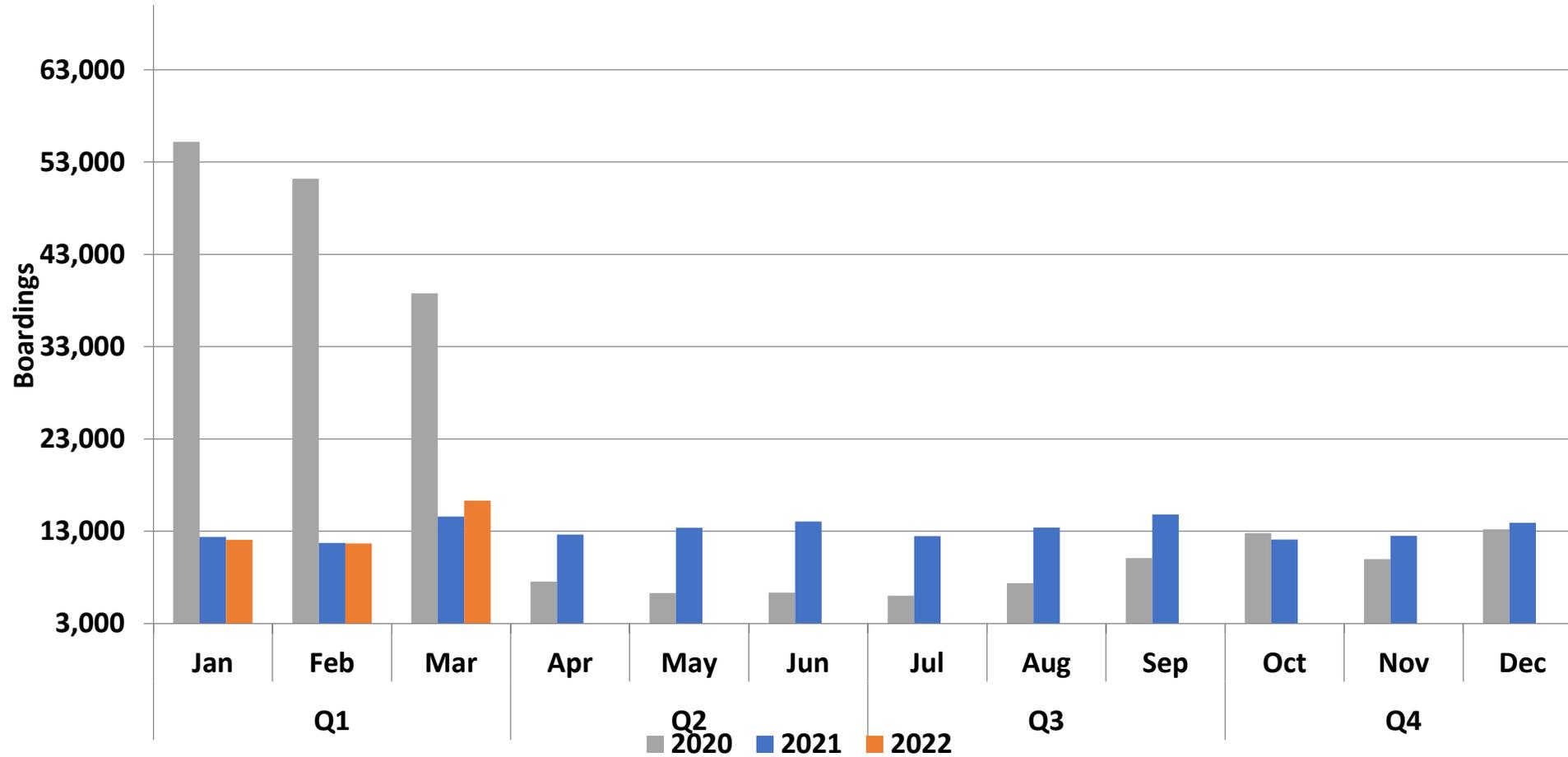
Dial-A-Ride Sunday Service Performance



Covid-19 Ridership Recovery Trends (DAR & FR)



Vanpool Performance



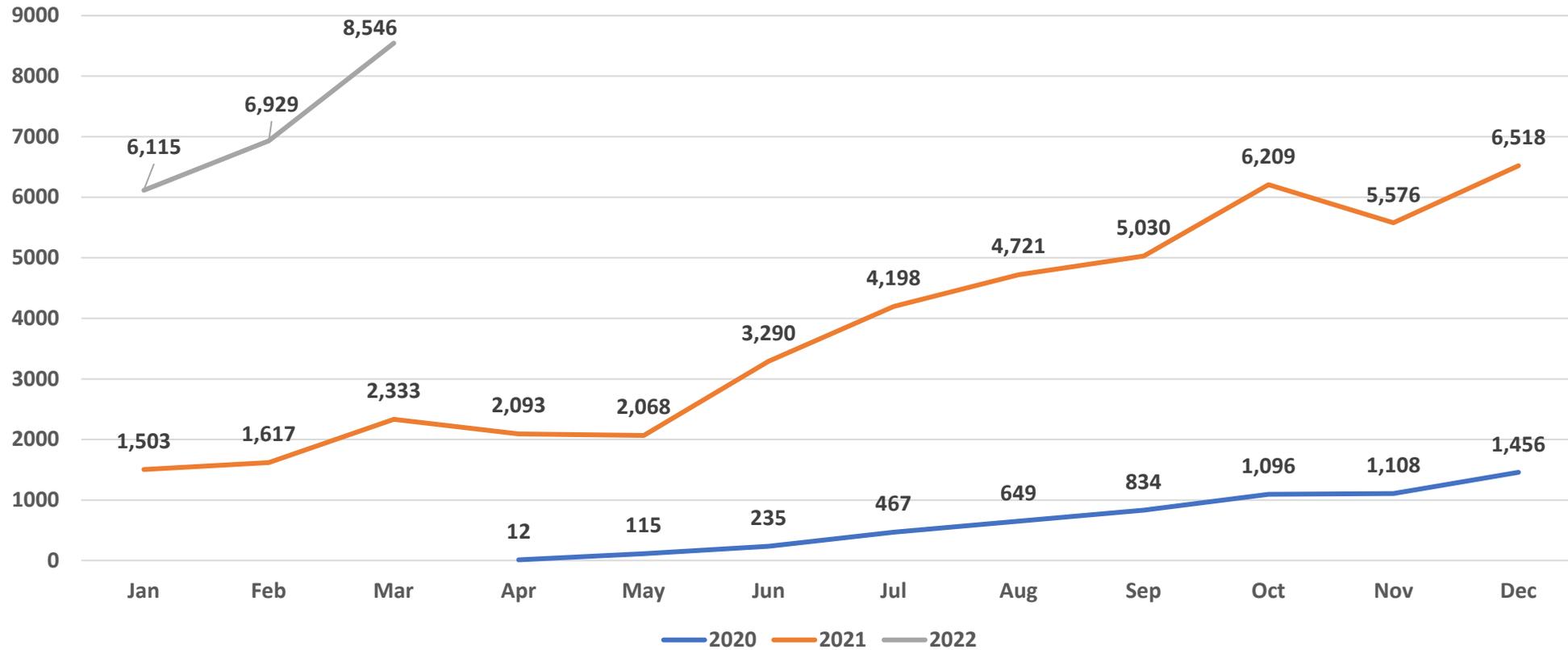
Ridership Trends:

Q1 Δ 2021/2022 = 3.5%

CONNECT Ridership Trends

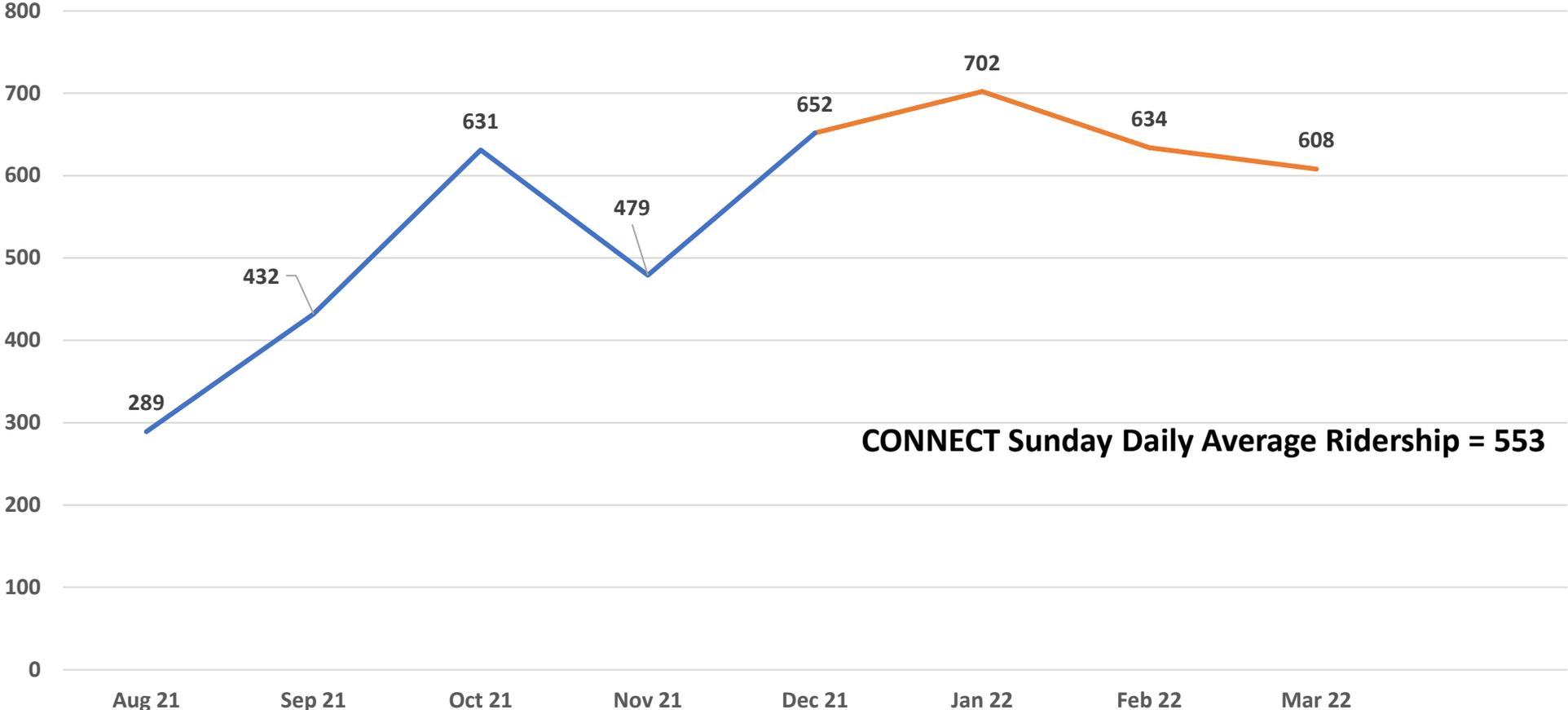


Monthly Ridership Performance (All Service Days)



CONNECT Sunday Service Performance

Monthly Ridership Performance (Sunday Service Only)





MARKETING & OUTREACH





COVID-19 Communications



**MASKS NOW
OPTIONAL**



CONTINUED SAFETY MEASURES

- *Federal Mask Mandate – Lifted April 19, 2022*
- *Shuttle capacity limitations discontinued*
- *Enhanced disinfection protocols*
- *Upgrade HEPA filtration systems on all buses*
- *Added top-rated Air King purifications system to fleet*



DRIVER APPRECIATION DAY

MARCH 18, 2022

OUR DRIVERS MAKE THE DIFFERENCE!
THANK YOU!

Thank you so much for your service to BFT and, more importantly, your service to our community.

You are the essence of what we do. As our primary service providers and ambassadors, you are the #1 reason we can provide safe, dependable, and attractive transportation.

Again, thank you, and please keep up the great work!



bft.org



COMMUNITY PARTNERSHIPS

BE **OZONE** AWARE

PROBLEM | Ground-level ozone is a toxic air pollutant that is bad for human health and the environment. High ozone levels have been detected in the Tri-Cities in recent years. Breathing toxic ozone can cause respiratory problems, even in healthy people. Additionally, if ground-level ozone reaches “non-attainment” levels according to national air quality standards, the Tri-Cities may face an economic burden to return to compliance.

SOLUTION | The good news is we all have the power to help solve this important problem. Ben Franklin Transit is partnering with the Washington State Department of Ecology to help reduce ground-level ozone by building awareness and encouraging rideshare use in our community.



HOW CAN I HELP?

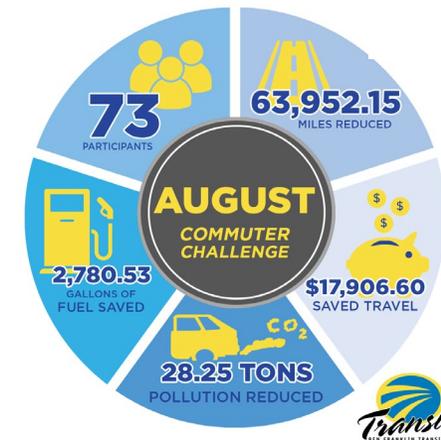
RIDESHARING

Consider rideshare modes of transportation that can help reduce ground-level ozone levels, including:

- Vanpool
- Public transit
- Carpool
- Walking
- Biking
- Telecommuting

VISIT BFT.ORG/ENVIRONMENT

- Learn more about ground-level ozone and its impacts on our community.
- Learn how YOU can help reduce ground-level ozone.
- Find rideshare options in the Tri-Cities.
- Sign up for ozone alerts.





2022 LEGISLATIVE CIP

2022 SNAP SHOT

BEN FRANKLIN TRANSIT
We support economic diversity and growth in the Tri-Cities through safe, reliable, and affordable connections to employment, education, healthcare, entertainment, and essential services.

Ben Franklin Transit Service Area

POPULATION
300,000 in 2021
369,700 by 2040

Tri-Cities is currently the third largest metropolitan area and the fastest growing region in the state serving a labor force of 145,763.

Demographics
59.31% White | 32.48% Hispanic
8.21% Other | 39.1% Identify as Minority

Why Riders Choose BFT?

Washington State University and Columbia Basin College serve over 9,000 students and feature top programs in Viticulture, Enology, and Nuclear Technology.

Local economy is anchored in R&D, technology, manufacturing, retail, and healthcare.

Ben Franklin Transit **SEEKS YOUR SUPPORT** of several transportation projects that are essential to supporting ridership growth at the same pace as population growth in Tri-Cities.

Bus Electrification | 12 units over 3 years
Zero emission electric buses are a necessary support element to BFT's projected growth and continued service. BFT's new METRO Routes (high-frequency routes that run every 15 minutes connecting Pasco, Kennewick and Richland) would be substantially more efficient with an electric fleet.

Renovation/Expansion of 22nd Ave Transit Center | Pasco
The 22nd Avenue Transit Center in Pasco is one of BFT's largest transit centers and the facility with the highest utilization by minority and economically disadvantaged passengers. Many physical infrastructure elements have reached the end of their useful life, and major upgrades are drastically needed to keep pace with area growth and transit route needs.

Accessible Bus Stop Program
In 2019, BFT identified that only 13% of its 1,000 bus stops are fully compliant with the Americans with Disabilities Act (ADA). BFT is investing in local resources to improve ADA access to transit. In 2020 and 2021, BFT used local funds to increase the number of ADA-compliant bus stops from 13% to 16%.

New Transit Hubs | Kennewick, Benton City, Prosser
Transit hubs support the framework of the BFT network by providing locations for bus transfers, layovers, and charging. BFT's priority is to build transit hubs in walkable locations within major commercial areas, incorporating cycling infrastructure and other community amenities in its transit hubs. At new hubs, BFT is providing space to include electric bus charging and a range of sustainable first and last mile services.

Maintenance & Storage Base | West Pasco
Rapid agency growth has created space constraints for maintenance and storage needs. Current facilities are over-crowded forcing BFT's Maintenance Department to operate out of a former bus paint bay.



SERVING OUR COMMUNITY

RESPITE FOR
KENNEWICK
FIRE
&
RICHLAND
POLICE
DURING
EMERGENCIES





SERVING OUR COMMUNITY





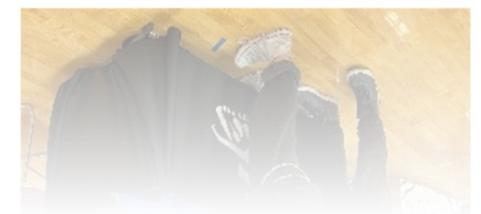
SCHOOL OUTREACH HIGHLIGHTS

SCHOOL OUTREACH

- Snow Detours/inclement weather procedures
- Art Contest (Entry collections, 2 voting rounds, announcement of winners)
- BFT CONNECT service education

EVENTS

- Rivers Edge High School Open House - February 24
- Kamiakin High School Braves Day – March 12
- 2022 Art Bus Tour – April 20





ART CONTEST BUS TOUR



“Bridging Our Past
With Our Future”

WALTON • 13th Fl. • 700
STAY CONNECTED WWW.TRICITYHERALD.COM

FACEBOOK.COM/TRICITYHERALD
TWITTER.COM/TRICITYHERALD

VOICE OF THE
MID-COLUMBIA

THURSDAY APRIL 21 2022

\$3.00

Tri-City Herald



LOCAL STUDENT CONTEST WINNERS SEE THEIR ART BECOME ROLLING DISPLAY

River View High School sophomore Zaydean Valdez poses for a photo Wednesday during an unveiling ceremony of a Ben Franklin Transit bus wrapped with the top three winning artwork entries for the 2021 BFT Student Art Contest.

Washington state COVID cases tick up. Should you be worried?

BY ANNETTE CART
anette@tricityherald.com

The number of new cases of COVID-19 in Washington state is increasing slightly, but public health officials are encouraged they have not also seen an increase in severe cases.

The number of hospitalizations for treating COVID-19 remains flat and at a much lower rate than during the peak of the omicron variant this winter, said Dr. Umar Shah, Washington secretary of health, during a Wednesday news briefing.

The number of new deaths is decreasing, he said.

"We had less than six deaths today," said Dr. Scott Lindquist, Washington state epidemiologist. "That is just territory we have not been in a long time."

The percentage of new cases



Ben Franklin Transit @bfrtransit · Apr 25

Check out BFT's Top 48 Student Art Contest submissions displayed @RichlandLib, the West Pasco and Kennewick @MidColumbiaLib branches!



2 3

Twitter

Tweets since January 1: 5

Impressions: 17,306

Engagements: 19

Engagement rate: .8%

Our
Top
Tweet





BFT CONNECT CAMPAIGN

WHAT IS CONNECT?

CONNECT is ideal for riders whose starting location or destination is too far from a bus stop.

- CONNECT helps riders get to and from a BFT bus stop.
- Book a trip using the **Via app** or by calling **509.204.4189**
- Book a ride within minutes of when you're ready to leave and **CONNECT** will pick you up and take you there.

HOW TO BOOK A RIDE

Booking a ride with **CONNECT** is quick and simple - use the **VIA app** or call **509.204.4189**. Go to the app store and download the **VIA app**.

CONNECT ZONES

There are six **CONNECT** zones throughout the Tri-Cities.

- Create your account.
- Select your payment method and enter requested information.
- Each zone has pre-determined destinations to choose from.
- From these destinations, riders can transfer to or from the BFT bus network to reach their destination.
- **CONNECT** costs the same as BFT bus fares. Payment is made via the app, or in person with exact cash, BFT pass/ticket or valid transfer.
- A free 90-minute transfer to the BFT bus network is offered with each completed ride.

• Tap the address bar or move the pin on the map to edit your pick up address.

• Confirm your location.

• Select your destination.

• Confirm your ride.

• Walk to your assigned nearby pick-up location and get ready to ride!

• For special requests (e.g., wheelchair).

Catch CONNECT!

Your first ride is **FREE!**

BFT CONNECT is Ben Franklin Transit's on-demand rideshare service that makes it easier and more affordable to connect to the bus network and travel within Ben Franklin Transit's service area.

¡Agarra CONNECT!

¡Tu primer viaje es GRATIS!

BFT CONNECT es el servicio de Ben Franklin Transit compartido bajo demanda que hace más fácil y económico conectarse a la red de autobuses y viajar dentro del área de servicio de Ben Franklin Transit.

BEN FRANKLIN TRANSIT CONNECT
Powered by **Ovia**

English & Spanish
"How to Ride"
Brochures

Catch CONNECT to and from Finley!

Your first ride is FREE!

\$1.50 per ride or UNLIMITED rides with a monthly pass!

BFT CONNECT is Ben Franklin Transit's on-demand rideshare service that makes it easier and more affordable to connect to the bus network and travel within Ben Franklin Transit's service area.

- **CONNECT** is ideal for riders whose starting location or destination is too far from a bus stop.
- **CONNECT** helps riders get to and from BFT bus, transit centers and select destinations.
- Book a ride within minutes of when you're ready to leave and **CONNECT** will pick you up and take you there.

Download the **Via app** on your smartphone or call **509.204.4189** to book a ride.

BEN FRANKLIN TRANSIT CONNECT
Powered by **Ovia**

*Discount automatically applied when you create your account and book your first ride.

MORE INFO: bft.org/Connect

Targeted Finley
"How to Ride" Flyers

Ben Franklin Transit
Published by Teresa Wain · March 4

Feeling the pinch?

A BFT monthly pass gives you UNLIMITED rides on our fixed route service and BFT CONNECT!

Use our online calculator to see how much you could save!

<https://www.bft.org/services/driving-calculator/>

Website, Digital
Social Media



SOCIAL MEDIA

Did you know all seniors can ride FREE on BFT?
Anyone over 65 years old can ride BFT buses and CONNECT for FREE.
It's simple! Stop by Customer Service at the Three Rivers Transit Center with a picture ID to get your FREE Senior ID Pass. ... [See more](#)

5,153 People reached 243 Engagements ↑ +5.1x higher Distribution score [Boost post](#)

Ben Franklin Transit
Published by Mindy Miley · March 15 · 🌐

Transit Driver Appreciation Day on Friday, March 18!
Ben Franklin Transit's bus operators do it all—Pre-trip inspections, pick up riders, collect fares, answer trip planning questions—all while safely maneuvering an extra-large vehicle through traffic, around tight corners and detours, and through all sorts of weather.
Our drivers are dedicated to what they do, and they deserve a heartfelt thanks!... [See more](#)

Ben Franklin Transit
Published by Hootsuite · March 11 · 🌐

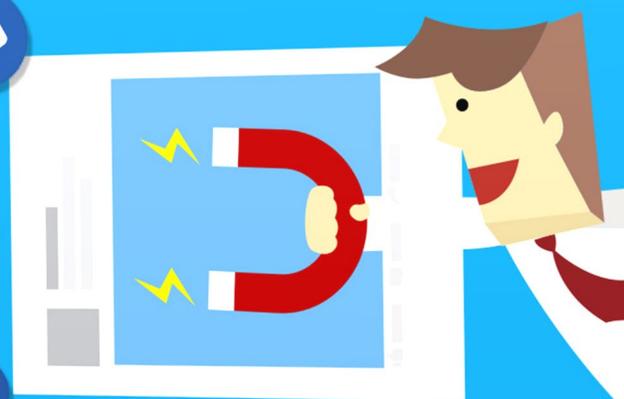
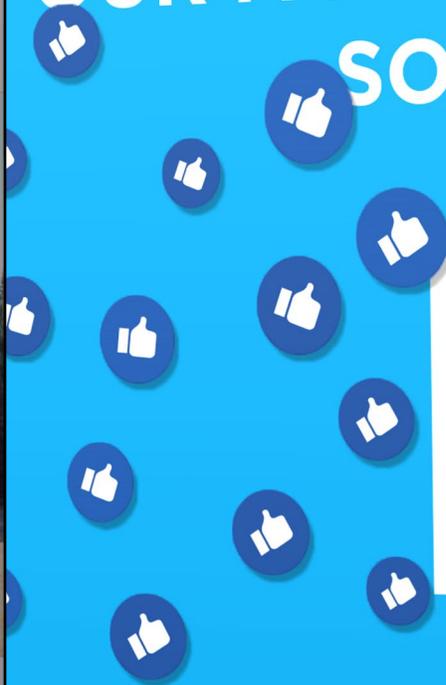
Zaydean V. from River View High School is BFT's 2021 Student Art Contest 1st Place winner!
Congratulations Zaydean!
The BFT Art Bus will be rolling around town soon and feature our Top 3 winners' art. See the Top 15 finalists at bft.org/Art.

4,332 People reached 402 Engagements ↑ +4.3x higher Distribution score [Boost post](#)

Ben Franklin Transit
Ben Franklin Transit provides public transportation s... [Call now](#)

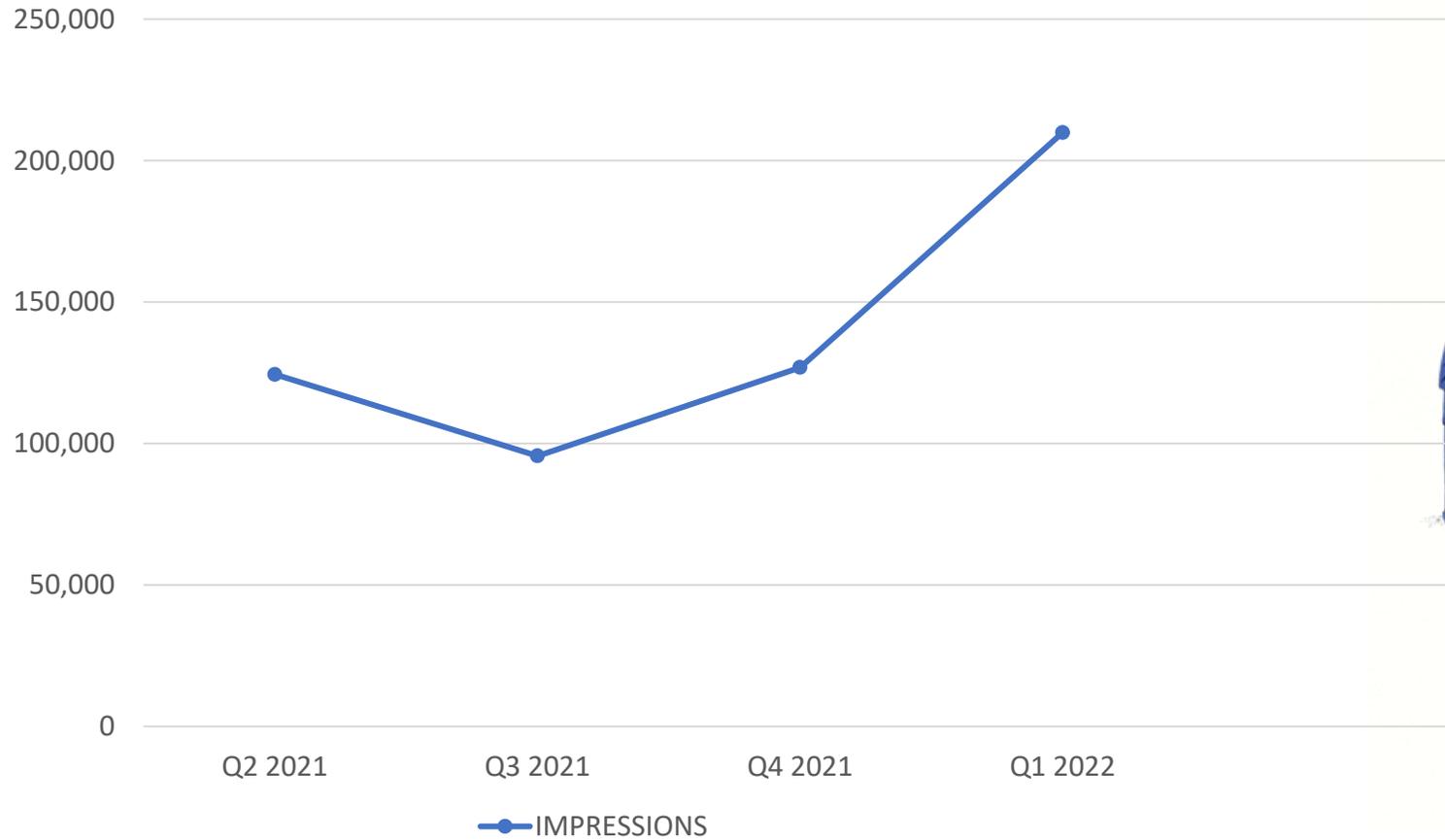
11,884 People reached 1,264 Engagements ↑ +1.5x higher Distribution score [Boost again](#)

OUR MOST ENGAGING SOCIAL POSTS





SOCIAL MEDIA

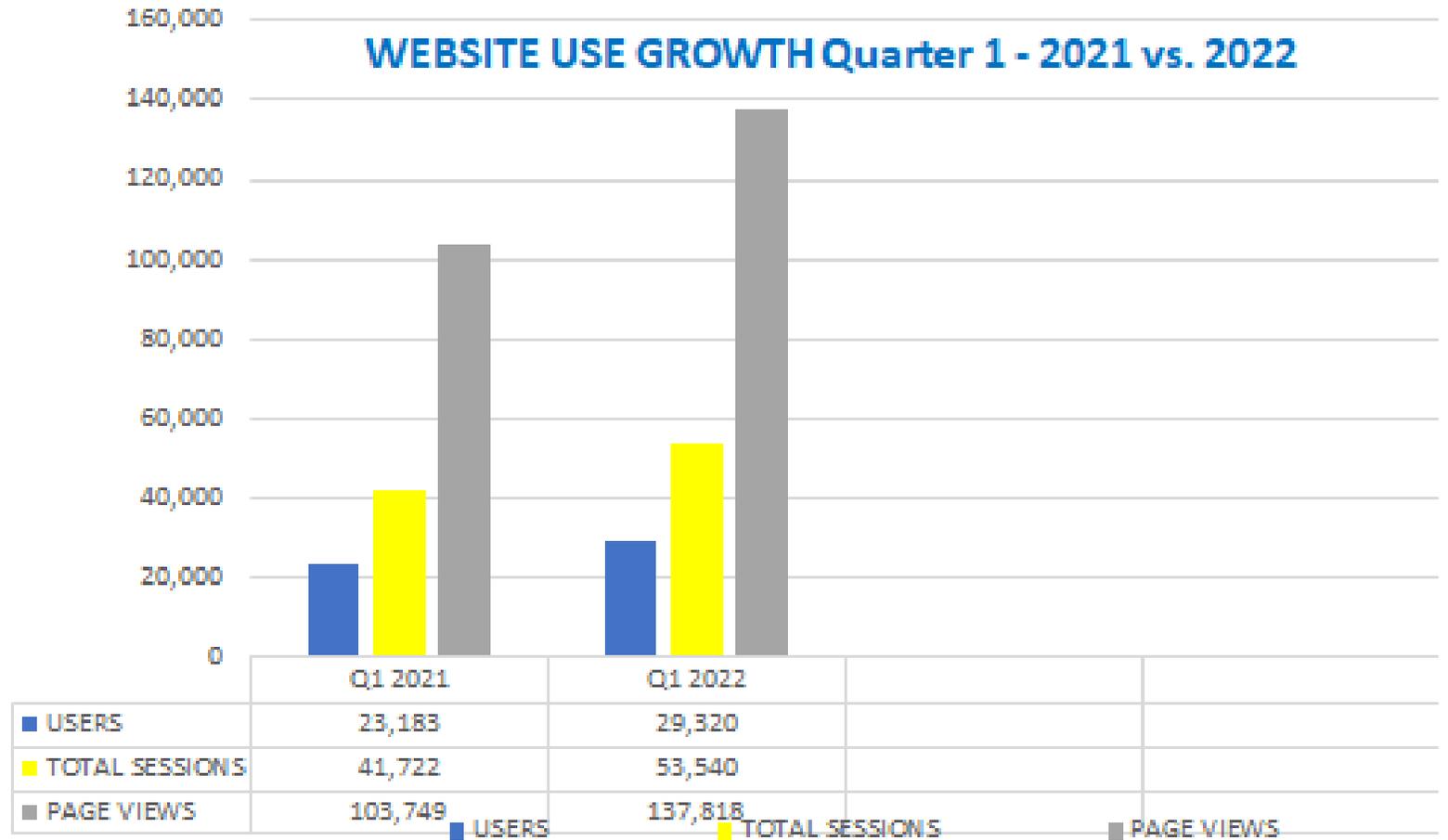




WEBSITE USE

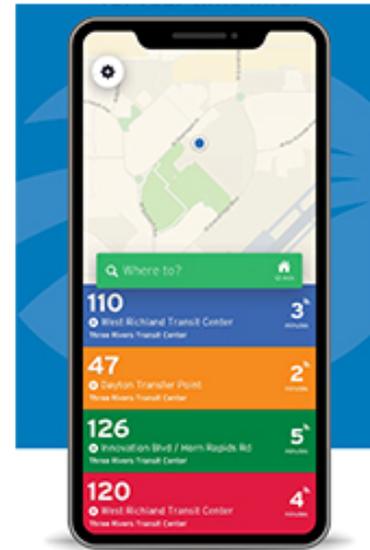
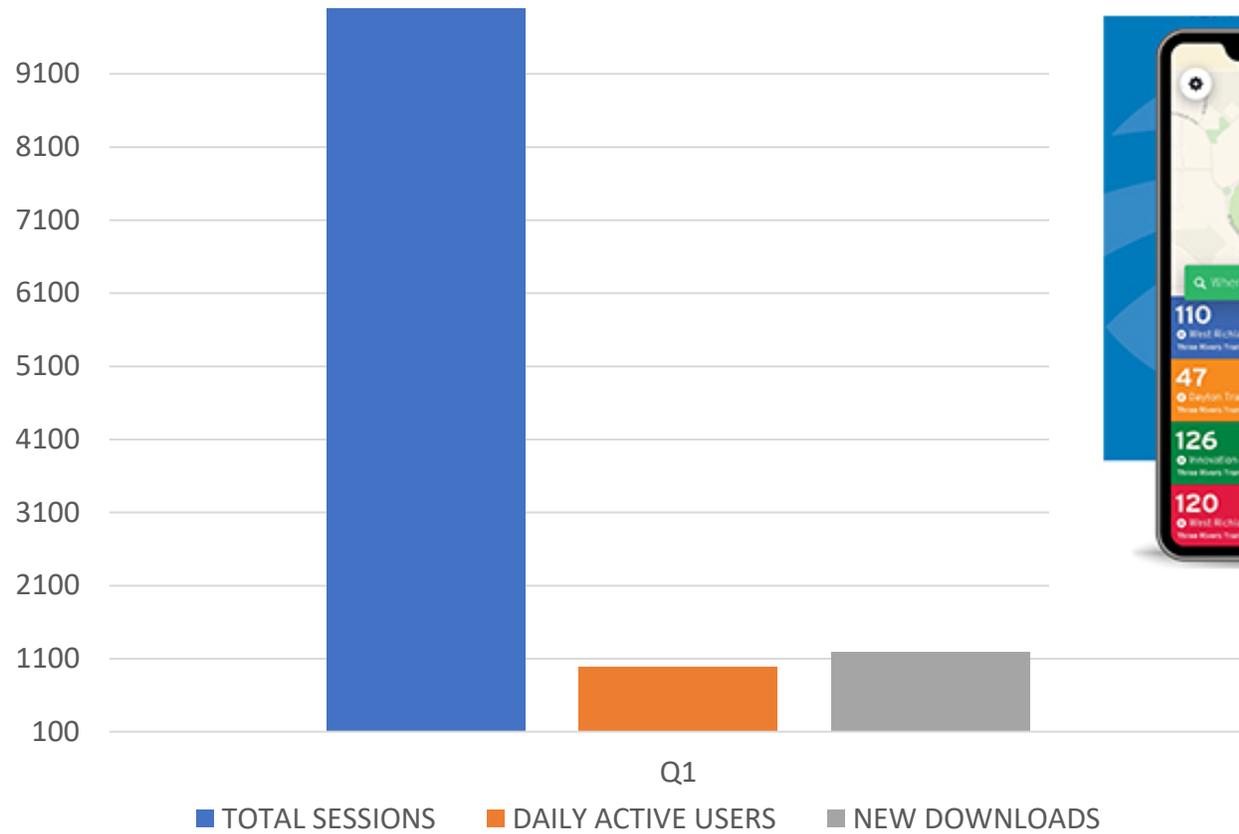


WEBSITE USE GROWTH Quarter 1 - 2021 vs. 2022





BFT TRANSIT APP USE



- Route Planning
- Real Time Bus Tracking
- Official App of BFT

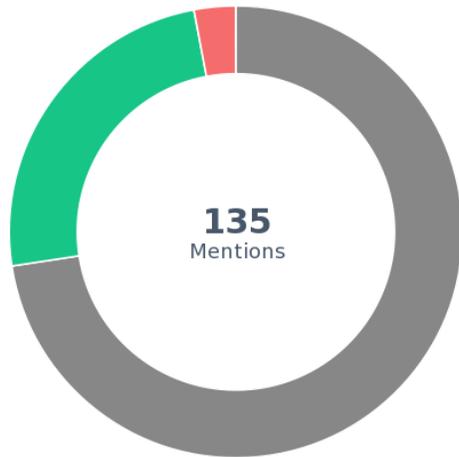




CRITICAL MEDIA MENTIONS

Mentions by Sentiment

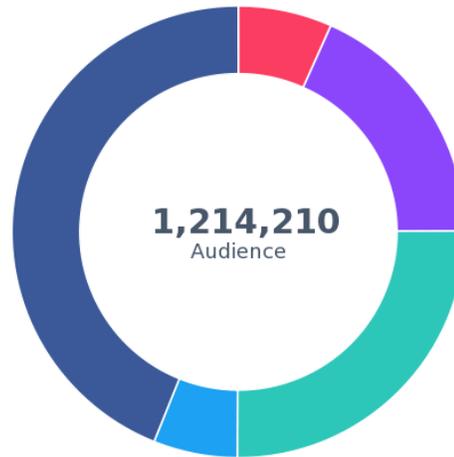
Powered by Critical Mention



● Neutral ● Positive ● Negative

Audience by Media Type

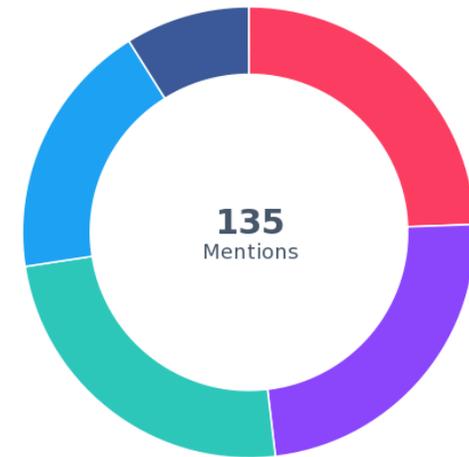
Powered by Critical Mention



● TV ● Radio ● Online + Print ● Twitter ● Facebook

Mentions by Media Type

Powered by Critical Mention



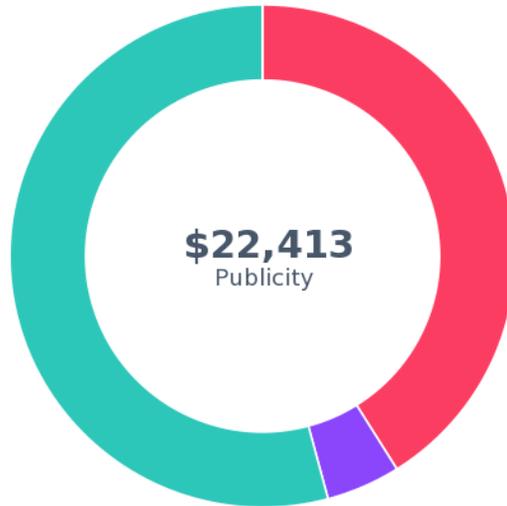
● TV ● Radio ● Online + Print ● Twitter ● Facebook



PUBLICITY VALUE OF MENTIONS

Publicity by Media Type

Powered by Critical Mention

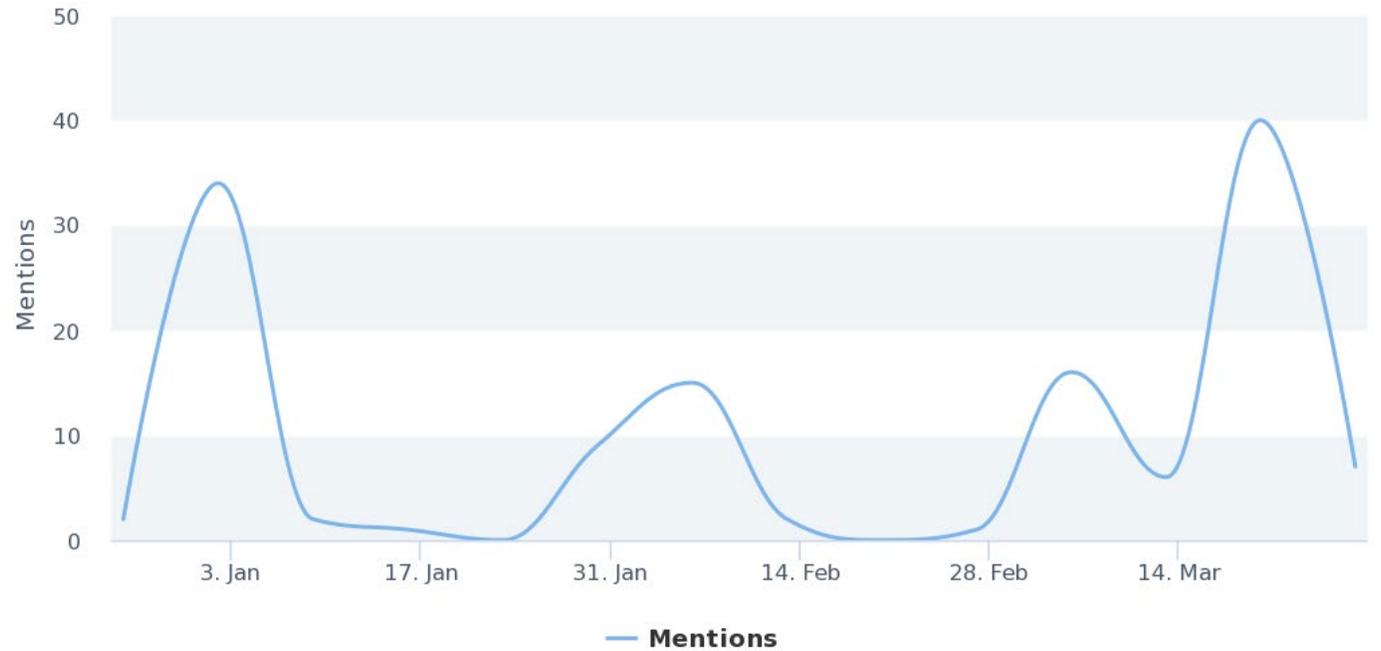


\$22,413
Publicity

● TV ● Radio ● Online + Print ● Facebook

Mentions by Time

Powered by Critical Mention





BFT IN THE NEWS



Combatting High Gas Prices



BFT Provides Shelter at Fire



Snow Detours



LOOKING AHEAD



- **CONNECT 2nd Anniversary - May**
- **40th Anniversary – Campaign Begins - May 22 (Bus Day)**
- **Roadeo - June 26**
- **Employee Appreciation Event June 26**
- **Annual Service Changes June 20, 2022**



2022 Goals & Initiatives



BFT STRATEGIC PLAN OBJECTIVES

- 1 Address Community Growth
- 2 Maximize Community Outreach & Involvement
- 3 Implement Succession Planning & Staff Development
- 4 Address Community Demographics
- 5 Participate in Economic Development
- 6 Plan for Paratransit Demographic Shifts
- 7 Integrate Technology
- 8 Pursue Environmentally Friendly Buses

2022 Goals & Initiatives	1	2	3	4	5	6	7	8
Safety First	✓	✓	✓	✓	✓	✓	✓	✓
Ridership Restoration/Growth	✓	✓		✓	✓	✓	✓	✓
Strategic Planning	✓	✓	✓	✓	✓	✓	✓	✓
Implementation of Operational Technology	✓	✓		✓	✓	✓	✓	✓
Agency Modernization	✓	✓	✓	✓	✓	✓	✓	✓
Alternative Fuels		✓		✓	✓		✓	✓
Labor Relations	Contractual Requirement							

2022 goals & Initiatives Progress

Q1	Q2	Q3	Q4	2022 GOALS & INITIATIVES	START	END	REVISED DATE
				❖ SAFETY FIRST			
				1) Transit Operation Accident Prevention - Vanpool	01/02/2022	12/31/2022	
				2) Major Preventable Accidents at Less Than .75 per 100,000 miles	01/02/2022	12/31/2022	
				3) Update Public Transportation Agency Plan (PTASP)	01/02/2022	12/31/2022	
				4) Maintain a Safe Work Environment – Facilities/Maintenance	01/02/2022	12/31/2022	
				❖ RIDERSHIP RESTORATION/GROWTH			
				1) Restore Fixed Route Ridership to 85% of March 2020 Levels	01/02/2022	12/31/2022	
				2) Community Outreach to Key Demographics	01/02/2022	12/31/2022	
				3) Implement & Refine Group Travel Training Curriculum	11/01/2021	12/31/2022	
				4) Develop a Program Recovery Plan for Post-Pandemic Vanpool Operation	09/01/2021	12/31/2022	
				5) Evaluate CONNECT as a first/last mile option for Vanpool	09/01/2021	12/31/2022	
				❖ STRATEGIC PLANNING			
				1) Organizational Infrastructure	01/02/2020	12/31/2022	
				2) Succession Planning	01/01/2022	12/31/2022	
				❖ IMPLEMENTATION OF OPERATIONAL TECHNOLOGY			
				1) Fixed Route – Implement Asset Management Module per TAM	01/02/2019	06/30/2022	
				2) Performance Monitoring and Reporting	01/02/2020	12/31/2022	
				3) IT Infrastructure Improvements	09/01/2020	12/31/2023	

2022 Goals & Initiatives Progress (continued)

				❖ AGENCY MODERNIZATION			
				1) Agency Brand Management		01/02/2021	06/30/2022
				2) Facilities Upgrades		09/03/2019	03/31/2023
				3) New Transit Facilities		10/01/2019	12/31/2021
				4) Operation <u>TRANScend</u>		02/01/2022	12/31/2022
				❖ ALTERNATIVE FUELS			
				1) Complete Alternative Fuels Plan		01/02/2022	12/31/2022
				❖ LABOR RELATIONS			
				1) Transit Supervisors		06/08/2021	12/31/2022



QUESTIONS?

Memorandum

Date: May 12, 2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director of Planning & Service Development

Re: Recommendation to Extend Columbia Basin College Contract #893 through June 30, 2023

Background

Contract #893 has been in place with Columbia Basin College (CBC) for a transportation fixed-route bus ride program beginning with the 2011-2012 academic year. The current agreement is set to end on June 30, 2022. Ben Franklin Transit (BFT) has considered restructuring the contract but based on our preliminary results from the ongoing fare study, BFT recommends continuing the current structure with a one-year renewal of the current contract.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Staff recommends extending the Columbia Basin College Contract #893 through June 30, 2023.

Forwarded as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 36-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXTEND CONTRACT #893 WITH COLUMBIA BASIN COLLEGE FOR THE COMPREHENSIVE TRANSPORTATION FIXED ROUTE BUS RIDE PROGRAM

WHEREAS, BFT has a contract in place with Columbia Basin College for a comprehensive transit program; and

WHEREAS, the prior contract extension is set to end on June 30, 2022; and

WHEREAS, BFT staff recommends extending the agreement through June 30, 2023; and

WHEREAS, CBC will be invoiced based on the actual CBC Student Pass trips recorded at the farebox at the preexisting rate and consistent with past practice.

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT:

The General Manager is authorized to extend the contract with Columbia Basin College until June 30, 2023, attached hereto and referenced herein by title: "Contract #893 Amendment No 11."

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, May 12, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



1000 Columbia Park Trail, Richland, WA 99352
509.735.4131 | 509.735.1800 fax | www.bft.org

May 12, 2022

Columbia Basin College
ATTN: Brian Dexter
Asst. Vice President for Infrastructure Services
2600 N. 20th Avenue
Pasco, WA 99301

SUBJECT: CONTRACT #893, AMENDMENT No. 11

Ben Franklin Transit (BFT) proposes to amend the above agreement for the supply of transit fixed route bus trips in the following manner:

SECTION 3.0 TERM OF AGREEMENT

Extend agreement until June 30, 2023.

SECTION 6.0 PRICING

Pricing shall remain at the \$0.40 per boarding per the original Contract #893, and quantities shall be tabulated daily to arrive at a quarterly price for billing covering the period ending June 30, 2023.

Quantities and pricing may be adjusted during contract term if agreed to in writing by Ben Franklin Transit and Columbia Basin College.

All other terms and conditions shall remain the same.

ACCEPTED FOR:
BEN FRANKLIN TRANSIT

ACCEPTED FOR:
COLUMBIA BASIN COLLEGE

Edwin G. Frost

Brian Dexter

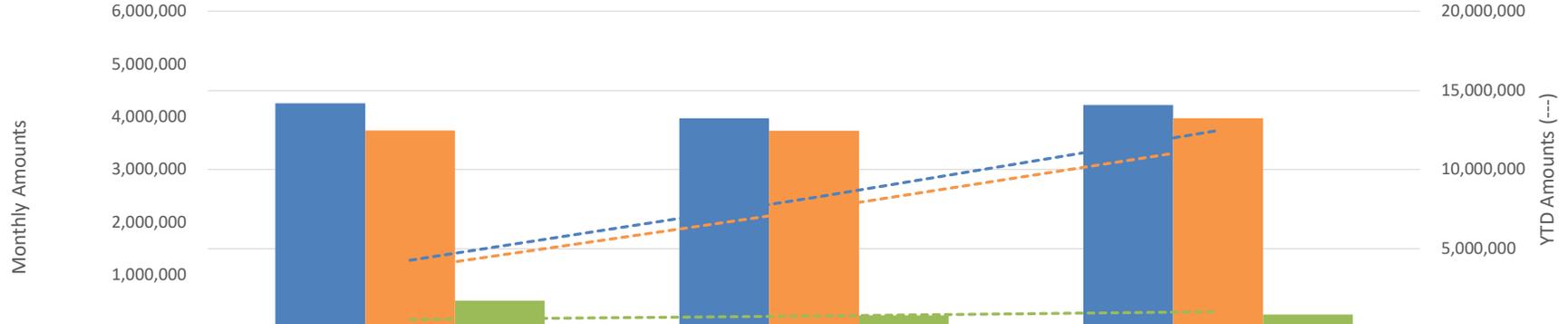
Interim General Manager
Title

Asst. Vice President for Infrastructure Services
Title

Date

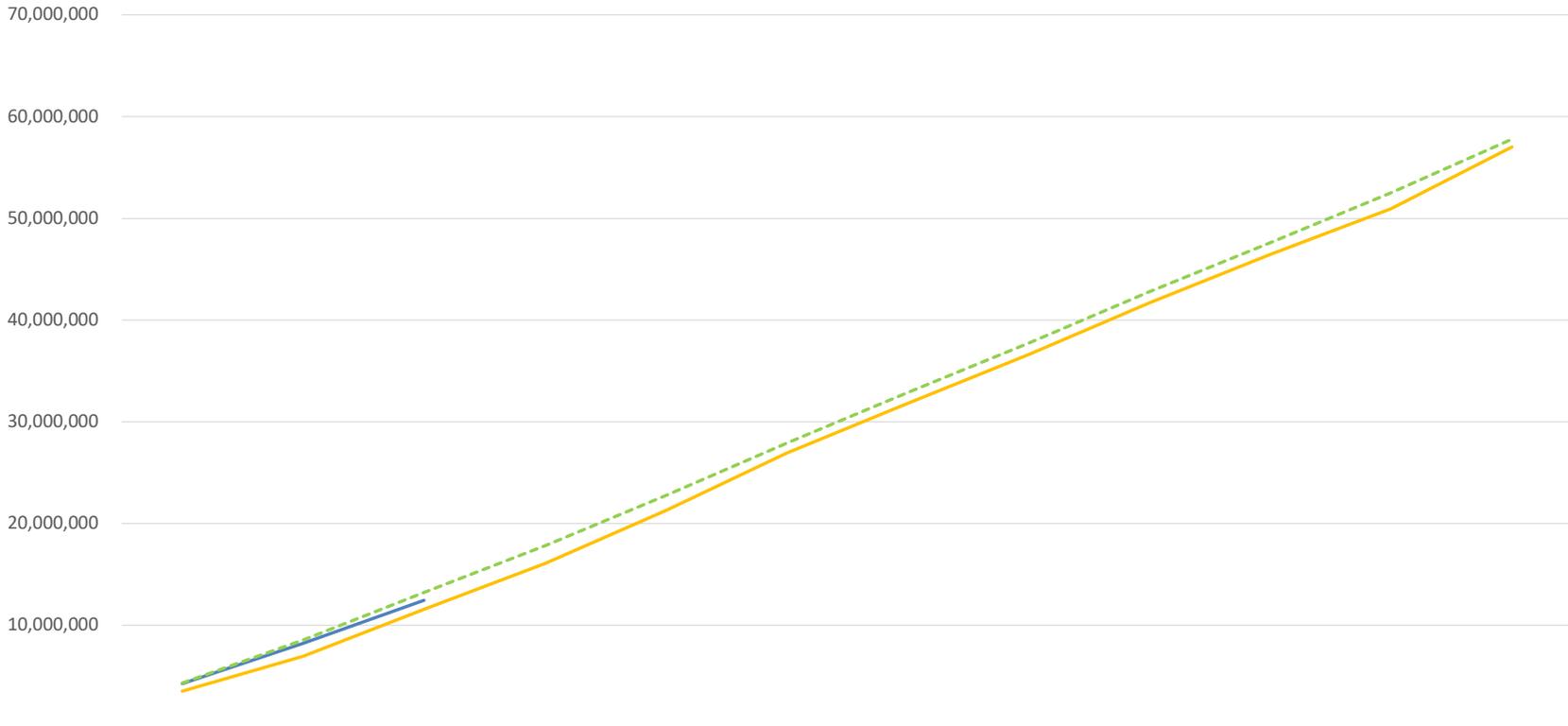
Date

Financial Overview



	January	February	March
Monthly Rev	4,258,209	3,972,258	4,225,800
Monthly Exp	3,743,556	3,735,989	3,972,322
Mo. Surplus (Deficit)	514,653	236,269	253,478
YTD Revenues	4,258,209	8,230,467	12,456,266
YTD Expenses	3,743,556	7,479,545	11,451,866
YTD Surplus (Deficit)	514,653	750,922	1,004,400

Total Operating Revenue



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	4,258,209	8,230,467	12,456,266									
CY Budget	4,327,618	8,550,874	13,229,271	17,808,198	22,753,368	27,902,123	32,869,772	37,729,747	42,802,029	47,631,181	52,511,604	57,786,200
PY Actuals	3,512,917	6,966,312	11,568,537	16,059,413	21,279,540	26,925,331	31,812,315	36,598,044	41,703,233	46,460,326	50,963,526	57,022,837

Significant Items to Note for Total Operating Revenue

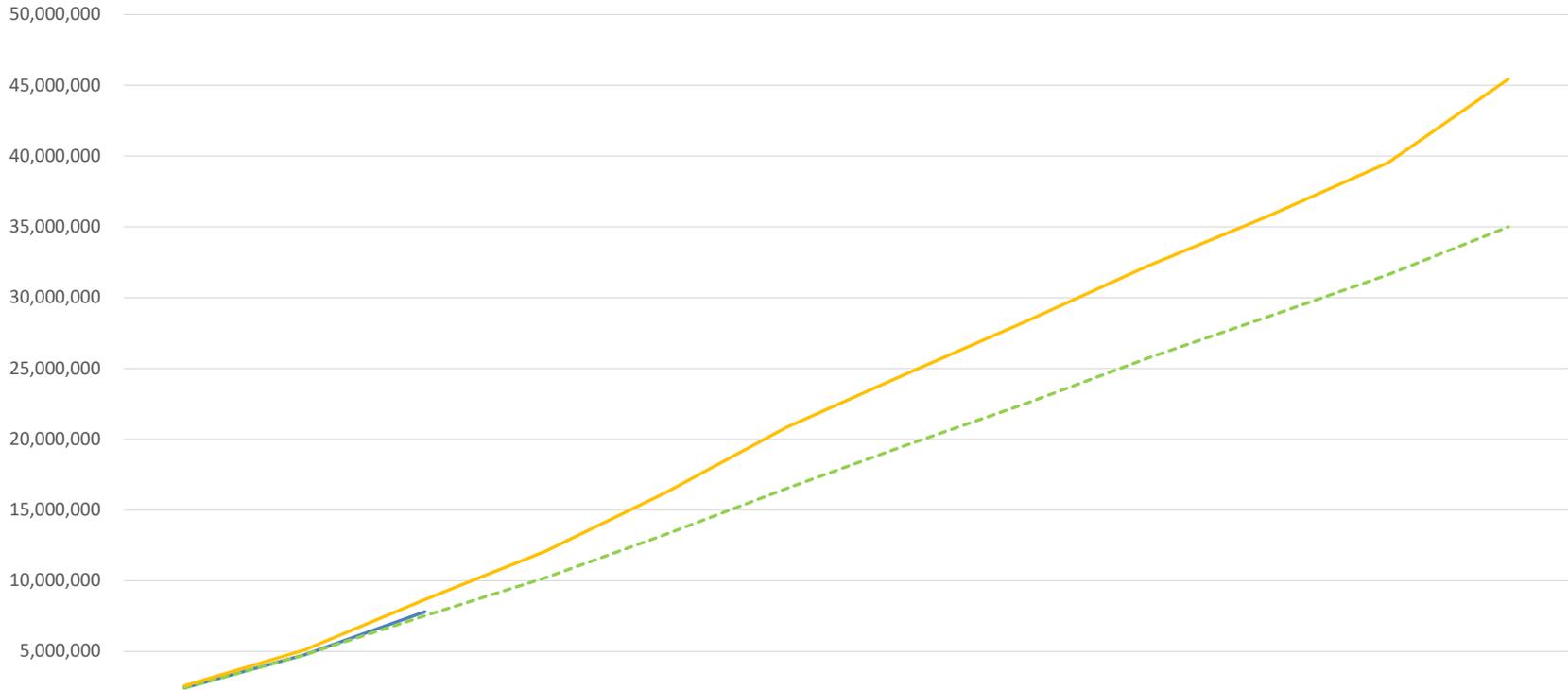
Current Month

- Nothing significant to report for the current month
- Actuals are within the expected budget range

YTD

- YTD Operating Revenues are \$700 K (6%) behind budget
- Primarily due to the timing of grant drawdowns

Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	2,429,564	4,754,766	7,810,478									
CY Budget	2,429,564	4,754,766	7,535,109	10,215,981	13,263,097	16,513,798	19,583,393	22,545,313	25,719,541	28,650,639	31,633,009	35,009,550
PY Actuals	2,585,589	5,097,165	8,675,101	12,075,673	16,226,240	20,813,518	24,622,039	28,342,359	32,216,068	35,762,246	39,532,023	45,442,171

Significant Items to Note for Sales Tax Revenue

Represents sales tax revenues as recorded in financial statements which will differ from Sales Tax Report due to two month reporting lag from the State

Current Month

- Current month is always an estimate
- Actuals are reported 2 months later from the State

YTD

- 94% of sales tax revenue went to Operations in PY vs. only 73% in CY
- Actuals are within the expected budget range

Opearating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	1,686,682	3,147,755	4,054,951									
— CY Budget	1,688,004	3,376,008	5,064,012	6,752,016	8,440,020	10,128,024	11,816,028	13,504,032	15,192,036	16,880,040	18,568,044	20,256,050
— PY Actuals	890,265	1,733,756	2,690,824	3,612,098	4,624,417	5,617,860	6,638,409	7,645,597	8,819,595	9,955,116	10,233,763	10,245,707

Significant Items to Note for Operating Grants

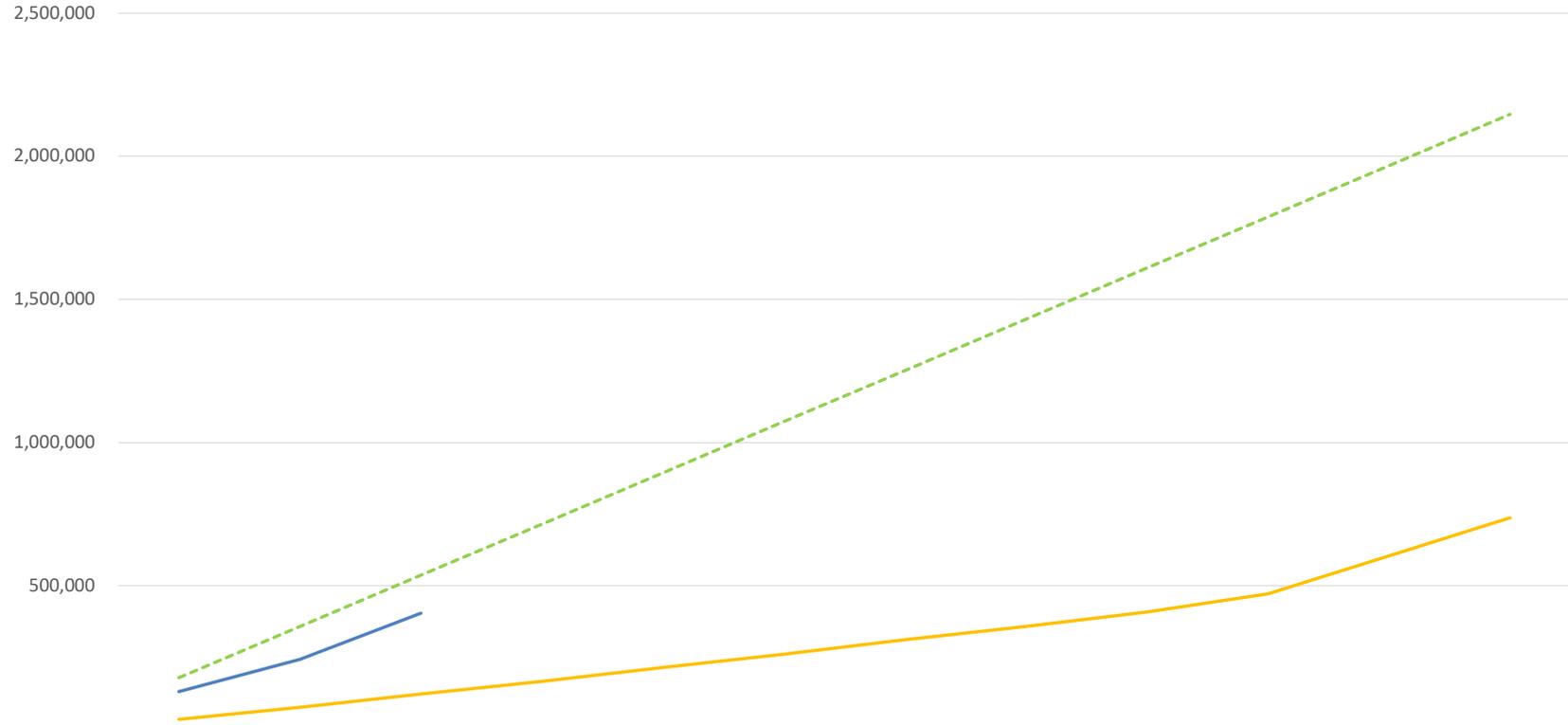
Current Month

- No State Special Needs funding accrual due to the amount being met
- Timing issue with grant drawdown. Budget was a simple straight-line. Will be caught up in subsequent months

YTD

- YTD Operating Grants Revenue are \$1 M (20%) behind budget
- Timing issue with grant drawdown. Budget was simple straight-line. Will be caught up in subsequent months

Fares



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	129,714	242,493	403,773									
CY Budget	178,867	357,734	536,601	715,468	894,335	1,073,202	1,252,069	1,430,936	1,609,803	1,788,670	1,967,537	2,146,400
PY Actuals	33,264	74,889	121,461	165,969	214,660	260,999	311,238	358,226	408,036	471,407	604,077	737,558

Significant Items to Note for Fares

Current Month

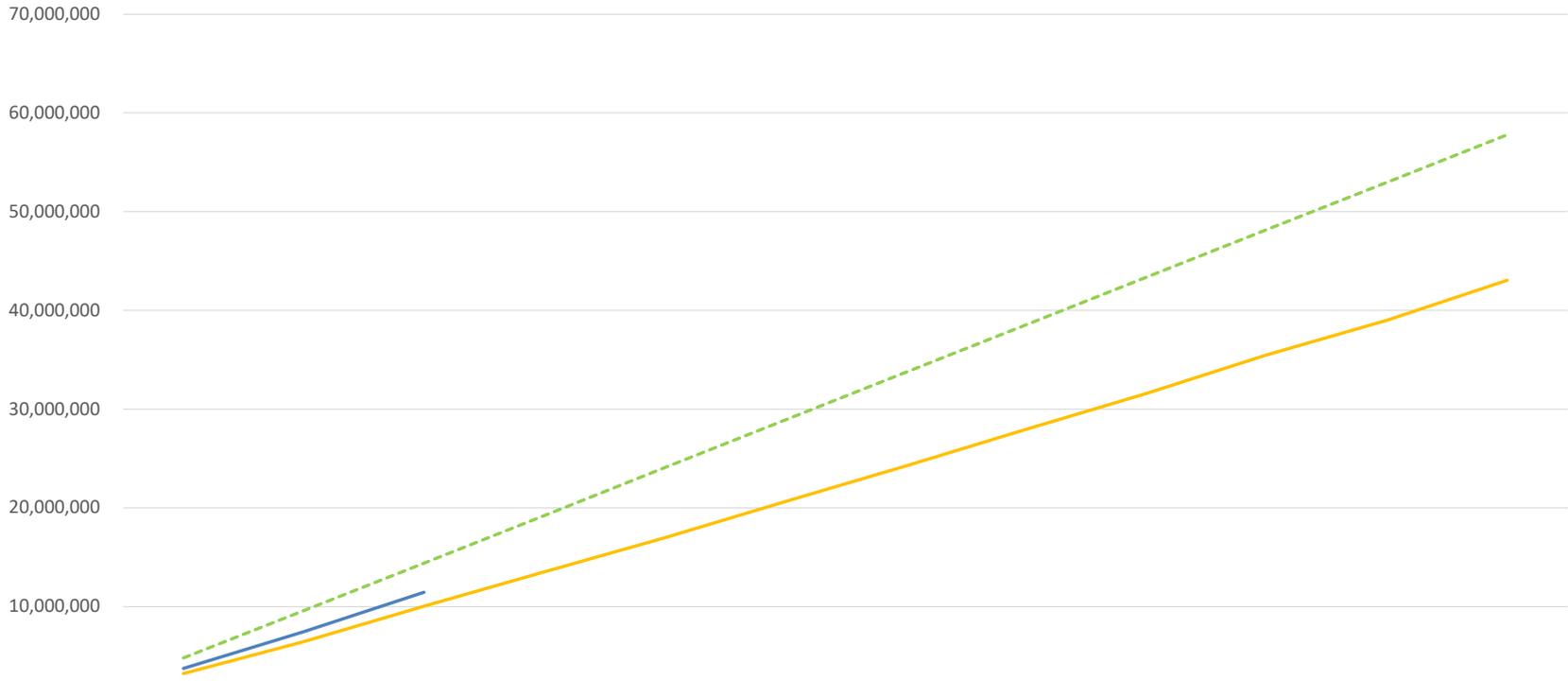
- GARDA deposits caught up in March (i.e. Bus Cash improved in March in comparison to February)

YTD

- YTD Vanpool fares are \$70 K (34%) behind budget & YTD Via fares are \$50 K (97%) behind budget

- PY was fare-free for Fixed Route and Dial-A-Ride through October 2021

Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	3,743,556	7,479,545	11,451,866									
— CY Budget	4,815,517	9,631,034	14,446,551	19,262,068	24,077,585	28,893,102	33,708,619	38,524,136	43,339,653	48,155,170	52,970,687	57,786,200
— PY Actuals	3,220,593	6,476,167	10,063,577	13,547,659	16,986,777	20,622,424	24,229,179	27,944,468	31,590,928	35,483,858	38,979,339	43,059,074

Significant Items to Note for Expenses

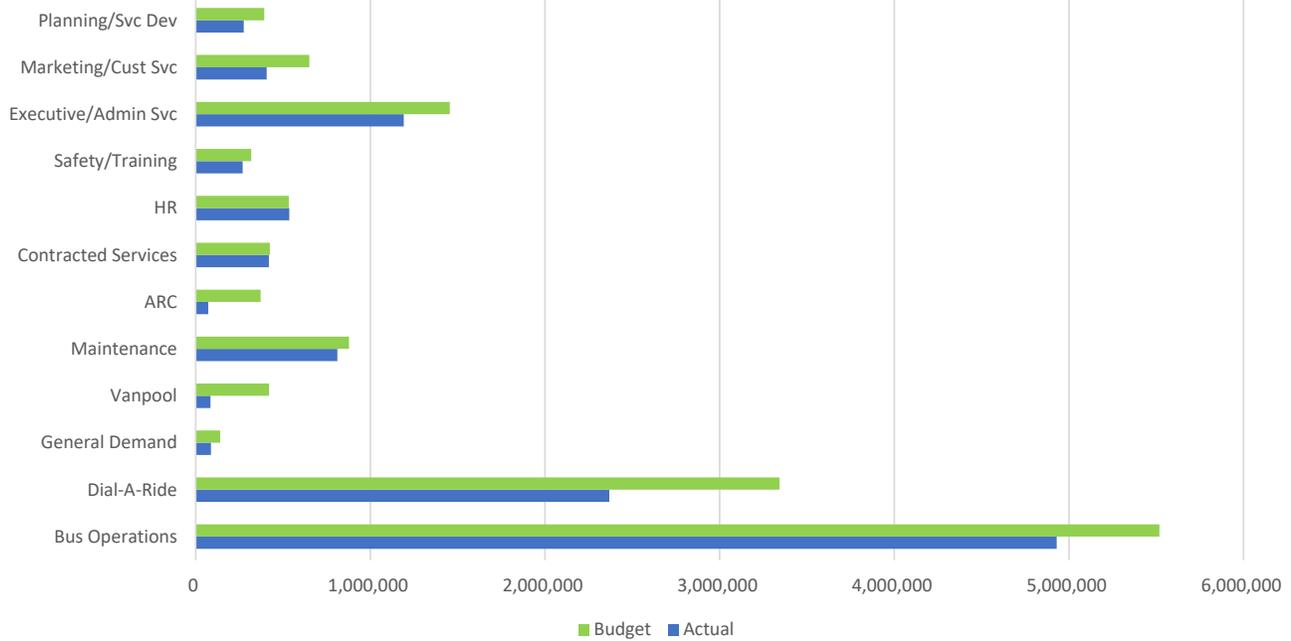
Current Month

- WSTIP adjustment for 2021 actual mileage reduced expenses by \$281 K
- Timing of invoices and straight-line budget causing positive variance as well

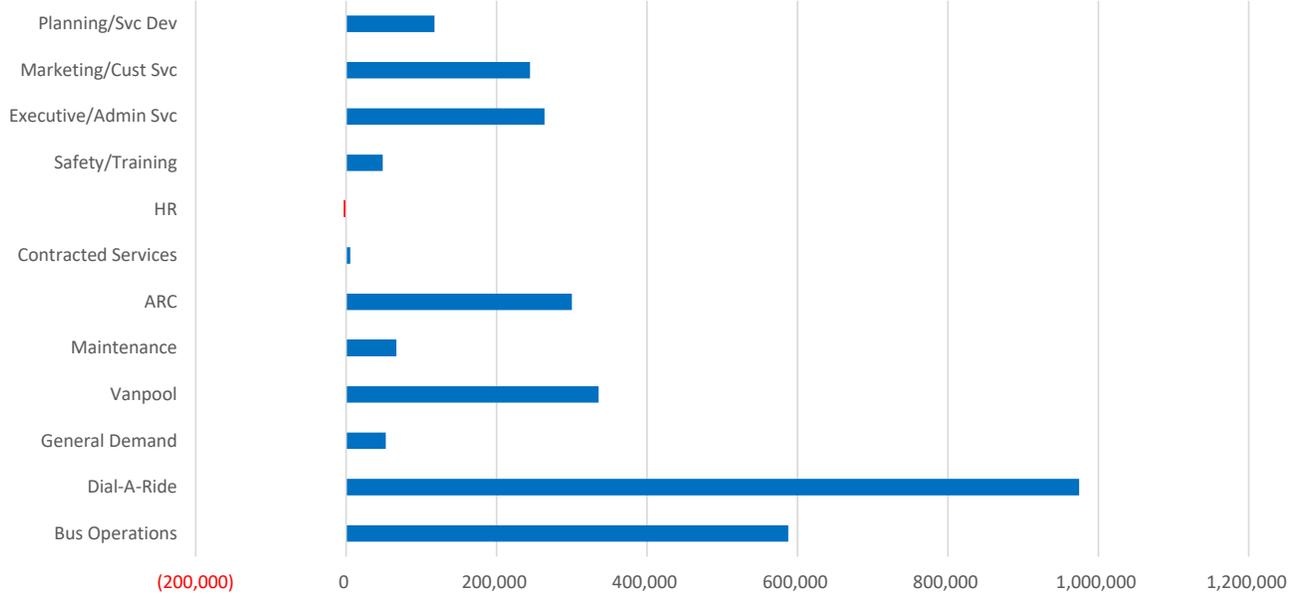
YTD

- Monthly budget is a straight-line of the annual budget. This will lead to timing differences throughout the early part of the year
- YTD Salaries & Benefits \$1.7 M better than budget primarily due to hiring vacancies
- Timing of invoicing and project starts for various Professional Services support

2022 YTD Expenses - Budget to Actual



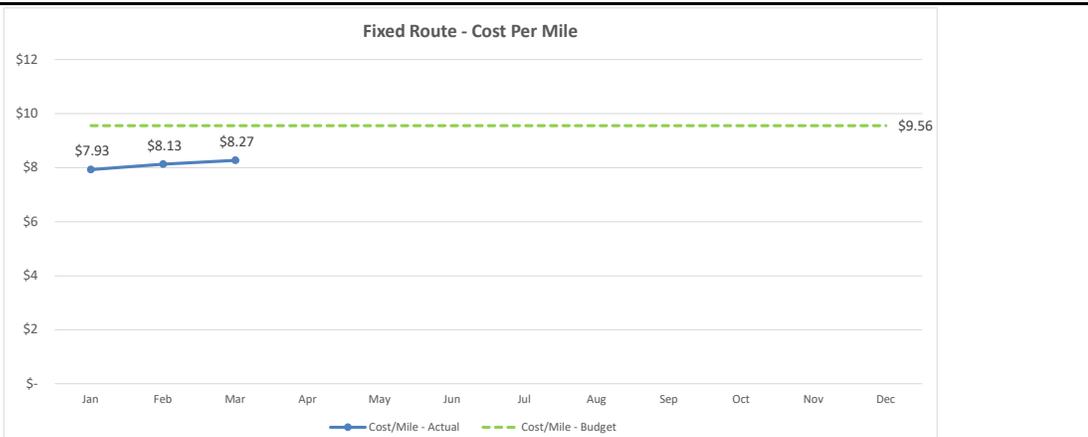
2022 YTD Expenses - B/(W) than Budget



Significant Items to Note:

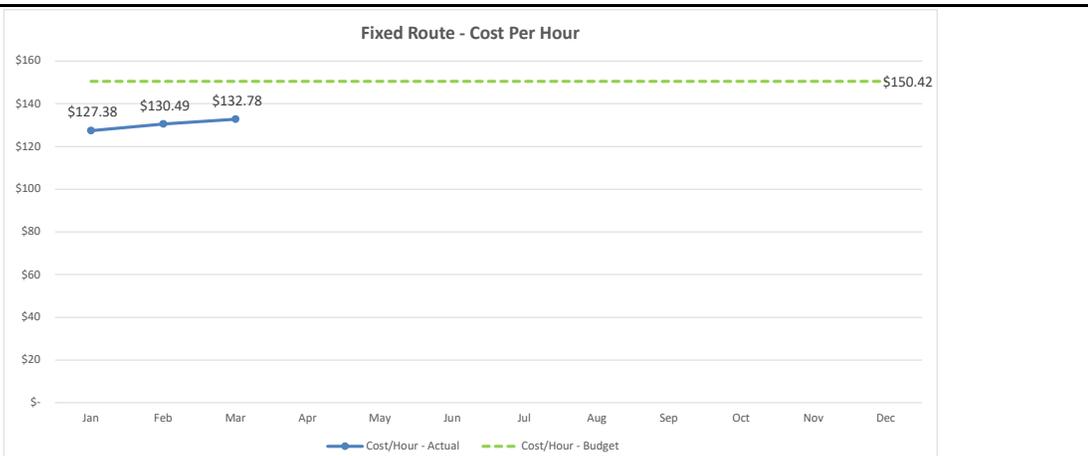
- Several position vacancies for DAR and OPS for first few months of the year
- Demand for DAR hasn't rebounded to before pandemic levels yet

Cost Per Mile



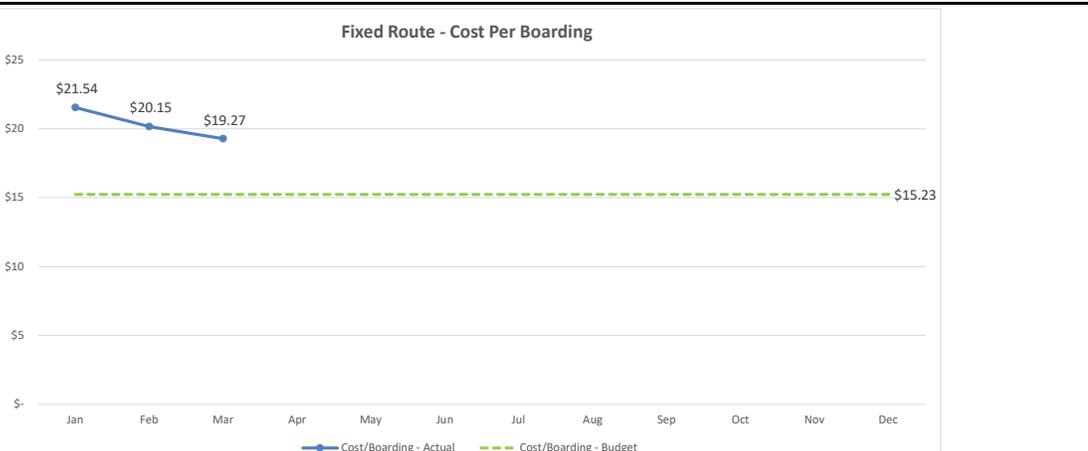
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	283,577	553,395	856,603	-	-	-	-	-	-	-	-	-
Percent of Budget	117%	115%	113%									

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	17,660	34,471	53,376	-	-	-	-	-	-	-	-	-
Percent of Budget	115%	113%	112%									

Cost Per Boarding

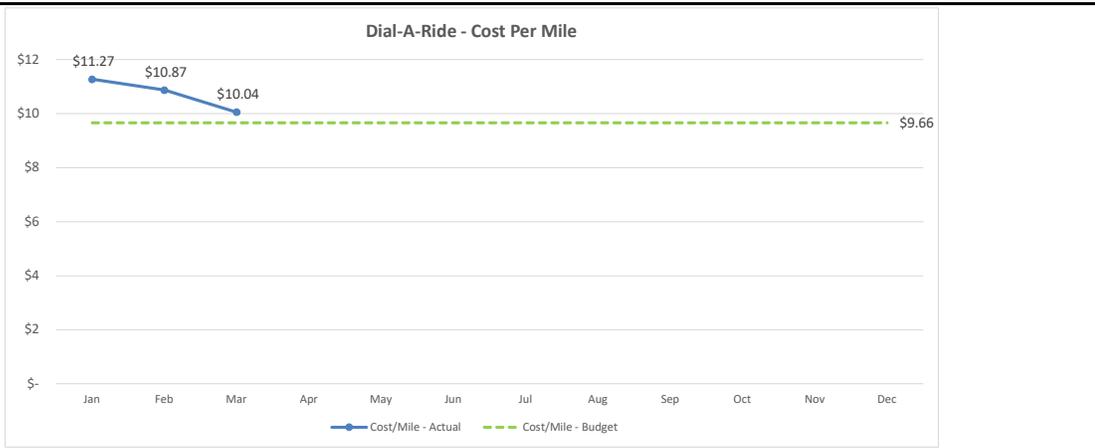


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	104,416	223,291	367,861	-	-	-	-	-	-	-	-	-
Percent of Budget	59%	68%	74%									

Legend for Percent of Budget:

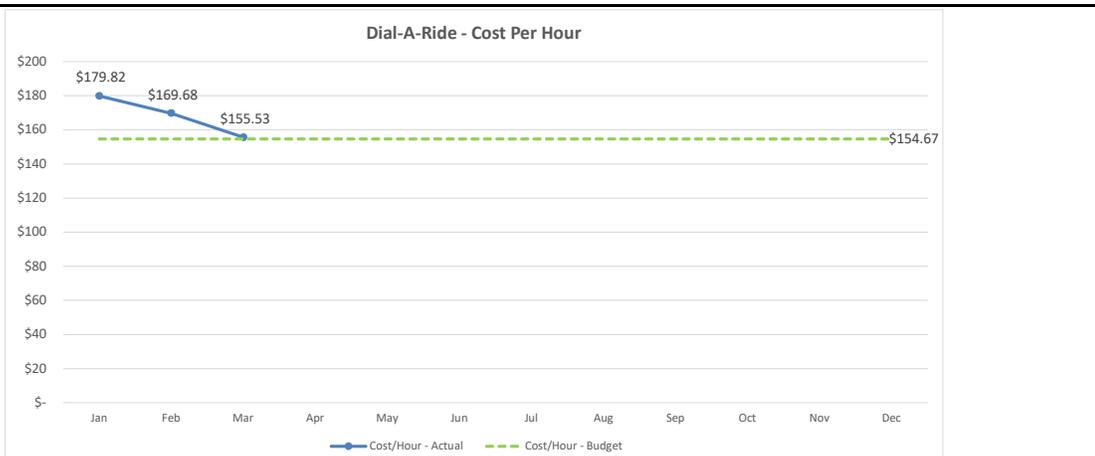
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



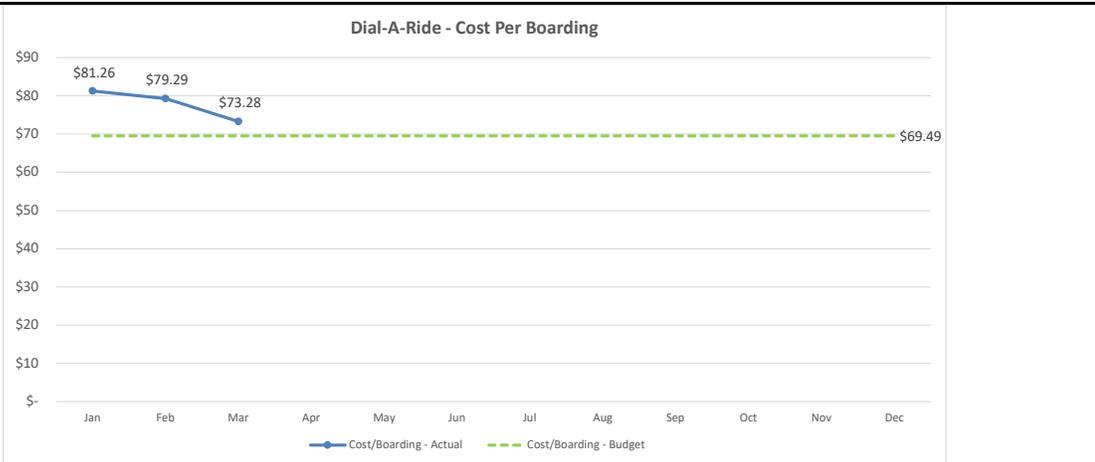
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,193,799	\$ 2,391,259	\$ 3,632,354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	105,949	220,086	361,615	-	-	-	-	-	-	-	-	-
Percent of Budget	83%	87%	96%									

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,193,799	\$ 2,391,259	\$ 3,632,354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	6,639	14,093	23,354	-	-	-	-	-	-	-	-	-
Percent of Budget	84%	90%	99%									

Cost Per Boarding

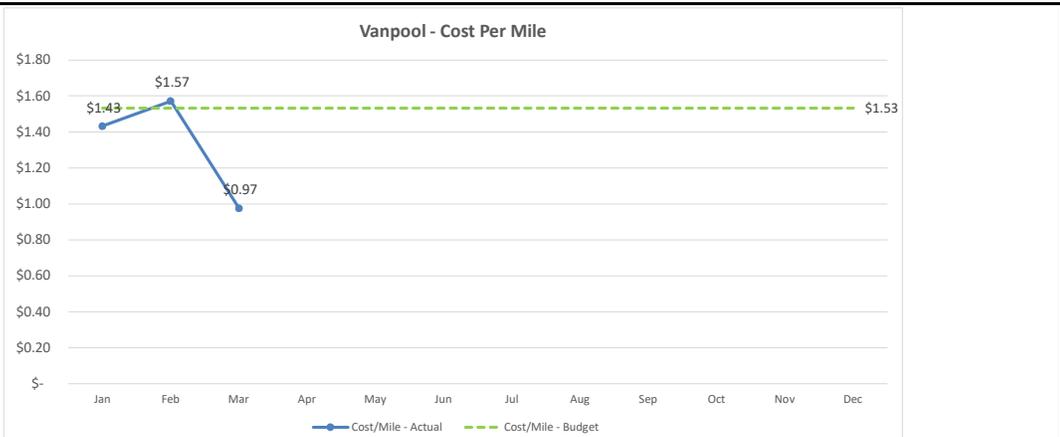


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,193,799	\$ 2,391,259	\$ 3,632,354	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	14,692	30,158	49,566	-	-	-	-	-	-	-	-	-
Percent of Budget	83%	86%	95%									

Legend for Percent of Budget:

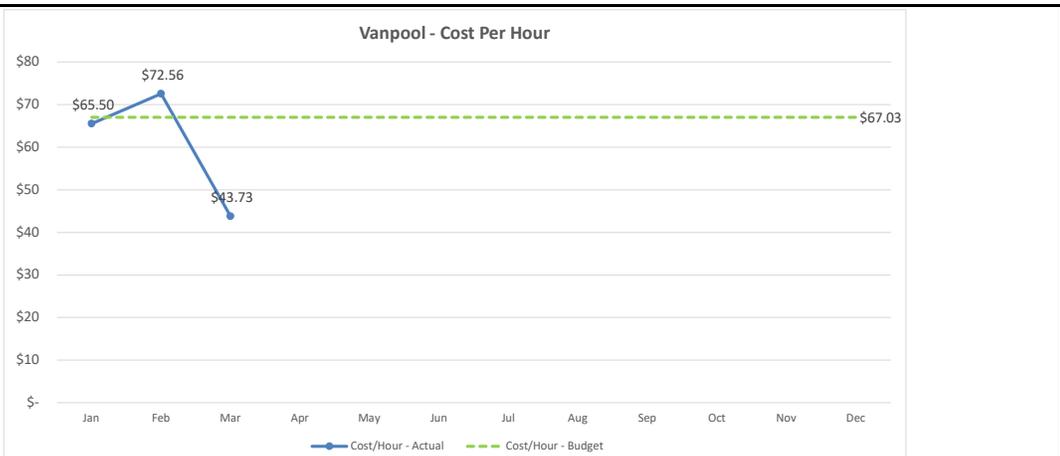
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miles	99,335	185,957	284,120	-	-	-	-	-	-	-	-	-
B (W) than Budget	107%	97%	136%									

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	2,172	4,026	6,334	-	-	-	-	-	-	-	-	-
Percent of Budget	102%	92%	135%									

Cost Per Boarding



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	13,437	26,032	40,048	-	-	-	-	-	-	-	-	-
Percent of Budget	59%	50%	108%									

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending March 2022

	2022 Total Budget	2022 Budget Year to Date	Actual To Date March 2022	% Actuals B (W) Budget YTD	Actual To Date March 2021	% 2022 B (W) 2021
Operating Revenues						
Bus Passes	\$ 612,300	\$ 153,075	\$ 144,093	-5.9%	\$ 56	255656.4%
Bus Cash	369,700	92,425	74,457	-19.4%	-	0.0%
Dial-A-Ride	138,000	34,500	49,521	43.5%	-	0.0%
General Demand (Prosser)	16,400	4,100	-	0.0%	-	0.0%
Vanpool	810,000	202,500	134,305	-33.7%	121,430	10.6%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	50,000	1,397	-97.2%	-	0.0%
Fares	2,146,400	536,600	403,773	-24.8%	121,486	232.4%
Local Sales Tax (Operating Portion)	35,009,550	7,535,109	7,810,478	3.7%	8,675,101	-10.0%
Operating Grants	1,370,697	342,674	1,320,697	285.4%	12,500	10465.6%
CARES Act Funds	18,885,353	4,721,338	2,734,254	-42.1%	2,678,324	2.1%
Miscellaneous	374,200	93,550	187,064	100.0%	81,151	130.5%
Total Operating Revenues	\$ 57,786,200	\$ 13,229,271	\$ 12,456,266	-5.8%	\$ 11,568,562	7.7%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 22,073,300	\$ 5,518,325	\$ 4,930,489	10.7%	\$ 4,088,536	-20.6%
Dial-A-Ride	13,372,600	3,343,150	2,368,589	29.2%	2,454,837	3.5%
General Demand (Prosser)	560,400	140,100	87,336	37.7%	102,617	14.9%
Vanpool	1,680,200	420,050	84,306	79.9%	305,802	72.4%
Maintenance	3,512,900	878,225	811,549	7.6%	606,181	-33.9%
Purchased Transportation						
Paratransit - ARC	1,487,600	371,900	71,669	80.7%	42,496	-68.6%
Contracted Services (Via)	1,700,000	425,000	419,463	1.3%	139,156	-201.4%
Administration						
HR	2,131,900	532,975	535,760	-0.5%	396,451	-35.1%
Safety / Training	1,270,700	317,675	269,080	15.3%	338,968	20.6%
Executive / Administrative Services	5,821,400	1,455,350	1,191,622	18.1%	1,015,906	-17.3%
ADA/Marketing / Customer Service	2,602,900	650,725	406,307	37.6%	301,798	-34.6%
Planning / Service Development	1,572,300	393,075	275,698	29.9%	270,828	-1.8%
* Total Operating Expenditures	\$ 57,786,200	\$ 14,446,550	\$ 11,451,866	20.7%	\$ 10,063,577	-13.8%
Operating Surplus/(Deficit)	\$ -	\$ (1,217,279)	\$ 1,004,400		\$ 1,504,985	
Capital Expenditures						
Local	\$ 27,829,006	\$ 6,957,252	\$ 838,202	-88.0%	\$ 507,472	65.2%
State	3,908,284	977,071	28,033	-97.1%	2,247	1147.7%
Federal	4,414,765	1,103,691	-	0.0%	4,597	-100.0%
Total Capital Expenditures	\$ 36,152,055	\$ 9,038,014	\$ 866,234	-90.4%	\$ 514,315	68.4%

* Excludes budgeted GASB 68 year-end pension adjustment.

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending March 2022
Directly Operated Transportation

2022 YTD Actual Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 218,550	\$ 49,521	\$ -	\$ 134,305	\$ -	\$ 1,397	\$ 403,773
Direct Cost	\$ 4,930,489	\$ 2,368,589	\$ 87,336	\$ 84,306	\$ 71,669	\$ 419,463	\$ 7,961,850
Allocated Cost	\$ 2,044,132	\$ 1,238,390	\$ 51,897	\$ 155,597	\$ -	\$ -	\$ 3,490,016
Depreciation - Local (Vehicle only)	\$ 112,591	\$ 25,376	\$ 104	\$ 37,051	\$ 1,804	\$ -	\$ 176,925
Cost for Farebox Recovery Ratio	\$ 7,087,212	\$ 3,632,354	\$ 139,336	\$ 276,954	\$ 73,472	\$ 419,463	11,628,792
Boarding	367,861	49,566	1,800	40,048	3,141	19,566	481,982
Revenue Miles	856,603	361,615	7,776	284,120	11,582	187,641	1,709,337
Revenue Hours	53,376	23,354	440	6,334	543	9,639	93,686
Cost per Boarding	\$ 19.27	\$ 73.28	\$ 184.00	\$ 6.92	\$ 23.39	\$ 21.44	\$ 24.13
Cost per Rev Mile	\$ 8.27	\$ 10.04	\$ 17.92	\$ 0.97	\$ 6.34	\$ 2.24	\$ 6.80
Cost per Rev Hour	\$ 132.78	\$ 155.53	\$ 316.67	\$ 43.73	\$ 135.31	\$ 43.52	\$ 124.13
Farebox Recovery	3.1%	1.4%	0.0%	48.5%	0.0%	0.3%	3.5%

Directly Operated Transportation

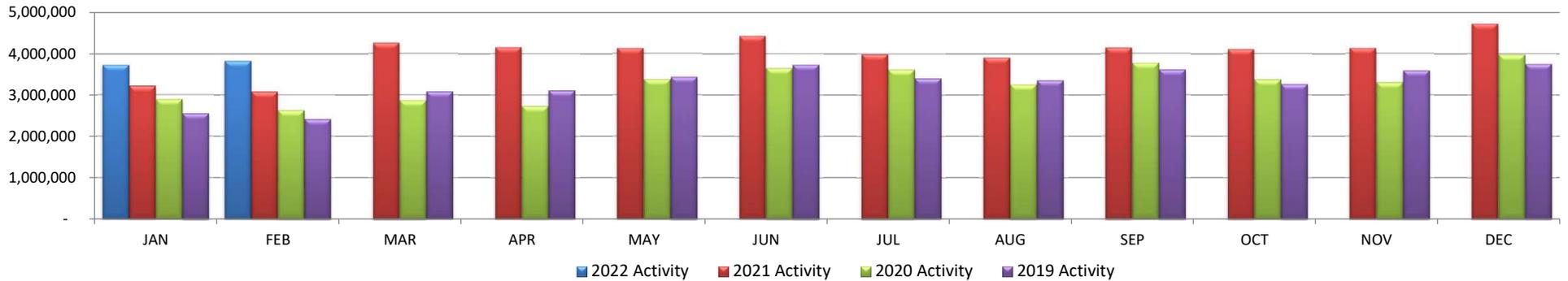
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 245,500	\$ 34,500	\$ 4,100	\$ 202,500	\$ -	\$ 50,000	\$ 536,600
Direct Cost	\$ 5,518,325	\$ 3,343,150	\$ 140,100	\$ 420,050	\$ 371,900	\$ 425,000	\$ 10,218,525
Allocated Cost	\$ 2,417,891	\$ 1,429,496	\$ 61,264	\$ 179,708	\$ -	\$ -	\$ 4,088,360
Depreciation - Local (Vehicle only)	\$ 111,189	\$ 21,987	\$ 53	\$ 37,051	\$ 1,814	\$ -	\$ 172,094
* Cost for Farebox Recovery Ratio	\$ 8,047,405	\$ 4,794,634	\$ 201,417	\$ 636,809	\$ 373,714	\$ 425,000	\$ 14,478,978
Boarding	528,250	69,000	6,500	85,000	19,500	7,750	716,000
Revenue Miles	842,000	496,500	36,500	415,750	55,750	94,000	1,940,500
Revenue Hours	53,500	31,000	1,700	9,500	3,500	9,000	108,200
Cost per Boarding	\$ 15.23	\$ 69.49	\$ 30.99	\$ 7.49	\$ 19.16	\$ 54.84	\$ 20.22
Cost per Rev Mile	\$ 9.56	\$ 9.66	\$ 5.52	\$ 1.53	\$ 6.70	\$ 4.52	\$ 7.46
Cost per Rev Hour	\$ 150.42	\$ 154.67	\$ 118.48	\$ 67.03	\$ 106.78	\$ 47.22	\$ 133.82
Farebox Recovery	3.1%	0.7%	2.0%	31.8%	0.0%	11.8%	3.7%

March 2022 Actuals Better (Worse) than Budget

Cost per Boarding	\$ (4.03)	\$ (3.80)	\$ (153.01)	\$ 0.58	\$ (4.23)	\$ 33.40	\$ (3.90)
Cost per Rev Mile	\$ 1.28	\$ (0.39)	\$ (12.40)	\$ 0.56	\$ 0.36	\$ 2.29	\$ 0.66
Cost per Rev Hour	\$ 17.64	\$ (0.87)	\$ (198.19)	\$ 23.30	\$ (28.53)	\$ 3.70	\$ 9.69

* Excludes budgeted GASB 68 year-end pension adjustment.

**BFT Sales Tax Comparison
2019 to YTD 2022**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2022 Activity	3,718,461	3,818,560											7,537,021	\$ 7,537,021
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	4,129,726	4,726,262	48,271,512	\$ 6,297,738
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 5,525,506
2019 Activity	2,551,215	2,415,542	3,083,917	3,115,786	3,434,191	3,737,774	3,407,206	3,356,617	3,609,415	3,259,950	3,585,466	3,754,832	39,311,911	\$ 4,966,757
Chg 22 to 21	500,991	738,291	-	-	-	-	-	-	-	-	-	-	1,239,282	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
Chg 19 to 18	2,961	(193,422)	(113,890)	142,595	216,986	431,826	332,900	224,348	544,731	245,049	657,905	377,682	2,869,673	
% Chg 22 to 21	15.6%	24.0%											19.7%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
% Chg 19 to 18	0.1%	-7.4%	-3.6%	4.8%	6.7%	13.1%	10.8%	7.2%	17.8%	8.1%	22.5%	11.2%	7.9%	
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 6,536,359
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 5,414,527
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 5,115,760
2019 Budget	2,650,000	2,750,000	3,310,000	3,080,000	3,330,000	3,420,000	3,200,000	3,000,000	3,080,000	2,810,000	2,860,000	3,460,000	36,950,000	\$ 5,400,000
Vs. 2022 Budget	378,549	622,113	-	-	-	-	-	-	-	-	-	-	1,000,662	15.3%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	16.3%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	8.0%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	-8.0%

Ben Franklin Transit Treasurer's Report

Date: May 12, 2022
 To: Ben Franklin Transit Board of Directors
 From: Jeff Lubeck, Financial Services Director
 Subject: Treasurer's Report - As of Apr 30, 2022

The Investment Position of Ben Franklin Transit as of the Close of Business on Apr 30, 2022 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.4048%	Open	\$ 48,281,085	72.2%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	12,716,410	19.0%
Subtotal Investments				60,997,495	91.3%
Check Book Balance, Petty Cash, & Travel Account				* 5,849,047	8.8%
				<u>100.0%</u>	
Total Cash and Equivalents on Hand				\$ 66,846,542	
Less Reserve Funds					
Operating Reserves				(14,522,000)	
Fuel Reserves				(1,776,250)	
Fleet Replacement Reserves				(6,860,236)	
Non-Fleet Capital Reserves				(3,940,937)	
Total Reserves				(27,099,423)	
Subtotal Funds Available				39,747,118	
Local Funds for Current Capital Projects				(23,194,021)	
		Approved Budget	12 Month Estimate		
Fleet Vehicles		(1,380,001)	(1,766,459)		
Facilities - Transit Centers & Amenities		(18,693,933)	(10,733,915)		
Facilities - MOA Campus		(15,948,729)	(7,107,794)		
Technology		(4,838,077)	(1,183,657)		
Other		(2,658,542)	(2,402,196)		
Net Funds Available				\$ 16,553,097	

