



**BOARD OF DIRECTORS
REGULAR MEETING**

**Thursday, June 9, 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. Board Committee Reports | |
| A. Operations & Maintenance Committee | Terry Christensen, Acting Chair |
| B. Planning & Marketing Committee | David Sandretto, Chair |
| C. Administration & Finance Committee | Steve Becken, Chair |
| 7. Consent Agenda | |
| A. May 12, 2022, Regular Board Meeting Minutes | |
| B. May Voucher Summary | |

- C. Resolution 37-2022: Authorization to Release a Request for Qualifications (RFQ) for Architecture and Engineering Services for Future Capital Projects
- D. Accept the Washington State Transit Insurance Pool (WSTIP) 2021 Annual Report and Ben Franklin Transit Risk Profile
- E. Accept the Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2020 Annual Financial Report

8. Action Items

- A. Resolution 38-2022: Recommendation to Award the Enterprise Business System (EBS) Consultant Contract to Plante & Moran, PLLC Jeff Lubeck
- B. Resolution 39-2022 Authorizing the General Manager to Proceed with a 3% COLA Increase to Nonrepresented Wages Wendi Warner
- C. General Manager Search Chair McKay
- D. Sales Tax Resolutions 24-2022 and 25-2022 Chair McKay

9. Staff Reports & Comments

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

10. Board Member Comments

11. Executive Session

12. Other

13. Next Meeting

Regular Board Meeting – Thursday, July 14, 2022, at 6 p.m.

14. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

**Jueves 9 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. Informes de los comités de la Junta | |
| A. Comité de Operaciones y Mantenimiento | Terry Christensen, Presidente Interino |
| B. Comité de Planificación y Marketing | David Sandretto, Presidente |
| C. Comité de Administración y Finanzas | Steve Becken, Presidente |
| 7. Agenda de consentimiento | |
| A. 12 de mayo de 2022, Actas de la reunión ordinaria de la Junta | |



**OPERATIONS & MAINTENANCE
COMMITTEE MEETING
Wednesday, June 1, 2022 – 12:30 p.m.
Virtual Meeting via Zoom**

MINUTES

Committee Members Present: Terry Christensen, Clint Didier

Committee Member Absent: Joseph Campos

BFT Staff: Ed Frost, Ayodeji Arojo, Janet Brett, Carina Cassel, Steve Davis, Bill Hale, Keith Hall, Tony Kalmbach, Jeff Lubeck, Tom McCormick, Rob Orvis, Thad Pospical, Mike Roberts, Joshua Rosas

1. Convene Committee Meeting

Director Christensen volunteered to chair the committee meeting in Chair Joseph Campos's absence, and he convened the meeting at 12:35 p.m.

New Items

2. Board Meeting Microphone Preference – Ed Frost, Interim General Manager, and Mike Roberts, IT Manager

Committee members were asked their preference in microphones for Board meeting use because additional microphones need to be purchased. Both directors chose the gooseneck style over the clip-on lapel option.

3. Authorization to Release an RFQ for MOA A&E Consultant Services – Keith Hall, Director of Planning & Service Development

Director of Planning & Service Development Keith Hall presented a resolution for Board approval to release a request for qualifications for architecture and engineering services for future capital projects. TCF, the firm with the current contract, is at the end of their budget.

After questions and a brief discussion amongst committee members, they elected to move this to the Consent Agenda of the June Board meeting.

4. Accept the WSTIP 2021 Annual Report and BFT Risk Profile – Ayodeji Arojo, Director of Transit Operations

Director of Transit Operations Ayodeji Arojo provided information on the WSTIP Annual Report and BFT Risk Profile, which the Board will be asked to accept. Committee members moved this to the Consent Agenda, as well.

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 On-Call Construction Management Services
- Procurement Stage – Request for Proposals for Scheduling and Runcutting Software System
- Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution

• **June**

- Authorize a WSU Student/Faculty/Staff Agreement
- Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution

• **July**

- Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
- Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
- Authorization to Award – On-Call Construction Management Services
- Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant

• **August**

- 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 Operations Building Project
- Authorization to Award – Contract for Queensgate Transit Hub Construction

6. Other

There were no other agenda items.

7. Next Meeting

The next BFT Operations & Maintenance Committee meeting will be held on Wednesday, July 6, 2022, at 12:30 p.m.

8. Adjourn

Director Christensen adjourned the meeting at 12:50 p.m.



**PLANNING & MARKETING
COMMITTEE MEETING
Wednesday, June 1, 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, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Wendi Warner

1. Convene Committee Meeting

Chair David Sandretto convened the meeting at 4:00 p.m.

New Items

2. Board Meeting Microphone Preference – Ed Frost, Interim General Manager; Mike Roberts, IT Manager

Committee members were asked their preference in microphones for Board meeting use because additional microphones need to be purchased. The directors on the committee chose the gooseneck style over the clip-on lapel option.

3. Release of Language Assistance Policy (LAP) for Public Review – Keith Hall, Director of Planning & Service Development

Director of Planning & Service Development Keith Hall shared information on the 2022 Language Assistance Policy, which must be reviewed and updated on a triennial basis per FTA regulations. It is being released for a 30-day public comment period along with the Title VI Program update, which will include in-person and virtual open houses hosted by BFT. It will be brought to the Board for approval in July following the public comment period.

4. Release of Title VI Program Update for Public Review – Keith Hall, Director of Planning & Service Development

Mr. Hall provided committee members with information on the release for public comment of the Title VI Program update, which will be included in the same process as the Language Assistance Policy and also be brought to the Board for approval in July following the public comment period.

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 On-Call Construction Management Services
 - Procurement Stage – Request for Proposals for Scheduling and Runcutting Software System
 - Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution
- **June**
 - Authorize a WSU Student/Faculty/Staff Agreement
 - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution
- **July**
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
 - Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
 - Authorization to Award – On-Call Construction Management Services
 - Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant
- **August**
 - 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 Operations Building Project
 - Authorization to Award – Contract for Queensgate Transit Hub Construction

6. Other

There were no other agenda items.

7. Next Meeting

The next BFT Planning & Marketing Committee meeting will be held Wednesday, July 6, 2022, at 4 p.m.

8. Adjourn

Chair Sandretto adjourned the meeting at 4:20 p.m.



**ADMINISTRATION & FINANCE
COMMITTEE MEETING
Thursday, June 2, 2022 – 4 p.m.
Virtual Meeting via Zoom**

MINUTES

Committee Members Present: Steve Becken, Richard Bloom, Will McKay

Legal Counsel: Jeremy Bishop

BFT Staff: Ed Frost, Ayodeji Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Keith Hall, Lisa Larson, Jeff Lubeck, Rob Orvis, Mike Roberts, Wendi Warner

1. Convene Committee Meeting

Chair Steve Becken convened the meeting at 4:00 p.m.

New Items

2. Board Meeting Microphone Preference – Ed Frost, Interim General Manager, and Mike Roberts, IT Manager

Committee members were asked their preference in microphones for Board meeting use because additional microphones need to be purchased. Directors were split between the gooseneck style, with two committee members preferring it, over the clip-on lapel option. However, it was decided to hold one more Board meeting with the current equipment, emphasizing the need to speak directly into the microphones, and see if the existing equipment would suffice prior to ordering new equipment.

3. Authorization to Award the EBS Consultant Contract – Jeff Lubeck, Administrative Services Director

Administrative Services Director Jeff Lubeck presented a memo and resolution for Board approval recommending the enterprise business system (EBS) consultant contract be awarded to Plante & Moran, PLLC. He reviewed the proposals submitted and the evaluation process leading to the recommendation. Committee members asked this be placed on the Board meeting agenda as an Action Item.

4. Current Pay for Performance System Discussion – Richard Bloom, Board Vice Chair

Board Vice Chair Richard Bloom asked how the COLA factors into the pay for performance pool. Director of Human Resources and Labor Relations Wendi Warner explained that they are two separate amounts budgeted this year.

5. COLA 2022 for Nonrepresented Staff – Wendi Warner, Director of Human Resources and Labor Relations, and Jeff Lubeck, Administrative Services Director

Ms. Warner presented a memo and resolution for Board approval authorizing the General Manager to proceed with a 3% cost of living adjustment (COLA) for nonrepresented employees effective June 1. After discussion among committee members, they asked this be placed on the Board meeting agenda as an Action Item.

6. Informational: Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2020 Annual Financial Report – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented this Certificate of Achievement in Financial Reporting from the Government Finance Officers Association (GFOA), which the Board will be asked to accept. Committee members asked this be placed on the Consent Agenda of the upcoming Board meeting.

7. Impact of Fuel Prices – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented a table showing the change in the average price per gallon of fuel from what was budgeted for 2022. The fuel price has been impacted \$71,654 year to date, with a projected \$214,962 overage if prices remain the same as today, higher if they rise.

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 On-Call Construction Management Services
 - Procurement Stage – Request for Proposals for Scheduling and Runcutting Software System
 - Procurement Stage – Request for Proposals for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution
- **June**
 - Authorize a WSU Student/Faculty/Staff Agreement
 - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Business System (EBS) Software Solution
- **July**
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops

- Authorization to Release – Invitation for Bids for Queensgate Transit Hub Construction
- Authorization to Award – On-Call Construction Management Services
- Authorization to Release – Request for Qualifications for Appraisal and Right-of-Way Acquisition Consultant
- **August**
 - 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 Operations Building Project
 - Authorization to Award – Contract for Queensgate Transit Hub Construction

9. Sales Tax Report – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2019 through March of 2022. Sales tax showed a 6.4% increase in March 2022 over March 2021 and is 14.3% over the 2022 budget year to date.

10. Other

Interim General Manager Ed Frost informed committee members that, per their request, a consultant had been hired to complete a study on remote work possibilities at BFT, along with an analysis of administrative staff positions and job responsibilities.

Mr. Frost also asked if Board members on the committee would like the sales tax reduction agenda item added to the Board agenda. After discussion with BFT Legal Counsel Jeremy Bishop, it was decided to add it as an Action Item.

11. Next Meeting

The next BFT Administration & Finance Committee meeting will be held Thursday, July 7, 2022, at 4 p.m.

12. Adjourn

Chair Becken adjourned the meeting at 5:00 p.m.



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

Meeting attendance options included in person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

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

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present via Zoom
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 via Zoom
Franklin County #1	Clint Didier	Director	Present via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present via Zoom
City of Benton City	David Sandretto	Director	Present via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Board Alternate: Wayne Welle

BFT Staff: Hussam Abdurrahman, Shane Anderson, Ayodeji Arojo, Brandy Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Imelda Collop, Chad Crouch, Marie Cummins, Steve Davis, Cailin Davey, Terry DeJuan, Ed Frost, Angelica Gutierrez, Bill Hale, Keith Hall, Cristina Lebedevskiy, Christopher Lilyblade, Jeff Lubeck, Mindy Miley, Rob Orvis, Janel Ottosen, Matt Owens, Mike Roberts, Kevin Sliger, Rich Starr, Jenny Stenkamp, Julie Thompson, Wendi Warner

Legal Counsel: Jeremy Bishop

Union Representative: Austin DePaolo

Guest: James Thoelke

Interpreters: Coburn Ingram, 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:	CHRISTENSEN
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Presentation of BFT’s 2021 Student Art Contest Winners – Interim Director of Marketing and Communications Marie Cummins presented the winners of the 2021 Student Art Contest, recognizing Cuiin Regan from Kamiakin High School, who took third place; Paul Erickson from Kamiakin High School, who took second place; and Zaydean Valdez from River View High School, who took first place.

B. Resolution 27-2022 Recognizing BFT Employee Serena Grandstaff’s Years of Service

C. Resolution 28-2022 Recognizing BFT Employee Arnold Knoblich’s Years of Service

D. Resolution 29-2022 Recognizing BFT Employee Toni Marvin’s Years of Service

E. Resolution 30-2022 Recognizing BFT Employee James Thaelke’s Years of Service

Director of Transit Operations Ayodeji Arojo offered retirement resolutions recognizing Serena Grandstaff, Arnold Knoblich, Toni Marvin, and James Thaelke for their years of service. Mr. Thaelke answered questions from the Board and expressed appreciation for his 40 years at BFT. Chair McKay then asked for a motion to approve the four resolutions.

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

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos reported they discussed the building resolution again and moved it to the Consent Agenda of tonight’s meeting.

B. Planning & Marketing Committee – Chair David Sandretto reported that this committee discussed the Fare Free for 18 and Under proposal and moved it to the Consent

Agenda as a temporary test for the next six months. They also placed the release of an RFP for scheduling and runcutting software on the Consent Agenda and asked the CBC contract be included on the agenda as an Action Item. Finally, they were presented with upcoming bids and requests for proposals.

C. Administration & Finance Committee – Chair Steve Becken reported this group also discussed the Fare Free for 18 and Under proposal, were updated on the collective bargaining agreement, and were presented with the First Quarter Report, which is on the Consent Agenda.

8. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. April 14, 2022, Regular Board Meeting Minutes

B. April 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 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

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

- 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**

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

9. ACTION ITEMS

- A. Resolution 36-2022 Extend Columbia Basin College (CBC) Contract #893 for One Year**

Director of Planning & Service Development Keith Hall presented a one-year extension of Contract #893 with CBC for Board approval. It provides bus service to students, faculty, and staff at 40 cents per boarding.

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

B. General Manager Search

Chair McKay announced that interviews had been held last week and no decisions have been made. The Board has asked for more information from Prothman and hopes to name a new General Manager in the next couple of months.

10. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop expressed appreciation for staff who made sure he received all upcoming projects early. He reported that a letter had gone out to the attorney general's office asking for an informal opinion letter on whether temporarily or permanently reducing the sales tax collection would make BFT ineligible for the Transit Support Grants. He hopes to have a response by the next meeting.

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 ridership, which is rebuilding slowly. He has appointed a Ridership Task Force made up of representatives of all departments, including two drivers and a road supervisor. They are evaluating over 200 suggestions on increasing ridership made by staff.

Staff are preparing a grant application to the FTA to purchase six or more electric cut-away chassis vehicles and the associated charging equipment. These smaller vehicles would initially operate in our new downtown Pasco hub.

We received the exit report on our 2021 budget audit from the Washington State Auditor's Office, which was completely clean in all areas, with no deficiencies or noncompliance noted.

In a 25-day time frame, Dial-A-Ride provided 1800 trips to and from dialysis centers. BFT is a lifeline in the community providing these life-or-death services.

If Board members would like to receive an iPad from BFT for their use, please contact Janet.

11. BOARD MEMBER COMMENTS

Vice Chair Richard Bloom pointed out that CONNECT service is growing consistently to roughly 2500 trips per month, including about 500 trips on Sunday.

Director Caleb Suttle advocated that Ben Franklin Transit go fare free for all.

Director Didier asked for a roll call vote on the sales tax resolutions voted on last month. Chair McKay explained the resolutions were tabled indefinitely but could be noted on a future agenda. We are waiting for clarification from the state, and then a workshop will be scheduled.

12. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(a) regarding collective bargaining and RCW 42.30.110(1)(g) regarding employee evaluation and would last for 35 minutes.

The meeting recessed at 7:01 p.m. and resumed at 7:07 p.m., when the Board recessed into Executive Session. Open session resumed at 7:44 p.m., and Mr. Bishop announced the Executive Session would be extended ten more minutes. The Board returned to open session at 7:54 p.m., and Mr. Bishop announced the Executive Session had been completed with no decisions made and no actions to be taken.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, June 9, 2022, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:55 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

Thursday, June 09, 2022

To: Ben Franklin Board of Directors
 From: Jeff Lubeck, Financial Services Director *Jeff Lubeck*
 RE: Vouchers for May 2022

Jun 3, 2022

May 2022 vouchers totaled \$3,832,424.98. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 432,099.39
NW ADMIN TRANSFER	Insurance	\$ 394,026.40
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 315,704.72
TCF ARCHITECTURE PLLC	Contracted Services	\$ 156,685.85
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 156,488.93
STATE OF WASHINGTON	Insurance	\$ 132,918.66
TRAPEZE SOFTWARE GROUP INC	Computer Software	\$ 88,563.30
ANR GROUP INC	Contract Labor	\$ 87,760.32
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 82,227.47
DELL MARKETING LP	Computer Supplies	\$ 61,523.49
US BANKCARD	Travel/Merchandise	\$ 58,478.97
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 50,086.04
WA STATE AUDITOR	Financial Audit	\$ 32,902.74
GILLIG	Vehicle Parts	\$ 25,353.49
WEX BANK	Fuel	\$ 23,721.86
WA STATE TRANSIT INS POOL	Insurance	\$ 23,654.49
KPFF INC	Contracted Services	\$ 18,137.16
CITY OF RICHLAND	Utilities	\$ 18,124.98
CUMMINS INC	Vehicle Parts	\$ 17,819.16
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 16,211.60
TEAMSTERS UNION	Payroll Deductions	\$ 16,006.50
BUSINESS RADIO INC	Radio Services	\$ 15,081.52
EXPRESS SERVICES	Contract Labor	\$ 14,828.02
FGL LLC	Property Lease	\$ 14,492.33
FOUR NINES TECHNOLOGIES	Contracted Services	\$ 13,960.00
BRIDGESTONE AMERICAS	Tire Lease	\$ 13,946.85
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 13,271.40
ROACH LAW OFFICES LLP	Attorney Fees	\$ 12,456.00
RC CONSTRUCTION SERVICES	Contracted Services	\$ 12,062.21
VERIZON	Wireless Services	\$ 10,914.35
ADOBE INC	Computer Software	\$ 10,751.40
GARDA	Armored Car Service	\$ 10,352.78
DURASHINE	Janitorial Maintenance	\$ 10,125.00
Total Significant Vendors		\$ 2,360,737.38
Payroll Total		\$ 1,249,475.30
Total Non-Significant Vendors		\$ 222,212.30
GRAND TOTAL		\$ 3,832,424.98

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 May 2022.

PAYROLL				
Check		Check	Date of	In the
Register		Number / Number	Issue	Amount
Number				
508-22	80890	80892	5/6/2022	641,434.57 Payroll
508-22	80893	80895	5/20/2022	608,040.73 Payroll

Total \$ 1,249,475.30

AUTHORITY MEMBER
6/9/2022

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 May 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
136-22	81014 81063	5/3/2022	188,251.27	MDSE
137-22	81064 81150	5/10/2022	406,044.70	MDSE
138-22	ACH TRANS	5/13/2022	1,002,226.03	ACH TRANS
139-22	2899 2903	5/16/2022	517.50	TRAVEL
140-22	81151 81204	5/17/2022	373,653.02	MDSE
141-22	81205 81268	5/24/2022	216,977.01	MDSE
142-22	ACH TRANS	5/25/2022	395,004.51	ACH TRANS
143-22	81269 81269	5/31/2022	275.64	MDSE

Total \$ 2,582,949.68

AUTHORITY MEMBER
6/9/2022

May 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 June 3, 2022.

ACTION: As of this date, June 9, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
508-22	80890	80892	5/6/2022	641,434.57 Payroll
509-22	80893	80895	5/20/2022	608,040.73 Payroll

Total \$ 1,249,475.30

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
136-22	81014	81063	5/3/2022	188,251.27 MDSE
137-22	81064	81150	5/10/2022	406,044.70 MDSE
138-22	ACH TRANS		5/13/2022	1,002,226.03 ACH TRANS
139-22	2899	2903	5/16/2022	517.50 TRAVEL
140-22	81151	81204	5/17/2022	373,653.02 MDSE
141-22	81205	81268	5/24/2022	216,977.01 MDSE
142-22	ACH TRANS		5/25/2022	395,004.51 ACH TRANS
143-22	81269	81269	5/31/2022	275.64 MDSE

Total \$ 2,582,949.68

Check Register Nos. 508-22 to 509-22 and 136-22 to 142-22 in the total amount of: **\$ 3,832,424.98**

The motion was seconded by _____

and approved by a unanimous vote.

CHECK REGISTER CERTIFICATION

PAYROLL

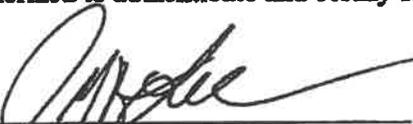
CHECK REGISTER NUMBER 508-22

CHECK NUMBERS	80890-80892	\$ 3,845.54
ACH TRANSFER		\$ 637,589.03

PAYROLL DATE MAY 06, 2022

PURPOSE: PPE 04/16/2022 AMOUNT: \$641,434.57

"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

5/4/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

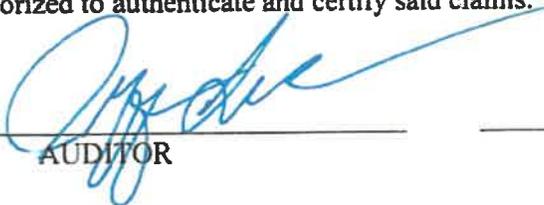
CHECK REGISTER NUMBER 509-22

CHECK NUMBERS	80893-80895	\$ 3,662.46
ACH TRANSFER		\$ 604,378.27

PAYROLL DATE MAY 20, 2022

PURPOSE: PPE 05/14/2022 AMOUNT: \$608,040.73

"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

5/18/2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 136-22

CHECK NUMBERS 81014 to 81063

DATE 05/03/2022

PURPOSE AP MAY22A VOUCHERS AMOUNT \$188,251.27

"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."



Jun 2, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 137-22

CHECK NUMBERS 81064 to 81150

DATE 05/10/2022

PURPOSE AP MAY22B VOUCHERS AMOUNT \$406,044.70

"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."



AUDITOR

Jun 2, 2022

DATE

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

CHECK REGISTER NUMBER: 138-22

ACH WIRE TRANSFERS

DATE: 05/13/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$315,704.72
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,380.49
HRA VEBA	\$5,400.00
INTERNAL REVENUE SERVICE	\$221,856.28
N W ADMIN	\$394,026.40
US BANK CORPORATE PAYMENT SYSTEMS	\$58,478.97
WASHINGTON STATE SUPPORT	\$3,202.10
	\$1,002,226.03

"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."



Jun 3, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 139-22

CHECK NUMBERS 2899 to 2903

DATE 5/16/2022

PURPOSE AP MAY22C TRAVEL AMOUNT \$517.50

"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."



Jun 2, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 140-22

CHECK NUMBERS 81151 to 81204

DATE 05/17/2022

PURPOSE AP MAY22D VOUCHERS AMOUNT \$373,653.02

"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."



Jun 2, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 143-22

ACH WIRE TRANSFERS

DATE: 05/31/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS - DCP	\$1,880.49
INTERNAL REVENUE SERVICE	\$210,243.11
STATE OF WASHINGTON-EXCISE TAX	\$551.31
WASHINGTON STATE SUPPORT	\$3,125.03
	\$216,977.01

"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

Jun 2, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 141-22

CHECK NUMBERS 81205 to 81268

DATE 05/24/2022

PURPOSE AP MAY22E VOUCHERS AMOUNT \$395,004.51

"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."



Jun 2, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 142-22

CHECK NUMBERS 81269 to 81269

DATE 05/25/2022

PURPOSE AP MAY22E VOUCHERS AMOUNT \$275.64

"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."



Jun 2, 2022

AUDITOR

DATE

Memorandum

Date: June 9, 2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director, Planning

Re: Resolution 37-2022: Authorization to Release a Request for Qualifications (RFQ) for Architecture and Engineering Services for Future Capital Projects

Background

Ben Franklin Transit (BFT) requires professional services in the area of architecture and engineering services for designing new facilities and improvements to existing facilities for future capital projects. BFT has secured funding for some of the capital projects below and expects to receive grants for the remaining projects.

Projects would consist of the following:

- Maintenance, Operations, and Administration (MOA) Facility Analysis
- Renovate the Operations Building
- Design a Facility Maintenance Building
- Security Analysis and Design - MOA and Three Rivers Transit Center

BFT staff will request qualifications from architecture and engineering services firms. BFT will advertise in local and national publications and send out RFQs to interested firms. BFT estimates a recommendation for award at the September 2022 Board of Directors meeting.

Funding

Budgeted: Yes, \$2,000,000 over a contract period up to five years

Budget Source: Capital Budget

Funding Source: Federal Transit Administration and Local

Recommendation

Authorization to release an RFQ for architecture and engineering services for future capital projects.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 37-2022

A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO RELEASE A REQUEST FOR QUALIFICATIONS FOR ARCHITECTURE AND ENGINEERING SERVICES FOR FUTURE CAPITAL PROJECTS

WHEREAS, Ben Franklin Transit (BFT) facilities capital projects require an on-call architecture and engineering services (A & E) firm; and

WHEREAS, BFT staff will request qualifications from interested firms and advertise locally and nationally for firms that specialize in transit maintenance, operations, and administration facilities; and

WHEREAS, BFT staff estimate bringing a recommendation for award to the Board of Directors at the September 2022 meeting.

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

The Interim General Manager is authorized to release a request for qualifications (RFQ) for architecture and engineering (A&E) services as shown in Attachment A for up to \$2,000,000 for maintenance, operations, and administrative facilities.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, June 9, 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

Attachment A

PROJECT BACKGROUND, OBJECTIVES AND SCOPE

The purpose of this request for qualifications (RFQ) is to identify transit-experienced architecture and engineering (A&E) firms to provide planning, design, bidding, and construction management services for the maintenance, operations, and administration (MOA) facility and security review and design. These services may be sought in accordance with the Federal Transit Administration (FTA) regulations and will meet requirements of the State of Washington and rules and regulations of Ben Franklin Transit's (BFT) PTBA.

For consideration, we encourage A&E firms to team with other firms having complementary skills to provide a full range of services as requested. BFT encourages firms to team up with Disadvantaged Business Enterprise (DBE) Firms. The selected A&E firm would provide full architecture and design services in the areas of design and bidding. BFT's initial projects will be the analysis of the MOA facility, remodel of the Operations building, design of a new Facility Maintenance building and security review & design of MOA and Three Rivers Transit Center. Note: BFT does not have funding for all projects at this time. The A&E firm will phase in the improvements as described below, including estimated costs for each phase.

Depending on the specific facility type and location, the projects may include analysis and designs for staff offices, vehicle bays, shelters, benches, real time signage, bus bays, security cameras and lighting and traffic flow.

SCOPE OF WORK

Phase One – Maintenance, Operations and Administration Analysis (MOA)

A&E firm will conduct an analysis of the MOA to review the current facilities in the following areas:

- Public parking, employee parking and fleet parking
- Traffic flow entering the MOA and the yard
- Propose designs that modify or replace the operations building that would include improvements for workflow and plans for future growth
- Propose designs that modify both the maintenance building and administration building that would include improvements for workflow and include plans for future growth
- The end product will be a comprehensive report outlining three separate phases, detailing design proposals for each phase, detailing costs for each phase, and proposing next steps in the process. Upon completion the A&E firm will present this report at a meeting of the BFT Board of Directors

Phase Two – Operations Building

The A&E firm will provide services to replace or renovate the operations building: including but not limited to roof, doors, HVAC, Electrical, Plumbing, security system, window, and office/workspace.

The facility should be designed with the potential for future expansion. The A&E firm needs to incorporate technology and products that reduce energy consumption, reduce building operating costs, and reduces carbon emissions.

Phase Three – New Facility Maintenance Building

The A&E firm will provide full design and engineering services for a new facility maintenance building that would be located in the current location of BFT's MOA. The new building will include for facilities:

- Facility maintenance staff offices
- Shop area to repair and assemble equipment, such as bus stop shelters, snowplows, etc.
- Storage for housing a tractor and attachments
- Storage for winter items such as ice melt
- Equipment for Facilities maintenance activities

Facility should be designed with the potential for future expansion. The A&E firm needs to incorporate technology and products that reduce energy consumption, reduce building operating costs, and reduces carbon emissions.

Phase Four – Security Analysis of MOA and Three Rivers Transit Center

A&E firm will conduct an analysis of the MOA to review the current facilities in the following locations:

MOA located at: 1000 Columbia Park Trail, Richland, WA

Three Rivers Transit Center located: 7109 West Okanogan Street, Kennewick, WA

Optional: Transit Centers

The proposal includes developing a security master plan including implementation and potential physical security upgrade costs for recommended improvements resulting from the study. The actual services to be performed will be determined by BFT, to include, but not limited to the following areas:

- Comprehensive security report that addresses the security risk based on requirements of each particular site
- A security threat assessment which will identify security related threats from internal and external sources for during and after operating hours
- Identification of critical assets and pair most likely threats to identify most likely security scenarios on which to base the security program, analyze vulnerabilities, assess impacts of threat scenarios, identify actions that mitigate risk and provide an analysis of mitigation actions.
- Note: analysis should not include the electronic infrastructures – i.e., computer and communication systems.
- A physical evaluation of areas surrounding the buildings including loading docks, service areas, parking lots

The A&E firm will deliver a Security Risk Assessment Report and Master Plan including cost estimates which will provide recommendations for:

- Technical and physical security measures to mitigate or reduce risk to Staff, Information, and physical assets (facilities) including specifications for any recommended system installations
- Modifications to existing policies and procedures as appropriate
- Initial incident response measures for security driven events
- Implementation strategies with detailed security design cost estimates for recommended measures
- Two presentations to management to review findings and recommendations.

Phase Five – Security Improvements to MOA and Three Rivers Transit Center

The A&E firm will provide full design and engineering services for upgrading security system and any related facilities that may need to be improved at MOA and 3 Rivers Transit Center.

Examples would include, but no be limited to the following:

- MOA security gate for vehicle yard
- MOA customer service desk
- Proxy card system for MOA and Three Rivers Transit Center
- Three Rivers Transit Center customer service desk area

Facility improvements should be designed with the potential for future expansion.

SCOPE OF ELEMENTS REQUIRED IN THE DESIGN PROCESS FOR ALL PROJECTS

Project Management

The A&E firm will manage projects through a process of open and frequent communication. The A&E firm will be expected to facilitate regular in-person meetings organized around key deliverables. A & E firm will be able to commit to making staff readily available through the duration of the project.

The A&E firm will employ a thorough quality assurance and project management process, which includes multiple levels of review of all draft and final products, as well as meticulous tracking of budget costs. As a result, the A&E firm will manage both the budget and the deliverables to maintain project flow and timeliness.

Project Initiation

To initiate the work, key members of the A&E firm team will meet with BFT's and its partners for an on-site project kick-off meeting to review the scope of work, schedule, and to refine project details. BFT values the importance of ongoing value-added communication and expects well-established and maintained lines of communication throughout the project. At the kick-off meeting, the A&E firm will:

- Clarify project objectives, priorities, and deliverables
- Identify and discuss critical local or regional issues
- Develop a schedule for meetings
- Identify project contacts and establish interface protocols between the consulting team, BFT, and any other parties that will be involved in the design process
- Discuss data/mapping needs and other resources
- Review the work plan with associated milestones
- Develop a stakeholder and community outreach plan, including its objectives, format, and participants

Public Outreach and Involvement

BFT may suggest a public participation plan be defined early in the process to provide ample access for public input. BFT feels that a successful approach is built early in the design process to:

- Spread the word about public transportation in the area
- Incorporate key concerns and ideas into the multimodal transportation center design process
- Build interest, support, and consensus among stakeholders and customers. Outreach elements will include meetings with BFT's Communications and Marketing staff, the public, local officials, BFT employees, and interest groups, as well as local stakeholders. The A&E firm will prepare all materials for the public outreach sessions and steering

committee meetings, which will be reviewed by BFT. Meetings with local staff, and other identified stakeholders will be held at milestone points in the process. Meetings with local officials, employees, and interest groups will be held in conjunction with those meetings, with a cross-section of attendees, and as one-on-one stakeholder meetings, which are very useful in assessing the interest of each individual party in developing plans.

The A&E firm will coordinate with BFT's staff to identify a public involvement plan that is acceptable for the individual project. The number, date, and format of public outreach sessions will be coordinated with BFT.

National Environmental Policy Act (NEPA) Documentation

On projects with federal funding and/or other funding sources that require NEPA documentation, the A&E firm will prepare a detailed environmental document in compliance with NEPA requirements. Projects may require any of three different levels of analysis including:

- Categorical Exclusion (CE) Determination
- Environmental Assessment/Finding of No Significant Impact (EA / FONSI)
- Environmental Impact Statement (EIS)

The A & E firm should be prepared to provide services in support of the required analysis including Archaeological Survey, Cultural Historic Inventory, Ecology Assessments, Protected / Endangered Species Habitat Assessment, Air Quality Impacts Assessment, Noise Assessment, documentation, Public Involvement Plans, and other requirements of analysis.

Design Development Documents

The A&E firm will prepare design development documents for the approved concept. This will include reviews by BFT's staff and will include addressing initial reviews. These will include the following:

Geotech and Site Survey - A&E firm may be required to provide site survey services that include:

- Geotechnical Investigation and Report – The contractor will obtain test borings in the area of proposed construction. Test borings should be taken in the location of the building and additional borings should be taken at other structural elements and/or retaining wall locations.
- A survey including boundary and topographic elements will be provided for BFT's site. Additional survey will include the adjacent street, Right of Way, and sidewalk adjacent to the site and shall include survey for anticipated roadway/intersection improvements. All mapping will include contours, site features, roads, structures, existing overhead traffic signals, existing signal equipment, and above and underground utilities.
- A hazardous material review of the site will be performed.

Design Development Plans - The A & E team will provide documents to a 30% design completion level. This includes the following tasks:

- Traffic, pedestrian, and bicycle safety review and bus turning radius analysis. Traffic counts will be performed at the adjacent intersection and a traffic operations analysis will be completed. This will include a simulation of operations both before improvements and after improvements. A brief letter traffic report will be developed. This will support BFT's review of operations and support of permit requests.
- Signage and Pavement Marking Layout- Signage and pavement marking plans will be produced for the site and adjacent street network including the proposed site layout, intersection/signal modifications, bus-pull offs, and driveway modifications to the site. Site specific wayfinding signage should be included both inside and outside of structures.
- Traffic Signal Plans – The A&E firm will provide the signal modification plan that will incorporate Transit Signal Priority (TSP) and accommodate bus pull-offs with potential queue jumping. A&E firm will provide signal pole design as well as detection, signal heads, initial signal timing, specialty markings, and cabinet/controller layout with all associated appurtenances for a fully functional signal within the signal system. The traffic signal will be designed in accordance with WSDOT and local jurisdictions.
- Erosion and Sediment Control – Provide disturbance limits and identify locations of silt fence, catch basin inserts, and other best management practices (BMP).
- Civil Site Plans- Provide Layout Sheet, Grading & Drainage Sheet, General Notes Sheet, and Details Sheet to a 30% design level in full compliance with the reviewing agency's land development standards in preparation for a Building Permit. These plans will include construction on-site and the interface with adjacent street and pedestrian elements to the site.
- Drainage, Hydrology, Hydraulics Calculations: Provide initial calculations and documentation for required water quality devices, detention, site drainage structures, and interface to the existing drainage network at site outfall points. Required water quality BMP's, detention, site drainage, and outfall points will be shown on the Grading & Drainage Sheet.
- Utility Coordination and Relocation Plans: Provide waterline and sanitary sewer service line locations and ties to existing adjacent utilities. Provide relocation plans for utilities discovered on-site that conflict with anticipated grading and/or structures.
- Facility/Architectural Plans: Provide architectural plans and elevations with overall dimensions and material callouts for the desired facility to a 30% completion level.
- Communications Layout - The design of site communications will be implementing current Agency standard components with connections using the Agency's

communications protocol.

- A&E firm will provide the location for fare collection equipment and appropriate conduit/connections.
- A&E firm will implement BFT's standards and designs for any branding or advertising required for the site.
- Lighting Layouts - Areas of low lighting will be identified and appropriate lighting fixtures designed to fit the community context.
- Landscaping Layouts – The appropriate level of landscaping for the size of facility, budget, and community context will be provided.
- Opinion of probable costs.
- Draft specifications

Develop Bid and Final Construction Documents

A&E firm will develop the bid drawings incorporating BFT's comments to a set of bid ready drawings, specifications, and cost estimates. The A&E firm will adhere to Buy-America provisions and other competitive bidding requirements in the final design to allow for the inclusion of Federal Transit Administration funds when applicable.

- Architectural: Final floor plans, building sections, wall sections, details, and schedules for canopy shelters and waiting\restroom structure will be provided.
- Structural: Final foundation and framing plans, sections, and details. Site wall design will be performed in conjunction with information on the completed Grading and Drainage plan.
- Mechanical\HVAC: Final plumbing plans for restrooms, roof, and floor drains. HVAC for the waiting\restroom structure will be provided.
- Communications Layout: The final design of site communications will be completed using BFT's communications protocol.
- The A&E firm will provide the location for fare collection equipment and appropriate conduit/connections based on information provided by BFT.
- Lighting and Electrical: Electrical single line power diagram, building power and lighting plans, site lighting plans, equipment schedules and details will be provided.
- Traffic control plans will be produced in anticipation of sidewalk and curb

relocation/refurbishing. These plans will include lane closures, traffic shifts, and temporary modifications to the signalized intersection as required.

- Signage and Pavement Marking Layout: Signage and pavement marking plans will be finalized including construction notes and specifications. Final site-specific wayfinding signage should be included both inside and outside of structures.
- Erosion and Sediment Control: Disturbance limits and locations of silt fence, catch basin inserts, and other best management practices (BMP) will be finalized. The Storm Water Pollution Prevention Plan (SWPPP) for the proposed site will be finalized and a Notice of Intent (NOI) will be submitted.
- Civil Site Plans: Provide Layout Sheet, Grading & Drainage Sheet, General Notes Sheet, and Details Sheet to a complete design level in full compliance with the reviewing agency's land development standards and submitted for a Building Permit. Construction level details notes, and specifications will be added.
- Landscape: Final plans and details will be provided.
- Drainage, Hydrology, Hydraulics Calculations: Detention and water quality calculations will be finalized for review and approval.
- Utility Coordination and Relocation Plans- Construction level details will be added to the Utility plans. Permits will be acquired from appropriate utility providers and reviewing agencies.
- Architectural renderings will be finalized.
- Traffic Signal Plan: The A&E firm will provide the signal modification plan that will incorporate Transit Signal Priority (TSP) and accommodate bus pull-offs with potential queue jumping. The A&E firm will provide a signal modification plan. The A&E firm will provide signal pole design as well as detection, signal heads, initial signal timing, specialty markings, and cabinet/controller layout with all associated appurtenances for a fully functional signal within the signal system. The traffic signal will be designed in accordance with WSDOT standards and submitted for permit and approval.
- Technical specifications for each discipline and system will be finalized.
- The A&E firm will coordinate with BFT on final front end specifications and requirements.
- The A&E firm will update probable construction costs/engineers estimate.

Bidding Services

The Full Construction Bid Documents will be prepared to allow BFT to advertise the

construction project for competitive bidding. The A&E firm will assist BFT staff in the review of all bids and make a recommendation concerning contract award. The A&E firm will attend pre-bid meeting(s), and the bid opening.

Memorandum

Date: June 9, 2022

To: Edwin G. Frost, Interim General Manager

From: Ayodeji Arojo, Director of Transit Operations

Re: Accept the Washington State Transit Insurance Pool (WSTIP) 2021 Annual Report and Ben Franklin Transit Risk Profile

Background

The Washington State Transit Insurance Pool (WSTIP) provides transit insurance to Washington State public transit agencies. WSTIP is an unincorporated, not-for-profit, local government risk-sharing pool. WSTIP has the authority to self-insure pursuant to RCW 48.62. WSTIP provides public transit agency members with the benefits of combined resources to self-insure, to purchase excess insurance, to manage claims and litigation, and receive risk management and training. They are a risk pool motivated by a commitment to provide safe, cost-effective public transit services.

WSTIP has provided Ben Franklin Transit (BFT) with the BFT Risk Profile (Attachment A). The 2021 Risk Profile report is a summary of BFT's claims costs in 2021 in comparison to the six other large agencies in the state. Below is a summary of the Loss Rate for the four major vehicle classes. The Loss Rate is defined as:

“...a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, multiplied by 1,000 miles, and divided by the actual miles traveled by that mode. The result is a dollar amount of incurred losses per 1,000 miles traveled.”

The Loss Rate is a function of both the number of claims filed (“Loss Frequency”) and the average dollar amount of each loss (“Loss Severity”). The loss value is comprised of both current year claims plus adjustments to estimates (but increases and decreases) for claims made in prior years that still have not been settled.

Claims Summary by Mode for 2021

Following is a brief summary from the report as it relates to BFT. Additional details and charts are included in the 2021 Risk Profile report (Attachment A).

- The overall Loss Rate for Fixed Route is consistent with the average for all large transits covered by the pool in Washington. The Loss Frequency was substantially below average while the Loss Severity was higher.
- The overall Loss Rate for Dial-A-Ride is higher than the average for all large transits covered by the pool in Washington. The Loss Frequency was substantially below average while the Loss Severity was higher.

- The overall Loss Rate for Vanpool is substantially lower than the average for all large transits covered by the pool in Washington. Both the Loss Frequency and Loss Severity were substantially below average.
- The overall Loss Rate for Administrative/Maintenance vehicles is substantially lower than the average for all large transits covered by the pool in Washington. Both the Loss Frequency and Loss Severity were substantially below average.

The following charts show the overall Loss Rate for each major vehicle class.

For the years 2016 - 2020

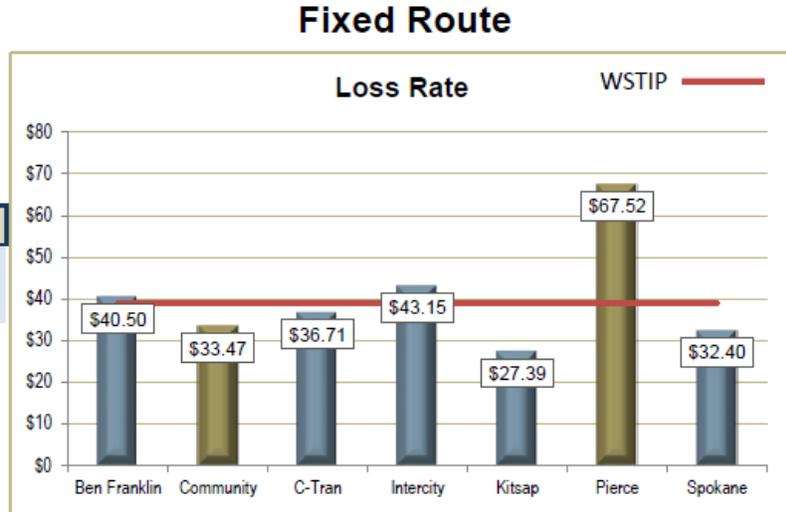
Ben Franklin had capped losses of \$554,976, traveled 13,703,669 miles, equating to an average loss rate of \$40.50 per 1,000 miles traveled.

Loss Rate Formula	
554,976	x 1,000

13,703,669	= \$ 40.50

The WSTIP combined average loss rate was \$39.06.

Ben Franklin's loss rate is 4% more than the WSTIP average.



For the years 2016 - 2020

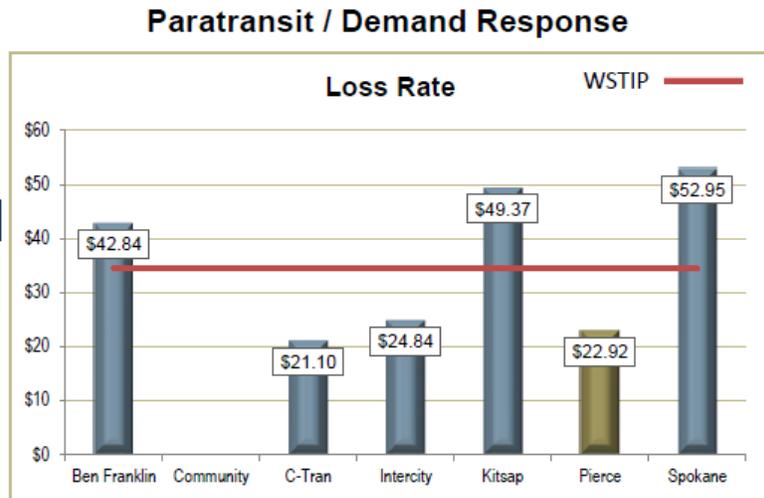
Ben Franklin had capped losses of \$491,247, traveled 11,467,372 miles, equating to an average loss rate of \$42.84 per 1,000 miles traveled.

Loss Rate Formula	
491,247	x 1,000

11,467,372	= \$ 42.84

The WSTIP combined average loss rate was \$34.50.

Ben Franklin's loss rate is 24% more than the WSTIP average.



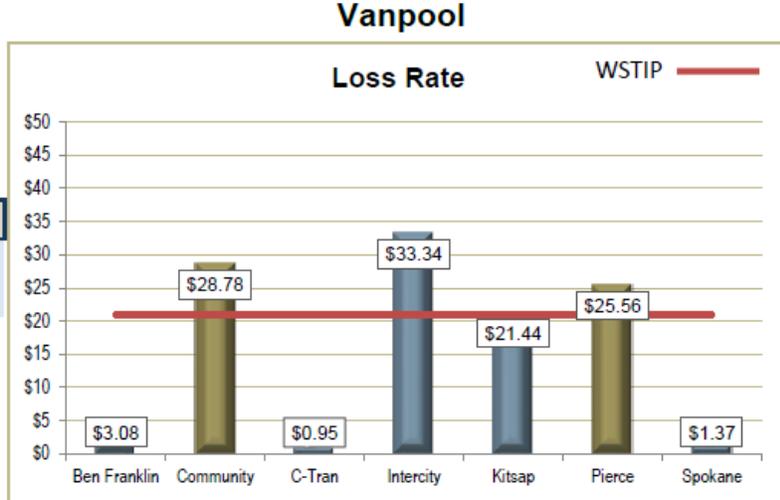
For the years 2016 - 2020

Ben Franklin had capped losses of \$49,234, traveled 15,969,786 miles, equating to an average loss rate of \$3.08 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{49,234}{15,969,786} \times 1,000$	= \$ 3.08

The WSTIP combined average loss rate was \$20.95.

Ben Franklin's loss rate is 85% less than the WSTIP average.



For the years 2016 - 2020

Ben Franklin had capped losses of \$2,007, traveled 1,500,142 miles, equating to an average loss rate of \$1.34 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{2,007}{1,500,142} \times 1,000$	= \$ 1.34

The WSTIP combined average loss rate was \$37.87.

Ben Franklin's loss rate is 96% less than the WSTIP average.



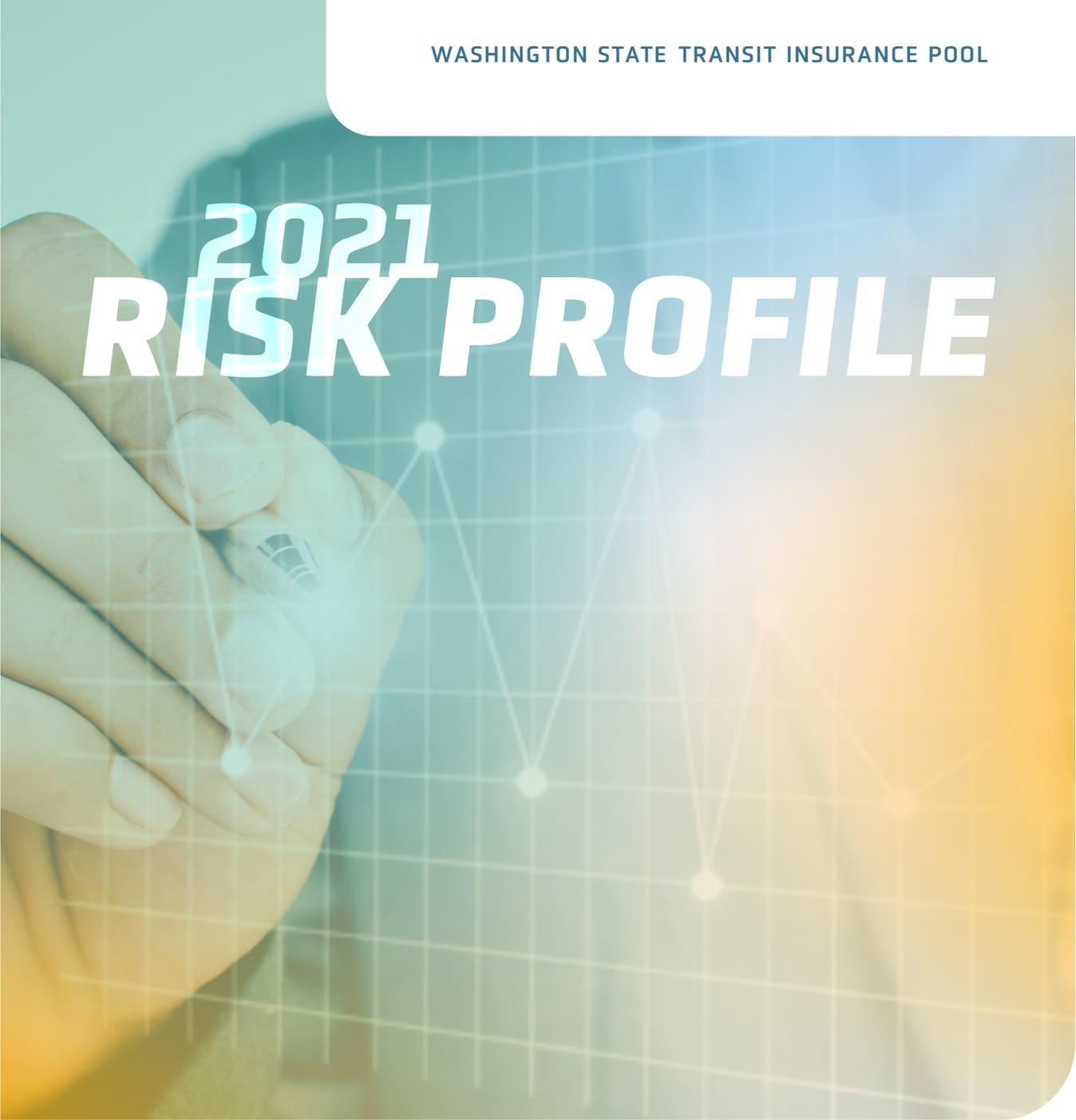
Recommendation

Staff recommends the Board accept the Washington State Transit Insurance Pool 2021 Annual Report and BFT Risk Profile.

Forward as presented:

Edwin G. Frost, Interim General Manager

WASHINGTON STATE TRANSIT INSURANCE POOL



**2021
RISK PROFILE**

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Scan the QR code to order additional printed copies of this Risk Profile.



Ben Franklin Transit



About This Report

The following statistical information provides a comparison of your transit agency's operational performance to other transit agencies of similar size and to the Washington State Transit Insurance Pool (WSTIP) as a group. The comparison will be of the fixed route, paratransit / demand response, vanpool modes and administrative & maintenance utilization for the years 2016 - 2020 with financial information presented as of 12/31/2021.

The loss data used in this report represents auto liability claims information only. No credit was given for deductibles or other recoveries. A claim is counted as a claim when an actual claim for damages was filed regardless if any money was paid (denied claims are counted as claims). Claim counts were not capped per event. The financial loss data used is capped, utilizing individual caps based on each agency's size. This is the same financial loss cap utilized for determining member rates.

Your losses are capped at \$100,000 or \$250,000. The loss groups are: \$100,000 \$250,000

\$100,000 Cap: Ben Franklin, C-Tran, Intercity, Kitsap and Spokane.

\$250,000 Cap: Community and Pierce.



About the Graphs

For completeness, graphs have been prepared to include all agencies in your group. If an agency doesn't have the mode being graphed the agency name will be listed but with no values shown.

Loss Rate

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, multiplied by 1,000 miles and divided by the actual miles traveled by that mode. The result is a dollar amount of incurred losses per 1,000 miles traveled.

Loss Rate Formula			
Losses Capped	x	1,000 Miles	= Loss Rate
Miles Traveled			

Loss Frequency

is the number of claims experienced for a mode, divided by the actual miles traveled by that mode and multiplied by 100,000 miles. The result is the number of claims incurred per 100,000 miles traveled.

Loss Frequency Formula			
Number of claims	x	100,000 Miles	= Loss Frequency
Miles Traveled			

Loss Severity

is a financial figure determined by taking the financial loss data (paid losses plus reserves) for a mode, divided by the number of claims experienced for that mode. The result is a dollar amount reflecting the average financial loss of a claim for that mode.

Loss Severity Formula			
Losses Capped	=	Number of claims	Loss Severity

For the years 2016 - 2020

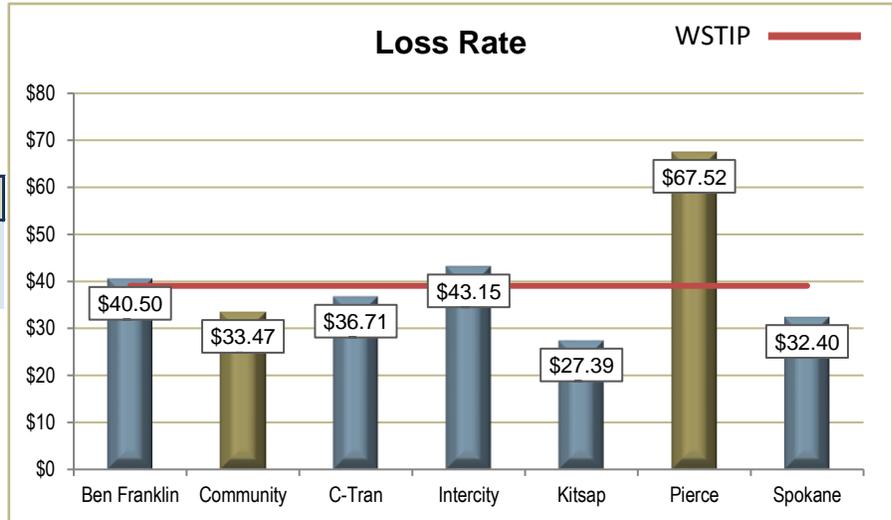
Ben Franklin had capped losses of \$554,976, traveled 13,703,669 miles, equating to an average loss rate of \$40.50 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{554,976}{13,703,669} \times 1,000$	$= \$ 40.50$

The WSTIP combined average loss rate was \$39.06.

Ben Franklin's loss rate is 4% more than the WSTIP average.

Fixed Route

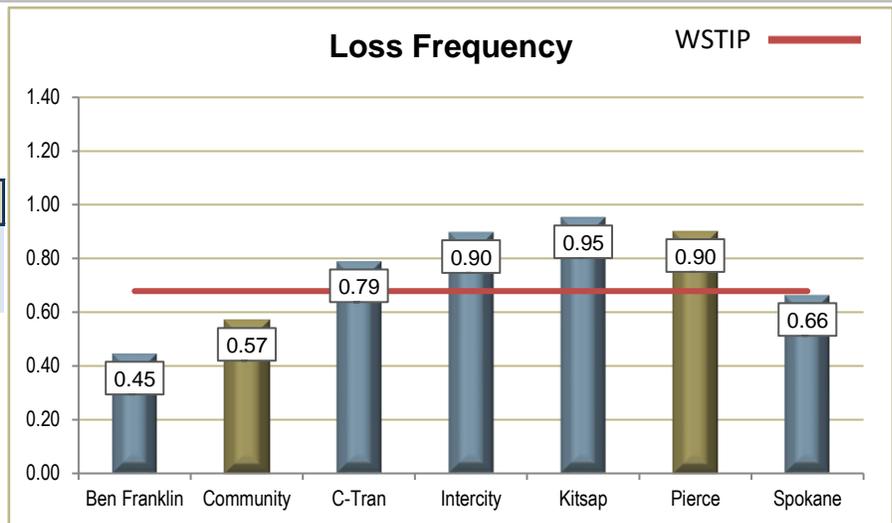


Ben Franklin had 61 claims, traveled 13,703,669 miles, equating to an average loss frequency of 0.45 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{61}{13,703,669} \times 100,000$	$= 0.45$

The WSTIP combined average loss frequency was 0.68.

Ben Franklin's loss frequency is 34% less than the WSTIP average.

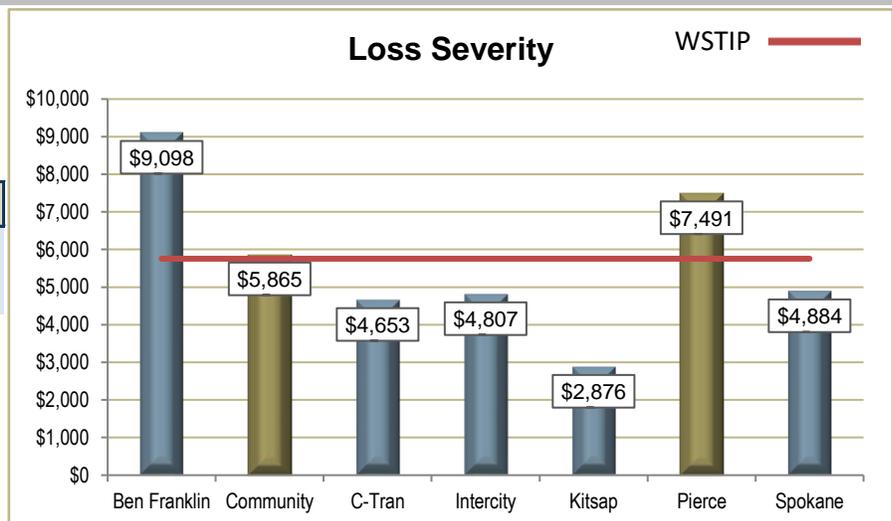


Ben Franklin had capped losses of \$554,976 and had 61 claims, equating to an average loss severity of \$9,098 per claim made.

Loss Severity Formula	
$\frac{554,976}{61}$	$= \$ 9,098$

The WSTIP combined average loss severity was \$5,756.

Ben Franklin's loss severity is 58% more than the WSTIP average.



For the years 2016 - 2020

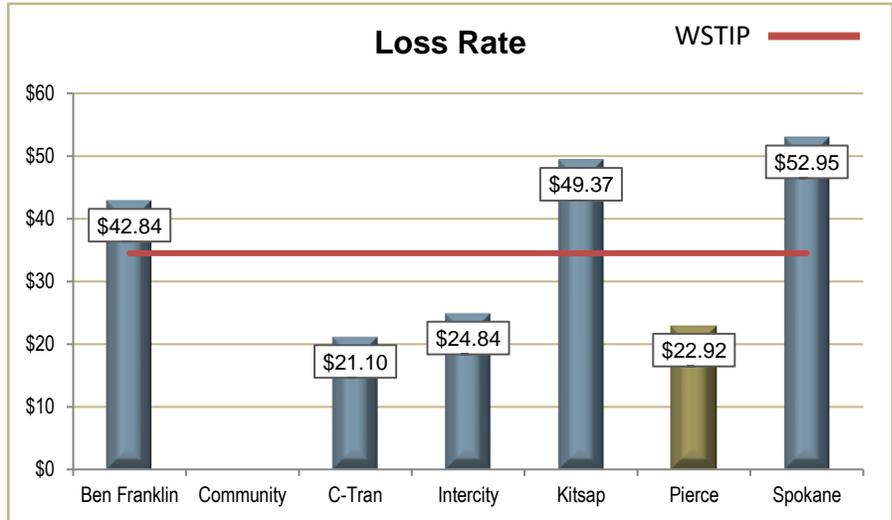
Paratransit / Demand Response

Ben Franklin had capped losses of \$491,247, traveled 11,467,372 miles, equating to an average loss rate of \$42.84 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{491,247}{11,467,372} \times 1,000$	= \$ 42.84

The WSTIP combined average loss rate was \$34.50.

Ben Franklin's loss rate is 24% more than the WSTIP average.



Ben Franklin had 52 claims, traveled 11,467,372 miles, equating to an average loss frequency of 0.45 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{52}{11,467,372} \times 100,000$	= 0.45

The WSTIP combined average loss frequency was 0.70.

Ben Franklin's loss frequency is 35% less than the WSTIP average.

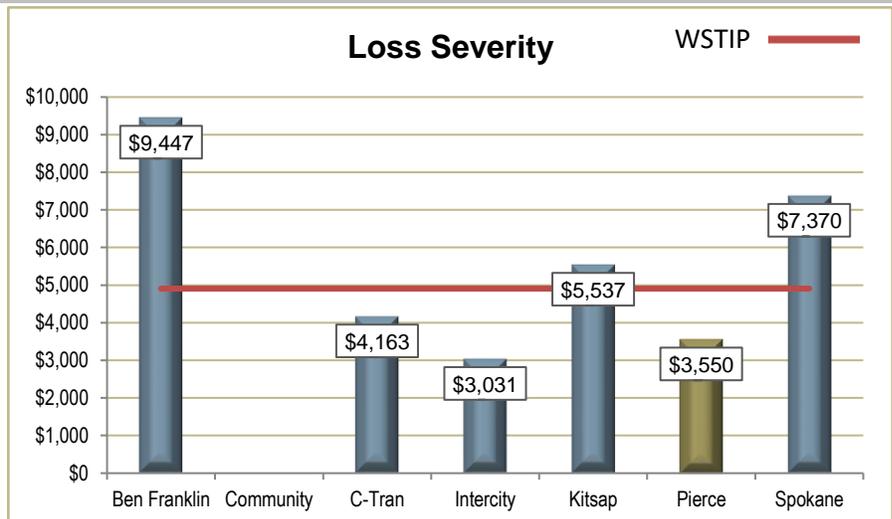


Ben Franklin had capped losses of \$491,247 and had 52 claims, equating to an average loss severity of \$9,447 per claim made.

Loss Severity Formula	
$\frac{491,247}{52}$	= \$ 9,447

The WSTIP combined average loss severity was \$4,908.

Ben Franklin's loss severity is 92% more than the WSTIP average.



For the years 2016 - 2020

Ben Franklin had capped losses of \$49,234, traveled 15,969,786 miles, equating to an average loss rate of \$3.08 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{49,234}{15,969,786} \times 1,000$	= \$ 3.08

The WSTIP combined average loss rate was \$20.95.

Ben Franklin's loss rate is 85% less than the WSTIP average.

Vanpool

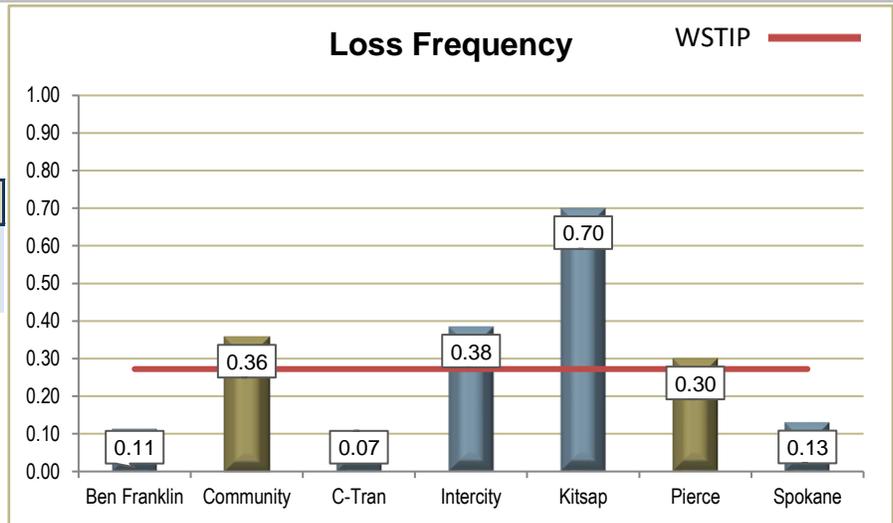


Ben Franklin had 18 claims, traveled 15,969,786 miles, equating to an average loss frequency of 0.11 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{18}{15,969,786} \times 100,000$	= 0.11

The WSTIP combined average loss frequency was 0.27.

Ben Franklin's loss frequency is 59% less than the WSTIP average.

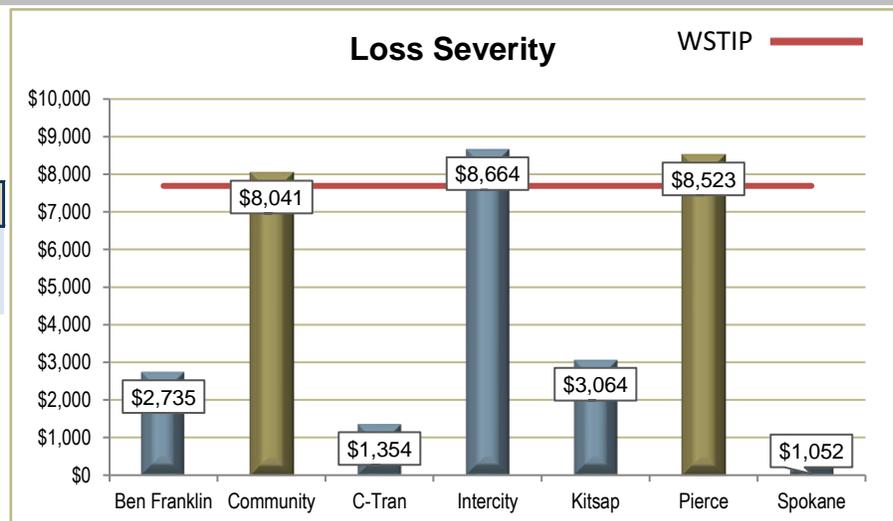


Ben Franklin had capped losses of \$49,234 and had 18 claims, equating to an average loss severity of \$2,735 per claim made.

Loss Severity Formula	
$\frac{49,234}{18}$	= \$ 2,735

The WSTIP combined average loss severity was \$7,692.

Ben Franklin's loss severity is 64% less than the WSTIP average.



For the years 2016 - 2020

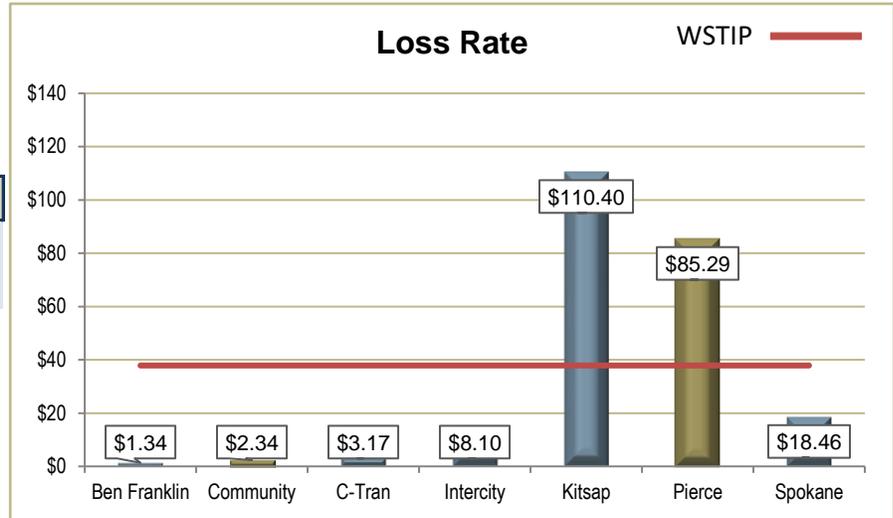
Administrative / Maintenance

Ben Franklin had capped losses of \$2,007, traveled 1,500,142 miles, equating to an average loss rate of \$1.34 per 1,000 miles traveled.

Loss Rate Formula	
$\frac{2,007}{1,500,142} \times 1,000$	= \$ 1.34

The WSTIP combined average loss rate was \$37.87.

Ben Franklin's loss rate is 96% less than the WSTIP average.

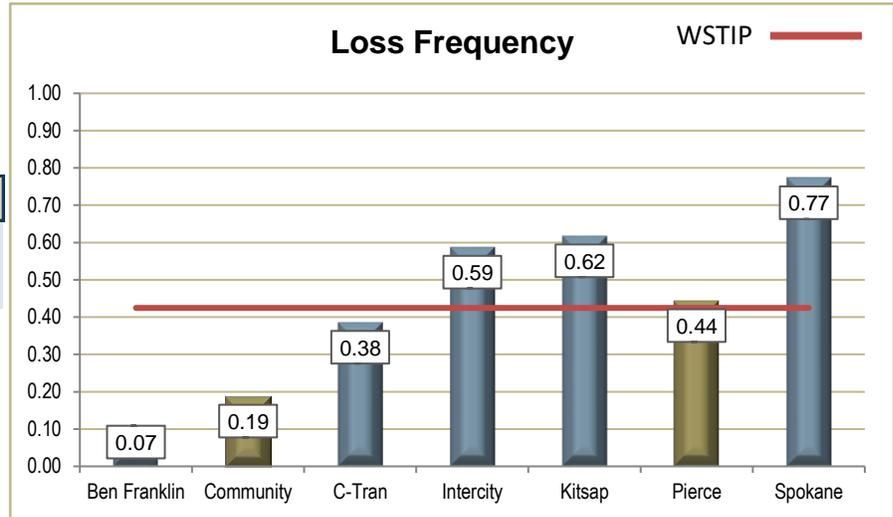


Ben Franklin had 1 claims, traveled 1,500,142 miles, equating to an average loss frequency of 0.07 claims incurred per 100,000 miles traveled.

Loss Frequency Formula	
$\frac{1}{1,500,142} \times 100,000$	= 0.07

The WSTIP combined average loss frequency was 0.42.

Ben Franklin's loss frequency is 84% less than the WSTIP average.

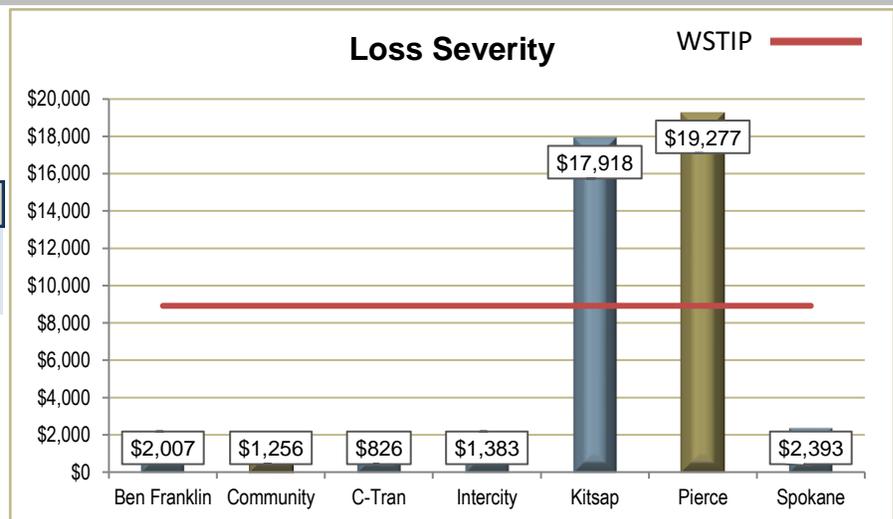


Ben Franklin had capped losses of \$2,007 and had 1 claims, equating to an average loss severity of \$2,007 per claim made.

Loss Severity Formula	
$\frac{2,007}{1}$	= \$ 2,007

The WSTIP combined average loss severity was \$8,917.

Ben Franklin's loss severity is 77% less than the WSTIP average.



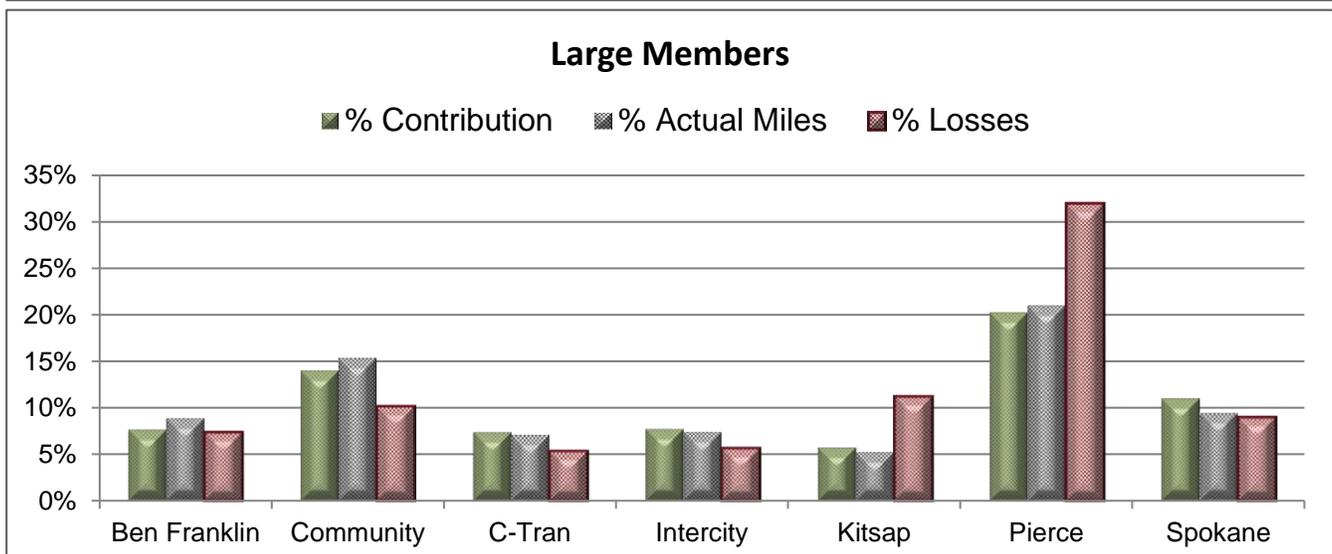
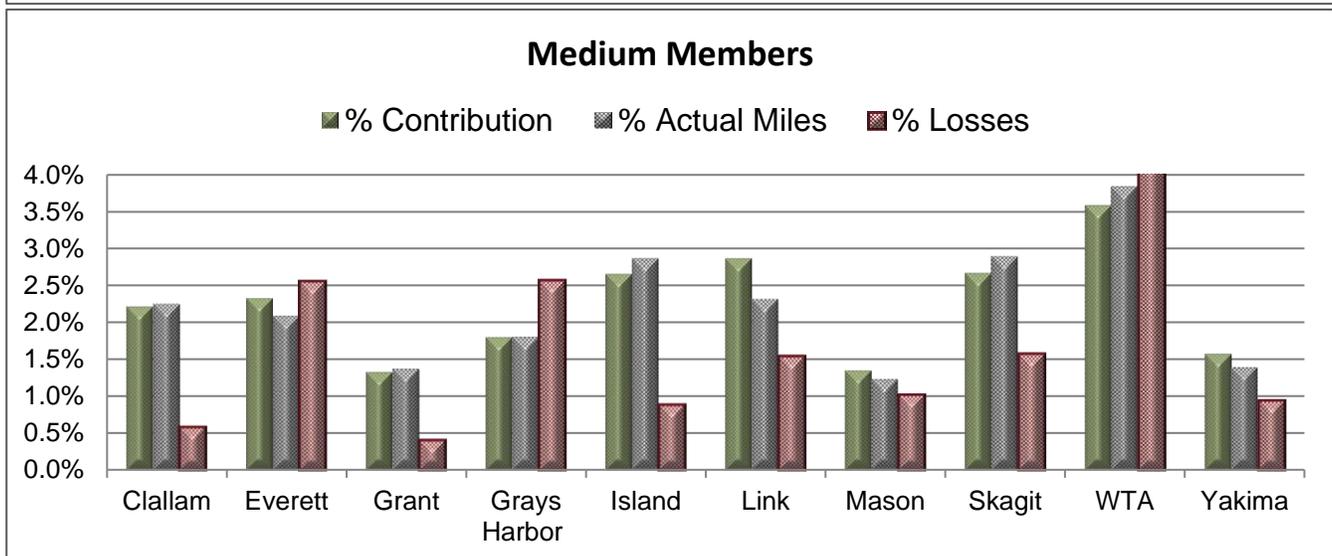
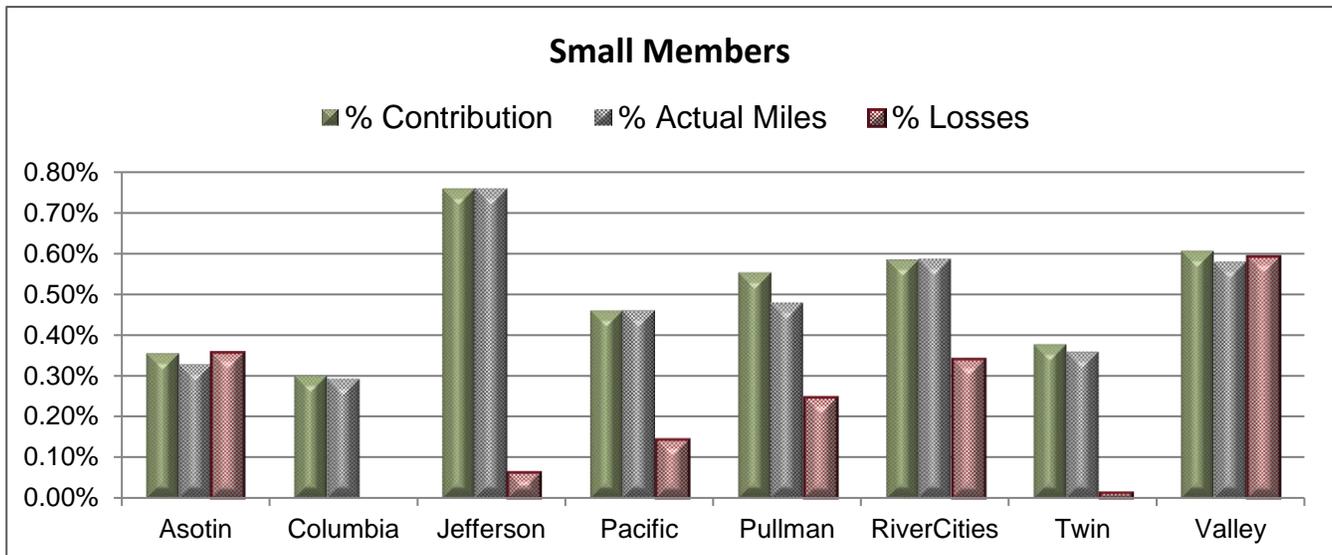
Exposure to Loss Table: Auto Liability Uncapped (paid loss + reserves)

This table shows contributions for auto liability, miles traveled and auto liability losses for the years 2016 - 2020. Column H compares a members % of loss to their % of miles to WSTIP as a whole (or 100% of the Pool).

A **favorable loss trend** is less than 100% of the Pool and indicates the member's performance is better than of the WSTIP average (and therefore helping the Pool). An **unfavorable loss trend** is more than 100% of the Pool and indicates the member's performance is worse than WSTIP average.

	[A]	[B]	[C]	[D]	[E]	[F]	[G]	[H]	
Members	Member Contribution	% of Total	Miles Traveled	% of Total	Auto Liab Losses (Uncapped)	% of Total	[E] / [C] Losses per Mile	% of Total	[F] / [D] (Loss% / Miles%)
Small									
Asotin	\$ 192,662	0.35%	1,577,815	0.33%	\$ 82,572	0.36%	\$ 0.052	5.75%	109.14%
Columbia	163,210	0.30%	1,409,919	0.29%	-	0.00%	-	0.00%	0.00%
Jefferson	411,863	0.76%	3,648,675	0.76%	14,670	0.06%	0.004	0.44%	8.39%
Pacific	249,852	0.46%	2,213,064	0.46%	33,198	0.14%	0.015	1.65%	31.28%
Pullman	300,004	0.55%	2,305,991	0.48%	57,090	0.25%	0.025	2.72%	51.63%
RiverCities	317,428	0.58%	2,819,762	0.59%	78,688	0.34%	0.028	3.07%	58.20%
Twin	204,767	0.38%	1,727,444	0.36%	3,187	0.01%	0.002	0.20%	3.85%
Valley	328,960	0.61%	2,786,032	0.58%	136,804	0.59%	0.049	5.39%	102.40%
Medium									
Clallam	1,200,694	2.21%	10,820,051	2.25%	134,853	0.58%	0.012	1.37%	25.99%
Everett	1,261,506	2.32%	10,049,982	2.09%	589,752	2.55%	0.059	6.45%	122.38%
Grant	721,120	1.33%	6,604,634	1.37%	94,317	0.41%	0.014	1.57%	29.78%
Grays Harbor	976,249	1.80%	8,670,273	1.80%	592,438	2.57%	0.068	7.51%	142.50%
Island	1,438,784	2.65%	13,794,984	2.86%	205,260	0.89%	0.015	1.63%	31.03%
Link	1,553,868	2.86%	11,124,954	2.31%	356,637	1.54%	0.032	3.52%	66.86%
Mason	733,212	1.35%	5,936,691	1.23%	235,293	1.02%	0.040	4.35%	82.66%
Skagit	1,447,001	2.67%	13,908,011	2.89%	363,172	1.57%	0.026	2.87%	54.46%
WTA	1,943,758	3.58%	18,476,534	3.84%	1,280,614	5.55%	0.069	7.61%	144.55%
Yakima	853,598	1.57%	6,711,094	1.39%	218,271	0.95%	0.033	3.57%	67.83%
Large									
Ben Franklin	4,153,785	7.65%	42,640,969	8.85%	1,705,532	7.39%	0.040	4.39%	83.41%
Community	7,585,789	13.97%	73,698,241	15.30%	2,346,179	10.16%	0.032	3.50%	66.39%
C-Tran	4,003,497	7.37%	34,008,581	7.06%	1,232,932	5.34%	0.036	3.98%	75.61%
Intercity	4,188,697	7.72%	35,459,589	7.36%	1,308,975	5.67%	0.037	4.06%	76.98%
Kitsap	3,107,471	5.72%	25,050,261	5.20%	2,584,768	11.19%	0.103	11.34%	215.19%
Pierce	10,977,027	20.22%	100,730,981	20.91%	7,361,893	31.88%	0.073	8.03%	152.42%
Spokane	5,975,471	11.01%	45,447,137	9.44%	2,076,842	8.99%	0.046	5.02%	95.30%
WSTIP	\$ 54,290,273	100.0%	481,621,669	100.0%	\$ 23,093,934	100.0%	\$ 0.048	100.0%	

Exposure to Loss Graphs: For the years 2016 - 2020.



We Believe **in INVESTING IN OUR MEMBERS**

Grant Funding

The purpose of these grants is to provide funding for projects or programs intended to avoid, prevent, or reduce the likelihood of losses to WSTIP members.

Risk Management Grant

WSTIP members may receive up to \$2,500 per year. The grant is generally used for loss prevention, loss reduction, safety, or training programs/products.

Network Security Grant

WSTIP members may receive up to \$2,000 per year. The grant can be used for loss prevention, loss reduction, cyber security, or training programs/products.

Technology Grant

WSTIP members may receive up to 50% of the cost of any one project. Officially the *Technology Risk Reduction Initiative Grant Program*, the Program exists to encourage WSTIP members to pilot emerging and or “new to the agency” technology specifically for loss prevention purposes. This grant program also strives to promote knowledge transfer among WSTIP’s membership regarding risk reduction technologies. This is a competitive grant program. Funding is subject to WSTIP budgeted amounts and is funded on a first come, first approved basis.

Put Ideas Into Action

Applications for Grant funding should be coordinated through your WSTIP Board Member Representative. Submit your application anytime before December 15.

Questions regarding the grant program or your application are welcomed. Contact Joanne Kerrigan, Member Services Manager, joanne@wstip.org



2021 Executive Committee

Have questions about this report or how WSTIP can help you manage risk?

[CONTACT US](#)



JOANNE KERRIGAN
Member Services Manager
joanne@wstip.org



LAURA JUELL
Risk & Training Coordinator
laura@wstip.org



CEDRIC ADAMS
Claims Manager
cedric@wstip.org



ROBYN GALINDO
Claims Specialist
robyn@wstip.org

We Believe in
TRAINING

We Believe in
MANAGING RISK



PO Box 11219 • Olympia, WA 98508
(360) 786-1620 • www.wstip.org

*Major Accidents by Mode

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	0	6	2	5	1
Ben Franklin Paratransit	5	1	2	2	2
Ben Franklin Fixed Route	2	6	1	0	2

*Major accident is defined as any accident exceeding \$5,000.

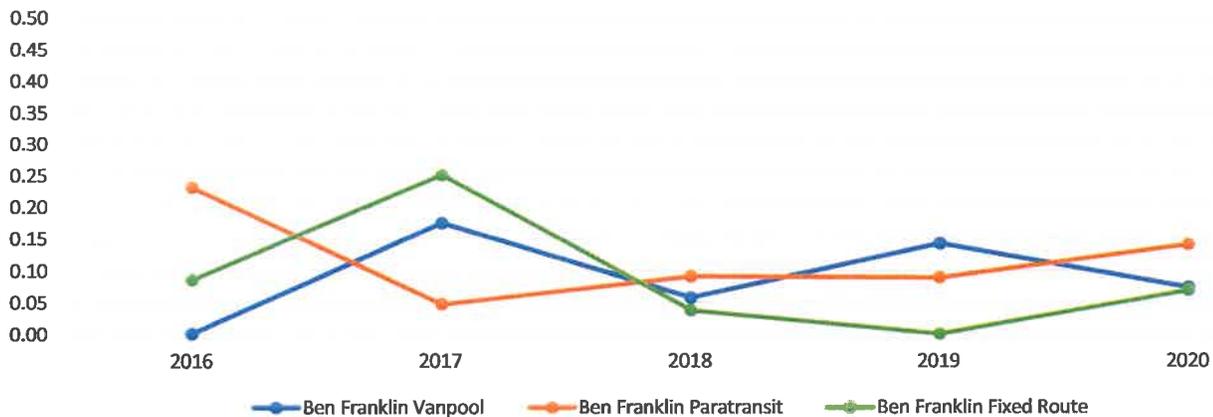
Total Miles by Mode

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	3,516,347	3,420,782	3,470,690	3,501,626	1,356,183
Ben Franklin Paratransit	2,151,824	2,124,566	2,194,103	2,254,065	1,417,696
Ben Franklin Fixed Route	2,344,817	2,377,254	2,681,540	2,960,147	2,892,034

Major Accidents per 100,000 Miles

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	0.00	0.18	0.06	0.14	0.07
Ben Franklin Paratransit	0.23	0.05	0.09	0.09	0.14
Ben Franklin Fixed Route	0.09	0.25	0.04	0.00	0.07

Major Accidents per 100,000 Miles



All Accidents by Mode

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	4	6	2	5	1
Ben Franklin Paratransit	12	11	12	13	3
Ben Franklin Fixed Route	7	21	13	12	8

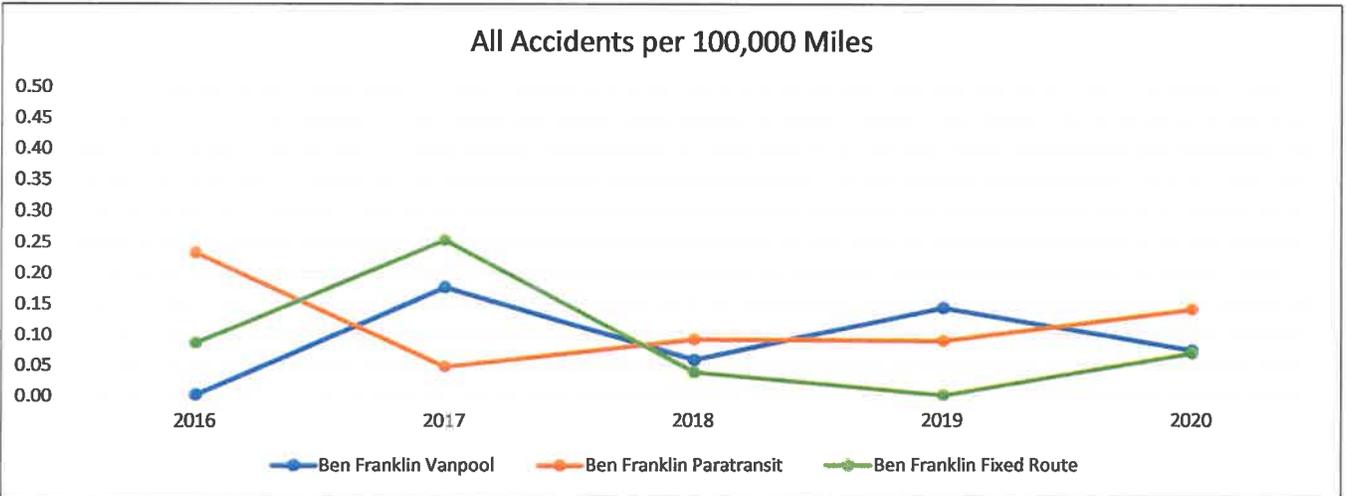
Total Miles by Mode

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	3,516,347	3,420,782	3,470,690	3,501,626	1,356,183
Ben Franklin Paratransit	2,151,824	2,124,566	2,194,103	2,254,065	1,417,696
Ben Franklin Fixed Route	2,344,817	2,377,254	2,681,540	2,960,147	2,892,034

All Accidents per 100,000 Miles

Department	2016	2017	2018	2019	2020
Ben Franklin Vanpool	0.11	0.18	0.06	0.14	0.07
Ben Franklin Paratransit	0.56	0.52	0.55	0.58	0.21
Ben Franklin Fixed Route	0.30	0.88	0.48	0.41	0.28

All Accidents per 100,000 Miles



Memorandum

Date: June 9, 2022

To: Edwin G. Frost, Interim General Manager

From: Jeff Lubeck, Administrative Services Director

Re: Recognizing the Certificate of Achievement for Excellence in Financial Reporting for the 2020 Annual Comprehensive Financial Report (ACFR)

Background

For the ninth year in a row, Ben Franklin Transit's (BFT) Annual Comprehensive Financial Report (ACFR) has received the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting awarded by the Government Finance Officers Association (GFOA).

The GFOA established the ACFR Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the ACFR program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee, which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

We present this award in recognition of the time and effort BFT Finance and other supporting staff have spent in preparing the financial statements in addition to the care and attention to detail in the day-to-day financial accounting and management activities at BFT.

Recommendation

Staff recommends the Board accept the Certificate of Achievement for Excellence in Financial Reporting for the 2020 Annual Comprehensive Financial Report.

Forward as presented:

Edwin G. Frost, Interim General Manager



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Ben Franklin Transit
Washington**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

December 31, 2020

Christopher P. Morill

Executive Director/CEO

Memorandum

Date: June 9, 2022

To: Edwin G. Frost, Interim General Manager

From: Jeff Lubeck, Administrative Services Director

Re: Resolution 38-2022: Recommendation to Award the Enterprise Business System Consultant Contract to Plante & Moran, PLLC

Background

Ben Franklin Transit (BFT) currently has an Enterprise Business System (EBS) financial management system that is outdated and does not have the features or capabilities to support BFT's full enterprise business management needs. The BFT Board of Directors approved the release of a request for proposals at the January 13, 2022, Board meeting. The current Fleet-Net product is used for business systems such as accounting, finance, timecards and payroll, inventory, work orders, and purchasing.

The purpose of this contract is to have the consultant assist BFT in identifying and evaluating potential EBS solutions providing for a modern financial management system.

The following are considerations that are driving this project and the decisions of the executive team:

- The current EBS system was implemented in 1985 and, although the system has been updated since then, the overall functionality and technology platform has become outdated.
- The current system is archaic, using Microsoft Access to connect to a single Structured Query Language (SQL) database.
 1. This makes it vulnerable to:
 - Malware code that targets Microsoft Access
 - Application updates from Microsoft that result in incompatibility problems with the current client. For example, during the week of December 13 – 17, 2021, Microsoft released a general update. This resulted in over five unplanned system outages requiring everyone to exit the EBS system, disrupt their workflows and progress, and for IT to prioritize system diagnostics and fix the problem. This is one example of a frequent issue.
 2. The current system is comprised of 30+ separate Microsoft Access databases.
 - These databases are not fully integrated, resulting in the need to enter the same information multiple times in different databases. Duplicative data entry is inefficient and increases the possibility for data entry errors.
 - Many aspects of the browser interaction with the system still reflect the original environment. The resulting end user experience is disjointed and not efficient.
 - It is not easy to navigate between suites; users need to know the key letters for each suite to move to that suite (RQ = requisitions, PO = Purchase

Orders, GL = General Ledger, TK = timekeeping, etc.) rather than using an intuitive graphical user interface that is common among current solutions.

Objectives and Statement of Work (SOW)

There are no changes in the objectives and SOW that the Board reviewed and approved in Resolution 6-2022. In summary, the consultant will guide BFT through the planning and procurement phases of an EBS project. BFT would like to replace its current software systems environment with a new system or combination of software systems to improve functionality to support a variety of core business processes.

Proposal Evaluation and Recommendation

BFT staff advertised proposals for an EBS consultant in the Tri-City Herald, Seattle Daily Journal of Commerce, BFT’s website, various bid plan centers, and sent out thirty (30) requests for proposal packages to potential contractors.

BFT received five (5) proposals, and they were determined to be responsive and responsible. Evaluators rated the initial proposals and then conducted interviews with the top three highest-rated consultant firms. Based on the final evaluations, Plante & Moran, PLLC was selected as the highest-rated proposal based on the evaluation criteria specified in the proposal.

Consultant Firms	Initial Evaluation Points	Evaluation Points with Interview Phase	Evaluated Cost for Completion of Tasks 1 – 7
Plante & Moran, PLLC	84	111.8	\$314,972.00
BarryDunn	87	110.7	\$268,139.43
DATA CLIMB LLC	82	101.8	\$200,339.33
Resource Data, Inc.	77	-	\$231,408.00
CNC Consulting, Inc.	76	-	\$205,696.00

BFT normalized the hours for all proposals for evaluation purposes only.

Cost Summary

If the Board of Directors approves, BFT intends to award the highest-rated proposer, Plante & Moran, PLLC, for their proposed amount of \$316,050 for Tasks 1 – 7.

The Contract includes optional work related to the EBS consultant. Optional additional work up to \$50,000 would be based on rates listed in the consultant’s cost proposal and be negotiated individually, travel would be based on State of Washington approved rates, and all additional work would be approved by the General Manager.

The estimated amount for the EBS consultant including optional additional work (including implementation support services) is \$316,050 + \$50,000 = \$366,050.

Funding

Budgeted: Yes

Project No.: OTH0001 (approved in 2018)

Capital Budget Source: Existing approved Capital Budget for project OTH0001

Operating Budget Source: 2022 Operating Budget

Funding Source: Local Funds

Recommendation

Authorize the award of the Enterprise Business System (EBS) consultant contract to Plante & Moran, PLLC.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 38-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AWARD THE ENTERPRISE BUSINESS SYSTEM (EBS) CONSULTANT CONTRACT TO PLANTE & MORAN, PLLC

WHEREAS, BFT has a need for a new EBS solution; and

WHEREAS, BFT solicited proposals for an EBS consultant and received five (5) responsive and responsible proposals; and

WHEREAS, the proposals were evaluated in accordance with the RFP criteria and the highest-rated consultant was Plante & Moran, PLLC; and

WHEREAS, the funding for the project will be provided by local funding from the 2022 Capital Budget and 2022 Operating Budget.

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

1. The General Manager is authorized to enter into Contract #1358 with Plante & Moran, PLLC in the not-to-exceed amount of \$366,050; this amount includes the option for the contract term to be up to five (5) years with a 5% change order authority.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, June 9, 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: June 9, 2022

To: Edwin G. Frost, Interim General Manager

From: Wendi Warner, Director of Human Resources and Labor Relations

Re: Resolution 39-2022 Authorizing the General Manager to Proceed with a 3% COLA Increase to Nonrepresented Wages

Background

Ben Franklin Transit Resolution 28-2021 provided nonrepresented employees at BFT a three percent (3%) Cost of Living Adjustment (COLA) effective June 1, 2021. The Board approved Resolution 28-2021 at the May 4, 2021, Board meeting.

According to the U.S. Bureau of Labor Statistics, “The annual inflation rate in the US slowed to 8.3% in April from a 41-year high of 8.5% in March. Despite the slowdown in April which suggests that inflation has probably peaked, the inflation is unlikely to fall to prepandemic levels any time soon and will remain above the Fed's 2% target for a long time as supply disruptions persist and energy and food prices remain elevated.”

In reviewing market conditions, which include local jurisdictions and comparable transit agencies, and in consideration of negotiated COLA increases with our bargaining units, BFT has budgeted for a 3% COLA and believes this would be an appropriate adjustment for our nonrepresented staff. Based upon May 17, 2022, salary data, the financial impact to the Agency would result in approximately a \$200,000 increase to total payroll.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Staff recommends that the Board of Directors approve a 3% COLA increase to wages, and which would be applied to adjust the grades of our market-based salary structure for nonrepresented employees effective June 1, 2022.

Forward as presented:

Edwin G. Frost, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 39-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO PROCEED WITH A
3% COLA INCREASE TO NONREPRESENTED WAGES**

WHEREAS, according to the U.S. Bureau of Labor Statistics, inflation is expected to remain above the federal target of 2% for the foreseeable future; and

WHEREAS, comparable transit agencies, local jurisdictions and BFT labor agreements are generally aligned with a 3% target for COLA adjustments: and

WHEREAS, the 2022 budget included funds for nonrepresented employees to receive a cost of living (COLA) adjustment in 2022.

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

The Board authorizes the General Manager to proceed with a 3% COLA increase to wages which would be applied to BFT's nonrepresented market-based salary structure, and effective on June 1, 2022.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held June 9, 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 24-2022**

**A RESOLUTION REGARDING TEMPORARY REDUCTION OF SALES TAX
REVENUE COLLECTION**

WHEREAS, BFT currently receives six-tenths (6/10ths) of one percent (1%) of the selling price or value of the article used and made taxable pursuant to RCW 82.14.045(1); and

WHEREAS, BFT's current sales and use tax funding was authorized by vote of the public certified March 22, 2002; and

WHEREAS, BFT is permitted to temporarily collect less than the full amount of sales and use tax imposed; and

WHEREAS, BFT's Board of Directors believe that BFT does not presently require the full amount of sales and use tax imposed to facilitate operations.

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

The Interim General Manager is directed to request that the Department of Revenue reduce the sales and use tax collected for BFT effective _____, 2022, to five-tenths (5/10ths) of one percent (1%), and terminating on December 31, 2022.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 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 25-2022**

**A RESOLUTION REGARDING SUBMISSION OF A PROPOSITION TO THE VOTERS
TO REDUCE SALES AND USE TAX FOR PUBLIC TRANSPORTATION**

WHEREAS, BFT currently receives six-tenths (6/10ths) of one percent (1%) of the selling price or value of the article used and made taxable pursuant to RCW 82.14.045(1); and

WHEREAS, BFT's current sales and use tax funding was authorized by vote of the public certified March 22, 2002; and

WHEREAS, BFT's Board of Directors believe the public wishes to reduce the amount of sales and use tax collected for BFT's purposes by one-tenth (1/10th) of one percent (1%).

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

The Interim General Manager is directed to request that the Benton and Franklin County Auditors place upon the ballot for the next general election, a proposition as follows:

"Ben Franklin Public Transportation Benefit Area Reduced Sales and Use Tax"

The Ben Franklin Transit Board of Directors adopted Resolution 25-2022 concerning a proposition to reduce the imposed sales and use tax. This proposition would reduce the authorized sales and use tax Ben Franklin Transit is permitted to impose from six-tenths (6/10ths) of one percent (1%) to five-tenths (5/10ths) of one percent (1%) within portions of Benton and Franklin Counties.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

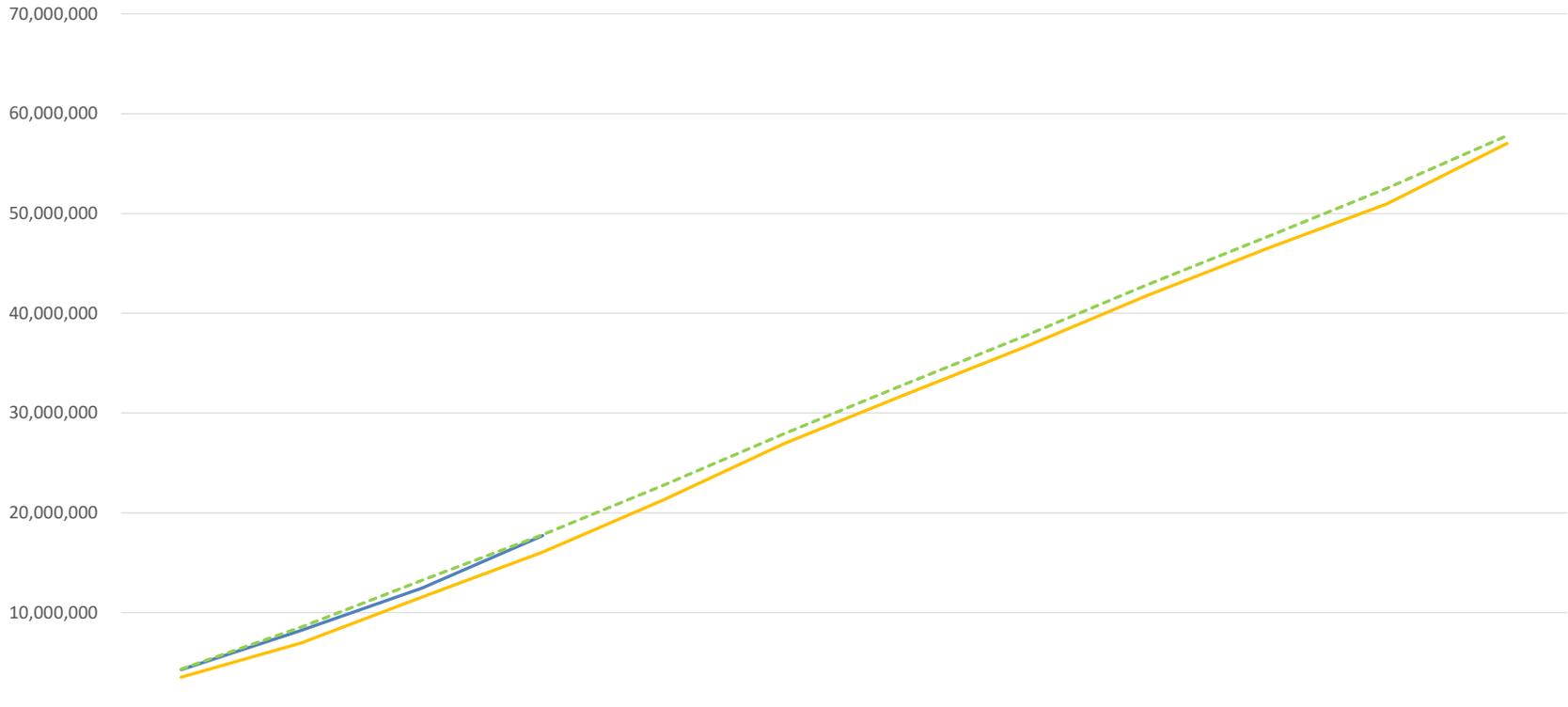
Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

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	17,693,655								
— 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

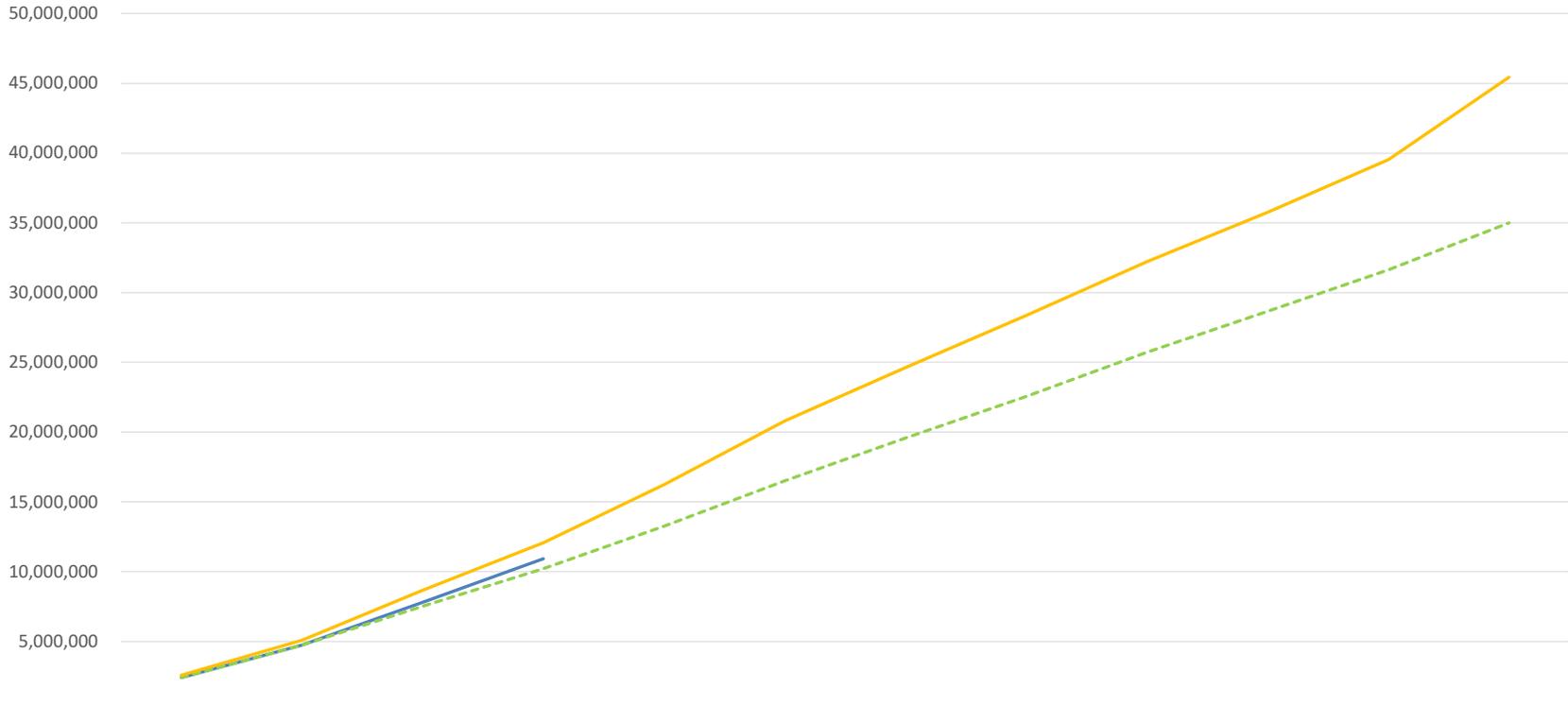
Current Month

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

YTD

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

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	10,943,896								
— 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.

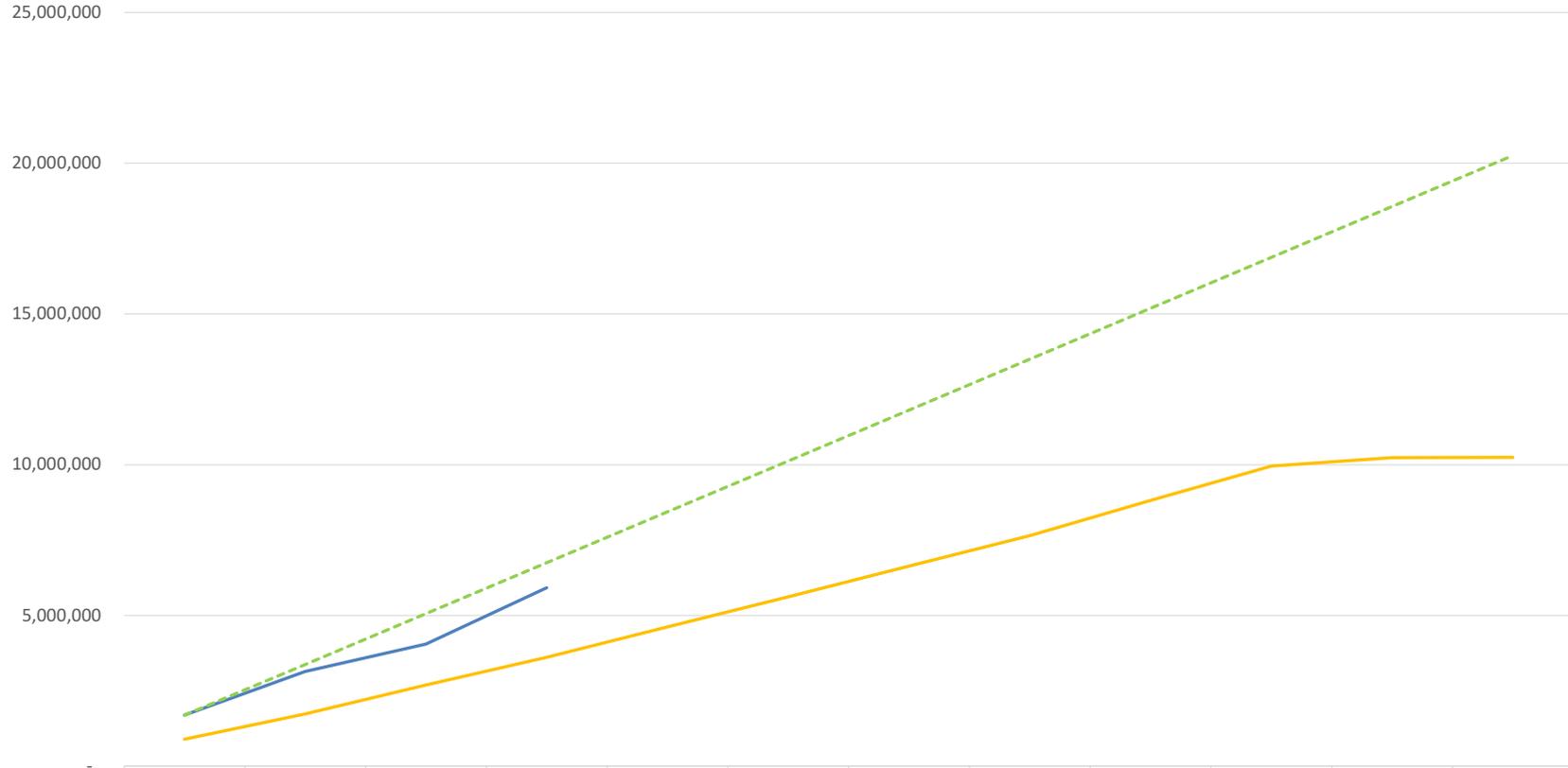
Current Month

- Current and prior month are estimated due to reporting lag from the State
- Estimate for February adjusted to actual in April. February actuals better than budget by \$453k (17%)

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	5,919,781								
— 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

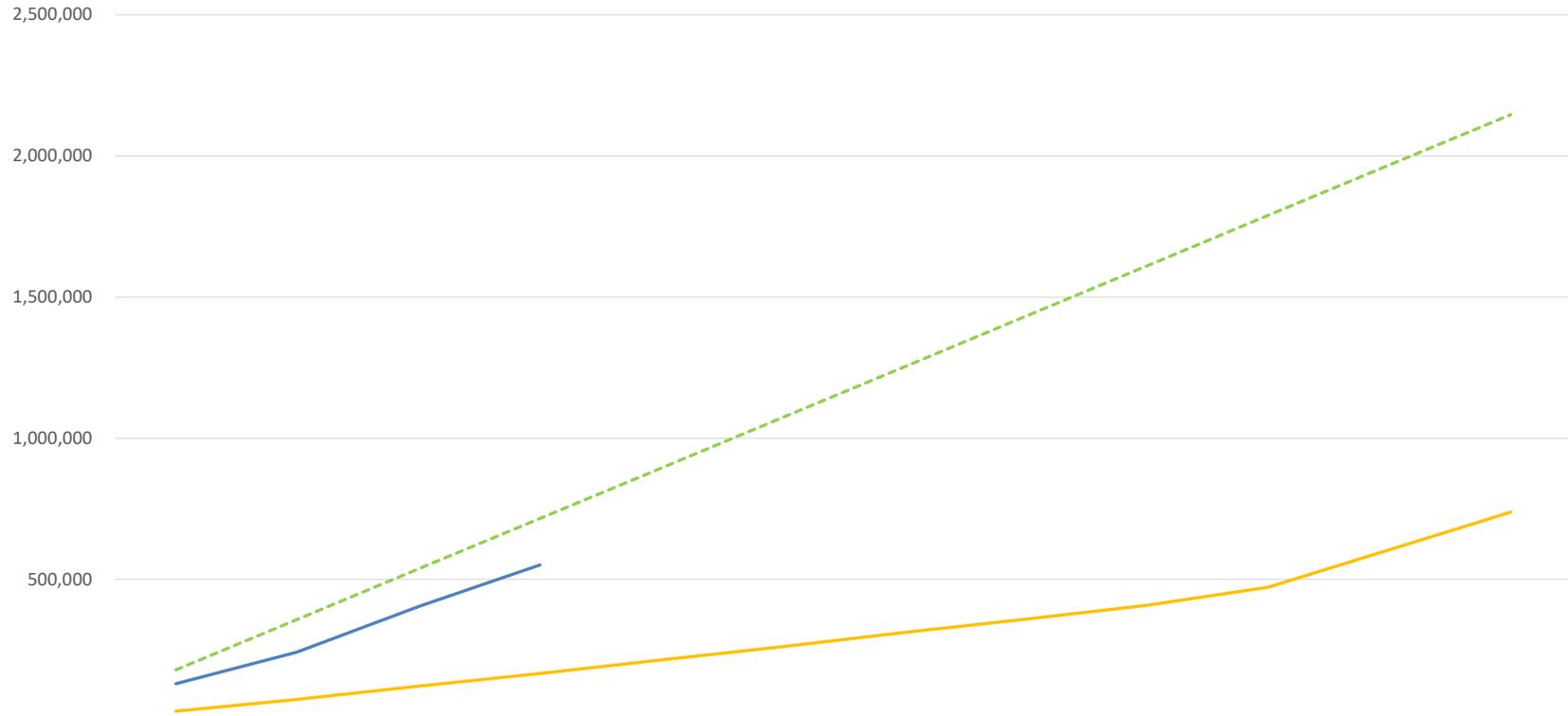
Current Month

- 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 \$832 K (12%) 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	550,883								
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

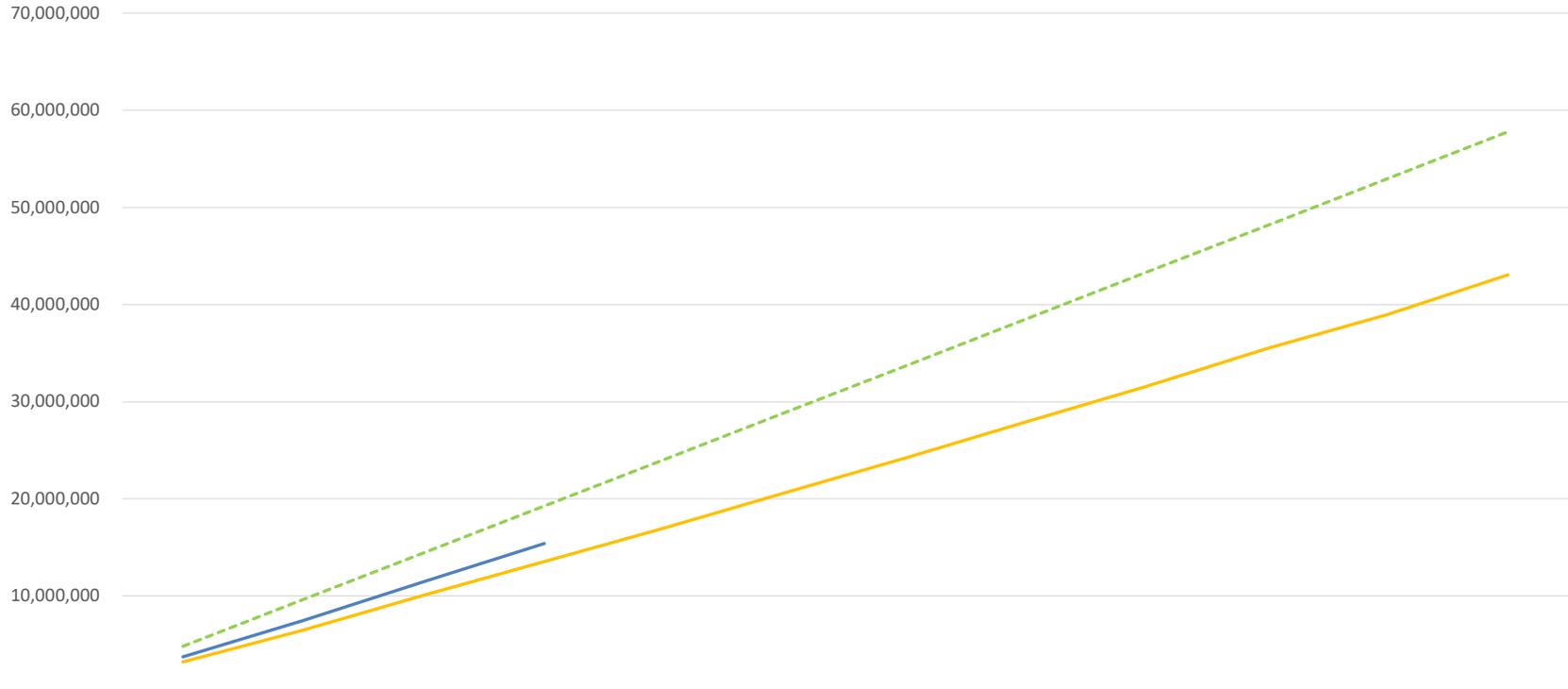
Current Month

- April Actuals \$32K (18%) behind budget
- Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

YTD

- YTD Vanpool fares are \$78 K (29%) behind budget & YTD Via fares are \$59 K (89%) behind budget
- PY was fare-free for Fixed Route and Dial-A-Ride through October 2021
- Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

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	15,420,173								
— 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

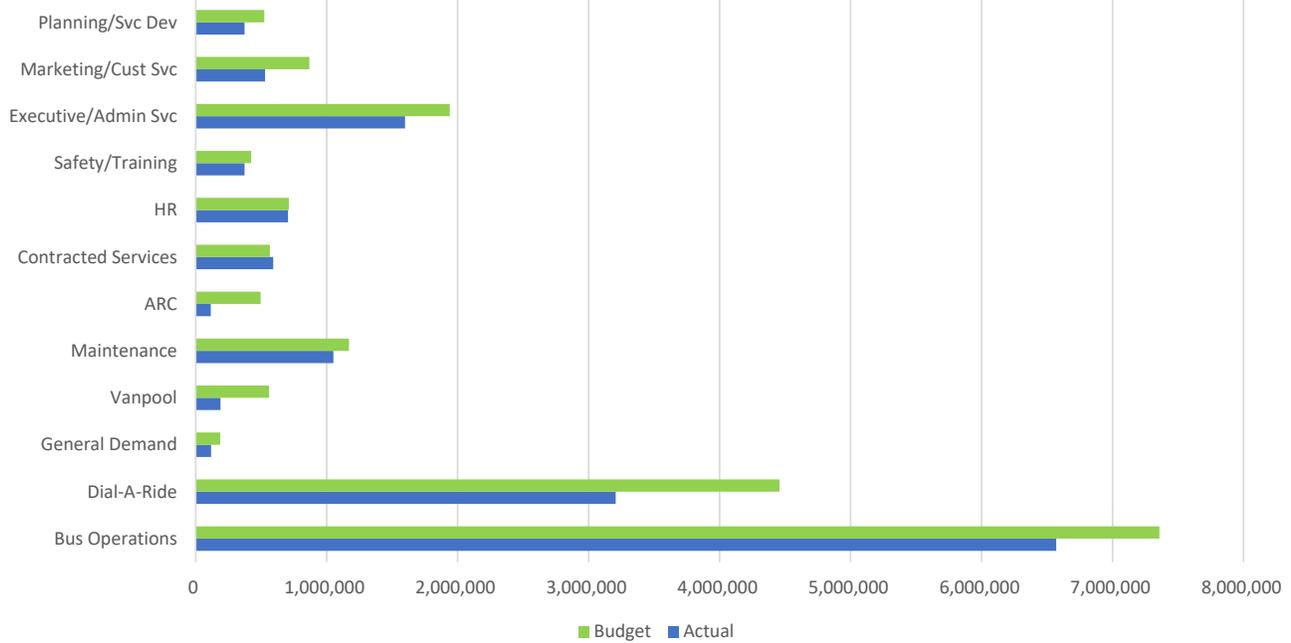
Current Month

- Timing of invoices and straight-line budget causing positive variance
- Headcount vacancies contributing to current month underspending
- DAR and ARC continue to run under budget

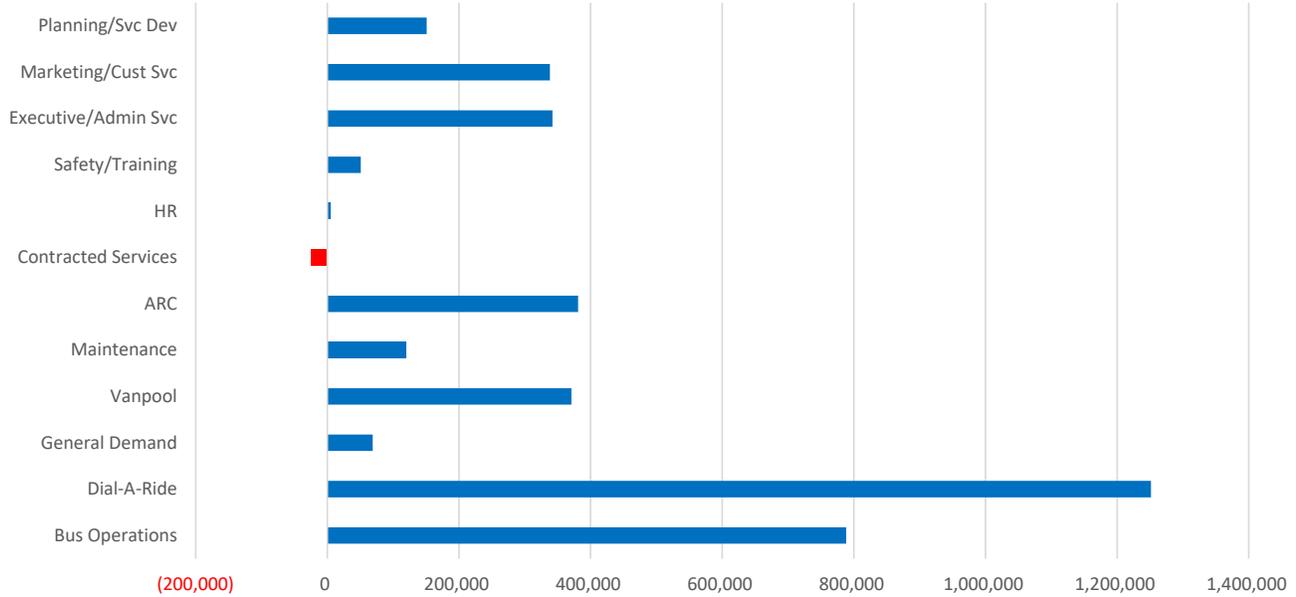
YTD

- 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 \$2.2 M better than budget primarily due to hiring vacancies
- DAR and ARC continue to run under budget
- Timing of invoicing and project starts for various Professional Services support

2022 YTD Expenses - Budget to Actual



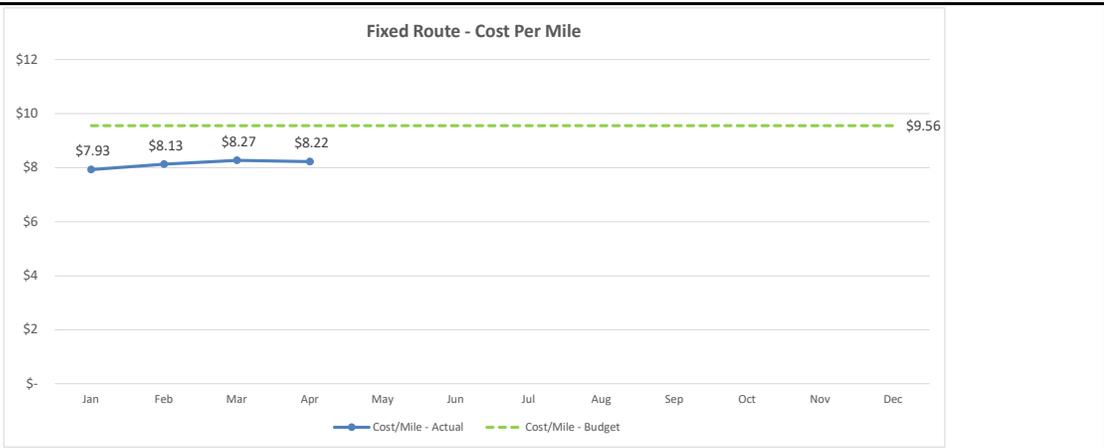
2022 YTD Expenses - B/(W) than Budget



Significant Items to Note:

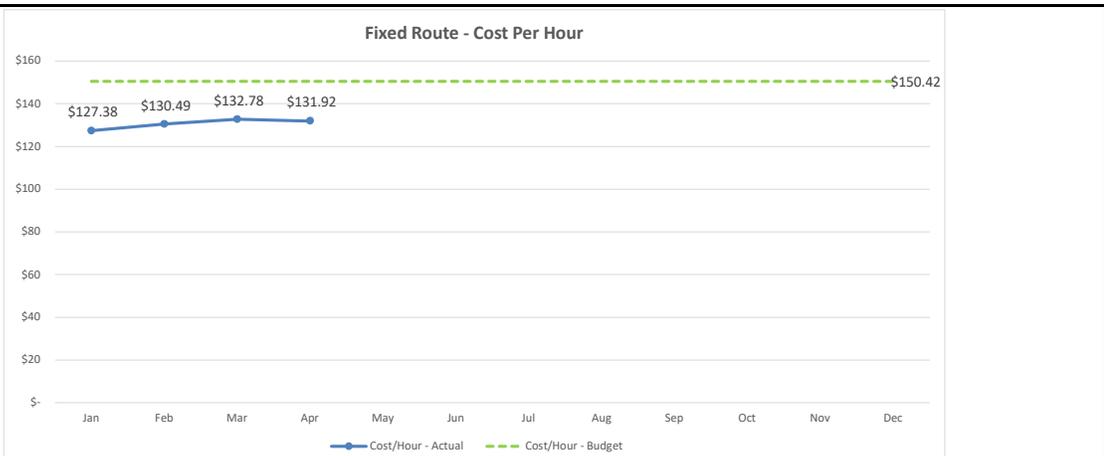
- YTD Salaries & Benefits are better than budget for Operations & Dial-A-Ride primarily due hiring vacancies
- Dial-A-Ride demand has not returned to pre-pandemic levels
- Projects/Professional Services are under budget primarily due to straight-line budget vs timing of actual costs

Cost Per Mile



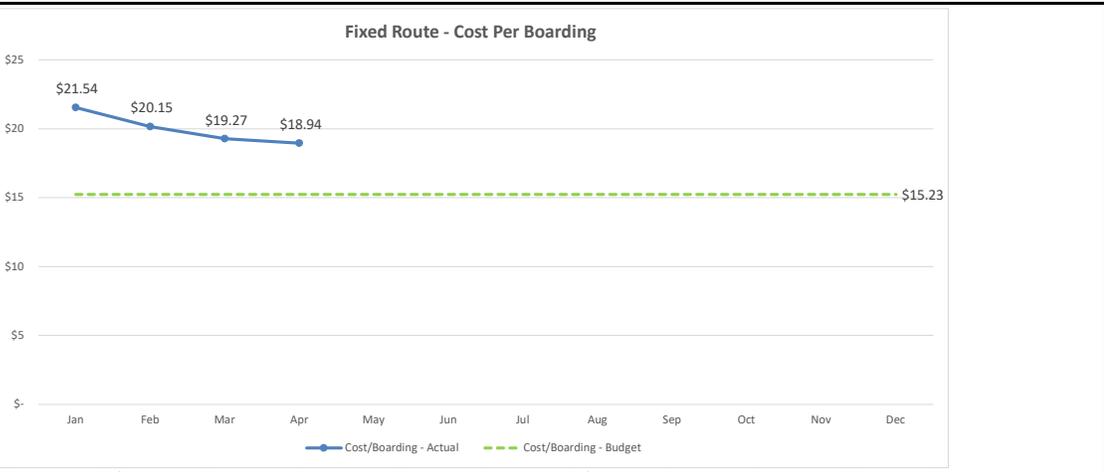
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ 9,428,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	283,577	553,395	856,603	1,146,658	-	-	-	-	-	-	-	-
Percent of Budget	117%	115%	113%	114%								

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	\$ 9,428,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	17,660	34,471	53,376	71,470	-	-	-	-	-	-	-	-
Percent of Budget	115%	113%	112%	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	\$ 9,428,342	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	104,416	223,291	367,861	497,739	-	-	-	-	-	-	-	-
Percent of Budget	59%	68%	74%	76%								

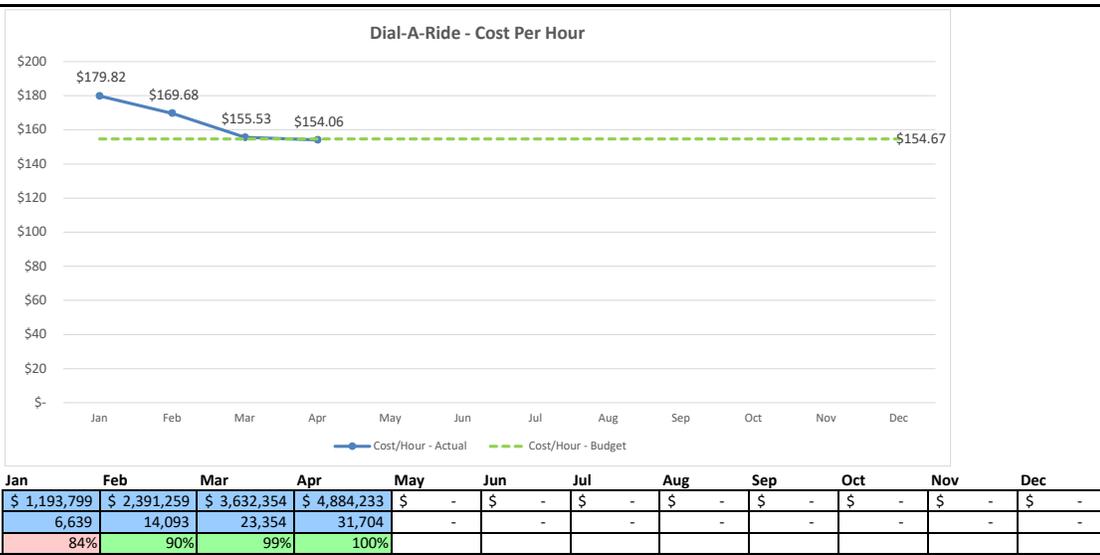
Legend for Percent of Budget:

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



Cost Per Hour



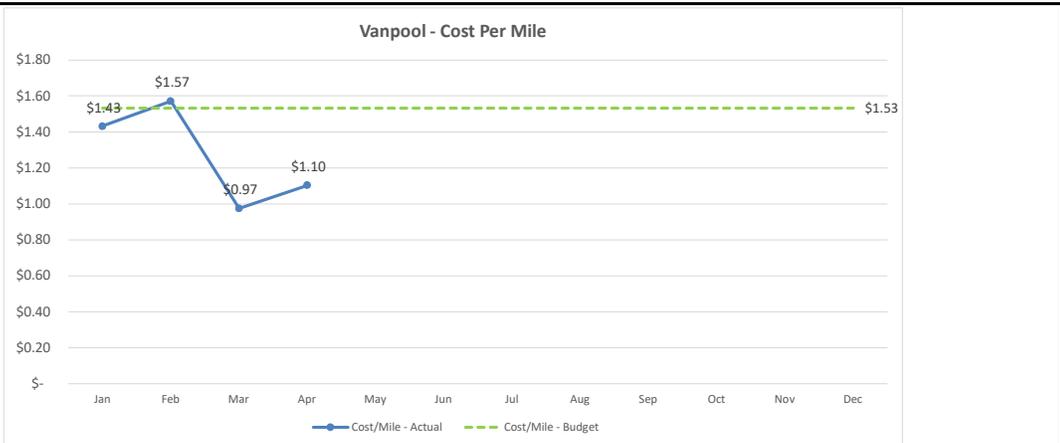
Cost Per Boarding



Legend for Percent of Budget:

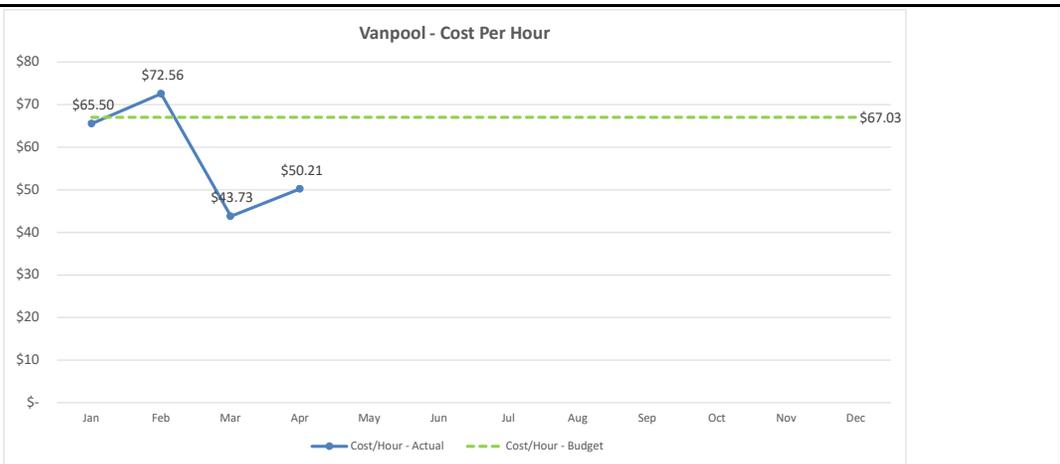
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



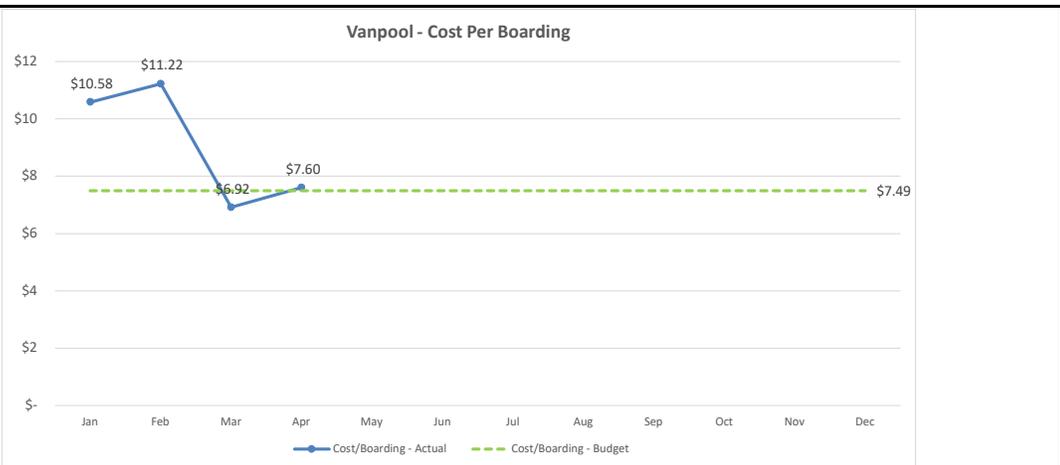
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ 445,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miles	99,335	185,957	284,120	403,514	-	-	-	-	-	-	-	-
B (W) than Budget	107%	97%	136%	128%								

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ 445,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	2,172	4,026	6,334	8,865	-	-	-	-	-	-	-	-
Percent of Budget	102%	92%	135%	125%								

Cost Per Boarding



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ 445,155	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	13,437	26,032	40,048	58,536	-	-	-	-	-	-	-	-
Percent of Budget	59%	50%	108%	98%								

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 April 2022

	2022 Total Budget	2022 Budget Year to Date	Actual To Date April 2022	% Actuals B (W) Budget YTD	Actual To Date April 2021	% 2022 B (W) 2021
Operating Revenues						
Bus Passes	\$ 612,300	\$ 204,100	\$ 186,731	-8.5%	\$ 65	289360.7%
Bus Cash	369,700.00	123,233	95,436	-22.6%	-	0.0%
Dial-A-Ride	138,000.00	46,000	65,970	43.4%	-	0.0%
General Demand (Prosser)	16,400.00	5,467	2,642	-51.7%	-	0.0%
Vanpool	810,000.00	270,000	192,457	-28.7%	165,840	16.0%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000.00	66,667	7,647	-88.5%	-	0.0%
Fares	2,146,400.00	715,467	550,883	-23.0%	165,904	232.0%
Local Sales Tax (Operating Portion)	35,009,550.00	10,215,981	10,943,896	7.1%	12,075,673	-9.4%
Operating Grants	1,370,697.00	456,899	1,328,158	190.7%	16,667	7869.0%
CARES Act Funds	18,885,353.00	6,295,118	4,591,623	-27.1%	3,595,431	27.7%
Miscellaneous	374,200.00	124,733	279,094	123.8%	205,673	35.7%
Total Operating Revenues	\$ 57,786,200	\$ 17,808,198	\$ 17,693,655	-0.6%	\$ 16,059,348	10.2%

Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 22,073,300	\$ 7,357,767	\$ 6,569,361	10.7%	\$ 5,549,407	-18.4%
Dial-A-Ride	13,372,600	4,457,533	3,206,213	28.1%	3,279,180	2.2%
General Demand (Prosser)	560,400	186,800	117,843	36.9%	131,436	10.3%
Vanpool	1,680,200	560,067	189,313	66.2%	423,784	55.3%
Maintenance	3,512,900	1,170,967	1,051,298	10.2%	809,667	-29.8%
Purchased Transportation						
Paratransit - ARC	1,487,600	495,867	114,928	76.8%	55,928	-105.5%
Contracted Services (Via)	1,700,000	566,667	592,099	-4.5%	198,504	-198.3%
Administration						
HR	2,131,900	710,633	705,307	0.7%	542,573	-30.0%
Safety / Training	1,270,700	423,567	372,819	12.0%	406,268	8.2%
Executive / Administrative Services	5,821,400	1,940,467	1,598,501	17.6%	1,369,367	-16.7%
ADA/Marketing / Customer Service	2,602,900	867,633	529,410	39.0%	408,865	-29.5%
Planning / Service Development	1,572,300	524,100	373,082	28.8%	372,681	-0.1%
* Total Operating Expenditures	\$ 57,786,200	\$ 19,262,067	\$ 15,420,173	19.9%	\$ 13,898,289	-11.0%

Operating Surplus/(Deficit)	\$ -	\$ (1,453,869)	\$ 2,273,482		\$ 2,161,059	
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Capital Expenditures						
Local	\$ 27,829,006	\$ 9,276,335	\$ 1,135,238	-87.8%	\$ 61,305	1751.8%
State	3,908,284	1,302,761	34,154	-97.4%	9,478	260.3%
Federal	4,414,765	1,471,588	-	0.0%	38,686	-100.0%
Total Capital Expenditures	\$ 36,152,055	\$ 12,050,685	\$ 1,169,391	-90.3%	\$ 109,469	968.2%

* Excludes budgeted GASB 68 year-end pension adjustment.

Estimated Impact of Increased Fuel Prices as of April 30, 2022

	2021 A	2022 A	2022 B
Avg Price Per Gallon	\$2.39	\$3.46	\$3.24
Change from 2022 Budget		6.7%	
2022 Act vs 2021 Actuals	44.9%		
YTD Total Fuel Cost		\$1,144,461	
Fuel Price Impact - YTD	\$354,444	\$71,654	
Fuel Price Impact - 2022 Forecast	\$1,063,331	\$214,962	

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending April 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	\$ 282,167	\$ 65,970	\$ 2,642	\$ 192,457	\$ -	\$ 7,647	\$ 550,883
Direct Cost	\$ 6,569,361	\$ 3,206,213	\$ 117,843	\$ 189,313	\$ 114,928	\$ 592,099	\$ 10,789,756
Allocated Cost	\$ 2,712,074	\$ 1,643,048	\$ 68,855	\$ 206,441	\$ -	\$ -	\$ 4,630,417
Depreciation - Local (Vehicle only)	\$ 146,907	\$ 34,973	\$ 139	\$ 49,401	\$ 2,405	\$ -	\$ 233,824
Cost for Farebox Recovery Ratio	\$ 9,428,342	\$ 4,884,233	\$ 186,836	\$ 445,155	\$ 117,333	\$ 592,099	15,653,997
Boarding	497,739	67,186	2,475	58,536	4,907	26,088	656,931
Revenue Miles	1,146,658	490,819	11,483	403,514	14,811	250,188	2,317,473
Revenue Hours	71,470	31,704	603	8,865	676	12,852	126,170
Cost per Boarding	\$ 18.94	\$ 72.70	\$ 184.00	\$ 7.60	\$ 23.91	\$ 22.70	\$ 23.83
Cost per Rev Mile	\$ 8.22	\$ 9.95	\$ 16.27	\$ 1.10	\$ 7.92	\$ 2.37	\$ 6.75
Cost per Rev Hour	\$ 131.92	\$ 154.06	\$ 309.84	\$ 50.21	\$ 173.57	\$ 46.07	\$ 124.07
Farebox Recovery	3.0%	1.4%	1.4%	43.2%	0.0%	1.3%	3.5%

Directly Operated Transportation

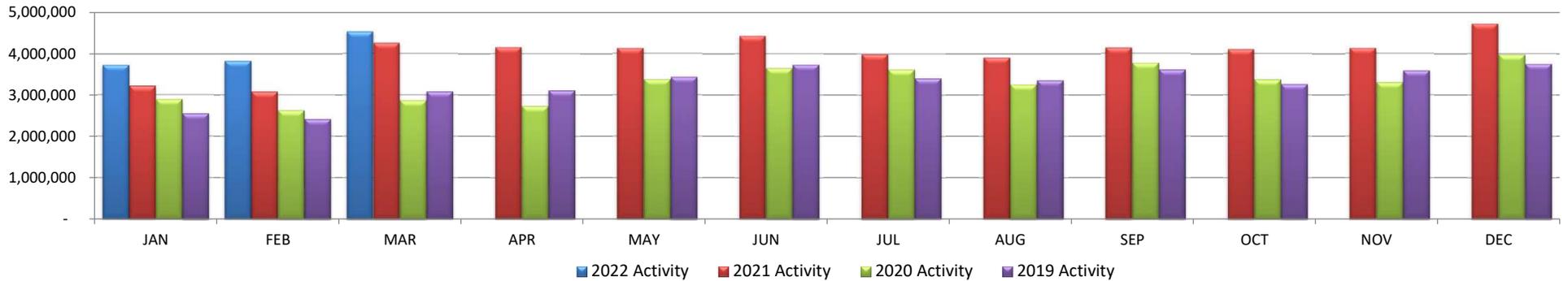
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 327,333	\$ 46,000	\$ 5,467	\$ 270,000	\$ -	\$ 66,667	\$ 715,467
Direct Cost	\$ 7,357,767	\$ 4,457,533	\$ 186,800	\$ 560,067	\$ 495,867	\$ 566,667	\$ 13,624,700
Allocated Cost	\$ 3,223,855	\$ 1,905,995	\$ 81,686	\$ 239,611	\$ -	\$ -	\$ 5,451,146
Depreciation - Local (Vehicle only)	\$ 148,252	\$ 29,316	\$ 70	\$ 49,401	\$ 2,419	\$ -	\$ 229,458
* Cost for Farebox Recovery Ratio	\$ 10,729,873	\$ 6,392,845	\$ 268,556	\$ 849,078	\$ 498,285	\$ 566,667	\$ 19,305,304
Boarding	704,333	92,000	8,667	113,333	26,000	10,333	954,667
Revenue Miles	1,122,667	662,000	48,667	554,333	74,333	125,333	2,587,333
Revenue Hours	71,333	41,333	2,267	12,667	4,667	12,000	144,267
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%

April 2022 Actuals Better (Worse) than Budget

Cost per Boarding	\$ (3.71)	\$ (3.21)	\$ (153.01)	\$ (0.11)	\$ (4.75)	\$ 32.14	\$ (3.61)
Cost per Rev Mile	\$ 1.34	\$ (0.29)	\$ (10.75)	\$ 0.43	\$ (1.22)	\$ 2.15	\$ 0.71
Cost per Rev Hour	\$ 18.50	\$ 0.61	\$ (191.36)	\$ 16.82	\$ (66.79)	\$ 1.15	\$ 9.75

* 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	4,527,951	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	12,064,972	\$ 12,064,972
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	\$ 10,551,586
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	\$ 8,394,795
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	\$ 8,050,674
Chg 22 to 21	500,991	738,291	274,103	-	-	-	-	-	-	-	-	-	1,513,386	
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%	6.4%										14.3%	
% 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	\$ 10,358,486
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	\$ 8,744,339
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	\$ 8,292,194
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	\$ 8,710,000
Vs. 2022 Budget	378,549	622,113	705,824	-	-	-	-	-	-	-	-	-	1,706,486	16.5%
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	20.7%
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	1.2%
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	-7.6%

