



**BOARD OF DIRECTORS
REGULAR MEETING**

**Thursday, September 8, 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=OGg1amhEOXA0RG5ORTdqNnFpRGN5dz09>

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. Public Comments | Chair McKay |
| 5. Approval of Agenda | Chair McKay |
| 6. Board Committee Report | Chair McKay |
| A. Executive Committee | |
| 7. Consent Agenda | |
| A. August 11, 2022, Regular Board Meeting Minutes | |
| B. August Voucher Summary | |
| C. Resolution 53-2022 Recommending U.S. Bank for the Award of the Banking Services Contract | |
| D. Resolution 54-2022 Authorization to Award the On-Call Construction Management Services Contract to Wenaha Group | |

E. Resolution 55-2022 Authorizing the General Manager to Approve an Order of Shelters and Street Furniture with Brasco International, Inc.

8. Action Items

A. Resolution 56-2022 Authorization to Award Scheduling and Runcutting Management Software Contract to CSched Kevin Sliger

B. Resolution 57-2022 Approve an Increase to an Existing Bud Clary Ford Procurement for the Purchase of a Nonrevenue Service Truck Tom McCormick

9. Staff Reports & Comments

A. Legal Report Jeremy Bishop

B. General Manager's Report Rachelle Glazier

10. Board Member Comments

11. Executive Session

An Executive Session will be held under RCW 42.30.110(1)(g).

12. Other

13. Next Meeting

Regular Board Meeting – Thursday, October 13, 2022, at 6 p.m.

14. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

**Jueves, 8 de septiembre 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. Comentarios públicos | Presidente McKay |
| 5. Aprobación de la agenda | Presidente McKay |
| 6. Informe del comité de la Junta | Presidente McKay |
| A. Comité directivo | |
| 7. Agenda de consentimiento | |
| A. 11 de agosto de 2022, Actas de la reunión ordinaria de la Junta | |
| B. Resumen de los comprobantes de agosto | |
| C. Resolución 53-2022 Recomendación para adjudicar el contrato de servicios bancarios a un banco estadounidense | |

D. Resolución 54-2022 Autorización para adjudicar el contrato de servicios de gestión de obras de guardia a Wenaha Group

E. Resolución 55-2022 Autorización para que el Director General apruebe el pedido de albergues y mobiliario urbano a Brasco International, Inc.

8. Acciones a realizar

A. Resolución 56-2022 Autorización para adjudicar el contrato de software de programación y gestión de rutas a CSched Kevin Sliger

B. Resolución 57-2022 Aprobación del aumento a la adquisición existente Bud Clary Ford para la compra de una camioneta de servicio que no genera ingresos Tom McCormick

9. Informes y comentarios del personal

A. Informe Jurídico Jeremy Bishop

B. Informe del Director General Rachelle Glazier

10. Comentarios de los miembros de la Junta

11. Sesión ejecutiva

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

12. Otros

13. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 13 de octubre de 2022, a las 6 p.m.

14. Aplazamiento



EXECUTIVE COMMITTEE MEETING
Thursday, September 1, 2022 – 4 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington

Notice: Meeting attendance options included in person and virtual via Zoom

MINUTES

Committee Members Present: Will McKay, Chair; Steve Becken, Joseph Campos, David Sandretto

Legal Counsel: Jeremy Bishop

BFT Staff: Rachelle Glazier, Janet Brett, Jaslyn Campbell, Carina Cassel, Chad Crouch, Jeff Lubeck, Tom McCormick, Rob Orvis, Mike Roberts, Kevin Sliger

1. Convene Committee Meeting

Chair Will McKay convened the meeting at 4:00 p.m.

Proposed Consent Agenda Items

2. August 11, 2022, Regular Board Meeting Minutes

3. August Voucher Summary

Committee members agreed these two items should be moved to the Consent Agenda.

Proposed Action Items

4. Award of Banking Services Contract – Jaslyn Campbell, Finance Manager

Finance Manager Jaslyn Campbell presented a resolution for Board approval awarding the banking services contract to U.S. Bank. Committee members asked that this item be moved to the Consent Agenda, also.

5. Award of Transit Hub Construction Management Services – Kevin Sliger, Principal Planner, Planning & Service Development

Principal Planner Kevin Sliger presented a resolution for Board approval awarding the on-call construction management services contract to Wenaha Group. Committee members agreed to place this on the Consent Agenda.

6. Authorize Purchase of Brasco Shelters and Street Furniture – Kevin Sliger

Mr. Sliger offered a resolution for Board consideration requesting approval of an order of shelters and street furniture from Brasco, International, Inc., under Contract #1103. This item was moved to the Consent Agenda, also, at the request of Committee members.

7. Award of Contract for Scheduling and Runcutting System – Kevin Sliger

Mr. Sliger presented a resolution asking the Board to approve the award of the scheduling and runcutting management software system to CSched. After questions on the associated costs by Committee members, they asked that this item be placed on the Board agenda as an Action Item.

8. Boom Truck for Bus Shelters – Tom McCormick, Operations Manager

Operations Manager Tom McCormick presented this resolution to the Committee asking for Board approval of an increase in the procurement amount to Bud Clary Ford for the purchase of a nonrevenue service truck to be used for setting bus shelters and furniture. Committee members asked for more information on the uses of the vehicle as well as the cost of renting one and asked this be placed on the Board agenda as an Action Item for further discussion.

Proposed Discussion Items

9. Proposed Change in Review of 90-Day Procurement Outlook Report – Jeff Lubeck, Director of Administrative Services

Director of Administrative Services Jeff Lubeck proposed a change in the review of the 90-day procurement outlook, recommending that the report be included in the committee and Board packets, but the line-by-line review be discontinued. Committee members agreed to this change in procedure.

10. Proposed Change in RFP Process – Jeff Lubeck

Mr. Lubeck outlined a proposed change to end the practice of obtaining Board approval to release requests for proposals (RFPs). However, Board members would still receive notification of RFPs through the 90-day Procurement Outlook. Committee members approved of this change in process.

11. Proposed Change in Monthly Financial Review Process – Jeff Lubeck

Mr. Lubeck sought input from Committee members on a proposal to change the frequency with which the Financial Report is given to Board members from monthly to quarterly. Committee members were amenable to this change.

12. 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 – Queensgate Transit Hub

- Procurement Stage – A & E Services for the Maintenance, Operations, and Administration Facility (MOA)
- Procurement Stage – Invitation for Bids for Operations Building Project
- Procurement Stage – Request for Proposals for Appraisal/Right-of-Way Acquisition Consultant
- **September**
 - Authorization to Award – Contract for Scheduling & Runcutting Software System
 - Authorization to Increase Award Total with Bud Clary Ford for a Service Truck
 - Authorization to Award – Contract for On-Call Construction Management Services
 - Authorization to Award – Banking Services Contract
- **October**
 - Authorization to Award – A & E Services for the Maintenance, Operations, and Administration Facility (MOA)
 - Authorization to Award – Contract for Operations Building Project
- **November**
 - Authorization to Release – Invitation for Bids for Paint Booth
 - Authorization to Award – Contract for Queensgate Transit Hub Construction

Proposed Informational Items

13. Financial Report – Jeff Lubeck

Mr. Lubeck provided a brief review of the monthly Financial Report excluding the Treasurer’s Report, which was not yet available. However, it will be included in the Board meeting packet.

14. Adjourn

The meeting adjourned at 4:48 p.m.

Next Executive Committee Meeting – Thursday, October 6, 2022, at 4 p.m.



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, August 11, 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
Simultaneous translation into Spanish was available via Zoom*

MINUTES

1. CONVENE BOARD MEETING

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

2. PLEDGE OF ALLEGIANCE

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

3. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Excused
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
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Ayodeji Arojo, Janet Brett, Carina Cassel, Chad Crouch, Steve Davis, Terry DeJuan, Bill Hale, Keith Hall, Lisa Larson, Christopher Lilyblade, Jeff Lubeck, Rob Orvis, Erin Russell, Kevin Sliger, Jenny Stenkamp

Legal Counsel: Brian Roach

Interpreters: Ruth Medina, Ynez Vargas

4. PUBLIC COMMENTS

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

5. **APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

Vice Chair Bloom moved to approve the agenda, and Director Sandretto seconded the motion. It passed unanimously.

6. **BOARD COMMITTEE REPORTS**

A. **Operations & Maintenance Committee** – Chair Joseph Campos reported that this committee primarily discussed condensing the Board standing committees.

B. **Planning & Marketing Committee** – Chair David Sandretto stated that this committee discussed adoption of the TDP, which is on the agenda as an Action Item; the Second Quarter Performance Report; and the changes to the Board committees.

C. **Administration & Finance Committee** – Chair McKay reported this group discussed the Board committees’ reorganization, youth fare policy, and heard the Second Quarter Performance Report.

7. **CONSENT AGENDA**

Chair McKay presented the consent items and invited a motion.

A. **July 13, 2022, Special Board Meeting Minutes**

B. **July 14, 2022, Regular Board Meeting Minutes**

C. **July Voucher Summary**

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
512-22	80902	80904	7/1/2022	615,623.70 Payroll
513-22	80905	80907	7/15/2022	611,398.34 Payroll
514-22	50908	80910	7/29/2022	656,678.21 Payroll
Total				\$ 1,883,700.25

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
150-22	2904	2905	7/1/2022 222.00 TRAVEL
151-22	81589	81640	7/5/2022 326,554.71 MDSE
153-22	81641	81652	7/5/2022 2,500.00 MDSE
154-22	VOID	79385 & 81469	7/12/2022 (5,432.44) VOID
155-22	81653	81726	7/12/2022 537,481.78 MDSE
156-22	ACH TRANS		1/7/1900 658,082.78 ACH TRANS
157-22	2906	2907	7/18/2022 222.00 TRAVEL
158-22	VOID	2905	7/19/2022 (111.00) TRAVEL
159-22	81727	81816	7/20/2022 450,870.88 MDSE
160-22	81817	81845	7/25/2022 84,530.00 MDSE
161-22	ACH TRANS		7/28/2022 549,053.96 ACH TRANS
162-22	ACH TRANS		7/29/2022 237,862.45 ACH TRANS

Total \$ 2,841,837.10

D. Resolution 48-2022: Authorizing the General Manager to Release an Invitation for Bids for the Queensgate Transit Hub Construction

E. Resolution 49-2022: Free Youth Fare Policy

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

8. ACTION ITEMS

A. Resolution 50-2022: Authorization to Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF

Director of Planning & Service Development Keith Hall presented a memorandum and resolution asking for Board approval to award the contract for on-call transit passenger facilities architecture and engineering services to KPFF.

Vice Chair Bloom made a motion to approve Resolution 50-2022: Authorization to Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF, and the motion was seconded by Director Sandretto. It passed unanimously.

B. Adoption of the 2022-2027 Transit Development Plan (TDP)

i. Presentation

Mr. Hall presented information on the Ben Franklin Transit (BFT) 2022-2027 Transit Development Plan, which is a required state regulatory document, that was released for a 30-day public comment period last month.

ii. Public Hearing

Chair McKay opened the Public Hearing on adoption of the TDP. No public comments were offered.

iii. Resolution 51-2022: Adoption of the 2022-2027 Transit Development Plan

Mr. Hall asked the Board to adopt the 2022-2027 Transit Development Plan as presented.

Vice Chair Bloom moved for approval of Resolution 51-2022: Adoption of the 2022-2027 Transit Development Plan. The motion was seconded by Director Becken and approved unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Free Fares to the Benton Franklin Fair & Rodeo

Chair McKay asked Board members for input on offering free fares to the fair for all passengers. After discussion, Board members decided to reconsider this proposal next year prior to the start of ticket sales.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Brian Roach shared he had nothing to report.

B. Financial Report

Director of Administrative Services Jeff Lubeck presented a financial report, highlighting materials contained in the Board packet.

C. General Manager's Report

General Manager Rachele Glazier reported the first initiative she'll be working on is condensing the committee structure and revising the bylaws. She will meet with Jeremy Bishop upon his return next week to begin the process.

EMT members had a meeting with key Hanford executives regarding resuming bus service to the area. Hanford officials were open and optimistic about the proposal. We have been charged with two follow-up items: a survey we will provide them to determine what locations Hanford employees would like to have service from; and a marketing pamphlet in PDF format for them to get to potential riders.

The 2023 budget process has begun. With Board approval, we will bring the budget to the November meeting for review and to the December meeting for approval.

We are finalizing plans for service to the fair. Staff volunteers have been recruited and will be wearing BFT Ambassador uniform vests at all park-and-ride locations and transit centers. Staff will also be handing out bottled water to customers.

All staff will be transitioning back to the office full time as of September 6.

In response to Board members' questions, Ms. Glazier reported that we piloted the small bus, and it will be incorporated into our fleet plan. It will be here on site for viewing at the next Board meeting. The Water Follies service went well, although ridership was down from last year. In comparison, more people used the service to Art in the Park.

11. BOARD MEMBER COMMENTS

Director Caleb Suttle emphasized he wanted the fair service to be flawless this year.

Director Brad Beauchamp asked about the possibility of providing service to the July 4 River of Fire Festival in Columbia Park. People were turned away this year because the parking areas were full. Service to this event will be considered at the beginning of 2023.

Vice Chair Bloom related a concern brought to his attention by Representative Klippert. There are a number of people who are eligible, but not registered, to ride Dial-A-Ride (DAR) who had problems getting ballots in the past election. They were told by county officials to come and pick up a ballot; however, they are not mobile people. He believes there are a lot of individuals in the community that don't know they're eligible for Dial-A-Ride, and the process to become qualified is a little burdensome. We might look into this, especially with an upcoming election.

Mr. Hall informed Board members that we did provide CONNECT-designated drops at the election centers in Benton and Franklin Counties. Riders can get there without having to become eligible, and it's a direct ride you can arrange by phone or using the app. Vice Chair Bloom encouraged we advertise this service.

Director Campos encouraged Board members to get their thoughts or feedback on the restructuring of the committees to the General Manager.

12. EXECUTIVE SESSION

Mr. Roach announced an Executive Session would be held under RCW 42.30.140(4)(b) for ten minutes.

The Board recessed into Executive Session at 6:44 p.m. and returned to open session at 6:55 p.m., with no actions taken.

Vice Chair Bloom made a motion to approve Resolution 52-2022, A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Mechanics, Equipment Body Repair, Fuelers, Washers/Cleaners, Equipment Service Workers, Facilities Maintenance Workers, Facilities Support Specialists, and Materials Coordinators. The motion was seconded by Director Sandretto and passed by unanimous vote.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, September 8, 2022, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 6:56 p.m.

Janet M. Brett, Clerk of the Board

Date



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

Friday, September 02, 2022

To: Ben Franklin Board of Directors

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

RE: Vouchers for August 2022

Sep 2, 2022

August 2022 vouchers totaled \$5,422,081.13. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 1,538,446.22
IRS	Federal Income Tax on Wages	\$ 442,834.61
NW ADMIN TRANSFER	Insurance	\$ 377,956.60
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 314,381.68
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 197,801.95
PROPHIX SOFTWARE INC	Computer Software	\$ 129,105.17
STATE OF WASHINGTON	Insurance	\$ 124,229.55
TCF ARCHITECTURE PLLC	Contracted Services	\$ 102,808.34
AARON C GRIMM	Contracted Services	\$ 88,520.00
WEX BANK	Fuel	\$ 34,789.61
US BANKCARD	Travel/Merchandise	\$ 32,630.35
SIEFKEN & SONS CONSTRUCTION INC	Contracted Services	\$ 31,485.16
GILLIG	Vehicle Parts	\$ 28,696.53
MOSS ADAMS LLP	Contracted Services	\$ 27,793.50
REMIX SOFTWARE INC	Computer Software	\$ 26,500.00
DELL MARKETING LP	Computer Supplies	\$ 21,907.70
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 21,482.15
CITY OF RICHLAND	Utilities	\$ 20,549.34
ROACH LAW OFFICES LLP	Attorney Fees	\$ 20,520.00
MANPOWERGROUP US INC.	Contract Labor	\$ 19,921.86
TEAMSTERS UNION	Payroll Deductions	\$ 16,194.50
CUMMINS INC	Vehicle Parts	\$ 15,870.72
ANR GROUP INC	Contract Labor	\$ 15,695.82
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 15,038.55
FGL LLC	Property Lease	\$ 14,492.33
SUMMIT LAW GROUP	Legal Services	\$ 13,790.17
BRIDGESTONE AMERICAS	Tire Lease	\$ 13,300.77
TRUSTMARK VOL BEN SOL INC	Payroll Taxes	\$ 12,855.88
P & F AUTOMOTIVE WAREHOUSE INC	Vehicle Parts	\$ 11,822.42
VERIZON	Wireless Services	\$ 11,364.24
	Total Significant Vendors	\$ 3,742,785.72
	Payroll Total	\$ 1,393,475.61
	Total Non-Significant Vendors	\$ 285,819.80
	GRAND TOTAL	\$ 5,422,081.13

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 August 2022.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
515-22	ACH TRANS	8/5/2022	143,332.19 Payroll
516-22	80911	8/12/2022	599,665.58 Payroll
517-22	80914	8/26/2022	650,477.84 Payroll

Total \$ 1,393,475.61

AUTHORITY MEMBER
9/8/2022

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 August 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number / Number	Date of Issue	In the Amount	
163-22	81846	81914	8/2/2022	1,658,241.93	MDSE
164-22	81915	81916	8/4/2022	2,000.00	MDSE
165-22	81917	81980	8/10/2022	639,676.88	MDSE
166-22	81981	81981	8/11/2022	350.00	MDSE
167-22	ACH TRANS		8/15/2022	428,364.18	ACH TRANS
168-22	81982	81982	8/15/2022	600.00	MDSE
169-22	81983	82051	8/16/2022	116,628.83	MDSE
170-22	2908	2908	8/18/2022	244.50	TRAVEL
171-22	VOID	81799	8/16/2022	(622.88)	VOID
172-22	82052	82113	8/23/2022	212,074.03	MDSE
173-22	2909	2918	8/24/2022	2,033.00	TRAVEL
174-22	82114	82114	8/24/2022	900.00	MDSE
175-22	82115	82170	8/31/2022	208,916.02	MDSE
176-22	ACH TRANS		8/30/2022	527,645.47	ACH TRANS
177-22	ACH TRANS		8/31/2022	231,553.56	ACH TRANS
Total				\$ 4,028,605.52	

 AUTHORITY MEMBER
 9/8/2022

August 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 September 2, 2022.

ACTION: As of this date, September 8, 1, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
515-22	ACH TRANS	8/5/2022	143,332.19 Payroll
516-22	80911 80913	8/12/2022	599,665.58 Payroll
517-22	80914 80919	8/26/2022	650,477.84 Payroll
Total			\$ 1,393,475.61

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
163-22	81846 81914	8/2/2022	1,658,241.93 MDSE
164-22	81915 81916	8/4/2022	2,000.00 MDSE
165-22	81917 81980	8/10/2022	639,676.88 MDSE
166-22	81981 81981	8/11/2022	350.00 MDSE
167-22	ACH TRANS	8/15/2022	428,364.18 ACH TRANS
168-22	81982 81982	8/15/2022	600.00 MDSE
169-22	81983 82051	8/16/2022	116,628.83 MDSE
170-22	2908 2908	8/18/2022	244.50 TRAVEL
171-22	VOID 81799	8/16/2022	(622.88) VOID
172-22	82052 82113	8/23/2022	212,074.03 MDSE
173-22	2909 2918	8/24/2022	2,033.00 TRAVEL
174-22	82114 82114	8/24/2022	900.00 MDSE
175-22	82115 82170	8/31/2022	208,916.02 MDSE
176-22	ACH TRANS	8/30/2022	527,645.47 ACH TRANS
177-22	ACH TRANS	8/31/2022	231,553.56 ACH TRANS
Total			\$ 4,028,605.52

Check Register Nos. 515-22 to 517-22 and 163-22 to 177-22 in the total amount of: **\$ 5,422,081.13**

The motion was seconded by _____ and approved by a unanimous vote.

CHECK REGISTER CERTIFICATION

PAYROLL

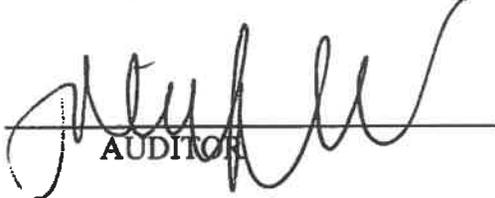
CHECK REGISTER NUMBER 515-22

CHECK NUMBERS	\$	0.00
ACH TRANSFER	\$	143,332.19

PAYROLL DATE AUGUST 5, 2022

PURPOSE: PPE 08/03/2022 AMOUNT: \$143,332.19

“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

8/3/22

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 516-22

CHECK NUMBERS	80911-80913	\$ 4,367.93
ACH TRANSFER		\$ 595,297.65

PAYROLL DATE AUGUST 12, 2022

PURPOSE: PPE 08/06/2022 AMOUNT: \$599,665.58

"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

8/10/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

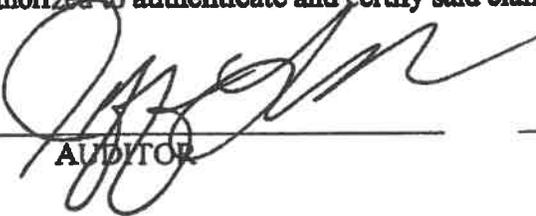
CHECK REGISTER NUMBER 517-22

CHECK NUMBERS	80914-80919	\$ 7,001.06
ACH TRANSFER		\$ 643,476.78

PAYROLL DATE AUGUST 26, 2022

PURPOSE: PPE 08/20/2022 AMOUNT: \$650,477.84

"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	<u>8/24/2022</u> _____ DATE
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BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 183-22

CHECK NUMBERS 81846 to 81914

DATE 08/02/2022

PURPOSE AP AUG22A VOUCHERS AMOUNT \$1,658,241.93

"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

Aug 18, 2022

DATE

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

CHECK REGISTER NUMBER 164-22

CHECK NUMBERS 81915 to 81916

DATE 08/04/2022

PURPOSE AP AUG22B VOUCHERS AMOUNT \$2,000.00

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



AUDITOR

Aug 18, 2022

DATE

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

CHECK REGISTER NUMBER 165-22

CHECK NUMBERS 81917 to 81980

DATE 08/10/2022

PURPOSE AP AUG22C VOUCHERS AMOUNT \$639,676.88

"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."



Aug 18, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 166-22

CHECK NUMBERS 81981 to 81981

DATE 08/11/2022

PURPOSE AP AUG22D VOUCHERS AMOUNT \$350.00

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



Aug 18, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 167-22

ACH WIRE TRANSFERS

DATE: 08/15/2022

PURPOSE:

HRA VEBA TRUST	\$5,280.00
INTERNAL REVENUE SERVICE	\$12,497.23
NW ADMIN TRANSFER	\$377,956.60
US BANK CORPORATE PAYMENT SYSTEMS	\$32,630.35
	<u>\$428,364.18</u>

"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

Aug 18, 2022

DATE

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

CHECK REGISTER NUMBER 168-22

CHECK NUMBERS 81982 to 81982

DATE 08/15/2022

PURPOSE AP AUG22E VOUCHERS AMOUNT \$600.00

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



Aug 18, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 169-22

CHECK NUMBERS 81983 to 82051

DATE 08/16/2022

PURPOSE AP AUG22F VOUCHERS AMOUNT \$118,628.83

"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

Aug 18, 2022

DATE

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

CHECK REGISTER NUMBER 170-22

CHECK NUMBERS 2908 to 2908

DATE 8/18/2022

PURPOSE AP AUG22G TRAVEL AMOUNT \$244.50

"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."



AUDITOR

Aug 18, 2022

DATE

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

CHECK REGISTER NUMBER 171-22

CHECK NUMBERS 81799

DATE 08/16/2022

PURPOSE A/P VOID CHECK **AMOUNT** (\$622.88)

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."



Aug 18, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 172-22

CHECK NUMBERS 82052 to 82113

DATE 08/23/2022

PURPOSE AP AUG22H VOUCHERS AMOUNT \$212,074.03

"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."



Sep 2, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 173-22

CHECK NUMBERS 2909 to 2918

DATE 8/24/2022

PURPOSE AP AUG22I TRAVEL AMOUNT \$2,033.00

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



AUDITOR

Sep 2, 2022

DATE

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

CHECK REGISTER NUMBER 174-22

CHECK NUMBERS 82114 to 82114

DATE 08/24/2022

PURPOSE AP AUG22J VOUCHERS AMOUNT \$900.00

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



AUDITOR

Sep 2, 2022

DATE

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

CHECK REGISTER NUMBER 175-22

CHECK NUMBERS 82115 to 82170

DATE 08/31/2022

PURPOSE AP AUG22K VOUCHERS AMOUNT \$208,916.02

"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."



Sep 2, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 176-22

ACH WIRE TRANSFERS

DATE: 08/30/2022

PURPOSE:

AW REHN & ASSOCIATES	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$314,375.01
DEPT OF RETIREMENT SYSTEMS DCP	\$1,880.49
INTERNAL REVENUE SERVICE	\$207,464.02
WASHINGTON STATE SUPPORT	\$2,748.88
	<u>\$527,645.47</u>

"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

Sep 2, 2022

DATE

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

CHECK REGISTER NUMBER: 177-22

ACH WIRE TRANSFERS

DATE: 08/31/2022

PURPOSE:

AW REHN & ASSOCIATES	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$6.67
DEPT OF RETIREMENT SYSTEMS DCP	\$1,880.49
INTERNAL REVENUE SERVICE	\$222,873.36
STATE OF WASHINGTON EXCISE TAX	\$2,749.40
WASHINGTON STATE SUPPORT	\$2,866.57
	<u>\$231,553.56</u>

"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

Sep 2, 2022

DATE

Memorandum

Date: September 8, 2022

To: Rachelle Glazier, General Manager

From: Jeff Lubeck, Director of Administrative Services and Jaslyn Campbell, Financial Services Manager

Re: Resolution 53-2022 Recommending U.S. Bank for the Award of the Banking Services Contract

Background

Ben Franklin Transit's (BFT) current banking contract is set to expire on December 31, 2022. This contract was previously competed and awarded in 2015. The contract encompasses a wide range of banking services including checking accounts, company credit cards, cash vault processing, and merchant terminals for ticket sales. U.S. Bank has been providing BFT these services since January 2015.

In connection with the contract expiration, BFT released a request for proposals (RFP) on July 1, 2022.

Proposal Evaluation and Recommendation

BFT staff advertised the RFP for banking services in the Tri-City Herald as well as BFT's website and sent the notification of this project to nine (9) potential contractors.

BFT received two (2) responses to the RFP, and both proposals were determined to be responsive and responsible. Evaluations were conducted and scores were accumulated to determine the highest rated, based on the evaluation criteria specified in the proposal. The total evaluation scores are reflected below.

Evaluation Criteria	Columbia Bank	U.S. Bank
Demonstrated Understanding of Scope of Work	23	27.25
Cost Proposal	25	22
Project Representatives and Staff	9.25	9.5
Qualifications	22	23.75
References	7	8
Total Points	86.25	90.5

BFT staff recommends awarding the banking services contract to U.S. Bank, which received the highest number of evaluation points. The initial contract would be a five-(5) year contract with the option to extend up to five (5) additional years.

Contractor	Evaluation Points	Estimated Cost for Ten Years	Estimated Earnings Credit (EC)	Estimated Cost for Ten Years Less EC
U.S. Bank	90.5	\$255,671.83	(\$204,431.80)	\$51,240
Columbia Bank	86.25	\$221,598.35	(\$177,324.30)	\$44,274

U.S. Bank will continue to provide BFT banking services through December 31, 2027, with options to extend until December 31, 2032.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

The estimated cost for ten years of banking services is \$51,240 after the estimated earnings credits are applied.

Recommendation

BFT staff recommends U.S. Bank be awarded the banking services contract.

Forwarded as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 53-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR BANKING SERVICES WITH U.S. BANK

WHEREAS, U.S. Bank Contract #952 for Banking Services is set to expire December 31, 2022; and

WHEREAS, BFT recognizes the need for banking and credit card services for daily operations of the transit agency; and

WHEREAS, Staff advertised and requested proposals for banking services; and

WHEREAS, Two proposals were received and determined to be responsive and responsible. The proposals were evaluated, and the highest-rated bank is U.S. Bank; and

WHEREAS, Funding for this project will be provided by local funding from the annual operating budget.

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

The General Manager is authorized to enter into Contract #1389 with U.S. Bank for an initial five (5) years, with the option to extend up to five (5) additional years, for a gross amount of up to \$255,671.83 prior to the application of anticipated earnings credits over the full ten- (10) year term.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 8, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet M. Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 8, 2022

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Acting Senior Manager of Planning and Service Development

Re: Resolution 54-2022 Authorization to Award the On-Call Construction Management Services Contract to Wenaha Group

Background

Ben Franklin Transit (BFT) requires professional construction management (CM) services during the construction or renovation of transit centers funded by the Washington State Department of Transportation (WSDOT), the Federal Transit Administration (FTA), or local funds. Facilities may be new projects or existing transit centers that have reached the end of their useful life that need to be upgraded or rehabilitated.

Projects would consist of the following:

- CM for three (3) new transit centers, including Queensgate/Duportail, Downtown/East Pasco, and West Pasco.
- CM for new operations facilities including, but not limited to, the Operations Building and Facilities Building construction and renovation.
- Potential CM for the rehabilitation of one or more existing transit centers, including the 22nd Avenue Transit Center in Pasco.

BFT staff solicited qualifications for an on-call CM firm shortly after the Board approved a request for qualifications (RFQ) in February 2022. BFT staff advertised in the Daily Journal of Commerce and Tri-City Herald, along with sending out 30 requests for qualifications packages to firms and plan centers.

BFT received three (3) proposals, and they were determined to be responsive and responsible. Evaluators rated all three (3) proposals and then selected the top two (2) firms for oral interviews and further evaluations. The top two (2) firms were interviewed, Wenaha Group and Hill International, Inc. Wenaha Group received the highest overall rating from the evaluators.

FIRST ROUND OF EVALUATIONS (POSSIBLE POINTS 100)	
CONTRACTOR	Evaluation Points
Wenaha Group	89.60
Hill International, Inc	86.10
RH2 Engineering, Inc.	78.75

SECOND ROUND OF EVALUATIONS (INCLUDES ORAL PRESENTATIONS, WITH 25 POINTS POSSIBLE, FOR A TOTAL OF 125 POINTS)		
CONTRACTOR	Oral Interview Points	Total Points (includes 1st round and 2nd round evaluations)
Wenaha Group	22	86.10 + 22 = 108.10
Hill International, Inc.	17	86.10 + 17 = 103.10

Task orders will be negotiated individually. The project manager will monitor the progress and rectify expenditures. All expenses will be forwarded for approval by the General Manager. The contract is a not-to-exceed amount of \$2,000,000 over the term of the contract. The Board of Directors has the option to increase the not-to-exceed amount of the contract by \$1,000,000 during the contract term.

Funding

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: FTA, WSDOT, and Local

Recommendation

Authorize the General Manager to award the on-call construction management services contract to Wenaha Group.

Forwarded as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 54-2022

A RESOLUTION AUTHORIZING THE AWARD OF THE ON-CALL CONSTRUCTION MANAGEMENT (CM) SERVICES CONTRACT TO WENAHA GROUP

WHEREAS, Ben Franklin Transit (BFT) transit passenger facilities and main facility projects require on-call CM services; and

WHEREAS, BFT staff requested qualifications from interested firms and advertised locally and nationally for on-call CM services; and

WHEREAS, BFT staff received three (3) responsive and responsible proposals, and Wenaha Group received the highest rating of the three (3) firms; and

WHEREAS, Project costs will be based on negotiated hourly rates as listed in Contract #1375 with General Manager approval up to the contract not-to-exceed amount of \$2,000,000 over the term of the contract. The Board of Directors has the option to increase the not-to-exceed amount of the contract by an additional \$1,000,000, for a total amount of \$3,000,000.

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

The General Manager is authorized to enter into an on-call contract with Wenaha Group for construction management services, referenced herein by title: "Contract #1375 Wenaha Group."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 8, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet M. Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 8, 2022

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Acting Senior Manager of Planning and Service Development

Re: Resolution 55-2022 Authorizing the General Manager to Approve an Order of Shelters and Street Furniture with Brasco International, Inc.

Background

On October 31, 2018, the Ben Franklin Transit (BFT) Board approved entering into Contract #1103 with Brasco International, Inc., to provide new street furniture at bus stops and transit centers. The reason for this contract was to enhance and incorporate elements of our community and address the rapidly growing population that we serve. Shelters and street furniture are important elements of BFT's transit service infrastructure. They provide riders with comfort and safety and form the community's perception of its transit system.

BFT initially ordered 50 bus stop shelters and various street furniture (benches, lean rails, etc.) with options to order up to 450 bus stop shelters over the life of the five- (5) year contract period. Contract #1103 includes a not-to-exceed amount of \$5,950,000. The contract period ends in 2023. For continuity and expediency, it would be in the best interest of Ben Franklin Transit to prioritize and order the items needed before the contract ends.

The Consumer Price Index (CPI) has increased the unit price by a percentage each October beginning in 2019. From 2019 through 2021, the CPI increased the unit prices by 2.6%, 1.6%, and 5.3%, respectively. It is believed that the next increase might reflect recent inflation and could be higher than the most recent one. Therefore, it is in our best interest to order what we believe will be needed for the rest of the bus stop construction and installation project (Contract #1348) to avoid the effects of the next increase. A recent quote for various street furniture (31 shelters, 37 shelter benches, 35 benches, etc.) from Brasco International, Inc., has an order total of \$635,731.27, including sales tax. The resolution will also authorize a 7% change order authority to allow for higher shipping and handling costs than in prior orders, for an overall authorization total of \$680,232.46.

Contract Summary		
Approved Budget Amount	Overall Spent	Budget Remaining (Before this order)
\$ 5,950,000	\$ 1,434,973 (with tax)	\$ 4,515,027

Funding

Budgeted: Yes

Budget Source: Capital (FAC0015)

Funding Source: Local

Recommendation

Approve Resolution 55-2022 authorizing the General Manager to approve an order of shelters and street furniture through Brasco International, Inc., from Contract #1103, including the amount needed for sales tax and a change order authority of 7% for unforeseen cost increases or order changes, for an overall authorization authority of \$680,232.46.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 55-2022**

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO APPROVE AN ORDER OF SHELTERS AND STREET FURNITURE WITH BRASCO INTERNATIONAL, INC.

WHEREAS, BFT is in need of additional bus stop shelters and street furniture and will utilize existing Contract #1103 with Brasco International, Inc., which authorized a not-to-exceed amount of \$5,950,000; and

WHEREAS, Brasco International, Inc.'s quote for various needed street furniture (shelters, shelter benches, benches, etc.) is \$635,731.27 including sales tax and an additional 7% change order authority, for a total of \$680,232.46; and

WHEREAS, The funding for Contract #1103 is provided by local funding within the Operations budget.

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

The General Manager is authorized to approve an order of shelters and street furniture with Brasco International, Inc., for a total of \$680,232.46, which includes sales tax and a change order authority of 7% for unforeseen cost increases or order changes.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, September 8, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet M. Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 8, 2022

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Acting Senior Manager of Planning and Service Development

Re: Resolution 56-2022 Authorization to Award Scheduling and Runcutting Management Software Contract to CSched

Background

The building of shifts for the fixed route service, more commonly called runcutting, is a manual process for BFT leaving room for error and a lack of optimization and analytics. With over 1,600 places to cut a run, there are countless combinations to arrive at a cost-effective bid. As new transit centers become operational and routes are adjusted, the scheduling task becomes even more complex. Commercial software that adheres to industry standards and embraces collective bargaining agreements can automate much of the tasks involved in BFT's fixed route runcutting and scheduling. BFT's goal is to create the most cost-effective combination of eight- and ten-hour shifts with the least amount of overtime and guaranteed time while respecting the intent of the collective bargaining stipulations.

Additional benefits of a scheduling system would include:

- Precise timepoint refinement and timetable optimizations for improved bus connections and customer experience
- Automated data cleansing that the current process using Excel does not provide
- Robust data analytics and representation, including forecast modeling capabilities
- Time and usage optimization of relief vans
- Scheduling of electric vehicles

The Ben Franklin Transit (BFT) Board of Directors approved the release of a request for proposals for fixed route scheduling software to qualified vendors on May 12, 2022. BFT staff advertised in Transit Talent, Tri-City Herald, and Seattle Daily Journal of Commerce along with 11 other firms. BFT evaluators rated all five (5) responsive and responsible proposals received by the deadline. CSched received the highest overall rating from the evaluators.

SCORE SUMMARY (MAX SCORE 100)		
CONTRACTOR	TOTAL SCORE	5 YEAR EST. COST
CSched	83.33	\$206,785
Via Transportation, Inc.	77	\$57,078
Optibus	73	\$467,103
Clever Devices, Ltd.	72.67	\$332,306
INIT, Inc.	66.67	\$311,526

Via Transportation Inc. costs were significantly lower over a 5-year period, which resulted in the second highest score for contractors evaluated. These low costs were due to the fact that the product lacks many essential features and capabilities that the other products offered.

SCORE SUMMARY (MAX SCORE 100)						
CONTRACTOR	Experience (10%)	Cost (20%)	Understanding of Scope (20%)	Vendor Response (40%)	References (10%)	Total
CSched	9.3	6	19.7	38.3	10	83.33
Via Transportation, Inc.	8	20	16.3	23.3	9.3	77
Optibus	8.7	2	17.3	35.7	9.3	73
Clever Devices, Ltd.	9.3	3	16.7	34.7	9	72.67
INIT, Inc.	8.7	4	16	30.3	7.7	66.67

Funding

Budgeted: Yes

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

Funding Source: Local

Recommendation

Authorization to award a contract for a scheduling and runcutting system to CSched. This project seeks to procure, install, and set up a scheduling and runcutting software system for fixed route service.

Forwarded as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 56-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AWARD THE SCHEDULING AND RUNCUTTING SOFTWARE SYSTEM CONTRACT TO CSCHED

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

WHEREAS, BFT staff requested proposals from interested firms and advertised locally and nationally for a fixed route software scheduling solution; and

WHEREAS, BFT staff received five (5) responsive and responsible proposals, and CSched received the highest rating of the five (5) firms; and

WHEREAS, Estimated cost for five (5) years for the fixed route scheduling software is \$223,328 which includes sales tax and change order authority of 8%; and

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

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

1. The General Manager is authorized to enter into a contract, up to five (5) years with CSched for a fixed route scheduling software, for the amount that includes sales tax and change order authority of 8%, not to exceed amount of \$223,328, referenced herein by title: "Contract #1381 Scheduling & Runcutting Management Software."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 8, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet M. Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 8, 2022

To: Rachelle Glazier, General Manager

From: Tom McCormick, Acting Senior Manager of Transit Operations

Re: Approve an Increase to the Bud Clary Ford Procurement by \$23,507 for the Purchase of a Nonrevenue Service Truck

Background

Ben Franklin Transit is in the need of a heavy-duty vehicle with a crane. The heavy-duty truck (Ford F-550) will support the increase of facility maintenance needs. This purchase was approved by the Board of Directors on September 9, 2021, in Resolution 47-2021. This vehicle will transport staff and specialized equipment to perform facility maintenance tasks throughout the transit system and BFT facilities. The heavy-duty truck will provide built-in tool storage and be heavy enough to move shelters and other amenities, including trash cans, that would generally require rental equipment. BFT has not rented this equipment due to logistical difficulty, as the only location that provides it is in Spokane. The crane attachment will allow the team to safely handle the ever-growing shelter and amenities on the service routes. The tool and parts storage will allow the Facilities team to have an inventory of parts on site and save them from making unnecessary trips. This vehicle will also be utilized for tasks like moving compacted trash, plowing, and certain fleet maintenance tasks.

The capital project was submitted, and the funding was approved for this vehicle purchase under FLT0028A. Bud Clary Ford has requested a 10% price increase of \$12,604. The chassis is scheduled to go into production on September 12, 2022, and is estimated to be upfitted with the crane by the end of the year. Due to the ongoing extreme fluidity of industry conditions during the COVID-19 pandemic, suppliers of upfit equipment have incurred unanticipated cost increases on raw materials and/or components. Several manufacturers are no longer honoring price protection to the vehicle upfit companies. BFT utilized a Washington State Vehicle Contract to purchase the service truck. The Washington State Department of Enterprise Services (DES) has considered and approved the request to allow increases to current and future upfit equipment orders, if affected, on a temporary basis. This is not an across-the-board price increase on all upfit equipment.

Also, a correction is needed on Resolution #47-2021. It did not have the correct project cost listed; instead, it listed \$129,120. The total did not include change order authority and make ready costs, as indicated on the resolution. The corrected project total is listed below, with a difference of \$23,507 that includes the price increase, sales tax, change order authority, and make-ready costs.

Base Price	Base Price w/ Increase	With Sales Tax 8.7%	With 5% Change Order (\$7,149)	With Make-Ready Costs of \$2,500	Total
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\$118,931	\$131,535	\$142,979	\$150,127	\$152,627	\$152,627
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Funding

Budgeted: Yes

Budget Source: Capital

Funding Source: Local Funding

Project: FLT0028A

Recommendation

Approve an increase to the Bud Clary Ford Procurement in the amount of \$23,507 for the purchase of a nonrevenue service truck due to unanticipated increases of raw materials, components, and correcting the project total listed in Resolution 47-2021.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 57-2022**

**APPROVE AN INCREASE TO AN EXISTING BUD CLARY FORD PROCUREMENT
FOR THE PURCHASE OF A NONREVENUE SERVICE TRUCK**

WHEREAS, BFT has a need for a heavy-duty service truck with crane vehicle at this time throughout the transit system and BFT facilities; and

WHEREAS, Washington State has a multiyear contract in place for heavy-duty service trucks; and

WHEREAS, The Board approved the purchase using the Washington State Contract with Bud Clary Ford for a nonrevenue service truck at the September 9, 2021, Regular Board Meeting; and

WHEREAS, Staff requests to increase the Bud Clary Ford procurement for the purchase of a nonrevenue service truck by \$12,604 due to unforeseen increases; and

WHEREAS, Resolution 47-2021 project cost amount needs corrected by increasing the total project cost by \$10,903; and

WHEREAS, The heavy-duty service truck with installed crane would be locally funded.

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

The General Manager is authorized to increase the Bud Clary Ford procurement to purchase a nonrevenue service truck with a crane by \$23,507, with a corrected not-to-exceed project amount increased to \$152,627.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held September 8, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet M. Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Additional Board Information

September 2022

Note: The Treasurer's Report for August will be provided separately on
Tuesday, September 6.



Financial Report Through July 2022

Financial Performance Overview - YTD Cumulative Totals

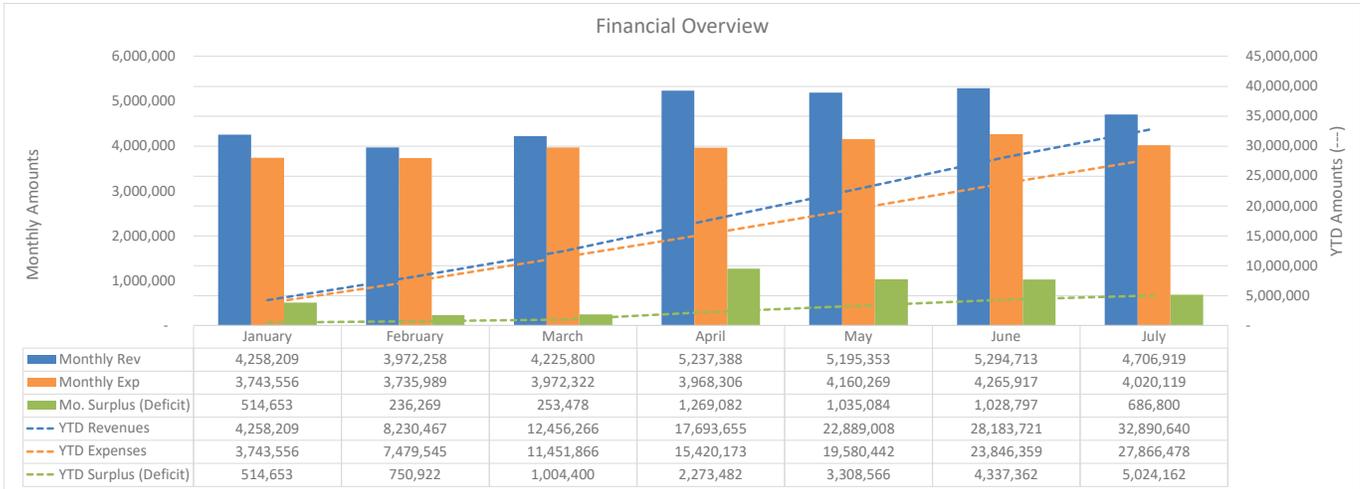
Revenue & Expenses							
	Jan	Feb	Mar	Apr	May	Jun	Jul
<u>Revenue</u>							
YTD Budget	4,327,618	8,550,874	13,229,271	17,808,198	22,753,368	27,902,123	32,869,772
YTD Actual	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640
Variance - B/(W)	(69,409)	(320,407)	(773,005)	(114,543)	135,640	281,598	20,868
Percentage	98%	96%	94%	99%	101%	101%	100%
<u>Expenses - Operating</u>							
YTD Budget	3,722,381	7,444,762	11,167,143	14,889,523	18,611,904	22,334,285	26,056,666
YTD Actual	2,933,852	5,819,067	8,819,333	11,902,179	15,146,439	18,464,469	21,762,055
Variance - B/(W)	788,529	(1,625,695)	(2,347,809)	(2,987,344)	(3,465,465)	(3,869,816)	(4,294,611)
Percentage	79%	78%	79%	80%	81%	83%	84%
<u>Expenses - Admin</u>							
YTD Budget	1,093,136	2,186,272	3,279,408	4,372,543	5,465,679	6,558,815	7,651,951
YTD Actual	809,704	1,660,478	2,632,533	3,517,994	4,434,003	5,381,889	6,104,422
Variance - B/(W)	(283,432)	(525,794)	(646,874)	(854,550)	(1,031,676)	(1,176,926)	(1,547,528)
Percentage	74%	76%	80%	80%	81%	82%	80%

Cost Per Mile							
<u>Fixed Route</u>							
YTD Budget	9.56	9.56	9.56	9.56	9.56	9.56	9.56
YTD Actual	7.93	8.13	8.27	8.22	8.30	8.35	8.34
Variance - B/(W)	1.62	1.43	1.28	1.34	1.25	1.21	1.21
Percentage	83%	85%	87%	86%	87%	87%	87%
<u>DAR/ADA</u>							
YTD Budget	9.80	9.80	9.80	9.80	9.80	9.80	9.80
YTD Actual	11.40	11.00	10.17	10.08	9.95	10.12	10.03
Variance - B/(W)	(1.60)	(1.20)	(0.37)	(0.28)	(0.15)	(0.32)	(0.23)
Percentage	116%	112%	104%	103%	102%	103%	102%
<u>Vanpool</u>							
YTD Budget	1.53	1.53	1.53	1.53	1.53	1.53	1.53
YTD Actual	1.43	1.57	0.97	1.10	1.28	1.28	1.29
Variance - B/(W)	0.10	(0.04)	0.56	0.43	0.25	0.25	0.24
Percentage	93%	103%	64%	72%	84%	84%	84%

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%





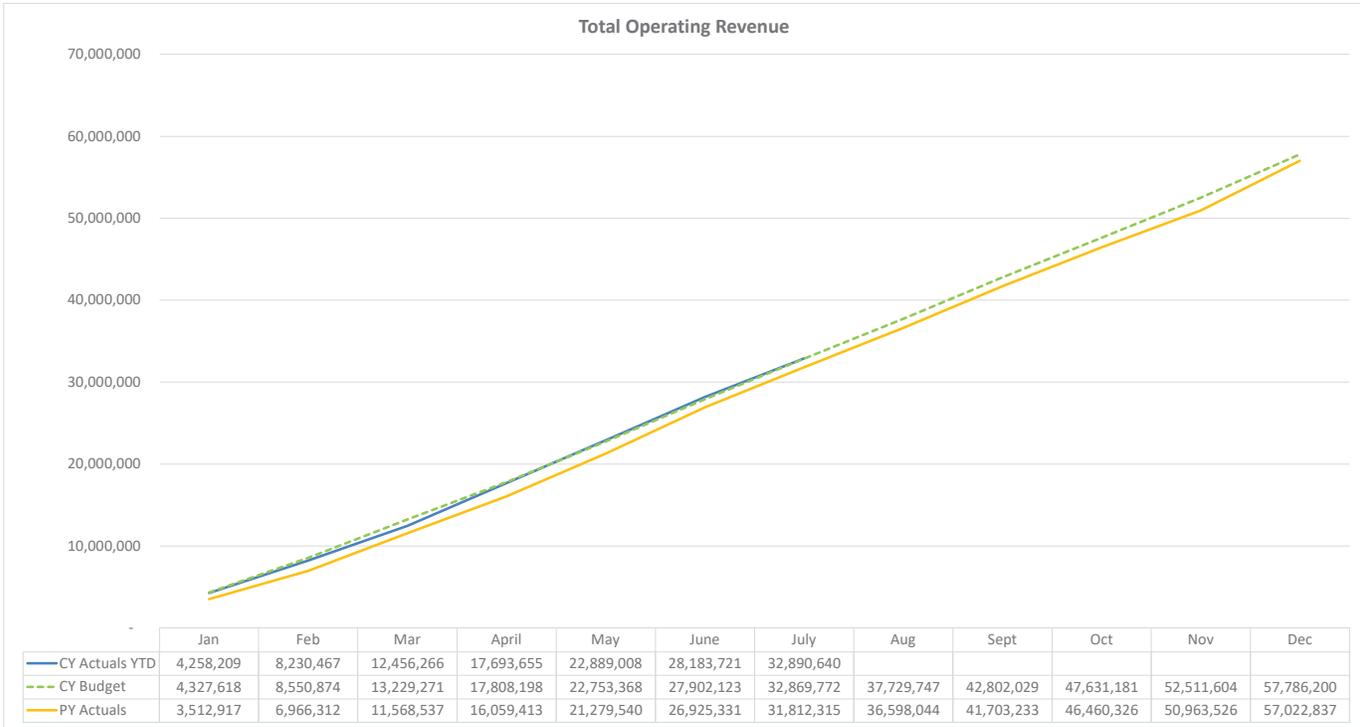
High Level Summary of Pages that Follow:

Revenue

- Total Actual Operating Revenue has remained within expected budget range throughout the year
- January through May Actual Sales Tax Revenue is better than budget by \$1.6 M (8%)
- YTD Operating Grants Revenue is \$1.7 M (14%) behind budget due to timing issues with grant drawdown but should catch up before year end
- Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

Expenses

- YTD Salaries & Benefits \$3.8 M better than budget primarily due to hiring vacancies especially in Operations & Dial-A-Ride
- 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
- Via is over budget due to higher usage than originally budgeted for 2022. We expect that this will continue throughout the remainder of the year. DAR & ARC budget underruns more than offset this.



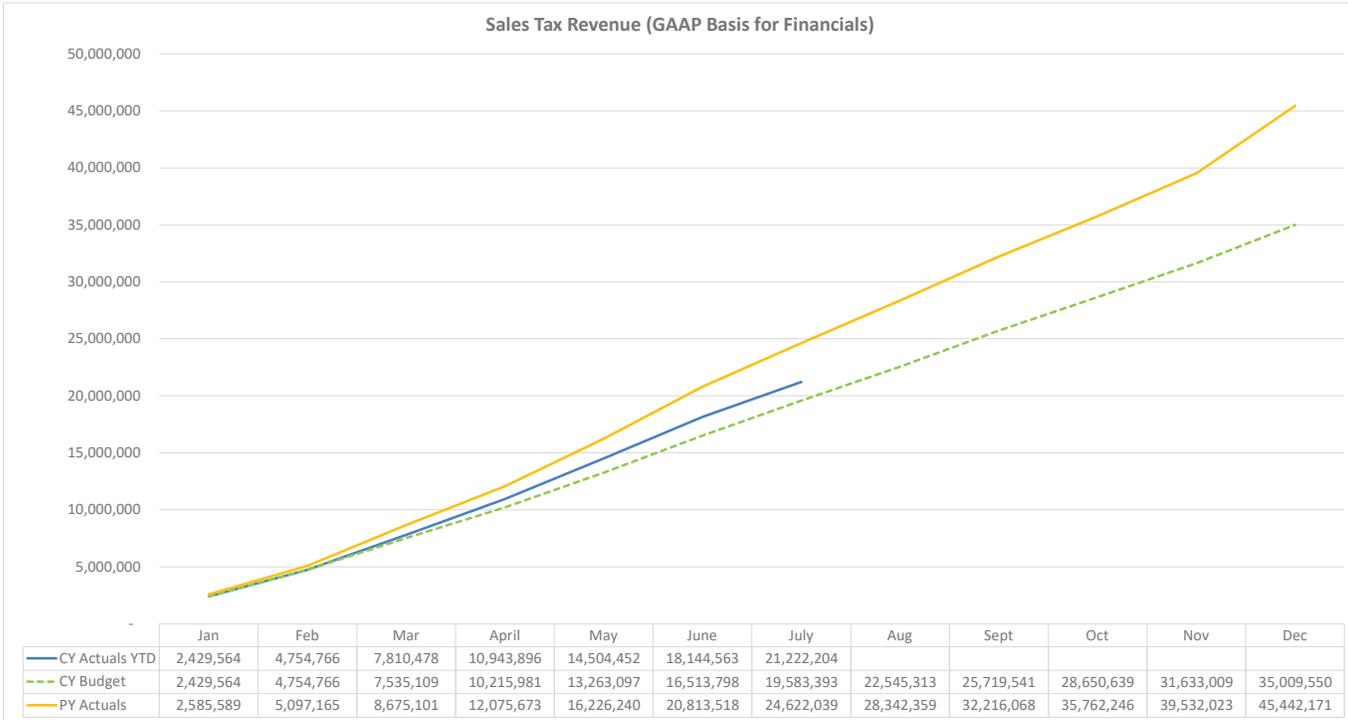
Significant Items to Note for Total Operating Revenue

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



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.

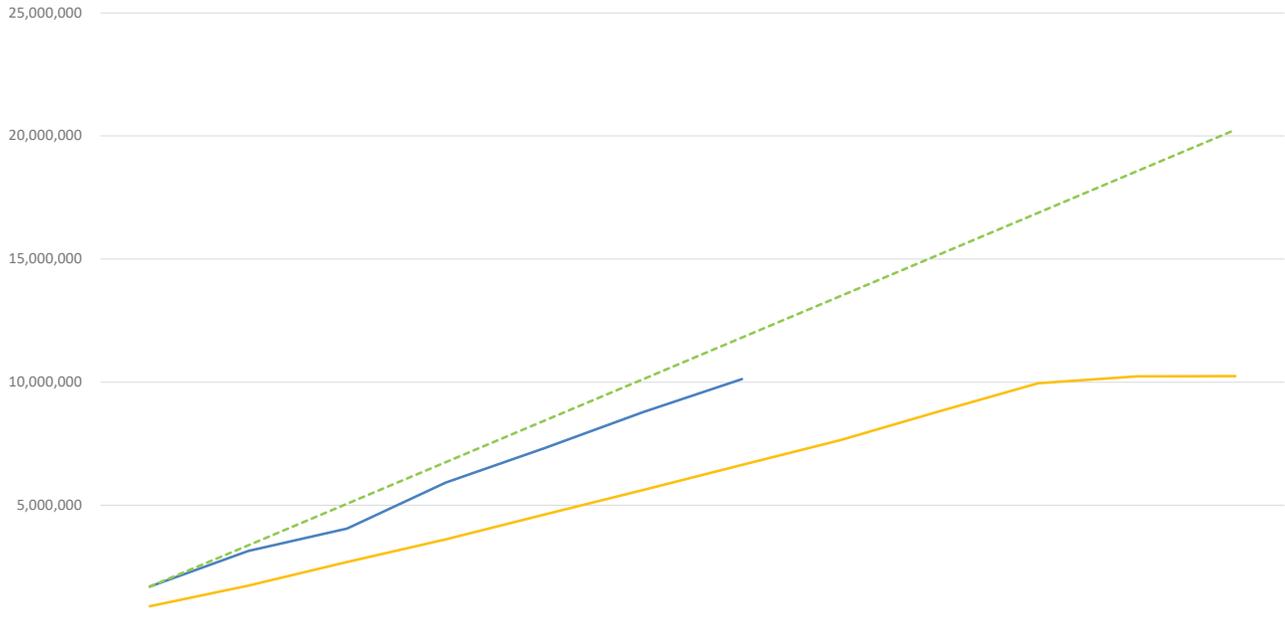
Current Month

- Current and prior month are estimated due to reporting lag from the State
- Estimate for May adjusted to actual in July. May actuals better than budget by \$8k (0.26%)

YTD

- 94% of sales tax revenue went to Operations in PY vs. only 73% in CY
- January through May actuals are better than budget by \$1.6 M (8%)

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	7,318,257	8,788,655	10,122,160					
— CY Budget	1,688,004	3,376,008	5,064,012	6,752,016	8,440,020	10,128,024	11,816,028	13,504,032	15,192,036	16,880,040	18,568,044	20,256,050
— PY Actuals	890,265	1,733,756	2,690,824	3,612,098	4,624,417	5,617,860	6,638,409	7,645,597	8,819,595	9,955,116	10,233,763	10,245,707

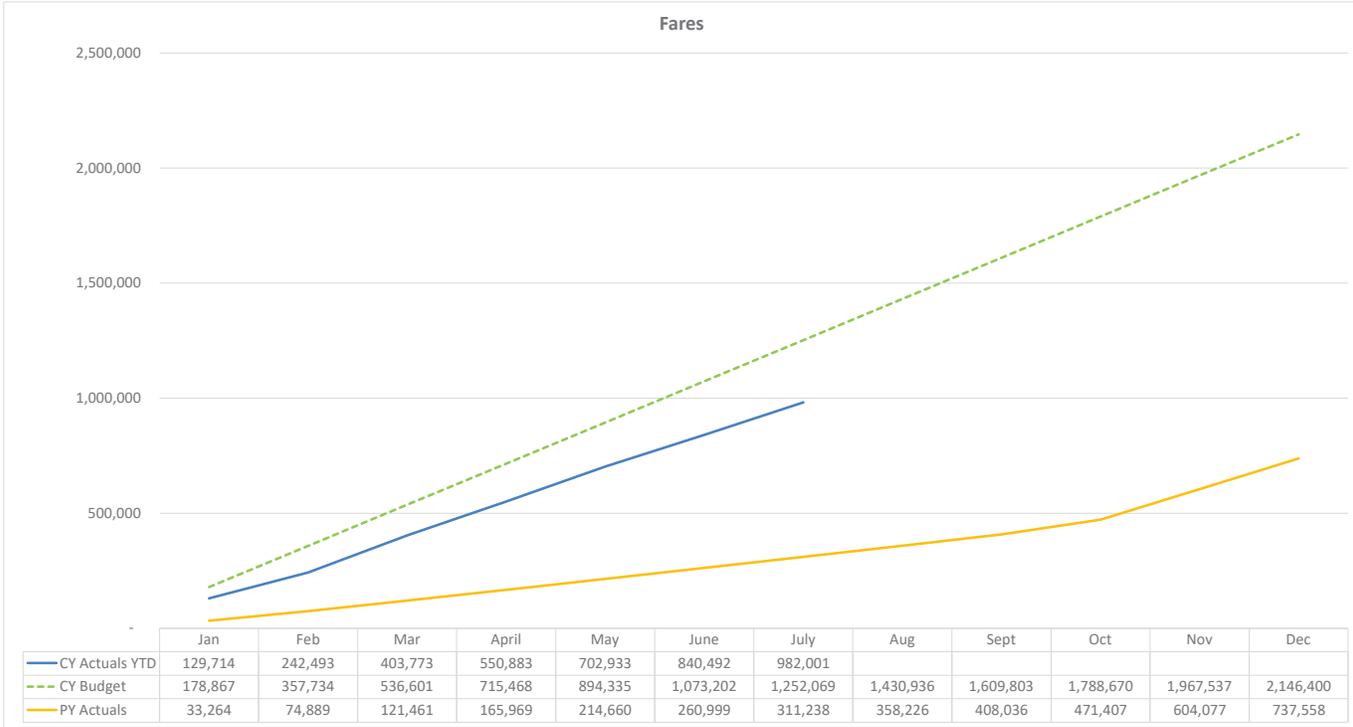
Significant Items to Note for Operating Grants

Current Month

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

YTD

- YTD Operating Grants Revenue are \$1.7 M (14%) behind budget
- Timing issue with grant drawdown. Budget was simple straight-line. Will be caught up in subsequent months



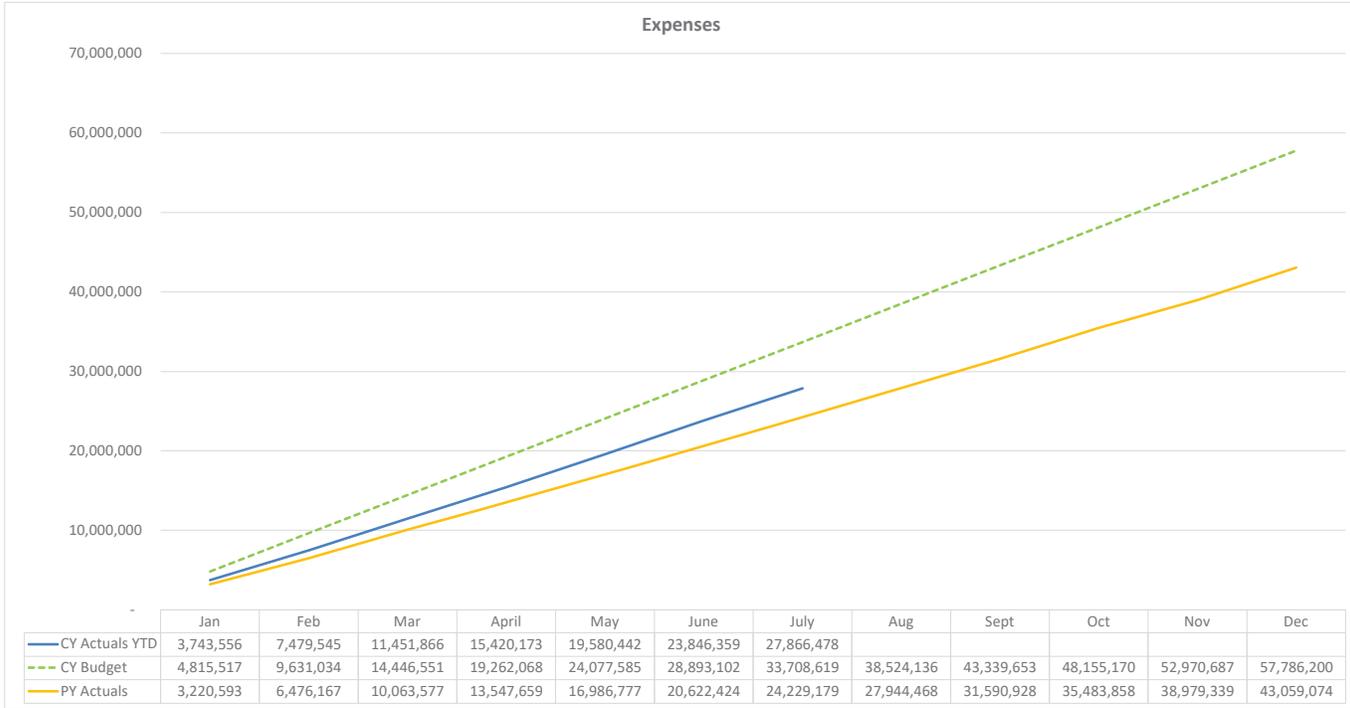
Significant Items to Note for Fares

Current Month

- July Actuals \$37K (21%) behind budget
- Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

YTD

- YTD Vanpool fares are \$94 K (20%) behind budget & YTD Via fares are \$103 K (88%) 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



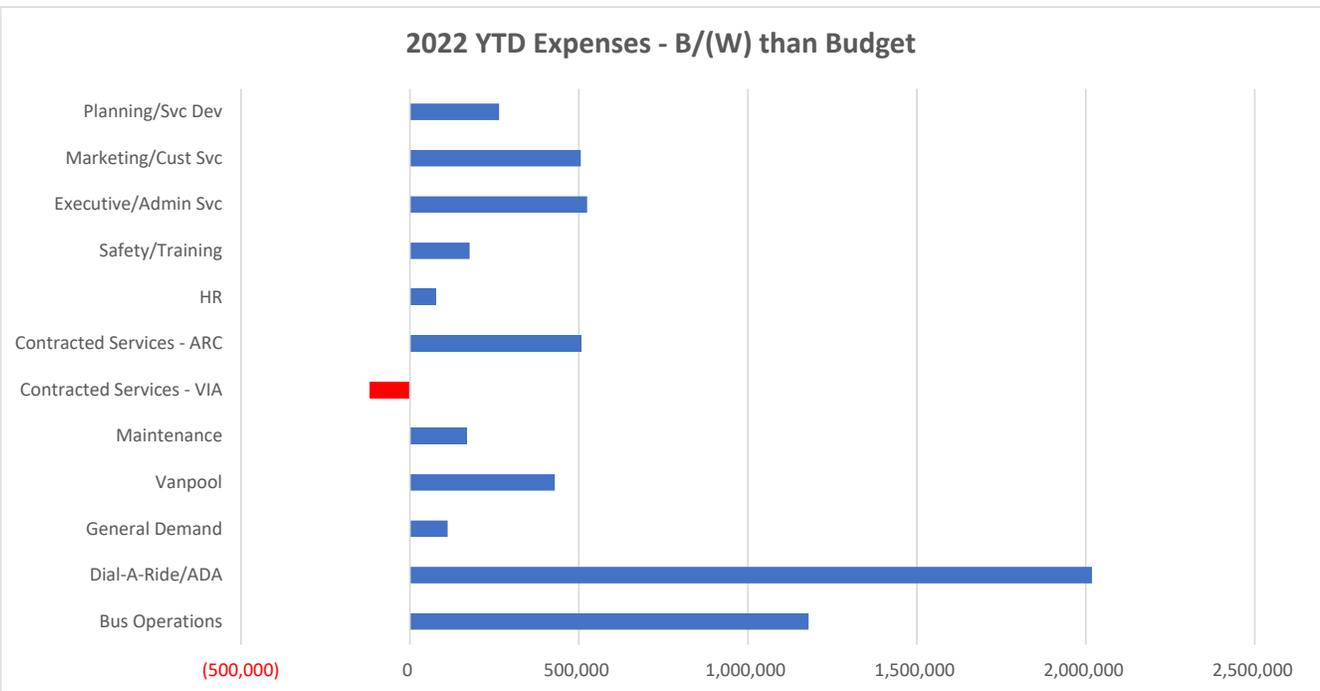
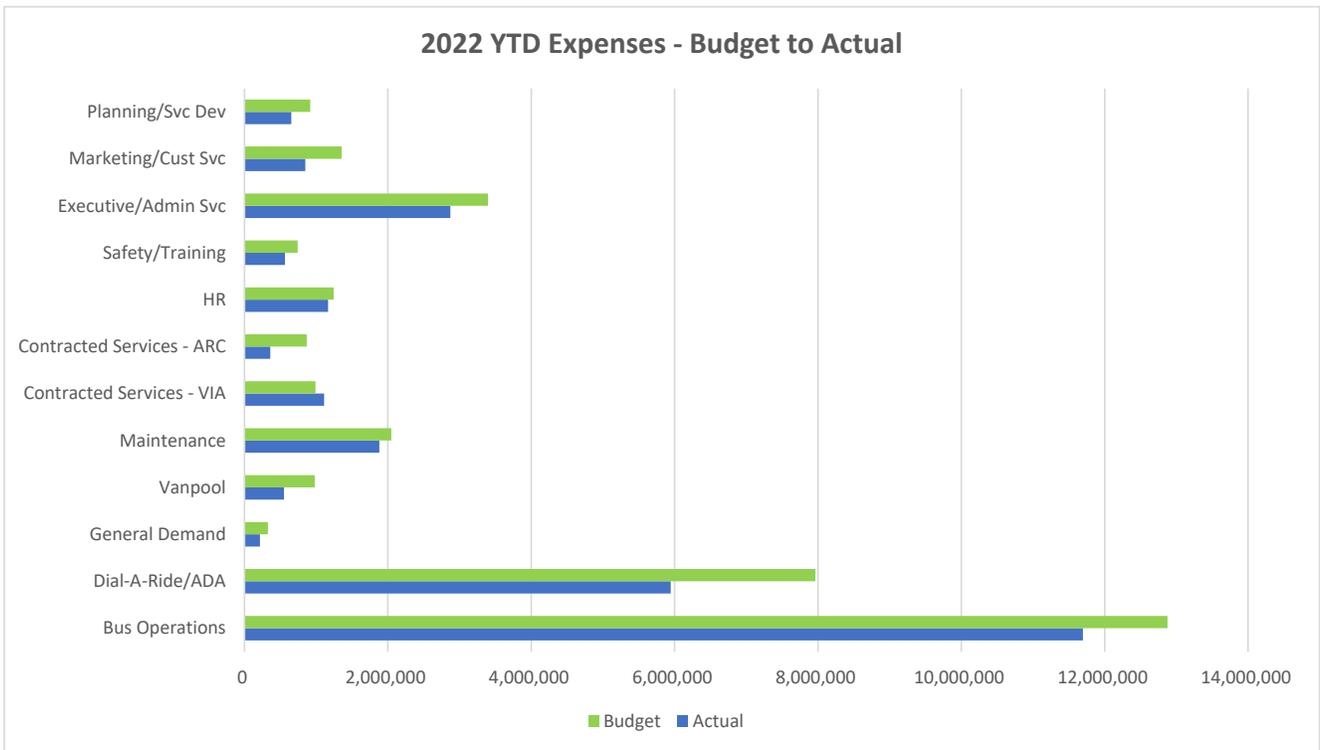
Significant Items to Note for Expenses

Current Month

- Headcount vacancies contributing to current month underspending
- DAR and ARC continue to run under budget

YTD

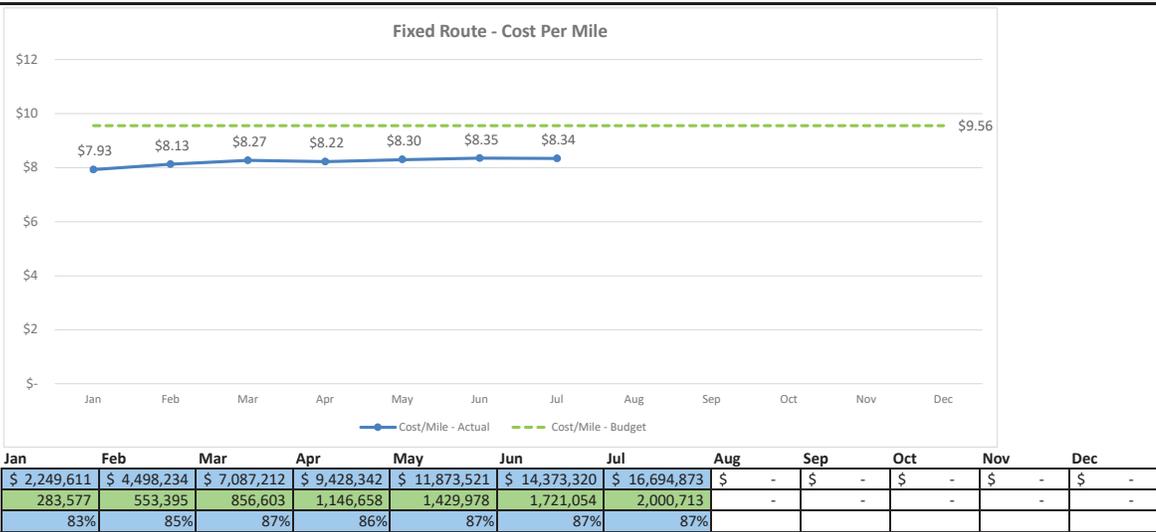
- YTD Salaries & Benefits \$3.8 M better than budget primarily due to hiring vacancies
- DAR and ARC continue to run under budget (\$2.5 M)
- Current year includes expanded services that weren't added until June & August of 2021
- Timing of invoicing and project starts for various Professional Services support



Significant Items to Note:

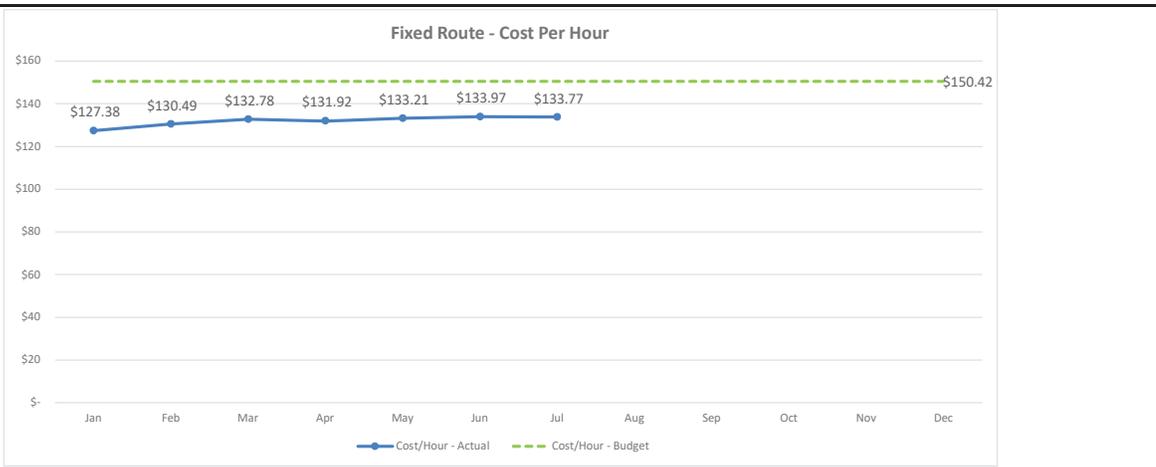
- YTD Salaries & Benefits are better than budget for Operations & Dial-A-Ride primarily due to hiring vacancies
- Dial-A-Ride demand has not returned to pre-pandemic levels
- Projects/Professional Services are under budget primarily due to straight-line budget vs timing of actual costs
- Contracted Services (Connect) is over budget due to higher usage than originally budgeted for 2022. We expect that this will continue throughout the remainder of the year. This over budget amount due to this higher usage will be more than offset by budget underruns in DAR & ARC service levels in 2022.

Cost Per Mile



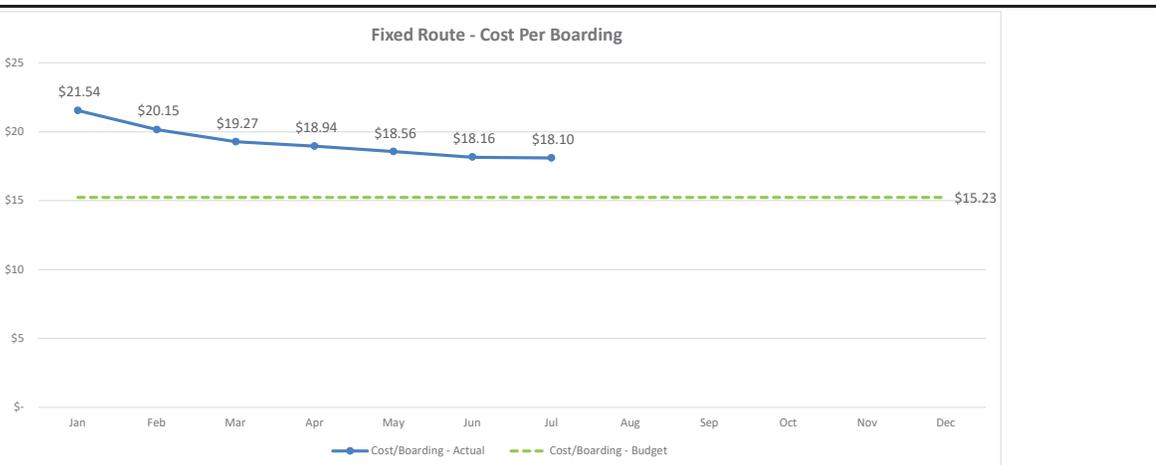
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ 9,428,342	\$ 11,873,521	\$ 14,373,320	\$ 16,694,873	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	283,577	553,395	856,603	1,146,658	1,429,978	1,721,054	2,000,713	-	-	-	-	-
Percent of Budget	83%	85%	87%	86%	87%	87%	87%					

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	\$ 11,873,521	\$ 14,373,320	\$ 16,694,873	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	17,660	34,471	53,376	71,470	89,134	107,290	124,800	-	-	-	-	-
Percent of Budget	85%	87%	88%	88%	89%	89%	89%					

Cost Per Boarding

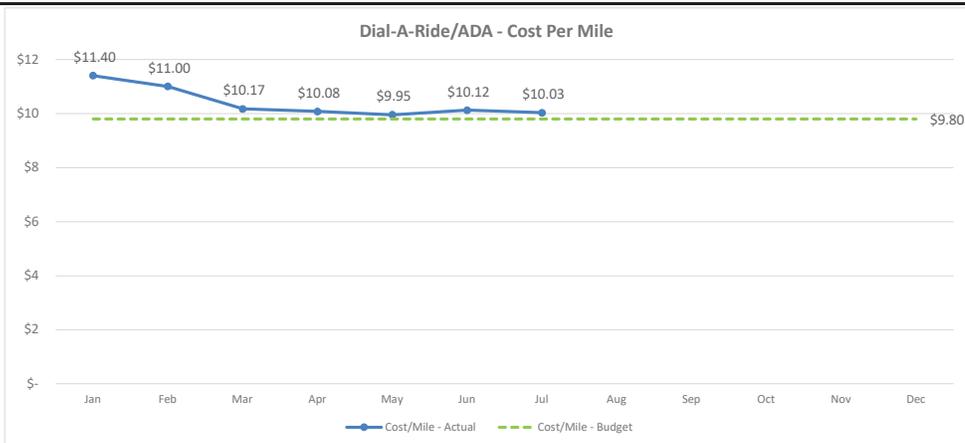


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ 9,428,342	\$ 11,873,521	\$ 14,373,320	\$ 16,694,873	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	104,416	223,291	367,861	497,739	639,840	791,691	922,214	-	-	-	-	-
Percent of Budget	141%	132%	126%	124%	122%	119%	119%					

Legend for Percent of Budget:

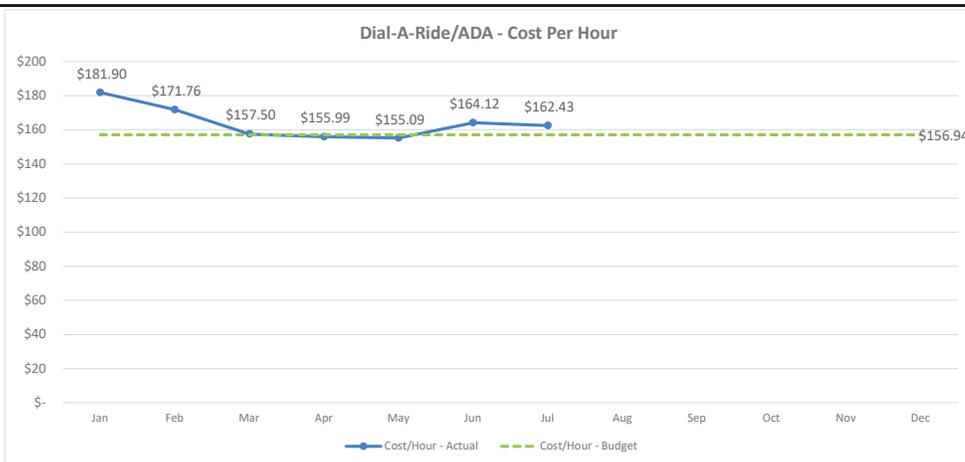
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



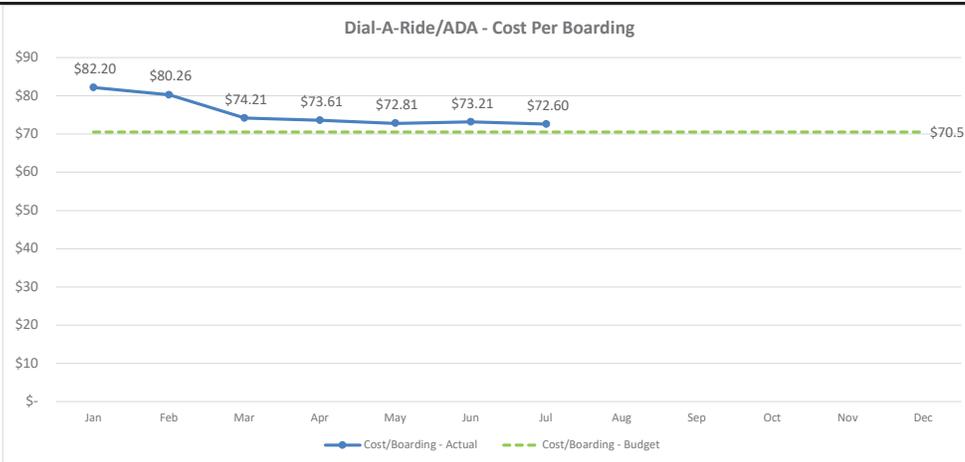
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	105,949	220,086	361,615	490,819	631,816	755,152	885,750	-	-	-	-	-
Percent of Budget	116%	112%	104%	103%	102%	103%	102%					

Cost Per Hour



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	6,639	14,093	23,354	31,704	40,539	46,572	54,672	-	-	-	-	-
Percent of Budget	116%	109%	100%	99%	99%	105%	103%					

Cost Per Boarding

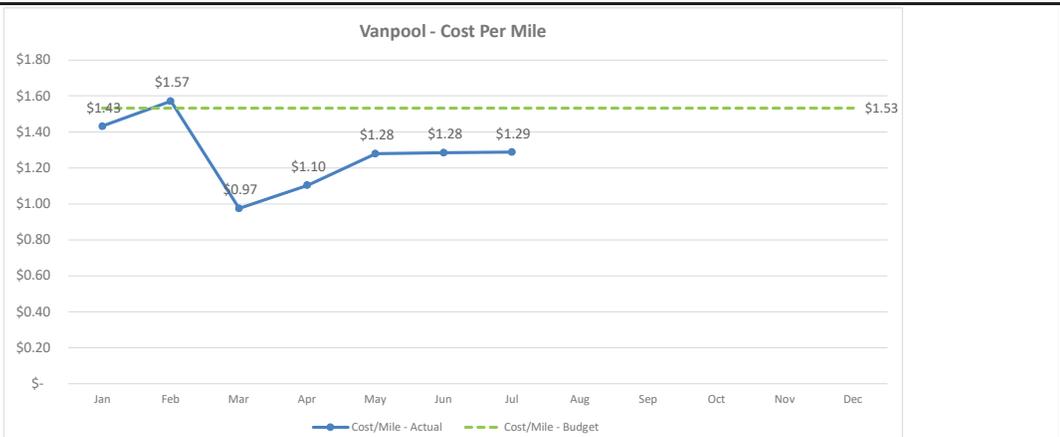


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	14,692	30,158	49,566	67,186	86,353	104,402	122,310	-	-	-	-	-
Percent of Budget	117%	114%	105%	104%	103%	104%	103%					

Legend for Percent of Budget:

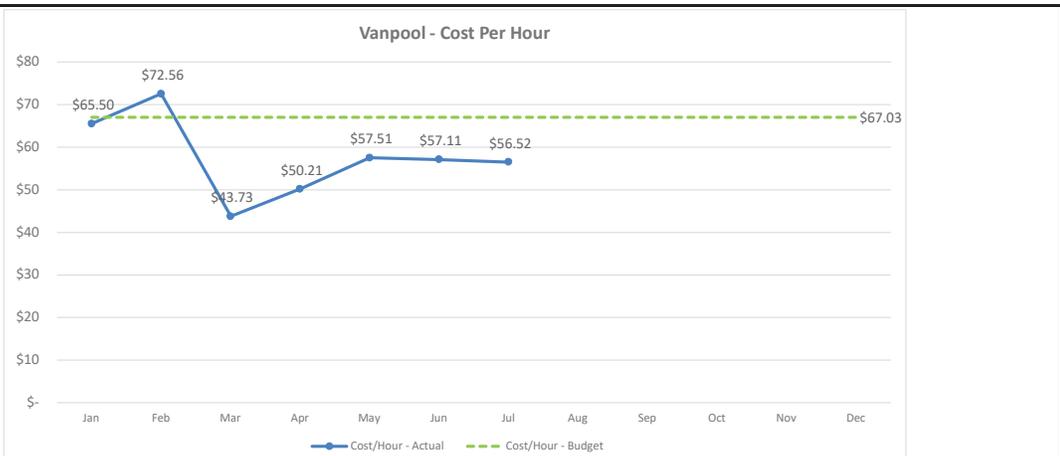
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

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	\$ 624,280	\$ 823,754	\$ 998,738	\$ -	\$ -	\$ -	\$ -	\$ -
Total Miles	99,335	185,957	284,120	403,514	487,937	641,308	775,217	-	-	-	-	-
B (W) than Budget	93%	103%	64%	72%	84%	84%	84%					

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	\$ 624,280	\$ 823,754	\$ 998,738	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	2,172	4,026	6,334	8,865	10,855	14,423	17,671	-	-	-	-	-
Percent of Budget	98%	108%	65%	75%	86%	85%	84%					

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	\$ 624,280	\$ 823,754	\$ 998,738	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	13,437	26,032	40,048	58,536	71,659	96,425	119,520	-	-	-	-	-
Percent of Budget	141%	150%	92%	102%	116%	114%	112%					

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 Jul 2022

	2022 Total Budget	2022 Budget Year to Date	Actual To Date Jul 2022	% Actuals B (W) Budget YTD	Actual To Date Jul 2021	% 2022 B (W) 2021
Operating Revenues						
Bus Passes	\$ 612,300	\$ 357,175	\$ 303,456	-15.0%	\$ 139	217790.1%
Bus Cash	369,700.00	215,658	168,021	-22.1%	-	0.0%
Dial-A-Ride/ADA	138,000.00	80,500	115,418	43.4%	59	195523.6%
General Demand (Prosser) **	16,400.00	9,567	3,457	-63.9%	-	0.0%
Vanpool	810,000.00	472,500	378,010	-20.0%	310,923	21.6%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000.00	116,667	13,639	-88.3%	-	0.0%
Fares	2,146,400.00	1,252,067	982,001	-21.6%	311,121	215.6%
Local Sales Tax (Operating Portion)	35,009,550.00	19,583,393	21,222,204	8.4%	24,622,039	-13.8%
Operating Grants	1,370,697.00	799,573	1,333,860	66.8%	29,167	4473.2%
CARES Act Funds	18,885,353.00	11,016,456	8,788,300	-20.2%	6,609,242	33.0%
Miscellaneous	374,200.00	218,283	564,275	158.5%	240,630	134.5%
Total Operating Revenues	\$ 57,786,200	\$ 32,869,772	\$ 32,890,640	0.1%	\$ 31,812,198	3.4%

Operating Expenditures

Directly Operated Transportation						
Fixed Route	\$ 22,073,300	\$ 12,876,092	\$ 11,696,332	9.2%	\$ 10,252,766	-14.1%
Dial-A-Ride/ADA	13,654,170	7,964,933	5,946,800	25.3%	5,645,069	-5.3%
General Demand (Prosser) **	560,400	326,900	215,307	34.1%	225,613	4.6%
Vanpool	1,680,200	980,117	551,381	43.7%	719,984	23.4%
Maintenance	3,512,900	2,049,192	1,881,126	8.2%	1,444,241	-30.3%
Purchased Transportation						
Contracted Services - VIA	1,700,000	991,667	1,111,308	-12.1%	196,375	-465.9%
Contracted Services - ARC	1,487,600	867,767	359,802	58.5%	376,932	4.5%
Administration						
HR	2,131,900	1,243,608	1,165,999	6.2%	930,846	-25.3%
Safety / Training	1,270,700	741,242	564,402	23.9%	626,830	10.0%
Executive / Administrative Services	5,821,400	3,395,817	2,871,724	15.4%	2,409,802	-19.2%
Marketing / Customer Service	2,321,330	1,354,109	848,764	37.3%	795,230	-6.7%
Planning / Service Development	1,572,300	917,175	653,534	28.7%	605,491	-7.9%
* Total Operating Expenditures	\$ 57,786,200	\$ 33,708,617	\$ 27,866,478	17.3%	\$ 24,834,278	-12.2%

Operating Surplus/(Deficit)	\$ -	\$ (838,844)	\$ 5,024,162		\$ 6,977,920	
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Capital Expenditures

Local	\$ 27,829,006	\$ 16,233,587	\$ 2,014,248	-87.6%	\$ 34,449	5747.1%
State	3,908,284	2,279,832	58,748	-97.4%	201,092	-70.8%
Federal	4,414,765	2,575,280	10,646	-99.6%	-	0.0%
Total Capital Expenditures	\$ 36,152,055	\$ 21,088,699	\$ 2,083,641	-90.1%	\$ 235,541	784.6%

* Excludes budgeted GASB 68 year-end pension adjustment.

** Starting in August 2022 General Demand (Prosser) will no longer be tracked/reported separately

Estimated Impact of Increased Fuel Prices as of Jul 31, 2022

	2021 A	2022 A	2022 B
Avg Price Per Gallon	\$2.39	\$3.56	\$3.24
Change from 2022 Budget		9.9%	
2022 Act vs 2021 Actuals	49.2%		
YTD Total Fuel Cost		\$2,325,158	
Fuel Price Impact - YTD	\$766,466	\$208,527	
Fuel Price Impact - 2022 Forecast	\$1,313,942	\$357,474	

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending Jul 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	\$ 471,477	\$ 115,418	\$ 3,457	\$ 378,010	\$ -	\$ 13,639	\$ 982,001
Direct Cost	\$ 11,696,332	\$ 5,946,800	\$ 215,307	\$ 551,381	\$ 359,802	\$ 1,111,308	\$ 19,880,930
Allocated Cost	\$ 4,642,517	\$ 2,871,782	\$ 117,865	\$ 353,384	\$ -	\$ -	\$ 7,985,548
Depreciation - Local (Vehicle only)	\$ 249,854	\$ 61,546	\$ 243	\$ 85,891	\$ 4,209	\$ -	\$ 401,743
Cost for Farebox Recovery Ratio	\$ 16,588,702	\$ 8,880,128	\$ 333,415	\$ 990,656	\$ 364,011	\$ 1,111,308	28,268,221
Boarding	922,214	122,310	2,475	119,520	9,966	56,094	1,232,579
Revenue Miles	2,000,713	885,750	11,483	775,217	30,713	511,082	4,214,958
Revenue Hours	124,800	54,672	603	17,671	1,433	25,543	224,721
Cost per Boarding	\$ 17.99	\$ 72.60	\$ 184.00	\$ 8.29	\$ 36.53	\$ 19.81	\$ 22.93
Cost per Rev Mile	\$ 8.29	\$ 10.03	\$ 29.04	\$ 1.28	\$ 11.85	\$ 2.17	\$ 6.71
Cost per Rev Hour	\$ 132.92	\$ 162.43	\$ 552.93	\$ 56.06	\$ 254.08	\$ 43.51	\$ 125.79
Farebox Recovery	2.8%	1.3%	1.0%	38.2%	0.0%	1.2%	3.5%

Directly Operated Transportation

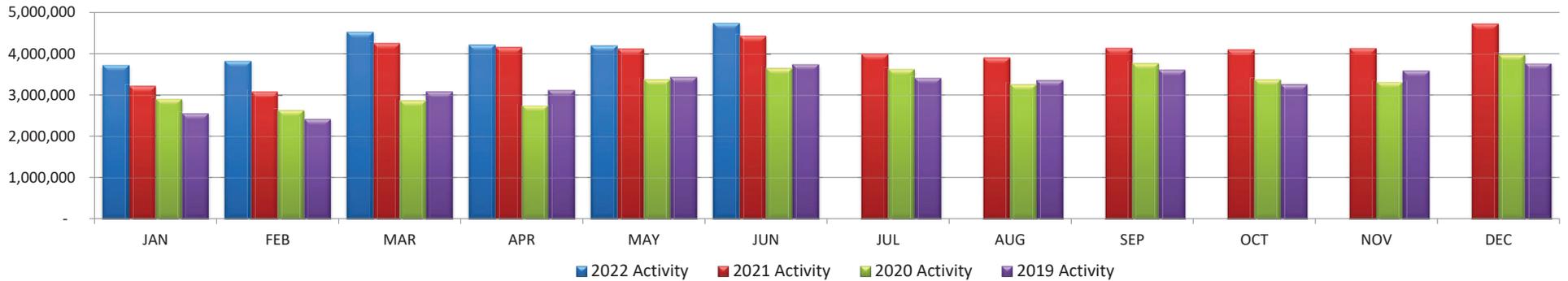
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 572,833	\$ 80,500	\$ 9,567	\$ 472,500	\$ -	\$ 116,667	\$ 1,252,067
Direct Cost	\$ 12,876,092	\$ 7,964,933	\$ 326,900	\$ 980,117	\$ 867,767	\$ 991,667	\$ 24,007,474
Allocated Cost	\$ 5,641,746	\$ 3,335,491	\$ 142,950	\$ 419,319	\$ -	\$ -	\$ 9,539,506
Depreciation - Local (Vehicle only)	\$ 259,440	\$ 51,304	\$ 123	\$ 86,452	\$ 4,233	\$ -	\$ 401,552
* Cost for Farebox Recovery Ratio	\$ 18,777,278	\$ 11,351,727	\$ 469,973	\$ 1,485,887	\$ 871,999	\$ 991,667	\$ 33,948,531
Boarding	1,232,583	161,000	15,167	198,333	45,500	18,083	1,670,667
Revenue Miles	1,964,667	1,158,500	85,167	970,083	130,083	219,333	4,527,833
Revenue Hours	124,833	72,333	3,967	22,167	8,167	21,000	252,467
Cost per Boarding	\$ 15.23	\$ 70.51	\$ 30.99	\$ 7.49	\$ 19.16	\$ 54.84	\$ 20.32
Cost per Rev Mile	\$ 9.56	\$ 9.80	\$ 5.52	\$ 1.53	\$ 6.70	\$ 4.52	\$ 7.50
Cost per Rev Hour	\$ 150.42	\$ 156.94	\$ 118.48	\$ 67.03	\$ 106.78	\$ 47.22	\$ 134.47
Farebox Recovery	3.1%	0.7%	2.0%	31.8%	0.0%	11.8%	3.7%

July 2022 Actuals Better (Worse) than Budget

Cost per Boarding	\$ (2.75)	\$ (2.10)	\$ (153.01)	\$ (0.80)	\$ (17.36)	\$ 35.03	\$ (2.61)
Cost per Rev Mile	\$ 1.27	\$ (0.23)	\$ (23.52)	\$ 0.25	\$ (5.15)	\$ 2.35	\$ 0.79
Cost per Rev Hour	\$ 17.50	\$ (5.49)	\$ (434.45)	\$ 10.97	\$ (147.30)	\$ 3.71	\$ 8.67

* 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	4,220,707	4,199,919	4,741,316							25,226,914	\$ 25,226,914
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	\$ 23,275,732
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	\$ 18,162,485
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	\$ 18,338,425
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	-	-	-	-	-	-	1,951,182	
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%	1.4%	1.8%	6.9%							8.4%	
% 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	\$ 22,701,458
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	\$ 19,339,671
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	\$ 18,888,578
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	\$ 18,540,000
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	-	-	-	-	-	-	2,525,457	11.1%
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	20.4%
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	-3.8%
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	-1.1%