



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, October 13, 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 comments will be taken during the meeting as indicated in the agenda below.

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### **AGENDA**

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- |  |                          |
|--|--------------------------|
| <b>1. Convene Board Meeting</b>  | Chair Will McKay         |
| <b>2. Roll Call</b>  | Janet Brett              |
| <b>3. Pledge of Allegiance</b>   | Chair McKay              |
| <b>4. Public Comments</b>  | Chair McKay              |
| <b>5. Approval of Agenda (page 1)</b>  | Chair McKay              |
| <b>6. Board Committee Report (page 5)</b>  |                          |
| A. Executive Committee   | Vice Chair Richard Bloom |
| <b>7. Consent Agenda</b>   |                          |
| A. September 8, 2022, Regular Board Meeting Minutes (page 7)   |                          |
| B. September Voucher Summary (page 11)   |                          |
| C. Resolution 59-2022: Authorization to Continue Core Streets Software Services with Trapeze DBA TripSpark (page 29) |                          |

**D. Resolution 60-2022:** Approve Capital Project FLT0050 (2022) Bus – Mini with Budget Authority in the Amount of \$903,624; Increase the 2022 Capital Budget by \$903,624 for Project FLT0050; and Authorize the General Manager to Enter into a Contract with Creative Bus Sales Inc. to Purchase Three (3) New England Wheels Frontrunner Minibuses *(page 31)*

**E. Resolution 61-2022:** Approve an Increase to Capital Project FLT0029 (2022) Bus with Budget Authority from \$1,656,121 to \$1,975,731; Approve an Increase to the 2022 Capital Budget by \$319,610 for Project FLT0029; and Authorize the General Manager to Enter into a Contract with Gillig LLC to Purchase Three (3) Fixed Route Buses Utilizing Washington State Contract #06719 *(page 34)*

## **8. Discussion & Informational Item**

**A. Electric Buses** *(page 37)*

Staff/Board

## **9. Action Item**

**A. Resolution 62-2022:** Authorizing the General Manager to Enter into a Contract with Gillig LLC to Purchase Two (2) Battery Electric Buses Utilizing Washington State Contract #06719 *(page 40)*

Joshua Rosas

## **10. Staff Reports & Comments**

**A. Legal Report**

Jeremy Bishop

**B. General Manager's Report**

Rachelle Glazier

## **11. Board Member Comments**

## **12. Executive Session**

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

## **13. Other**

## **14. Next Meeting**

Regular Board Meeting – Thursday, November 10, 2022, at 6 p.m.

## **15. Adjournment**



## **JUNTA DIRECTIVA REUNIÓN ORDINARIA**

**Jueves, 13 de octubre 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.

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### **AGENDA**

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- |   |                              |
|---|------------------------------|
| <b>1. Convocar reunión de la Junta</b>  | Presidente Will McKay        |
| <b>2. Pase de lista</b>   | Janet Brett                  |
| <b>3. Juramento de Lealtad</b>  | Presidente McKay             |
| <b>4. Comentarios públicos</b>  | Presidente McKay             |
| <b>5. Aprobación de la agenda (página 1)</b>  | Presidente McKay             |
| <b>6. Informe del comité de la Junta (página 5)</b>   |                              |
| A. Comité directivo   | Vicepresidente Richard Bloom |
| <b>7. Agenda de consentimiento</b>  |                              |
| A. 8 de septiembre de 2022, Actas de la reunión ordinaria de la Junta (página 7)  |                              |
| B. Resumen de los comprobantes de septiembre (página 11)  |                              |
| C. Resolución 59-2022: Autorización para continuar con los servicios de software para las calles principales de Trapeze cuyo nombre comercial es <i>TripSpark</i> (página 29) |                              |

**D.** Resolución 60-2022: Aprobación del proyecto de capital FLT0050 (2022) mini autobús con una autoridad de presupuesto por la cantidad de \$903,624; Aumento al presupuesto de capital de 2022 por la cantidad de \$903,624 para el proyecto FLT0050; y autorización para que el Director General celebre un contrato con Creative Bus Sales Inc. para la compra de tres (3) mini autobuses *New England Wheels Frontrunner (página 31)*

**E.** Resolución 61-2022: Aprobación del aumento para el proyecto capital FLT0029 (2022) autobús con una autoridad de presupuesto de \$1,656,121 a \$1,975,731; Aprobación del aumento al presupuesto de capital de 2022 por la cantidad de \$319,610 para el proyecto FLT0029; y autorización para que el Director General celebre un contrato con Gillig LLC para la compra de tres (3) autobuses de ruta fija mediante el contrato del estado de Washington #06719 *(página 34)*

## **8. Temas de debate y de información**

**A.** Autobuses eléctricos *(página 37)*

Personal/Junta

## **9. Acción a realizar**

**A.** Resolución 62-2022: Autorización para que el Director General celebre un contrato con Gillig LLC para la compra de dos (2) autobuses eléctricos con batería mediante el contrato #06719 del estado de Washington *(página 40)*

Joshua Rosas

## **10. Informes y comentarios del personal**

**A.** Informe Jurídico

Jeremy Bishop

**B.** Informe del Director General

Rachelle Glazier

## **11. Comentarios de los miembros de la Junta**

## **12. Sesión ejecutiva**

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

## **13. Otros**

## **14. Próxima reunión**

Reunión ordinaria de la Junta - Jueves, 10 de noviembre de 2022, a las 6 p.m.

## **15. Aplazamiento**



**EXECUTIVE COMMITTEE MEETING**  
**Thursday, October 6, 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*

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**MINUTES**

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**Committee Members Present:** Richard Bloom, Acting Chair; Joseph Campos, David Sandretto

**Legal Counsel:** Jeremy Bishop

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

**1. Convene Committee Meeting**

Acting Chair Richard Bloom convened the meeting at 4:00 p.m.

**Proposed Board Agenda Action Items**

**2. Authorize Continuation of TripSpark Core Streets Software – Tom McCormick, Acting Senior Manager of Transit Operations**

Acting Senior Manager of Transit Operations Tom McCormick presented a resolution for Board approval authorizing continuation of the contract with TripSpark for Core Streets Software services. Committee members asked that this item be moved to the Consent Agenda.

**3. Authorize Purchase of Three Minibuses – Tom McCormick**

Mr. McCormick presented a resolution for Board approval authorizing the purchase of three New England Wheels Frontrunner minibuses. After discussion amongst committee members, they agreed to place this on the Board Consent Agenda.

**4. Authorize Purchase of Three Fixed Route Buses – Tom McCormick**

Mr. McCormick then presented a resolution for Board approval authorizing the purchase of three fixed route buses from Gillig LLC through Washington State Contract #06719. Committee members requested this also be placed on the Board Consent Agenda.

**5. Authorize Purchase of Two Electric Buses – Tom McCormick**

Mr. McCormick presented a resolution asking the Board to approve the purchase of two battery electric buses from Gillig LLC utilizing Washington State Contract #06719. Committee members asked that this item be placed on the Board agenda as an Action Item.

**Executive Committee Discussion Items**

**6. Electric Buses**

Committee members held a discussion on the feasibility of adding battery electric buses to the fleet. They requested this item be added to the Board agenda for discussion by the full Board of Directors.

**7. Budget Review Process – Jeff Lubeck, Director of Administrative Services**

Mr. Lubeck asked Executive Committee members for their preferences in receiving information on the 2023 budget prior to asking for Board approval. Committee members asked that the budget documents be sent to the Board in advance for review and that the budget presentation itself be a high-level overview.

**Executive Committee Informational Items**

**8. Notification of Upcoming Bids and Requests for Proposals**

Upon questions by Board members, a discussion was held on the reasons the Operations Building Invitation for Bids (IFB) had to be rereleased.

**9. Financial Report**

There were no questions raised on the August Financial Report.

**10. Adjourn**

The meeting adjourned at 5:01 p.m.

**Next Executive Committee Meeting – Thursday, November 3, 2022, at 4 p.m.**



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 8, 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*

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### MINUTES

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#### 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	Absent
City of Richland	Terry Christensen	Director	Absent
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:** Rachelle Glazier, Shane Anderson, Janet Brett, Jaslyn Campbell, Chad Crouch, Steve Davis, Terry DeJuan, Mona Jamison, Jeff Lubeck, Tom McCormick, Rob Orvis, Josh Rosas, Erin Russell, Kevin Sliger, Jenny Stenkamp

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

#### 4. PUBLIC COMMENTS

Chair McKay opened the meeting to comments from the public. Steve Shoemaker, a resident of

Burbank, asked the Board to authorize the distribution of free monthly bus passes to the homeless citizens of the community until the end of the year as a pilot program.

**5. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

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

**6. BOARD COMMITTEE REPORT**

**A. Executive Committee** – Chair McKay asked General Manager Rachelle Glazier to update Board members on the changes agreed upon at the Executive Committee meeting. Ms. Glazier explained these included: 1) The 90-Day Procurement Outlook report has been color coded and will now be included in the committee and Board packets, but it will no longer be reviewed line by line. 2) Staff will now obtain bids, evaluate them, and then request Board approval once a complete package has been assembled. 3) The financial report will be included in the Board packet monthly but will only be reviewed with the Board quarterly. If Board members have questions on anything in the meeting packet, please email the Executive Office.

**7. CONSENT AGENDA**

Chair McKay presented the consent items and invited a motion.

**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.**

*Director Sandretto moved for approval of the Consent Agenda items. The motion was seconded by Vice Chair Bloom and passed unanimously.*

**8. ACTION ITEMS**

**A. Resolution 56-2022: Authorization to Award the Scheduling and Runcutting Management Software Contract to CSched**

Ms. Glazier presented a memorandum and resolution asking for Board approval to award the contract for scheduling and runcutting management software to CSched.

*Director Sandretto made a motion to approve Resolution 56-2022: Authorization to Award the Scheduling and Runcutting Management Software Contract to CSched, and the motion was seconded by Director Becken. It passed unanimously.*

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



Acting Senior Manager of Fleet & Facilities Maintenance Josh Rosas presented a resolution asking for Board approval of an increase in the price of a truck and crane which was originally approved in September 2021.

*Director Didier moved for approval of Resolution 57-2022, Approve an Increase to an Existing Bud Clary Ford Procurement for the Purchase of a Nonrevenue Service Truck. The motion was seconded by Director Sandretto and approved unanimously.*

## **9. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

BFT Legal Counsel Jeremy Bishop had nothing significant to report.

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

Ms. Glazier reported that a meeting was held with the City of Kennewick this week to prepare for BFT service at next year's River of Fire event in Columbia Park on July 4. Tom McCormick and Kevin Sliger have been added to the planning team.

On Tuesday, all Ben Franklin Transit staff reported back to work in the office full time.

We are putting the finishing touches on the Hanford survey, so that will go out this month.

We have discontinued our COVID temporary practices. We had some staff working on a temporary basis tracking COVID cases, and we are phasing that out.

The Fair service was a big success. We had upwards of 18,000 riders and received a lot of positive comments. We'll have the survey feedback ready shortly.

## **10. BOARD MEMBER COMMENTS**

Chair McKay announced that next month's Board meeting will be held here in the Ben Franklin Transit Boardroom, then beginning in November, the Board meetings will be held on the third floor of the Benton County Administration Building.

Director Caleb Suttle reported on his attendance at the WSTA State Conference and his conversations with other transit agency staff about the problems they are experiencing with electric buses. He encouraged Board members to contact their elected officials to try to stop the electric vehicle mandates.

Director Campos asked if the Board should revisit BFT's long-term plan.

Service to Pasco was then discussed, and Ms. Glazier noted the opportunities we have to increase service, reach out to Spanish-speaking customers, and utilize smaller buses on routes with lower ridership.

Coach Operator Joseph Burton explained to Board members he has seen an increase in the number of families riding the bus now that youth ride free.

#### 11. **EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.140(4)(b) for 15 minutes.

The Board recessed into Executive Session at 6:34 p.m. and returned to open session at 6:50 p.m., when Mr. Bishop requested five additional minutes in Executive Session. The Board recessed into Executive Session at 6:51 p.m. and returned to open session at 6:57 p.m. Mr. Bishop announced no decisions had been made in Executive Session.

*Vice Chair Bloom made a motion to approve Resolution 58-2022, A Resolution Adopting the Collective Bargaining Agreement Between Ben Franklin Transit (BFT) and Teamsters 760 Representing Transportation Supervisors. The motion was seconded by Director Sandretto and passed by unanimous vote.*

*Vice Chair Bloom then moved to adopt the Goals & Objectives of the General Manager as presented. The motion was seconded by Director Didier and passed unanimously.*

#### 12. **OTHER**

There were no other agenda items.

#### 13. **NEXT MEETING**

The next meeting will be held Thursday, October 13, 2022, at 6 p.m.

#### 14. **ADJOURNMENT**

Chair McKay adjourned the meeting at 6:58 p.m.

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Janet M. Brett, Clerk of the Board

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Date



1000 Columbia Park Trail, Richland, WA 99352  
509.735.4131 | 509.735.1800 fax | [www.bft.org](http://www.bft.org)

Friday, October 07, 2022

To: Ben Franklin Board of Directors

From: Jeff Lubeck, Financial Services Director

RE: Vouchers for September 2022

Oct 5, 2022

September 2022 vouchers totaled \$4,750,203.76. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 602,468.21
IRS	Federal Income Tax on Wages	\$ 439,890.62
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 393,712.45
NW ADMIN TRANSFER	Insurance	\$ 374,815.00
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 341,869.02
TCF ARCHITECTURE PLLC	Contracted Services	\$ 263,934.02
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 225,343.84
STATE OF WASHINGTON	Insurance	\$ 121,261.10
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 78,689.07
AARON C GRIMM	Contracted Services	\$ 62,020.00
WEX BANK	Fuel	\$ 38,812.18
U S LINEN & UNIFORM	Contracted Services	\$ 36,856.16
GILLIG	Vehicle Parts	\$ 36,386.56
PEAK INDUSTRIAL INC	Parts	\$ 35,943.65
CITY OF RICHLAND	Utilities	\$ 35,844.96
TRAPEZE SOFTWARE GROUP INC	Computer Software	\$ 29,522.24
FGL LLC	Property Lease	\$ 28,984.66
MANPOWERGROUP US INC.	Contract Labor	\$ 25,865.56
ANR GROUP INC	Contract Labor	\$ 19,963.30
TEAMSTERS UNION	Payroll Deductions	\$ 16,184.50
BRIDGESTONE AMERICAS	Tire Lease	\$ 14,725.52
CUMMINS INC	Vehicle Parts	\$ 14,401.76
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 13,993.85
CDW GOVERNMENT INC	Computer Supplies	\$ 13,925.55
TRI CITIES MONITORING INC	Contracted Services	\$ 13,920.00
STANTEC CONSULTING SERVICES INC	Contracted Services	\$ 12,262.20
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 11,933.99
FOUR NINES TECHNOLOGIES	Contracted Services	\$ 11,905.00
ROACH LAW OFFICES LLP	Attorney Fees	\$ 11,808.00
SUMMIT LAW GROUP	Legal Services	\$ 10,177.30
Total Significant Vendors		\$ 3,337,420.27
Payroll Total		\$ 1,242,699.32
Total Non-Significant Vendors		\$ 170,084.17
GRAND TOTAL		\$ 4,750,203.76

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 September 2022.

<b>PAYROLL</b>				
<b>Check</b>		<b>Check</b>	<b>Date of</b>	<b>In the</b>
<b>Register</b>		<b>Number / Number</b>	<b>Issue</b>	<b>Amount</b>
<b>Number</b>				
518-22	80920	80920	9/9/2022	659,440.97 Payroll
519-22	80921	80921	9/23/2022	583,258.35 Payroll

**Total      \$ 1,242,699.32**

\_\_\_\_\_  
**AUTHORITY MEMBER**  
10/13/2022

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 September 2022.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
178-22	VOID 81970	9/6/2022	(102,808.34)	VOID
179-22	82171 82216	9/6/2022	232,226.58	MDSE
180-22	2919 2920	9/8/2022	869.00	TRAVEL
181-22	82217 82306	9/13/2022	1,044,025.17	MDSE
182-22	82307 82307	9/15/2022	300.00	MDSE
183-22	82308 82368	9/20/2022	386,737.40	MDSE
184-22	ACH TRANS	9/21/2022	999,001.25	ACH TRANS
185-22	82369 82370	9/23/2022	1,030.30	MDSE
186-22	82371 82371	9/23/2022	100.00	MDSE
187-22	82372 82446	9/27/2022	734,106.19	MDSE
188-22	ACH TRANS	9/29/2022	211,554.39	ACH TRANS
189-22	2921 2923	9/30/2022	362.50	TRAVEL

**Total \$ 3,507,504.44**

**AUTHORITY MEMBER**  
**10/13/2022**

**September 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 October 7, 2022.**

**ACTION:** As of this date, October 13, I, \_\_\_\_\_  
move that the following checks be approved for payment:

## PAYROLL

Check Register Number	Check Number / Number		Date of Issue	In the Amount
518-22	80920	80920	9/9/2022	659,440.97 Payroll
519-22	80921	80921	9/23/2022	583,258.35 Payroll

**Total**                **\$ 1,242,699.32**

## ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
178-22	VOID 81970	9/6/2022	(102,808.34)	VOID
179-22	82171 82216	9/6/2022	232,226.58	MDSE
180-22	2919 2920	9/8/2022	869.00	TRAVEL
181-22	82217 82308	9/13/2022	1,044,025.17	MDSE
182-22	82307 82307	9/15/2022	300.00	MDSE
183-22	82308 82368	9/20/2022	386,737.40	MDSE
184-22	ACH TRANS	9/21/2022	999,001.25	ACH TRANS
185-22	82369 82370	9/23/2022	1,030.30	MDSE
186-22	82371 82371	9/23/2022	100.00	MDSE
187-22	82372 82446	9/27/2022	734,106.19	MDSE
188-22	ACH TRANS	9/29/2022	211,554.39	ACH TRANS
189-22	2921 2923	9/30/2022	362.50	TRAVEL

**Total                   \$ 3,507,504.44**

**Check Register Nos. 518-22 to 519-22 and 178-22 to 189-22 in the total amount of: \$ 4,750,203.76**

**The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.**

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 518-22

CHECK NUMBERS  
ACH TRANSFER

80920-80920

\$ 1,617.36

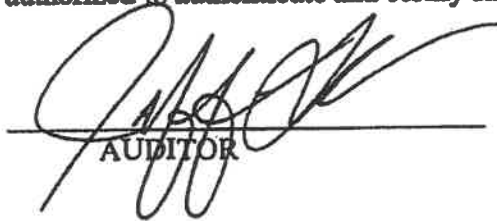
\$ 657,823.61

PAYROLL DATE

SEPTEMBER 9, 2022

PURPOSE: PPE 09/03/2022 AMOUNT: \$659,440.97

"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

9/9/2022  
\_\_\_\_\_  
DATE

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 519-22

CHECK NUMBERS  
ACH TRANSFER

80921-80921

\$ 1,687.63

\$ 581,570.72

PAYROLL DATE

SEPTEMBER 23, 2022

PURPOSE: PPE 09/17/2022 AMOUNT: \$583,258.35

"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

9/21/2022

\_\_\_\_\_  
DATE



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

**CHECK REGISTER NUMBER**    178-22

**CHECK NUMBERS**            81970

**DATE**    09/06/2022

**PURPOSE**    AP VOID CHECK            **AMOUNT**    (\$102,808.34)

"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."



**AUDITOR**

Sep 21, 2022

**DATE**

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

**CHECK REGISTER NUMBER 179-22**

**CHECK NUMBERS 82171 to 82216**

**DATE 09/06/2022**

**PURPOSE AP SEP22A VOUCHERS AMOUNT \$232,226.58**

**"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**

**Sep 21, 2022**

**DATE**

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

**CHECK REGISTER NUMBER** 180-22

**CHECK NUMBERS** 2919 **to** 2920

**DATE** 09/08/2022

**PURPOSE** AP SEP22B TRAVEL **AMOUNT** \$869.00

"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 21, 2022

\_\_\_\_\_  
**DATE**

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

**CHECK REGISTER NUMBER** 181-22

**CHECK NUMBERS** 82217 to 82306

**DATE** 09/13/2022

**PURPOSE** AP SEP22C VOUCHERS **AMOUNT** \$1,044,025.17

"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 21, 2022**

**DATE**

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

**CHECK REGISTER NUMBER 182-22**

**CHECK NUMBERS 82307 to 82307**

**DATE 09/15/2022**

**PURPOSE AP SEP22D VOUCHERS AMOUNT \$300.00**

**"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 21, 2022**

**DATE**

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

**CHECK REGISTER NUMBER 183-22**

**CHECK NUMBERS 82308 to 82368**

**DATE 09/20/2022**

**PURPOSE AP SEP22E VOUCHERS AMOUNT \$386,737.40**

**"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 21, 2022**

**DATE**

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

**CHECK REGISTER NUMBER:** 184-22

**ACH WIRE TRANSFERS**

**DATE:** 09/21/2022

**PURPOSE:**

A W REHN & ASSOCIATES INC	\$1,064.57
DEPT OF RETIREMENT SYSTEMS	\$341,869.02
DEPT OF RETIREMENT SYSTEMS - DCP	\$1,930.49
HRA VEBA TRUST	\$5,040.00
INTERNAL REVENUE SERVICE	\$234,755.58
N.W. ADMIN. TRANSFER	\$374,815.00
US BANK CORPORATE PAYMENT SYST	\$36,856.16
WASHINGTON STATE SUPPORT	\$2,670.43
	<u>\$999,001.25</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 21, 2022**

**DATE**

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

**CHECK REGISTER NUMBER 185-22**

**CHECK NUMBERS 82369 to 82370**

**DATE 09/23/2022**

**PURPOSE AP SEP22F VOUCHERS AMOUNT \$1,030.30**

**"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 29, 2022**

**AUDITOR**

**DATE**



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

**CHECK REGISTER NUMBER 186-22**

**CHECK NUMBERS 82371 to 82371**

**DATE 09/23/2022**

**PURPOSE AP SEP22G VOUCHERS AMOUNT \$100.00**

**"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 29, 2022**

**DATE**

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

**CHECK REGISTER NUMBER 187-22**

**CHECK NUMBERS 82372 to 82446**

**DATE 09/27/2022**

**PURPOSE AP SEP22H VOUCHERS AMOUNT \$734,106.19**

**"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**

**Sep 29, 2022**

**DATE**

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

**CHECK REGISTER NUMBER:**        188-22

**ACH WIRE TRANSFERS**

**DATE:** 09/29/2022

**PURPOSE:**

<b>A W REHN &amp; ASSOCIATES INC</b>	<b>\$1,064.57</b>
<b>DEPT OF RETIREMENT SYSTEMS - DCP</b>	<b>\$1,930.49</b>
<b>INTERNAL REVENUE SERVICE</b>	<b>\$205,135.04</b>
<b>STATE OF WASHINGTON</b>	<b>\$911.95</b>
<b>WASHINGTON STATE SUPPORT</b>	<b>\$2,512.34</b>
	<b><u>\$211,554.39</u></b>

"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 29, 2022

\_\_\_\_\_  
**DATE**

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

**CHECK REGISTER NUMBER 189-22**

**CHECK NUMBERS 2921 to 2923**

**DATE 09/30/2022**

**PURPOSE AP SEP221 TRAVEL AMOUNT \$362.50**

**"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the service s 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 30, 2022**

\_\_\_\_\_  
**AUDITOR**

\_\_\_\_\_  
**DATE**

# **Memorandum**

---

Date: October 13, 2022

To: Rachelle Glazier, General Manager

From: Tom McCormick, Acting Senior Manager Operations

Re: Resolution 59-2022 Authorization to Continue Core Streets Software Services with Trapeze DBA TripSpark

## **Background**

Contract #1016 has been in place with TripSpark since initially being awarded in December of 2016. TripSpark is the fixed route onboard integrated technology system responsible for collecting ridership and fare data. It is also the primary resource for reporting federal data to the National Transit Database (NTD). The current agreement is set to expire on September 30, 2022. Ben Franklin Transit (BFT) is seeking Board approval to extend the current contract for one year with the option of two additional one-year renewals, totaling three years of extensions. The current annual cost, including taxes, is \$168,870.89. Year two is estimated to cost \$177,314, and year three is estimated to cost \$186,180.

## **Funding**

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

## **Recommendation**

Staff recommends continuing the TripSpark Core Streets software services for up to an additional three years.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 59-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO CONTINUE  
TRAPEZE (TRIPSPARK) CORE STREETS SOFTWARE SERVICES**

WHEREAS, Ben Franklin Transit (BFT) has a need to continue TripSpark Core Streets software services; and

WHEREAS, TripSpark Core Streets is the fixed route onboard integrated technology system responsible for collecting ridership and fare data. It is the primary resource for reporting federal data to the National Transit Database (NTD); and

WHEREAS, BFT has been utilizing TripSpark Core Streets software since March of 2017. The cost of continuing to utilize Core Streets through September 20, 2023, based on 73 vehicles, is \$168,871. The estimated pricing for the additional years of 2024 and 2025 is \$177,314 and \$186,180, respectively; and

WHEREAS, Funding for the Core Streets software will be provided by local funding from the 2022 Operating Budget and future subsequent years.

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

The General Manager is authorized to continue TripSpark Core Streets software services up to three (3) years.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, October 13, 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: October 13, 2022

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Acting Senior Manager of Fleet and Facilities Maintenance

Re: Resolution 60-2022: Approve Capital Project FLT0050 (2022) Bus – Mini with Budget Authority in the Amount of \$903,624; Increase the 2022 Capital Budget by \$903,624 for Project FLT0050; and Authorize the General Manager to Enter into a Contract with Creative Bus Sales Inc. to Purchase Three (3) New England Wheels Frontrunner Minibuses

## **Background**

Ben Franklin Transit (BFT) is in need of three (3) fixed route vehicles under the Federal Transit Administration (FTA) approved 20% spare fleet ratio. Based on fixed route fleet needs, direction from the Board, and agency projections, staff has determined this purchase would increase the BFT fleet size to 74 vehicles, which would meet the FTA-approved spare fleet ratio. The smaller buses will mitigate unnecessary costs associated with operating full-size, 40-foot buses during nonpeak, low-ridership hours of operation. Additionally, the smaller buses demonstrate responsible stewardship of public funds, provide operating options to create high-frequency corridors in commercial developments, and increase ridership by creating service within the community not designed to support a traditional transit bus.

BFT can purchase the three (3) New England Wheels Frontrunner minibuses from Creative Bus Sales Inc. in Mukilteo, Washington, through Arizona State Contract #CTR054848. The Arizona State contract enables smaller- and medium-sized agencies to take advantage of the state's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

The purchase of the three (3) New England Wheels Frontrunner Minibuses requires approval of a new Capital Project FLT0050 (2022) Bus – Mini with budget authority in the amount of \$903,624, resulting in an increase to the 2022 Capital Budget that was approved in December of 2021.

## **Funding**

Budgeted: Requested

Project Number: FLT0050

Funding Source: Local Funds – 100%: \$903,624

Budget Source: Capital

The cost of three (3) New England Wheels Frontrunner minibuses purchased from Creative Bus Sales Inc. in Mukilteo, Washington, is \$903,624, or \$301,208 for each minibus. Itemized costs per bus include sales tax, change order authority of 9%, and make-ready costs\* of \$5,000 per bus.

<b>Bus Length</b>	<b>Cost Each</b>	<b>With Sales Tax 8.7%</b>	<b>With 9% Change Order</b>	<b>With Make-Ready Costs of \$5,000*</b>	<b>Quantity of Buses</b>	<b>Total</b>
24'	\$250,000	\$271,750	\$296,208	\$301,208	3	\$903,624

## **Breakdown of Costs:**

<b>Local Capital Improvement Fund (100%)</b>	<b>\$903,624</b>
<b>TOTAL</b>	<b>\$903,624</b>

\*Make-ready costs: Installation of rear route sign required for fixed route use and inspections at BFT.

**Recommendation**

BFT staff recommends the Board:

1. Approve Capital Project FLT0050 (2022) Bus – Mini with budget authority in the amount of \$903,624.
2. Increase the 2022 Capital Budget by \$903,624 for Project FLT0050.
3. Authorize the General Manager to enter into a contract with Creative Bus Sales Inc. to purchase three (3) New England Wheels Frontrunner minibuses utilizing local capital improvement funds.

Forwarded as presented:

---

Rachelle Glazier, General Manager



**BEN FRANKLIN TRANSIT  
RESOLUTION 60-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH CREATIVE BUS SALES INC. TO PURCHASE THREE (3) 24-FOOT NEW ENGLAND WHEELS FRONTRUNNER MINIBUSES UTILIZING LOCAL CAPITAL IMPROVEMENT FUNDS**

- WHEREAS, BFT needs three (3) 24-foot minibuses for fixed route service; and
- WHEREAS, BFT can purchase 24-foot New England Wheels Frontrunner Minibuses from Creative Bus Sales Inc. in Mukilteo, Washington; and
- WHEREAS, The cost for each minibus is \$250,000 for each 24-foot New England Wheels Frontrunner, with a total make-ready cost of \$301,208 per minibus, for a total acquisition value of \$903,624. Prices include sales tax, 9% change order authority, and vehicle make-ready costs; and
- WHEREAS, The three (3) minibuses will be funded by local capital improvement funds; and
- WHEREAS, Approval of Capital Project FLT0050 (2022) Bus – Mini in the amount of \$903,624 is requested; and
- WHEREAS, A capital budget increase is requested to provide budget authority to Project FLT0050 (2022) Bus – Mini; and
- WHEREAS, The current approved 2022 Capital Budget of \$36,152,055 was approved in December of 2021 and would now be approved at \$37,375,289.

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

1. Capital Project FLT0050 (2022) Bus – Mini is approved with budget authority in the amount of \$903,624.
2. The 2022 Capital Budget of \$36,152,055 was approved in December of 2021 and would now be approved at \$37,375,289.
3. The General Manager is authorized to enter into a contract with Creative Bus Sales Inc. located in Mukilteo, Washington, to purchase three (3) 24-foot New England Wheels Frontrunner Minibuses using local capital improvement funds in an amount not to exceed \$903,624, which includes sales tax, change order authority of 9%, and make-ready costs, hereto and referenced herein as “Contract #XXXX.”

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held October 13, 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: October 13, 2022

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Acting Senior Manager of Fleet and Facilities Maintenance

Re: Resolution 61-2022: Approve an Increase to Capital Project FLT0029 (2022) Bus with Budget Authority from \$1,656,121 to \$1,975,731; Approve an Increase to the 2022 Capital Budget by \$319,610 for Project FLT0029; and Authorize the General Manager to Enter into a Contract with Gillig LLC to Purchase Three (3) Fixed Route Buses Utilizing Washington State Contract #06719

## **Background**

Ben Franklin Transit (BFT) needs to replace three (3) 2008 buses that have, on average, over 631,000 miles each and are 14 years old. These coaches have exceeded BFT's replacement cycle of 14 years or 550,000 miles. Additionally, BFT has used these buses 17% longer than Federal Transit Administration (FTA) recommended guidelines for age and have driven them 26% more miles than the FTA-recommended guidelines.

BFT can purchase the three (3) fixed route buses from Gillig LLC through Washington State Contract #06719. The Washington State contract enables smaller- and medium-sized agencies to take advantage of the state's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

## **Funding**

Budgeted: Yes

Project Number: FLT0029

Funding Source: Federal Funds – 85%: \$1,679,371

Budget Source: Local Match – 15%: \$296,360

The cost of three (3) fixed route buses established by the Washington State Contract is \$1,975,731, or \$658,577 for each 40-foot bus. Itemized costs per bus include sales tax, change order authority of 9%, and make-ready costs\* of \$5,000 per bus.

<b>Bus Length</b>	<b>Cost Each</b>	<b>With Sales Tax 8.7%</b>	<b>With 9% Change Order</b>	<b>With Make-Ready Costs of \$5,000*</b>	<b>Quantity of Buses</b>	<b>Total</b>
40'	\$551,621	\$599,612	\$653,577	\$658,577	3	\$1,975,731

## **Breakdown of Costs:**

<b>Federal Transportation Administration Grants (85%)</b>	<b>\$1,679,371</b>
<b>Local Capital Improvement Funds (15%)</b>	<b>296,360</b>
<b>TOTAL</b>	<b>\$1,975,731</b>

\*Make-ready costs: Plant inspections during production, Buy America Certification, inspections at BFT, and decals.

**Recommendation**

1. Approve an increase to Capital Project FLT0029 (2022) Bus with budget authority from \$1,656,121 to \$1,975,731.
2. Approve an increase to the 2022 Capital Budget by \$319,610 for Project FLT0029.
3. Authorize the General Manager to enter into a contract with Gillig LLC to purchase three (3) 40-foot buses utilizing Washington State Contract #06719.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 61-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH GILLIG LLC TO PURCHASE THREE (3) FIXED ROUTE BUSES UTILIZING WASHINGTON STATE CONTRACT #06719**

- WHEREAS, BFT needs three (3) 40-foot fixed route replacement buses; and
- WHEREAS, Washington State has a multiyear contract in place for 40-foot fixed route buses, and BFT has in place with Washington State an interlocal agreement that allows BFT to utilize the state contracts; and
- WHEREAS, The cost for each fixed route bus as established by the Washington State contract is \$551,621 for each 40-foot bus, with a total make-ready cost of \$658,577 per bus, for a total acquisition value of \$1,975,731. Prices include sales tax, 9% change order authority, and vehicle make-ready costs; and
- WHEREAS, The three (3) fixed route buses will be funded by Federal Transit Administration grants and local capital improvement funds; and
- WHEREAS, An increase to Capital Project FLT0029 (2022) Bus with budget authority from \$1,656,121 to \$1,975,731 is requested; and
- WHEREAS, A capital budget increase in the amount of \$319,610 is requested to provide additional budget authority to Project FLT0029 (2022) Bus; and
- WHEREAS, The current approved 2022 Capital Budget of \$36,152,055 was approved in December of 2021 and would now be approved at \$36,471,665.

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

1. Capital Project FLT0029 (2022) Bus is approved with budget authority in the amount of \$1,975,731.
2. The 2022 Capital Budget of \$36,152,055 was approved in December of 2021 and would now be approved at \$36,471,665.
3. The General Manager is authorized to enter into a contract with Gillig LLC, located in Livermore, California, to purchase three (3) 40-foot fixed route buses utilizing Washington State Contract #06719 in an amount not to exceed \$1,975,731, which includes sales tax, change order authority of 9%, and make-ready costs, hereto and referenced herein as "Contract #XXXX."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held October 13, 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



# BEN FRANKLIN TRANSIT

Bus & Zero Emission Bus Procurement Discussion  
Board of Directors Meeting  
October 13, 2022

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



# Fleet Replacement & Options

- Today's Action Items

- 3 Minibuses
  - 24' New England Wheels Frontrunner
  - 2023 delivery timeline
  - NEW Fixed Route application
- 3 Fixed Route Buses
  - 40' Gillig diesel
  - ~Q4 2023 delivery
  - Replaces 3 2007 30' Gillig diesel
- 2 Battery Electric Buses (BEB)
  - 40' Gillig BEB
  - ~Q2 2024 delivery
  - Electric demonstration fleet
  - Chargers will utilize existing infrastructure

- Proposed for Discussion

- 3 Minibuses ✓
- 6 (8\*) Fixed Route Buses
  - 3 – 29' & 3 – 35' Gillig diesel
  - Capitalizes on current pricing for long-term savings
  - \* The addition of 2 – 35' Gillig diesel buses eliminates all 2005 vehicles currently in fleet and outside of useful life
- 4 Electric Buses
  - 2 – 35' & 2 – 40' Gillig BEB
  - Demonstrates greater utilization of secured grant funding
  - Broadens scope of demonstration fleet
  - Maintains use of current infrastructure
  - Saves 5.78% on purchase (one-time reduction)



# Cost Comparisons

## Today's Action Items

Vehicle	#	Total	Grant	FTA	Local
Minibuses	3	\$ 903,623	\$ -	\$ -	\$ 903,623
40' Gillig Diesel	3	\$ 1,975,731	\$ -	\$ 1,679,372	\$ 296,360
40' Gillig BEB	2	\$ 3,046,106	\$ 800,000	\$ 1,909,190	\$ 336,916
Total		\$ 5,925,459	\$ 800,000	\$ 3,588,561	\$ 1,536,898

## Proposed for Discussion

Vehicle	#	Total	Grant	FTA	Local
Minibuses	3	\$ 903,623	\$ -	\$ -	\$ 903,623
29' Gillig Diesel	3	\$ 1,940,186	\$ -	\$ 1,649,158	\$ 291,028
35' Gillig Diesel	3	\$ 1,957,959	\$ -	\$ 1,664,265	\$ 293,694
35' Gillig BEB	2	\$ 3,112,930	\$ 600,000	\$ 2,135,990	\$ 376,939
40' Gillig BEB	2	\$ 3,129,044	\$ 800,000	\$ 1,979,687	\$ 349,357
Total		\$ 11,043,741	\$ 1,400,000	\$ 7,429,101	\$ 2,214,640
*40' Gillig Diesel	2	\$ 1,317,154	\$ -	\$ 1,119,581	\$ 197,573
Total		\$ 12,360,896	\$ 1,400,000	\$ 8,548,682	\$ 2,412,213

### Takeaways:

- Smaller buses align with Board of Directors' vision
- Purchasing 4 BEBs maximizes secured grants (spending \$1.4M vs. \$800K) and is healthy for the agency
- Purchasing all 15 buses proposed reduces the amount of local funding per bus by \$31,298
- Mitigates risk of unreliable service while exploring viability of fleet transition
- Right-now savings on bus procurement (future pricing projected to be > 10%)

# **Memorandum**

---

Date: October 13, 2022

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Acting Senior Manager of Fleet and Facilities Maintenance

Re: Resolution 62-2022: Authorizing the General Manager to Enter into a Contract with Gillig LLC to Purchase Two (2) Battery Electric Buses Utilizing Washington State Contract #06719

## **Background**

Ben Franklin Transit (BFT) is in the process of developing an Electric Vehicle Fleet Transition plan to move a portion of vehicles off conventional fuels. BFT plans to acquire alternative fuel vehicles which will aid in reducing emissions output for transit specifically. In this plan, BFT will also identify how to transition a portion of vanpool, general demand, and maintenance vehicles off conventional fuels.

BFT has secured grant funding up to \$700,000 for the purchase of battery electric buses and \$100,000 for charging infrastructure. Additionally, staff has verified with Stantec, consultants for fleet transition, that a charger capable of supporting two (2) battery electric buses can be installed on the Maintenance, Operations, Administration (MOA) campus without the need for major infrastructure upgrades. This allows BFT to take a conservative approach to fleet electrification and use the vehicles as a demonstration fleet to test the technology. BFT can purchase two (2) battery electric buses and the charger from Gillig, LLC through Washington State Contract #06719. The Washington State contract enables smaller- and medium-sized agencies to take advantage of the state's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements. An additional warranty to cover the batteries for the Federal Transit Administration (FTA) recommended guideline of 12 years/500,000-miles was added to the purchase price. The added warranty ensures that BFT will not be financially liable, in the event of a battery failure, for the life of the bus.

## **Funding**

Budgeted: Yes

Project Number: FLT0024

Funding Source: Department of Ecology & Federal Funds – \$2,709,189

Budget Source: Local Match – \$336,916

The cost of two (2) fixed route buses established by the Washington State Contract is \$3,046,105 or \$1,523,053 for each 40-foot battery electric bus and charger. Itemized costs per bus includes sales tax, change order authority of 9.0%, and make-ready costs\* of \$5,000 per bus.



<b>Bus Length</b>	<b>Cost Each</b>	<b>With Sales Tax 8.7%</b>	<b>With 9% Change Order</b>	<b>With Make-Ready Costs of \$5,000*</b>	<b>Quantity of Buses</b>	<b>Total</b>
40'	\$1,281,241	\$1,392,709	\$1,518,053	\$1,523,053	2	\$3,046,105

**Breakdown of Costs:**

<b>Department of Ecology / VW Grant</b>	<b>\$ 800,000</b>
<b>Federal Transportation Administration Grant (85%)</b>	<b>1,909,189</b>
<b>Local Capital Improvement Funds (15%)</b>	<b>336,916</b>
<b>TOTAL</b>	<b>\$3,046,105</b>

\*Make-ready costs: Plant inspections during production, Buy America Certification, inspections at BFT, and decals.

**Recommendation**

BFT staff recommends the Board authorize the General Manager to enter into a contract with Gillig, LLC to purchase two (2) 40-foot battery electric buses utilizing Washington State Contract #06719.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 62-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH GILLIG LLC TO PURCHASE TWO (2) BATTERY ELECTRIC BUSES UTILIZING WASHINGTON STATE CONTRACT #06719**

- WHEREAS, BFT has secured grant funding specific to battery electric buses; and
- WHEREAS, BFT would purchase two (2) battery electric buses from Gillig, LLC to be used as a demonstration fleet to test battery electric technology; and
- WHEREAS, Washington State has a multiyear contract in place for battery electric buses, and BFT has in place with Washington State an interlocal agreement that allows BFT to utilize the state contracts; and
- WHEREAS, The cost for each battery electric bus as established by the Washington State contract is \$1,281,241 for each 40-foot battery electric bus and charger, with a total make-ready cost of \$1,523,053 per bus, for a total acquisition value of \$3,046,105. Prices include the sales tax, 9.0% change order authority, and vehicle make-ready costs; and
- WHEREAS, The two (2) battery electric buses will be funded by Department of Ecology/Volkswagen grants, Federal Transit Administration grants, and local capital improvement funds.

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

The General Manager is authorized to enter into a contract with Gillig, LLC, located in Livermore, California, to purchase two (2) 40-foot battery electric buses and charger utilizing Washington State Contract #06719 in an amount not to exceed \$3,046,105, which includes the charger, sales tax, change order authority of 9.00%, and make-ready costs, hereto and referenced herein as "Contract #XXXX."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held October 13, 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

## October 2022

**Procurement Outlook - 90 Day**  
**Invitation for Bids / Request for Proposals**

[illegible]



# **Financial Report Through August 2022**

## Financial Performance Overview - YTD Cumulative Totals

### Revenue & Expenses

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Revenue</b>								
YTD 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
YTD Actual	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640	37,732,598
Variance - B/(W)	(69,409)	(320,407)	(773,005)	(114,543)	135,640	281,598	20,868	2,851
Percentage	98%	96%	94%	99%	101%	101%	100%	100%
<b>Expenses - Operating</b>								
YTD Budget	3,722,381	7,444,762	11,167,143	14,889,523	18,611,904	22,334,285	26,056,666	29,779,047
YTD Actual	2,933,852	5,819,067	8,819,333	11,902,179	15,146,439	18,464,469	21,762,055	25,594,816
Variance - B/(W)	788,529	(1,625,695)	(2,347,809)	(2,987,344)	(3,465,465)	(3,869,816)	(4,294,611)	(4,184,230)
Percentage	79%	78%	79%	80%	81%	83%	84%	86%
<b>Expenses - Admin</b>								
YTD Budget	1,093,136	2,186,272	3,279,408	4,372,543	5,465,679	6,558,815	7,651,951	8,745,087
YTD Actual	809,704	1,660,478	2,632,533	3,517,994	4,434,003	5,381,889	6,104,422	7,090,763
Variance - B/(W)	(283,432)	(525,794)	(646,874)	(854,550)	(1,031,676)	(1,176,926)	(1,547,528)	(1,654,323)
Percentage	74%	76%	80%	80%	81%	82%	80%	81%

### Cost Per Mile

#### Fixed Route

YTD Budget	9.56	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	8.45
Variance - B/(W)	1.62	1.43	1.28	1.34	1.25	1.21	1.21	1.11
Percentage	83%	85%	87%	86%	87%	87%	87%	88%

#### DAR/ADA

YTD Budget	9.80	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	10.12
Variance - B/(W)	(1.60)	(1.20)	(0.37)	(0.28)	(0.15)	(0.32)	(0.23)	(0.32)
Percentage	116%	112%	104%	103%	102%	103%	102%	103%

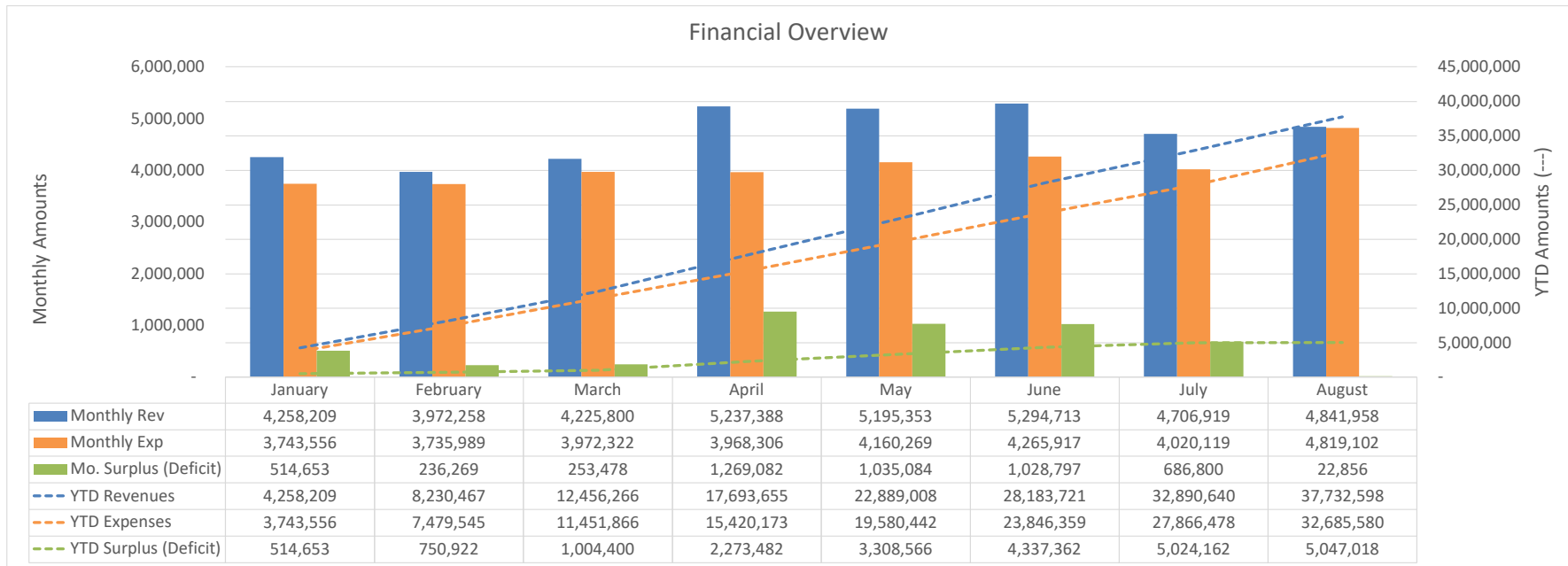
#### Vanpool

YTD Budget	1.53	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	1.29
Variance - B/(W)	0.10	(0.04)	0.56	0.43	0.25	0.25	0.24	0.24
Percentage	93%	103%	64%	72%	84%	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%





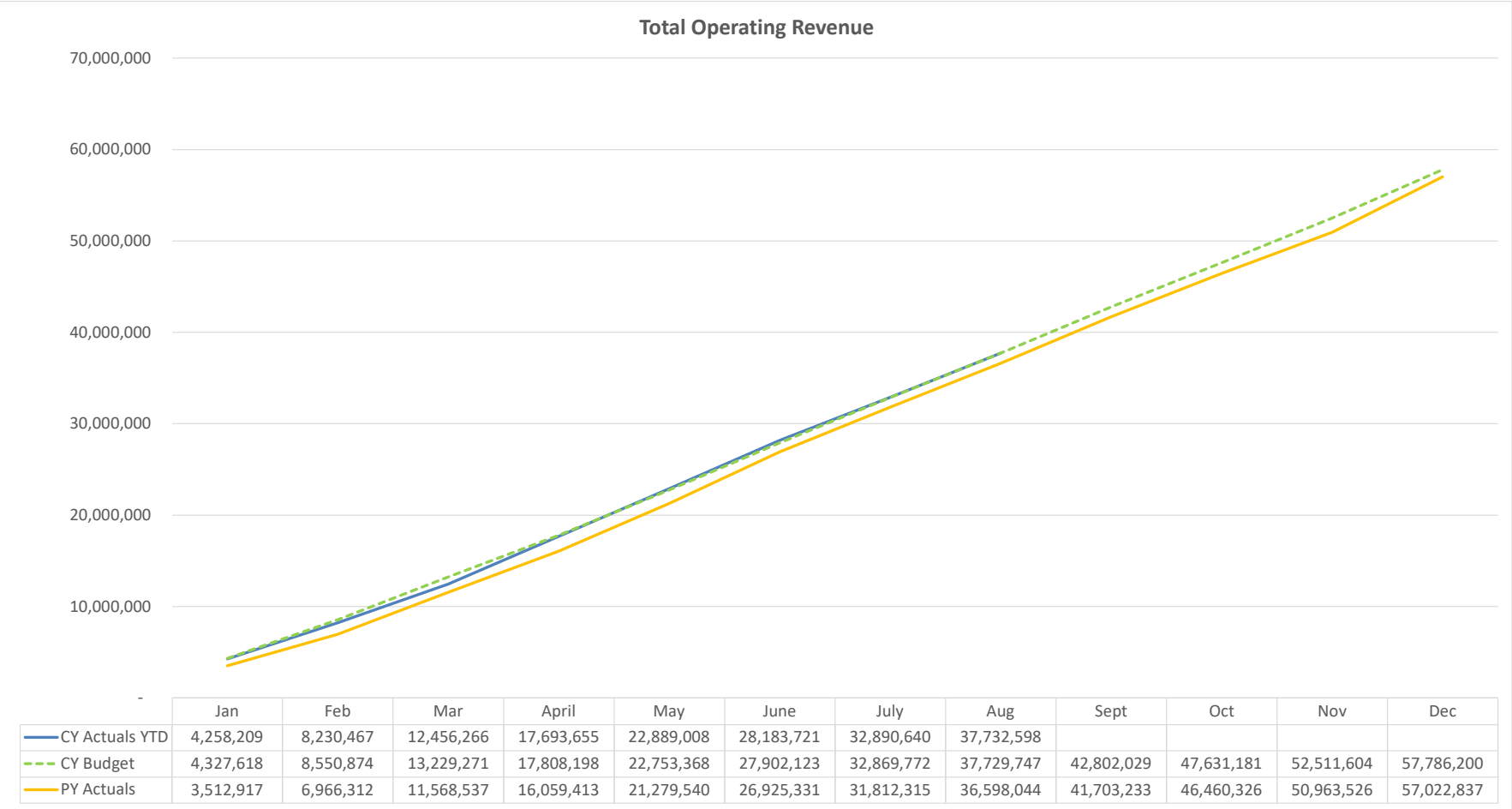
#### High Level Summary of Pages that Follow:

##### Revenue

- Total Actual Operating Revenue has remained within expected budget range throughout the year
- January through June Actual Sales Tax Revenue is better than budget by \$1.8 M (8%)
- YTD Operating Grants Revenue is \$2 M (14%) behind budget due to timing issues with grant drawdown but should catch up before year end
- Revenue from ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

##### Expenses

- YTD Salaries & Benefits \$4 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.

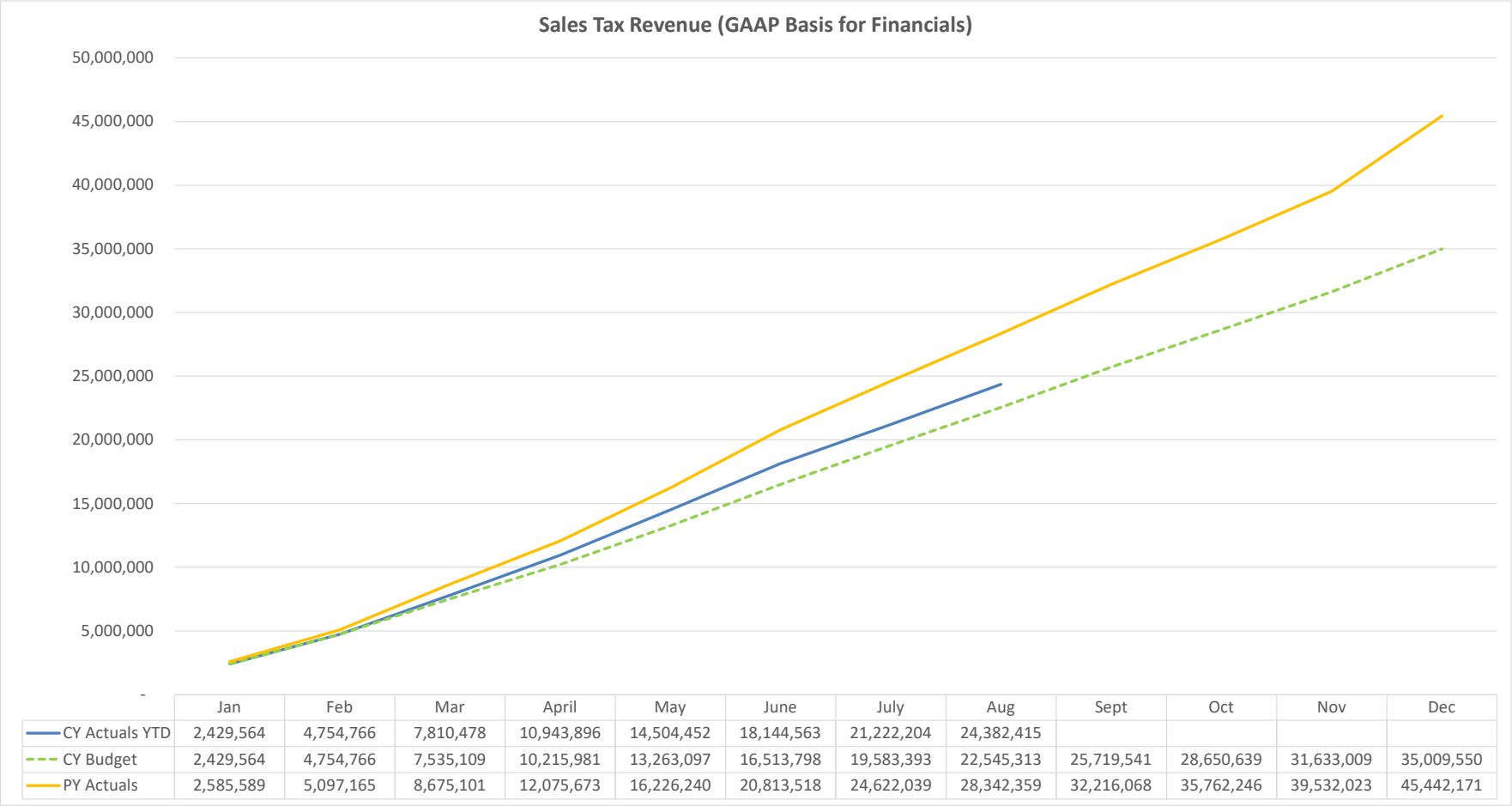


Significant Items to Note for Total Operating Revenue

- 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

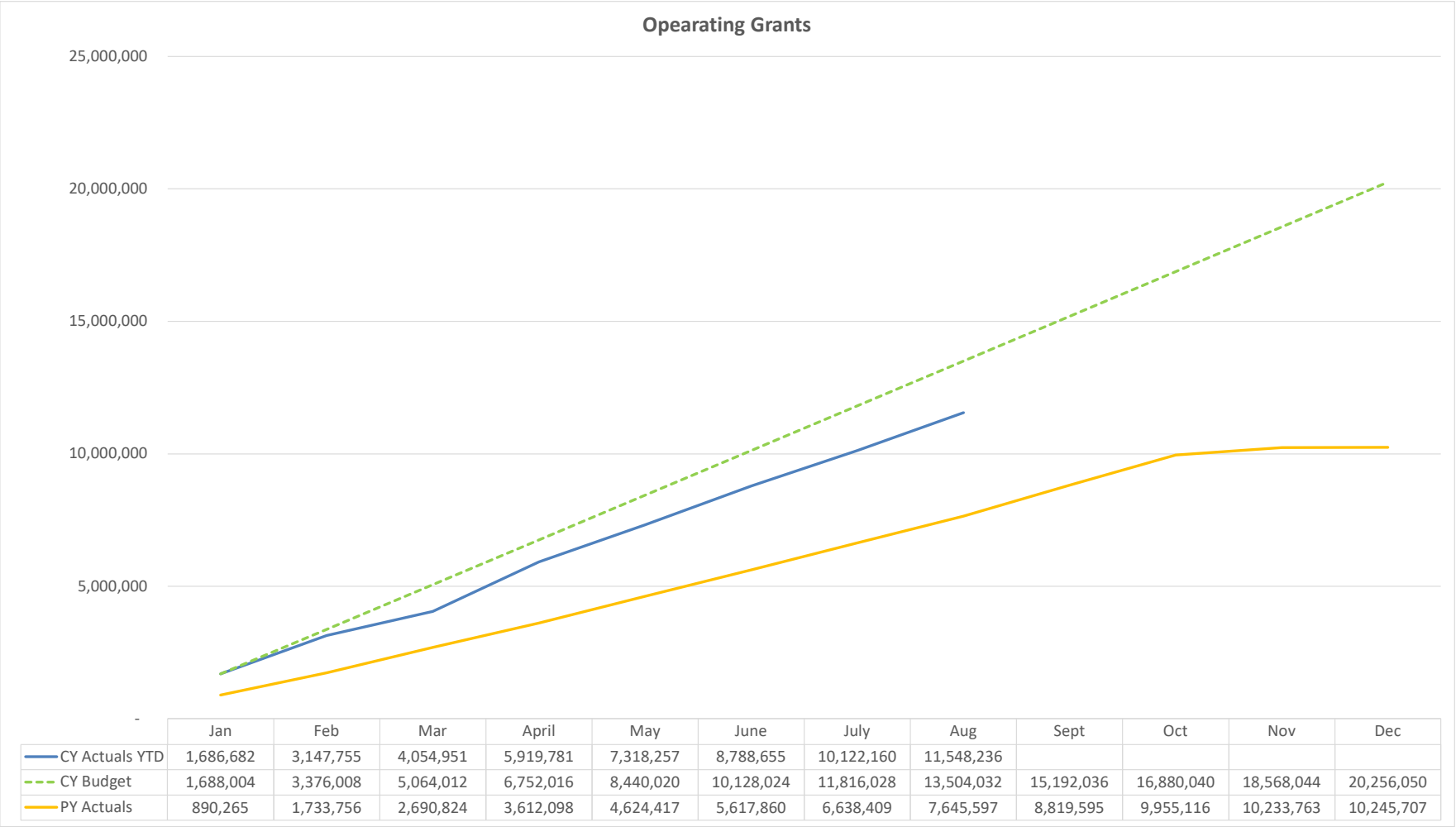
Represents sales tax revenues as recorded in financial statements which will differ from Sales Tax Report due to two month reporting lag from the State.

Current Month

- Current and prior month are estimated due to reporting lag from the State
- Estimate for June adjusted to actual in August. June actuals better than budget by \$198k (6.7%)

YTD

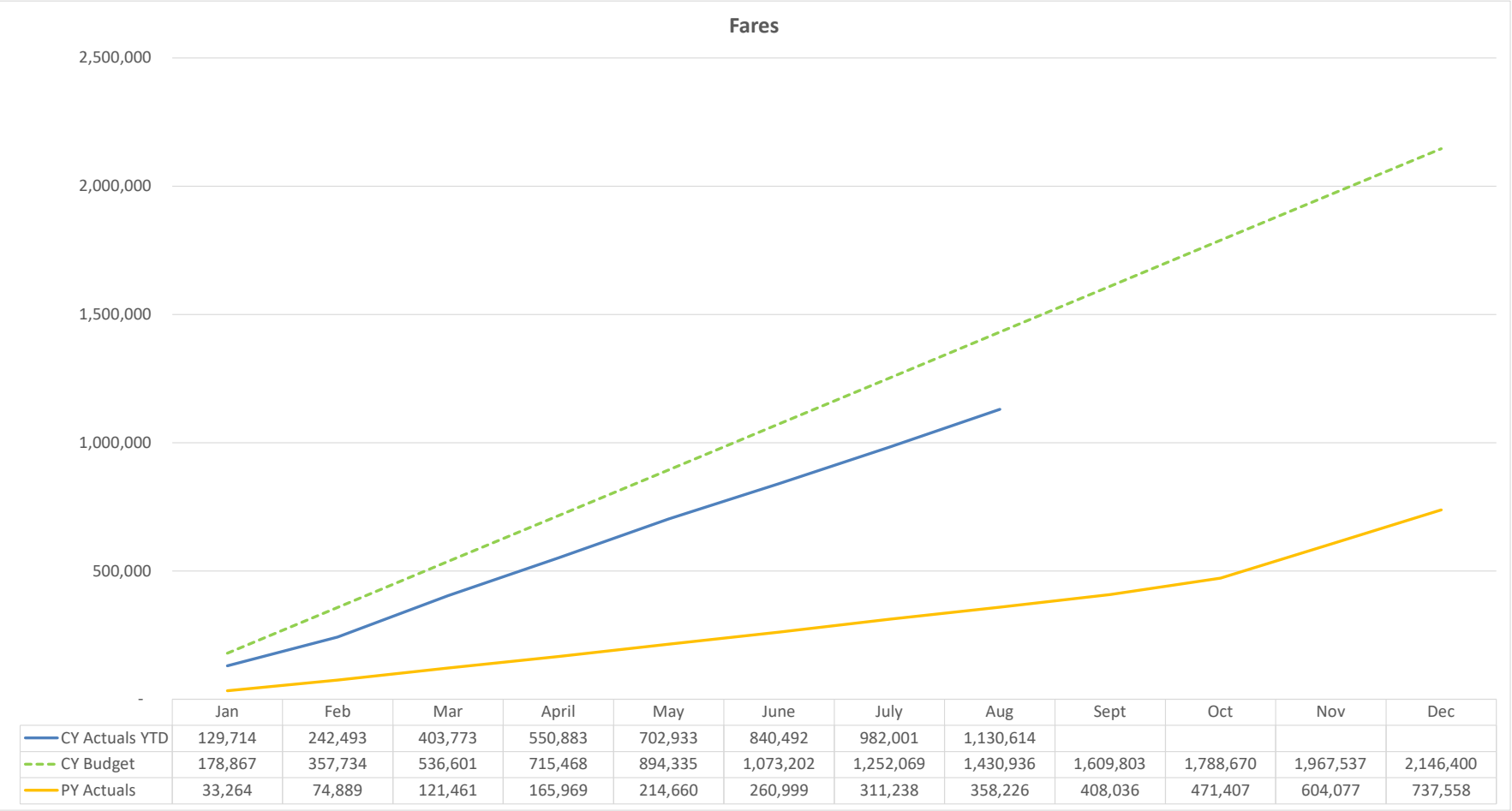
- 94% of sales tax revenue went to Operations in PY vs. only 73% in CY
- January through June actuals are better than budget by \$1.8 M (8%)



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

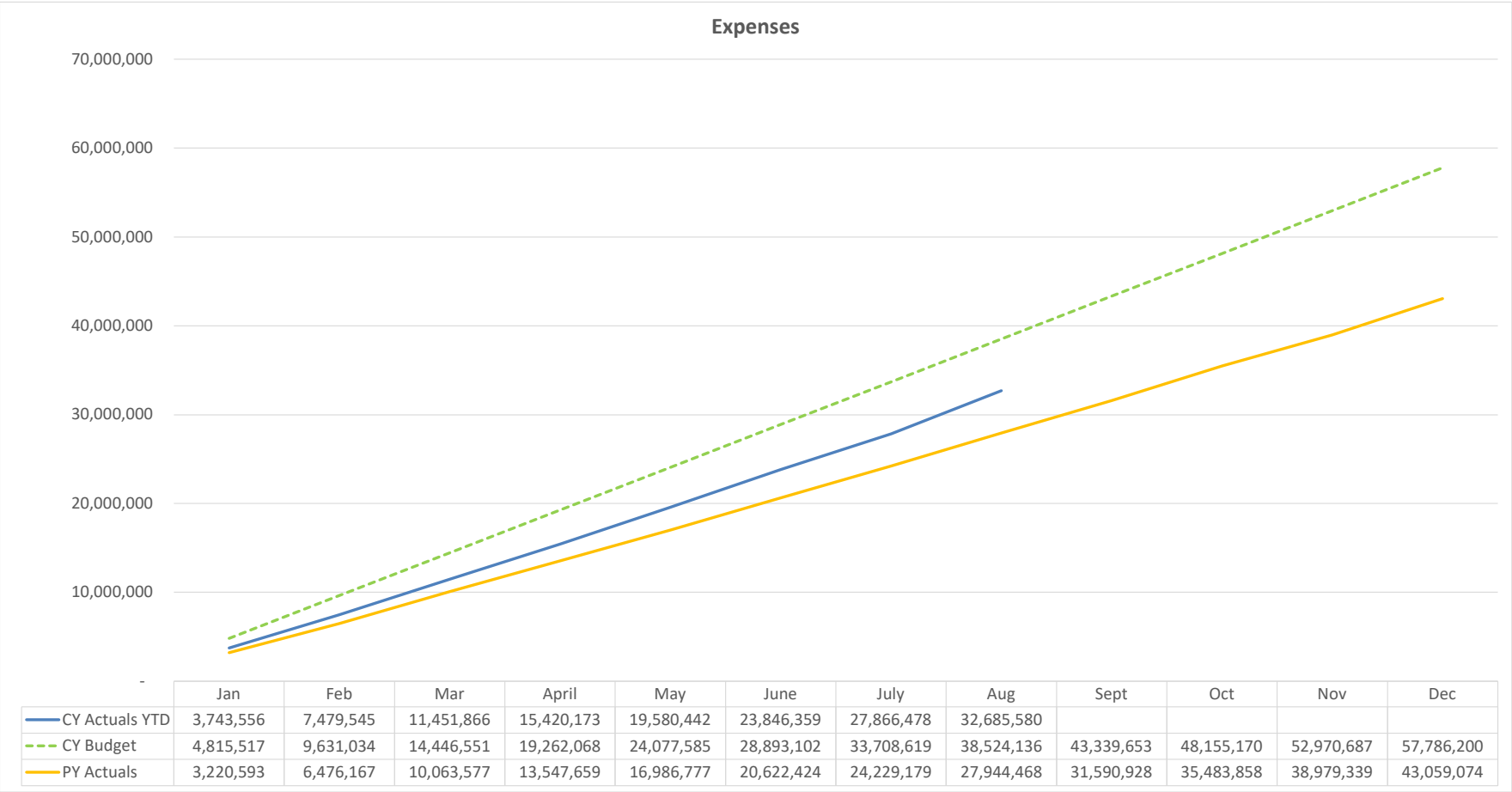
- YTD
- YTD Operating Grants Revenue are \$2 M (14%) behind budget
  - Timing issue with grant drawdown. Budget was simple straight-line. Will be caught up in subsequent months



Significant Items to Note for Fares

- Current Month
- August Actuals \$30K (17%) behind budget
  - Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

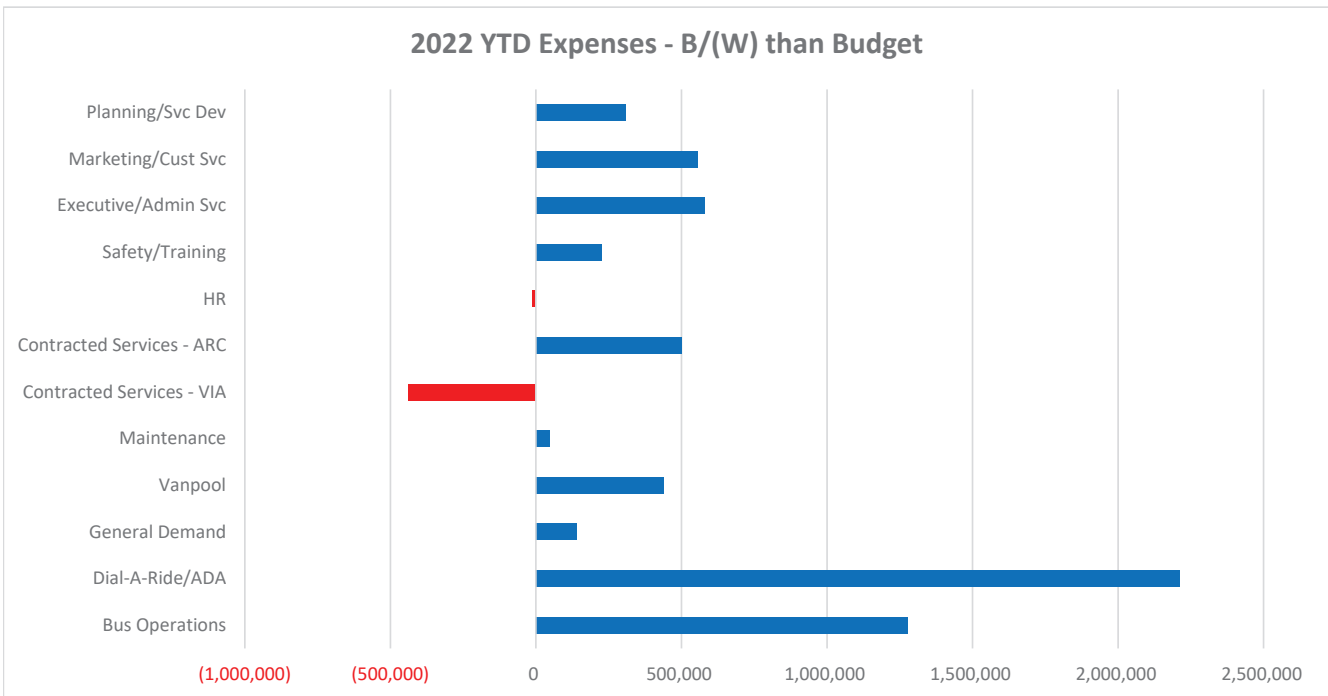
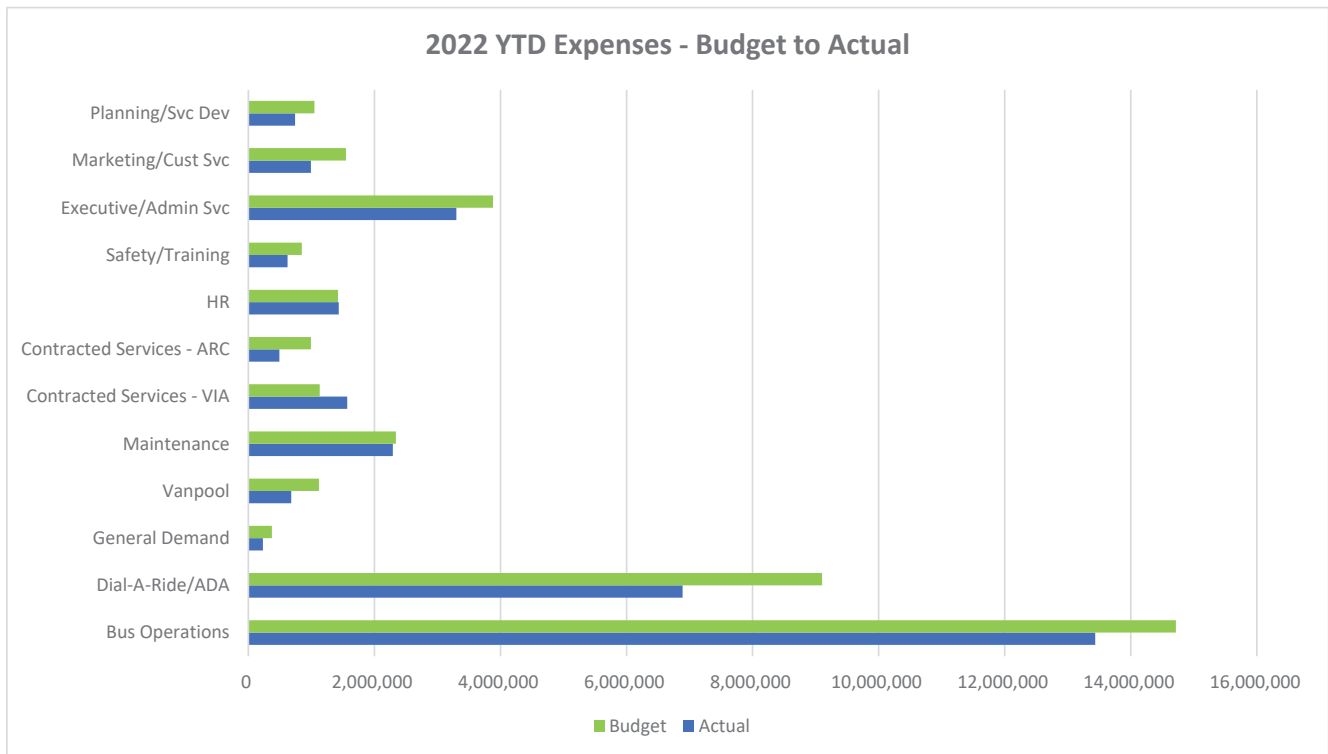
- YTD
- YTD Vanpool fares are \$92 K (17%) behind budget & YTD Via fares are \$119 K (90%) behind budget
  - PY was fare-free for Fixed Route and Dial-A-Ride through October 2021
  - Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast



**Significant Items to Note for Expenses**

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

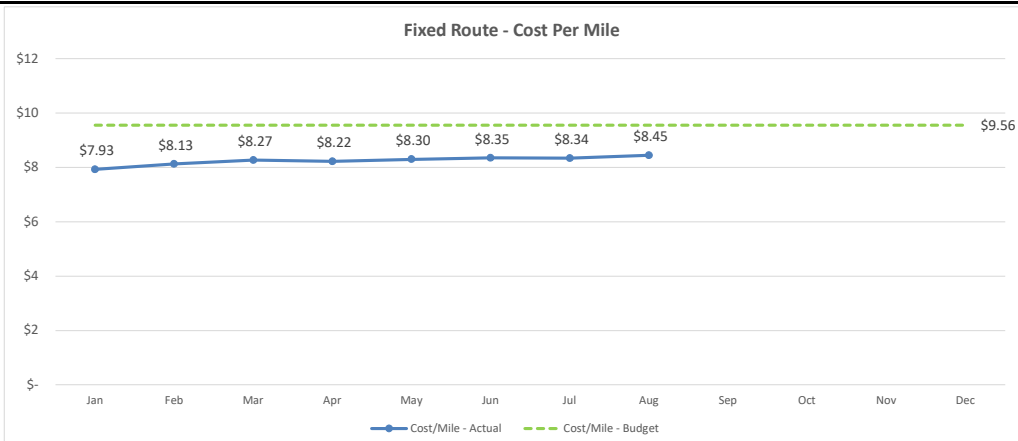
- YTD**
- YTD Salaries & Benefits \$4 M better than budget primarily due to hiring vacancies
  - DAR and ARC continue to run under budget (\$2.7 M)
  - Current year includes expanded services that weren't added until June & August of 2021
  - Timing of invoicing and project starts for various Professional Services support



**Significant Items to Note:**

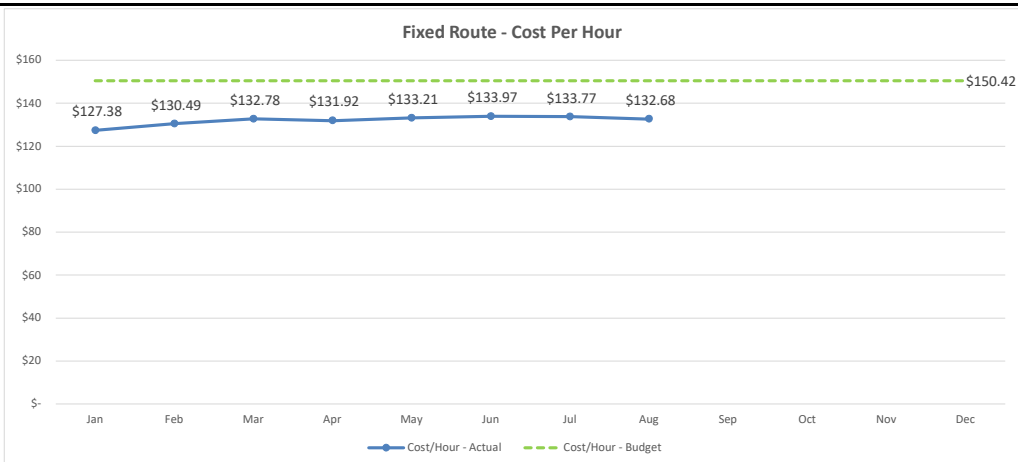
- YTD Salaries & Benefits are better than budget for Operations & Dial-A-Ride primarily due to hiring vacancies
- Dial-A-Ride demand has not returned to pre-pandemic levels
- Projects/Professional Services are under budget primarily due to straight-line budget vs timing of actual costs
- Contracted Services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



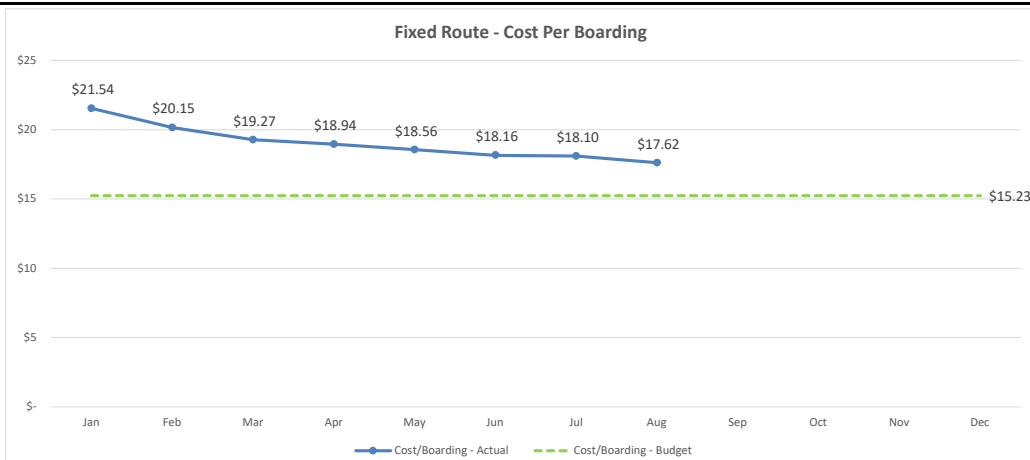
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ 9,428,342	\$ 11,873,521	\$ 14,373,320	\$ 16,694,873	\$ 19,176,574	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	283,577	553,395	856,603	1,146,658	1,429,978	1,721,054	2,000,713	2,270,156	-	-	-	-
Percent of Budget	83%	85%	87%	86%	87%	87%	87%	88%				

### 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	\$ 19,176,574	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	17,660	34,471	53,376	71,470	89,134	107,290	124,800	144,535	-	-	-	-
Percent of Budget	85%	87%	88%	88%	89%	89%	89%	88%				

### Cost Per Boarding

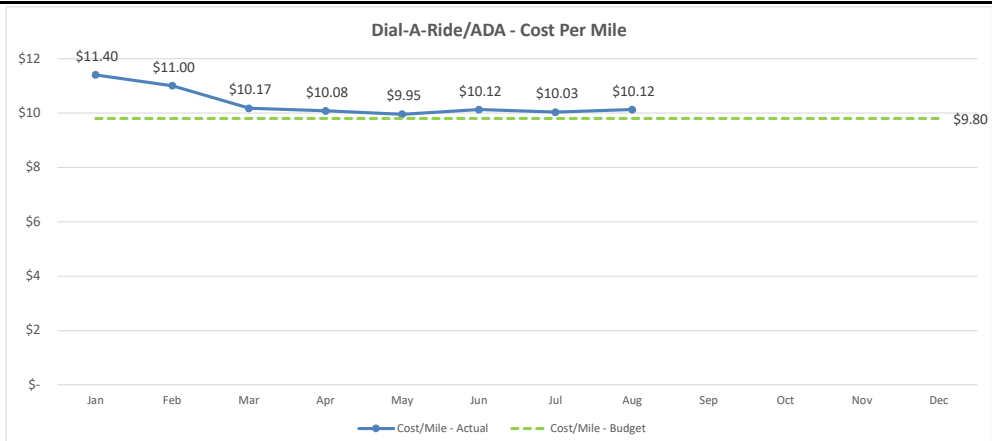


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 2,249,611	\$ 4,498,234	\$ 7,087,212	\$ 9,428,342	\$ 11,873,521	\$ 14,373,320	\$ 16,694,873	\$ 19,176,574	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	104,416	223,291	367,861	497,739	639,840	791,691	922,214	1,088,575	-	-	-	-
Percent of Budget	141%	132%	126%	124%	122%	119%	119%	116%				

#### Legend for Percent of Budget:

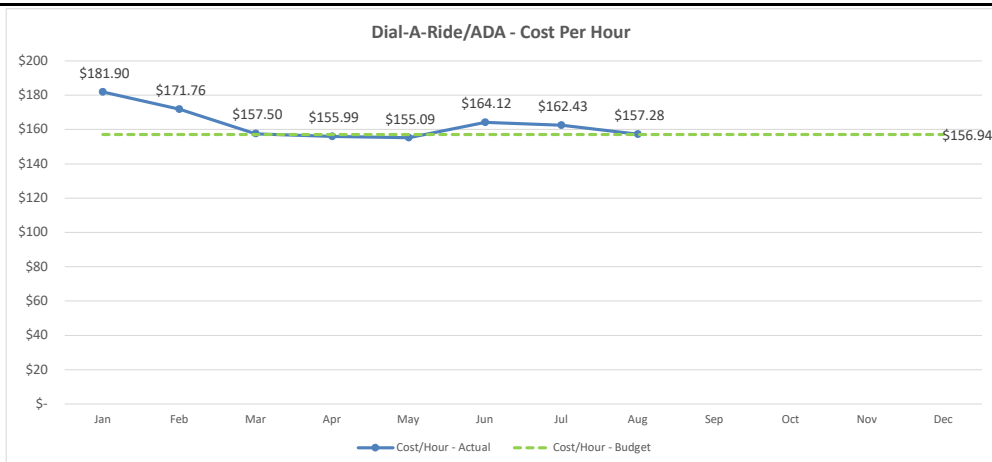
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

### Cost Per Mile



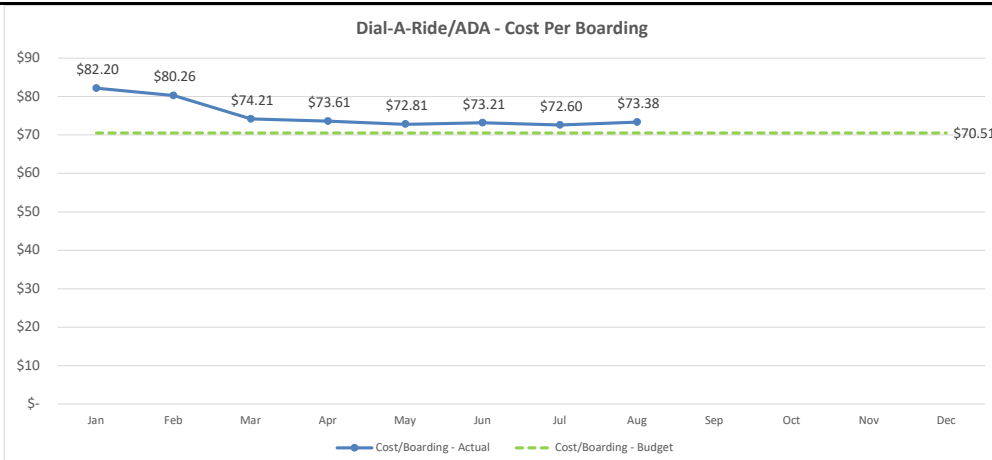
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ 10,335,106	\$ -	\$ -	\$ -	\$ -
Cumulative Miles	105,949	220,086	361,615	490,819	631,816	755,152	885,750	1,021,159	-	-	-	-
Percent of Budget	116%	112%	104%	103%	102%	103%	102%	103%				

### 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	\$ 10,335,106	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	6,639	14,093	23,354	31,704	40,539	46,572	54,672	65,713	-	-	-	-
Percent of Budget	116%	109%	100%	99%	99%	105%	103%	100%				

### Cost Per Boarding

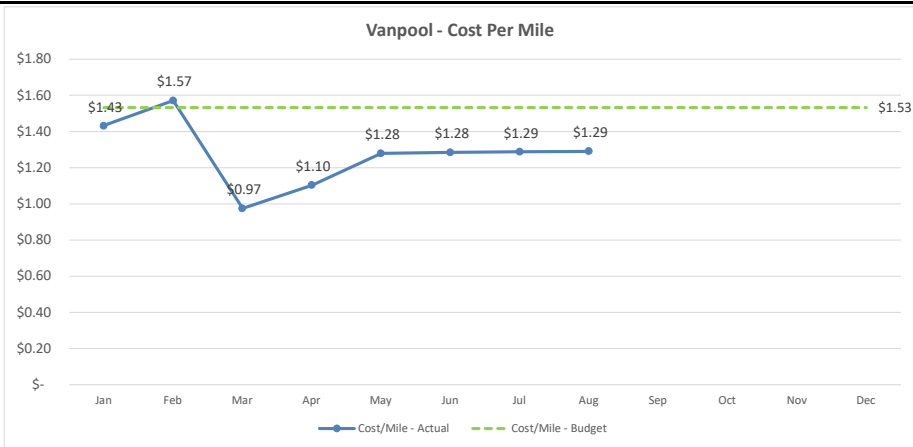


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ 10,335,106	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	14,692	30,158	49,566	67,186	86,353	104,402	122,310	140,838	-	-	-	-
Percent of Budget	117%	114%	105%	104%	103%	104%	103%	104%				

#### Legend for Percent of Budget:

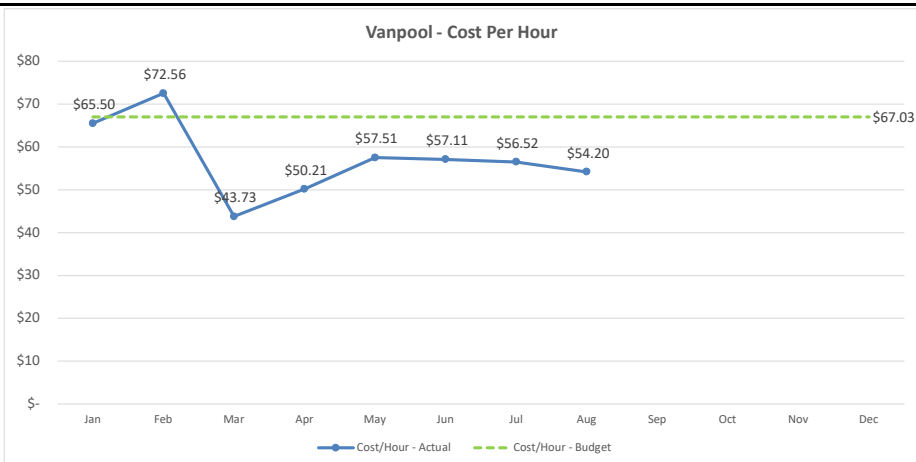
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

### Cost Per Mile



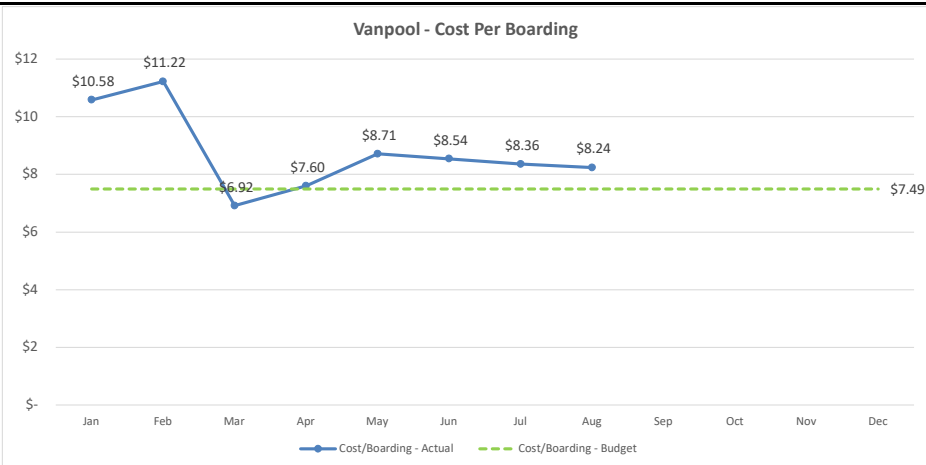
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Cost	\$ 142,234	\$ 292,129	\$ 276,954	\$ 445,155	\$ 624,280	\$ 823,754	\$ 998,738	\$ 1,193,534	\$ -	\$ -	\$ -	\$ -
Total Miles	99,335	185,957	284,120	403,514	487,937	641,308	775,217	924,302	-	-	-	-
B (W) than Budget	93%	103%	64%	72%	84%	84%	84%	84%				

### 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	\$ 1,193,534	\$ -	\$ -	\$ -	\$ -
Cumulative Hours	2,172	4,026	6,334	8,865	10,855	14,423	17,671	22,022	-	-	-	-
Percent of Budget	98%	108%	65%	75%	86%	85%	84%	81%				

### 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	\$ 1,193,534	\$ -	\$ -	\$ -	\$ -
Cumulative Boarding	13,437	26,032	40,048	58,536	71,659	96,425	119,520	144,836	-	-	-	-
Percent of Budget	141%	150%	92%	102%	116%	114%	112%	110%				

#### 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 Aug 2022**

	<b>2022 Total Budget</b>	<b>2022 Budget Year to Date</b>	<b>Actual To Date Aug 2022</b>	<b>% Actuals B (W) Budget YTD</b>	<b>Actual To Date Aug 2021</b>	<b>% 2022 B (W) 2021</b>
<b>Operating Revenues</b>						
Bus Passes	\$ 612,300	\$ 408,200	\$ 356,282	-12.7%	\$ 139	255721.0%
Bus Cash	369,700	246,467	176,941	-28.2%	-	0.0%
Dial-A-Ride/ADA	138,000	92,000	131,440	42.9%	59	222680.4%
General Demand (Prosser) **	16,400	10,933	3,557	-67.5%	-	0.0%
Vanpool	810,000	540,000	448,330	-17.0%	358,028	25.2%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	133,333	14,064	-89.5%	-	0.0%
Fares	2,146,400	1,430,933	1,130,614	-21.0%	358,226	215.6%
Local Sales Tax (Operating Portion)	35,009,550	22,545,313	24,382,415	8.1%	28,342,359	-14.0%
Operating Grants	1,370,697	913,798	1,333,860	46.0%	33,333	3901.6%
CARES Act Funds	18,885,353	12,590,235	10,214,376	-18.9%	7,612,264	34.2%
Miscellaneous	374,200	249,467	671,332	169.1%	251,861	166.5%
<b>Total Operating Revenues</b>	<b>\$ 57,786,200</b>	<b>\$ 37,729,747</b>	<b>\$ 37,732,598</b>	<b>0.0%</b>	<b>\$ 36,598,044</b>	<b>3.1%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 22,073,300	\$ 14,715,533	\$ 13,436,953	8.7%	\$ 11,865,178	-13.2%
Dial-A-Ride/ADA	13,654,170	9,102,780	6,890,052	24.3%	6,397,689	-7.7%
General Demand (Prosser) **	560,400	373,600	232,303	37.8%	254,687	8.8%
Vanpool	1,680,200	1,120,133	680,215	39.3%	820,514	17.1%
Maintenance	3,512,900	2,341,933	2,293,106	2.1%	1,652,782	-38.7%
<b>Purchased Transportation</b>						
Contracted Services - VIA	1,700,000	1,133,333	1,569,782	-38.5%	266,473	-489.1%
Contracted Services - ARC	1,487,600	991,733	492,405	50.3%	502,613	2.0%
<b>Administration</b>						
HR	2,131,900	1,421,267	1,434,281	-0.9%	1,094,580	-31.0%
Safety / Training	1,270,700	847,133	622,006	26.6%	741,505	16.1%
Executive / Administrative Services	5,821,400	3,880,933	3,300,702	15.0%	2,755,114	-19.8%
Marketing / Customer Service	2,321,330	1,547,553	993,256	35.8%	920,815	-7.9%
Planning / Service Development	1,572,300	1,048,200	740,519	29.4%	672,519	-10.1%
<b>* Total Operating Expenditures</b>	<b>\$ 57,786,200</b>	<b>\$ 38,524,133</b>	<b>\$ 32,685,580</b>	<b>15.2%</b>	<b>\$ 28,691,390</b>	<b>-13.9%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ (794,387)</b>	<b>\$ 5,047,018</b>		<b>\$ 7,906,653</b>	
<b>Capital Expenditures</b>						
Local	\$ 27,829,006	\$ 18,552,671	\$ 2,296,245	-87.6%	\$ 991,624	131.6%
State	3,908,284	2,605,523	58,748	-97.7%	2,701	2074.8%
Federal	4,414,765	2,943,177	10,646	-99.6%	-	0.0%
<b>Total Capital Expenditures</b>	<b>\$ 36,152,055</b>	<b>\$ 24,101,370</b>	<b>\$ 2,365,638</b>	<b>-90.2%</b>	<b>\$ 994,326</b>	<b>137.9%</b>

\* Excludes budgeted GASB 68 year-end pension adjustment.

\*\* Beginning in August 2022, Prosser costs are no longer being separately recorded.

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

<b>2022 YTD Actual Allocated Cost Per(s)</b>	<b>Fixed Route</b>	<b>Dial-A-Ride</b>	<b>General Demand (Prosser)</b>	<b>Vanpool</b>	<b>Contracted Paratransit</b>	<b>Contracted Services (Via)</b>	<b>Combined</b>
Fares	\$ 533,223	\$ 131,440	\$ 3,557	\$ 448,330	\$ -	\$ 14,064	\$ 1,130,614
Direct Cost	\$ 13,436,953	\$ 6,890,052	\$ 232,303	\$ 680,215	\$ 492,405	\$ 1,569,782	\$ 23,301,711
Allocated Cost	\$ 5,455,451	\$ 3,374,650	\$ 138,504	\$ 415,264	\$ -	\$ -	\$ 9,383,869
Depreciation - Local (Vehicle only)	\$ 284,169	\$ 70,404	\$ 278	\$ 98,055	\$ 4,810	\$ -	\$ 457,716
Cost for Farebox Recovery Ratio	\$ 19,176,574	\$ 10,335,106	\$ 371,085	\$ 1,193,534	\$ 497,215	\$ 1,569,782	\$ 33,143,296
Boarding	1,088,575	140,838	2,475	144,836	20,576	69,800	1,467,100
Revenue Miles	2,270,156	1,021,159	11,483	924,302	52,079	612,938	4,892,117
Revenue Hours	144,535	65,713	603	22,022	2,531	30,033	265,438
<b>Cost per Boarding</b>	<b>\$ 17.62</b>	<b>\$ 73.38</b>	<b>\$ 184.00</b>	<b>\$ 8.24</b>	<b>\$ 24.16</b>	<b>\$ 22.49</b>	<b>\$ 22.59</b>
<b>Cost per Rev Mile</b>	<b>\$ 8.45</b>	<b>\$ 10.12</b>	<b>\$ 32.32</b>	<b>\$ 1.29</b>	<b>\$ 9.55</b>	<b>\$ 2.56</b>	<b>\$ 6.77</b>
<b>Cost per Rev Hour</b>	<b>\$ 132.68</b>	<b>\$ 157.28</b>	<b>\$ 615.40</b>	<b>\$ 54.20</b>	<b>\$ 196.45</b>	<b>\$ 52.27</b>	<b>\$ 124.86</b>
<b>Farebox Recovery</b>	<b>2.8%</b>	<b>1.3%</b>	<b>1.0%</b>	<b>37.6%</b>	<b>0.0%</b>	<b>0.9%</b>	<b>3.4%</b>

**Directly Operated Transportation**

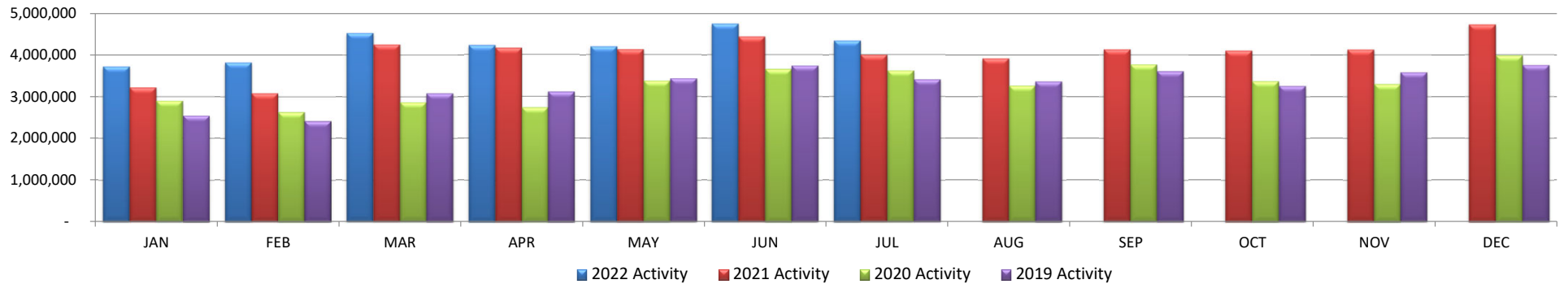
<b>2022 YTD Budgeted Allocated Cost Per(s)</b>	<b>Fixed Route</b>	<b>Dial-A-Ride</b>	<b>General Demand (Prosser)</b>	<b>Vanpool</b>	<b>Contracted Paratransit</b>	<b>Contracted Services (Via)</b>	<b>Combined</b>
Fares	\$ 654,667	\$ 92,000	\$ 10,933	\$ 540,000	\$ -	\$ 133,333	\$ 1,430,933
Direct Cost	\$ 14,715,533	\$ 9,102,780	\$ 373,600	\$ 1,120,133	\$ 991,733	\$ 1,133,333	\$ 27,437,113
Allocated Cost	\$ 6,447,709	\$ 3,811,990	\$ 163,371	\$ 479,221	\$ -	\$ -	\$ 10,902,292
Depreciation - Local (Vehicle only)	\$ 296,503	\$ 58,633	\$ 141	\$ 98,802	\$ 4,837	\$ -	\$ 458,916
* Cost for Farebox Recovery Ratio	\$ 21,459,746	\$ 12,973,403	\$ 537,112	\$ 1,698,157	\$ 996,571	\$ 1,133,333	\$ 38,798,321
Boarding	1,408,667	184,000	17,333	226,667	52,000	20,667	1,909,333
Revenue Miles	2,245,333	1,324,000	97,333	1,108,667	148,667	250,667	5,174,667
Revenue Hours	142,667	82,667	4,533	25,333	9,333	24,000	288,533
<b>Cost per Boarding</b>	<b>\$ 15.23</b>	<b>\$ 70.51</b>	<b>\$ 30.99</b>	<b>\$ 7.49</b>	<b>\$ 19.16</b>	<b>\$ 54.84</b>	<b>\$ 20.32</b>
<b>Cost per Rev Mile</b>	<b>\$ 9.56</b>	<b>\$ 9.80</b>	<b>\$ 5.52</b>	<b>\$ 1.53</b>	<b>\$ 6.70</b>	<b>\$ 4.52</b>	<b>\$ 7.50</b>
<b>Cost per Rev Hour</b>	<b>\$ 150.42</b>	<b>\$ 156.94</b>	<b>\$ 118.48</b>	<b>\$ 67.03</b>	<b>\$ 106.78</b>	<b>\$ 47.22</b>	<b>\$ 134.47</b>
<b>Farebox Recovery</b>	<b>3.1%</b>	<b>0.7%</b>	<b>2.0%</b>	<b>31.8%</b>	<b>0.0%</b>	<b>11.8%</b>	<b>3.7%</b>

**August 2022 Actuals Better (Worse) than  
Budget**

<b>Cost per Boarding</b>	<b>\$ (2.38)</b>	<b>\$ (2.88)</b>	<b>\$ (153.01)</b>	<b>\$ (0.75)</b>	<b>\$ (5.00)</b>	<b>\$ 32.35</b>	<b>\$ (2.27)</b>
<b>Cost per Rev Mile</b>	<b>\$ 1.11</b>	<b>\$ (0.32)</b>	<b>\$ (26.80)</b>	<b>\$ 0.24</b>	<b>\$ (2.84)</b>	<b>\$ 1.96</b>	<b>\$ 0.72</b>
<b>Cost per Rev Hour</b>	<b>\$ 17.74</b>	<b>\$ (0.34)</b>	<b>\$ (496.92)</b>	<b>\$ 12.84</b>	<b>\$ (89.67)</b>	<b>\$ (5.05)</b>	<b>\$ 9.60</b>

\* 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	4,335,247						29,562,162	\$ 29,562,162
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	\$ 27,270,824
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	\$ 21,784,008
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	\$ 21,745,631
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	-	-	-	-	-	2,291,338	
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%	8.5%						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	\$ 26,921,218
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	\$ 22,742,784
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	\$ 22,055,112
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	\$ 21,740,000
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	-	-	-	-	-	2,640,943	9.8%
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	19.9%
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	0.0%

## Ben Franklin Transit Treasurer's Report

Date: October 14, 2022

To: Ben Franklin Transit Board of Directors

From: Jeff Lubeck, Financial Services Director

Subject: Treasurer's Report - As of Sep 30, 2022

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

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		2.5613%	Open	\$ 48,610,838	71.5%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	-	0.0%
<b>Subtotal Investments</b>				<b>48,610,838</b>	<b>71.5%</b>
Check Book Balance, Petty Cash, & Travel Account				* 19,380,954	28.5%
					100.0%

### Total Cash and Equivalents on Hand

**\$ 67,991,792**

### Less Reserve Funds

Operating Reserves	(14,522,000)
Fuel Reserves	(1,776,250)
Fleet Replacement Reserves	(6,860,236)
Non-Fleet Capital Reserves	(3,940,937)
<b>Total Reserves</b>	<b>(27,099,423)</b>

**Subtotal Funds Available**

**40,892,369**

### Local Funds for Current Capital Projects

<b>Approved Budget</b>	<b>12 Month Estimate</b>	<b>(18,846,003)</b>
(1,380,001)	(1,766,459)	
(18,693,933)	(7,123,267)	
(15,948,729)	(6,534,797)	
(4,838,077)	(1,034,732)	
(2,658,542)	(2,386,748)	

### Net Funds Available

**\$ 22,046,366**

