



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, June 8, 2023, at 6 p.m.**

**Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, 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>  | Anel Montejano   |
| <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. Recognitions</b>                                       |                  |
| A. Resolution 26-2023 Cathy Christianson Retirement (page 5) | Tom McCormick    |
| <b>7. Consent Agenda</b>                                     |                  |
| A. May 11, 2023, Regular Board Meeting Minutes (page 6)      |                  |
| B. May Voucher Summary (page 10)                             |                  |

C. Resolution 27-2023 Amend Ben Franklin Transit and Columbia Basin College Transportation  
Pass Agreement (*page 26*)

**8. Staff Reports & Comments**

A. Legal Report

Jeremy Bishop

B. General Manager's Report

Rachelle Glazier

**9. Board Member Comments**

**10. Executive Session**

**11. Other**

**12. Next Meeting**

Regular Board Meeting – Thursday, July 13, 2023, at 6 p.m.

**13. Adjournment**



## **JUNTA DIRECTIVA REUNIÓN ORDINARIA**

**Jueves, 08 de Junio de 2023, a las 6 p.m.**

**Edificio de la Administración del Condado de Benton, Sala 303  
7122 W. Okanogan Place Building E, Kennewick, Washington**

*Aviso: Las opciones de asistencia a las reuniones incluyen en presencial y 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=OGg1amhEQXA0RG5ORTdqNnFpRGN5dz09>

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

**ID de Reunión: 989 6217 8731 / Contraseña: 833979**

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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>   | Anel Montejano        |
| <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. Reconocimientos</b>   |                       |
| A. Resolución 26-2023 Jubilación de Cathy Christianson (página 5)           | Tom McCormick         |
| <b>7. Agenda de consentimiento</b>  |                       |
| A. 11 de Mayo de 2023, Actas de la reunión ordinaria de la Junta (página 6) |                       |
| B. Resumen de los comprobantes de Mayo (página 10)                          |                       |

C. Resolución 27-2023 Enmendar el Acuerdo sobre el Abono Transporte entre Ben Franklin Transit y Columbia Basin College (*página 26*)

**8. Informes y comentarios del personal**

A. Informe Jurídico

Jeremy Bishop

B. Informe del Director General

Rachelle Glazier

**9. Comentarios de los miembros de la Junta**

**10. Sesión ejecutiva**

**11. Otros**

**12. Próxima reunión**

Reunión ordinaria de la Junta - Jueves, 13 de Julio de 2023, a las 6 p.m.

**13. Aplazamiento**

**BEN FRANKLIN TRANSIT**

**RESOLUTION XX-2023**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE  
CATHY CHRISTIANSON'S 32 YEARS OF SERVICE**

WHEREAS, Cathy Christianson has spent over 32 years as a Ben Franklin Transit (BFT) coach operator. Cathy has been recognized repeatedly for her outstanding customer service to the community she serves. Thank you, Cathy, for your many years of service and positive impact on our customers, the agency, and your fellow employees; and

WHEREAS, Cathy Christianson submitted a letter of retirement to BFT with an effective date of May 19, 2023;

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

1. Cathy Christianson served BFT and the Tri-Cities community as a coach operator for over thirty-two (32) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Coach Operator Cathy Christianson for her professional efforts on behalf of the employees, customers, and agency. Cathy, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held June 8, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Janet M. Brett, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 11, 2023, at 6 p.m.

Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, Washington

*Meeting attendance options included in-person and virtual 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. 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 via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present via Zoom

**BFT Staff:** Rachelle Glazier, Janet Brett, Imelda Collop, Chad Crouch, Sarah Funk, Gabe Martin, Tom McCormick, Frank Moreno, Michelle Olk, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Slinger, Rich Starr, Jenny Stenkamp, Kathryn Wall

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

#### 3. PLEDGE OF ALLEGIANCE

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

#### 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.

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

6. **RECOGNITIONS**

**A. Student Art Contest Winners**

Senior Manager of Customer Experience Brian Lubanski presented this year's BFT Student Art Contest winners and their teachers.

**Digital Winners:**

First Place: Guillermo Medellin Mendoza, Tri-Tech Skills Center; Teacher Megan Cook

Second Place: Soleil Olivera, Chiawana High School; Teacher Loretta Hanson

Third Place: Allison Farthing, Southridge High School; Teacher Michelle McBride

**Traditional Winners:**

First Place: Ryan Montgomery, Southridge High School; Teacher Michelle McBride

Second Place: Paul Erickson, Kamiakin High School; Teacher Leah Kennedy

Third Place: Zayden Valdez, Riverview High School; Teacher Danielle Helvie-Juarez

7. **CONSENT AGENDA**

Chair McKay presented the Consent Agenda items and invited a motion.

**A. April 13, 2023, Regular Board Meeting Minutes**

**B. April Voucher Summary**

**C. Resolution 20-2023 Authorizing the General Manager to Reinstate 12 Vehicles Originally Identified as Surplus in Resolution 34-2022**

**D. Resolution 21-2023 Authorizing the General Manager to Extend Contract #1092 with The Arc of Tri-Cities**

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

8. **ACTION ITEMS**

**A. Resolution 22-2023, Authorizing the General Manager to Enter into a Sole Source Contract with AvailTec**

General Manager Rachelle Glazier presented a resolution to enter into a sole source contract with AvailTec to upgrade the Fleet-Net product to a cloud-based software application.

*Director Bloom moved for approval of Resolution 22-2023, and the motion was seconded by Director Sandretto; it passed unanimously.*

**B. Policy Revisions**

Chief People Officer Michelle Olk presented three updated policies for Board approval.

**i. Resolution 23-2023, Approve Policy HR-001, Equal Employment Opportunity**

*Director Bloom moved for approval of Resolution 23-2023. The motion was seconded by Director Becken and passed unanimously.*

**ii. Resolution 24-2023, Approve Policy HR-003, Anti-Harassment**

*Director Bloom moved for approval of Resolution 24-2023. The motion was seconded by Director Becken and passed unanimously.*

**iii. Resolution 25-2023, Approve Policy HR-004, Workplace Violence**

*Director Bloom moved for approval of Resolution 25-2023. The motion was seconded by Director Becken and passed unanimously.*

**9. DISCUSSION & INFORMATIONAL ITEMS**

**A. Q1 Agency Performance Report**

Chief Planning & Development Officer Kevin Sliger presented the First Quarter 2023 Agency Performance Report highlighting ridership data, construction projects, and community events. A discussion was held on the possibility of providing free fares to veterans.

**B. 2023 Special Event Fares**

Mr. Sliger presented information on fares for upcoming special events and a future special event policy. He also provided Board members with a copy of the existing Policy on Charter Services, Policy Number PLN-115. After discussion among Board members regarding fare options, the decision was made to charge regular fare for the River of Fire and the Benton-Franklin Fair & Rodeo and accept donations for Art in the Park and Water Follies shuttles, with the donations benefiting Ben Franklin Transit, potentially offsetting free fares for veterans.

**10. STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy Bishop shared no news equals good news.

**B. General Manager's Report**

General Manager Rachelle Glazier reported that EMT members attended the Tri-City Regional Chamber Hanford Update Luncheon in Richland, and the presenter mentioned the pilot we are working on to provide bus shuttle service to the area. The employee picnic is scheduled for June 11, and the bus rodeo is scheduled for June 25. Board members will also be receiving an invitation to the Queensgate groundbreaking ceremony on May 23 at 10 a.m.

EMT members have been doing executive field visits twice a month, and they have been well received. Vinyl flags have been ordered for all buses, and we hope to have them on the buses in time for Flag Day, June 14. All our operator positions have been filled. Our first Citizens Advisory Network (CAN) meeting went very well, and we'll be hosting those meetings monthly. This is Janet's last Board meeting; she has been promoted and is now the Manager of Communications. We have a new Clerk of the Board starting Monday, and her name is Anel.

Ms. Glazier also announced that the APTA Conference and EXPO registration opened this week, so information will be sent to Board members to determine if they'd like to attend. It will be held in October in Orlando this year.

**11. BOARD MEMBER COMMENTS**

Director Bloom shared that Mr. Lubanski attended an event at the West Richland Senior Center, and a lot of people were surprised to learn that bus service is accessible to them.

**12. EXECUTIVE SESSION**

No Executive Session was held.

**13. OTHER**

There were no other agenda items.

**14. NEXT MEETING**

The next meeting will be held Thursday, June 8, 2023, at 6 p.m.

**15. ADJOURNMENT**

Chair McKay adjourned the meeting at 7:06 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

*Sarah Funk*

Thursday, June 8, 2023

Jun 2, 2023

To: Ben Franklin Board of Directors  
 From: Sarah Funk, Chief Financial Officer  
 RE: Vouchers for May 2023

May 2023 vouchers totaled \$4,874,679.24. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
FOWLER	Contracted Services	\$ 1,425,413.54
NW ADMIN TRANSFER	Insurance	\$ 429,181.40
IRS	Federal Income Tax on Wages	\$ 418,226.71
DEPT OF RETIREMENT SYSTEMS	PERS	\$311,409.55
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 217,955.67
STATE OF WASHINGTON	Insurance	\$ 125,243.48
WESTERN CONFERENCE OF	Teamsters Pension	\$ 83,682.36
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 50,299.04
WENAHА GROUP INC	Contracted Services	\$ 42,275.77
COURVAL SCHEDULING	Software	\$ 34,092.00
WEX BANK	Fuel	\$ 32,010.43
WA STATE TRANSIT ASSOCIATION	Membership Dues	\$ 32,000.00
SIEFKEN & SONS CONSTRUCTION INC	Contracted Services	\$ 28,084.58
US BANKCARD	Travel/Merchandise	\$ 26,454.29
CDW GOVERNMENT INC.	Software	\$ 19,556.28
KPFF INC	Contracted Services	\$ 16,656.45
TEAMSTERS UNION	Payroll Deductions	\$ 16,578.50
CITY OF RICHLAND	Utilities	\$ 15,108.42
BRIDGESTONE AMERICAS INC	Tire Lease	\$ 15,060.01
FGL LLC	Lease	\$ 14,847.75
CUMMINS INC	Vehicle Parts	\$ 12,067.58
ANR GROUP INC	Contracted Services	\$ 11,043.20
WA STATE AUDITOR		\$ 10,619.49
ROACH LAW OFFICES LLP	Legal Services	\$ 10,605.00
ICMA RETIREMENT CORP	Retirement	\$ 10,347.97

Total Significant Vendors		\$3,408,819.47
Payroll Total	\$	1,231,360.56
Total Non-Significant Vendors	\$	234,499.21
<b>GRAND TOTAL</b>	<b>\$</b>	<b>4,874,679.24</b>

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
Benton County, Washington, do hereby certify that the payroll related services, herein specified have been  
received and that the following checks are approved for payment for the month of May 2023.

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
509-23	80948	80949	5/5/2023	608,723.18 Payroll
510-23	80950	80951	5/19/2023	622,637.38 Payroll
			<b>Total</b>	<b>\$ 1,231,360.56</b>

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AUTHORITY MEMBER  
6/08/2023

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have  
 been received and that the following checks are approved for payment for the month of May 2023.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
145-23	84321 84350	5/3/2023	786,227.57	MDSE
146-23	ACH TRANS	5/5/2023	429,181.40	ACH TRANS
147-23	84351 84373	5/5/2023	34,089.08	MDSE
148-23	84374 84410	5/16/2023	0.00	Void/Check Errc
149-23	84411 84447	5/18/2023	93,440.08	MDSE
150-23	84448 84526	5/19/2023	377,682.76	MDSE
151-23	ACH TRANS	5/19/2023	741,463.28	ACH TRANS
152-23	ACH TRANS	5/12/2023	26,454.29	ACH TRANS
153-23	ACH TRANS	5/26/2023	32,010.43	ACH TRANS
154-23	84527 84569	5/30/2023	1,122,769.79	MDSE

**Total \$ 3,643,318.68**

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**AUTHORITY MEMBER**  
 6/08/2023

May 2023 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members June 02, 2023.

**ACTION: As of this date, June 08, 2023, I, \_\_\_\_\_**  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
509-23	80948	80949	5/5/2023	608,723.18 Payroll
510-23	80950	80951	5/19/2023	622,637.38 Payroll
			<b>Total</b>	<b>\$ 1,231,360.56</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
145-23	84321	84350	5/3/2023	786,227.57 MDSE
146-23	ACH TRANS		5/5/2023	429,181.40 ACH TRANS
147-23	84351	84373	5/5/2023	34,089.08 MDSE
148-23	84374	84410	5/16/2023	0.00 Void/Check Errc
149-23	84411	84447	5/18/2023	93,440.08 MDSE
150-23	84448	84526	5/19/2023	377,682.76 MDSE
151-23	ACH TRANS		5/19/2023	741,463.28 ACH TRANS
152-23	ACH TRANS		5/12/2023	26,454.29 ACH TRANS
153-23	ACH TRANS		5/26/2023	32,010.43 ACH TRANS
154-23	84527	84569	5/30/2023	1,122,769.79 MDSE
			<b>Total</b>	<b>\$ 3,643,318.68</b>

Check Register Nos. 509-23 to 510-23 and 145-23 to 154-23 in the total amount of: **\$ 4,874,679.24**

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

# CHECK REGISTER CERTIFICATION

## PAYROLL

CHECK REGISTER NUMBER 509-23

CHECK NUMBERS	80948-80949	\$ 2,314.20
ACH TRANSFER		\$ 606,408.98

PAYROLL DATE            MAY 05, 2023

PURPOSE: PPE 04/29/2023    AMOUNT: \$608,723.18

"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."

Sarah Funk  
AUDITOR

5/3/2023  
DATE

# CHECK REGISTER CERTIFICATION

## PAYROLL

CHECK REGISTER NUMBER 510-23

CHECK NUMBERS	80950-80951	\$ 2,573.04
ACH TRANSFER		\$ 620,064.34

PAYROLL DATE            MAY 19, 2023

PURPOSE: PPE 05/13/2023    AMOUNT: \$622,637.38

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

5/19/2023

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 145-23

CHECK NUMBERS 84321 to 84350

DATE 5/3/2023

PURPOSE AP MAY23A VOUCHERS AMOUNT \$786,227.57

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

*Sarah Fink*

AUDITOR

May 9, 2023

DATE

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

CHECK REGISTER NUMBER: 146-23

**ACH WIRE TRANSFERS**

DATE: 5/5/23

PURPOSE:

<b>N.W. ADMIN TRANSFER ACCOUNT</b>	<b><u>\$429,181.40</u></b>
	<b><u><u>\$429,181.40</u></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."

*Sarah Finb*

\_\_\_\_\_  
AUDITOR

**May 10, 2023**

\_\_\_\_\_  
DATE

TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 147-23

CHECK NUMBERS 84351 to 84373

DATE 5/5/2023

PURPOSE AP MAY23B VOUCHERS AMOUNT \$34,089.08

"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."

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

May 9, 2023

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 148-23

CHECK NUMBERS 84374 to 84410 VOID DUE TO CHECK # ERROR

DATE 5/16/2023

PURPOSE AP MAY23C VOUCHERS AMOUNT \$0

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

**Jun 2, 2023**

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 149-23

CHECK NUMBERS 84411 to 84447

DATE 5/18/2023

PURPOSE AP MAY23D VOUCHERS AMOUNT \$93,440.08

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

May 18, 2023

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 150-23

CHECK NUMBERS 84448 to 84526

DATE 5/19/2023

PURPOSE AP MAY23E VOUCHERS AMOUNT \$377,682.76

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

May 19, 2023

\_\_\_\_\_  
DATE

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

**CHECK REGISTER NUMBER:**        151-23

**ACH WIRE TRANSFERS**

**DATE:** 5/19/23

**PURPOSE:**

<b>AW REHN</b>	<b>\$1,588.31</b>
<b>DEPT OF RETIREMENT SYSTEMS</b>	<b>\$311,409.55</b>
<b>DEPT OF RETIREMENT SYSTEMS-DCP</b>	<b>\$2,622.48</b>
<b>HRA VEBA TRUST</b>	<b>\$4,620.00</b>
<b>IRS</b>	<b>\$418,226.71</b>
<b>SAMBA HOLDINGS</b>	<b>\$429.79</b>
<b>WA STATE SUPPORT</b>	<b>\$2,565.44</b>
	<b>\$741,463.28</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."

*Sarah Fink*

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

May 31, 2023

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

**TEMPLATE:** T:\USER\Accounting\Accounts Payable\AP\WARREGACH  
**COMPLETE:** T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

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

**CHECK REGISTER NUMBER:**        152-23

**ACH WIRE TRANSFERS**

**DATE:** 05/12/2023

**PURPOSE:**

<b>US BANK CARD</b>	<b>\$26,454.29</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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

**May 30, 2023**

\_\_\_\_\_  
DATE

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

**CHECK REGISTER NUMBER:**        153-23

**ACH WIRE TRANSFERS**

**DATE:** 05/26/2023

**PURPOSE:**

<b>WEX</b>	<b>\$32,010.43</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."

*Sarah Fink*  
\_\_\_\_\_  
**AUDITOR**

**May 30, 2023**  
\_\_\_\_\_  
**DATE**

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 154-23

CHECK NUMBERS 84527 to 84569

DATE 5/30/2023

PURPOSE AP MAY23F VOUCHERS AMOUNT \$1,122,769.79

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

May 30, 2023

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DATE

# Memorandum

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Date: June 8, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Amend Ben Franklin Transit and Columbia Basin College Transportation Pass Agreement #893

## **Background**

BFT has received requests from both Columbia Basin College (CBC) and Washington State University (WSU) to extend the College Pass Program to eligible Dial-A-Ride (DAR) clients who are enrolled in these two higher education institutions. Both institutions collect activity fees from all registered students. A portion of the fees collected is used to reimburse BFT for transit services that are provided. Students who are not physically able to use BFT's fixed route services have voiced concern about the inequity of not permitting their student IDs to be honored on comparable public transportation services. BFT evaluated DAR usage of both WSU and CBC and determined that the financial impacts were insignificant.

To further align the two existing college pass programs, it is recommended to eliminate the annual renewal of the CBC contract and instead insert WSU language that automatically renews the agreement until one of the parties petitions to terminate the agreement.

The following language is included in the **current** Agreement #893:

3.0 *Term of agreement.* This Agreement shall take effect on September 1, 2011. Unless terminated or extended by written agreement of the Parties, this Agreement shall continue in effect until June 30, 2012. The Agreement may be extended or renewed before the termination date.  
\*Note: The CBC Agreement has been amended annually since June 2012.

5.5 *Transit Access.* BFT/PTBA shall allow each student, faculty and staff member displaying a valid CBC-PASS Sticker on his/her valid CBC ID card to ride on all parts of the regular route transportation system, excluding paratransit services, without additional charge. The holder shall receive a credit of \$1.25 toward any premium service excluding Dial-A-Ride para-transit services. CBC-PASS Stickers are not valid on any other agency's system or special event services operated by BFT/PTBA. BFT/PTBA shall honor each CBC-PASS sticker issued under this Agreement.

The following **proposed** amendment modification language is included to accommodate the Term Agreement and DAR request:

- 3.0 *Term of agreement.* This Agreement shall be renewed for an additional year, until June 30, 2024, at which time it will automatically renew until either party terminates the Agreement with 30 business days written notice.
  
- 5.5 *Transit Access.* BFT/PTBA shall allow each student, faculty, and staff member displaying a valid CBC-PASS Sticker on his/her valid CBC ID card to ride all parts of the fixed route bus CONNECT system, and paratransit services without additional charge. CBC-PASS Stickers are not valid on any other agency’s system or special event services operated by BFT/PTBA. BFT/PTBA shall honor each CBC-PASS sticker issued under this Agreement.

All other provisions of the Agreement shall remain unchanged. Once approved by the Board, the following items will be addressed:

- Add CBC pass button to DAR/MTD (Rangers)
- Get information out to Dial-A-Ride drivers about allowable passes, including Via/CONNECT
- Update the quarterly invoicing process (Finance)

**Funding**

Budgeted: Local (minor change in amount and method of fare collection, potentially offset by an increase in ridership).  
Budget Source: N/A  
Funding Source: N/A

**Recommendation**

BFT staff recommend the Board of Directors authorize the General Manager to amend Agreement #893 and ratify an amendment that is approved by both parties.

Forwarded as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION XX-2023**

**A RESOLUTION TO AMEND BEN FRANKLIN TRANSIT AND COLUMBIA BASIN  
COLLEGE TRANSPORTATION PASS AGREEMENT #893**

WHEREAS, The Board approved Ben Franklin Transit and Columbia Basin College Transportation Pass Agreement #893 on September 1, 2011; and

WHEREAS, CBC has a desire to provide equitable incentives and benefits to all of their students, faculty, and staff which promote non-single occupancy vehicle (SOV) commuting; and

WHEREAS, CBC utilizes administrative funds and student activity fees to adequately cover the cost of providing BFT services per boarding basis; and

WHEREAS, Students who are not physically able to use fixed route services have voiced concern to CBC administrators about the inequity of not permitting their student IDs to be honored on comparable public transportation services;

WHEREAS, To align with the terms this agreement shall automatically renew;

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

1. An amendment to Ben Franklin Transit and Columbia Basin College Transportation Pass Agreement #893 be submitted that replaces the following two terms of agreement and transit access:
  - 3.0 *Term of agreement.* This Agreement shall be renewed for an additional year, until June 30, 2024, at which time it will automatically renew until either party terminates the Agreement with 30 business days written notice.
  - 5.5 *Transit Access.* BFT/PTBA shall allow each student, faculty and staff member displaying a valid CBC-PASS Sticker on his/her valid CBC ID card to ride all parts of the fixed route bus CONNECT system, and paratransit services without additional charge. CBC-PASS Stickers are not valid on any other agency's system or special event services operated by BFT/PTBA. BFT/PTBA shall honor each CBC-PASS sticker issued under this Agreement.
2. The General Manager be authorized to ratify an amendment to the Agreement that is approved by both parties.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, June 8, 2023, at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

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Janet M. Brett, Clerk of the Board

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Will McKay, Chair

APPROVED AS TO FORM BY:

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Jeremy J. Bishop, Legal Counsel



# Additional Board Information

## June 2023

1. Executive Committee Meeting Minutes of June 1, 2023
2. 90-Day Procurement Outlook as of May 24, 2023
3. Financial Report through April 2023



**EXECUTIVE COMMITTEE MEETING**  
**Thursday, June 1, 2023 – 4 p.m.**  
**Ben Franklin Transit – GM Conference Room**  
**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:** Steve Becken, Joseph Campos, David Sandretto, Will McKay, Chair

**Legal Counsel Present:** Jeremy Bishop

**BFT Staff:** Rachelle Glazier, Janet Brett, Chad Crouch, Rob Orvis, Joshua Rosas, Kevin Sliger, Rich Starr, Anel Montejano, Thomas McCormick

**1. Convene Committee Meeting**

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

**Proposed Board Agenda Action Items**

**2. Resolution XX-2023 Amend Ben Franklin Transit and Columbia**

General Manager Rachelle Glazier presented a resolution requesting Board approval to Amend Ben Franklin Transit and Columbia Basin College Transportation Pass Agreement.

Committee members moved this item to the Board Consent Agenda.

**Additional Documents in Executive Committee Packet**

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

Senior Manager of Procurement Rob Orvis presented the monthly report on upcoming procurement activities.

**4. Other**

There were no other agenda items.

**5. Adjourn**

The meeting was adjourned at 4:14 p.m.

**Next Executive Committee Meeting – Thursday, July 6, 2023, at 4 p.m.**





# **Financial Report Through April 2023**



## Financial Performance Overview - 2023 YTD Cumulative Totals

<b>Revenue &amp; Expenses</b>				
	Jan	Feb	Mar	Apr
<b><u>Revenue</u></b>				
YTD Budget	\$ 4,351,595	\$ 8,579,332	\$ 13,450,490	\$ 18,205,698
YTD Actual	4,984,010	9,466,447	15,929,184	21,459,274
Variance - B/(W)	632,415	887,115	2,478,694	3,253,576
Percentage	115%	110%	118%	118%
<b><u>Expenses - Operating</u></b>				
YTD Budget	\$ 3,894,858	\$ 7,789,715	\$ 11,684,573	\$ 15,579,430
YTD Actual	2,951,602	6,540,029	10,092,706	13,332,562
Variance - B/(W)	943,256	1,249,686	1,591,866	2,246,869
Percentage	76%	84%	86%	86%
<b><u>Expenses - Admin</u></b>				
YTD Budget	\$ 1,025,019	\$ 2,050,038	\$ 3,075,057	\$ 4,100,076
YTD Actual	735,499	1,568,979	2,460,991	3,238,530
Variance - B/(W)	289,520	481,059	614,066	861,545
Percentage	72%	77%	80%	79%

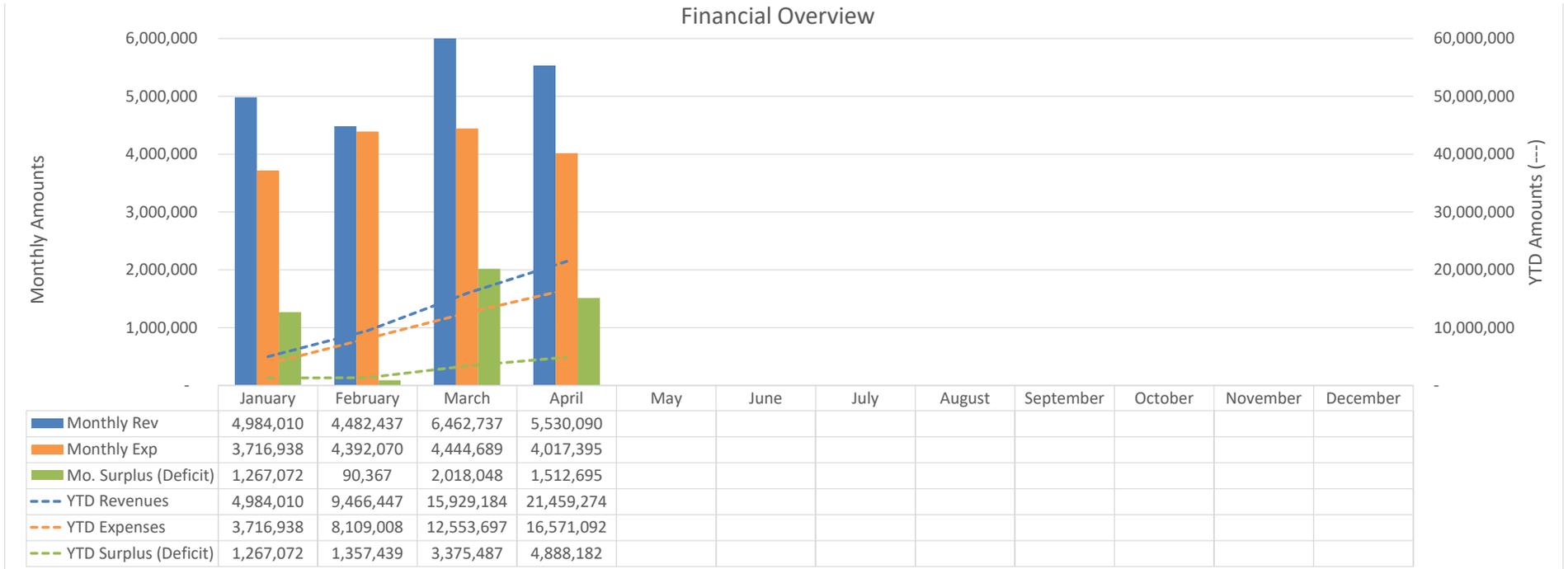
<b>Cost Per Mile</b>				
<b><u>Fixed Route</u></b>				
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	8.26	8.67	8.54	8.40
Variance - B/(W)	1.25	0.84	0.97	1.11
Percentage	87%	91%	90%	88%
<b><u>DAR/ADA</u></b>				
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	9.14	9.10	8.81	8.83
Variance - B/(W)	0.77	0.82	1.11	1.09
Percentage	92%	92%	89%	
<b><u>Vanpool</u></b>				
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	1.24	1.21	1.21	1.17
Variance - B/(W)	(0.04)	(0.01)	(0.01)	0.03
Percentage	103%	101%	101%	97%

**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%



### Financial Overview



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

##### Revenue

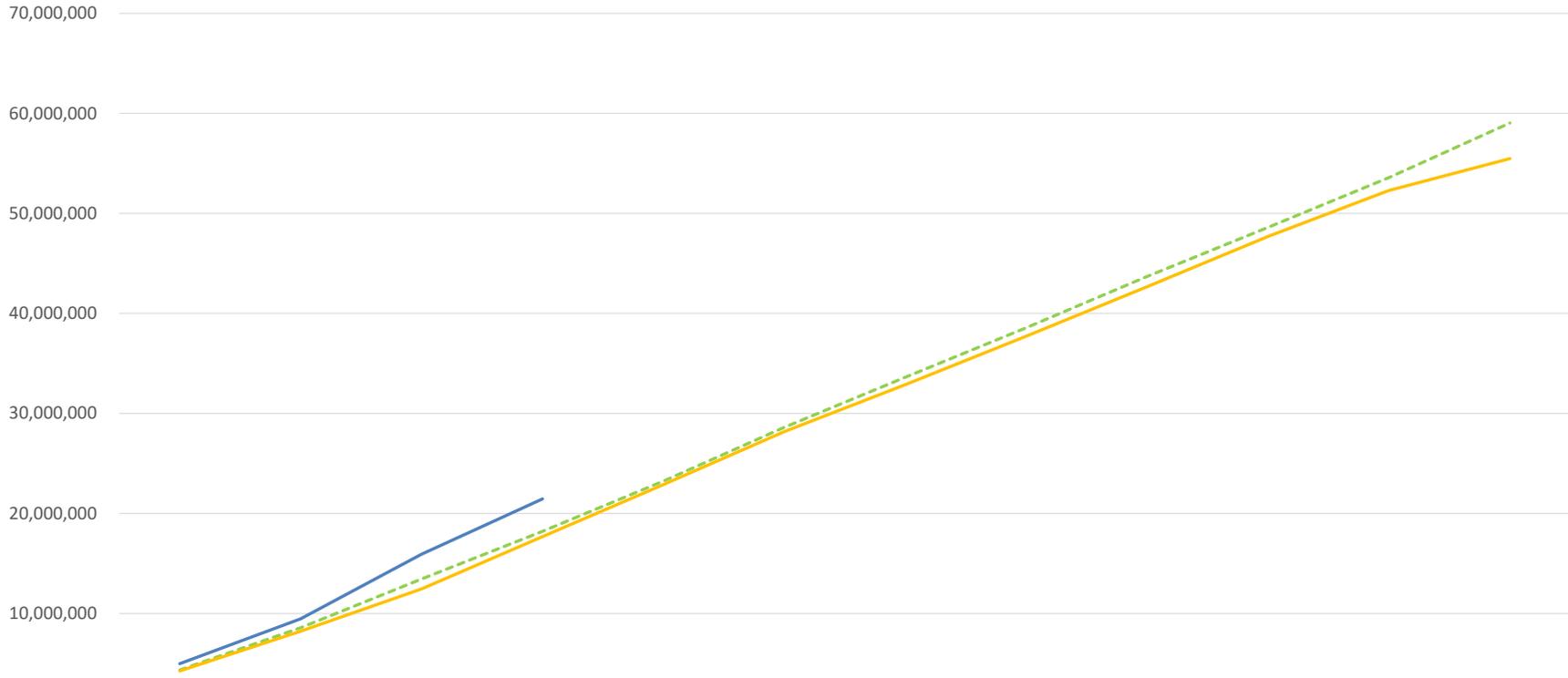
- April revenues are 16% better than budget, due to higher revenues across Fares, Sales Tax, operating grants and miscellaneous items like interest.
- March Sales Tax revenues came in 1.8% above budget, but 1.5% below 2022 levels.
- Operating grants revenues are 27% above budget for the month due to qualifying expenditures drawdowns.
- Ridership revenues are tracking above budget by 35%, albeit 4.7% below 2022, when free Youth passes were not in use yet.
- Boardings YTD were 1% above budgeted estimates, while revenue miles were 8% lower than expected.

##### Expenses

- Expenses are 16% better than budget, YTD.



### Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010	9,466,447	15,929,184	21,459,274								
— CYTD Budget	4,351,595	8,579,332	13,450,490	18,205,698	23,237,746	28,618,591	33,628,211	38,561,951	43,695,392	48,613,069	53,579,501	59,038,518
— PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

**Significant Items to Note for Total Operating Revenue**

**Current Month**

- Current month revenues are 16% above budget,
- Current month revenues are 6% above 2022 levels.

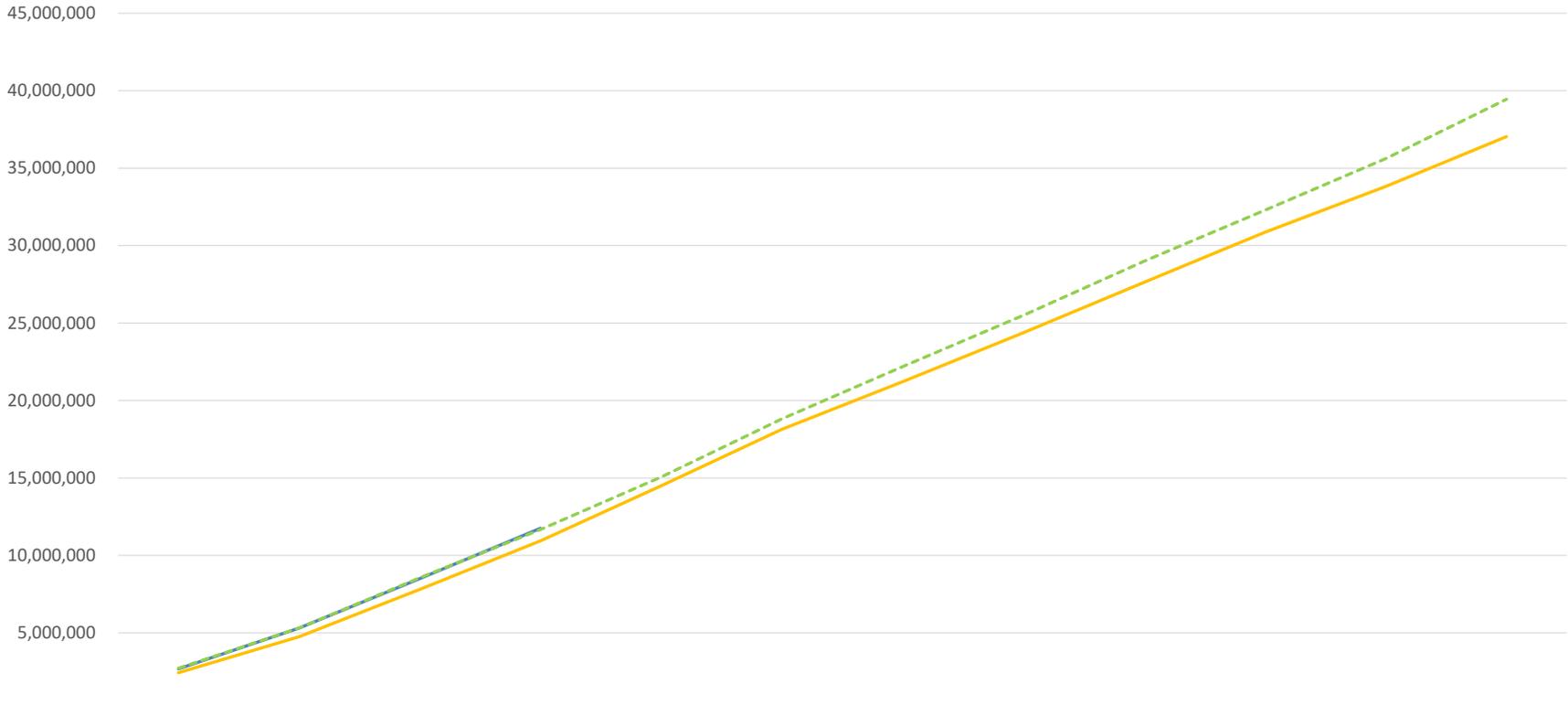
**YTD**

- Actuals are 18% above budgeted operating revenues.





Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,677,469	5,314,069	8,508,780	11,758,679								
— CY Budget	2,718,963	5,314,069	8,552,596	11,675,173	15,074,590	18,822,803	22,199,792	25,500,900	29,001,710	32,286,756	35,620,557	39,446,942
— PY Actuals	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	37,035,434

**Significant Items to Note for Sales Tax Revenue**

- Current and prior month are budget estimates due to reporting lag from the State
- February sales tax actuals were received in April from WA Department of Revenue.

**Current Month**

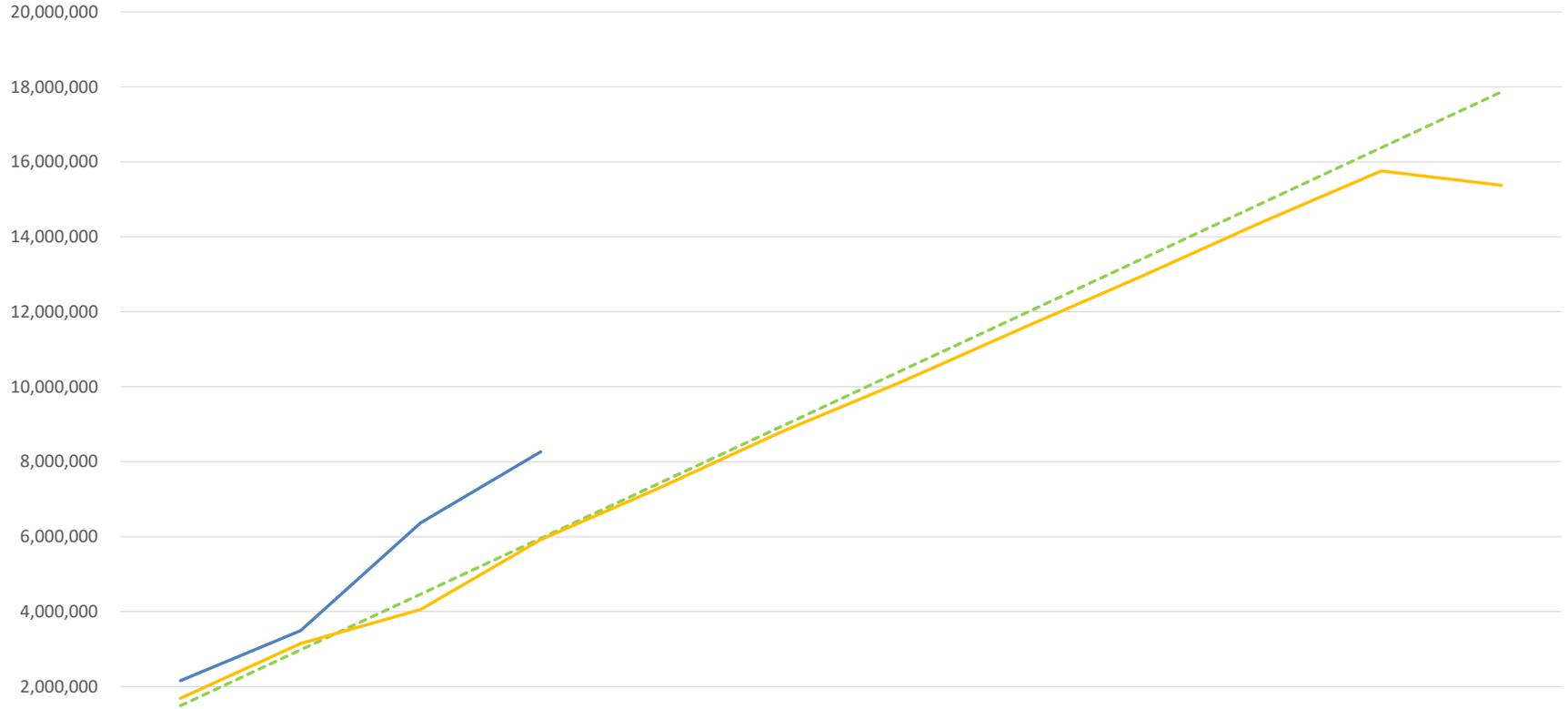
- Estimate for 2023 February adjusted to actuals in April 2023, and it was 5% better than budget, but 3.5% below 2022 actuals.

**YTD**

- 74% of sales tax revenue is allocated to Operations in 2023, while 26% is allocated to the capital budget. For 2022, the ratio is 73:27



### Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,157,240	3,488,688	6,367,991	8,263,563								
— CY Budget	1,488,881	2,977,762	4,466,643	5,955,525	7,444,406	8,933,287	10,422,168	11,911,049	13,399,930	14,888,812	16,377,693	17,866,576
— PY Actuals	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594

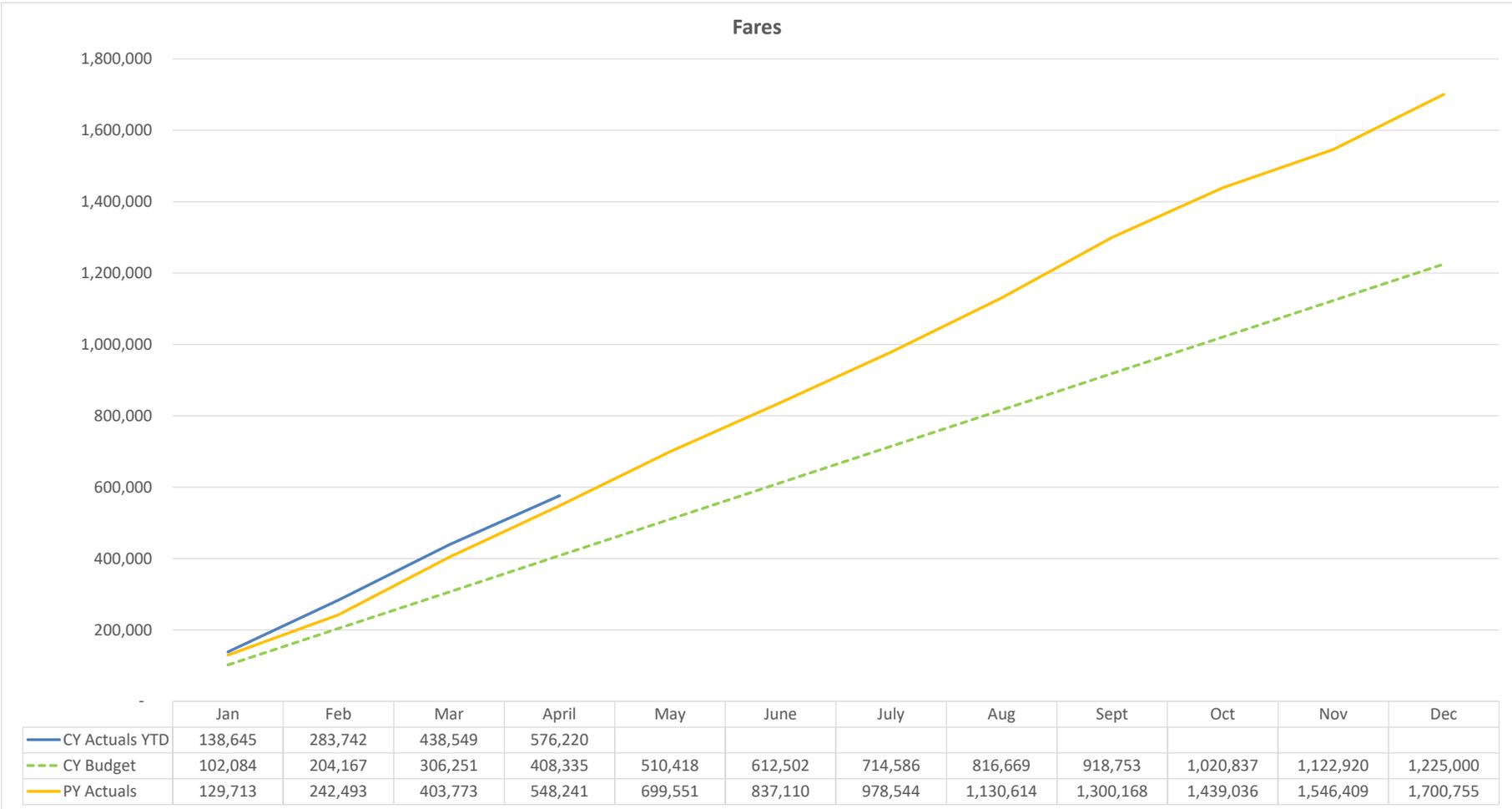
**Significant Items to Note for Operating Grants**

**Current Month**

- Draw downs above budgeted levels due to processed state special needs grants plus higher allowable costs

**YTD**

- YTD Operating Grants Revenue are 38.75% above budget.



**Significant Items to Note for Fares**

**Current Month**

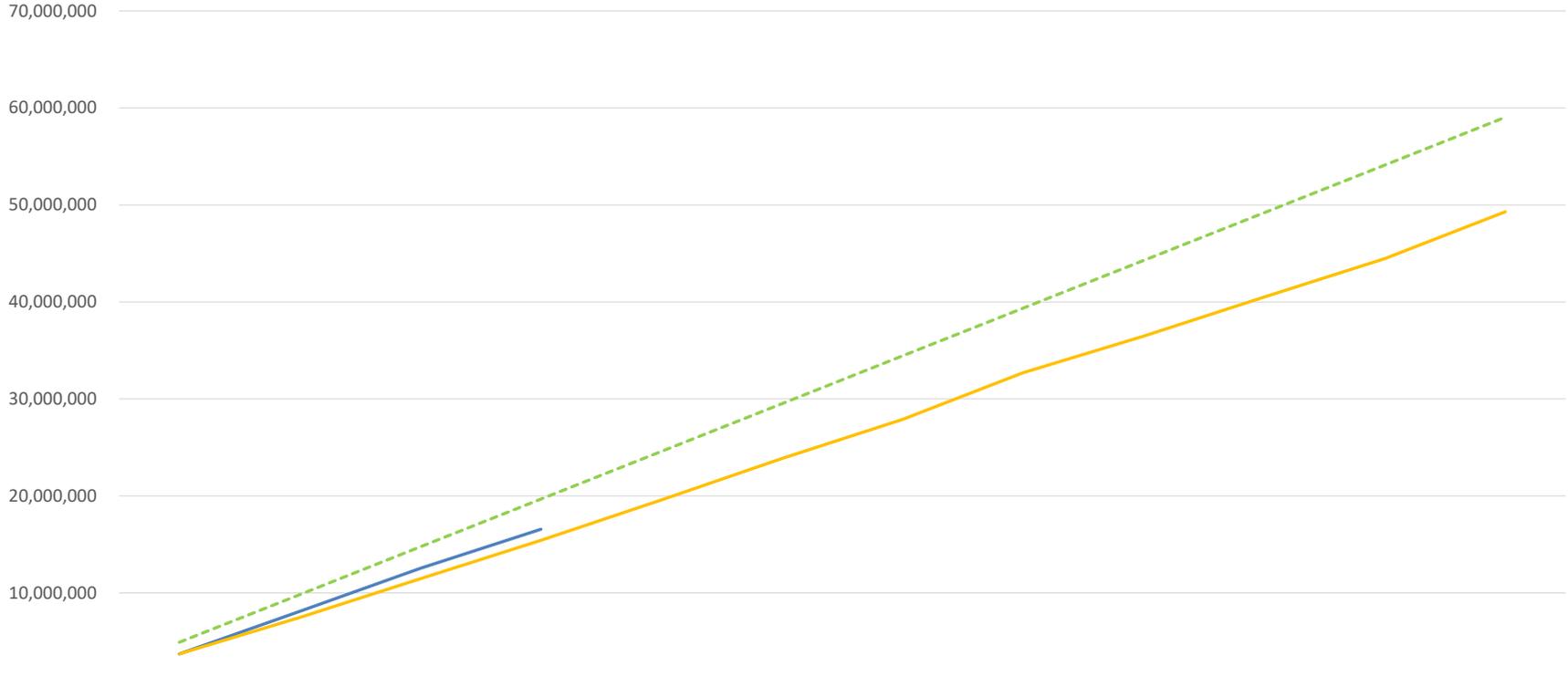
- April fares actuals are 35% above budget boosted by increased ridership.
- April fares actuals are 5% below 2022 collections that included Youth fares.

**YTD**

- YTD 2023 revenues have increased by 5% over 2022 even with the Youth-Fare-Free program on-going.
- Via Connect fares are trending below budget by 62%.



### Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	3,716,938	8,109,008	12,553,697	16,571,092								
— CY Budget	4,919,877	9,839,754	14,759,630	19,679,507	24,599,384	29,519,261	34,439,138	39,359,015	44,278,891	49,198,768	54,118,645	59,038,518
— PY Actuals	3,721,185	7,479,545	11,468,498	15,435,364	19,599,871	23,864,349	27,889,982	32,709,552	36,482,825	40,509,159	44,470,989	49,296,244

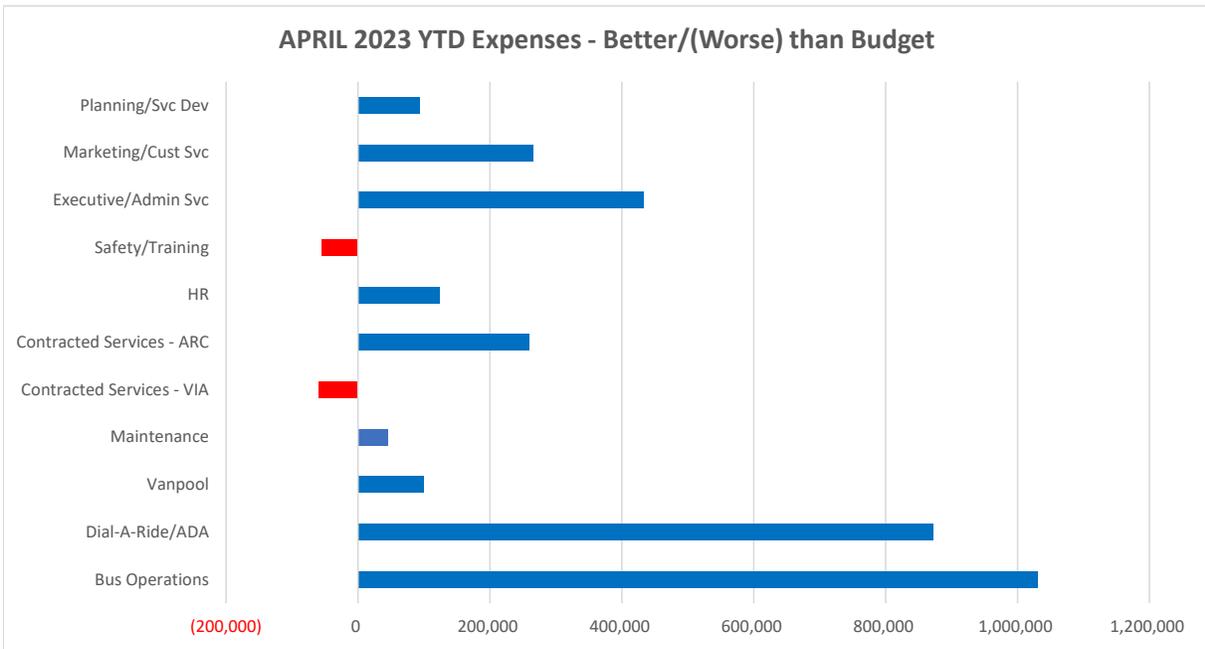
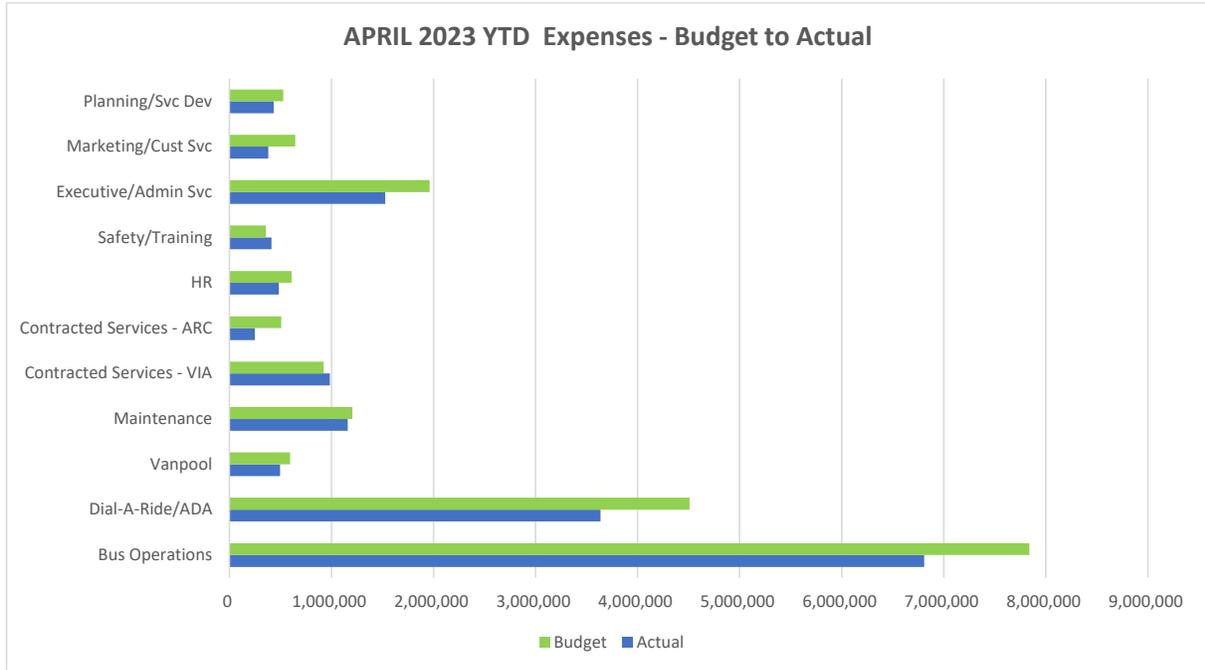
#### Significant Items to Note for Expenses

##### Current Month

- Overall April expenditures are 15% below budget for April.
- Vacancies contributing to the lower expenses across various departments.

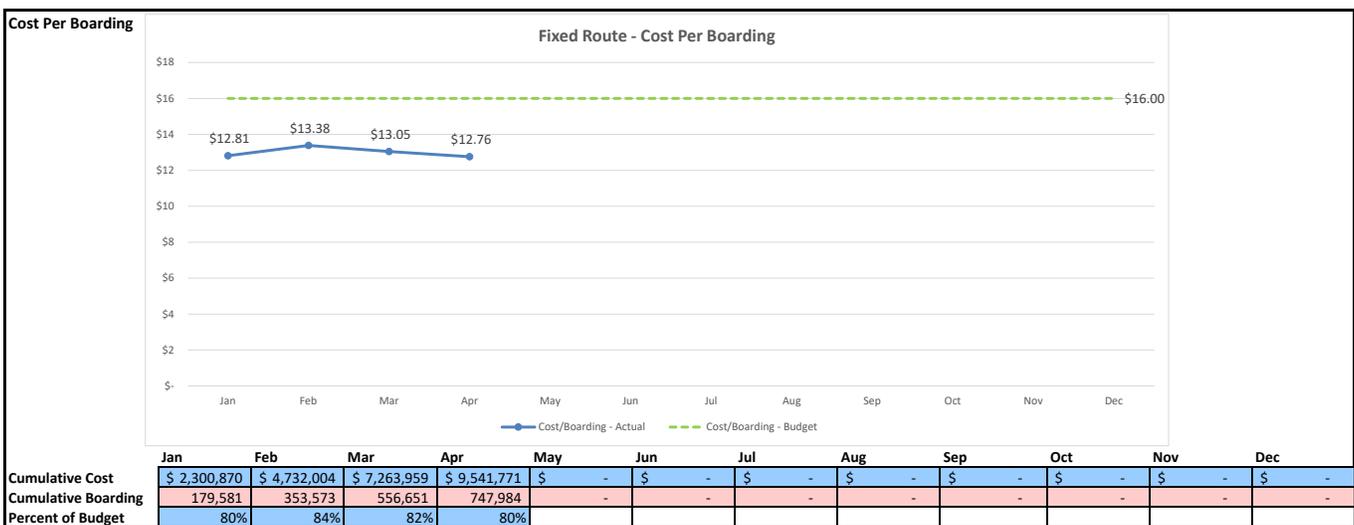
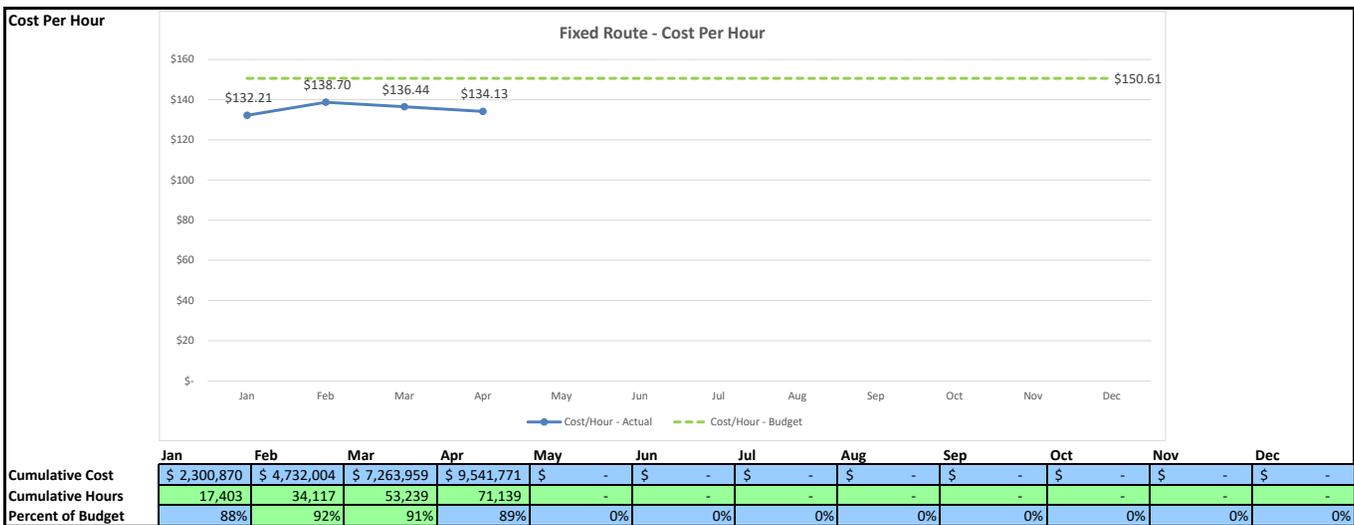
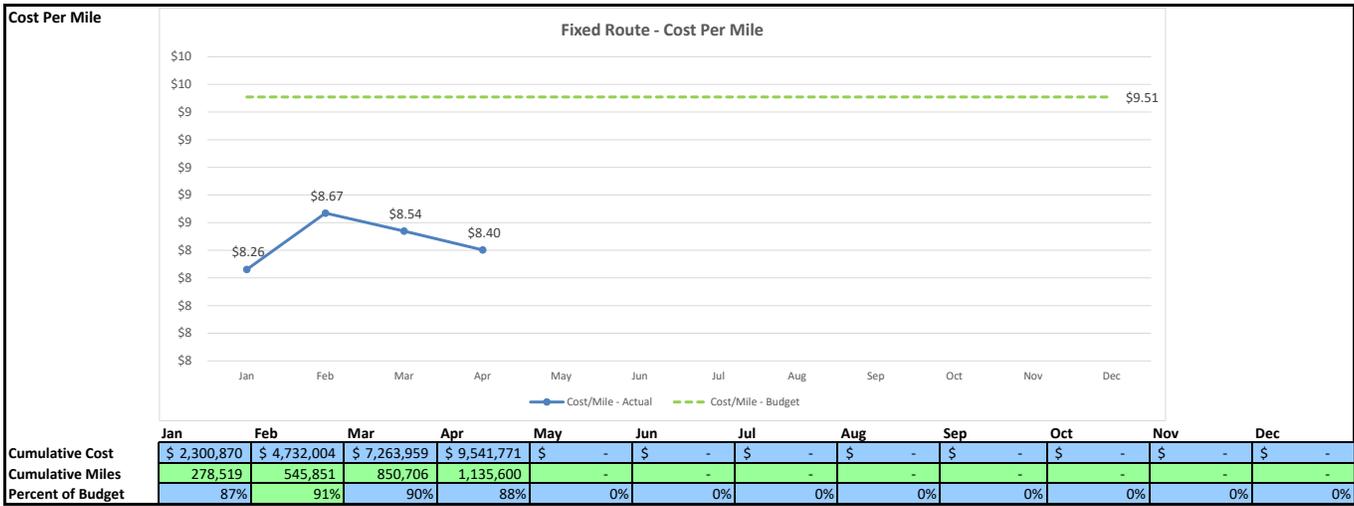
##### YTD

- YTD expenses 18% lower than budget.
- Projects' invoices usually lag the reporting period and are accrued estimates for current month.



**Significant Items to Note:**

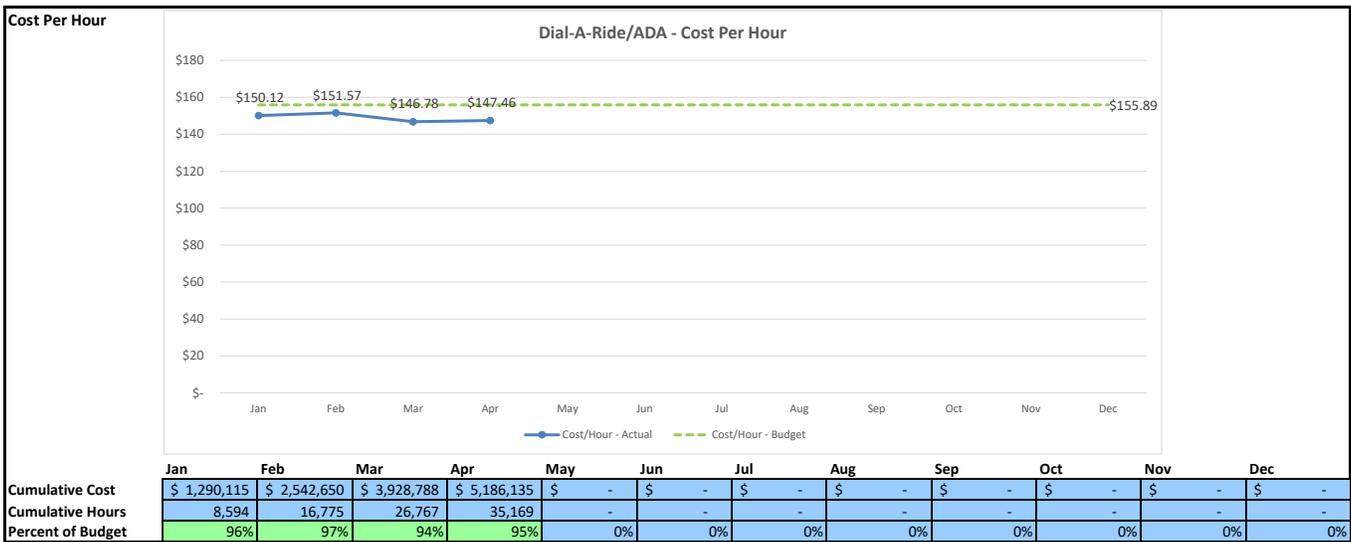
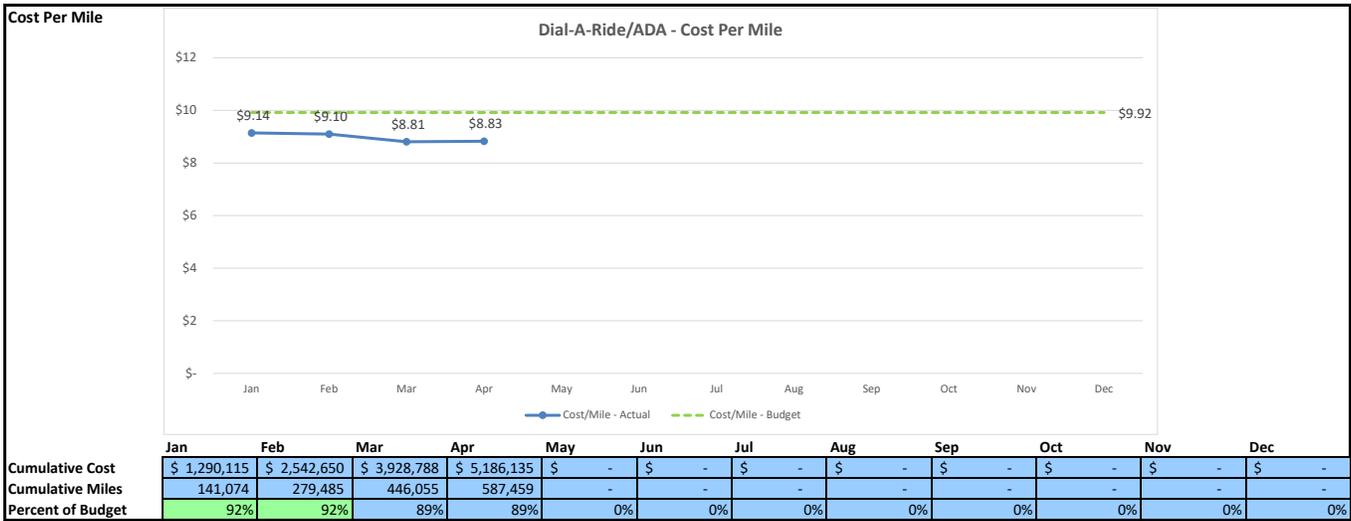
- Safety and Training Expenses are 15.2% higher than budget due to the on-boarding of new Operators that is on-going
- The cost should come in line as the year progresses and since the budget allocation evenly spreads out over the year.
- Via Connect costs are 6.5% higher than the budget.



**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%

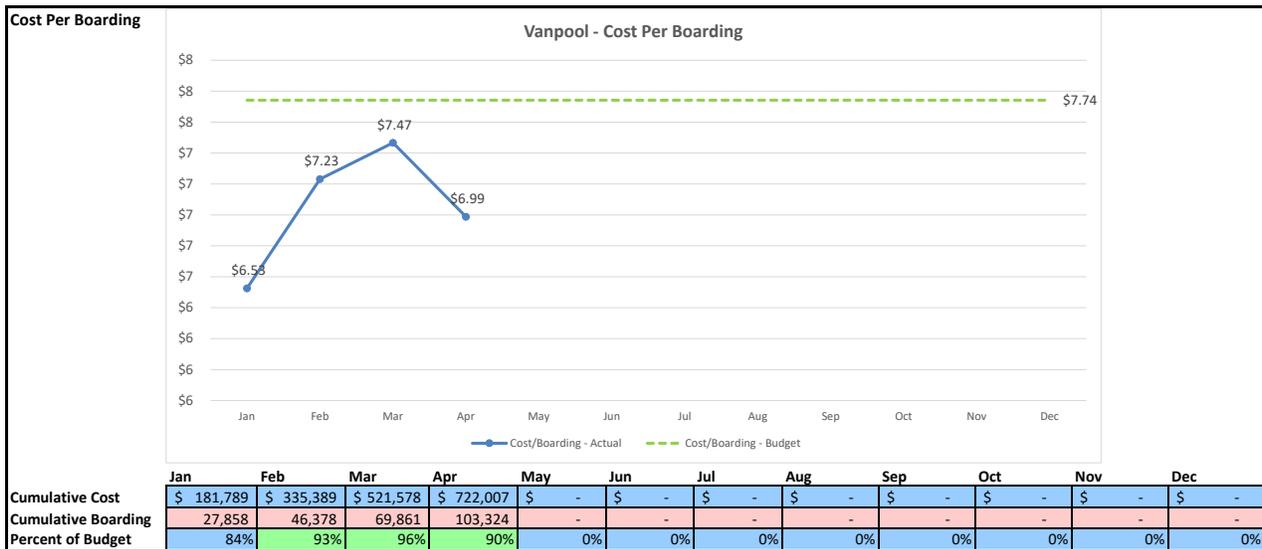
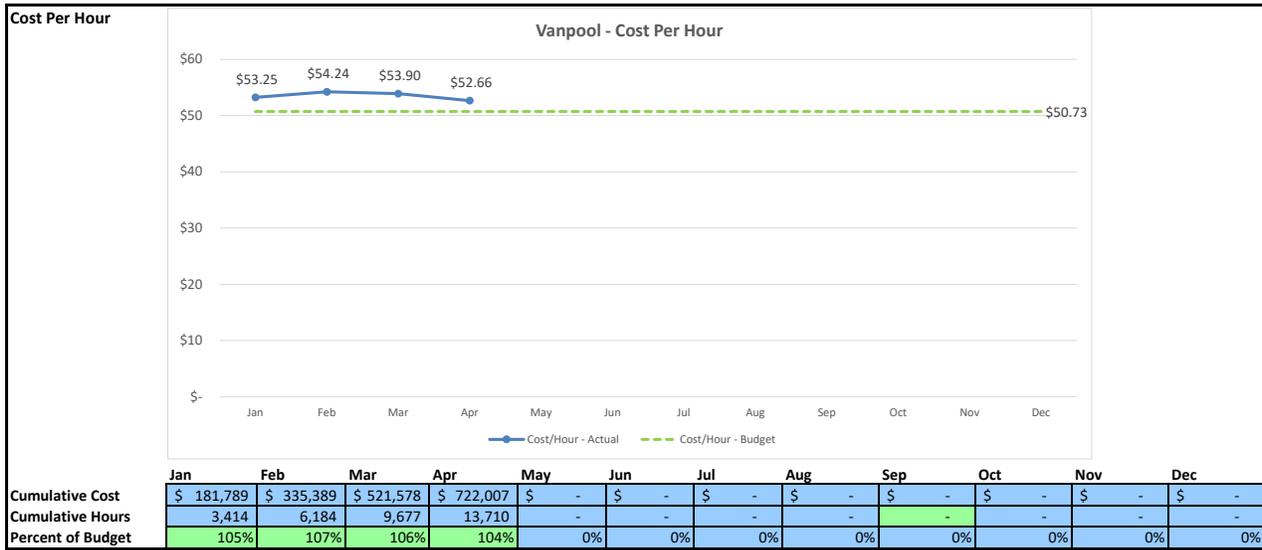
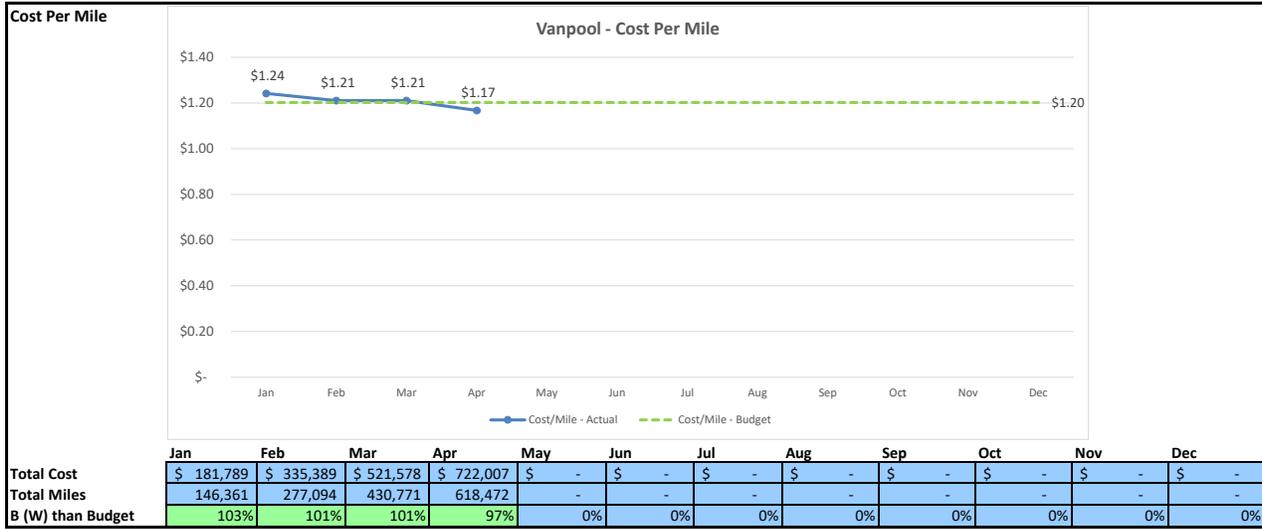
NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**Legend for Percent of Budget:**

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**Legend for Percent of Budget:**

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NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending Apr 2023**

	2023 Total	2023 Budget Year to Date	Actual YTD Apr 2023	% Actuals B (W) Budget YTD	Actual YTD Apr 2022	% 2022 B (W) 2022
<b>Operating Revenues</b>						
Bus Passes	\$ 178,066	\$ 59,355	\$ 141,650	138.6%	\$ 186,731	-24.1%
Bus Cash	121,934	40,645	55,980	37.7%	\$ 95,436	-41.3%
Dial-A-Ride/ADA	200,000	66,667	72,419	8.6%	\$ 65,970	9.8%
Vanpool	700,000	233,333	302,981	29.8%	\$ 192,457	57.4%
Contracted Services (Via)	25,000	8,333	3,191	-61.7%	\$ 7,647	-58.3%
Fares	1,225,000	408,333	576,220	41.1%	548,241	5.1%
Local Sales Tax (Operating Portion)	39,446,942	11,675,173	11,758,679	0.7%	10,943,896	7.4%
Operating Grants	3,184,200	1,061,400	3,195,962	201.1%	1,328,158	140.6%
CARES Act Funds	14,682,376	4,894,125	5,067,601	3.5%	4,591,623	10.4%
Miscellaneous	500,000	166,667	860,812	416.5%	279,094	208.4%
<b>Total Operating Revenues</b>	<b>\$ 59,038,518</b>	<b>\$ 18,205,698</b>	<b>\$ 21,459,274</b>	<b>17.9%</b>	<b>\$ 17,691,013</b>	<b>21.3%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 23,515,686	\$ 7,838,562	\$ 6,807,664	13.2%	\$ 6,569,361	-3.6%
Dial-A-Ride/ADA	13,523,514	4,507,838	3,636,096	19.3%	\$ 3,339,246	-8.9%
Vanpool	1,784,291	594,764	495,507	16.7%	\$ 189,313	-161.7%
Maintenance	3,617,484	1,205,828	1,160,444	3.8%	\$ 1,051,298	-10.4%
<b>Purchased Transportation</b>						
Contracted Services - VIA	2,774,800	924,933	984,595	-6.5%	592,099	-66.3%
Contracted Services - ARC	1,522,515	507,505	248,256	51.1%	114,928	-116.0%
<b>Administration</b>						
HR	1,827,956	609,319	485,056	20.4%	705,307	31.2%
Safety / Training	1,070,397	356,799	411,158	-15.2%	372,819	-10.3%
Executive / Administrative Services	5,883,097	1,961,032	1,527,903	22.1%	1,598,501	4.4%
Marketing / Customer Service	1,938,559	646,186	380,671	41.1%	529,410	28.1%
Planning / Service Development	1,580,217	526,739	433,742	17.7%	373,082	-16.3%
<b>* Total Operating Expenditures</b>	<b>\$ 59,038,518</b>	<b>\$ 19,679,506</b>	<b>\$ 16,571,092</b>	<b>15.8%</b>	<b>\$ 15,435,364</b>	<b>-7.4%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 0</b>	<b>\$ (1,473,808)</b>	<b>\$ 4,888,182</b>		<b>\$ 2,255,649</b>	
<b>Capital Expenditures</b>						
Local	\$ 13,953,058	\$ 4,651,019	\$ 2,040,151	-56.1%	\$ 1,135,238	79.7%
State	12,871,112	4,290,371	128,236	-97.0%	34,154	275.5%
Federal	7,275,970	2,425,323	-	0.0%	-	0.0%
<b>Total Capital Expenditures</b>	<b>\$ 34,100,140</b>	<b>\$ 11,366,713</b>	<b>\$ 2,168,387</b>	<b>-80.9%</b>	<b>\$ 1,169,391</b>	<b>85.4%</b>

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



**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending Apr 2023**  
**Directly Operated Transportation**

2023 YTD Actual Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 197,630	\$ 72,419	\$ 302,981	\$ -	\$ 3,191	\$ 576,220
Direct Cost	\$ 6,807,664	\$ 3,636,096	\$ 495,507	\$ 248,256	\$ 984,595	\$ 12,172,118
Allocated Cost	\$ 2,664,492	\$ 1,532,309	\$ 202,173	\$ -	\$ -	\$ 4,398,974
Depreciation - Local (Vehicle only)	\$ 69,614	\$ 17,730	\$ 24,327	\$ 1,218	\$ -	\$ 112,889
Cost for Farebox Recovery Ratio	\$ 9,541,771	\$ 5,186,135	\$ 722,007	\$ 249,474	\$ 984,595	16,683,981
Boarding	747,984	81,019	103,324	14,037	60,979	1,007,343
Revenue Miles	1,135,600	587,459	618,472	43,398	397,695	2,782,624
Revenue Hours	71,139	35,169	13,710	2,478	19,090	141,587
<b>Cost per Boarding</b>	<b>\$ 12.76</b>	<b>\$ 64.01</b>	<b>\$ 6.99</b>	<b>\$ 17.77</b>	<b>\$ 16.15</b>	<b>\$ 16.56</b>
<b>Cost per Rev Mile</b>	<b>\$ 8.40</b>	<b>\$ 8.83</b>	<b>\$ 1.17</b>	<b>\$ 5.75</b>	<b>\$ 2.48</b>	<b>\$ 6.00</b>
<b>Cost per Rev Hour</b>	<b>\$ 134.13</b>	<b>\$ 147.46</b>	<b>\$ 52.66</b>	<b>\$ 100.68</b>	<b>\$ 51.58</b>	<b>\$ 117.84</b>
<b>Farebox Recovery</b>	2.1%	1.4%	42.0%	0.0%	0.3%	3.5%

**Directly Operated Transportation**

2023 YTD Budgeted Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 100,000	\$ 66,667	\$ 233,333	\$ -	\$ 8,333	\$ 408,333
Direct Cost	\$ 7,838,562	\$ 4,507,838	\$ 594,764	\$ 507,505	\$ 924,933	\$ 14,373,602
Allocated Cost	\$ 3,213,827	\$ 1,848,223	\$ 243,854	\$ -	\$ -	\$ 5,305,904
Depreciation - Local (Vehicle only)	\$ 142,774	\$ 35,308	\$ 49,081	\$ 2,405	\$ -	\$ 229,568
* Cost for Farebox Recovery Ratio	\$ 11,195,162	\$ 6,391,369	\$ 887,699	\$ 509,910	\$ 924,933	\$ 19,909,075
Boarding	699,667	89,667	114,667	26,000	68,333	998,333
Revenue Miles	1,177,333	644,333	738,333	74,333	379,333	3,013,667
Revenue Hours	74,333	41,000	17,500	4,667	20,333	157,833
<b>Cost per Boarding</b>	<b>\$ 16.00</b>	<b>\$ 71.28</b>	<b>\$ 7.74</b>	<b>\$ 19.61</b>	<b>\$ 13.54</b>	<b>\$ 19.94</b>
<b>Cost per Rev Mile</b>	<b>\$ 9.51</b>	<b>\$ 9.92</b>	<b>\$ 1.20</b>	<b>\$ 6.86</b>	<b>\$ 2.44</b>	<b>\$ 6.61</b>
<b>Cost per Rev Hour</b>	<b>\$ 150.61</b>	<b>\$ 155.89</b>	<b>\$ 50.73</b>	<b>\$ 109.27</b>	<b>\$ 45.49</b>	<b>\$ 126.14</b>
<b>Farebox Recovery</b>	0.9%	1.0%	26.3%	0.0%	0.9%	2.1%

**April 2023 Actuals Better (Worse) than Budget**

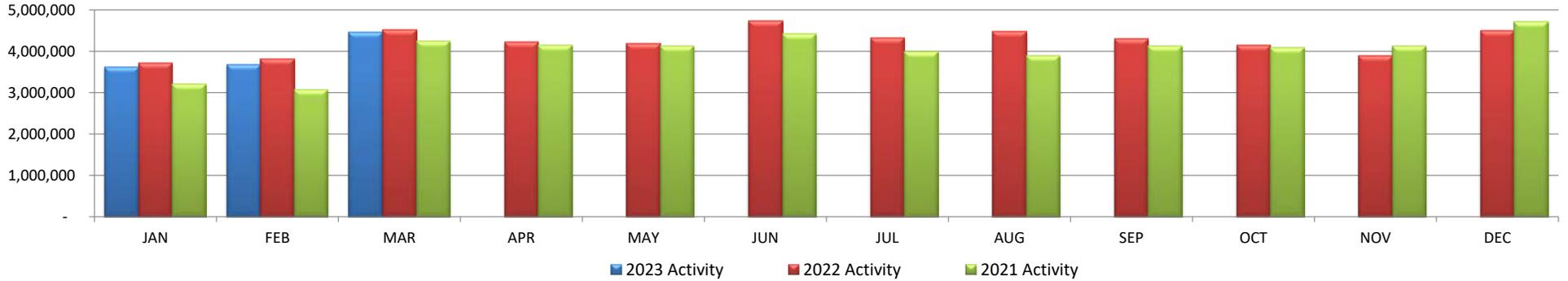
<b>Cost per Boarding</b>	<b>\$ 3.24</b>	<b>\$ 7.27</b>	<b>\$ 0.75</b>	<b>\$ 1.84</b>	<b>\$ (2.61)</b>	<b>\$ 3.38</b>
<b>Cost per Rev Mile</b>	<b>\$ 1.11</b>	<b>\$ 1.09</b>	<b>\$ 0.03</b>	<b>\$ 1.11</b>	<b>\$ (0.04)</b>	<b>\$ 0.61</b>
<b>Cost per Rev Hour</b>	<b>\$ 16.48</b>	<b>\$ 8.42</b>	<b>\$ (1.94)</b>	<b>\$ 8.59</b>	<b>\$ (6.09)</b>	<b>\$ 8.30</b>

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

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



### BFT Sales Tax Comparison 2020 to YTD 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,462,542										11,769,333	\$ 11,769,333
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 12,064,972
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	4,129,726	4,726,262	48,271,512	\$ 10,551,586
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 8,394,795
Chg 23 to 22	(97,068)	(133,162)	(65,409)	-	-	-	-	-	-	-	-	-	(295,639)	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
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 23 to 22	-2.6%	-3.5%	-1.5%											-2.5%
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% 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%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 11,577,795
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 10,358,486
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 8,744,339
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 8,292,194
Vs. 2023 Budget	(59,315)	172,359	78,493										191,537	
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	16.5%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	20.7%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	1.2%



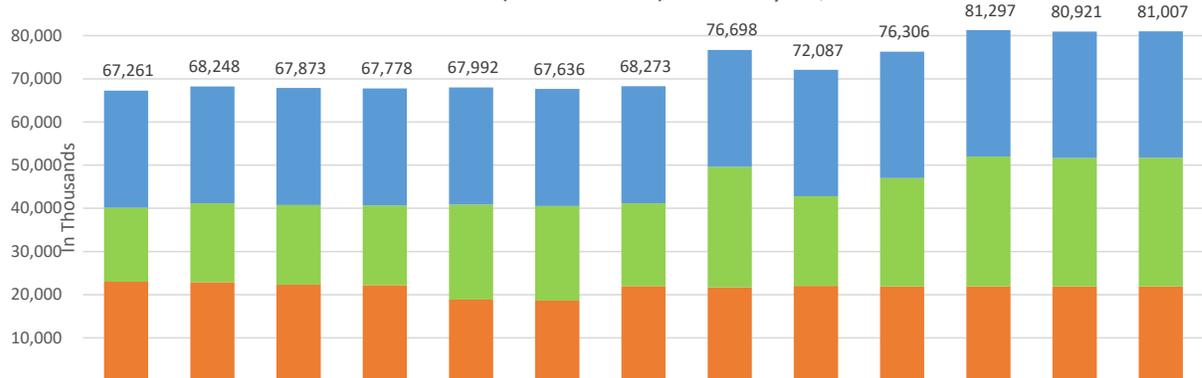
## Ben Franklin Transit Treasurer's Report

Date: June 8, 2023  
 To: Ben Franklin Transit Board of Directors  
 From: Finance Department  
 Subject: Treasurer's Report - As of May 31, 2023

The Investment Position of Ben Franklin Transit as of the Close of Business on May 31, 2023 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		5.1498%	Open	\$ 50,033,314	61.8%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	-	0.0%
<b>Subtotal Investments</b>				<b>50,033,314</b>	<b>61.8%</b>
Check Book Balance, Petty Cash, & Travel Account				* 30,974,134	38.2%
					<b>100.0%</b>
<b>Total Cash and Equivalent on Hand</b>				<b>\$ 81,007,448</b>	
<b>Less Reserve Funds</b>					
Operating Reserves				(14,759,000)	
Fuel Reserves				(2,547,819)	
Fleet Replacement Reserves				(5,315,574)	
Non-Fleet Capital Reserves				(6,656,029)	
<b>Total Reserves</b>				<b>(29,278,422)</b>	
<b>Subtotal Funds Available</b>				<b>51,729,026</b>	
<b>Local Funds for Current Capital Projects</b>				<b>(21,932,029)</b>	
Fleet Vehicles	<b>Approved Budget</b>		<b>12 Month Estimate</b>		
Facilities - Transit Centers & Amenities	(10,906,630)		(4,849,657)		
Facilities - MOA Campus	(19,694,810)		(6,541,507)		
Technology	(17,320,356)		(7,308,305)		
Other	(6,921,772)		(918,519)		
	(6,847,705)		(2,314,041)		
<b>Net Funds Available</b>				<b>\$ 29,796,997</b>	

Total Cash & Investments (in thousands) as of May 31, 2023



	05-31-22	06-30-22	07-31-22	08-31-22	09-30-22	10-31-22	11-30-22	12-31-22	01-31-23	02-28-23	03-31-23	04-30-23	05-31-23
Total Cash on Hand	67,261	68,248	67,873	67,778	67,992	67,636	68,273	76,698	72,087	76,306	81,297	80,921	81,007
Reserves	27,099	27,099	27,099	27,099	27,099	27,099	27,099	27,099	29,278	29,278	29,278	29,278	29,278
Available	17,141	18,281	18,420	18,471	22,046	21,913	19,190	27,916	20,740	25,095	30,087	29,710	29,797
12 Mo Capital	23,021	22,867	22,354	22,208	18,846	18,624	21,983	21,683	22,069	21,932	21,932	21,932	21,932