



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, March 9, 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=OGg1amhEOXA0RG5ORTdqNnFpRGN5dz09>**

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

**Meeting ID: 989 6217 8731 / Password: 833979**

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public 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>   | Vice Chair Richard Bloom |
| <b>2. Roll Call</b>   | Janet Brett              |
| <b>3. Pledge of Allegiance</b>  | Vice Chair Bloom         |
| <b>4. Public Comments</b>   | Vice Chair Bloom         |
| <b>5. Approval of Agenda (page 1)</b>   | Vice Chair Bloom         |
| <b>6. Recognitions</b>  |                          |
| <b>A. Resolution 7-2023 Recognizing BFT Employee Cheryl Irwin's<br/>        Years of Service (page 5)</b>   | Tom McCormick            |
| <b>7. Consent Agenda</b>  |                          |
| <b>A. February 9, 2023, Regular Board Meeting Minutes (page 6)</b>  |                          |
| <b>B. February Voucher Summary (page 10)</b>  |                          |
| <b>C. Resolution 8-2023 Authorizing the General Manager to Exercise the Fourth- and Fifth-Year<br/>        Option for Contracted Services Provided by River North Transit LLC, DBA Via &amp; Approve<br/>        Associated Supplemental Contracted Transportation Services Contract #1160 Amendments<br/>        (page 24)</b> |                          |

D. Resolution 9-2023 Recommendation to Accept the Replacement of the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System as Complete *(page 28)*

E. Resolution 10-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014 *(page 32)*

**8. Discussion & Informational Item**

A. Proposed Pasco Bus Wrap Brian Lubanski

**9. Staff Reports & Comments**

A. Legal Report Jeremy Bishop

B. 2022 Year-End Financial Report *(page 41)* Rachelle Glazier

C. General Manager’s Report Rachelle Glazier

**10. Board Member Comments**

**11. Executive Session**

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

**12. Other**

**13. Next Meeting**

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

**14. Adjournment**



## **JUNTA DIRECTIVA REUNIÓN ORDINARIA**

**Jueves, 9 de marzo 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 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>  | Vicepresidente Richard Bloom |
| <b>2. Pase de lista</b>   | Janet Brett                  |
| <b>3. Juramento de Lealtad</b>  | Vicepresidente Bloom         |
| <b>4. Comentarios públicos</b>  | Vicepresidente Bloom         |
| <b>5. Aprobación de la agenda (página 1)</b>  | Vicepresidente Bloom         |
| <b>6. Reconocimientos</b>   |                              |
| <b>A. Resolución 7-2023 por la que se reconocen los años de servicio de la empleada de BFT Cheryl Irwin (página 5)</b>  | Tom McCormick                |
| <b>7. Agenda de consentimiento</b>  |                              |
| <b>A. 9 de febrero de 2023, Actas de la reunión ordinaria de la Junta (página 8)</b>  |                              |
| <b>B. Resumen de los comprobantes de febrero (página 12)</b>  |                              |
| <b>C. Resolución 8-2023 por la que se autoriza al Director General a ejercer la opción de cuarto y quinto año para los servicios contratados y proporcionados por River North Transit LLC, cuyo</b> |                              |

nombre comercial es Via y aprobar el contrato de servicios de transporte contratados complementarios asociados #1160 Enmiendas

D. Resolución 9-2023 Recomendación para aceptar la finalización del reemplazo del sistema de calefacción, ventilación y aire acondicionado (HVAC) del edificio de mantenimiento

E. Resolución 10-2023 por la que se autoriza al Director General a declarar excedentes los artículos de tecnología de la información antiguos y averiados y a disponer de ellos conforme a la Resolución 62-2014

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

A. Propuesta de la publicidad que envolverá el autobús de Pasco Brian Lubanski

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

A. Informe Jurídico Jeremy Bishop

B. Informe financiero de fin de año de 2022 Rachelle Glazier

C. Informe del Director General Rachelle Glazier

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

#### **11. Sesión ejecutiva**

Se llevará a cabo una Sesión Ejecutiva en virtud del RCW 42.30.110(1)(g) con respecto al personal.

#### **12. Otros**

#### **13. Próxima reunión**

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

#### **14. Aplazamiento**

**BEN FRANKLIN TRANSIT**

**RESOLUTION 7-2023**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE  
CHERYL IRWIN'S 29 YEARS OF SERVICE**

WHEREAS, Cheryl Irwin has spent over 29 years as a Ben Franklin Transit (BFT) Dial-A-Ride driver. Cheryl has been recognized repeatedly for her outstanding customer service to the community she serves. Thank you, Cheryl, for your many years of service and positive impact on our customers, the agency, and your fellow employees; and

WHEREAS, Cheryl Irwin submitted a letter of retirement to BFT with an effective date of February 15, 2023

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

1. Cheryl Irwin served BFT and the Tri-Cities community as a Dial-A-Ride driver for over twenty-nine (29) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Dial-A-Ride driver Cheryl Irwin for her professional efforts on behalf of the employees, customers, and agency. Cheryl, 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 March 9, 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, February 9, 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 via Zoom
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present via Zoom
Franklin County #1	Clint Didier	Director	Present Via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

**BFT Staff:** Rachelle Glazier, Janet Brett, Chad Crouch, Kris Darby, Steve Davis, Terry DeJuan, Tom McCormick, Rob Orvis, Mike Roberts, Kevin Sliger, Katie Wall, Wayne Welle

**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.

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

**6. ELECTION OF OFFICERS**

**A. Chair/Vice Chair**

BFT Legal Counsel Jeremy Bishop asked for nominations for Board chair. Director Beauchamp nominated Director McKay; Director Didier seconded the nomination. Director Becken moved that nominations cease; Director Sandretto seconded that motion. All directors voted in favor of Director McKay remaining Board chair.

Mr. Bishop then asked for nominations for Board vice chair. Director Sandretto nominated Director Bloom; Director Becken seconded the nomination. Director Campos nominated himself. A roll call vote was taken:

McKay—Campos  
Bloom—Bloom  
Sandretto—Bloom  
Christensen—Bloom  
Becken—Bloom  
Beauchamp—Campos  
Mullen—Bloom  
Didier—Campos  
Campos—Campos

Director Bloom was named vice chair.

**B. Committee Selections**

Mr. Bishop informed Board members that while the Administration & Finance, Operations & Maintenance, and Planning & Marketing Committees do not presently meet, we will still assign Board members to those committees. The chairs of those committees and the Board chair would continue to comprise the Executive Committee. The current committee makeup is as follows:  
Administration & Finance: Chair McKay, Vice Chair Bloom, and Director Becken—Chair  
Operations & Maintenance: Directors Campos—Chair, Christensen, and Didier  
Planning & Marketing: Directors Beauchamp, Mullen, and Sandretto—Chair

Mr. Bishop asked Chair McKay if he wished to make any changes, and he did not, so the committee assignments will remain the same.

**C. BFCOG Representative**

Mr. Bishop explained that the BFCOG representative is traditionally the General Manager and then an alternate is named, which is currently Director Bloom. He asked if there were any requested changes to these assignments, and there were none, so they will remain unchanged.

7. **CONSENT AGENDA**

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

**A. January 12, 2023, Regular Board Meeting Minutes**

**B. January Voucher Summary**

**C. Resolution 6-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014**

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

8. **DISCUSSION & INFORMATIONAL ITEMS**

**A. Informational Report on Fleet Transition**

Senior Manager of Fleet & Facilities Maintenance Joshua Rosas presented a Fleet Strategy Final Report prepared by Stantec, Inc. for Board information. This report was a requirement for BFT to apply for certain zero-emissions grant applications.

**B. Fourth Quarter 2022 Performance Report**

Chief Planning & Development Officer Kevin Sliger presented the Fourth Quarter 2022 Performance Report for Board information. A discussion was held on the growth in ridership versus the growth in population during the same time period.

The Hanford pilot program was also discussed, including reception by Department of Energy contractors and the need for badges and background checks.

9. **STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy Bishop had no news to share.

**B. General Manager's Report**

General Manager Rachelle Glazier announced that dispatcher negotiations have begun. We will potentially be coming to the Board next month with an agreement for approval.

BFT signed a proclamation with the Army a few months ago to begin recruiting and assisting veterans transitioning from the service. We have hired two individuals who had served in the Army for eight years and are now moving into their first civilian positions at BFT.

We are hosting monthly Town Halls here at the Benton County Administration Building since we no longer have room at BFT. If any Board members are interested in attending, they are being held on the third Thursday of the month at 2 p.m.

Several revised policies will be brought to the Board for approval next month.

All BFT nonrepresented employees have completed Equal Employment Opportunity Commission training.

Our 19 new coach operators will be finished with training and begin work in March, allowing us to initiate the Route 64 extension.

Plante Moran, our EBS consultant, has developed the scope for a timekeeping/ payroll/accounting platform, so further information on that project will come to the Board at a later date.

**10. BOARD MEMBER COMMENTS**

Director Suttle, who is a veteran from the U.S. Army, was very happy to hear that BFT is recruiting Army veterans. He also informed Board members that Fentanyl use has been witnessed on BFT buses, and he has talked with Rachelle and Chad about it. We will be talking with other agencies and seeing how they're dealing with the problem; we need to develop standard operating procedures to nip this in the bud.

Vice Chair Bloom commented on the sales tax collection, which is down 5% this month. He will be traveling to Las Vegas for the APTA Marketing & Communications Workshop, hoping to hear the best practices of other agencies. Also, as far as the growth in ridership, he thinks one of the important things to remember is that coming out of COVID, a lot of people are not going to work anymore. Also, the population increase could include people that have moved here who are working from home.

**11. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) regarding evaluation of a public employee for 10 minutes, with no action to be taken following. The Board recessed at 6:33 p.m. and returned to open session at 6:44 p.m.

**12. OTHER**

There were no other agenda items.

**13. NEXT MEETING**

The next meeting will be held Thursday, March 9, 2023, at 6 p.m.

**14. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:45 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

Friday, February 3, 2023

To: Ben Franklin Board of Directors  
 From: Rachelle Glazier, General Manager  
 RE: Vouchers for February 2023

Signature:   
Rachelle Glazier (Mar 3, 2023 10:15 PST)

Email: rglazier@bft.org

February 2023 vouchers totaled \$4,041,122.82. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 433,956.88
NW ADMIN TRANSFER	Insurance	\$ 413,494.40
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 325,507.74
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 289,480.75
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 215,623.85
SIEFKEN & SONS CONSTRUCTION INC	Contracted Services	\$ 194,460.51
STATE OF WASHINGTON	Insurance	\$ 101,992.01
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 85,052.75
CITY OF RICHLAND	Utilities	\$ 66,050.25
THE GREG PROTHMAN COMPANY	Contracted Services	\$ 65,286.68
WEX BANK	Fuel	\$ 30,860.20
GILLIG	Vehicle Parts	\$ 30,333.84
CUMMINS INC	Vehicle Parts	\$ 26,649.57
FGL LLC	Property Lease	\$ 24,774.49
TCF ARCHITECTURE PLLC	Contracted Services	\$ 23,281.29
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	\$ 22,274.30
EMPLOYMENT SECURITY DEPARTMENT	Payroll Taxes	\$ 21,294.54
US BANKCARD	Contracted Services	\$ 21,100.38
AARON C GRIMM	Contracted Services	\$ 20,600.00
P & F AUTOMOTIVE WAREHOUSE INC	Vehicle Parts	\$ 17,867.15
TEAMSTERS UNION	Payroll Deductions	\$ 16,514.00
SUMMIT LAW GROUP	Legal Services	\$ 15,925.80
BRIDGESTONE AMERICAS INC	Tire Lease	\$ 14,355.96
GARDA CL NORTHWEST INC	Armored Car Service	\$ 11,019.42
VERIZON WIRELESS	Wireless Service	\$ 10,947.93
ARCHBRIGHT INC	Contracted Services	\$ 10,920.00
PATRIOT ENVIRONMENTAL SERVICES INC	Contracted Services	\$ 10,179.72
	<b>Total Significant Vendors</b>	<b>\$ 2,519,804.41</b>
	<b>Payroll Total</b>	<b>\$ 1,257,177.61</b>
	<b>Total Non-Significant Vendors</b>	<b>\$ 264,140.80</b>
	<b>GRAND TOTAL</b>	<b>\$ 4,041,122.82</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 February 2023.

<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>				
503-23	80936	80937	2/10/2023	618,680.56 Payroll
504-23	80938	80939	2/24/2023	638,497.05 Payroll
			<b>Total</b>	<b>\$ 1,257,177.61</b>

\_\_\_\_\_  
**AUTHORITY MEMBER**  
3/9/2023

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 February 2023.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
114-23	83522 83571	2/7/2023	568,154.79 MDSE
115-23	ACH TRANS	2/6/2023	4,380.00 ACH TRANS
116-23	83572 83607	2/9/2023	96,250.89 MDSE
117-23	ACH TRANS	2/10/2023	977,721.96 ACH TRANS
118-23	83608 83637	2/16/2023	101,812.63 MDSE
119-23	83638 83691	2/21/2023	152,011.14 MDSE
120-23	ACH TRANS	2/24/2023	230,238.36 ACH TRANS
121-23	83692 83759	2/24/2023	653,375.44 MDSE
		<b>Total</b>	<b>\$ 2,783,945.21</b>

\_\_\_\_\_  
 AUTHORITY MEMBER  
 3/9/2023

February 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 March 9, 2023.

**ACTION:** As of this date, March 9, \_\_\_\_\_  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
503-23	80936 80937	2/10/2023	618,680.56 Payroll
504-23	80938 80939	2/24/2023	638,497.05 Payroll
		<b>Total</b>	<b>\$ 1,257,177.61</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
114-23	83522 83571	2/7/2023	568,154.79 MDSE
115-23	ACH TRANS	2/6/2023	4,380.00 ACH TRANS
116-23	83572 83607	2/9/2023	96,250.89 MDSE
117-23	ACH TRANS	2/10/2023	977,721.96 ACH TRANS
118-23	83608 83637	2/16/2023	101,812.63 MDSE
119-23	83638 83691	2/21/2023	152,011.14 MDSE
120-23	ACH TRANS	2/24/2023	230,238.36 ACH TRANS
121-23	83692 83759	2/24/2023	653,375.44 MDSE
		<b>Total</b>	<b>\$ 2,783,945.21</b>

Check Register Nos. 503-23 to 504-23 and 114-23 to 121-23 in the total amount of: **\$ 4,041,122.82**

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

# CHECK REGISTER CERTIFICATION

## PAYROLL

CHECK REGISTER NUMBER 503-23

CHECK NUMBERS	80936-80937	\$ 2,235.03
ACH TRANSFER		\$ 616,445.53

PAYROLL DATE FEBRUARY 10, 2023

PURPOSE: PPE 02/04/2023 AMOUNT: \$618,680.56

"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

  
\_\_\_\_\_  
DATE

# CHECK REGISTER CERTIFICATION

## PAYROLL

CHECK REGISTER NUMBER 504-23

CHECK NUMBERS	80938-80939	\$ 1,864.84
ACH TRANSFER		\$ 636,632.21

PAYROLL DATE FEBRUARY 24, 2023

PURPOSE: PPE 02/18/2023 AMOUNT: \$638,497.05

"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

2/22/2023  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 114-23

CHECK NUMBERS 83522 to 83571

DATE 2/7/2023

PURPOSE AP FEB23A VOUCHERS AMOUNT \$568,154.79

"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."

  
Rachelle Glazier (Feb 15, 2023 11:12 PST)

AUDITOR

Feb 15, 2023

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 115-23

**ACH WIRE TRANSFERS**

DATE: 2/6/23

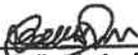
PURPOSE:

**HRA VEBA TRUST**

\$4,380.00

\$4,380.00

"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."

  
\_\_\_\_\_  
Rachelle Glazier (Mar 1, 2023 09:46 PST)  
AUDITOR

Mar 1, 2023  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 116-23

CHECK NUMBERS 83572 to 83607

DATE 2/9/2023

PURPOSE AP FEB23B VOUCHERS AMOUNT \$96,250.89

"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."

  
Rachelle Glazier (Feb 15, 2023 11:15 PST)  
\_\_\_\_\_  
AUDITOR

Feb 15, 2023  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 117-23

**ACH WIRE TRANSFERS**

DATE: 2/10/23

PURPOSE:

AW REHN & ASSOCIATES	\$1,235.39
DEPT OF RETIREMENT SYSTEMS	\$325,507.74
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,838.98
INTERNAL REVENUE SERVICE TAXES	\$211,068.70
N.W. ADMIN TRANSFER ACCOUNT	\$413,494.40
US BANK CORPORATE PAYMENT SYSTEMS	\$21,100.38
WASHINGTON STATE SUPPORT	\$2,476.37
	<b>\$977,721.96</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."

  
Rachelle Glazier (Mar 1, 2023 09:40 PST)  
AUDITOR

Mar 1, 2023  
DATE

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 118-23

CHECK NUMBERS 83608 to 83637

DATE 2/16/2023

PURPOSE AP FEB23C VOUCHERS AMOUNT \$101,812.63

"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."

  
Rachelle Glazier (Mar 3, 2023 10:15 PST)

AUDITOR

Mar 3, 2023

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 119-23

CHECK NUMBERS 83638 to 83691.

DATE 2/21/2023

PURPOSE AP FEB23D VOUCHERS AMOUNT \$152,011.14

"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."

  
Rachelle Glazier (Feb 22, 2023 14:03 PST)

AUDITOR

Feb 22, 2023

DATE

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

**CHECK REGISTER NUMBER:**        120-23

**ACH WIRE TRANSFERS**

**DATE:** 2/24/23

**PURPOSE:**

STATE OF WASHINGTON	\$799.44
AW REHN & ASSOCIATES	\$1,235.39
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,838.98
INTERNAL REVENUE SERVICE	\$222,888.18
WASHINGTON STATE SUPPORT	\$2,476.37
	<b>\$230,238.36</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."

ROB ORRIS

AUDITOR

Feb 24, 2023

DATE

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

CHECK REGISTER NUMBER 121-23

CHECK NUMBERS 83692 to 83759

DATE 2/24/2023

PURPOSE AP FEB23E VOUCHERS AMOUNT \$853,375.44

"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."

ROB ORRIS

AUDITOR

Feb 28, 2023

DATE

# **Memorandum**

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Date: March 9, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning & Development Officer

Re: Authorizing the General Manager to Exercise the Fourth- and Fifth-Year Option for Contracted Services Provided by River North Transit LLC, DBA Via & Approve Associated Supplemental Contracted Transportation Services Contract #1160 Amendments

## **Background**

During the November 2018 Special Board Meeting, the Ben Franklin Transit (BFT) Board of Directors requested staff to prepare a Request for Proposals (RFP) for contracted services. These contracted services were intended to replace and improve taxi feeder services lost when the prior taxi company, Tri-City Taxi, ceased operations on October 31, 2018.

River North Transit LLC (Via), an international company that provides mobile-application-based microtransit and transportation services, was one of two bidders. It was ultimately awarded a three-(3) year contract (Supplemental Contracted Transportation Services Contract #1160) to operate BFT's CONNECT on-demand service. The CONNECT service has been in operation since April 2020. The approved contract duration ends on April 30, 2023, but Contract #1160 stipulates the BFT Board of Directors can approve an extension of the contract up to an additional two (2) years.

## **Contract Service Period Extension & Pricing Update**

CONNECT has become a staple of BFT's suite of transit services, and its ridership has continued to grow substantially since its implementation in 2020. During the first half of 2020, CONNECT ridership averaged 50 to 75 riders per day. CONNECT now averages more than 550 rides per day, and ridership continues to trend up. Considering the success of the service, BFT staff is recommending the extension of the Contract #1160 service period for an additional two (2) years, which would allow Via to operate the CONNECT on-demand service until April 30, 2025.

Via has also requested that the current vehicle hour rate of \$43.50 be adjusted to \$50.16 to reflect the increases in the Consumer Price Index (CPI) since the initial implementation of service (*see Table 1*). BFT staff can confirm that this is allowable per the contract and recognizes that Via has increased rates at a much lower percentage than the CPI increase from April 2020 to the present. The \$50.16 per vehicle revenue hour represents a 15.31% increase, which is consistent with the increase in the CPI from 2021 to 2023.

Table 1- Via Vehicle Revenue Hour Pricing Increase by Year

	<i>Current Year 3 for reference</i>	<b>Year 4</b>	<b>Year 5</b>	<b>Total (2 Years)</b>
Annual Vehicle Hours	55,200	55,200	55,200	110,400
<b>Rate / Vehicle Hour</b>	<i>\$43.50</i>	<b>\$50.16</b>	<b>\$51.66</b>	<b>\$53.16</b>
Cleaning Cost	\$9,600	\$9,600	\$9,900	\$19,500
Total Annual Not-to-Exceed Cost	\$2,300,000	\$2,884,032	\$2,970,432	<b>\$5,854,464</b>

Over the course of the additional two- (2) year contract term, BFT’s Board of Directors may decide to increase the maximum allotted vehicle hours and, in turn, increase the total annual not-to-exceed cost by up to 10%. BFT staff currently does not recommend increasing the allotted 55,200 annual vehicle revenue hours but does recognize an increase may be needed if demand continues to grow. BFT will determine the need for such an increase to maintain a high quality of service (e.g., wait times below ~20 minutes; seat unavailability below 5%) in response to growing demand.

An additional 3% increase, or an increase equivalent to the last 12-month U.S. CPI (whichever is higher), will be applied in Year five (5), with a not-to-exceed amount of \$5,854,464 over the course of the two (2) additional years.

**Demand Management**

Although CONNECT ridership growth has been encouraging, BFT staff recognizes that trips are being made on the service that could be made just as easily on the fixed route network. With this in mind, BFT and Via (River North Transit LLC) have worked to develop a feature that offers a fixed route bus proposal in the CONNECT mobile application. The purpose of this feature is to limit instances where BFT customers bypass the fixed route system altogether.

Upon mutual agreement, BFT and Via may revise the configuration of the fixed route integration feature. The feature will include a change to filter out CONNECT proposals entirely when there is an available bus proposal with comparable quality of service. BFT and Via will agree upon an implementation date for this feature. The expected outcome is to shift some CONNECT ridership to fixed routes and allow CONNECT to attract new ridership without the need for increased revenue hours.

**Zone & Point-of-Interest Adjustments**

BFT added approximately thirty (30) points of interest (POIs) to provide more direct service to essential services as a response to the COVID pandemic. These POIs include grocery stores, hospitals, clinics, pharmacies, schools, and large employment centers. Although these POIs provided convenient trips to BFT customers, it further encourages them to bypass the fixed route system altogether. The original intention of CONNECT was to provide service to and from BFT bus stops and transit centers.

Now that restrictions set in place during the COVID pandemic have been lifted, BFT staff will direct Via to remove all but four (4) essential service POIs. The essential service POIs that will remain in service will include schools, a large employment center, and areas that are inaccessible via BFT's fixed route network. The four (4) POIs that will remain in service include:

- Desert Hills Middle School (Kennewick)
- Pasco Processing (Pasco)
- Riverview High School (Finley)
- WoodSpring Suites Tri-Cities (Richland)

Also, BFT will work with Via to make minor adjustments to the existing CONNECT zones. The most notable changes will be the extension of the *Central Kennewick & Finley Zone* to include more areas of Finley that are within BFT's service area and the extension of the *West Richland Zone* to address new development west of SR224.

The implementation date of these changes has yet to be determined, but BFT staff will be sure to make the public aware prior to said changes. Additional adjustments to CONNECT POIs and zones may be proposed at a later date.

### **Field Manager**

BFT staff recognizes that there have been performance and customer service issues with the CONNECT service based on internal and external feedback. This issue will be addressed with increased oversight over CONNECT drivers and the service. BFT and Via have agreed that there is a need for a field manager that is located in the Tri-Cities area. This field manager will be in direct communication with BFT staff to make sure issues with the service are addressed promptly.

### **Funding**

Budgeted: Yes

Funding Source: Local

Budget Source: 61 Purchased Transportation - Via

### **Recommendation**

Staff recommends the Board of Directors authorize the General Manager to extend Supplemental Contracted Transportation Services Contract #1160 for an additional two (2) years and approve the contract amendments put forth by both BFT and Via (River North Transit LLC).

Forwarded as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 8-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXERCISE THE FOURTH- AND FIFTH-YEAR OPTIONS FOR CONTRACTED SERVICES PROVIDED BY RIVER NORTH TRANSPORTATION LLC, DBA VIA AND APPROVE THE ASSOCIATED CONTRACT AMENDMENTS**

WHEREAS, Supplemental Contracted Transportation Services Contract #1160 will end on April 30, 2023, and there is a need to extend said contract for an additional two (2) years; and

WHEREAS, An increase in vehicle revenue hour pricing by 15.31% has been requested by Via (River North LLC) for Year four (4), which is in line with the Consumer Price Index (CPI); and

WHEREAS, An additional 3% increase, or an increase equivalent to the last 12-month U.S. CPI (whichever is higher), will be applied in Year five (5), with a not-to-exceed amount of \$5,854,464 over the course of the two (2) additional years; and

WHEREAS, Several amendments to the contract have been recommended regarding changes to point-of-interest/zones, fixed route integration within the CONNECT mobile application, and the hiring of a CONNECT field manager;

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

The General Manager is authorized to extend Supplemental Contracted Transportation Services Contract #1160 by an additional two (2) years and approve proposed amendments to said contract.

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

# Memorandum

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Date: March 9, 2023

To: Rachelle Glazier, General Manager

From: Shane Anderson, Facilities Manager

Re: Resolution 9-2023 Recommendation to Accept the Replacement of the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System as Complete

## **Background**

The Ben Franklin Transit Board of Directors awarded the replacement of the Maintenance Building HVAC system project to Siefken & Sons Construction, Inc. at the February 10, 2022, regular Board meeting per Resolution 12-2022. The Maintenance Building HVAC project began on October 3, 2022, and Siefken & Sons Construction, Inc. reached substantial completion on February 13, 2023, with oversight by staff and TCF Architecture.

The project was to replace the 1985 HVAC system that had exceeded its useful life and was in poor condition. The new units are more efficient and require less downtime for repair and maintenance. Funding was approved in the capital budget for this project in the amount of \$2,000,000. The engineering estimate for this project was \$1,045,334.

The project was completed on time and under budget, as listed below:

Equipment & Installation - Project Construction Cost (Includes \$16,958 Change Order)	TCF Architecture Costs	RH2 Engineering Costs	City of Richland Permits & Advertising Costs	Total	Project Budget	Completed Under Budget
\$648,435	\$188,684	\$22,181	\$12,657	\$871,957	\$2,000,000	(\$1,128,043)

## **Funding**

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Federal Transit Administration and Local Funding

Project: FAC 0005E

## **Recommendation**

Staff recommends the Board approve Resolution 9-2023 authorizing the General Manager to accept the Maintenance Building HVAC project as complete. Accepting the project as complete includes authority to release retainage, performance, and payment bonds in compliance with federal, state, and local requirements.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 9-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ACCEPT THE REPLACEMENT OF THE HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) MAINTENANCE BUILDING PROJECT AS COMPLETE**

WHEREAS, The Board of Directors approved Resolution 12-2022 on February 10, 2022, to enter into a contract with Siefken & Sons Construction, Inc. for replacement of the Maintenance Building HVAC system; and

WHEREAS, Siefken & Sons Construction, Inc. reached substantial completion on February 13, 2023, with oversight by staff and TCF Architecture. The quality of work performed was acceptable; and

WHEREAS, The original contract amount was \$631,477 (including sales tax), and change orders totaled \$18,615 or 3%, for a total amount of \$648,435, which is within the amount approved by the Board of Directors;

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

The General Manager is authorized to accept the Maintenance Building HVAC project as complete and release retainage, performance, and payment bonds once the state has approved the release of retainage funds.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 9, 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

# OLD HVAC SYSTEM



# NEW HVAC SYSTEM



# Memorandum

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Date: March 9, 2023

To: Rachelle Glazier, General Manager

From: Michael Roberts, Information Technology Manager

Re: Resolution 10-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

## **Background**

Resolution 62-2014 states that Ben Franklin Transit (BFT) shall dispose of surplus property through a process at the discretion of the General Manager. The process will start with the value of the property, which will be established by determining current market value and researching past sales. Vehicles may be sold to nonprofit organizations; municipal corporations; other units of state or local government; or to the general public, which would include public notification regarding the sale of surplus property.

Surplus property may be sold through a live or online auction with no minimum bid. Vehicles or equipment that has been totaled, has had mechanical failure, or is of no reasonable value for resale may be sold for scrap or salvage after BFT staff have determined the property to be unsafe or beyond repair.

As a data security precaution, all hard drives will be removed from computer systems and will be disposed of through a separate destructive process. This effectively renders all computers inoperable and valueless. As such, they will not be able to be disposed of through auction or other sales processes; our recourse is disposition through recycling venues.

## **Funding**

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

## **Recommendation**

Approve Resolution 10-2023 authorizing the General Manager to declare old and failed information technology items as surplus and dispose of per Resolution 62-2014.

Forwarded as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 10-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE THE  
ITEMS IDENTIFIED ON EXHIBIT A: “LIST OF SURPLUS INFORMATION  
TECHNOLOGY ITEMS” AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014**

WHEREAS, Ben Franklin Transit (BFT) owns Information Technology computing items;

WHEREAS, Information Technology computing items will wear out and fail in the normal course of their useful life; and

WHEREAS, The items on the attached Exhibit A are beyond useful life or have failed and have no market or residual value;

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

1. The General Manager is authorized to declare the identified Information Technology items surplus (which is attached to this resolution as Exhibit A: List of Surplus Information Technology Items and incorporated herein by reference).
2. The General Manager is authorized to dispose of items listed on Exhibit A: List of Surplus Information Technology Items per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 9, 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

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	04J242800403		Media Gateway 020	Call Manager	Avaya		
MD	04J242800400		Media Gateway 010	Call Manager	Avaya		
MD	04J242800260		Media Gateway 011	Call Manager	Avaya		
MD	04J242800286		Media Gateway 012	Call Manager	Avaya		
MD	26M040900962			CRT Monitor	ViewSonic	E70	[15+ years old]
MD	80DA029C95354			Firewall	WatchGuard		
MD	09N525301681			IP Phone	Avaya		
MD	10N545403837			IP Phone	Avaya		
MD	08N517606258			IP Phone	Avaya		
MD	09N539006847			IP Phone	Avaya		
MD	11N534301113			IP Phone	Avaya		
MD	09N520202925			IP Phone	Avaya		
MD	06N507003856			IP Phone	Avaya		
MD	10FA23004049			IP Phone	Avaya		
MD	10FA23004112			IP Phone	Avaya		
MD	10FA23004105			IP Phone	Avaya		
MD	2258454			IP Phone	Avaya		
MD	10FA23004132			IP Phone	Avaya		
MD	10N546201764			IP Phone	Avaya		
MD	13N503306105			IP Phone	Avaya		
MD	07N509922415			IP Phone	Avaya		

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	(01)07898375602430			IP Phone	Avaya		
MD	0004F2E46C9D			IP Phone	Avaya		
MD	10FA23004108			IP Phone	Avaya		
MD	08N521302220			IP Phone	Avaya		
MD	10N505506664			IP Phone	Avaya		
MD	12N505303544			IP Phone	Avaya		
MD	12N506404557			IP Phone	Avaya		
MD	10FA23004128			IP Phone	Avaya		
MD	10FA23004096			IP Phone	Avaya		
MD	2CF4C54E1286			IP Phone	Avaya		
MD	10FA23004117			IP Phone	Avaya		
MD	700383938			IP Phone	Avaya		
MD	10FA20002167			IP Phone	Avaya		
MD	11N517505489			IP Phone	Avaya		
MD	13N505402409			IP Phone	Avaya		
MD	08N52GI01587			IP Phone	Avaya		
MD	13N503305864			IP Phone	Avaya		
MD	10FA23004079			IP Phone	Avaya		
MD	08N531301569			IP Phone	Avaya		
MD	11N517505510			IP Phone	Avaya		
MD	13N519004426			IP Phone	Avaya		

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	10N505504560			IP Phone	Avaya		
MD	US023EEH696423A44853			KVM	Dell	ETMA3903	
MD	11111109050194			Mobile Digital Recorder	Apollo	MR4	
MD	10013404110045			Mobile Digital Recorder	Apollo	MR4	
MD	10888408060085			Mobile Digital Recorder	Apollo	MR4	
MD	10724507100028			Mobile Digital Recorder	Apollo	MR4	
MD	10197705090089			Mobile Digital Recorder	Apollo	MR4	
MD	10712107100008			Mobile Digital Recorder	Apollo	MR4	
MD	7R1K336OA8ML	051133		Monitor	Dell	DELL P2314H	8/23/2013
MD	7R1K341HGX8L	051237		Monitor	Dell	DELL P2314H	3/7/2014
MD	7R1K341HGWVL	051246		Monitor	Dell	DELL P2314H	3/7/2014
MD	7R1K341HGXLL	051247		Monitor	Dell	DELL P2314H	3/8/2014
MD	KG49T19K1RKU	050916		Monitor	Dell	DELL P2412H	2/6/2012
MD	7R1K341HGKDL	051248		Monitor	Dell	DELL P2414H	3/7/2014
MD	7R1K341HGX5L	051238		Monitor	Dell	DELL P2414H	3/7/2014
MD	7R1K341HGXFL	051165		Monitor	Dell	DELL P2414H	3/7/2014
MD	7R1K341HGXUL	051169		Monitor	Dell	DELL P2414H	3/7/2014
MD	7R1K341HGXL	051166		Monitor	Dell	DELL P2414H	3/7/2014
MD	H6G01M2	051559		PC - Desktop	Dell	Optiplex 5050	12/11/2017
MD	299JDV2			PC - Desktop	Dell	Optiplex 5060	8-Mar-19
MD	21008-0504-a008-10AFL-2318			PC Mid Tower	Stancil		[15+ years old]

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD		050876		Printer	Brother		
MD	58764A357A			Radio Equipment	JOHNSON	5876	
MD	B3400036			Radio Equipment	Kenwood	TK-3140	
MD	B2800162			Radio Equipment	Kenwood	TK-3140	
MD	B3400033			Radio Equipment	Kenwood	TK-3140	
MD	B2700153			Radio Equipment	Kenwood	TK-3140	
MD	B3400032			Radio Equipment	Kenwood	TK-3140	
MD	B3400038			Radio Equipment	Kenwood	TK-3140	
MD	B3400040			Radio Equipment	Kenwood	TK-3140	
MD	B3400037			Radio Equipment	Kenwood	TK-3140	
MD	B3400035			Radio Equipment	Kenwood	TK-3140	
MD	90100589			Radio Equipment	Kenwood	TK-3200L	
MD	90100585			Radio Equipment	Kenwood	TK-3200L	
MD	90100584			Radio Equipment	Kenwood	TK-3200L	
MD	90100590			Radio Equipment	Kenwood	TK-3200L	
MD	81104990			Radio Equipment	Kenwood	TK-3200L	
MD	80800031		DAR 925	Radio Equipment	Kenwood	TK-8180	
MD	B2400324		DAR 913	Radio Equipment	Kenwood	TK-8180	
MD	70400010		DAR 921	Radio Equipment	Kenwood	TK-8180	
MD	B4A00056		DAR 945	Radio Equipment	Kenwood	TK-8180	
MD	70400009		DAR 7926	Radio Equipment	Kenwood	TK-8180	

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	80800035		DAR 7924	Radio Equipment	Kenwood	TK-8180	
MD	B2100642		DAR 7961	Radio Equipment	Kenwood	TK-8180	
MD	B2400317		DAR 897	Radio Equipment	Kenwood	TK-8180	
MD	B2400316		DAR 896	Radio Equipment	Kenwood	TK-8180	
MD	B2100626		DAR 890	Radio Equipment	Kenwood	TK-8180	
MD	B2400311		DAR 901	Radio Equipment	Kenwood	TK-8180	
MD	B2400322		DAR 909	Radio Equipment	Kenwood	TK-8180	
MD	B2100630		DAR 895	Radio Equipment	Kenwood	TK-8180	
MD	B2400315		DAR 889	Radio Equipment	Kenwood	TK-8180	
MD	B2100642		DAR 961	Radio Equipment	Kenwood	TK-8180	
MD	B2100627		DAR 891	Radio Equipment	Kenwood	TK-8180	
MD	B4A00057		DAR 947	Radio Equipment	Kenwood	TK-8180	
MD	B4A00041		DAR 2096	Radio Equipment	Kenwood	TK-8180	
MD	70400026		DAR 912	Radio Equipment	Kenwood	TK-8180	
MD	B2400319		DAR 900	Radio Equipment	Kenwood	TK-8180	
MD	B2100629		DAR 2096	Radio Equipment	Kenwood	TK-8180	
MD	61000130		DAR 6074	Radio Equipment	Kenwood	TK-8180	
MD	A9200004		DAR 6065	Radio Equipment	Kenwood	TK-8180	
MD	80800032		DAR 6067	Radio Equipment	Kenwood	TK-8180	
MD	70400006		DAR 6075	Radio Equipment	Kenwood	TK-8180	
MD	B2100644		DAR 7957	Radio Equipment	Kenwood	TK-8180	

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	B2100624		DAR 7956	Radio Equipment	Kenwood	TK-8180	
MD	B2100622		DAR 7954	Radio Equipment	Kenwood	TK-8180	
MD	61000203		DAR 7959	Radio Equipment	Kenwood	TK-8180	
MD	61000126		DAR 7955	Radio Equipment	Kenwood	TK-8180	
MD	B2400323		DAR 7910	Radio Equipment	Kenwood	TK-8180	
MD	B2400325		DAR 7914	Radio Equipment	Kenwood	TK-8180	
MD	70400027		DAR 7916	Radio Equipment	Kenwood	TK-8180	
MD	70400007		DAR 7917	Radio Equipment	Kenwood	TK-8180	
MD	70400008		DAR 7918	Radio Equipment	Kenwood	TK-8180	
MD	A8C00001		DAR 7935	Radio Equipment	Kenwood	TK-8180	
MD	A8C00002		DAR 7936	Radio Equipment	Kenwood	TK-8180	
MD	A8C00014		DAR 7937	Radio Equipment	Kenwood	TK-8180	
MD	A8C00039		DAR 7938	Radio Equipment	Kenwood	TK-8180	
MD	A8C00038		DAR 7939	Radio Equipment	Kenwood	TK-8180	
MD	A8A00140		DAR 7930	Radio Equipment	Kenwood	TK-8180	
MD	A8A00095		DAR 7931	Radio Equipment	Kenwood	TK-8180	
MD	A8C00013		DAR 7932	Radio Equipment	Kenwood	TK-8180	
MD	A8C00004		DAR 7933	Radio Equipment	Kenwood	TK-8180	
MD	A8C00005		DAR 7934	Radio Equipment	Kenwood	TK-8180	
MD	B2100637		DAR 7919	Radio Equipment	Kenwood	TK-8180	
MD	70400028		DAR 7923	Radio Equipment	Kenwood	TK-8180	

# Ben Franklin Transit

## EXHIBIT A - LIST OF SURPLUS INFORMATION TECHNOLOGY (MARCH 2023)

Last Updated: 2/20/2023

CK	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
MD	80800034		DAR 7927	Radio Equipment	Kenwood	TK-8180	
MD	A8A00092		DAR 7928	Radio Equipment	Kenwood	TK-8180	
MD	A8C00012		DAR 7929	Radio Equipment	Kenwood	TK-8180	
MD	987L05181030			Radio Equipment	LUCENT	1151A1	
MD	01-04080093			Radio Equipment	Mentor Engineering	MDC V2.1	
MD	01-04080094			Radio Equipment	Mentor Engineering	MDC V2.1	
MD	IL7370005			Radio Equipment	REI	700845	
MD	2BW2074X0001E			Switch	Netgear	GSM7252PS V1H1	
MD	24P1054K00005			Switch	Netgear	GSM7352S V2H1	
MD	24P105490008B			Switch	Netgear	GSM7352S V2H1	
MD	24N1044Y00002	051022		Switch	Netgear		
MD	1MH7035H00010			Switch	Netgear		



# **Financial Report Through December 2022**

**Financial Performance Overview - YTD Cumulative Totals**

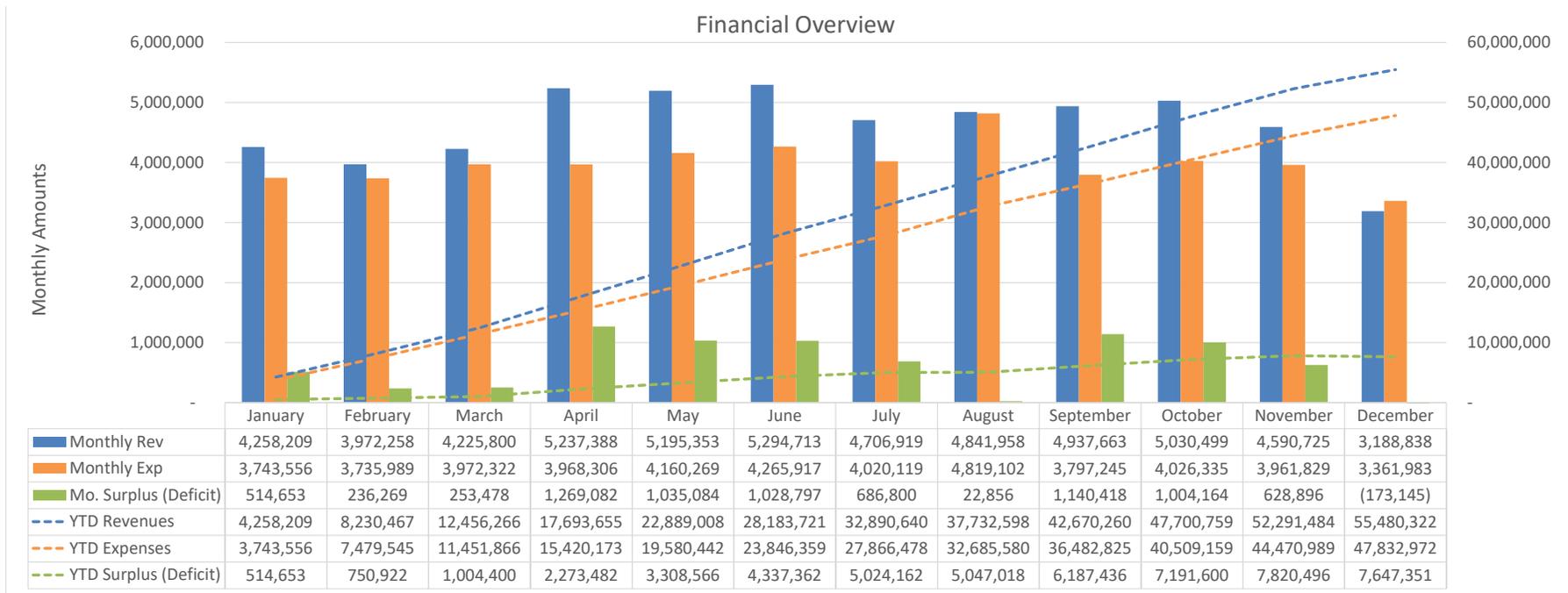
Revenue & Expenses												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Revenue</b>												
YTD Budget	\$ 4,327,618	\$ 8,550,874	\$ 13,229,271	\$ 17,808,198	\$ 22,753,368	\$ 27,902,123	\$ 32,869,772	\$ 37,729,747	\$ 42,802,029	\$ 47,631,181	\$ 52,511,604	\$ 57,786,200
YTD Actual	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322
Variance - B/(W)	(69,409)	(320,407)	(773,005)	(114,543)	135,640	281,598	20,868	2,851	(131,769)	69,578	(220,120)	(2,305,878)
Percentage	98%	96%	94%	99%	101%	101%	100%	100%	100%	100%	100%	96%
<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	\$ 33,501,428	\$ 37,223,808	\$ 40,946,189	\$ 44,668,570
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	28,573,022	31,842,283	35,034,398	38,607,794
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	4,928,406	5,381,526	5,911,791	6,060,776
Percentage	79%	78%	79%	80%	81%	83%	84%	86%	85%	86%	86%	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	\$ 9,838,223	\$ 10,931,358	\$ 12,024,494	\$ 13,117,630
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	7,909,803	8,666,877	9,436,590	9,225,178
Variance - B/(W)	283,432	525,794	646,874	854,550	1,031,676	1,176,926	1,547,528	1,654,323	1,928,420	2,264,482	2,587,904	3,892,452
Percentage	74%	76%	80%	80%	81%	82%	80%	81%	80%	79%	78%	70%

Cost Per Mile												
<b>Fixed Route</b>												
YTD Budget	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79	\$ 9.79
YTD Actual	7.93	8.13	8.27	8.22	8.30	8.35	8.34	8.45	8.42	8.38	8.39	8.39
Variance - B/(W)	1.85	1.66	1.51	1.56	1.48	1.43	1.44	1.34	1.37	1.41	1.40	1.39
Percentage	81%	83%	85%	84%	85%	85%	85%	86%	86%	86%	86%	86%
<b>DAR/ADA</b>												
YTD Budget	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09	\$ 10.09
YTD Actual	11.40	11.00	10.17	10.08	9.95	10.12	10.03	10.12	10.11	10.00	9.92	9.96
Variance - B/(W)	(1.30)	(0.90)	(0.08)	0.02	0.14	(0.03)	0.07	(0.03)	(0.02)	0.09	0.18	0.13
Percentage	113%	109%	101%	100%	99%	100%	99%	100%	100%	99%	98%	99%
<b>Vanpool</b>												
YTD Budget	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55	\$ 1.55
YTD Actual	1.43	1.57	0.97	1.10	1.28	1.28	1.29	1.29	1.28	1.27	1.27	1.39
Variance - B/(W)	0.12	(0.02)	0.57	0.44	0.27	0.26	0.26	0.26	0.26	0.28	0.28	0.15
Percentage	93%	102%	63%	71%	83%	83%	83%	83%	83%	82%	82%	90%

**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 Revenues for 2022 were \$2.3 million, 4%, off budgeted amount mainly due to some grants drawdowns timing extending into 2023
- January through October Actual Sales Tax Revenue is better than budget by \$3.1 M (8%)
- YTD Operating Grants Revenue is \$4.8 M (15%) behind budget due to timing issues with grant drawdown caused by FTA system update downtime
- The grants drawdowns should be caught up in Q1 of 2023
- Revenue from ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast by 20% mostly due to free youth passes

**Expenses**

- YTD Salaries & Benefits \$6.2 M (15.4%) 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, YTD boarding is 22% less than budget forecast, albeit fares are 46% better than forecasted
- Connect is over budget due to higher usage than originally budgeted for 2022 (272% over budget)
- DAR & ARC budget underruns more than offset this.
- Overall, boardings were 17% below budgeted estimates for the year, while revenue miles were 5% lower than budgeted, leading to costs underuns



### Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322
CY Budget	4,327,618	8,550,874	13,229,271	17,808,198	22,753,368	27,902,123	32,869,772	37,729,747	42,802,029	47,631,181	52,511,604	57,786,200
PY Actuals	3,512,917	6,966,312	11,568,537	16,059,413	21,279,540	26,925,331	31,812,315	36,598,044	41,703,233	46,460,326	50,963,526	57,022,837

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

**Current Month**

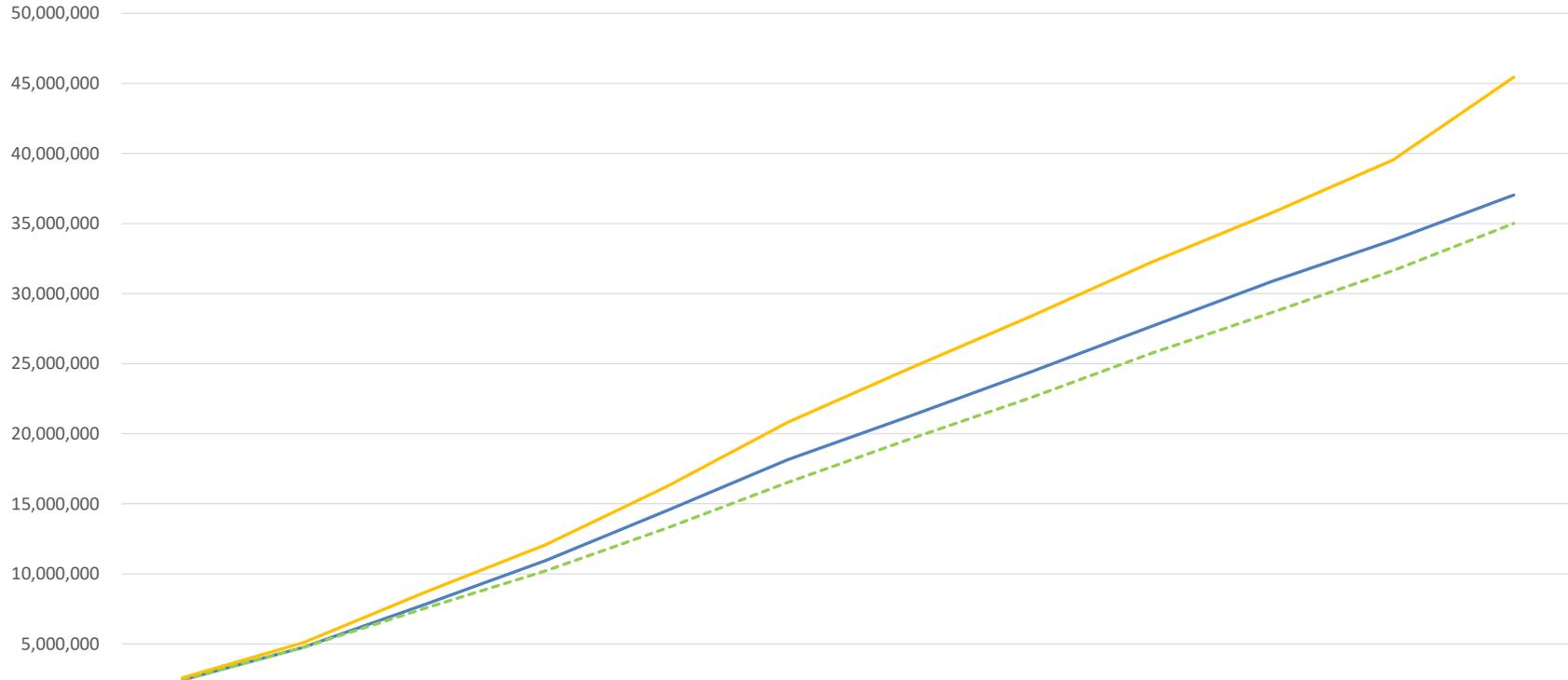
- Current month revenues are 40% below budget, mainly due to lower sales tax remittance and grant draw downs.

**YTD**

- Due to FTA system upgrades, there was a delay in the completion of some December grants drawdowns
- Actuals are within the expected budget range, after accounting for the delayed grants drawdowns.



### Sales Tax Revenue (GAAP Basis for Financials)



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

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

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

#### Current Month

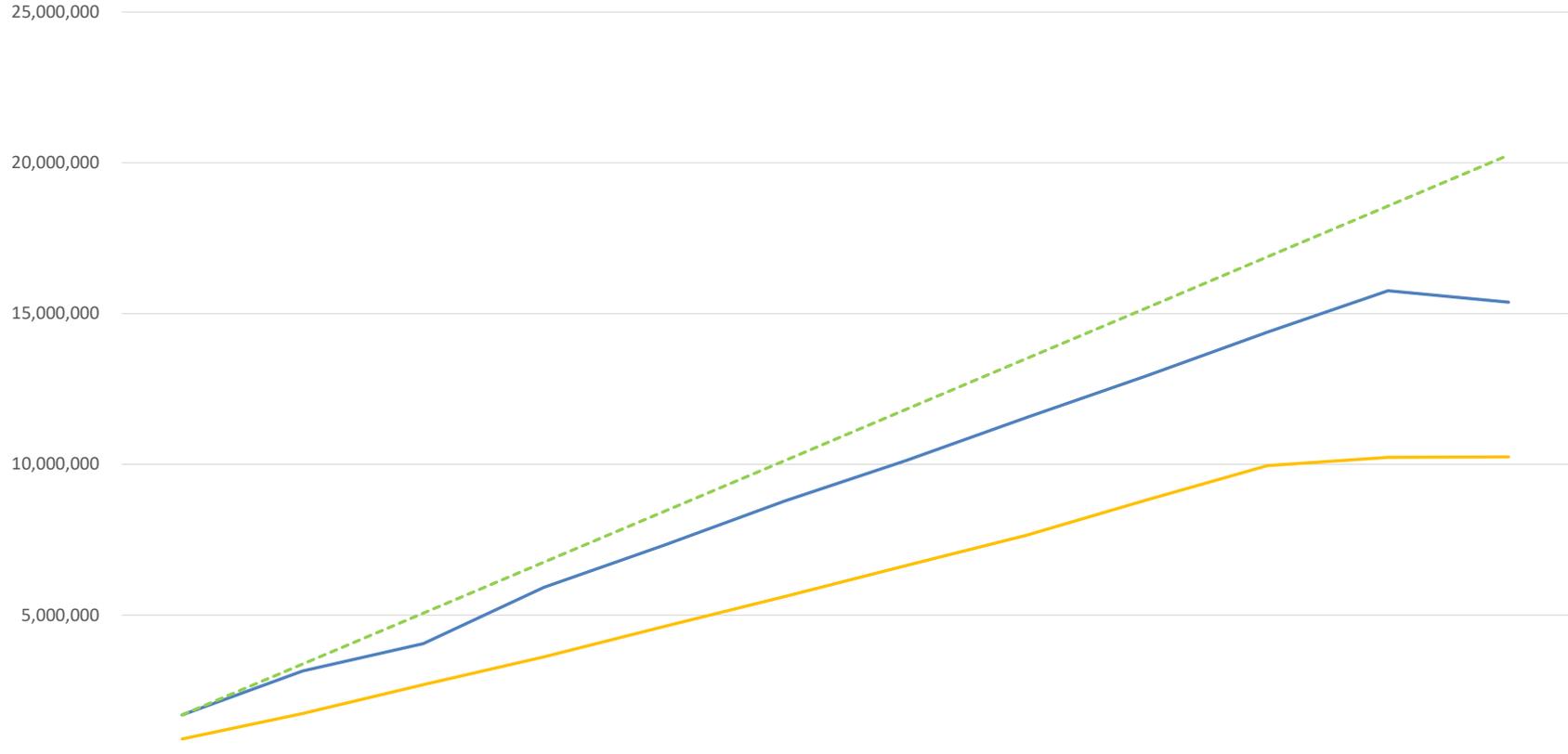
- Current and prior month are estimated due to reporting lag from the State
- Estimate for October adjusted to actual in December. October actuals better than budget by \$113k (2.8%)

#### YTD

- 94% of sales tax revenue went to Operations in PY vs. only 73% in CY
- January through October actuals are better than budget by \$3.1 M (8%)



### Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594
— CY Budget	1,688,004	3,376,008	5,064,012	6,752,016	8,440,020	10,128,024	11,816,028	13,504,032	15,192,036	16,880,040	18,568,044	20,256,050
— PY Actuals	890,265	1,733,756	2,690,824	3,612,098	4,624,417	5,617,860	6,638,409	7,645,597	8,819,595	9,955,116	10,233,763	10,245,707

**Significant Items to Note for Operating Grants**

**Current Month**

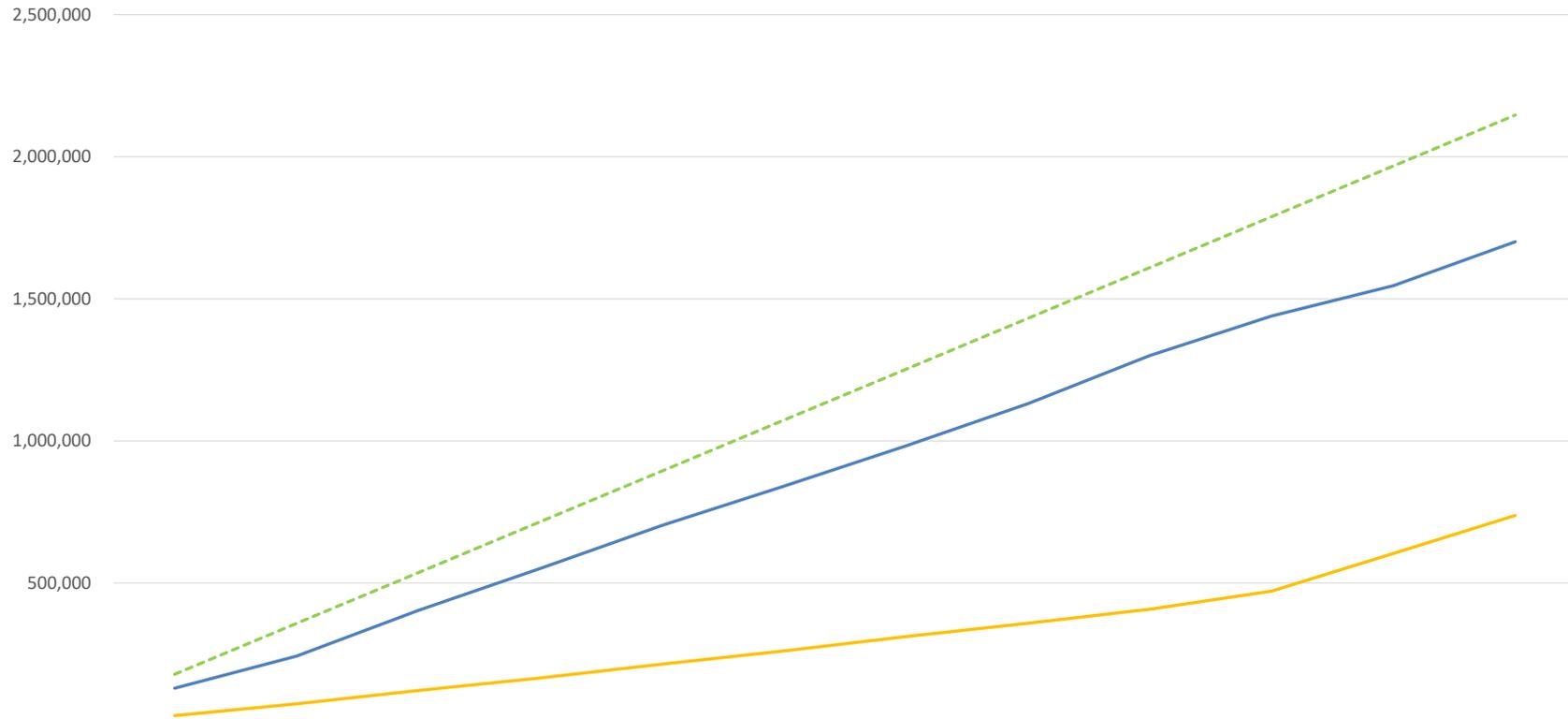
- No State Special Needs funding accrual due to the amount being met.
- Draw downs below budgeted levels due to delayed drawdowns from the FTA following their system upgrades

**YTD**

- YTD Operating Grants Revenue are \$4.8 M (24%) behind budget primarily due to delayed grants accrual for December.



### Fares



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	129,714	242,493	403,773	550,883	702,933	840,492	982,001	1,130,614	1,300,168	1,439,036	1,546,409	1,700,755
CY Budget	178,867	357,734	536,601	715,468	894,335	1,073,202	1,252,069	1,430,936	1,609,803	1,788,670	1,967,537	2,146,400
PY Actuals	33,264	74,889	121,461	165,969	214,660	260,999	311,238	358,226	408,036	471,407	604,077	737,558

#### Significant Items to Note for Fares

##### Current Month

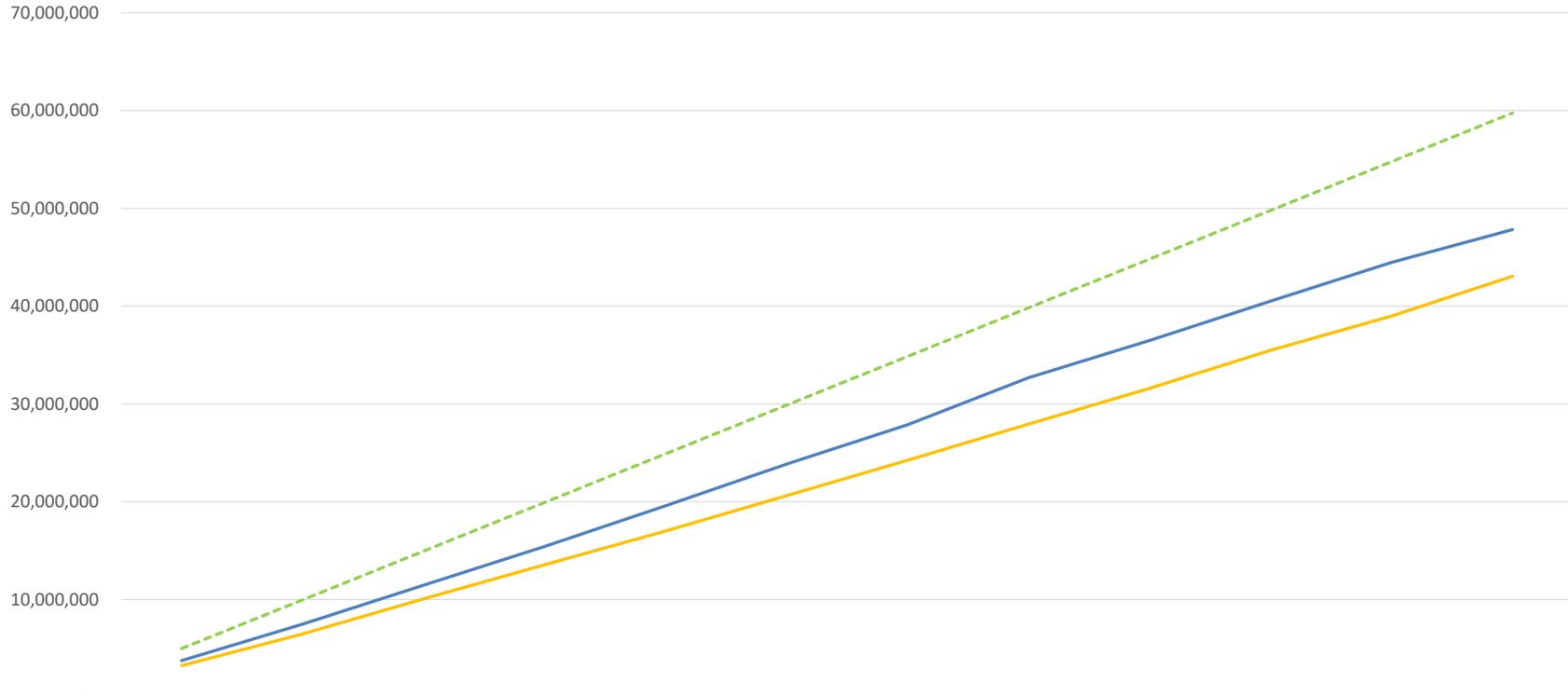
- December fare Actuals are \$24K (13.64%) below budget
- Ridership has not fully recovered to pre-pandemic levels, it is running behind forecast by 44k (18%)



##### YTD

- YTD fares for bus passes are \$169 K (21%) behind budget. This is largely due to youth riding free in the last half of the year.
- YTD Connect fares are \$179 K (90%) behind budget. This is partly due to riders with bus passes & tickets transferring to Connect in 2022 while in most of 2021, no transfers due to fare free.
- 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 16.6% of 2022 forecasted levels

### Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	3,743,556	7,479,545	11,451,866	15,420,173	19,580,442	23,846,359	27,866,478	32,685,580	36,482,825	40,509,159	44,470,989	47,832,972
CY Budget	4,979,642	9,959,284	14,938,926	19,918,568	24,898,210	29,877,852	34,857,494	39,837,136	44,816,778	49,796,420	54,776,062	59,755,700
PY Actuals	3,220,593	6,476,167	10,063,577	13,547,659	16,986,777	20,622,424	24,229,179	27,944,468	31,590,928	35,483,858	38,979,339	43,059,074

**Significant Items to Note for Expenses**

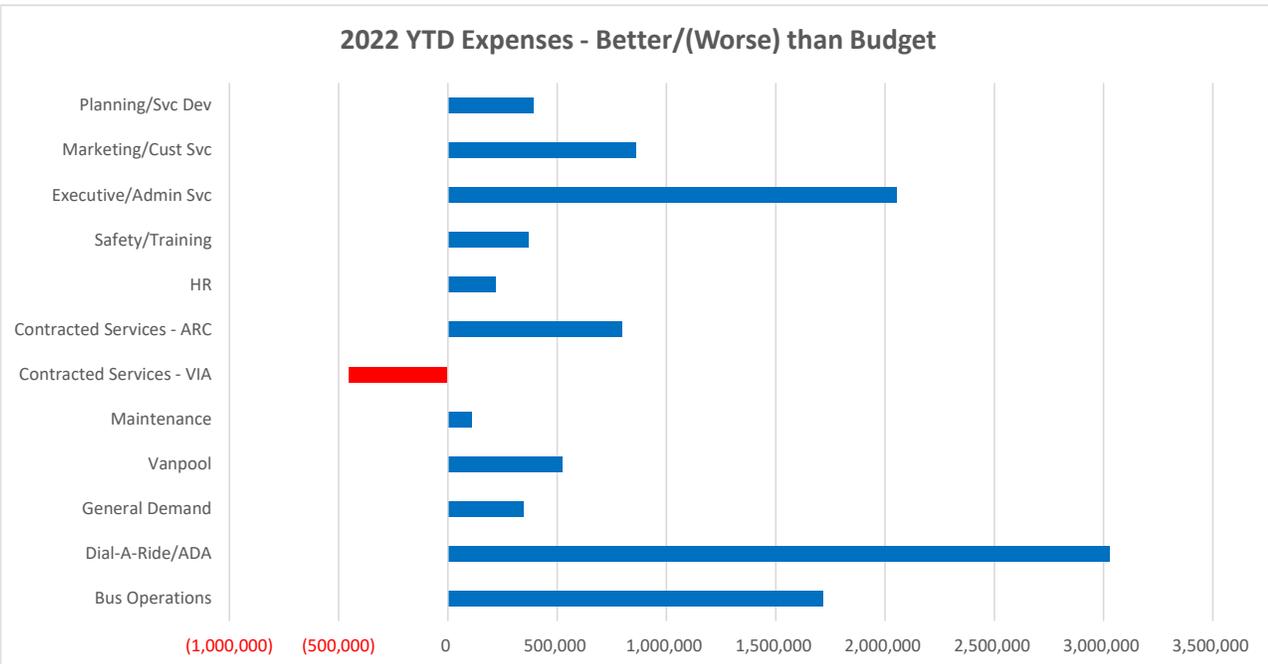
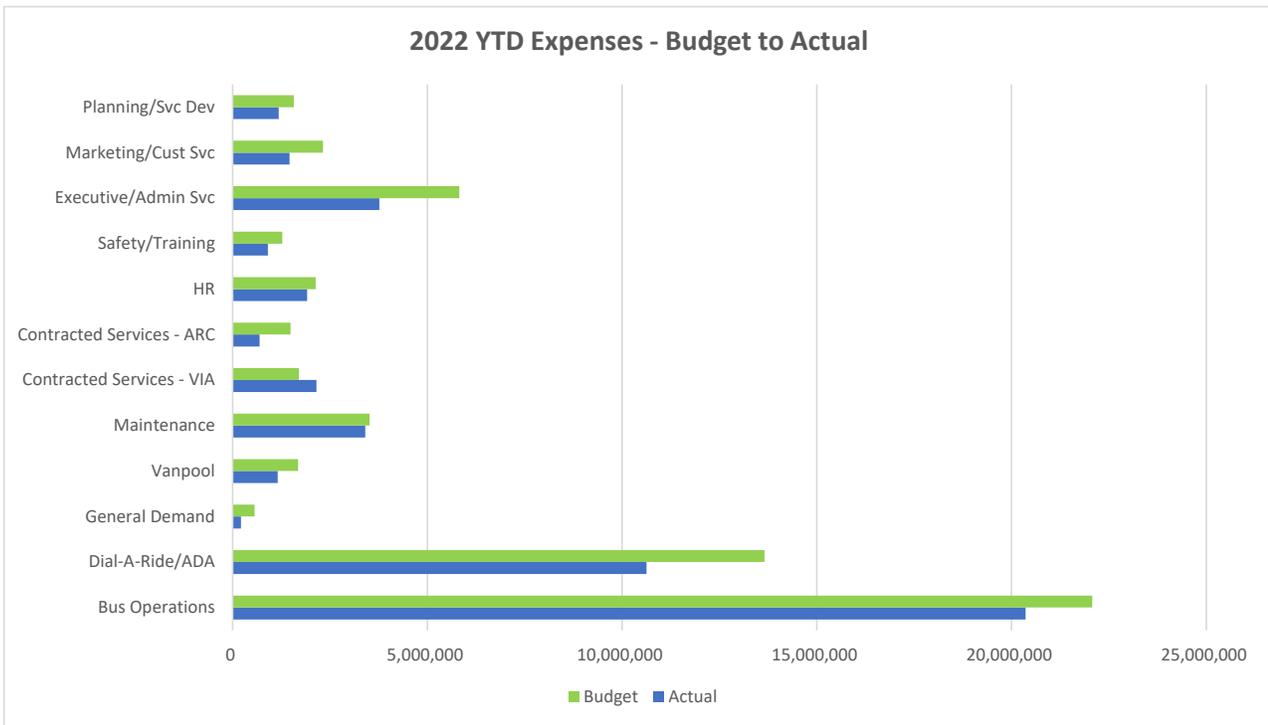
**Current Month**

- Headcount vacancies contributing to current month underspending
- DAR and ARC continue to run under budget by 22%

**YTD**

- YTD expenses 20% lower than budget
- YTD Salaries & Benefits \$6.2 M better than budget primarily due to hiring vacancies
- DAR and ARC continue to run under budget at 26% (\$5.5 M)
- Current year includes expanded services that weren't added until June & August of 2021

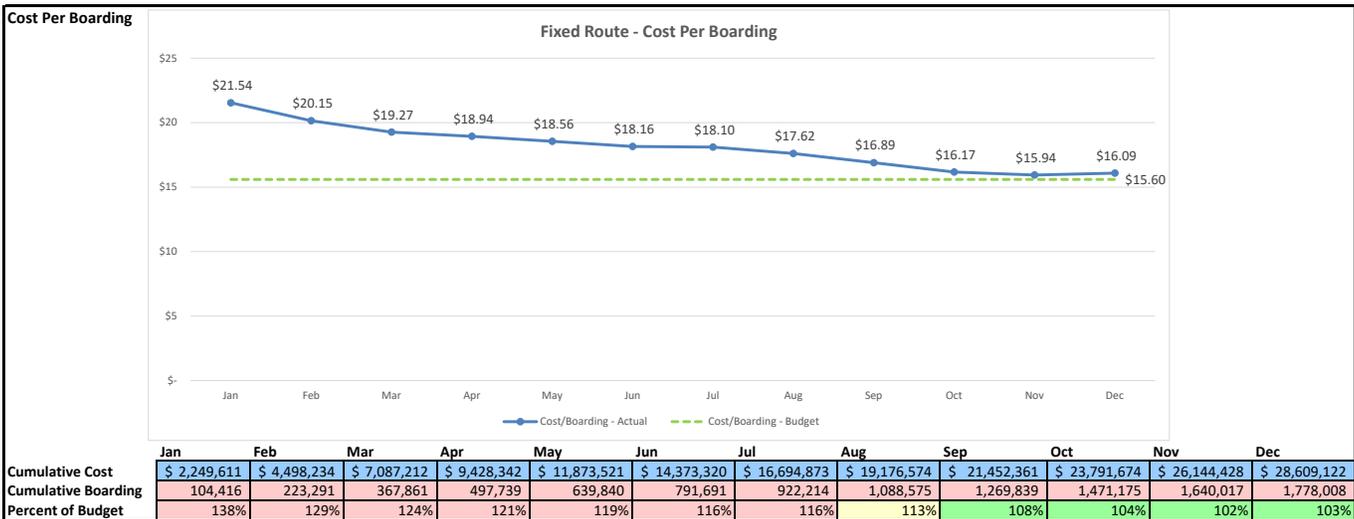
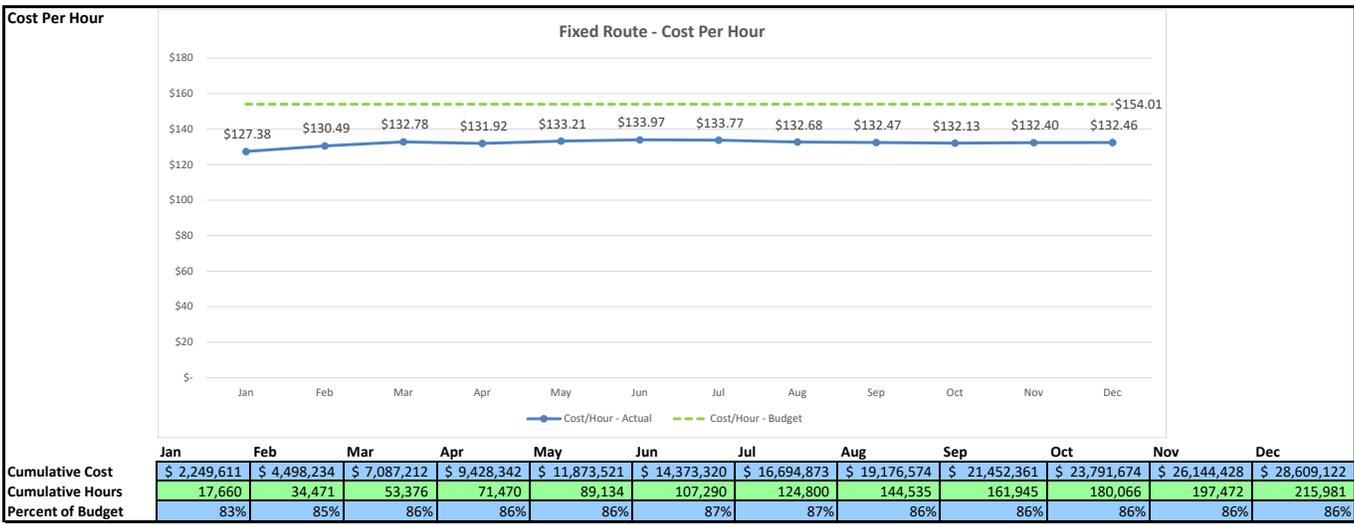
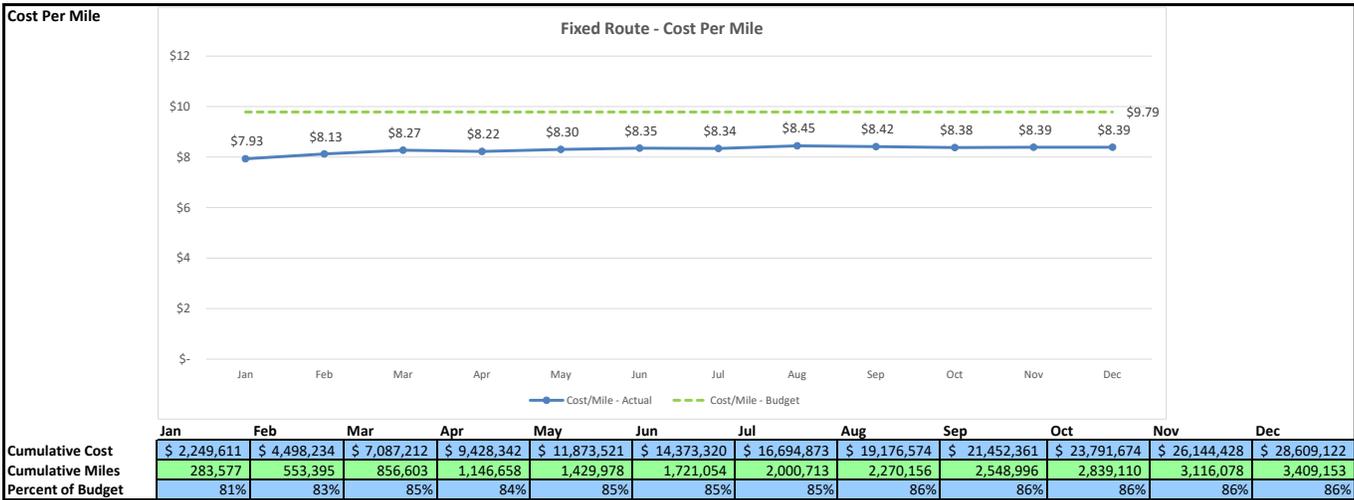




**Significant Items to Note:**

- YTD Salaries & Benefits are better than budget for Operations & Dial-A-Ride primarily due to hiring vacancies
- Dial-A-Ride demand across 2022 still lagged pre-pandemic levels
- Projects/Professional Services came under budget primarily due to straight-line budget vs timing of actual costs
- Contracted Services (Connect) was over budget due to higher usage than originally budgeted for 2022.
- This trend prevailed throughout the year. The overage was offset by budget underruns in DAR & ARC service levels in 2022.



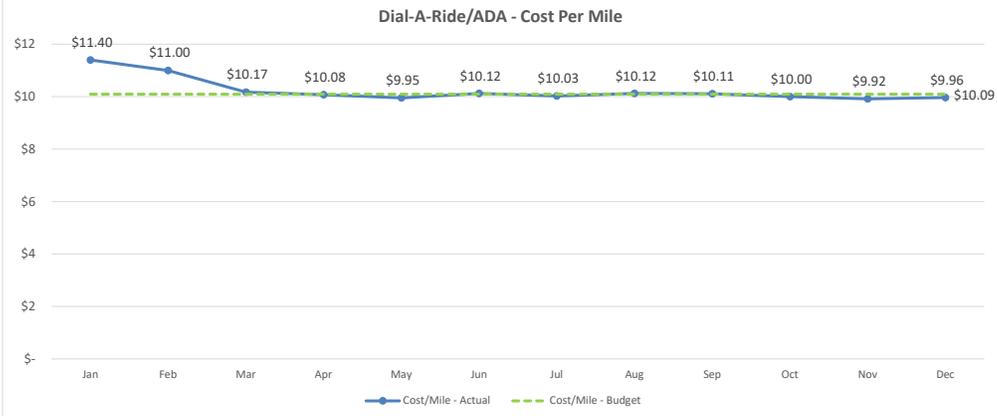


**Legend for Percent of Budget:**

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

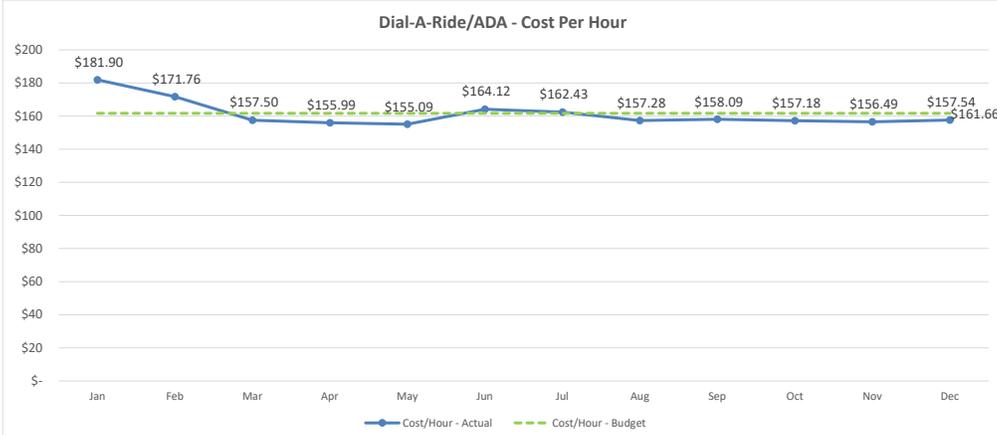


**Cost Per Mile**



	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	\$ 11,683,689	\$ 13,010,815	\$ 14,241,295	\$ 15,596,466
Cumulative Miles	105,949	220,086	361,615	490,819	631,816	755,152	885,750	1,021,159	1,155,649	1,300,615	1,436,134	1,565,365
Percent of Budget	113%	109%	101%	100%	99%	100%	99%	100%	100%	99%	98%	99%

**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	\$ 11,683,689	\$ 13,010,815	\$ 14,241,295	\$ 15,596,466
Cumulative Hours	6,639	14,093	23,354	31,704	40,539	46,572	54,672	65,713	73,906	82,779	91,002	98,999
Percent of Budget	113%	106%	97%	96%	96%	102%	100%	97%	98%	97%	97%	97%

**Cost Per Boarding**

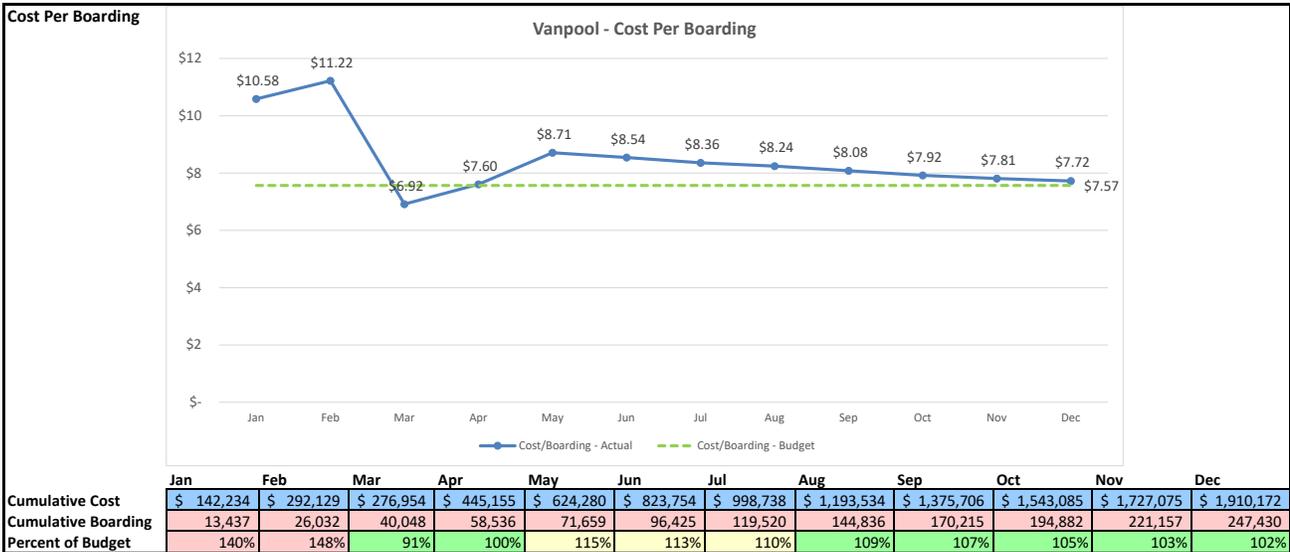
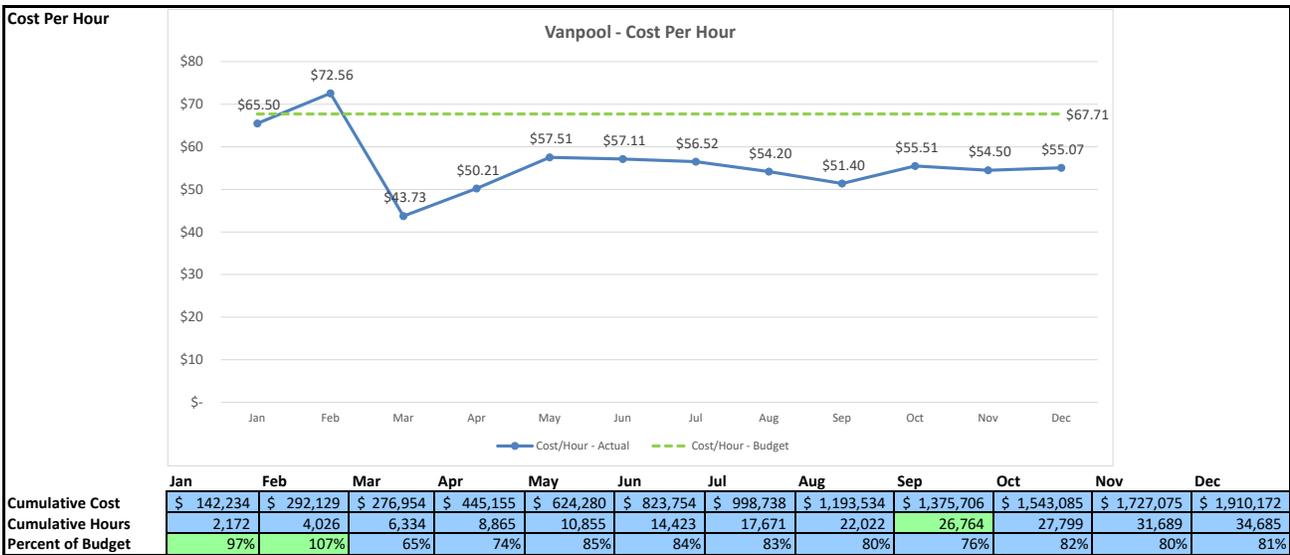
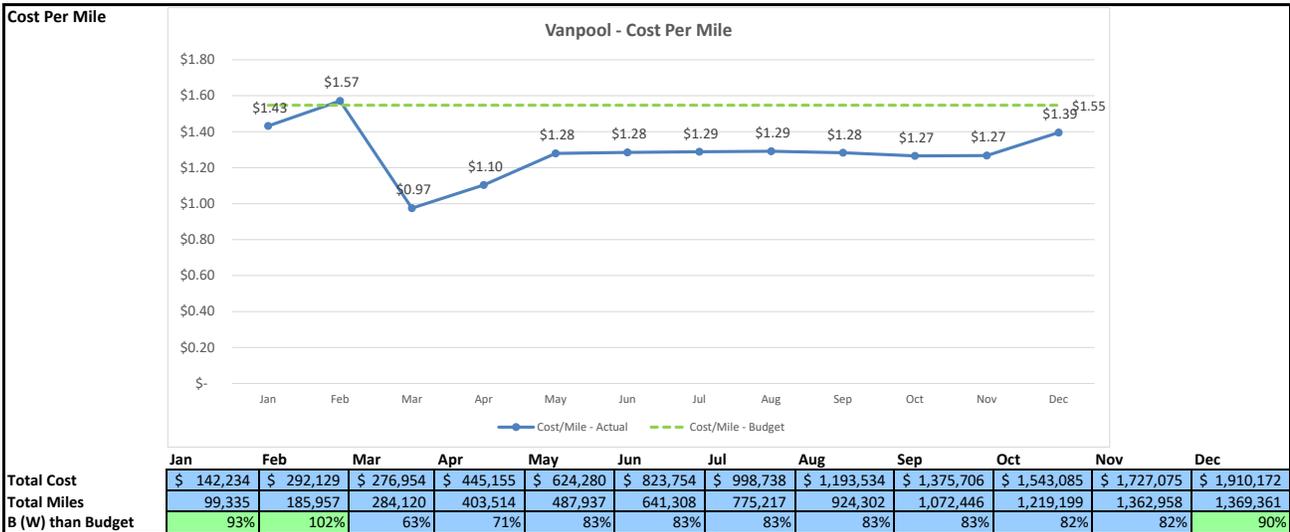


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ 10,335,106	\$ 11,683,689	\$ 13,010,815	\$ 14,241,295	\$ 15,596,466
Cumulative Boarding	14,692	30,158	49,566	67,186	86,353	104,402	122,310	140,838	159,277	179,741	198,264	215,493
Percent of Budget	113%	111%	102%	101%	100%	101%	100%	101%	101%	100%	99%	100%

**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%





**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 Dec 2022**

	<b>2022 Total Budget</b>	<b>2022 Budget Year to Date</b>	<b>Actual To Date Dec 2022</b>	<b>% Actuals B (W) Budget YTD</b>	<b>Actual To Date Dec 2021</b>	<b>% 2022 B (W) 2021</b>
<b>Operating Revenues</b>						
Bus Passes	\$ 612,300	\$ 612,300	\$ 497,118	-18.8%	\$ 104,093	377.6%
Bus Cash	369,700	369,700	258,948	-30.0%	43,285	498.2%
Dial-A-Ride/ADA	138,000	138,000	202,013	46.4%	36,145	458.9%
General Demand (Prosser) **	16,400	16,400	3,964	-75.8%	1,820	117.8%
Vanpool	810,000	810,000	717,984	-11.4%	549,689	30.6%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	200,000	20,728	-89.6%	2,451	745.8%
Fares	2,146,400	2,146,400	1,700,755	-20.8%	737,558	130.6%
Local Sales Tax (Operating Portion)	35,009,550	35,009,550	37,035,434	5.8%	45,442,171	-18.5%
Operating Grants	1,370,697	1,370,697	1,328,095	-3.1%	178,352	644.6%
CARES Act Funds	18,885,353	18,885,353	14,047,498	-25.6%	10,067,355	39.5%
Miscellaneous	374,200	374,200	1,368,540	265.7%	597,402	129.1%
<b>Total Operating Revenues</b>	<b>\$ 57,786,200</b>	<b>\$ 57,786,200</b>	<b>\$ 55,480,322</b>	<b>-4.0%</b>	<b>\$ 57,022,837</b>	<b>-2.7%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 22,841,800	\$ 22,841,800	\$ 20,357,207	10.9%	\$ 18,368,865	-10.8%
Dial-A-Ride/ADA	14,239,970	14,239,970	10,628,402	25.4%	9,871,295	-7.7%
General Demand (Prosser) **	560,400	560,400	214,431	61.7%	378,388	43.3%
Vanpool	1,705,800	1,705,800	1,156,725	32.2%	1,133,788	-2.0%
Maintenance	3,762,900	3,762,900	3,405,238	9.5%	2,954,131	-15.3%
<b>Purchased Transportation</b>						
Contracted Services - VIA	1,700,000	1,700,000	2,154,532	-26.7%	380,325	-466.5%
Contracted Services - ARC	1,487,600	1,487,600	691,260	53.5%	978,343	29.3%
<b>Administration</b>						
HR	2,182,000	2,182,000	1,911,462	12.4%	1,988,366	3.9%
Safety / Training	1,334,500	1,334,500	902,508	32.4%	1,019,586	11.5%
Executive / Administrative Services	5,945,500	5,945,500	3,768,904	36.6%	3,417,130	-10.3%
Marketing / Customer Service	2,378,930	2,378,930	1,459,497	38.6%	1,511,852	3.5%
Planning / Service Development	1,616,300	1,616,300	1,182,806	26.8%	1,057,005	-11.9%
<b>* Total Operating Expenditures</b>	<b>\$ 59,755,700</b>	<b>\$ 59,755,700</b>	<b>\$ 47,832,972</b>	<b>20.0%</b>	<b>\$ 43,989,096</b>	<b>-8.7%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ (1,969,500)</b>	<b>\$ (1,969,500)</b>	<b>\$ 7,647,351</b>		<b>\$ 13,033,742</b>	
<b>Capital Expenditures</b>						
Local	\$ 27,829,006	\$ 27,829,006	\$ 3,864,087	-86.1%	\$ 514,155	651.5%
State	3,908,284	3,908,284	183,125	-95.3%	60,420	203.1%
Federal	4,414,765	4,414,765	4,735,335	7.3%	-	0.0%
<b>Total Capital Expenditures</b>	<b>\$ 36,152,055</b>	<b>\$ 36,152,055</b>	<b>\$ 8,782,547</b>	<b>-75.7%</b>	<b>\$ 574,575</b>	<b>1428.5%</b>

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

\*\* Beginning in August 2022, Prosser costs are included with DAR costs.



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

2022 YTD Actual Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 756,066	\$ 202,013	\$ 3,964	\$ 717,984	\$ -	\$ 20,728	\$ 1,700,755
Direct Cost	\$ 20,357,207	\$ 10,628,402	\$ 214,431	\$ 1,156,725	\$ 691,260	\$ 2,154,532	\$ 35,202,556
Allocated Cost	\$ 7,332,054	\$ 4,570,928	\$ 179,884	\$ 547,550	\$ -	\$ -	\$ 12,630,416
Depreciation - Local (Vehicle only)	\$ 421,432	\$ 105,922	\$ 417	\$ 146,118	\$ 7,256	\$ -	\$ 681,145
Cost for Farebox Recovery Ratio	\$ 28,110,693	\$ 15,305,252	\$ 394,732	\$ 1,850,393	\$ 698,516	\$ 2,154,532	48,514,117
Boarding	1,778,008	215,493	2,475	247,430	30,094	115,418	2,388,918
Revenue Miles	3,409,153	1,565,365	11,483	1,369,361	86,140	956,237	7,397,739
Revenue Hours	215,981	98,999	603	34,685	4,386	45,522	400,176
<b>Cost per Boarding</b>	<b>\$ 15.81</b>	<b>\$ 71.02</b>	<b>\$ 159.50</b>	<b>\$ 7.48</b>	<b>\$ 23.21</b>	<b>\$ 18.67</b>	<b>\$ 20.31</b>
<b>Cost per Rev Mile</b>	<b>\$ 8.25</b>	<b>\$ 9.78</b>	<b>\$ 34.38</b>	<b>\$ 1.35</b>	<b>\$ 8.11</b>	<b>\$ 2.25</b>	<b>\$ 6.56</b>
<b>Cost per Rev Hour</b>	<b>\$ 130.15</b>	<b>\$ 154.60</b>	<b>\$ 654.61</b>	<b>\$ 53.35</b>	<b>\$ 159.26</b>	<b>\$ 47.33</b>	<b>\$ 121.23</b>
<b>Farebox Recovery</b>	2.7%	1.3%	1.0%	38.8%	0.0%	1.0%	3.5%

**Directly Operated Transportation**

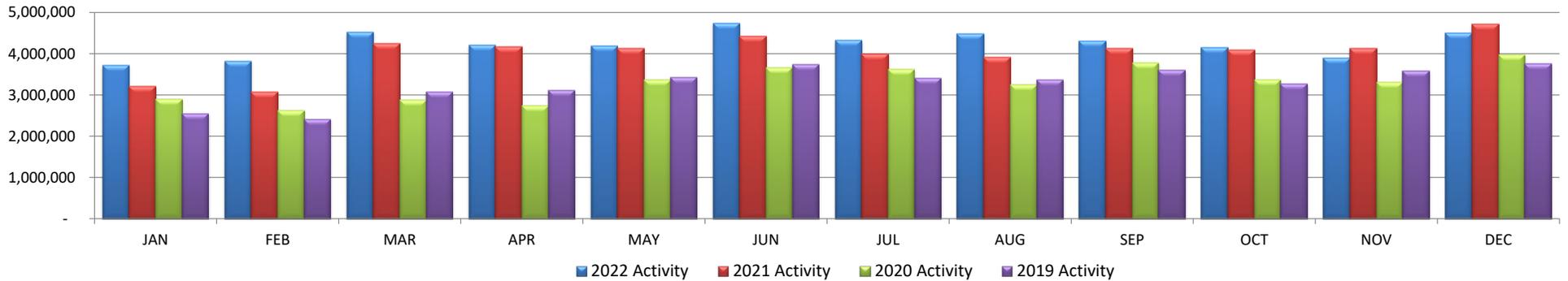
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 982,000	\$ 138,000	\$ 16,400	\$ 810,000	\$ -	\$ 200,000	\$ 2,146,400
Direct Cost	\$ 22,841,800	\$ 14,239,970	\$ 560,400	\$ 1,705,800	\$ 1,487,600	\$ 1,700,000	\$ 42,535,570
Allocated Cost	\$ 9,671,564	\$ 5,717,985	\$ 245,057	\$ 718,832	\$ -	\$ -	\$ 16,353,438
Depreciation - Local (Vehicle only)	\$ 444,755	\$ 87,949	\$ 211	\$ 148,203	\$ 7,256	\$ -	\$ 688,374
* Cost for Farebox Recovery Ratio	\$ 32,958,119	\$ 20,045,904	\$ 805,668	\$ 2,572,835	\$ 1,494,856	\$ 1,700,000	\$ 59,577,382
Boarding	2,113,000	276,000	26,000	340,000	78,000	31,000	2,864,000
Revenue Miles	3,368,000	1,986,000	146,000	1,663,000	223,000	376,000	7,762,000
Revenue Hours	214,000	124,000	6,800	38,000	14,000	36,000	432,800
<b>Cost per Boarding</b>	<b>\$ 15.60</b>	<b>\$ 72.63</b>	<b>\$ 30.99</b>	<b>\$ 7.57</b>	<b>\$ 19.16</b>	<b>\$ 54.84</b>	<b>\$ 20.80</b>
<b>Cost per Rev Mile</b>	<b>\$ 9.79</b>	<b>\$ 10.09</b>	<b>\$ 5.52</b>	<b>\$ 1.55</b>	<b>\$ 6.70</b>	<b>\$ 4.52</b>	<b>\$ 7.68</b>
<b>Cost per Rev Hour</b>	<b>\$ 154.01</b>	<b>\$ 161.66</b>	<b>\$ 118.48</b>	<b>\$ 67.71</b>	<b>\$ 106.78</b>	<b>\$ 47.22</b>	<b>\$ 137.66</b>
<b>Farebox Recovery</b>	3.0%	0.7%	2.0%	31.5%	0.0%	11.8%	3.6%

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

<b>Cost per Boarding</b>	<b>\$ (0.21)</b>	<b>\$ 1.61</b>	<b>\$ (128.51)</b>	<b>\$ 0.09</b>	<b>\$ (4.05)</b>	<b>\$ 36.17</b>	<b>\$ 0.49</b>
<b>Cost per Rev Mile</b>	<b>\$ 1.54</b>	<b>\$ 0.32</b>	<b>\$ (28.86)</b>	<b>\$ 0.20</b>	<b>\$ (1.41)</b>	<b>\$ 2.27</b>	<b>\$ 1.12</b>
<b>Cost per Rev Hour</b>	<b>\$ 23.86</b>	<b>\$ 7.06</b>	<b>\$ (536.13)</b>	<b>\$ 14.36</b>	<b>\$ (52.48)</b>	<b>\$ (0.11)</b>	<b>\$ 16.42</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	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 50,894,868
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	\$ 48,271,512
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	\$ 39,473,663
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	\$ 39,311,911
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 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%	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%	
% 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	\$ 48,127,500
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	\$ 40,200,000
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	\$ 38,037,173
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	\$ 36,950,000
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	5.8%
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	20.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	3.8%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	6.4%





# Additional Board Information

## March 2023

1. Executive Committee Meeting Minutes of March 2, 2023
2. 90-Day Procurement Outlook as of February 22, 2023
3. Financial Report for January 2023



**EXECUTIVE COMMITTEE MEETING**  
**Thursday, March 2, 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:** Will McKay, Chair; Steve Becken, David Sandretto

**Committee Member Absent:** Joseph Campos

**Legal Counsel:** Jeremy Bishop

**BFT Staff:** Rachelle Glazier, Shane Anderson, Janet Brett, Chad Crouch, Brian Lubanski, Chris Omolo, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Sliger, Rich Starr

**1. Convene Committee Meeting**

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

**Proposed Board Agenda Action Items**

**2. Resolution XX-2023 Approve Via CONNECT Contract Extension & Amendments – Kevin Sliger, Chief Planning & Development Officer**

Chief Planning & Development Officer Kevin Sliger presented a proposed two-year contract extension and amendments with North River Transit LLC DBA Via, which provides BFT's CONNECT service. Committee members moved this item to the Board Consent Agenda.

**3. Resolution XX-2023 Accept the Replacement of the Maintenance Building HVAC System as Complete – Shane Anderson, Facilities Manager**

Facilities Manager Shane Anderson presented a resolution asking the Board to accept the replacement of the Maintenance Building HVAC system as complete. The project came in substantially under budget, and Mr. Anderson shared before and after pictures. Committee members asked that this item also be placed on the Consent Agenda of the March Board meeting.

**4. Resolution XX-2023 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014 – Michael Roberts, Information Technology Manager**

Information Technology Manager Mike Roberts presented a list of old and failed IT items, asking the Board to declare them as surplus and allow BFT to dispose of them per Resolution 62-2014. Committee members asked that this item be included in the Board Consent Agenda, as well.

### **Proposed Board Agenda Informational/Discussion Items**

#### **5. Proposed Pasco Bus Wrap** – Brian Lubanski, Senior Manager of Customer Experience

Senior Manager of Customer Experience Brian Lubanski approached Board members about the possibility of wrapping a bus with a Cinco de Mayo theme in recognition of the City of Pasco and shared potential designs. The estimate for a full bus wrap is \$8,000.

General Manager Rachelle Glazier shared she would like to have new buses being added to the fleet painted at Gillig in honor of veterans and/or patriotic buses with the American flag.

Committee members asked this be placed on the Board agenda as a discussion item.

#### **6. Free Fare on Earth Day – April 22** – Chief Planning & Development Officer Kevin Sliger

Mr. Sliger asked Board members on the Executive Committee for their input on the possibility of operating fare-free on Earth Day, Saturday, April 22. The one day of lost revenue would be offset by the Department of Ecology grant funding. Ms. Glazier asked if the Board would like staff to ask for Board approval prior to offering a day of free fare, or if they would prefer to pass a broader resolution. After discussion, Committee members asked that a resolution be drawn up giving the General Manager the right to offer a fare-free day once per quarter. This will be placed on the April Board meeting agenda for action.

#### **7. Fourth Quarter 2022 Financial Report** – General Manager Rachelle Glazier and Senior Accountant Chris Omolo

Ms. Glazier and Senior Accountant Chris Omolo presented the 2022 year-end financial report.

### **Additional Documents in Executive Committee Packet**

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

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

#### **9. Other**

Chair McKay asked for an update on the Hanford service, and Mr. Sliger provided a progress report.

#### **10. Adjourn**

The meeting adjourned at 4:43 p.m.

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





# **Financial Report Through January 2023**

**Financial Performance Overview - YTD Cumulative Totals**

<b>Revenue &amp; Expenses</b>												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Revenue</b>												
YTD Budget	\$ 4,310,101	\$ 8,498,234	\$ 13,319,969	\$ 18,027,524	\$ 23,007,693	\$ 28,331,337	\$ 33,289,421	\$ 38,172,782	\$ 43,252,798	\$ 48,120,342	\$ 53,035,897	\$ 58,436,519
YTD Actual	4,984,010	-	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	673,909	(8,498,234)	(13,319,969)	(18,027,524)	(23,007,693)	(28,331,337)	(33,289,421)	(38,172,782)	(43,252,798)	(48,120,342)	(53,035,897)	(58,436,519)
Percentage	116%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<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	\$ 33,501,428	\$ 37,223,808	\$ 40,946,189	\$ 44,668,570
YTD Actual	2,951,602	0	0	0	0	0	0	0	0	0	0	0
Variance - B/(W)	770,779	7,444,762	11,167,143	14,889,523	18,611,904	22,334,285	26,056,666	29,779,047	33,501,428	37,223,808	40,946,189	44,668,570
Percentage	79%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<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	\$ 9,838,223	\$ 10,931,358	\$ 12,024,494	\$ 13,117,630
YTD Actual	735,499	-	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	357,637	2,186,272	3,279,408	4,372,543	5,465,679	6,558,815	7,651,951	8,745,087	9,838,223	10,931,358	12,024,494	13,117,630
Percentage	67%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

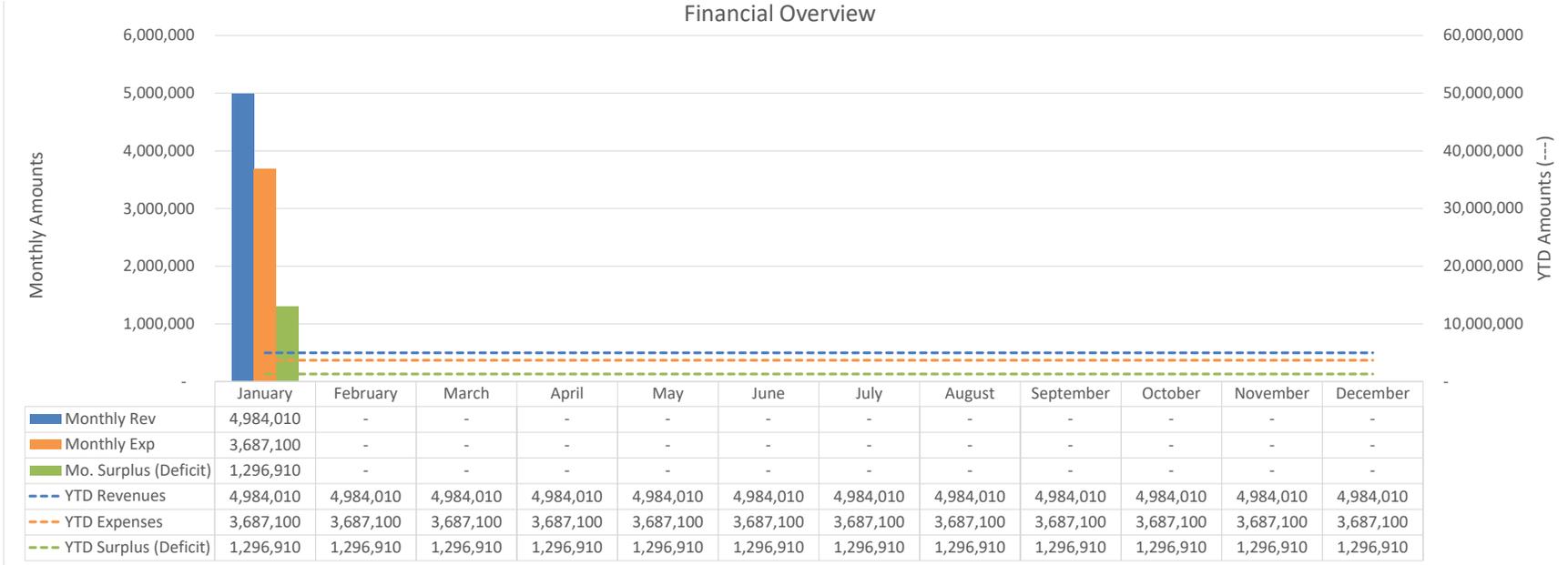
<b>Cost Per Mile</b>												
<b>Fixed Route</b>												
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	6.05	-	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	3.46	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51	9.51
Percentage	64%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
<b>DAR/ADA</b>												
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	6.63	-	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	3.29	-	-	-	-	-	-	-	-	-	-	-
Percentage	67%	-	-	-	-	-	-	-	-	-	-	-
<b>Vanpool</b>												
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	0.92	-	-	-	-	-	-	-	-	-	-	-
Variance - B/(W)	0.28	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
Percentage	77%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

**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**

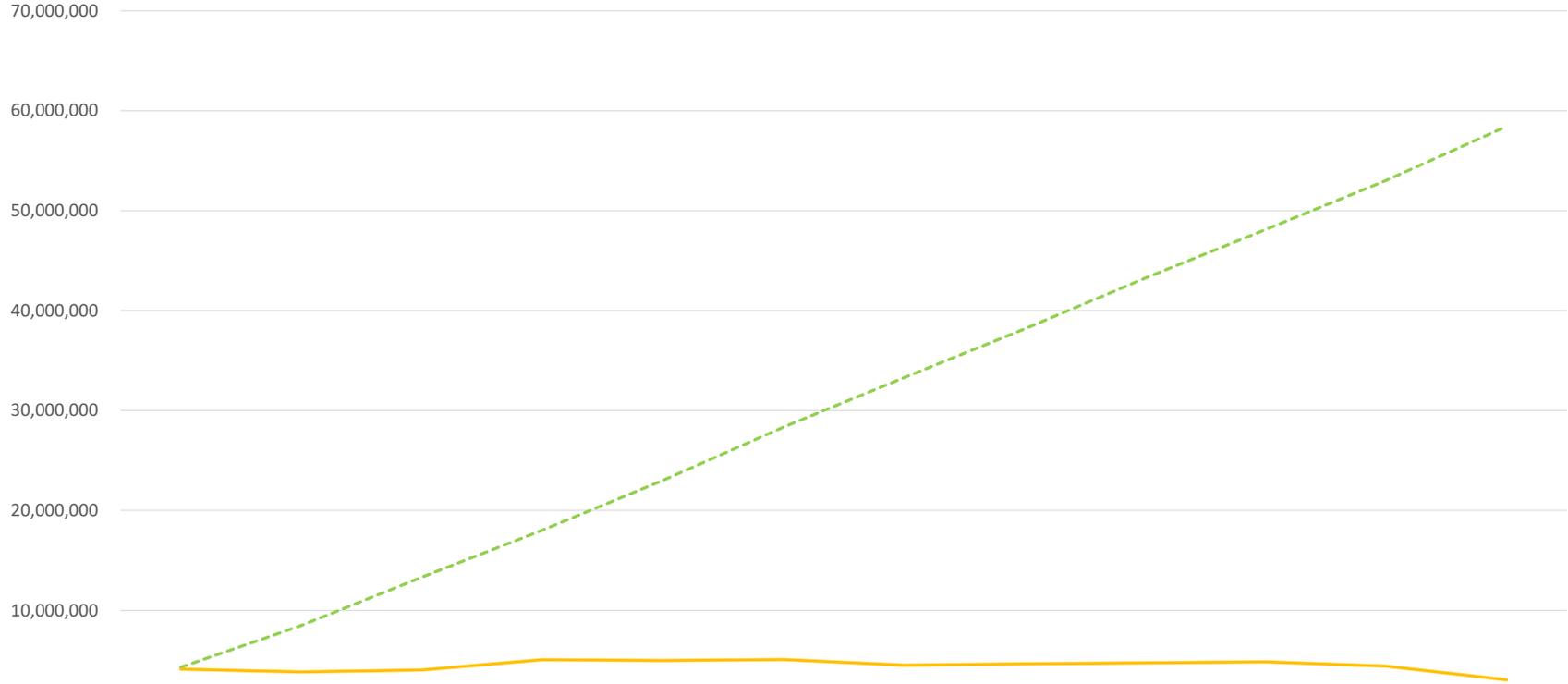
- January revenues are 23% higher than budget.
- Grants revenues are within the budget range after factoring in the 2022 drawdowns extending into 2023
- Ridership revenues are tracking above budget, with the rising fare revenues bucking the free youth ridership expected trend.

**Expenses**

- Connect is under budget due to late arriving invoice that missed the reporting deadline
- Overall, boardings were 2% below budgeted estimates for the January, while revenue miles were 12% lower than budgeted



### Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010											
— CY Budget	4,310,101	8,498,234	13,319,969	18,027,524	23,007,693	28,331,337	33,289,421	38,172,782	43,252,798	48,120,342	53,035,897	58,436,519
— PY Actuals	4,117,097	3,836,266	4,045,128	5,056,563	4,986,838	5,081,252	4,525,458	4,655,938	4,746,370	4,840,894	4,417,739	3,052,194

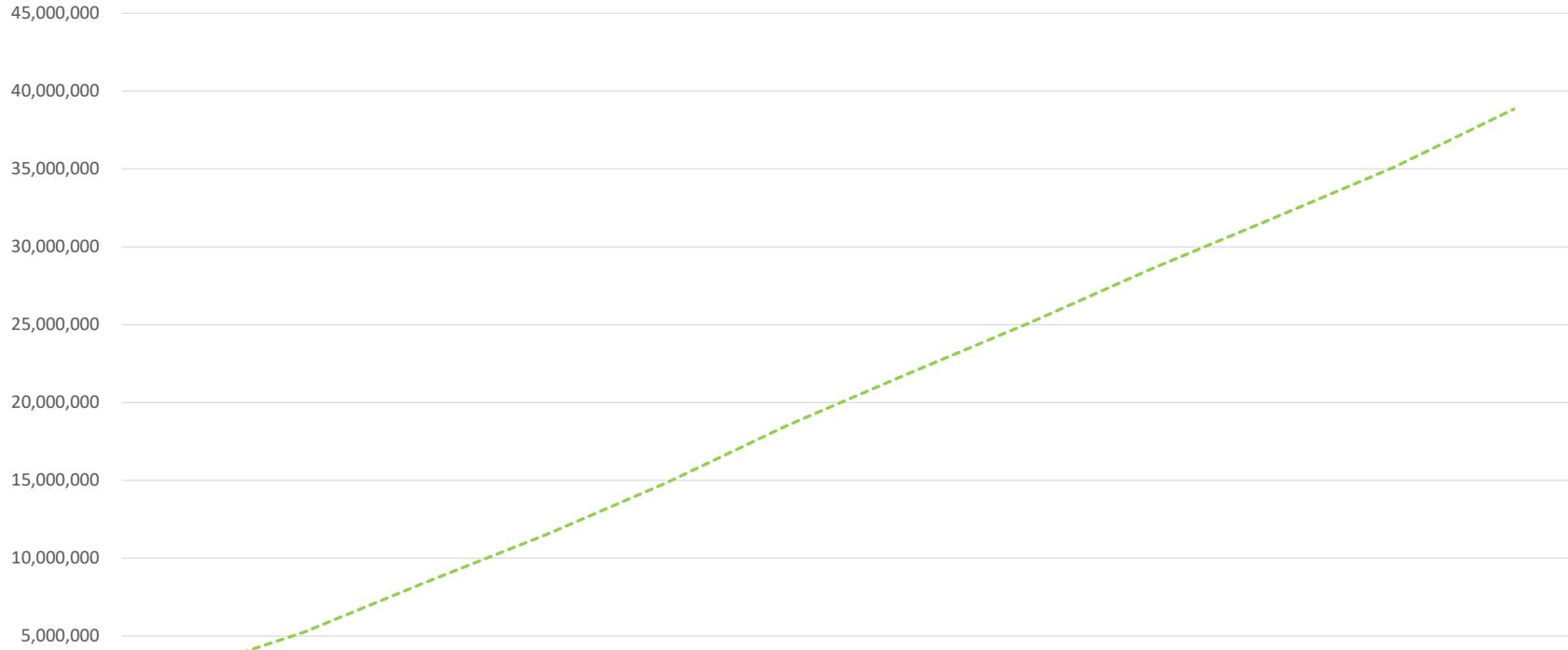
**Significant Items to Note for Total Operating Revenue**

**Current Month**  
 - Current month revenues are 23% above budget, mainly due to some 2022 grant drawdowns that extended into January 2023.

**YTD**  
 - Actuals are within the expected budget range, after accounting for the delayed grants drawdowns.



### 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											
CY Budget	2,677,469	5,232,972	8,422,075	11,496,998	14,844,537	18,535,549	21,861,002	25,111,731	28,559,115	31,794,029	35,076,953	38,844,943
PY Actuals	2,287,160	2,188,915	2,876,607	2,949,759	3,351,861	3,426,753	2,897,251	2,974,982	3,067,261	3,037,340	2,774,316	3,032,470

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

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

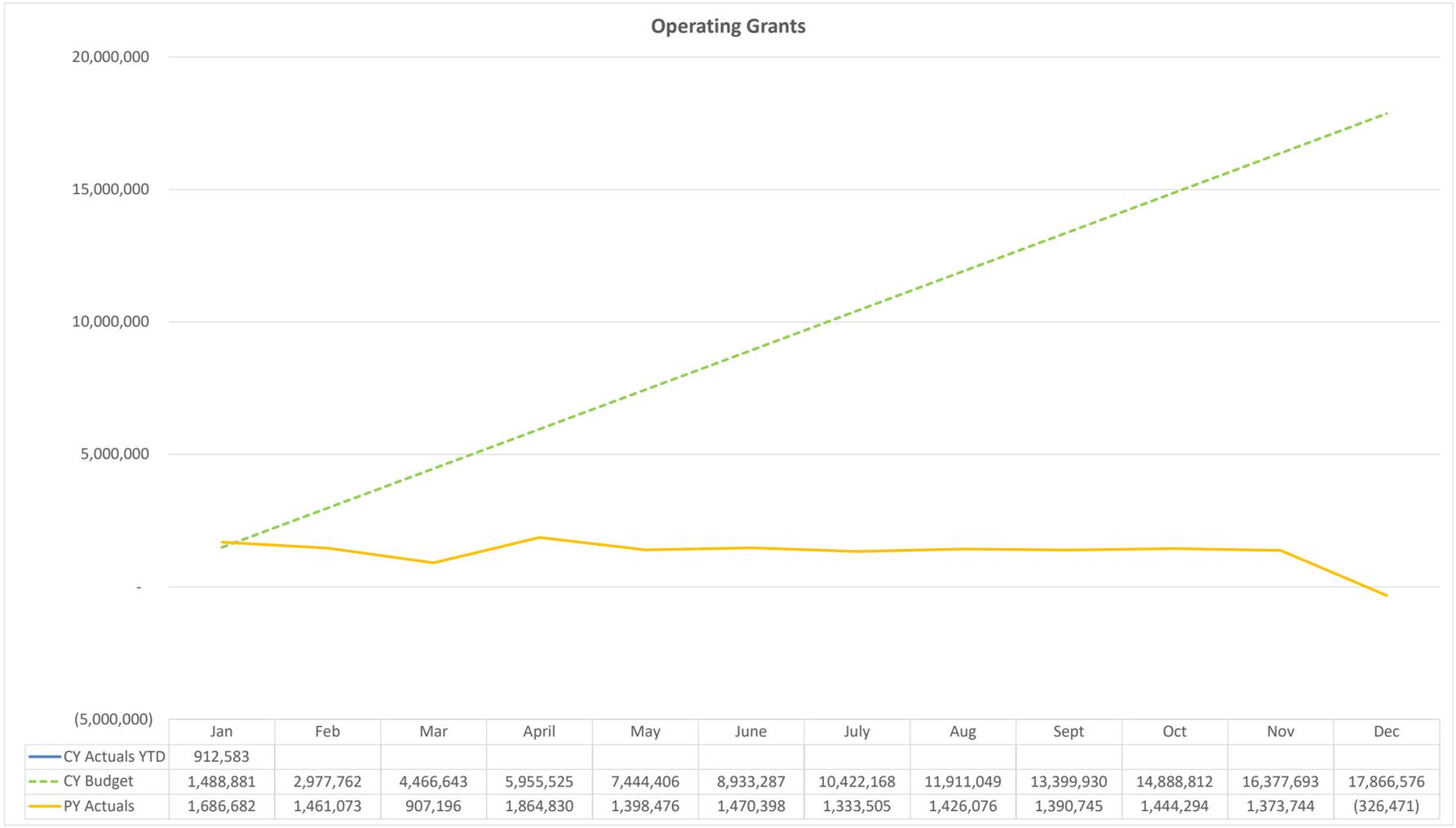
#### Current Month

- Current and prior months are estimated due to reporting lag from the State
- Estimate for 2022 November adjusted to actual in January 2023. November actuals worse than budget by \$207k (5%)

#### YTD

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





**Significant Items to Note for Operating Grants**

**Current Month**

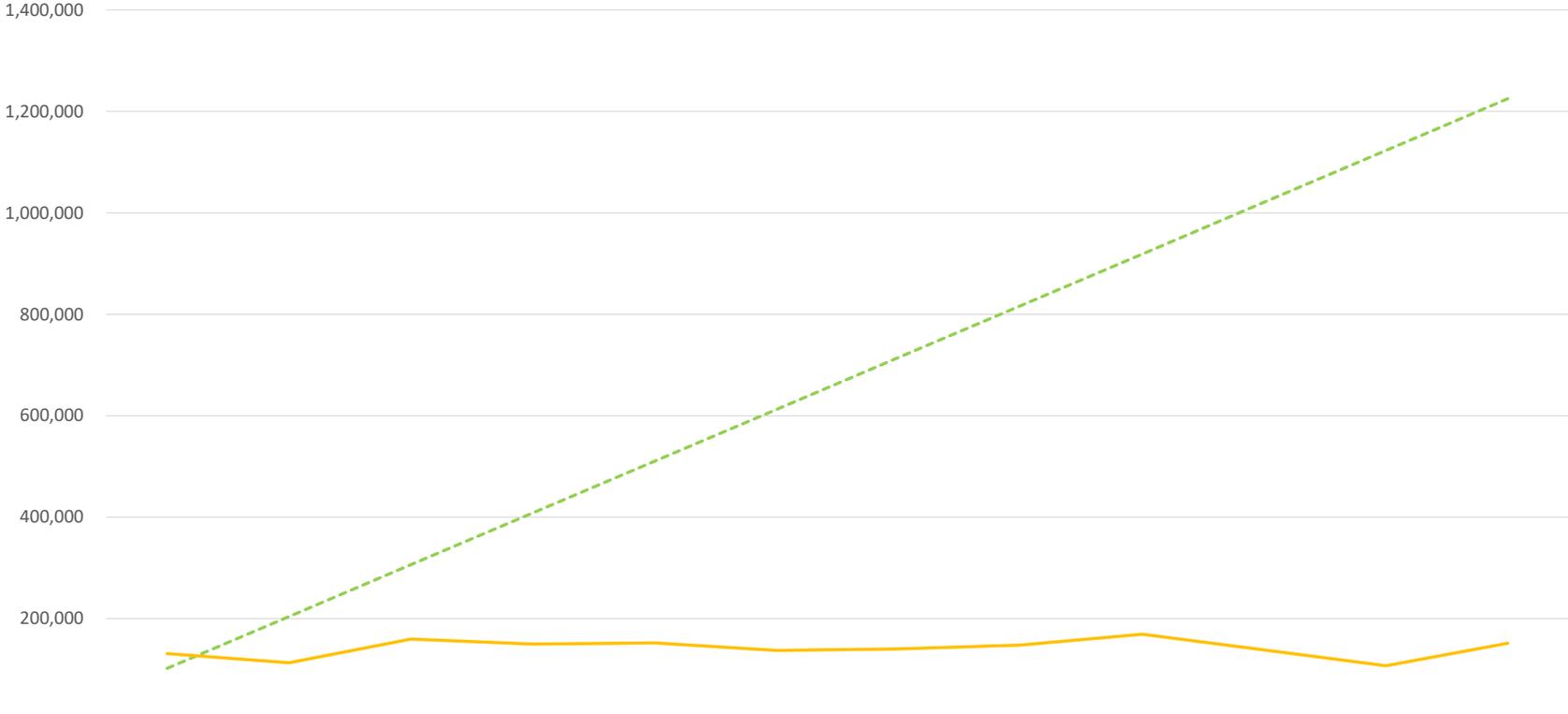
- Draw downs above budgeted levels due to processed state special needs grants

**YTD**

- YTD Operating Grants Revenue are \$647k (244%) above budget primarily due to grant processing extending into January



**Fares**



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	138,645											
— CY Budget	102,084	204,167	306,251	408,335	510,418	612,502	714,586	816,669	918,753	1,020,837	1,122,920	1,225,000
— PY Actuals	131,006	113,074	159,713	149,944	152,230	137,456	140,439	147,823	169,237	138,376	107,122	151,556

**Significant Items to Note for Fares**

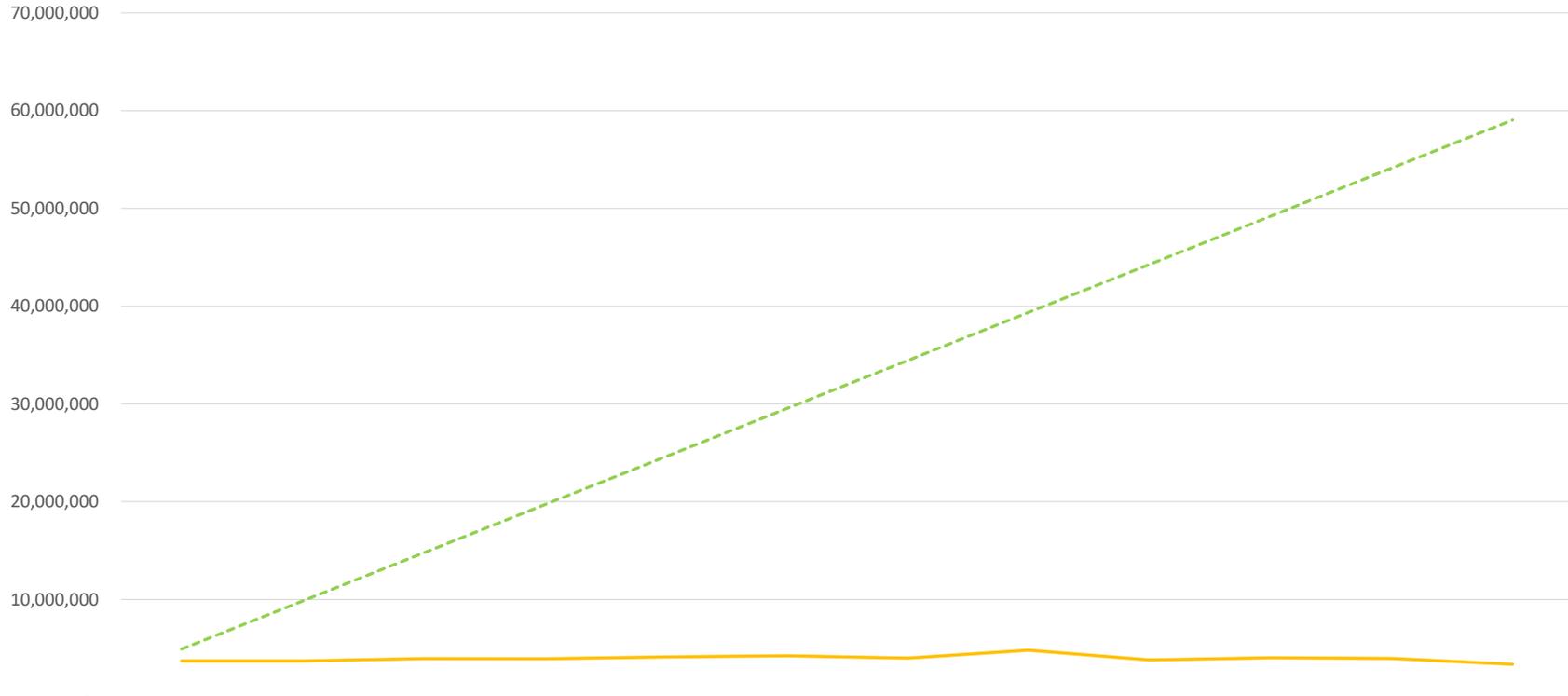
- Current Month**
- January fare Actuals are \$37K (36%) above budget
  - January 2023 revenues have increased by 6% even with the Youth Free Fare program on-going.

**YTD**

- January Connect fares are 80% behind budget.



### Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	3,687,100											
— 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	3,714,044	3,706,720	3,943,768	3,937,799	4,117,751	4,234,510	3,996,580	4,802,106	3,814,798	4,026,335	3,961,593	3,362,538

**Significant Items to Note for Expenses**

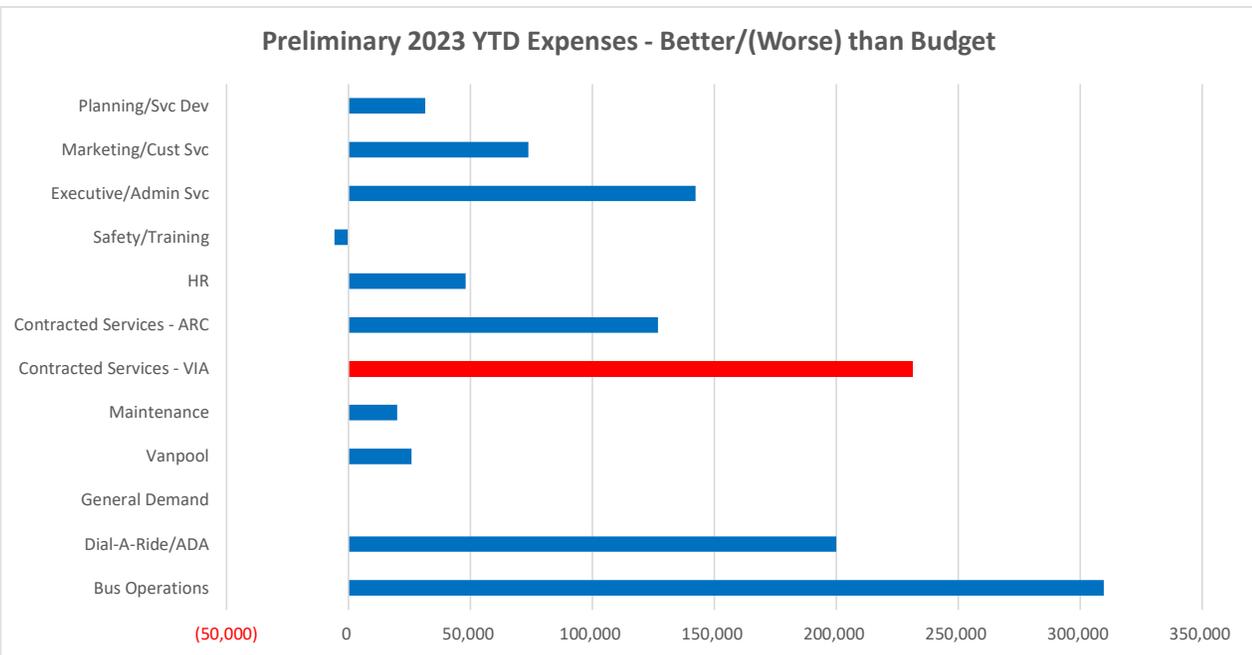
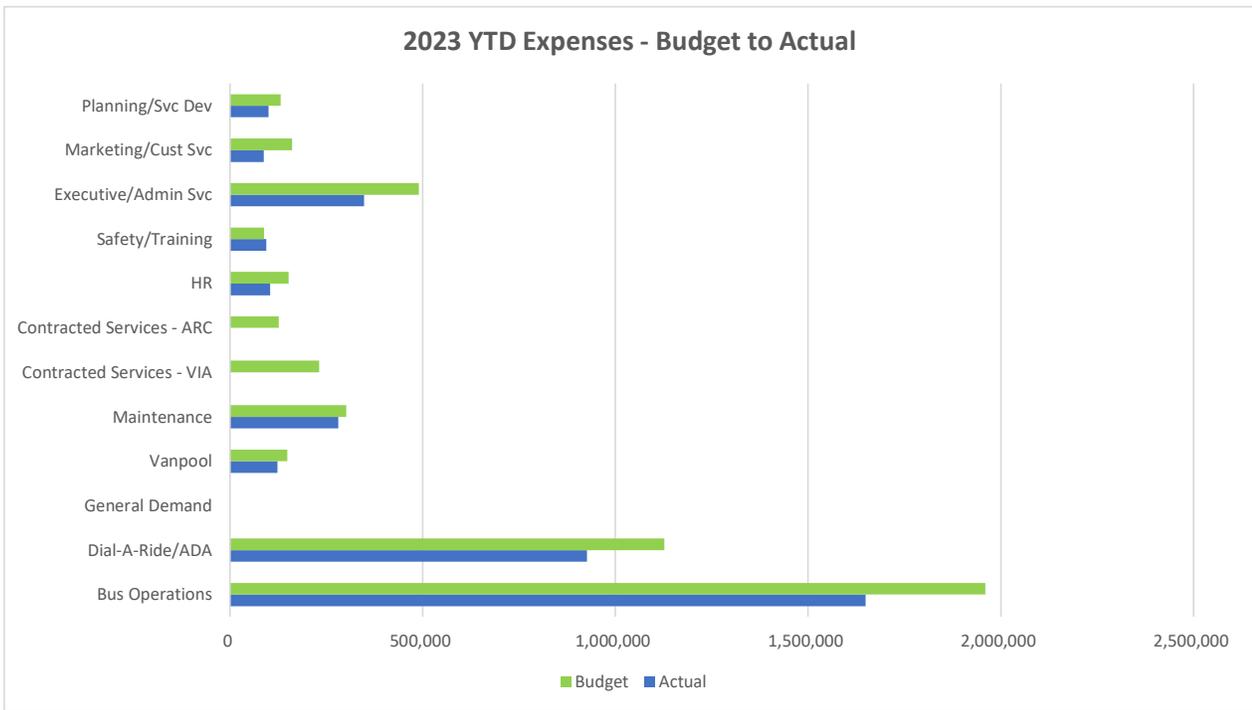
**Current Month**

- Headcount vacancies contributing to current month underspending
- Transportation costs for January are better than budget so far.

**YTD**

- YTD expenses 25% lower than budget
- Projects invoices usually lag the reporting period due to additional validations required.

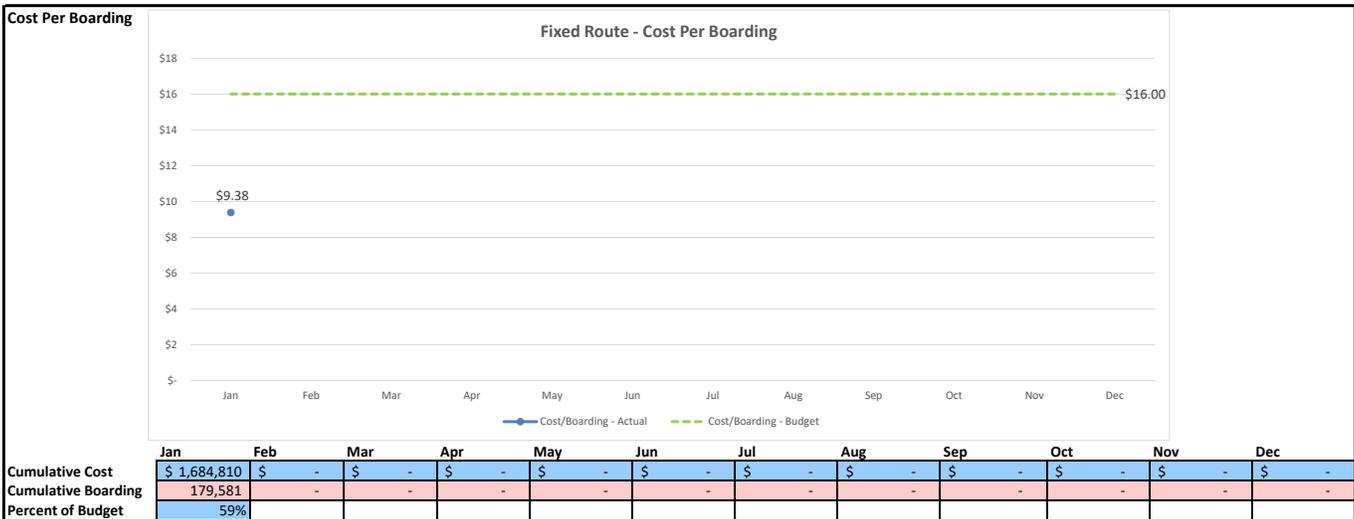
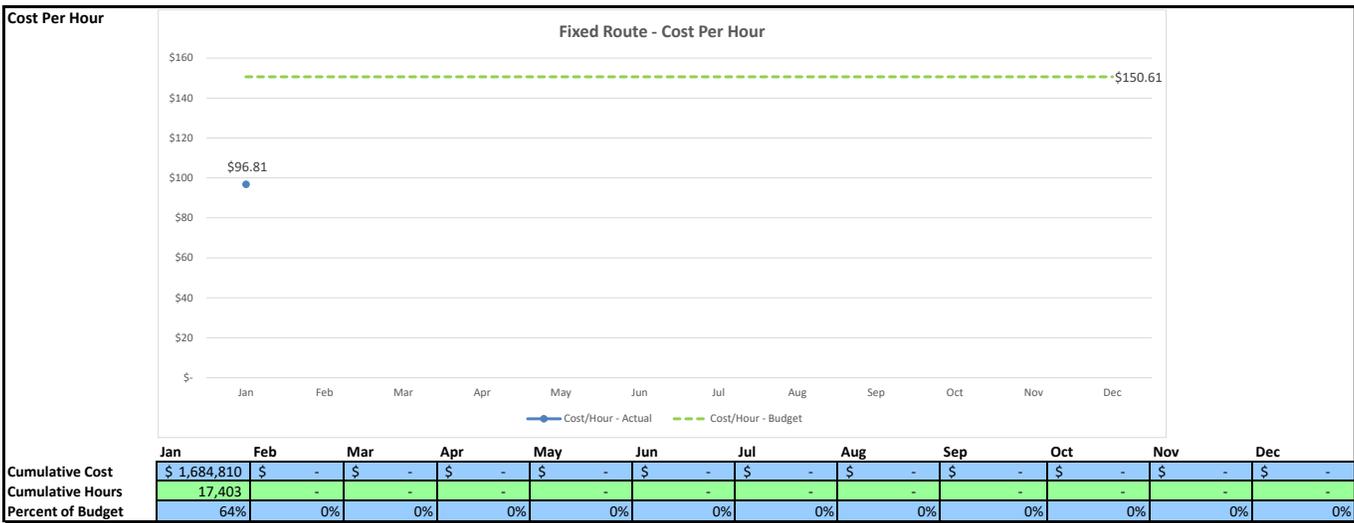
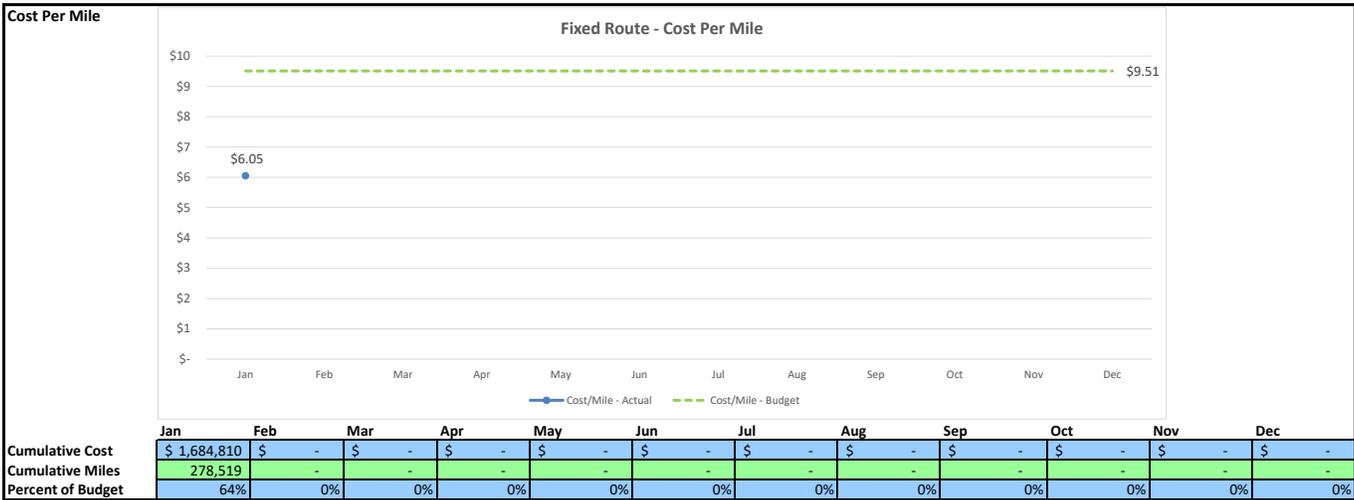




**Significant Items to Note:**

- Contracted services experienced some invoicing issues that delayed the capturing of those expenses
- Contracted services invoices will be reflected on the February report

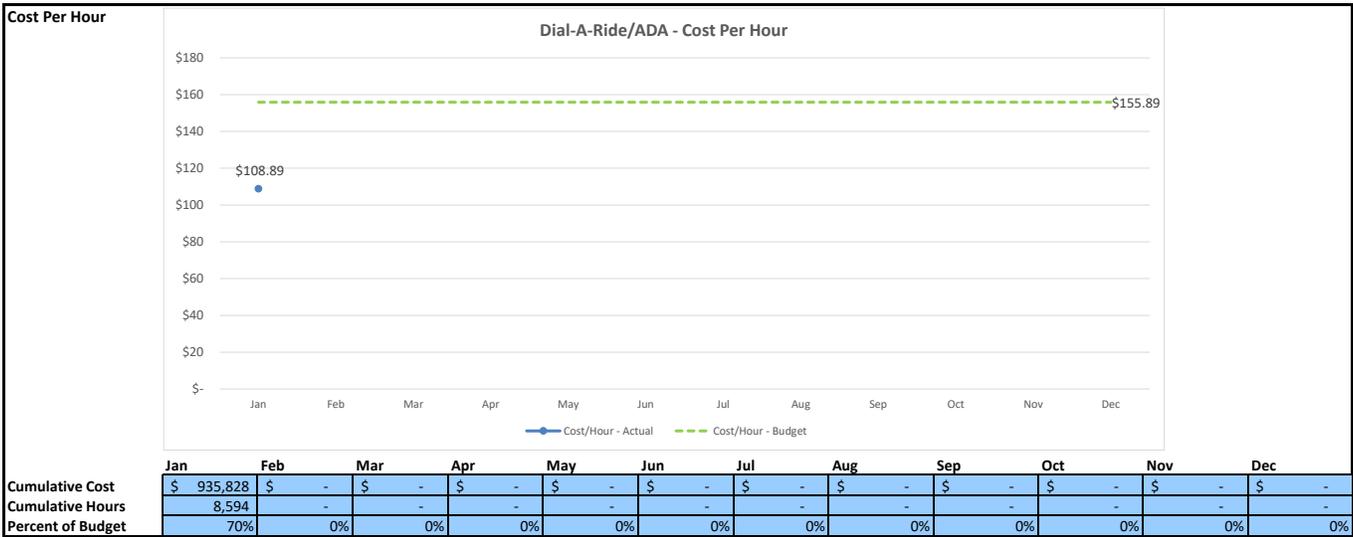
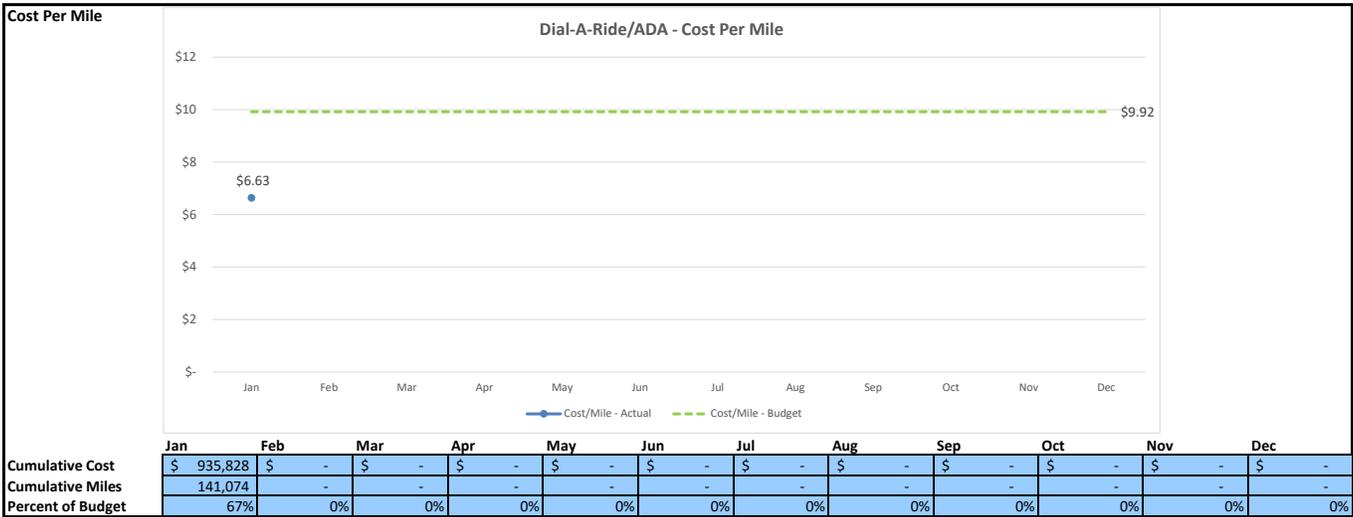




**Legend for Percent of Budget:**

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

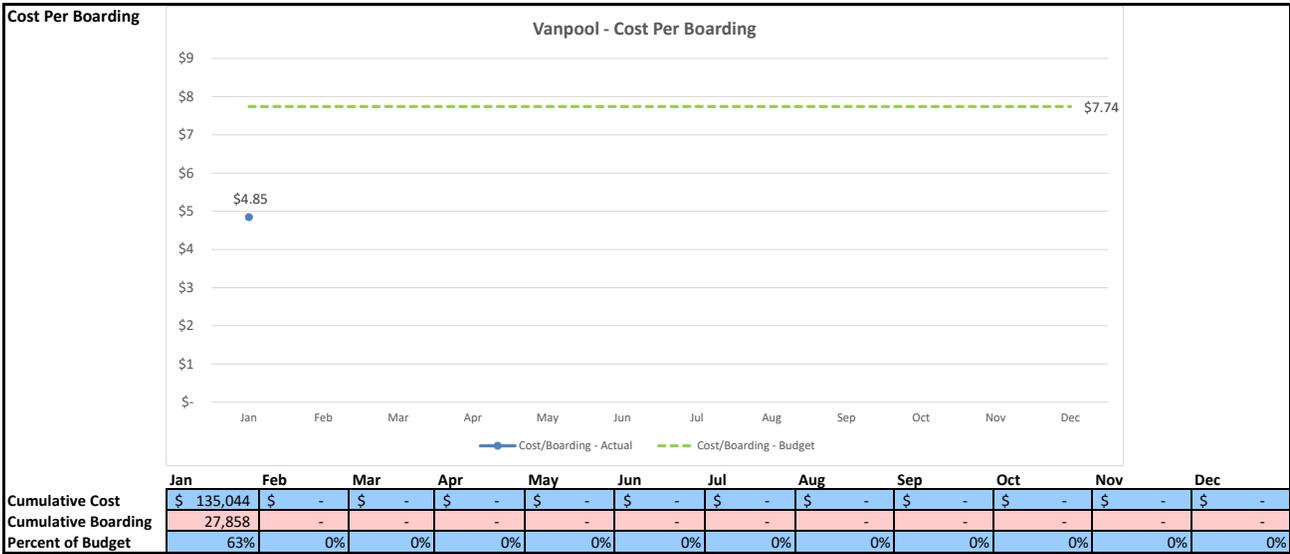
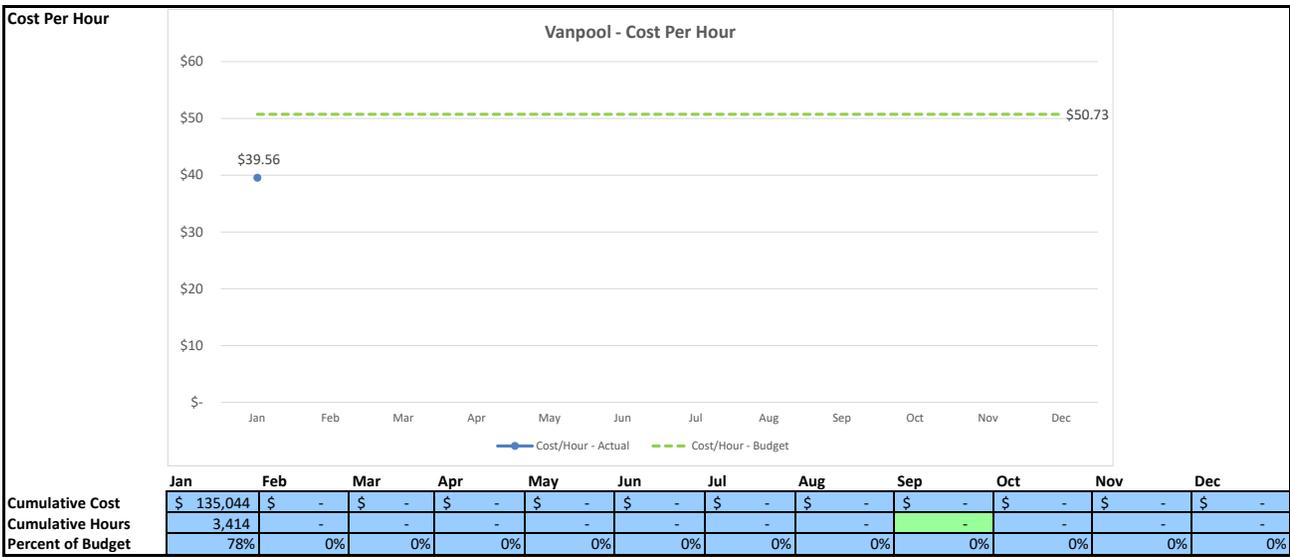
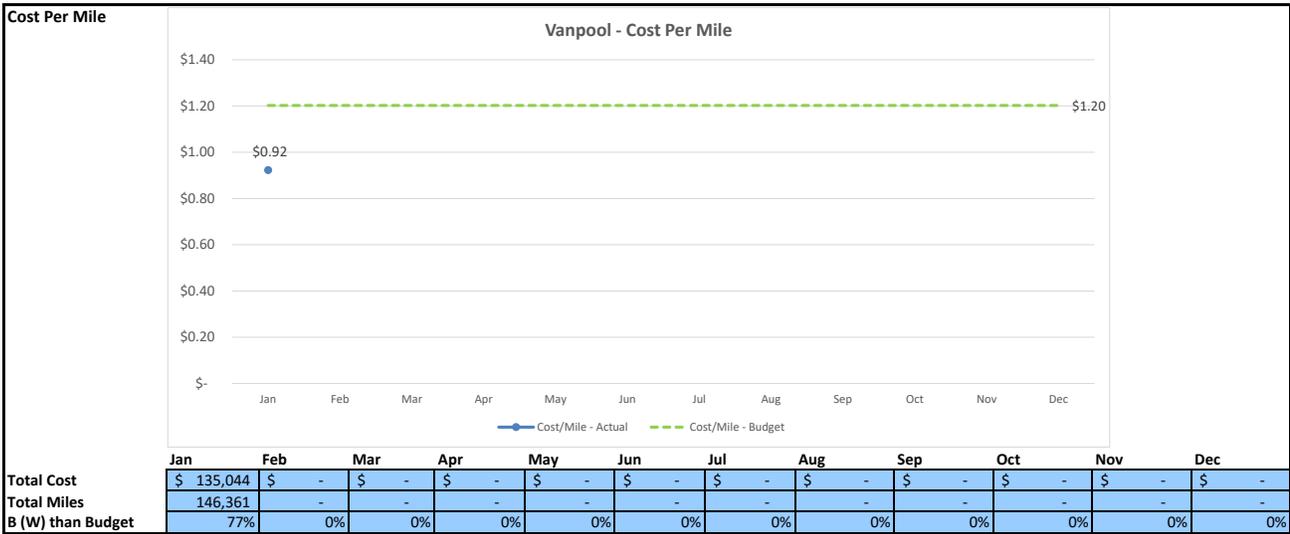




**Legend for Percent of Budget:**

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





**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 Jan 2022**

	<b>2023 Total Budget</b>	<b>2023 Budget Year to Date</b>	<b>Actual To Date Jan 2023</b>	<b>% Actuals B (W) Budget YTD</b>	<b>Actual To Date Jan 2022</b>	<b>% 2022 B (W) 2022</b>
<b>Operating Revenues</b>						
Bus Passes	\$ 178,066	\$ 14,839	\$ 32,150	116.7%	\$ 40,143	-19.9%
Bus Cash	121,934	10,161	15,618	53.7%	13,641	14.5%
Dial-A-Ride/ADA	200,000	16,667	19,750	18.5%	15,835	24.7%
General Demand (Prosser) **	-	-	-	0.0%	-	0.0%
Vanpool	700,000	58,333	70,730	21.3%	80,321	-11.9%
Contracted Paratransit ***	-	-	-	0.0%	-	0.0%
Contracted Services (Via) ***	25,000	2,083	397	-80.9%	1,617	-75.4%
Fares	1,225,000	102,083	138,645	35.8%	151,556	-8.5%
Local Sales Tax (Operating Portion)	39,446,942	2,677,469	2,677,469	0.0%	3,032,470	-11.7%
Operating Grants	3,184,200	265,350	912,583	243.9%	(14,873)	-6235.8%
CARES Act Funds	14,682,376	1,223,531	1,244,657	1.7%	(311,598)	-499.4%
Miscellaneous	500,000	41,667	10,656	-74.4%	194,639	-94.5%
<b>Total Operating Revenues</b>	<b>\$ 59,038,518</b>	<b>\$ 4,310,101</b>	<b>\$ 4,984,010</b>	<b>15.6%</b>	<b>\$ 3,052,194</b>	<b>63.3%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 23,515,686	\$ 1,959,641	\$ 1,650,003	15.8%	\$ 1,898,787	13.1%
Dial-A-Ride/ADA	13,523,514	1,126,959	926,963	17.7%	971,214	4.6%
General Demand (Prosser) **	-	-	-	0.0%	27,842	100.0%
Vanpool	1,784,291	148,691	122,881	17.4%	119,780	-2.6%
Maintenance	3,617,484	301,457	281,592	6.6%	287,075	1.9%
<b>Purchased Transportation</b>						
Contracted Services - VIA	2,774,800	231,233	-	0.0%	213,130	100.0%
Contracted Services - ARC	1,522,515	126,876	-	0.0%	56,123	100.0%
<b>Administration</b>						
HR	1,827,956	152,330	104,363	31.5%	158,089	34.0%
Safety / Training	1,070,397	89,200	94,974	-6.5%	89,565	-6.0%
Executive / Administrative Services	5,883,097	490,258	348,053	29.0%	(771,127)	145.1%
Marketing / Customer Service	1,938,559	161,547	87,846	45.6%	118,660	26.0%
Planning / Service Development	1,580,217	131,685	100,262	23.9%	193,399	48.2%
<b>* Total Operating Expenditures</b>	<b>\$ 59,038,518</b>	<b>\$ 4,919,876</b>	<b>\$ 3,716,938</b>	<b>24.5%</b>	<b>\$ 4,292,560</b>	<b>13.4%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ 0</b>	<b>\$ (609,776)</b>	<b>\$ 1,267,072</b>		<b>\$ (1,240,366)</b>	
<b>Capital Expenditures</b>						
Local	\$ 27,829,006	\$ 2,319,084	\$ 285,295	-87.7%	\$ 514,155	-44.5%
State	3,908,284	325,690	1,768	-99.5%	60,420	-97.1%
Federal	4,414,765	367,897	-	0.0%	-	0.0%
<b>Total Capital Expenditures</b>	<b>\$ 36,152,055</b>	<b>\$ 3,012,671</b>	<b>\$ 287,063</b>	<b>-90.5%</b>	<b>\$ 574,575</b>	<b>-50.0%</b>

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

\*\* Beginning in August 2022, Prosser costs are included with DAR costs.

\*\*\* Via Contracted Services Jan 2022 invoice arrived after the report was created.



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

2023 YTD Actual Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 47,768	\$ 19,750	\$ -	\$ 70,730	\$ -	\$ 397	\$ 138,645
Direct Cost	\$ 1,650,003	\$ 926,963	\$ -	\$ 122,881	\$ -	\$ -	\$ 2,699,847
Allocated Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation - Local (Vehicle only)	\$ 34,807	\$ 8,865	\$ -	\$ 12,163	\$ 609	\$ -	\$ 56,445
Cost for Farebox Recovery Ratio	\$ 1,684,810	\$ 935,828	\$ -	\$ 135,044	\$ 609	\$ -	2,756,292
Boarding	179,581	19,703	-	27,858	4,462	12,781	244,385
Revenue Miles	278,519	141,074	-	146,361	11,077	88,388	665,419
Revenue Hours	17,403	8,594	-	3,414	633	4,204	34,248
<b>Cost per Boarding</b>	<b>\$ 9.38</b>	<b>\$ 47.50</b>	<b>\$ -</b>	<b>\$ 4.85</b>	<b>\$ 0.14</b>	<b>\$ -</b>	<b>\$ 11.28</b>
<b>Cost per Rev Mile</b>	<b>\$ 6.05</b>	<b>\$ 6.63</b>	<b>\$ -</b>	<b>\$ 0.92</b>	<b>\$ 0.05</b>	<b>\$ -</b>	<b>\$ 4.14</b>
<b>Cost per Rev Hour</b>	<b>\$ 96.81</b>	<b>\$ 108.89</b>	<b>\$ -</b>	<b>\$ 39.56</b>	<b>\$ 0.96</b>	<b>\$ -</b>	<b>\$ 80.48</b>
<b>Farebox Recovery</b>	2.8%	2.1%	0.0%	52.4%	0.0%	0.0%	5.0%

**Directly Operated Transportation**

2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 25,000	\$ 16,667	\$ -	\$ 58,333	\$ -	\$ 2,083	\$ 102,083
Direct Cost	\$ 1,959,641	\$ 1,126,959	\$ -	\$ 148,691	\$ 126,876	\$ 231,233	\$ 3,593,401
Allocated Cost	\$ 803,457	\$ 462,056	\$ -	\$ 60,964	\$ -	\$ -	\$ 1,326,476
Depreciation - Local (Vehicle only)	\$ 35,693	\$ 8,827	\$ -	\$ 12,270	\$ 601	\$ -	\$ 57,392
* Cost for Farebox Recovery Ratio	\$ 2,798,791	\$ 1,597,842	\$ -	\$ 221,925	\$ 127,478	\$ 231,233	\$ 4,977,269
Boarding	174,917	22,417	-	28,667	6,500	17,083	249,583
Revenue Miles	294,333	161,083	-	184,583	18,583	94,833	753,417
Revenue Hours	18,583	10,250	-	4,375	1,167	5,083	39,458
<b>Cost per Boarding</b>	<b>\$ 16.00</b>	<b>\$ 71.28</b>	<b>\$ -</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>\$ -</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>\$ -</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%	0.0%	26.3%	0.0%	0.9%	2.1%

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

<b>Cost per Boarding</b>	<b>\$ 6.62</b>	<b>\$ 23.78</b>	<b>\$ -</b>	<b>\$ 2.89</b>	<b>\$ 19.48</b>	<b>\$ 13.54</b>	<b>\$ 8.66</b>
<b>Cost per Rev Mile</b>	<b>\$ 3.46</b>	<b>\$ 3.29</b>	<b>\$ -</b>	<b>\$ 0.28</b>	<b>\$ 6.80</b>	<b>\$ 2.44</b>	<b>\$ 2.46</b>
<b>Cost per Rev Hour</b>	<b>\$ 53.80</b>	<b>\$ 46.99</b>	<b>\$ -</b>	<b>\$ 11.17</b>	<b>\$ 108.30</b>	<b>\$ 45.49</b>	<b>\$ 45.66</b>

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

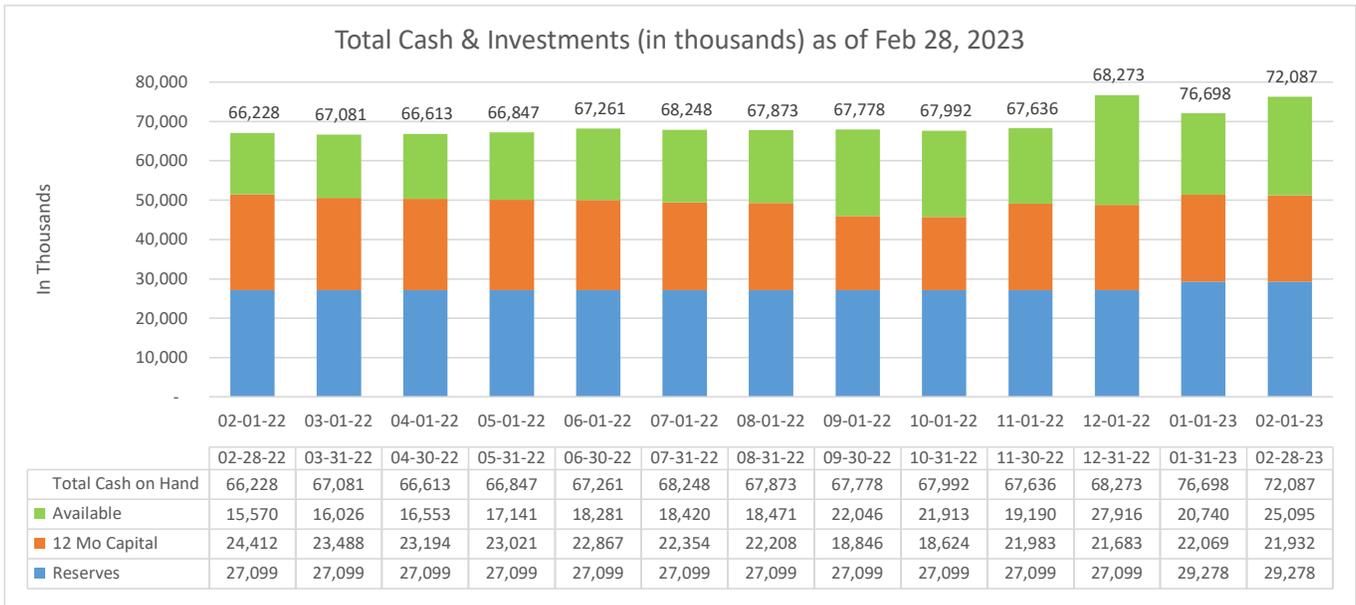
\* Excludes contracted services invoices due to belated reception

# Ben Franklin Transit Treasurer's Report

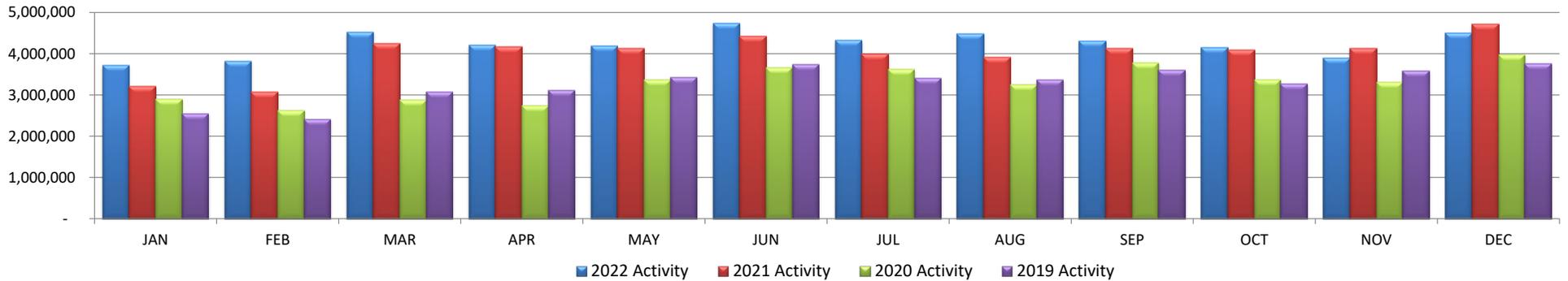
Date: March 9, 2023  
 To: Ben Franklin Transit Board of Directors  
 From: Finance Department  
 Subject: Treasurer's Report - As of Feb 28, 2023

The Investment Position of Ben Franklin Transit as of the Close of Business on Feb 28, 2023 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		4.6091%	Open	\$ 49,414,829	64.8%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	-	0.0%
<b>Subtotal Investments</b>				<b>49,414,829</b>	<b>64.8%</b>
Check Book Balance, Petty Cash, & Travel Account				*	
				26,890,965	35.2%
				<u>76,305,795</u>	<u>100.0%</u>
<b>Total Cash and Equivalents on Hand</b>				<b>\$ 76,305,795</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>				<u>(29,278,422)</u>	
<b>Subtotal Funds Available</b>				<b>47,027,373</b>	
<b>Local Funds for Current Capital Projects</b>					
		<b>Approved Budget</b>	<b>12 Month Estimate</b>		<b>(21,932,029)</b>
Fleet Vehicles		(1,920,415)	(4,849,657)		
Facilities - Transit Centers & Amenities		(19,694,810)	(6,541,507)		
Facilities - MOA Campus		(17,320,356)	(7,308,305)		
Technology		(6,921,772)	(918,519)		
Other		(5,766,462)	(2,314,041)		
<b>Net Funds Available</b>				<b>\$ 25,095,344</b>	



**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	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 50,894,868
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	\$ 48,271,512
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	\$ 39,473,663
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	\$ 39,311,911
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 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%	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%	
% 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	\$ 48,127,500
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	\$ 40,200,000
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	\$ 38,037,173
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	\$ 36,950,000
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	5.8%
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	20.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	3.8%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	6.4%