



BOARD OF DIRECTORS REGULAR MEETING

**Thursday, January 12, 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=OGg1amhEQXA0RG5ORTdqNnFpRGN5dz09>

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.

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Janet Brett |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Recognitions | |
| A. Resolution 1-2023 Recognizing BFT Employee Mona Jamison's Years of Service (page 5) | Steve Davis |
| B. Resolution 2-2023 Recognizing BFT Employee Christina Martin's Years of Service (page 6) | Tom McCormick |
| C. Resolution 3-2023 Recognizing BFT Employee Tacine Schuyler's Years of Service (page 7) | Tom McCormick |

7. Consent Agenda

- A. December 8, 2022, Regular Board Meeting Minutes (*page 8*)
- B. December Voucher Summary (*page 12*)
- C. Resolution 4-2023 Authorizing the General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of per Resolution 59-2018 (*page 37*)

8. Action Item

- A. Resolution 5-2023: Approve an Increase to the Purchase Cost in Resolution 68-2022 for Project FLT0027 to Purchase Twenty-Five (25) Vanpool Minivans Utilizing Washington State Contract #05916 Terry DeJuan

9. Discussion & Informational Item

- A. Proposed Fare Structure for Board Review and Input Prior to Title VI Analysis and Release for Public Comment (*page 40*) Kevin Sliger

10. Staff Reports & Comments

- A. Legal Report Jeremy Bishop
- B. General Manager’s Report Rachelle Glazier

11. Board Member Comments

12. Executive Session

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

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, February 9, 2023, at 6 p.m.

15. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

Jueves, 12 de enero 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.

AGENDA

- | | |
|--|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Janet Brett |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación de la agenda (página 1) | Presidente McKay |
| 6. Reconocimientos | |
| A. Resolución 1-2023 por la que se reconocen los años de servicio de la empleada de BFT Mona Jamison (página 5) | Steve Davis |
| B. Resolución 2-2023 por la que se reconocen los años de servicio de la empleada de BFT Christina Martin (página 6) | Tom McCormick |
| C. Resolución 3-2023 por la que se reconocen los años de servicio de la empleada de BFT Tacine Schuyler (página 7) | Tom McCormick |

7. Agenda de consentimiento

- A. 8 de diciembre de 2022, Actas de la reunión ordinaria de la Junta (*página 8*)
- B. Resumen de los comprobantes de diciembre (*página 12*)
- C. Resolución 4-2023 por la que se autoriza al Director General a declarar excedentes los vehículos listados en el Anexo A y a disponer de ellos conforme a la Resolución 59-2018 (*página 37*)

8. Temas de debate y de información

- A. Estructura tarifaria propuesta para la revisión y los aportes de la Junta antes del análisis del Título VI y de ser emitida para el comentario público (*página 40*) Kevin Sliger

9. Informes y comentarios del personal

- A. Informe Jurídico Jeremy Bishop
- B. Informe del Director General Rachelle Glazier

10. Comentarios de los miembros de la Junta

11. Sesión ejecutiva

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

12. Otros

13. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 9 de febrero de 2023, a las 6 p.m.

14. Aplazamiento

BEN FRANKLIN TRANSIT

RESOLUTION 1-2023

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
MONA JAMISON'S 28 YEARS OF SERVICE**

WHEREAS, Mona Jamison started her career as a Human Resources staff member at Ben Franklin Transit (BFT) on June 20, 1994. Mona was laterally transferred to Benefits Specialist and finished her career in this capacity. Those that knew Mona know she always had a story to tell. Serving as BFT's benefits specialist, employees took the liberty to share all health conditions with Mona, and at times, felt the need to show the health condition! In a recent meeting, the HR team described Mona as a cornerstone of the department, having served over 28 years. Mona was an integral part of BFT throughout her years; and

WHEREAS, Mona Jamison submitted a letter of retirement to BFT with an effective date of December 26, 2022

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

1. Mona Jamison served Ben Franklin Transit and the Tri-Cities community well in her Human Resources roles for 28 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Benefits Specialist Mona Jamison for her professional efforts on behalf of the agency, its employees, and its customers. Mona, 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 January 12, 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

RESOLUTION 2-2023

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
CHRISTINA MARTIN'S 27 YEARS OF SERVICE**

WHEREAS, Christina Martin has spent over 27 years as a Ben Franklin Transit (BFT) Fixed Route Operator. Christina has been recognized several times for her outstanding customer service. Christina will be sorely missed for her professional expertise, mentorship to other drivers, and dedication to BFT; and

WHEREAS, Christina Martin submitted a letter of retirement to BFT with an effective date of November 30, 2022

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

1. Christina Martin served BFT and the Tri-Cities community as a Fixed Route Operator for over twenty-seven (27) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Fixed Route Operator Christina Martin for her professional efforts on behalf of the employees, customers, and agency. Christina, 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 January 12, 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

RESOLUTION 3-2023

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
TACINE SCHUYLER'S 19 YEARS OF SERVICE**

WHEREAS, Tacine Schuyler has spent over 19 years as a Ben Franklin Transit (BFT) Fixed Route Operator. Tacine has been recognized several times for her outstanding customer service. Thank you, Tacine, for your many years of service and positive impact on our customers, the agency, and your fellow employees; and

WHEREAS, Tacine Schuyler submitted a letter of retirement to BFT with an effective date of November 30, 2022

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

1. Tacine Schuyler served BFT and the Tri-Cities community as a Fixed Route Operator for over nineteen (19) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Fixed Route Operator Tacine Schuyler for her professional efforts on behalf of the employees, customers, and agency. Tacine, 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 January 12, 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, December 8, 2022, 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
Simultaneous translation into Spanish was available via Zoom*

MINUTES

1. CONVENE BOARD MEETING

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

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	John Trumbo	Alternate	Present
City of Richland	Terry Christensen	Director	Excused
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present via Zoom
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Rachelle Glazier, Janet Brett, Jaslyn Campbell, Imelda Collop, Chad Crouch, Steve Davis, Lisa Larson, Jeff Lubeck, Gabe Martin, Tom McCormick, Rob Orvis, Mike Roberts, Kevin Sliger, Heather Willoughby

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. **CONSENT AGENDA**

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

A. November 10, 2022, Regular Board Meeting Minutes

B. November Voucher Summary

C. Resolution 70-2022 Authorizing the General Manager to Declare Old and Failed Informational Technology Items as Surplus and Dispose of per Resolution 62-2014

D. Resolution 71-2022 Authorizing the General Manager to Award the Operations Building Construction Contract to Fowler General Construction

E. Resolution 72-2022 Authorizing the General Manager to Award the Queensgate Transit Hub Construction Contract to Goodman & Mehlenbacher Enterprise, Inc.

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

7. **ACTION ITEMS**

A. Adopt the 2023 Annual Service Plan

i. 2023 Annual Service Plan Presentation

ii. Public Hearing

iii. Resolution 73-2022 Adopt the 2023 Annual Service Plan and Implement Recommended Service Changes as Outlined in the Document

Acting Director of Planning & Service Development Kevin Sliger presented information on the 2023 Annual Service Plan, including recommended service changes to be implemented and open house opportunities provided for public input. Chair McKay opened a public hearing to receive comments on the proposed plan; no comments were offered. He then asked for a motion to approve the accompanying resolution.

Vice Chair Bloom made a motion to approve Resolution 73-2022, and the motion was seconded by Director Becken. It passed unanimously.

B. Adopt the Proposed 2023 Operating and Capital Budgets

i. 2023 Budget Presentation

ii. Public Hearing

iii. Resolution 74-2022 Approving the Updated Capital Improvement Plan, Adopting the Fiscal Year (FY) 2023 Operating and Capital Budgets, and Authorizing the General Manager to File all FY 2023 Federal and State Grants

Director of Administrative Services Jeff Lubeck gave a presentation on the proposed 2023 operating and capital budgets for Board consideration. Chair McKay then opened up a public hearing to take comments on the proposed budget; no comments were offered. He then asked

for a motion to approve Resolution 74-2022.

Vice Chair Bloom made a motion to approve Resolution 74-2022, and the motion was seconded by Director Sandretto. It passed unanimously.

8. DISCUSSION & INFORMATIONAL ITEM

A. Benton City and Prosser Transit Improvement Plans 2023-2028

Mr. Sliger presented a memo on the Benton City and Prosser Short-Term Transit Improvement Plans for 2023-2028 as well as a copy of each plan for Board information.

9. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced there would be an Executive Session tonight.

B. General Manager's Report

General Manager Rachelle Glazier gave an update on the purchase of 25 Chrysler Pacifica minivans, which the Board approved at last month's meeting. Due to inventory issues, those are no longer available, so we'll be pursuing other avenues to expand our Vanpool fleet.

We have a commitment from Hanford executives to distribute the employee bus service survey beginning next week. We have also asked them to do one more push at the beginning of January to solicit responses from anyone who missed it in December. We anticipate having some solid data in the month of January.

We have eight out of the nine new buses on the property, and our goal is to have those in service by January 1.

If anyone would like to donate to Coats for Kids, you can drop them off at the MOA.

10. BOARD MEMBER COMMENTS

Board members discussed plans for weather events or needed evacuations that may occur at the Hanford site once the bus service pilot begins.

Director Suttle informed the other Board members that two days before Thanksgiving, two drivers were assaulted. He asked for an emergency meeting, and thanked Ms. Glazier and Acting Director of HR and Labor Relations Chad Crouch, who met with them the very next day, the day before Thanksgiving, to discuss security.

Vice Chair Bloom asked Mr. Lubeck about the budget for capital projects and if it was reflected on the financial report. The financial report numbers reflect only BFT funds, and there is state and federal money that will assist in paying for the capital projects approved tonight.

11. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.110(i) regarding evaluation of public employee performance as well as discussion with legal counsel regarding potential litigation. The session will last 15 minutes, with no anticipated action afterwards. The Board recessed at 6:34 p.m. and returned to open session at 6:50 p.m.

12. **OTHER**

There were no other agenda items.

13. **NEXT MEETING**

The next meeting will be held Thursday, January 12, 2023, at 6 p.m.

14. **ADJOURNMENT**

Chair McKay adjourned the meeting at 6:51 p.m.

Janet M. Brett, Clerk of the Board

Date



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

Friday, January 6, 2023

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

Signature: 

Email: jlubeck@bft.org

December 2022 vouchers totaled \$5,044,195.45. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 650,287.85
NW ADMIN TRANSFER	Insurance	\$ 374,782.00
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 358,907.46
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 322,314.13
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 183,087.39
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 118,493.14
STATE OF WASHINGTON	Insurance	\$ 118,440.18
CDW GOVERNMENT INC	Computer Supplies	\$ 102,110.80
BRASCO INTERNATIONAL INC	Contracted Services	\$ 88,699.35
COURVAL SCHEDULING INC	Computer Software	\$ 50,328.00
NW CONSTRUCTION GENERAL CONTRACTING INC	Contracted Services	\$ 42,637.19
SUMMIT LAW GROUP	Legal Services	\$ 39,887.00
SIEFKEN & SONS CONSTRUCTION INC	Contracted Services	\$ 39,528.51
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 37,808.38
US BANKCARD	Travel/Merchandise	\$ 37,690.78
TCF ARCHITECTURE PLLC	Contracted Services	\$ 36,795.75
WEX BANK	Fuel	\$ 35,090.78
STANTEC CONSULTING SERVICES INC	Contracted Services	\$ 34,374.03
HERITAGE PROFESSIONAL LANDSCAPING INC	Contracted Services	\$ 31,075.76
CUMMINS INC	Vehicle Parts	\$ 28,603.70
GILLIG	Vehicle Parts	\$ 23,756.15
GOVERNMENT JOBS.COM INC	Subscription	\$ 23,532.16
THE GREG PROTHMAN COMPANY	Contracted Services	\$ 20,609.01
CITY OF RICHLAND	Utilities	\$ 17,145.71
DURA SHINE CLEAN LLC	Contracted Services	\$ 16,850.00
BRIDGESTONE AMERICAS INC	Tire Lease	\$ 16,674.20
TEAMSTERS UNION	Payroll Deductions	\$ 16,293.00
EDNETICS INC	Computer Supplies	\$ 15,890.05
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 15,713.88
ROACH LAW OFFICES LLP	Legal Services	\$ 15,301.50
FGL LLC	Property Lease	\$ 14,492.33
CASCADE NATURAL GAS CORPORATION	Utilities	\$ 12,369.91
GEMMELLS WELDING AND FABRICATION LLC	Contracted Services	\$ 11,437.38
GARDA CL NORTHWEST INC	Armored Car Service	\$ 11,308.26
ANR GROUP INC	Contracted Services	\$ 11,119.36
VERIZON WIRELESS	Wireless Services	\$ 10,395.65
CHRISTENSEN INC	Lubricants	\$ 10,212.82
Total Significant Vendors		\$ 2,994,043.55
Payroll Total		\$ 1,855,689.41

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 December 2022.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
524-22	80926 80926	12/2/2022	609,677.47 Payroll
525-22	80927 80928	12/16/2022	618,978.55 Payroll
526-22	80929 80929	12/30/2022	627,033.39 Payroll
527-22	80930 80931	12/16/2022	1,343.60 Payroll
528-22	80927 80928	12/16/2022	(1,343.60) Void
Total			\$ 1,855,689.41

 AUTHORITY MEMBER
 1/12/2023

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 December 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
213-22	ACH TRANS	12/2/2022	217,519.56	ACH TRANS
214-22	2938 2940	12/8/2022	1,375.50	TRAVEL
215-22	83018 83068	12/8/2022	201,159.77	MDSE
216-22	ACH TRANS	12/5/2022	4,920.00	ACH TRANS
217-22	ACH TRANS	12/7/2022	37,690.78	ACH TRANS
218-22	ACH TRANS	12/10/2022	374,782.00	ACH TRANS
219-22	83069 83115	12/13/2022	229,672.23	MDSE
220-22	83116 83121	12/14/2022	29,561.46	MDSE
221-22	83122 83129	12/16/2022	15,342.28	MDSE
222-22	2941 2941	12/16/2022	103.50	TRAVEL
223-22	83130 83184	12/22/2022	415,317.87	MDSE
224-22	83185 83266	12/30/2022	894,742.67	MDSE
225-22	ACH TRANS	12/15/2022	322,314.13	ACH TRANS
226-22	ACH TRANS	12/16/2022	222,399.45	ACH TRANS
227-22	ACH TRANS	12/27/2022	1,150.71	ACH TRANS
228-22	ACH TRANS	12/30/2022	220,454.13	ACH TRANS
Total			\$ 3,188,506.04	

AUTHORITY MEMBER
 1/12/2023

December 2022 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members January 6, 2023.

ACTION: As of this date, January 12, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Check Number / Number	Date of Issue	In the Amount
524-22	80926	80926	12/2/2022	609,677.47 Payroll
525-22	80927	80928	12/16/2022	618,978.55 Payroll
526-22	80929	80929	12/30/2022	627,033.39 Payroll
527-22	80930	80931	12/16/2022	1,343.60 Payroll
528-22	80927	80928	12/16/2022	(1,343.60) Void
Total				\$ 1,855,689.41

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Check Number / Number	Date of Issue	In the Amount
213-22	ACH TRANS		12/2/2022	217,519.56 ACH TRANS
214-22	2938	2940	12/8/2022	1,375.50 TRAVEL
215-22	83018	83068	12/8/2022	201,159.77 MDSE
216-22	ACH TRANS		12/5/2022	4,920.00 ACH TRANS
217-22	ACH TRANS		12/7/2022	37,690.78 ACH TRANS
218-22	ACH TRANS		12/10/2022	374,782.00 ACH TRANS
219-22	83069	83115	12/13/2022	229,672.23 MDSE
220-22	83116	83121	12/14/2022	29,561.46 MDSE
221-22	83122	83129	12/16/2022	15,342.28 MDSE
222-22	2941	2941	12/16/2022	103.50 TRAVEL
223-22	83130	83184	12/22/2022	415,317.87 MDSE
224-22	83185	83266	12/30/2022	894,742.67 MDSE
225-22	ACH TRANS		12/15/2022	322,314.13 ACH TRANS
226-22	ACH TRANS		12/16/2022	222,399.45 ACH TRANS
227-22	ACH TRANS		12/27/2022	1,150.71 ACH TRANS
228-22	ACH TRANS		12/30/2022	220,454.13 ACH TRANS
Total				\$ 3,188,506.04

Check Register Nos. 524-22 to 528-22 and 213-22 to 228-22 in the total amount of: **\$ 5,044,195.45**

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

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 524-22

CHECK NUMBERS	80926-80926	\$ 1,700.46
ACH TRANSFER		\$ 607,977.01

PAYROLL DATE DECEMBER 02, 2022

PURPOSE: PPE 11/26/2022 AMOUNT: \$609,677.47

"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

11/30/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 525-22

CHECK NUMBERS	80927-80928	\$ 1,343.60
ACH TRANSFER		\$ 617,634.95

PAYROLL DATE DECEMBER 16, 2022

PURPOSE: PPE 12/10/2022 AMOUNT: \$618,978.55

“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

12/14/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-22

CHECK NUMBERS	80929-80929	\$ 511.88
ACH TRANSFER		\$ 626,521.51

PAYROLL DATE DECEMBER 30, 2022

PURPOSE: PPE 12/24/2022 AMOUNT: \$627,033.39

"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

12/28/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 527-22

CHECK NUMBERS	80930-80931	\$	1,343.60
ACH TRANSFER		\$	0.00

PAYROLL DATE DECEMBER 16, 2022

PURPOSE: PPE 12/10/2022 AMOUNT: \$1,343.60

“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

12/29/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL VOID CHECKS

CHECK REGISTER NUMBER 528-22

CHECK NUMBERS VOIDED 80927-80928

DATE: DECEMBER 16, 2022

PURPOSE VOID: CHECKS LOST IN MAIL. NEVER RECEIVED. HAD TO RE-ISSUE

“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

12/29/2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 213-22

ACH WIRE TRANSFERS

DATE: 12/2/22

PURPOSE:

WASHINGTON STATE SUPPORT	\$2,342.52
DEPT OF RETIREMENT SYSTEMS	\$1,730.49
AW REHN & ASSOCIATES	\$895.82
INTERNAL REVENUE SERVICE	<u>\$212,550.73</u>
	<u><u>\$217,519.56</u></u>

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



AUDITOR

Jan 5, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 214-22

CHECK NUMBERS 2938 to 2940

DATE 12/8/2022

PURPOSE AP DEC22A TRAVEL AMOUNT \$1,375.50

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



AUDITOR

Jan 6, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 215-22

CHECK NUMBERS 83018 to 83068

DATE 12/8/2022

PURPOSE AP DEC22B VOUCHERS AMOUNT \$201,159.77

"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

Dec 14, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 216-22

ACH WIRE TRANSFERS

DATE: 12/05/22

PURPOSE:

HRA VEBA TRUST	\$4,920.00
	\$4,920.00

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



AUDITOR

Dec 14, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 217-22

ACH WIRE TRANSFERS

DATE: 12/07/22

PURPOSE:

US BANK CORPORATE PAYMENT	\$ 37,690.78
	\$ 37,690.78

"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

Dec 14, 2022

DATE

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BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 218-22

ACH WIRE TRANSFERS

DATE: 12/10/22

PURPOSE:

NW ADMIN TRANSFER	\$ 374,782.00
	\$ 374,782.00

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



AUDITOR

Dec 14, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 219-22

CHECK NUMBERS 83069 to 83115

DATE 12/13/2022

PURPOSE AP DEC22C VOUCHERS AMOUNT \$229,672.23

"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

Dec 14, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

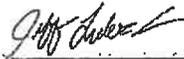
CHECK REGISTER NUMBER 220-22

CHECK NUMBERS 83116 to 83121

DATE 12/14/2022

PURPOSE AP DEC22D VOUCHERS AMOUNT \$29,561.46

"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

Dec 14, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 221-22

CHECK NUMBERS 83122 to 83129

DATE 12/16/2022

PURPOSE AP DEC22E VOUCHERS AMOUNT \$15,342.28

"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

Dec 30, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 222-22

CHECK NUMBERS 2941 to 2941

DATE 12/16/2022

PURPOSE AP DEC22F TRAVEL AMOUNT \$103.50

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



AUDITOR

Dec 30, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 223-22

CHECK NUMBERS 83130 to 83184

DATE 12/22/2022

PURPOSE AP DEC22G VOUCHERS AMOUNT \$415,317.87

"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

Dec 30, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 224-22

CHECK NUMBERS 83185 to 83266

DATE 12/30/2022

PURPOSE AP DEC22H VOUCHERS AMOUNT: \$884,742.67

"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

Dec 30, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 225-22

ACH WIRE TRANSFERS

DATE: 12/15/22

PURPOSE:

DEPT OF RETIREMENT SYSTEMS \$322,314.13
\$322,314.13

"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

Jan 5, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 226-22

ACH WIRE TRANSFERS

DATE: 12/16/22

PURPOSE:

AW REHN & ASSOCIATES	\$896.14
DEPT OF RETIREMENT SYSTEMS	\$1,755.49
INTERNAL REVENUE SERVICE	\$217,282.99
WASHINGTON STATE SUPPORT	\$2,464.83
	<u>\$222,399.45</u>

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



AUDITOR

Jan 5, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 227-22

ACH WIRE TRANSFERS

DATE: 12/23/22

PURPOSE:

STATE OF WASHINGTON

\$1,150.71

\$1,150.71

"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

Jan 5, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 228-22

ACH WIRE TRANSFERS

DATE: 12/30/22

PURPOSE:

INTERNAL REVENUE SERVICE	\$220,454.13
	\$220,454.13

"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

Jan 5, 2023

DATE

Memorandum

Date: January 12, 2023

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Senior Manager of Fleet & Facilities Maintenance

Re: Resolution 4-2023 Authorizing the General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of Per Resolution 59-2018

Background

Ben Franklin Transit (BFT) needs to dispose of the vehicles in Exhibit A that have either been totaled by insurance or are beyond their useful life. All vehicles have met or exceeded both federal and BFT replacement standards. Totaled vehicles, and those beyond useful life that do not warrant costly repairs, will be sold for scrap. BFT further benefits from this process by reusing valuable parts to repair vehicles still in service. Running vehicles will be sent to public auction per Resolution 59-2018.

	<u>Federal Replacement Standard</u>	<u>BFT Replacement Standard</u>
Bus:	12 yrs. or 500,000 miles	14 yrs. or 550,000 miles
DAR:	7 yrs. or 200,000 miles	9 yrs. or 250,000 miles
Vans:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles
Nonrevenue:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 4-2023 authorizing the General Manager to declare totaled and beyond-useful-life vehicles listed in Exhibit A as surplus and dispose of per Resolution 59-2018.

Forward as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 4-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLES LISTED IN EXHIBIT A AS SURPLUS AND DISPOSE OF PER RESOLUTION 59-2018

WHEREAS, Ben Franklin Transit (BFT) has a need to sell surplus property; and

WHEREAS, BFT staff have determined that said vehicles are beyond useful life or totaled due to damage from an accident; and

WHEREAS, Resolution 59-2018 establishes the sale of surplus items

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

1. The General Manager is authorized to declare the identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The General Manager is authorized to dispose of the vehicles per Resolution 59-2018.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 12, 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

EXHIBIT A

List of Surplus Vehicles

Year	Make	Model	Vehicle #	VIN	Seats	Mileage	Condition	Disposal Method
ARC								
2007	Ford	Freestar	9029	2FMDA51637BA15059	7	146,697	Totaled	Scrap
BUS								
2006	Gillig	Low Floor	5252	15DGGD291361076057	37	788,954	Beyond UL	Scrap
2007	Gillig	30' Low Floor	5255	15GGE271071091343	23	624,205	Beyond UL	Scrap
2007	Gillig	30' Low Floor	5257	15GGE271471091345	23	595,480	Totaled	Scrap
2009	Gillig	Low Floor	5266	15GGD271891177361	37	605,501	Totaled	Scrap
2008	Gillig	40' Phantom	5346	15GCD271381112902	37	644,261	Beyond UL	Auction
2008	Gillig	40' Phantom	5349	15GCD271081112906	37	635,997	Beyond UL	Auction
2008	Gillig	40' Phantom	5350	15GCD271281112907	37	622,459	Beyond UL	Auction
2008	Gillig	40' Phantom	5351	15GCD271481112908	37	638,731	Beyond UL	Auction
NONREVENUE								
2008	Ford	Taurus	6067	1FMDK02W78GA43133	6	178,221	Beyond UL	Scrap
2007	Ford	Freestar	6088	2FMDA516X7BA15060	7	147,245	Beyond UL	Scrap
DAR								
2014	Chevy	El Dorado	7968	1GB6G5BG1E11966467	6	195,238	Beyond UL	Scrap

UL = Useful Life

Memorandum

Date: January 12, 2023

To: Rachele Glazier, General Manager

From: Terry DeJuan, Manager, Rideshare & Vanpool

Re: Resolution 5-2023: Approve an Increase to the Purchase Cost in Resolution 68-2022 for Project FLT0027 to Purchase Twenty-Five (25) Vanpool Minivans Utilizing Washington State Contract #05916

Background

Ben Franklin Transit (BFT) has a need to purchase minivans for the Vanpool program to begin growing and updating the fleet. In November 2022, the BFT Board approved Resolution 68-2022 for the purchase of twenty-five (25) Chrysler Pacifica Minivans with a total cost of \$1,167,925. In December 2022, the order placed with Northside Dwane Lane was canceled by Chrysler when Chrysler chose not to produce the Chrysler Pacifica Touring model for government orders.

On January 12, 2023, BFT was contacted by the dealer and informed that Chrysler was opening orders to government agencies for Chrysler Pacifica Touring L models with a very small ordering window.

The increased cost of the Chrysler Pacifica Touring L model adds a total of \$100,000 to the original purchase cost of the twenty-five (25) vehicles, or \$4,000 per vehicle.

Funding

Budgeted: **No**

Project Number: FLT0027

Funding Source: Transit Support Grant if received by June 1, 2023, or local funds

Budget Source: Transit Support Grant 100% or Local Match 100%

Recommendation

1. Approve an increased cost of \$100,000 to Resolution 68-2022.
2. Approve an increase to the 2023 Capital Budget of \$100,000 for Project FLT0027.

Forwarded as presented:

Rachele Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 5-2023**

**A RESOLUTION AUTHORIZING AN INCREASE OF \$100,000 TO THE PURCHASE
COST AND CAPITAL BUDGET FOR PROJECT FLT0027 IN RESOLUTION 68-2022**

WHEREAS, BFT needs twenty-five (25) minivans for replacement and growth; and

WHEREAS, Resolution 68-2022 was approved by the BFT Board to purchase minivans;
and

WHEREAS, The cost of Project FLT0027 needs to be increased by \$100,000; and

WHEREAS, A capital budget increase in the amount of \$100,000 is requested to provide
budget authority to Project FLT0027 (2021) Vans;

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

1. Capital Project FLT0027 (2021) Van budget authority is increased by \$100,000 for a total amount of \$1,267,925.
2. The purchase cost in Resolution 68-2022 be increased by \$100,000 to a maximum of \$1,267,925 to purchase up to twenty-five (25) 7-passenger Chrysler Pacifica minivans utilizing Washington State Contract #05916 hereto and referenced herein as "Contract #1398."

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS
MEETING held January 12, 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

Date: January 12, 2023

To: Rachelle Glazier, General Manager

From: Jeff Lubeck, Chief Financial Officer and Kevin Sliger, Chief Planning & Development Officer

Re: Proposed Fare Structure for Board Review and Input Prior to Title VI Analysis and Release for Public Comment

Background

In September 2021, Ben Franklin Transit (BFT) initiated the Comprehensive Fare Study. The Study is composed of three main tasks: 1) formulating an inception report, including evaluating the current fare system and defining business priorities; 2) developing fare policy recommendations, including exploring fare strategy options; and 3) creating a technology roadmap, including identifying fare technology options and developing a fare collection strategy. The Study encompasses all BFT services including Fixed Route, Dial-A-Ride (American with Disabilities Act complementary paratransit), General Demand (general public paratransit requiring reservations), CONNECT (app-based general public paratransit), and Vanpool. The objectives of the Study include:

- Assessing the existing fare structure and levels for each type of transit service and making recommendations consistent with applicable laws and regulations
- Assessing how fare collection technology may impact fare policy and decisions and incorporating recommendations as appropriate into the fare structure and level

Four business priorities were identified for the Comprehensive Fare Study:

Ridership

- Recover ridership lost due to the ongoing COVID-19 pandemic
- Promote use of transit and Vanpool as the population in the region grows

Data Collection

- Leverage technology and data collection to improve service planning and rider satisfaction

Simplification

- Simplify the fare structure to make fares easier to understand – for customers, operators, and BFT support staff
- Improve fare consistency among BFT services

Cost Management

- Leverage technology to decrease cash collection and operator involvement to simplify boarding, minimize dwell times, and reduce operating and fare collection costs

Recommended Approach

A series of discussions were held with the BFT Board committees as well as the Board itself. As a result of these meetings, the Board requested that staff proceed with “Option 4,” which basically provides for a fare structure that:

- Provides nominal/minimal fares to maximize ridership opportunities.
- Includes fare collection technology.

Fare Structure

With the general guidance to substantially reduce fare rates to support the community and to increase ridership, staff has developed a proposed new fare structure detailed in Attachments 1 and 2 to this memorandum. Key elements of the fare structure are:

- Designed to make Fixed Route fares as low as possible to promote ridership
- Slight reduction to Dial-A-Ride to make the service more affordable and to grow ridership back to pre-COVID levels without growing too quickly, since this is the costliest service provided
- Reduce the cost of Vanpool slightly to support growing ridership back to pre-COVID levels and utilizing the full fleet of vans currently owned by BFT

This recommended fare structure is expected to be in place for approximately one year and then will be re-evaluated for the following reasons:

- Fare technology is expected to be implemented over the next year. The new technology may require some modifications to the structure and/or may provide the ability to offer additional options not currently feasible
- To determine the impact lower fares may be having on ridership growth
- To determine the financial impact of lower fare revenues

Next Steps

The next steps in the process are summarized as follows:

1. Board to allow staff to proceed with the analysis of the fare structure contained in Attachments 1 and 2.
2. BFT staff to present and share information with the public.
3. BFT staff to conduct Title VI analysis.
4. BFT staff to obtain public comments.
5. BFT staff to come back to the Board and either recommend changes based on results of items 2 through 4 listed above or to recommend Board approval of the recommended fare structure.

Title VI Fare Equity Analysis Requirement

All recipients of Federal Transit Administration (FTA) funds are required to document their compliance with the Federal Department of Transportation's regulations by submitting a program that complies with Title VI of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal FTA Circular 4702.1B.

BFT's Title VI Program is a fulfillment of the general and transit provider requirements outlined by the FTA and reaffirms the agency's commitment to ensuring that no person is denied access to its transit services based on race, color, or national origin. As part of BFT's compliance, an equity analysis is required for major service changes and any time fares are changed. The purpose of these equity analyses is to ensure that no disproportionate burdens or disparate impacts are inflicted on low-income and minority populations within BFT's service area.

Given that BFT is proposing a fare change, a fare equity analysis must be conducted based on the fare structure proposal included in Attachment 1. BFT will conduct the fare equity analysis and make the results public prior to adopting any proposed fare changes. Feedback received during the public comment period will be assessed and shared with the Board of Directors prior to the adoption of any fare changes.

Public Comment

BFT is required to solicit public feedback for all fare changes. Once a fare structure has been reviewed by the Board, BFT will conduct a fare equity analysis and release information to the public as to invite informal feedback on the proposed fare change and analysis results.

Staff will bring the finalized fare structure proposal and fare equity analysis results to the Board of Directors in March or April of this year to formally release for a 30-day public comment period. An open house and public outreach will take place during the public comment period to encourage feedback. A final public hearing will be conducted prior to Board adoption of the proposed fare structure. Final Board approval of the new fare structure is anticipated in late Q2 of 2023.

Expected Revenue Impact

The proposed fare structures are anticipated to have the following impacts:

- Reduce the cost of a monthly bus pass by 60%
- Change the cost of cash fares for Fixed Route customers by the following:
 - For riders not needing a transfer, the cash fare will decrease 33%
 - For riders needing one transfer, the cash fare will increase by 33%
 - For riders needing two transfers, the cash fare will increase by 100%
 - Design is to incentivize low monthly pass price over cash fares
- Reduce the cost of a monthly DAR pass by 20%
- Increase the cost of DAR cash fares by 33%
- Vanpool pricing is expected to be generally neutral overall (some minor increase and some minor decreases)

The table below illustrates the estimated impact the new fare structure would have had on fare revenues for 2019 (the last full year prior to COVID) as well as estimates for 2022.

	2019				2022			
	Actuals	Estimated	Change		Est. Actuals	Estimated	Change	
Bus Pass	711,000	445,500			495,000	306,570		
Bus Cash	402,000	165,825			269,000	110,963		
Subtotal Bus	1,113,000	611,325	(501,675)	-45%	764,000	417,533	(346,468)	-45%
DAR	302,000	253,680	(48,320)	-16%	222,000	186,480	(35,520)	-16%
Vanpool	1,801,000	1,748,544	(52,456)	-3%	765,000	742,718	(22,282)	-3%
Total Impact to Fares								
	3,216,000	2,613,549	(602,451)	-19%	1,751,000	1,346,731	(404,269)	-23%

The estimated revenues use the proposed fare structure plus the anticipated ridership impacts summarized below:

- Fixed Route ridership increases by 10%
- DAR ridership increases by 5%
- Vanpool ridership does not change

Funding

Budgeted: NA – the expected decrease in revenue has already been factored into the approved 2023 Operating Budget
Budget Source: NA
Funding Source: NA

Recommendation

Authorize staff to release the proposed fare structure to the public for comment and begin the Title VI Analysis.

Forwarded as presented:

Rachelle Glazier, General Manager

Attachment 1 – Proposed Fare Structure

Fixed Route, Dial-A-Ride, General Demand and CONNECT

The most significant changes of the proposed Fare Structure are as follows:

Fixed Route

- Substantially lower monthly pass prices
- Lower cash price, but no transfers. Intent is to eliminate potential Operator – Rider issues and to reduce cash due to the high cost of processing/administering cash.
- Incentivize low monthly pass prices over cash fares

Dial-A-Ride

- Minor decrease to monthly pass and 33% increase in cash fares

CONNECT

- Increase price to reflect premium level of service

	Fixed Route		DAR		Connect	
	Current	Proposed	Current	Proposed	Current	Proposed
Cash Price						
Per boarding with transfer	\$1.50				\$1.50	
Service Area/Premium Stops			\$3.00	\$4.00		
Per boarding (NO transfers)		\$1.00	\$1.50	\$2.00		\$2.00
General Demand			\$1.50	\$3.00		
Limited Ride Tickets						
10 Ride Ticket - Adult	\$12.00		\$12.00		\$0.00	
10-Ride Ticket - Freedom	\$25.00		\$25.00		\$0.00	
10-Ride Ticket - Reduced	\$7.00				\$0.00	
Unlimited Ride Pass						
Adult (19-65) Monthly	\$25.00	\$10.00	\$25.00	\$20.00	\$0.00	\$0.00
Adult Premium (Connect)		\$20.00				\$20.00
Quarterly						
Adult (19-65) Annual						
Freedom	\$50.00		\$50.00		\$0.00	
Reduced (disability)	\$12.50	\$5.00			\$0.00	\$0.00
Youth	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ADA Eligible	\$0.00	\$0.00				
Speciality Passes						
Veterans		\$5.00				\$0.00
Senior (over 65)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CBC ASB Card	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WSU ASB Card	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Approved Travel Trainer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BFT Employee & Dependents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Human Services Organizations						
10 Ride Tickets	\$12.00	\$5.00				

Attachment 2 – Proposed Fare Structure

Vanpool

Tier Name	Daily Mileage Range	Base Price	Monthly Price per Member, based on Van Occupancy										
			3	4	5	6	7	8	9	10	11	12	13+
CityPool	N/A	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50
Tier 2	0 - 55	\$110	\$110	\$110	\$110	\$95	\$75	\$70	\$65	\$60	\$55	\$50	\$50
Tier 3	55.01 - 75	\$130	\$130	\$130	\$130	\$110	\$90	\$85	\$80	\$70	\$65	\$60	\$50
Tier 4	75.01 - 95	\$165	\$165	\$165	\$165	\$140	\$115	\$105	\$100	\$90	\$85	\$75	\$65
Tier 5	95.01 - 115	\$195	\$195	\$195	\$195	\$165	\$135	\$125	\$115	\$105	\$100	\$90	\$80
Tier 6	115.01 - 155	\$225	\$225	\$225	\$225	\$190	\$160	\$145	\$135	\$125	\$115	\$100	\$90
Tier 7	155.01+	\$255	\$255	\$255	\$255	\$215	\$180	\$165	\$155	\$140	\$130	\$115	\$100



Additional Board Information

January 2023

1. Executive Committee Meeting Minutes of January 5, 2023
2. 90-Day Procurement Outlook as of 12/30/2022
3. Financial Report through November 2022



EXECUTIVE COMMITTEE MEETING
Thursday, January 5, 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

MINUTES

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

Legal Counsel: Jeremy Bishop

BFT Staff: Rachelle Glazier, Janet Brett, Chad Crouch, Terry DeJuan, Jeff Lubeck, Tom McCormick, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Sliger

1. Convene Committee Meeting

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

Proposed Board Agenda Action Items

2. Resolution to Dispose of Surplus Vehicles – Joshua Rosas, Senior Manager of Fleet & Facilities Maintenance

Senior Manager of Fleet & Facilities Maintenance Joshua Rosas presented a resolution for Board approval requesting authorization to declare vehicles that have been totaled or are beyond useful life as surplus and dispose of them per Resolution 59-2018. Committee members asked that this item be moved to the Board meeting Consent Agenda.

Proposed Board Agenda Informational/Discussion Item

3. Proposed Fare Structure – Board Review and Input Prior to Title VI Analysis and Release for Public Comment – Jeff Lubeck, Chief Financial Officer, and Kevin Sliger, Chief Planning & Development Officer

Chief Financial Officer Jeff Lubeck presented the proposed fare structure, one of the outcomes of the fare study. He reviewed the recommended changes and asked for Board input prior to proceeding with the Title VI analysis and releasing it for public comment. Committee members asked that this item be moved to the Board agenda as an informational/discussion item for full Board input and questions.

Additional Documents in Executive Committee Packet

4. Notification of Upcoming Bids and Requests for Proposals

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

5. Financial Report

Mr. Lubeck gave a brief summary of the November Financial Report.

6. Adjourn

The meeting adjourned at 4:14 p.m.

Next Executive Committee Meeting – Thursday, February 2, 2023, at 4 p.m.



Financial Report Through November 2022

Financial Performance Overview - YTD Cumulative Totals

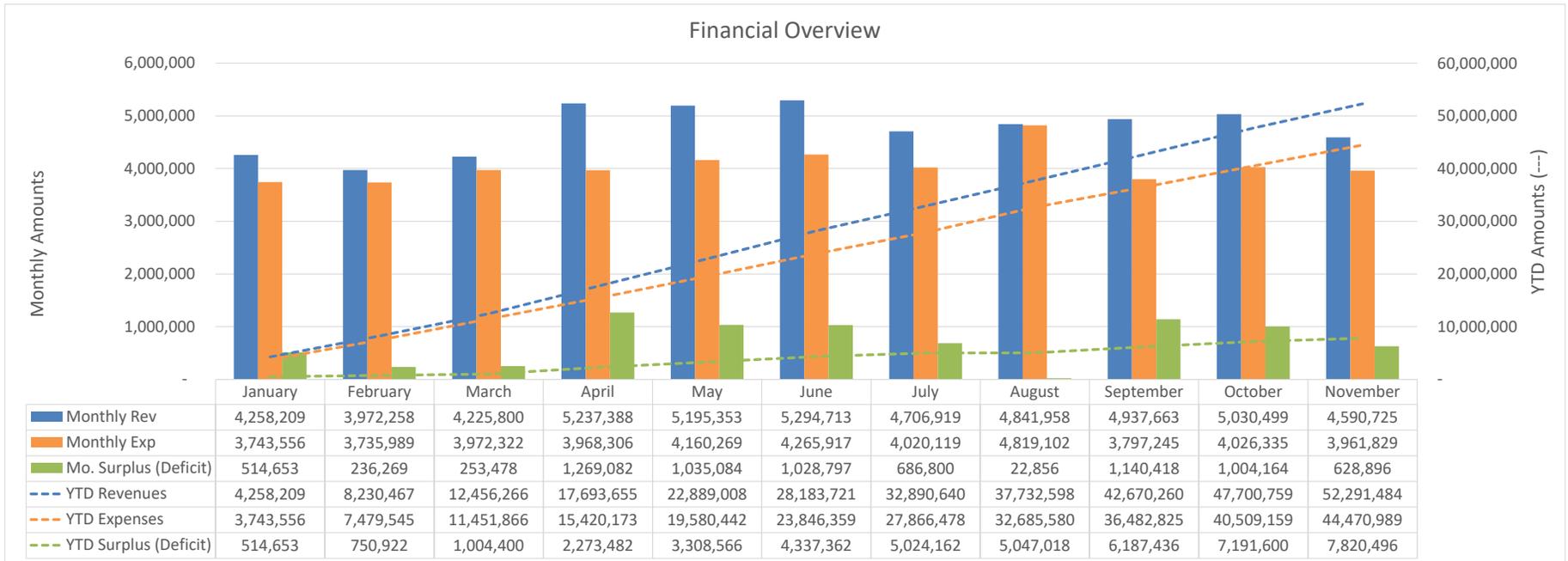
Revenue & Expenses												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Revenue												
YTD Budget	\$ 4,327,618	\$ 8,550,874	\$ 13,229,271	\$ 17,808,198	\$ 22,753,368	\$ 27,902,123	\$ 32,869,772	\$ 37,729,747	\$ 42,802,029	\$ 47,631,181	\$ 46,460,326	
YTD Actual	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640	37,732,598	42,670,260	47,700,759	47,631,181	
Variance - B/(W)	(69,409)	(320,407)	(773,005)	(114,543)	135,640	281,598	20,868	2,851	(131,769)	69,578	1,170,855	
Percentage	98%	96%	94%	99%	101%	101%	100%	100%	100%	100%	103%	
Expenses - Operating												
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	
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	
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	
Percentage	79%	78%	79%	80%	81%	83%	84%	86%	85%	86%	86%	
Expenses - Admin												
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	
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	
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	
Percentage	74%	76%	80%	80%	81%	82%	80%	81%	80%	79%	78%	

Cost Per Mile												
Fixed Route												
YTD Budget	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56	\$ 9.56
YTD Actual	7.93	8.13	8.27	8.22	8.30	8.35	8.34	8.45	8.42	8.38	8.39	
Variance - B/(W)	1.62	1.43	1.28	1.34	1.25	1.21	1.21	1.11	1.14	1.18	1.17	
Percentage	83%	85%	87%	86%	87%	87%	87%	88%	88%	88%	88%	
DAR/ADA												
YTD Budget	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80	\$ 9.80
YTD Actual	11.40	11.00	10.17	10.08	9.95	10.12	10.03	10.12	10.11	10.00	9.92	
Variance - B/(W)	(1.60)	(1.20)	(0.37)	(0.28)	(0.15)	(0.32)	(0.23)	(0.32)	(0.31)	(0.20)	(0.12)	
Percentage	116%	112%	104%	103%	102%	103%	102%	103%	103%	102%	101%	
Vanpool												
YTD Budget	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53	\$ 1.53
YTD Actual	1.43	1.57	0.97	1.10	1.28	1.28	1.29	1.29	1.28	1.27	1.27	
Variance - B/(W)	0.10	(0.04)	0.56	0.43	0.25	0.25	0.24	0.24	0.25	0.27	0.26	
Percentage	93%	103%	64%	72%	84%	84%	84%	84%	84%	83%	83%	

Legend for Percent of Budget:

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





High Level Summary of Pages that Follow:

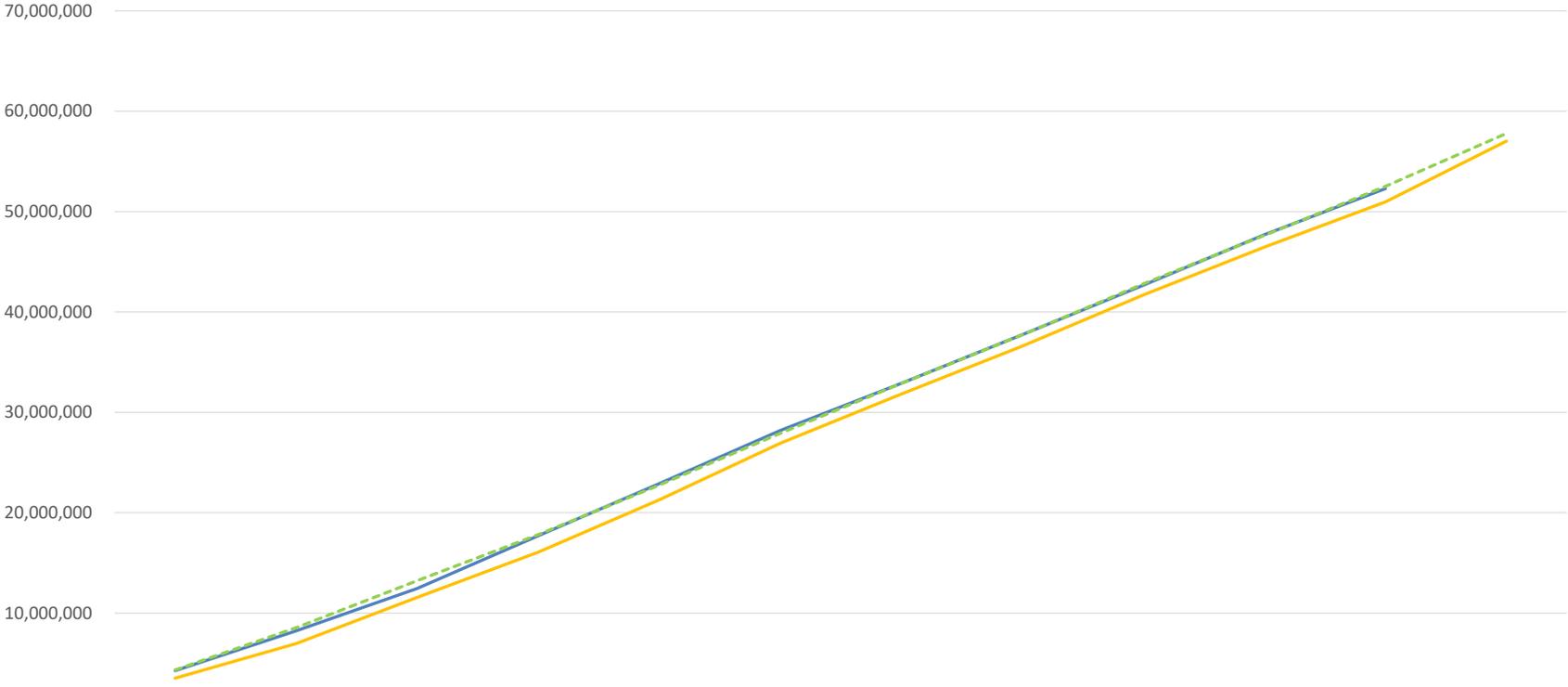
Revenue

- Total Actual Operating Revenue has remained within expected budget range throughout the year
- January through September Actual Sales Tax Revenue is better than budget by \$2.18 M (7%)
- YTD Operating Grants Revenue is \$2.8 M (15%) behind budget due to timing issues with grant drawdown but should catch up by 2022 year end
- Revenue from ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

Expenses

- YTD Salaries & Benefits \$5.82 M better than budget primarily due to hiring vacancies especially in Operations & Dial-A-Ride
- Dial-A-Ride demand has not returned to pre-pandemic levels
- Projects/Professional Services are under budget primarily due to straight-line budget vs timing of actual costs
- Connect is over budget due to higher usage than originally budgeted for 2022 (367% ridership over forecast)
- The higher Connect ridership levels will continue throughout the remainder of the year. DAR & ARC budget underruns more than offset this.

Total Operating Revenue



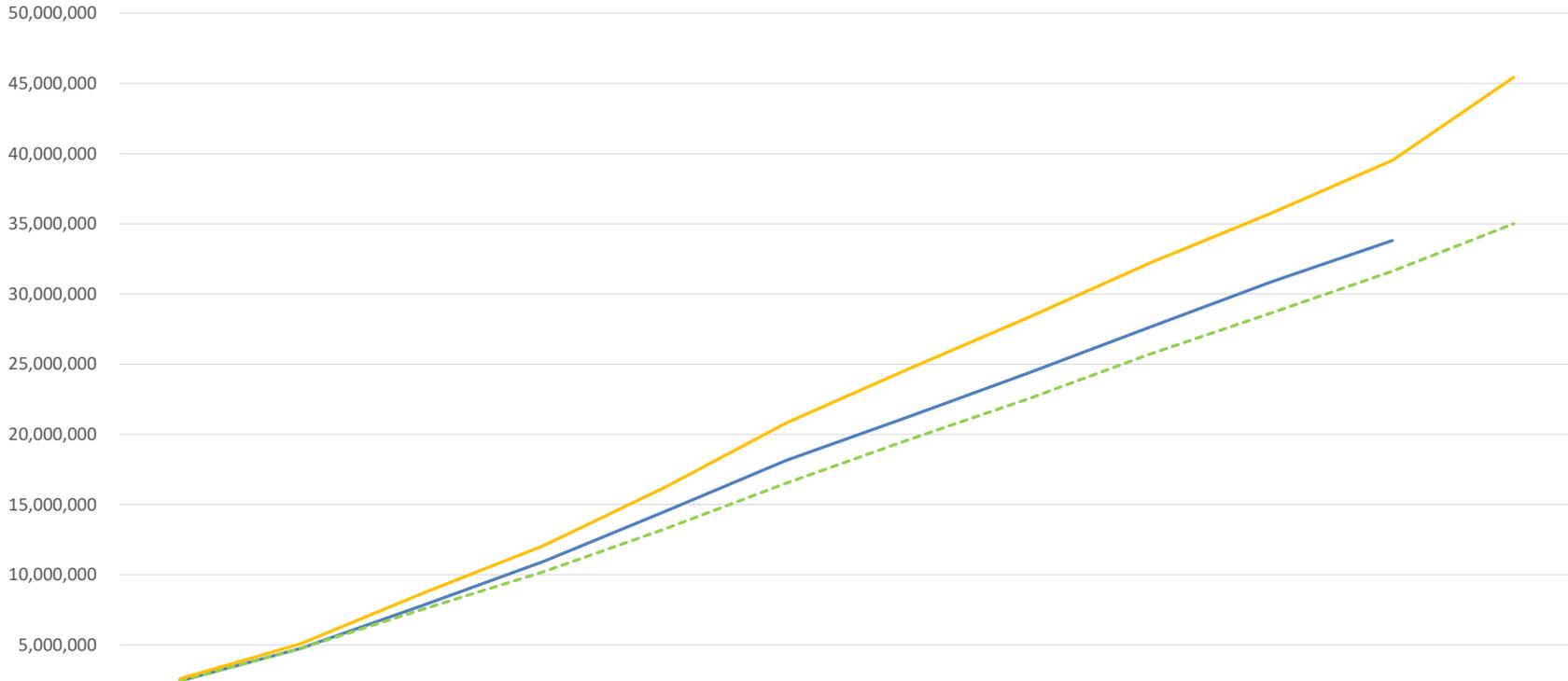
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	4,258,209	8,230,467	12,456,266	17,693,655	22,889,008	28,183,721	32,890,640	37,732,598	42,670,260	47,700,759	52,291,484	
CY Budget	4,327,618	8,550,874	13,229,271	17,808,198	22,753,368	27,902,123	32,869,772	37,729,747	42,802,029	47,631,181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

Significant Items to Note for Total Operating Revenue

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

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

Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	
CY Budget	2,429,564	4,754,766	7,535,109	10,215,981	13,263,097	16,513,798	19,583,393	22,545,313	25,719,541	28,650,639	31,633,009	35,009,550
PY Actuals	2,585,589	5,097,165	8,675,101	12,075,673	16,226,240	20,813,518	24,622,039	28,342,359	32,216,068	35,762,246	39,532,023	45,442,171

Significant Items to Note for Sales Tax Revenue

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

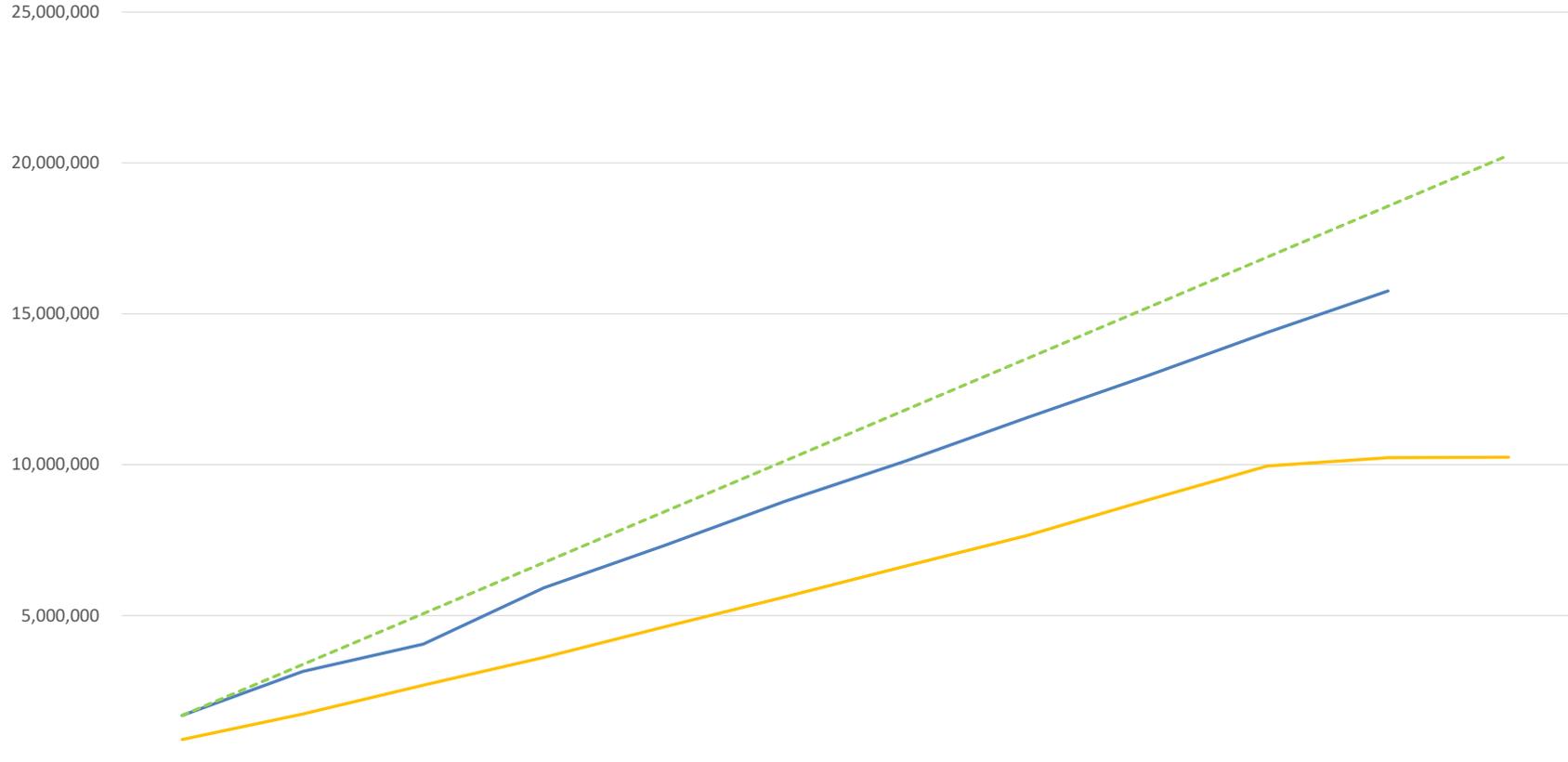
Current Month

- Current and prior month are estimated due to reporting lag from the State
- Estimate for September adjusted to actual in November. September actuals worse than budget by \$35k (-1.1%)

YTD

- 94% of sales tax revenue went to Operations in PY vs. only 73% in CY
- January through September actuals are better than budget by \$2.1 M (7%)

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

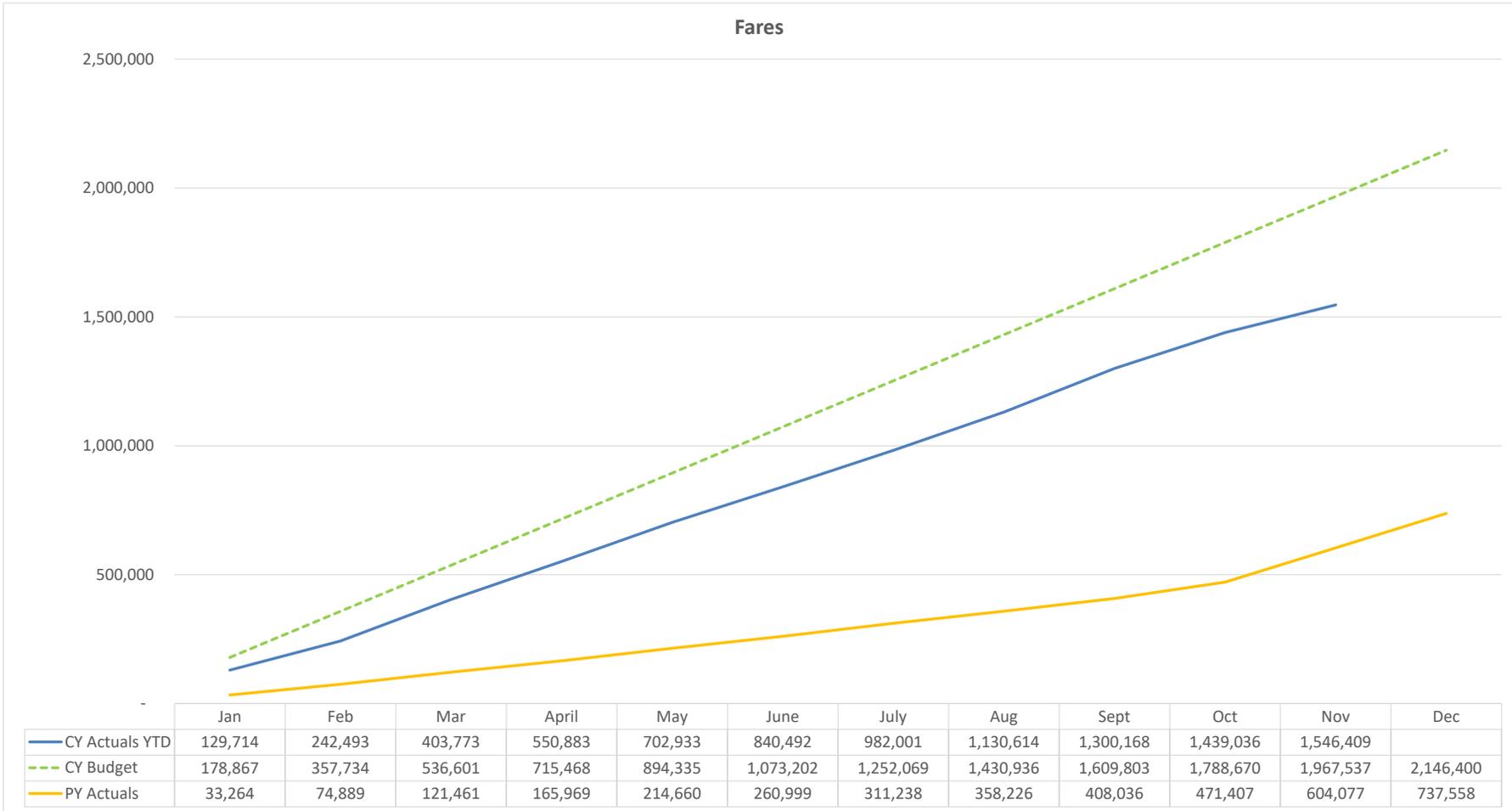
Significant Items to Note for Operating Grants

Current Month

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

YTD

- YTD Operating Grants Revenue are \$2.8 M (15%) behind budget
- Timing issue with grant drawdown. Budget was simple straight-line. Will be caught up by 2022 year end.



Significant Items to Note for Fares

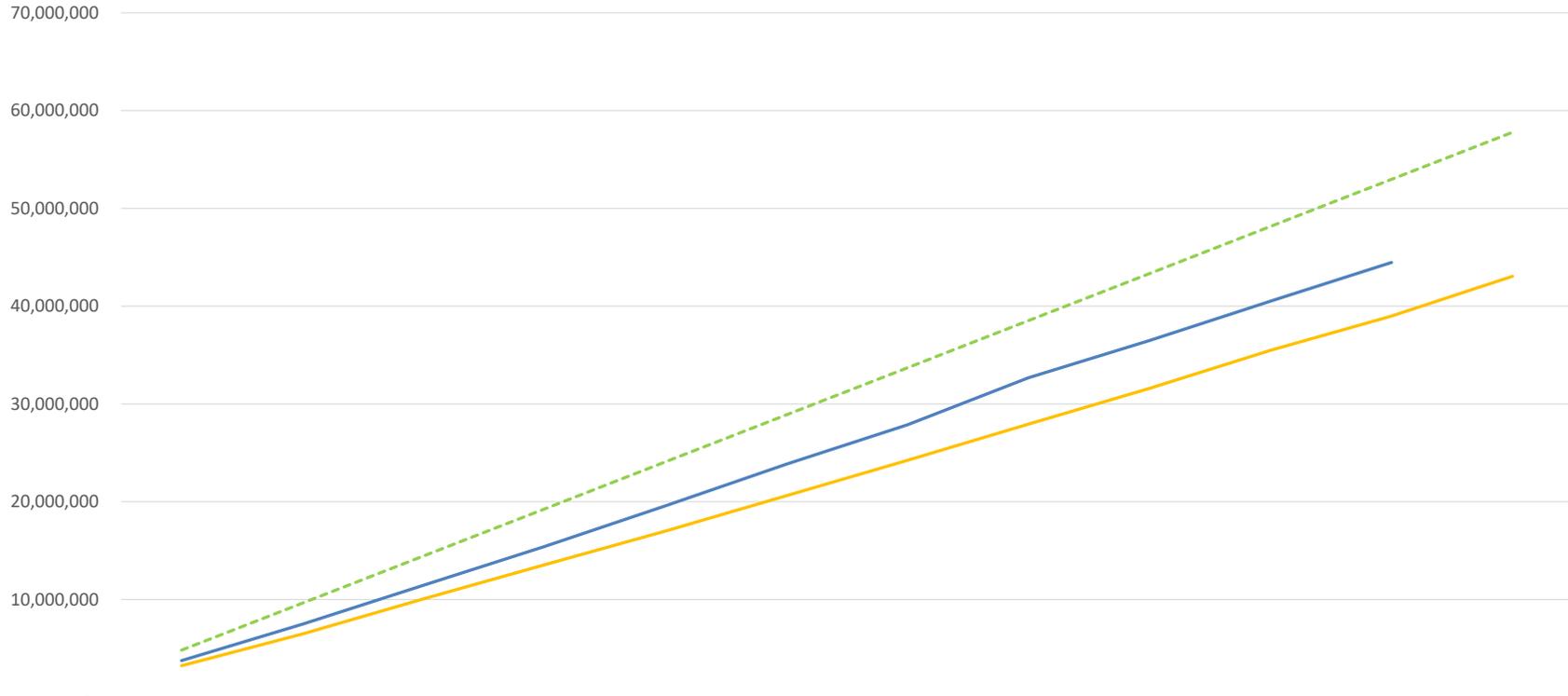
Current Month

- November Actuals \$71K (40%) behind budget
- Ridership has not fully recovered to pre-pandemic levels and it is running slightly behind forecast

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 \$148 K (89%) 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 slightly behind forecast

Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	3,743,556	7,479,545	11,451,866	15,420,173	19,580,442	23,846,359	27,866,478	32,685,580	36,482,825	40,509,159	44,470,989	
CY Budget	4,815,517	9,631,034	14,446,551	19,262,068	24,077,585	28,893,102	33,708,619	38,524,136	43,339,653	48,155,170	52,970,687	57,786,200
PY Actuals	3,220,593	6,476,167	10,063,577	13,547,659	16,986,777	20,622,424	24,229,179	27,944,468	31,590,928	35,483,858	38,979,339	43,059,074

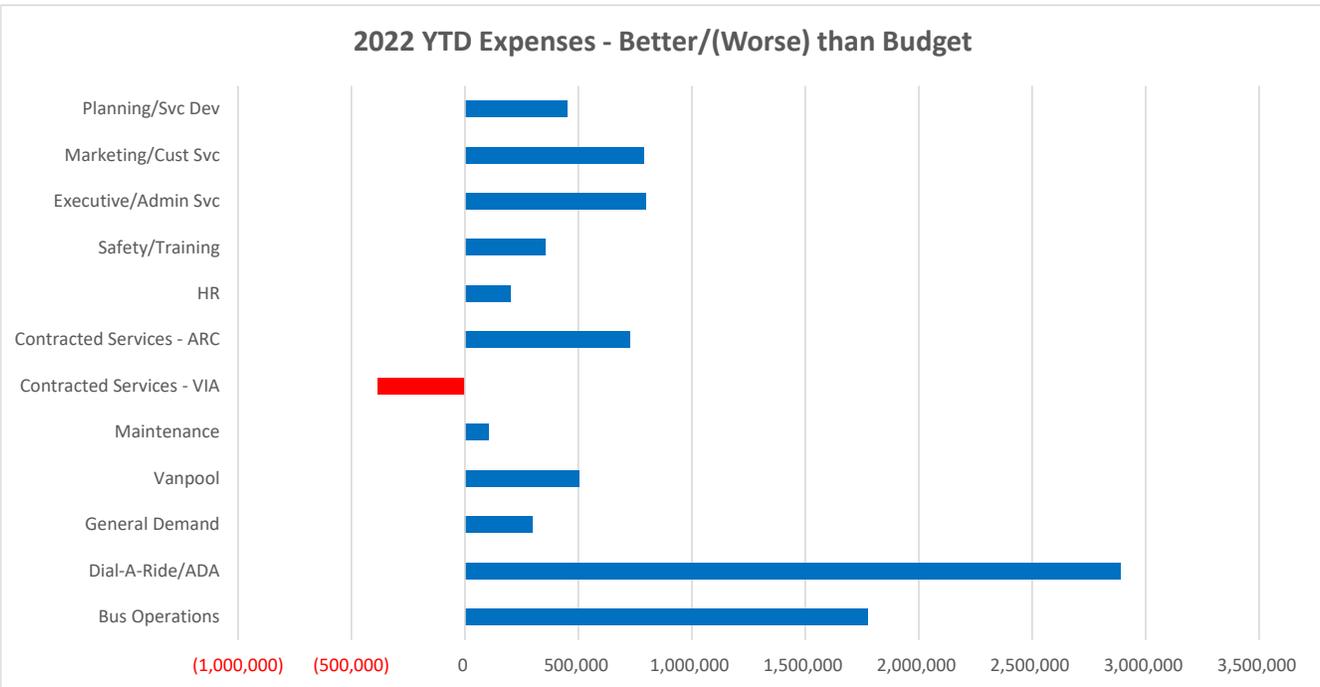
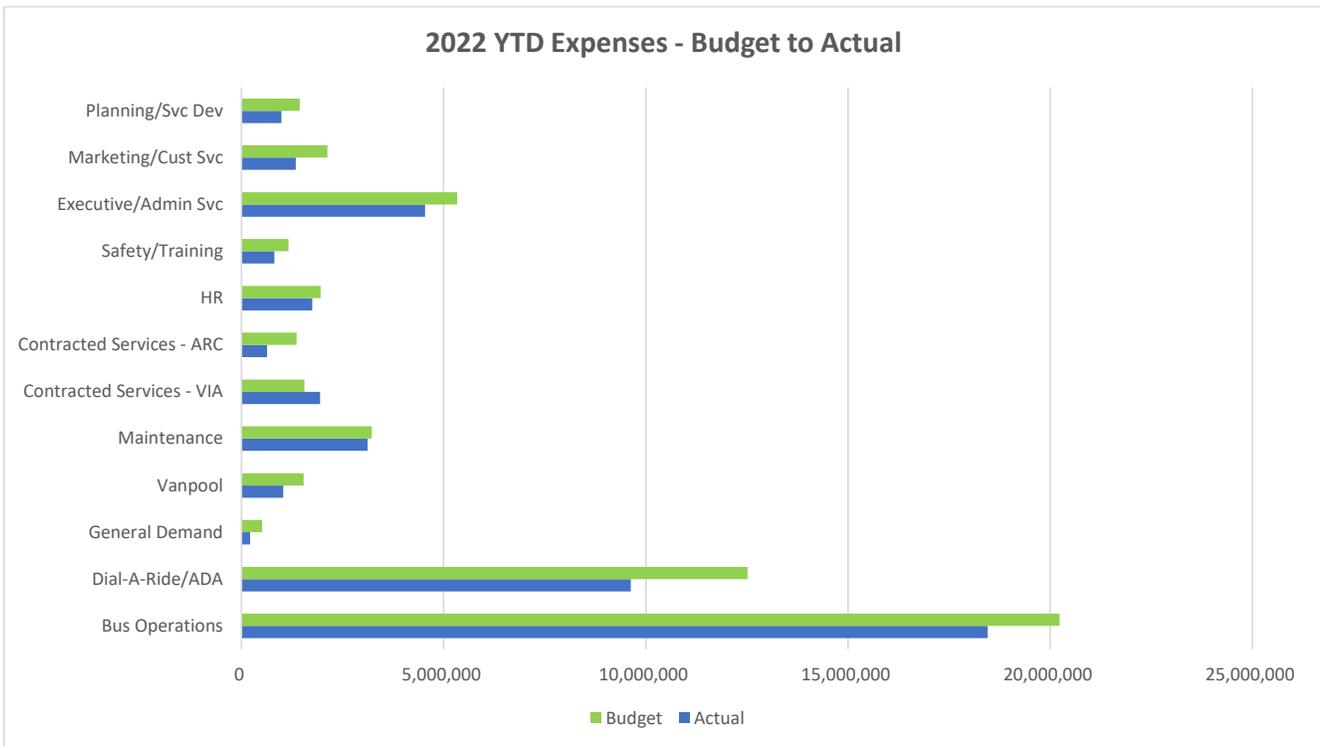
Significant Items to Note for Expenses

Current Month

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

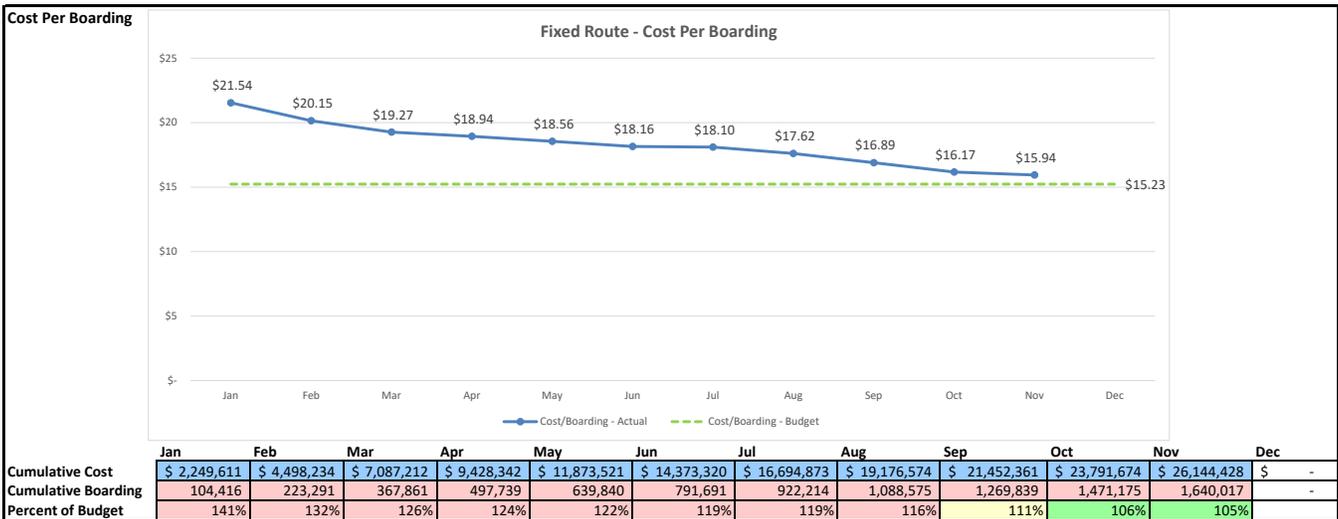
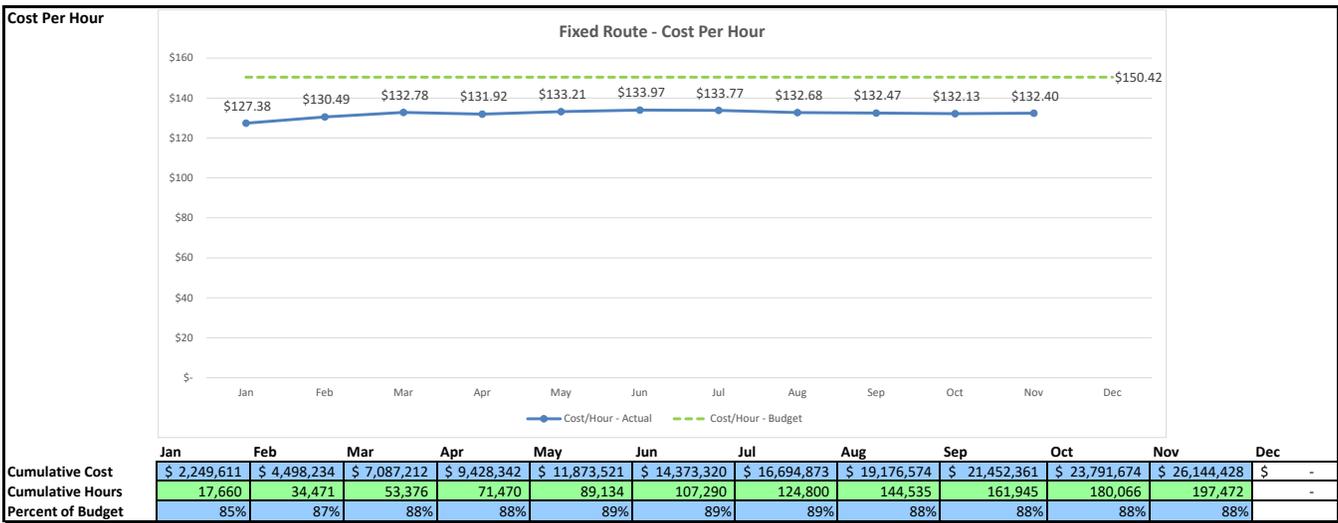
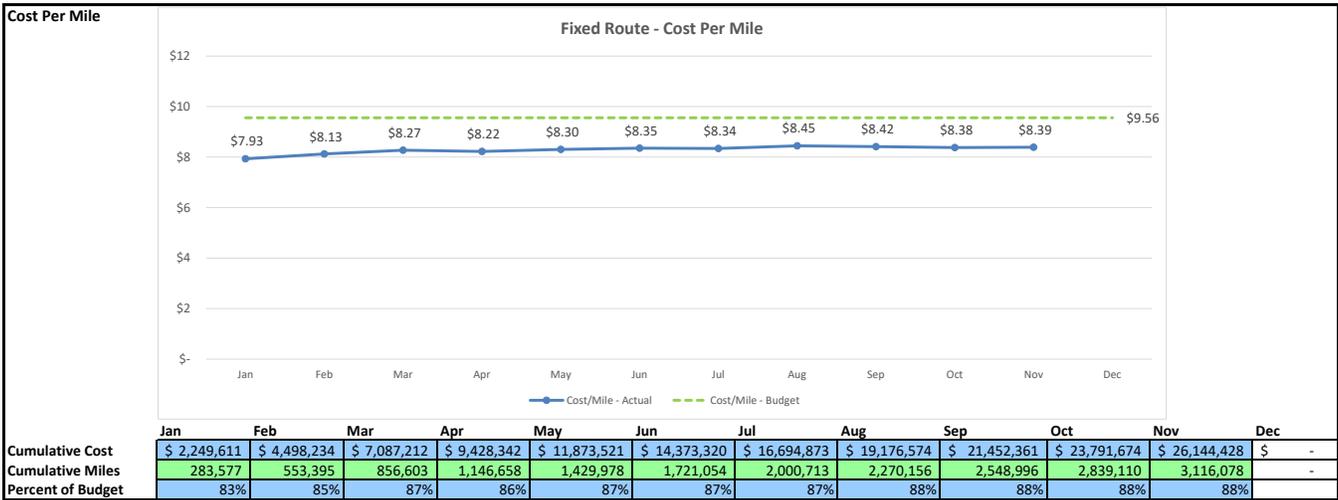
YTD

- YTD Salaries & Benefits \$5.8 M better than budget primarily due to hiring vacancies
- DAR and ARC continue to run under budget (\$4.3 M)
- Current year includes expanded services that weren't added until June & August of 2021
- Timing of invoicing and project starts for various Professional Services support



Significant Items to Note:

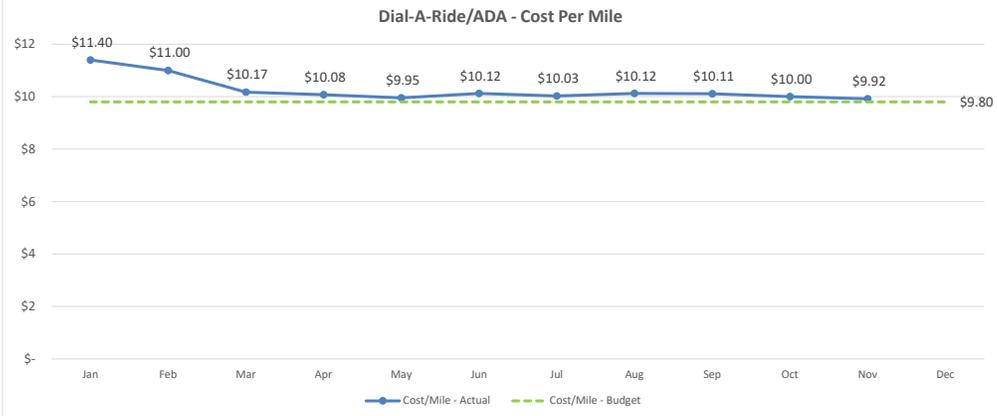
- YTD Salaries & Benefits are better than budget for Operations & Dial-A-Ride primarily due to hiring vacancies
- Dial-A-Ride demand has not returned to pre-pandemic levels
- Projects/Professional Services are under budget primarily due to straight-line budget vs timing of actual costs
- Contracted Services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



Legend for Percent of Budget:

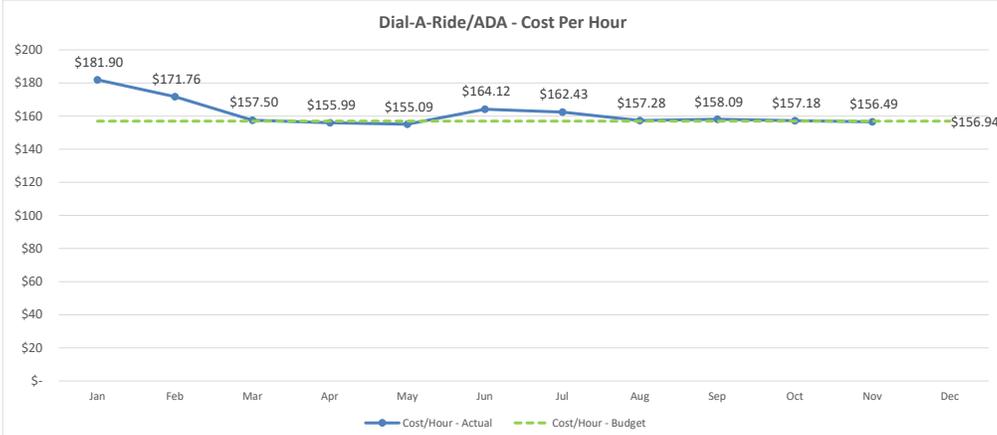
Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

Cost Per Mile



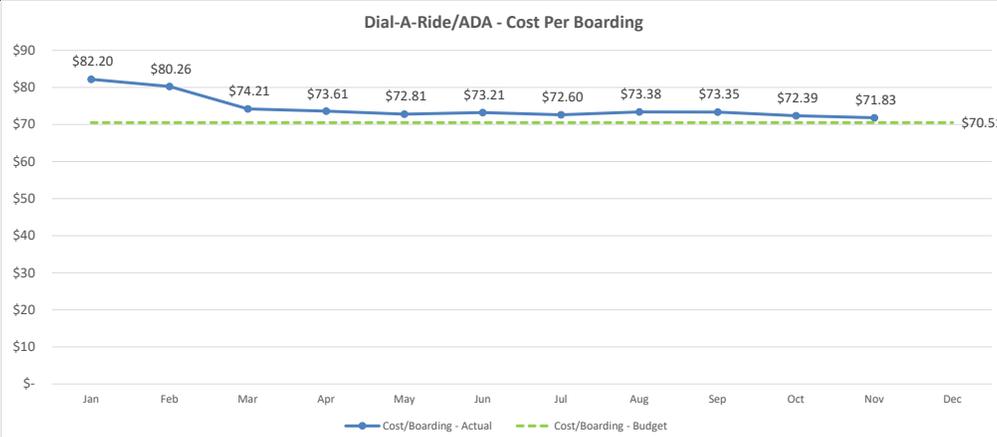
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ 10,335,106	\$ 11,683,689	\$ 13,010,815	\$ 14,241,295	\$ -
Cumulative Miles	105,949	220,086	361,615	490,819	631,816	755,152	885,750	1,021,159	1,155,649	1,300,615	1,436,134	-
Percent of Budget	116%	112%	104%	103%	102%	103%	102%	103%	103%	102%	101%	

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	\$ -
Cumulative Hours	6,639	14,093	23,354	31,704	40,539	46,572	54,672	65,713	73,906	82,779	91,002	-
Percent of Budget	116%	109%	100%	99%	99%	105%	103%	100%	101%	100%	100%	

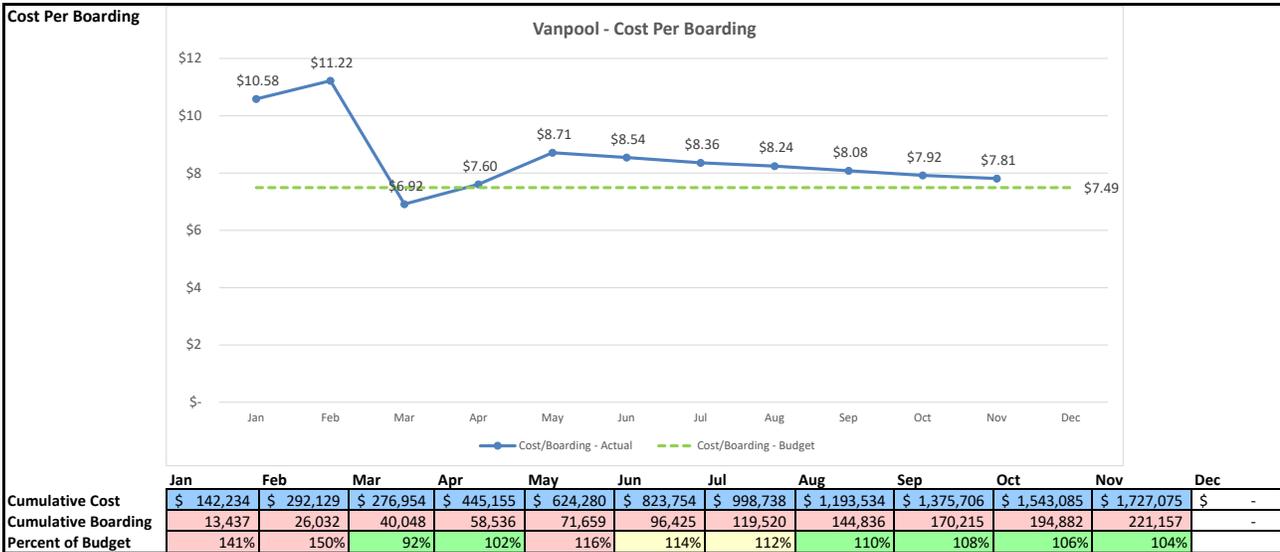
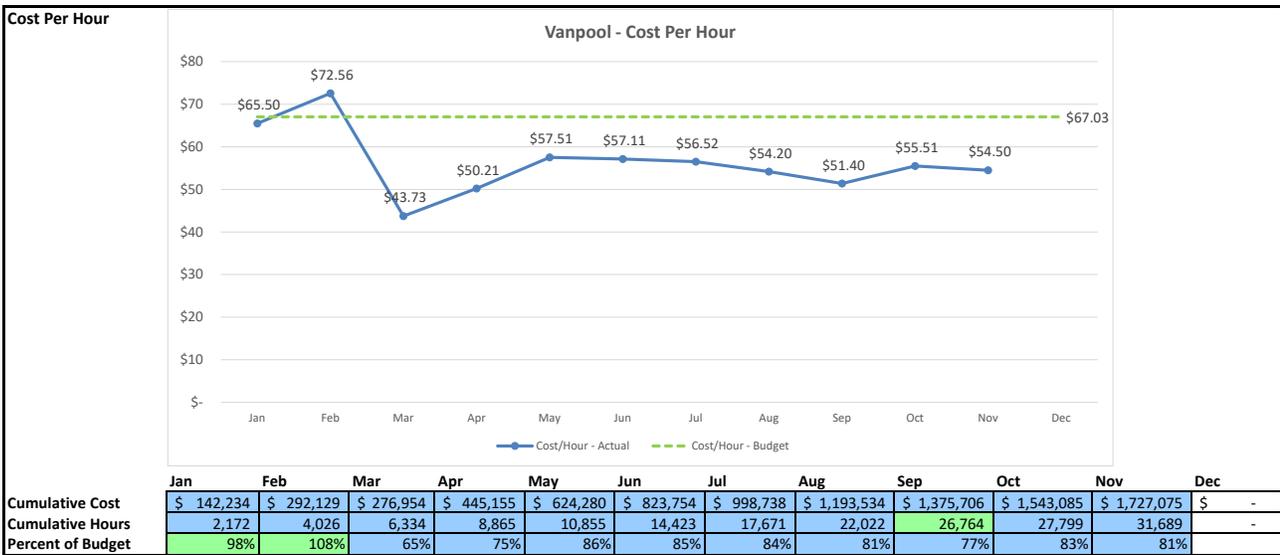
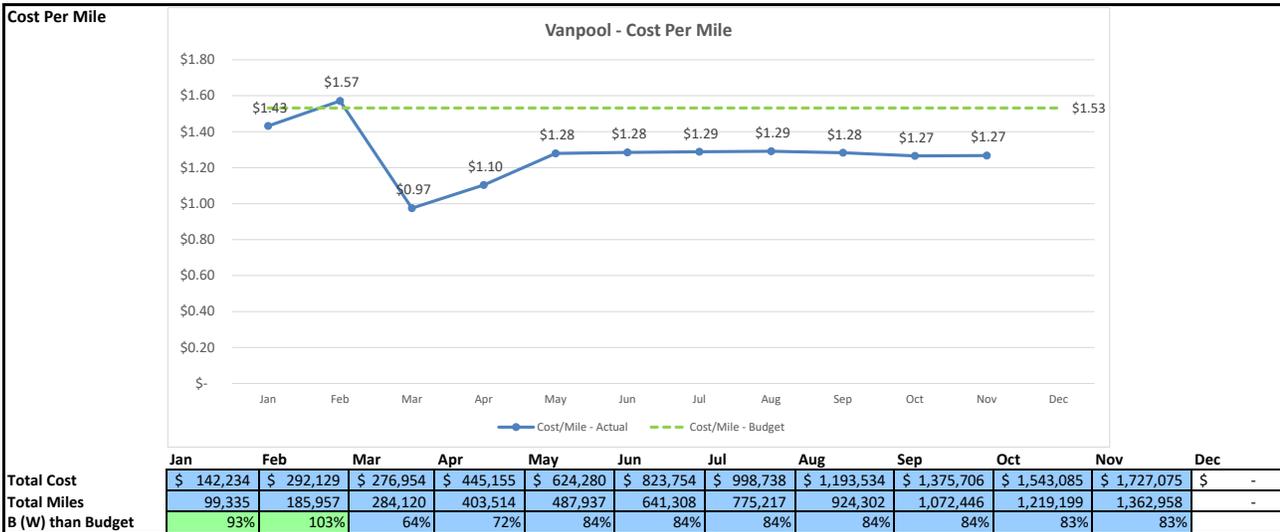
Cost Per Boarding



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Cumulative Cost	\$ 1,207,648	\$ 2,420,561	\$ 3,678,288	\$ 4,945,358	\$ 6,287,063	\$ 7,643,346	\$ 8,880,128	\$ 10,335,106	\$ 11,683,689	\$ 13,010,815	\$ 14,241,295	\$ -
Cumulative Boarding	14,692	30,158	49,566	67,186	86,353	104,402	122,310	140,838	159,277	179,741	198,264	-
Percent of Budget	117%	114%	105%	104%	103%	104%	103%	104%	104%	103%	102%	

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 Nov 2022

	2022 Total Budget	2022 Budget Year to Date	Actual To Date Nov 2022	% Actuals B (W) Budget YTD	Actual To Date Nov 2021	% 2022 B (W) 2021
Operating Revenues						
Bus Passes	\$ 612,300	\$ 561,275	\$ 454,185	-19.1%	\$ 59,203	667.2%
Bus Cash	369,700	338,892	246,222	-27.3%	20,244	1116.3%
Dial-A-Ride/ADA	138,000	126,500	185,350	46.5%	19,400	855.4%
General Demand (Prosser) **	16,400	15,033	3,878	-74.2%	1,014	282.5%
Vanpool	810,000	742,500	637,663	-14.1%	504,141	26.5%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	183,333	19,111	-89.6%	-	0.0%
Fares	2,146,400	1,967,533	1,546,409	-21.4%	604,077	156.0%
Local Sales Tax (Operating Portion)	35,009,550	31,633,009	33,814,155	6.9%	39,532,023	-14.5%
Operating Grants	1,370,697	1,256,472	1,342,968	6.9%	166,408	707.0%
CARES Act Funds	18,885,353	17,311,574	14,414,051	-16.7%	10,067,355	43.2%
Miscellaneous	374,200	343,017	1,173,901	242.2%	593,664	97.7%
Total Operating Revenues	\$ 57,786,200	\$ 52,511,604	\$ 52,291,484	-0.4%	\$ 50,963,526	2.6%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 22,073,300	\$ 20,233,858	\$ 18,458,420	8.8%	\$ 16,781,091	-10.0%
Dial-A-Ride/ADA	13,654,170	12,516,323	9,629,346	23.1%	8,871,155	-8.5%
General Demand (Prosser) **	560,400	513,700	214,986	58.1%	358,404	40.0%
Vanpool	1,680,200	1,540,183	1,036,944	32.7%	1,028,334	-0.8%
Maintenance	3,512,900	3,220,158	3,118,162	3.2%	2,294,225	-35.9%
Purchased Transportation						
Contracted Services - VIA	1,700,000	1,558,333	1,941,402	-24.6%	336,560	-476.8%
Contracted Services - ARC	1,487,600	1,363,633	635,137	53.4%	721,401	12.0%
Administration						
HR	2,131,900	1,954,242	1,753,373	10.3%	1,658,107	-5.7%
Safety / Training	1,270,700	1,164,808	812,942	30.2%	929,935	12.6%
Executive / Administrative Services	5,821,400	5,336,283	4,540,031	14.9%	3,719,255	-22.1%
Marketing / Customer Service	2,321,330	2,127,886	1,340,837	37.0%	1,340,175	0.0%
Planning / Service Development	1,572,300	1,441,275	989,407	31.4%	940,697	-5.2%
* Total Operating Expenditures	\$ 57,786,200	\$ 52,970,683	\$ 44,470,989	16.0%	\$ 39,909,361	-11.4%
Operating Surplus/(Deficit)	\$ -	\$ (459,079)	\$ 7,820,496		\$ 11,054,165	
Capital Expenditures						
Local	\$ 27,829,006	\$ 25,509,922	\$ 3,813,843	-85.0%	\$ 196,329	1842.6%
State	3,908,284	3,582,594	138,244	-96.1%	95,982	44.0%
Federal	4,414,765	4,046,868	10,924	-99.7%	-	0.0%
Total Capital Expenditures	\$ 36,152,055	\$ 33,139,384	\$ 3,963,011	-88.0%	\$ 292,311	1255.8%

* Excludes budgeted GASB 68 year-end pension adjustment.

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

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending Nov 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	\$ 700,407	\$ 185,350	\$ 3,878	\$ 637,663	\$ -	\$ 19,111	\$ 1,546,409
Direct Cost	\$ 18,458,420	\$ 9,629,346	\$ 214,986	\$ 1,036,944	\$ 635,137	\$ 1,941,402	\$ 31,916,236
Allocated Cost	\$ 7,298,892	\$ 4,514,971	\$ 185,305	\$ 555,585	\$ -	\$ -	\$ 12,554,753
Depreciation - Local (Vehicle only)	\$ 387,117	\$ 96,978	\$ 382	\$ 134,545	\$ 6,614	\$ -	\$ 625,635
Cost for Farebox Recovery Ratio	\$ 26,144,428	\$ 14,241,295	\$ 400,673	\$ 1,727,075	\$ 641,751	\$ 1,941,402	45,096,624
Boarding	1,640,017	198,264	2,475	221,157	27,381	104,550	2,193,844
Revenue Miles	3,116,078	1,436,134	11,483	1,362,958	75,690	875,292	6,877,635
Revenue Hours	197,472	91,002	603	31,689	3,771	41,448	365,985
Cost per Boarding	\$ 15.94	\$ 71.83	\$ 161.90	\$ 7.81	\$ 23.44	\$ 18.57	\$ 20.56
Cost per Rev Mile	\$ 8.39	\$ 9.92	\$ 34.89	\$ 1.27	\$ 8.48	\$ 2.22	\$ 6.56
Cost per Rev Hour	\$ 132.40	\$ 156.49	\$ 664.47	\$ 54.50	\$ 170.18	\$ 46.84	\$ 123.22
Farebox Recovery	2.7%	1.3%	1.0%	36.9%	0.0%	1.0%	3.4%

Directly Operated Transportation

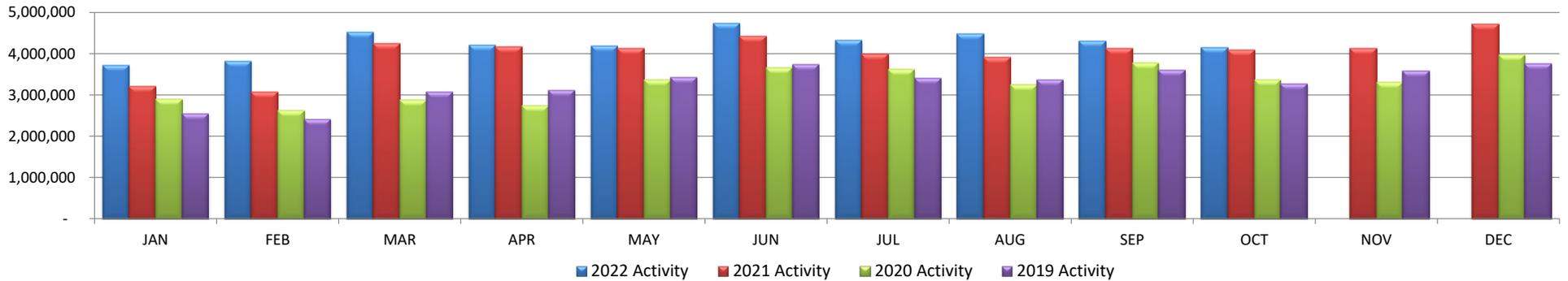
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 900,167	\$ 126,500	\$ 15,033	\$ 742,500	\$ -	\$ 183,333	\$ 1,967,533
Direct Cost	\$ 20,233,858	\$ 12,516,323	\$ 513,700	\$ 1,540,183	\$ 1,363,633	\$ 1,558,333	\$ 37,726,031
Allocated Cost	\$ 8,865,600	\$ 5,241,486	\$ 224,636	\$ 658,929	\$ -	\$ -	\$ 14,990,652
Depreciation - Local (Vehicle only)	\$ 407,692	\$ 80,620	\$ 193	\$ 135,853	\$ 6,651	\$ -	\$ 631,010
* Cost for Farebox Recovery Ratio	\$ 29,507,151	\$ 17,838,429	\$ 738,529	\$ 2,334,965	\$ 1,370,285	\$ 1,558,333	\$ 53,347,692
Boarding	1,936,917	253,000	23,833	311,667	71,500	28,417	2,625,333
Revenue Miles	3,087,333	1,820,500	133,833	1,524,417	204,417	344,667	7,115,167
Revenue Hours	196,167	113,667	6,233	34,833	12,833	33,000	396,733
Cost per Boarding	\$ 15.23	\$ 70.51	\$ 30.99	\$ 7.49	\$ 19.16	\$ 54.84	\$ 20.32
Cost per Rev Mile	\$ 9.56	\$ 9.80	\$ 5.52	\$ 1.53	\$ 6.70	\$ 4.52	\$ 7.50
Cost per Rev Hour	\$ 150.42	\$ 156.94	\$ 118.48	\$ 67.03	\$ 106.78	\$ 47.22	\$ 134.47
Farebox Recovery	3.1%	0.7%	2.0%	31.8%	0.0%	11.8%	3.7%

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

Cost per Boarding	\$ (0.71)	\$ (1.32)	\$ (130.91)	\$ (0.32)	\$ (4.27)	\$ 36.27	\$ (0.24)
Cost per Rev Mile	\$ 1.17	\$ (0.12)	\$ (29.37)	\$ 0.26	\$ (1.78)	\$ 2.30	\$ 0.94
Cost per Rev Hour	\$ 18.02	\$ 0.44	\$ (545.99)	\$ 12.53	\$ (63.41)	\$ 0.38	\$ 11.25

* 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			42,497,833	\$ 42,497,833
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	\$ 39,415,524
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	\$ 32,189,428
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	\$ 31,971,613
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	-	-	3,082,308	
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%			7.8%	
% 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	\$ 39,385,929
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	\$ 32,981,066
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	\$ 31,543,322
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	\$ 30,630,000
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	-	-	3,111,904	7.9%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	19.5%
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	2.0%
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	4.4%

