



BOARD OF DIRECTORS REGULAR MEETING

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

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

***Notice: Meeting attendance options include in-person and virtual via Zoom
Spanish language translation is available via Zoom***

Meeting Link:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>

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

Meeting ID: 989 6217 8731 / Password: 833979

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public comments will be taken during the meeting as indicated in the agenda below.

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. Student Art Contest Winners | Brian Lubanski |
| 7. Consent Agenda | |
| A. April 13, 2023, Regular Board Meeting Minutes (page 5) | |
| B. April Voucher Summary (page 9) | |
| C. Resolution 20-2023 Authorizing the General Manager to Reinstate 12 Vehicles Originally Identified as Surplus in Resolution 34-2022 | Kevin Sliger |

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

8. Action Items

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

B. Policy Revisions Michelle Olk

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

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

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

9. Discussion & Informational Items

A. Q1 Agency Performance Report Kevin Sliger

B. 2023 Special Event Fares 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

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, June 8, 2023, at 6 p.m.

15. Adjournment

Placeholder for Board agenda in Spanish – Page 1

Placeholder for Board agenda in Spanish – Page 2



BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 13, 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

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	Absent
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Terry Christensen	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Absent
Franklin County #2	Rocky Mullen	Director	Absent
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 via Zoom

BFT Staff: Rachelle Glazier, Bill Barlow, Janet Brett, Chad Crouch, Sarah Funk, Gabe Martin, Tom McCormick, Frank Moreno, Michelle Olk, Rob Orvis, Joshua Rosas, Kevin Sliger, Rich Starr, Jenny Stenkamp

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

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

4. PUBLIC COMMENTS

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

5. **APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

Director Sandretto moved to approve the agenda, and Director Becken seconded the motion. It passed unanimously.

6. **CONSENT AGENDA**

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

A. March 9, 2023, Regular Board Meeting Minutes

B. March Voucher Summary

C. Resolution 11-2023, Amend Ben Franklin Transit and Washington State University Tri-Cities Transportation Pass Agreement #1373

D. Resolution 12-2023, Amend Resolution 18-2021 to Authorize the General Manager to Reopen Contract #1133 as a Sole Source Contract and Increase the Not-to-Exceed Amount from \$2,500,000 to \$2,700,000 of said Contract with TCF Architecture, PLLC; and Resolution 13-2023, Authorize the General Manager to Increase the Not-to-Exceed Amount of Task Order #21 from \$99,000 to \$473,846 in Contract #1133 with TCF Architecture, PLLC

E. Resolution 14-2023, Authorize the General Manager to Reinstate and Appoint New Community Members to the Citizens Advisory Network (CAN)

F. Resolution 15-2023, Approve BFT's Public Transportation Agency Safety Plan (PTASP) and Authorize the General Manager to Submit the Plan to the Washington Department of Transportation and the Local Metropolitan Planning Organization, BFCOG

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

7. **ACTION ITEMS**

A. Resolution 16-2023, Establish a Free Fare Day Policy

Chief Planning & Development Officer Kevin Sliger presented this policy, which arose out of an Executive Committee discussion surrounding free fare for Earth Day. It would give the General Manager the ability to waive fares for one day up to four times per year. This policy does not include special events.

Director Becken moved for approval of Resolution 16-2023, and the motion was seconded by Director Sandretto; it passed unanimously.

B. Policy Revisions

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

i. Resolution 17-2023, Approve Policy HR-007, Attendance

Director Sandretto moved for approval of Resolution 17-2023. The motion was seconded by Director Becken and passed unanimously.

ii. Resolution 18-2023, Approve Policy HR-008, Hourly Employee Timekeeping

Director Sandretto moved for approval of Resolution 18-2023. The motion was seconded by Director Beauchamp and passed unanimously.

iii. Resolution 19-2023, Approve Policy HR-009, Time Off Reporting for Exempt Employees

Director Becken moved for approval of Resolution 19-2023. The motion was seconded by Director Beauchamp and passed unanimously.

C. Student Art Contest

Senior Manager of Customer Experience Brian Lubanski explained that we had over 100 entries this year in the student art contest. Board members were asked to vote for first through fifth places in both the Digital and Traditional categories, for a total of 10 winners. The winners will be announced at next month's Board meeting.

8. DISCUSSION & INFORMATIONAL ITEMS

A. River of Fire Service

Mr. Sliger updated Board members on the River of Fire service BFT will be providing this year at the request of the City of Kennewick. Staff recommends not providing free service this year because it's a new service, we don't know what the demand is going to be, and it is a costly service to provide. Board members asked if a break-even fare could be considered and asked Mr. Sliger to provide a couple of fare options for the Board to consider.

B. Hanford Survey Update

Mr. Sliger presented the results of the survey given to Hanford employees to gauge their interest in express bus service to the area. He also showed a plan for the pilot and a long-term service concept, if the pilot was successful, and talked about the next steps to be taken to get the pilot in place.

9. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced we will have an executive session later this evening.

B. General Manager's Report

General Manager Rachelle Glazier reported that we are still working on acquiring real estate in the West Pasco Broadmoor area for a future transit hub. Also, a groundbreaking event for the Queensgate Transit Center is being planned.

The Citizens Advisory Network (CAN) will have its kickoff meeting later this month, and it will include Ed Frost, our interim general manager, as a member.

We are setting up an advisory committee right now for the Downtown Pasco project, and Directors Didier, Mullen, and Campos are invited to participate. She asked them to let her know of their interest.

Ms. Glazier then introduced new Chief Financial Officer Sarah Funk, who is a CPA with over 20 years of experience in finance and audits.

10. BOARD MEMBER COMMENTS

There were no Board member comments.

11. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) regarding personnel and RCW 42.30.140(4)(b) regarding collective bargaining for seven minutes with no anticipated action. The Board recessed at 6:40 p.m. and returned to open session at 6:47 p.m.

12. OTHER

There were no other agenda items.

13. NEXT MEETING

The next meeting will be held Thursday, May 11, 2023, at 6 p.m.

14. ADJOURNMENT

Chair McKay adjourned the meeting at 6:48 p.m.

Janet M. Brett, Clerk of the Board

Date

Memorandum

Date: May 11, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Approve Resolution 20-2023 Authorizing the General Manager to Reinstate 12 Vehicles Originally Identified as Surplus in Resolution 34-2022

Background

The Vanpool Department has seen a recent rise in demand for services. Ben Franklin Transit (BFT) is in the process of purchasing vehicles to meet the growing need for Vanpool. Due to the delay in manufacturing vehicles, staff are requesting to utilize the vehicles originally identified as surplus so that they may be placed back into service. Per Resolution 34-2022, the Board approved 46 Vanpool vehicles as surplus.

Staff are requesting authorization for the General Manager to reinstate the 12 vehicles listed in Exhibit A. These vehicles were originally identified as surplus and BFT staff are requesting that they be placed back in service. The Vanpool waitlist is growing daily, and these vehicles from Exhibit A were chosen based on their interior, exterior, and mileage. Reinstating the 12 vehicles will remedy the high demand until more vehicles can be acquired. The vehicles selected to be reinstated remain up to BFT's safety and reliability standards.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 20-2023 authorizing the General Manager to reinstate 12 surplus vehicles so they can be placed back into service.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 20-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO REINSTATE 12
VEHICLES ORIGINALLY IDENTIFIED AS SURPLUS IN RESOLUTION 34-2022**

WHEREAS, BFT has surplus vehicles at their disposal from Resolution 34-2022; and

WHEREAS, Vanpool is experiencing delays in manufacturing and growth in demand;
and

WHEREAS, Staff are requesting that the 12 vehicles in Exhibit A originally identified
as surplus be reinstated and placed back into service;

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

The General Manager is authorized to reinstate 12 vehicles that were originally identified
as surplus.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting
held Thursday, May 11, 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 12 Vanpool Surplus Vehicles That BFT Staff Is Requesting To Reinstate

Vehicle #	Year	Make	Model	Mileage
8380	2008	Chevy	Express	124,095
8392	2008	Chevy	Express	135,688
8396	2008	Chevy	Express	105,982
8415	2008	Chevy	Express	133,819
8429	2008	Chevy	Express	118,730
8430	2008	Chevy	Express	123,432
8443	2008	Chevy	Express	100,643
8452	2008	Chevy	Express	139,204
8453	2008	Chevy	Express	136,928
8454	2008	Chevy	Express	119,117
8465	2008	Chevy	Express	124,956
8467	2008	Chevy	Express	119,314

Memorandum

Date: May 11, 2023

To: Rachelle Glazier, General Manager

From: Tom McCormick, Senior Manager of Operations

Re: Resolution 21-2023 Authorizing the General Manager to Extend Contract #1092 with The Arc of Tri-Cities for Paratransit Contracted Services through December 31, 2023

Background

Ben Franklin Transit (BFT) offers a variety of transportation services, including Americans with Disabilities Act (ADA) complementary paratransit service known as Dial-A-Ride (DAR). Additionally, BFT utilizes contracted services to provide paratransit contracted services. On August 9, 2018, the Board of Directors approved the award of the paratransit contracted services to The Arc of Tri-Cities; that contract is set to expire on August 31, 2023.

During the process of preparing a new request for proposal (RFP) for release, our draft RFP was submitted to the Washington State Transit Insurance Pool (WSTIP) to review our insurance language. After review, WSTIP strongly encouraged BFT staff to reconsider the commencement date of the new contract and recommended January 1, 2024. WSTIP noted that this limited mode special service contract was out of cycle, as it does not correspond to the calendar year. WSTIP stated that they have made this request to all its members with similar contracts.

Changing the contract term to reflect a commencement date of January 1, 2024, offers two benefits. It allows BFT to mitigate risk by altering the insurance template language if it is changed by WSTIP. Additionally, this allows BFT to administer contractual increases based on Consumer Price Index (CPI) at the beginning of the calendar year rather than the end of the year.

Funding

Budgeted: Yes

Budget Source: Annual Operating Budget

Funding Source: Local/5310 Federal funding

The estimated cost for the additional four months of services is \$200,000, or \$50,000 per month.

Recommendation

BFT staff recommends authorizing the General Manager to extend the Paratransit Contracted Services contract #1092 with the Arc of Tri-Cities through December 31, 2023.

Forwarded as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 21-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXTEND CONTRACT #1092 ON A SOLE SOURCE BASIS WITH THE ARC OF TRI-CITIES FOR PARATRANSIT CONTRACTED SERVICES THROUGH DECEMBER 31, 2023

- WHEREAS, The current contract for paratransit contracted services with The Arc of Tri-Cities is set to expire August 31, 2023; and
- WHEREAS, Staff prepared and submitted its draft RFP to the Washington State Transit Insurance Pool (WSTIP) for review; and
- WHEREAS, WSTIP strongly encouraged BFT staff to reconsider the commencement date of the new contract and recommended January 1, 2024; and
- WHEREAS, This change allows BFT to mitigate risk by altering the insurance template language if it is changed by WSTIP; and
- WHEREAS, Additionally, this allows BFT to administer contractual increases based on Consumer Price Index (CPI) at the beginning of the calendar year rather than the end of the year;

NOW, THEREFORE, BE IT RESOLVED BY THE BEN FRANKLIN TRANSIT BOARD OF DIRECTORS THAT THE GENERAL MANAGER IS AUTHORIZED TO:

Extend Contract #1092 with The Arc of Tri-Cities for paratransit contracted services through December 31, 2023.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, May 11, 2023, at 7122 W Okanogan Pl., 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: May 11, 2023

To: Rachelle Glazier, General Manager

From: Michael Roberts, Senior Manager of Information Technology (IT)

Re: Resolution 22-2023 Authorizing a Modification/Increase to the 2023 IT Budget to Cover Unplanned Expenses for the Conversion of our Current Fleet-Net Product to the Cloud Version and Enter into a Sole Source Multiyear Contract

Background

Ben Franklin Transit (BFT) has been using an AvailTec product called Fleet-Net for accounting, payroll, human resources, procurement, and maintenance inventory since 1990. AvailTec developed an upgraded cloud-based system (ETMS) in April 2021 and will end legacy support at the end of CY2023. In 2021, the decision was made to postpone the migration to AvailTec's ETMS solution to provide the vendor with time to smooth out the transition process.

Cost Analysis

BFT received an updated proposal on April 19, 2023, summarized:

Estimated 2023 support and conversion expenses:	\$ 100,000
2023 BUDGET:	<u>\$ 50,000</u>
DEFICIT:	(\$ 50,000)

Conversion requires that we enter into, at a minimum, a three-year contract for the FY 2024 – FY 2026 period and at a maximum, a five-year contract. The amount for a five-year contract, not including tax, is \$550,000.

Funding

Budgeted: Partially
Budget Source: Capital (TEC0010)
Funding Source: Local Funds

Recommendation

1. Approve Resolution 22-2023 to transition to AvailTec's ETMS product by the end of CY 2023.
2. Authorize the General Manager to enter into a Sole Source contract with AvailTec for up to five years.

Forwarded as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 22-2023**

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A SOLE SOURCE CONTRACT WITH AVAILTEC TO UPGRADE TO A NEW CLOUD-BASED SOFTWARE APPLICATION

WHEREAS, Ben Franklin Transit (BFT) uses FleetNet for primary accounting, HR, procurement, and maintenance inventory purposes since 1990; and

WHEREAS, The current FleetNet product has been declared to be at end-of-life by AvailTec with no support after December 2023; and

WHEREAS, AvailTec has provided an upgrade path to their new cloud-based software application; and

WHEREAS, Partial funding is available in the TEC0010 Capital budget for this project; the remaining will be provided from a midyear budget adjustment;

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

1. The General Manager is authorized to enter into a Sole Source Contract #1418 with AvailTec to upgrade the legacy FleetNet product to a cloud-based software application with a not-to-exceed amount of \$100,000, not including sales tax.
2. The General Manager is authorized to extend the Sole Source Contract #1418 software licensing and support fees up to five years, with a not-to-exceed amount of \$550,000.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 11, 2023, at 7122 W. Okanogan Place Building E, Room 303, 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: May 11, 2023

To: Rachelle Glazier, General Manager

From: Michelle Olk, Chief People Officer

Re: Resolution 23-2023 Approve Policy HR-001, Equal Employment Opportunity; Resolution 24-2023 Approve Policy HR-003, Anti-Harassment; Resolution 25-2023 Approve Policy HR-004, Workplace Violence

Background

The following policies, summarized below, are presented for Board review and potential approval. The scope of these policies pertains to all staff not otherwise covered by a collective bargaining unit on the topic.

These policies, intended for release in May 2023 (pending Board approval), supersede all prior policies on the topics specified.

Equal Employment Opportunity (EEO) – This policy replaces HR-110 and declares the Agency’s commitment to employ, train, promote, compensate, and provide conditions of employment without regard to a person’s race, color, sex, disability, religion, national origin, age, veteran’s status, citizenship, or any other status protected by applicable law. This policy will be posted/framed at each of our facilities.

Anti-Harassment Policy – This policy, which replaces HR-111, defines the categories of harassment, including emerging issues – bullying and cyberbullying – and specifies that some of these issues may still be violations when conducted outside of the hours of operation. For example, individuals bullying others on social media in a manner that harasses or which creates an intimidating, offensive, or hostile work environment for them at work, could be a potential violation of the policy. Sexual and other types of harassment (religion, pregnancy, race, national origin, etc.), as well as the complaint process, are reiterated and expounded upon in this updated policy.

Workplace Violence Policy – This policy is a replacement for HR-124 and spells out the complaint process and consequences for unacceptable actions such as:

- Violent acts against employees, vendors, or guests
- Hitting, shoving, pushing, or other demonstrations of placing hands on someone in an aggressive and unwanted fashion
- Assaults, including those of a sexual nature
- Threats, harassment, abuse, intimidation
- Verbal or nonverbal expressions of anger, hostility, or hatred

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolutions 23-2023, 24-2023, and 25-2023 as presented.

Forwarded as presented:

Rachelle Glazier, General Manager



BEN FRANKLIN TRANSIT

AGENCY POLICY

DRAFT 4-20-2023

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY
DOCUMENT NUMBER:	HR-001
DATE OF BOARD APPROVAL:	
VERSION DATE:	

PURPOSE

The purpose of this policy is to declare and define the Ben Franklin Transit's commitment to Equal Employment Opportunity.

SCOPE

This policy pertains to all Ben Franklin Transit ("BFT") ("Agency") employees.

POLICY

Ben Franklin Transit is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is Ben Franklin Transit's policy to employ, train, promote, compensate, and provide conditions of employment without regard to a person's race, color, sex, disability, religion, national origin, age, veteran's status, citizenship, or any other status protected by applicable law.

AGENCY EEO OFFICER

The Chief People Officer has been assigned the responsibility of EEO Officer for the Agency and is responsible for ensuring that all phases of personnel administration are in harmony with this policy. BFT will review its EEO Policy every four years as required, when a new general manager is appointed, or as otherwise needed.

EXECUTIVES & MANAGERS

Executives and Managers are responsible to ensure compliance with this policy in the employment activities within their jurisdiction and are expected to demonstrate leadership in supporting BFT's EEO policy by taking steps to promote equal employment opportunity in all facets of employment. Executives and Managers are considered to be mandatory reporters; meaning, they are required to report any and all knowledge of complaints, including actual, potential, or suspected violations of this policy immediately and directly to the HR Senior Manager, Chief People Officer, or General Manager. Executives and Managers will be evaluated to ensure the success of the EEO program and policy compliance for their areas.

ALL BFT EMPLOYEES

All employees, including managers and staff, must take responsibility for following this and other BFT policies including self-governance, reporting discriminatory conduct, and preventing all types of discrimination, including workplace harassment.



BEN FRANKLIN TRANSIT

AGENCY POLICY

DRAFT 4-20-2023

COMPLAINT PROCESS

Employees who have complaints of discrimination or harassment should promptly report such conduct. Employees may use an EEO Complaint Form if they choose. Complaints should be directed to any one or more of the following members of BFT management:

1. The Human Resources Senior Manager.
2. The Chief People Officer, who is the Agency's designated Equal Employment Opportunity Officer. The EEO Officer reports to the General Manager.
3. The General Manager.

INVESTIGATIONS

BFT's EEO Officer or designee will promptly investigate reports of discrimination and report these findings to the General Manager within 21 working days. All reports, investigatory information, and conclusions will remain confidential to the greatest extent possible to effectively address the nature and extent of the complaint.

PROHIBITION AGAINST RETALIATION

Retaliation against any individual who files a charge or complaint of discrimination, who participates in an employment discrimination proceeding such as an investigation or lawsuit, or otherwise engages in related protected activity is strictly prohibited.

CONSEQUENCES FOR POLICY VIOLATION

BFT considers discrimination, harassment, and any act of retaliation to be offenses for which discipline, up to termination, is warranted. Where any investigation by the Agency confirms evidence of discrimination or retaliation, appropriate corrective action will be taken.

End of document.

BEN FRANKLIN TRANSIT

RESOLUTION 23-2023

A RESOLUTION ADOPTING THE EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY, POLICY HR-001

WHEREAS, The Equal Employment Opportunity Policy, Policy HR-001, serves to declare and define Ben Franklin Transit's commitment to Equal Employment Opportunity; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

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

The Equal Employment Opportunity Policy, Policy HR-001, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 11, 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

AGENCY POLICY

Draft 4-20-23

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	ANTI-HARASSMENT POLICY
DOCUMENT NUMBER:	HR-003
DATE OF BOARD APPROVAL:	
Version Date:	

PURPOSE

The purpose of this policy is to define Ben Franklin Transit's Anti-Harassment Policy and specify the complaint procedure and consequences for policy violation.

SCOPE

This policy pertains to all Ben Franklin Transit ("BFT") ("Agency") employees.

POLICY

Ben Franklin Transit is committed to providing all employees with a workplace free of harassment. The Agency maintains a strict policy prohibiting all forms of harassment, including sexual harassment and harassment on the basis of race, color, national origin, religion, sex, physical or mental disability, age, veteran status, pregnancy, or any other characteristic protected by applicable law.

It is the policy of Ben Franklin Transit to promote a productive work environment that does not tolerate verbal or physical conduct by any employee that harasses, disrupts, or interferes unreasonably with another's work performance or which creates an intimidating, offensive, or hostile work environment. No employee is expected to tolerate any conduct prohibited by this policy from anyone while at work or otherwise engaged in company business. Ben Franklin Transit considers conduct in violation of this policy to be outside the scope of employment and does not sanction such conduct on the part of any Ben Franklin Transit employee, regardless of position.

Sexual Harassment

Sexual harassment is a form of discrimination and a violation of the Anti-Harassment Policy that will not be tolerated. Behaviors that will not be tolerated include unwanted sexual advances; requests for sexual favors; visual, verbal, or physical conduct of a sexual nature, when such conduct is made a term or condition of employment, or when submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual, or when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment.

Prohibited conduct includes:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Threats or insinuations that a person's employment, wages, promotion, work or assignments, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes, or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, emails, or other cyberbullying.
- Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature, placed in the work environment that may reasonably embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures; physical assault.



BEN FRANKLIN TRANSIT

AGENCY POLICY

Draft 4-20-23

- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- "Sexual cyber-harassment," meaning to publish a sexually explicit image of a person that contains or conveys the identifiable information of the depicted person to an Internet website without the person's consent, for no legitimate purpose, with the intent or effect of causing emotional distress to the depicted person.
- Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.
- Inappropriate boundary invasions into an employee's personal space and/or work or personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or ability to perform job tasks or such that it creates a hostile or abusive employment environment.

Other Prohibited Harassment

Other prohibited harassment includes but is not limited to the following examples of offensive conduct:

- Verbal conduct such as racial or other discriminatory threats, epithets, derogatory comments, or slurs;
- Visual conduct such as derogatory posters, photographs, cartoons, drawings, or gestures;
- Written or electronic communication containing statements that may be offensive to individuals in a particular protected group, such as racial, religious, or ethnic stereotypes or caricatures;
- Physical conduct such as assault, unwanted touching, or blocking normal movement;
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures; and
- Retaliation for making harassment reports to the Agency or for participating in an investigation into harassment allegations.

Bullying

Bullying is a category of harassment prohibited in this policy. Bullying includes "cyberbullying" and is defined as systematically and chronically inflicting physical hurt or psychological distress on one or more employees. It includes any unwanted and repeated written, verbal, electronic, or physical behavior, or any threatening, insulting, or dehumanizing gesture that is severe or pervasive enough to create an intimidating, hostile, or offensive work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's work performance or participation.

Bullying may involve threats, intimidation; physical violence; stalking; cyberstalking; theft or destruction of property; sexual, religious, or racial harassment; teasing; public or private humiliation, or social exclusion.

Cyberbullying

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by and including, but not limited to, electronic mail, Internet communications, instant messages, social media outlets, or facsimile communications. Cyberbullying may occur on or off duty.



BEN FRANKLIN TRANSIT AGENCY POLICY

Draft 4-20-23

COMPLAINT PROCESS

If you believe you have been subjected to unwanted behavior in possible violation of this policy, you should immediately tell the harasser to stop his/her unwanted behavior. Any employee who believes that he or she has been subjected to harassment prohibited by the Company, or who becomes aware of harassing conduct by, or directed toward another BFT employee, regardless of whether such harassment affects that employee, must immediately report the harassing behavior, preferably in writing, to the individuals named below.

Employees who have complaints of discrimination or harassment should promptly report such conduct. Employees may use the Complaint Form if they choose. Complaints should be directed to any one or more of the following members of BFT management:

1. The Human Resources Senior Manager.
2. The Chief People Officer.
3. The General Manager.

INVESTIGATIONS

The Agency will promptly investigate reports of violations of the Anti-Harassment Policy. All reports, investigatory information and conclusions will remain confidential to the extent possible to effectively address the nature and extent of the complaint.

PROHIBITION AGAINST RETALIATION

Retaliation against any individual who files a charge or complaint of harassment, or who participates in an employment proceeding such as an investigation or lawsuit, or otherwise engages in related protected activity, is strictly prohibited.

CONSEQUENCES FOR POLICY VIOLATION

BFT considers harassment and any act of retaliation to be offenses for which discipline, up to termination, is warranted. Where any investigation by the Agency confirms evidence of harassment or retaliation, appropriate corrective action will be taken.

End of document.

BEN FRANKLIN TRANSIT

RESOLUTION 24-2023

A RESOLUTION ADOPTING THE ANTI-HARASSMENT POLICY, POLICY HR-003

WHEREAS, The Anti-Harassment Policy, Policy HR-003, serves to define Ben Franklin Transit's policy against harassment and specify the complaint procedure and consequences for policy violation; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

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

The Anti-Harassment Policy, Policy HR-003, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 11, 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

AGENCY POLICY

DRAFT 04-20-23

DEPARTMENT:	HUMAN RESOURCES
DOCUMENT TITLE:	WORKPLACE VIOLENCE POLICY
DOCUMENT NUMBER:	HR-004
DATE OF BOARD APPROVAL:	
Version Date:	

PURPOSE

The purpose of this policy is to define Ben Franklin Transit's Workplace Violence Policy.

SCOPE

This policy pertains to all Ben Franklin Transit ("BFT") ("Agency") employees.

POLICY

The Agency supports and promotes a safe working environment for all employees and maintains a program for reporting, investigating, and preventing acts of workplace violence. The Agency does not tolerate workplace violence. Workplace violence acts can include:

- Violent acts against employees, vendors, or guests
- Hitting, shoving, pushing, or other demonstrations of placing hands on someone in an aggressive and unwanted fashion
- Assaults, including those of a sexual nature
- Threats, harassment, abuse, intimidation
- Verbal or nonverbal expressions of anger, hostility, or hatred

Any employees subjected to or witnessing workplace violence must report the behavior immediately to the Supervisor, Manager, or Human Resources.

COMPLAINT PROCESS

Any employee who believes that he or she has been subjected to workplace violence prohibited by the Agency or who becomes aware of violating conduct by or directed toward another BFT employee must immediately report the harassing behavior, preferably in writing, to the individuals named below.

Complaints should be directed to any one or more of the following members of BFT management:

1. The Human Resources Senior Manager
2. The Chief People Officer
3. The General Manager

INVESTIGATIONS

The Agency will promptly investigate reports of violations of the Workplace Violence Policy. All reports, investigatory information, and conclusions will remain confidential to the greatest extent possible to effectively address the nature and extent of the complaint.

PROHIBITION AGAINST RETALIATION

Retaliation against any individual who files a charge or complaint, who participates in an employment proceeding such as an investigation or lawsuit, or otherwise engages in related protected activity, is strictly prohibited.



BEN FRANKLIN TRANSIT
AGENCY POLICY
DRAFT 04-20-23

CONSEQUENCES FOR POLICY VIOLATION

BFT considers workplace violence and any act of retaliation to be offenses for which discipline, up to termination, is warranted. Where any investigation by the Agency confirms evidence of policy violation or retaliation, appropriate corrective action will be taken.

CONSEQUENCES

If an investigation confirms a violation of the policy has occurred, BFT will take appropriate corrective and disciplinary action, up to and including discharge. Depending on the nature and circumstances of the act, reports to or involvement of the appropriate law enforcement officials may occur.

End of document.

DRAFT

BEN FRANKLIN TRANSIT

RESOLUTION 25-2023

A RESOLUTION ADOPTING THE WORKPLACE VIOLENCE POLICY, POLICY HR-004

WHEREAS, The Workplace Violence Policy, Policy HR-004, serves to define Ben Franklin Transit's policy against violence in the workplace; and

WHEREAS, The substance and application of this policy shall be reviewed from time to time;

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

The Workplace Violence Policy, Policy HR-004, is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 11, 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



Agency Performance

First Quarter 2023



Q1 2023 Ridership

Annual Total System Boardings

2023 YTD
733,124

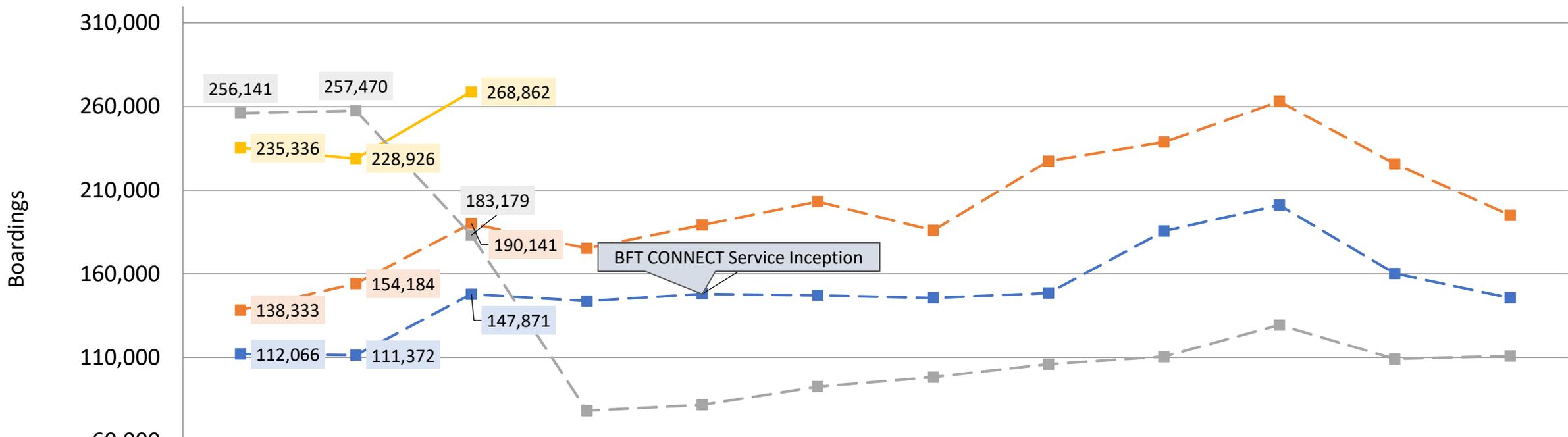
2022 YE
2,386,376

2021 YE
1,797,039

2020 YE
1,613,413

2019 YE
3,126,689

**Q1 Highlight:
Recovery Imminent**



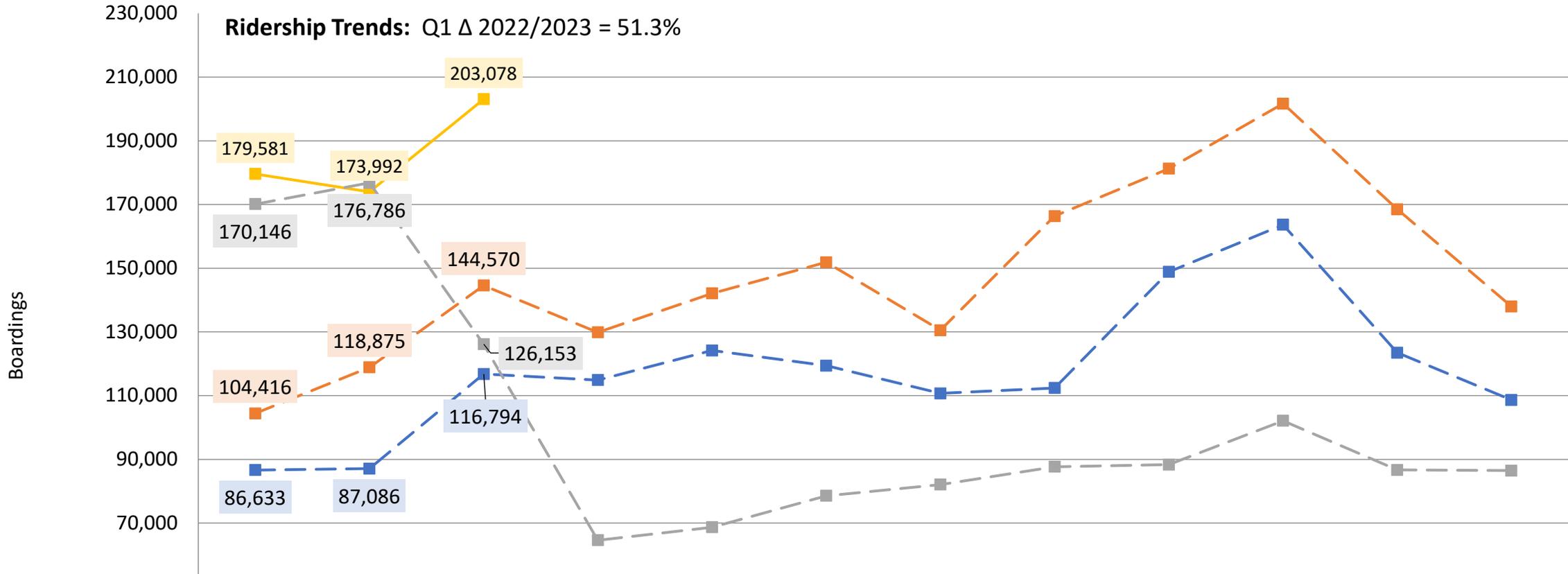
	Jan	Feb	Mar	April	May	June	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2			Q3			Q4		
2023	235,336	228,926	268,862									
2022	138,333	154,184	190,141	175,230	189,246	203,144	185,972	227,371	238,827	263,058	225,796	195,075
2021	112,066	111,372	147,871	143,744	148,038	147,162	145,628	148,537	185,607	201,123	160,211	145,680
2020	256,141	257,470	183,179	78,155	81,730	92,551	98,288	106,020	110,523	129,372	109,101	110,883

Ridership Trends: Q1 Δ 2022/2023 = 51.9%

Fixed Route Q1 Performance



Q1 Highlight:
First time over 200,000 boardings since 2019

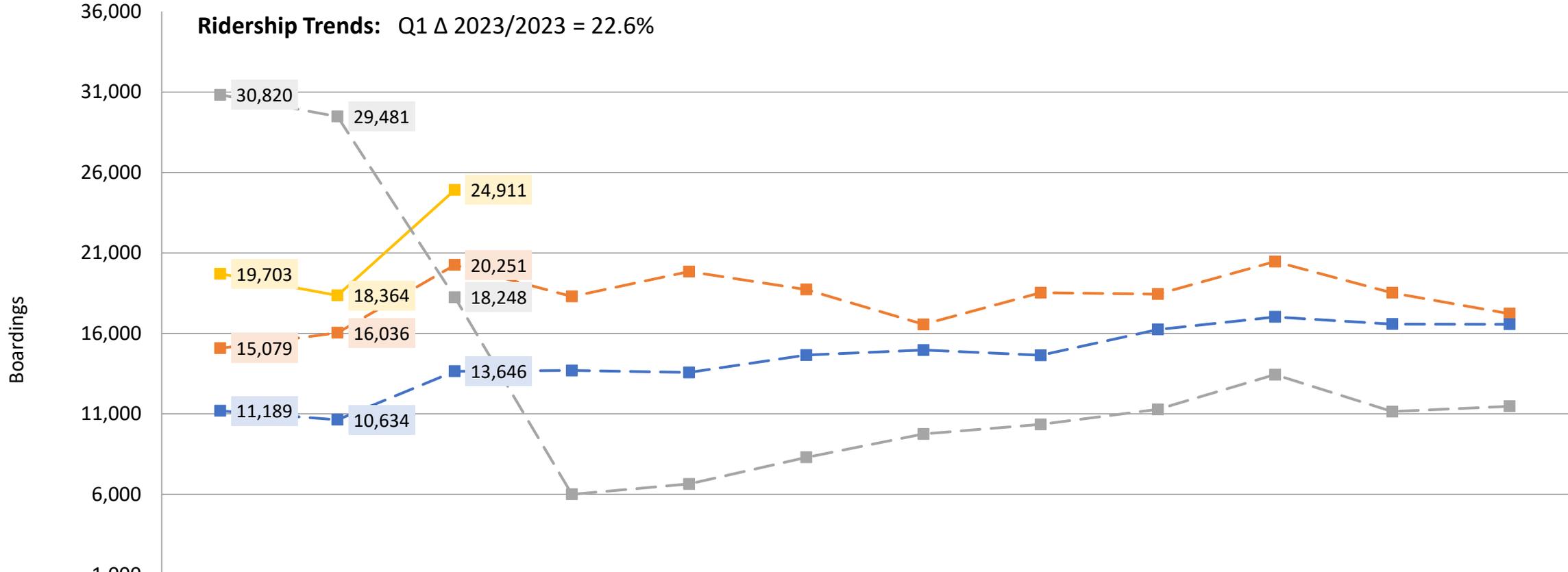


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2		Q3			Q4			
2023	179,581	173,992	203,078									
2022	104,416	118,875	144,570	129,878	142,101	151,851	130,523	166,361	181,264	201,666	168,512	137,991
2021	86,633	87,086	116,794	114,883	124,180	119,399	110,689	112,380	148,843	163,623	123,476	108,645
2020	170,146	176,786	126,153	64,607	68,678	78,545	82,066	87,655	88,312	102,100	86,668	86,461

Dial-a-Ride Q1 Performance



Q1 Highlight:
Significant increase in March ridership



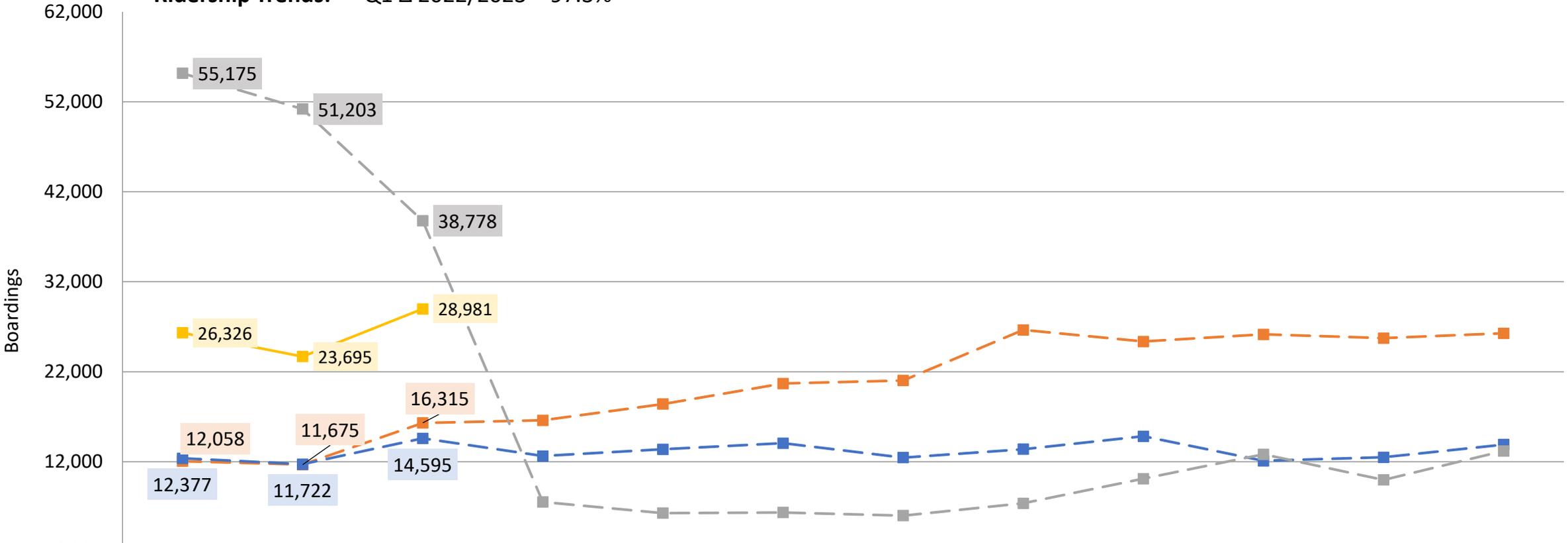
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2			Q3			Q4		
2023	19,703	18,364	24,911									
2022	15,079	16,036	20,251	18,295	19,842	18,724	16,558	18,528	18,439	20,464	18,523	17,229
2021	11,189	10,634	13,646	13,697	13,575	14,655	14,965	14,639	16,240	17,025	16,579	16,563
2020	30,820	29,481	18,248	6,003	6,646	8,301	9,747	10,343	11,276	13,436	11,139	11,473

Vanpool Q1 Performance



Q1 Highlight:
7 groups added, procuring additional vehicles

Ridership Trends: Q1 Δ 2022/2023 = 97.3%



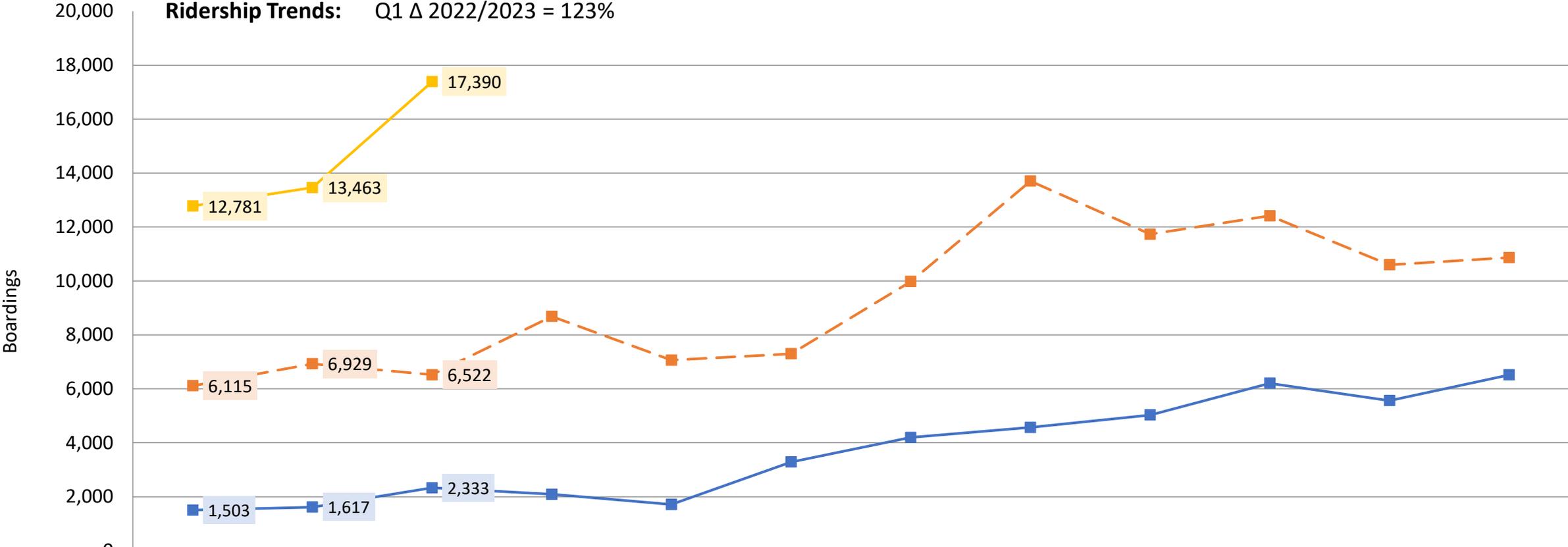
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2			Q3			Q4		
2023	26,326	23,695	28,981									
2022	12,058	11,675	16,315	16,603	18,412	20,686	21,028	26,649	25,364	26,156	25,738	26,274
2021	12,377	11,722	14,595	12,631	13,380	14,056	12,461	13,392	14,826	12,089	12,496	13,906
2020	55,175	51,203	38,778	7,533	6,291	6,361	6,008	7,373	10,103	12,812	9,984	13,193

BFT CONNECT Q1 Performance



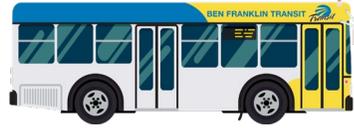
Q1 Highlight:
Substantial growth, unmet demand

Ridership Trends: Q1 Δ 2022/2023 = 123%



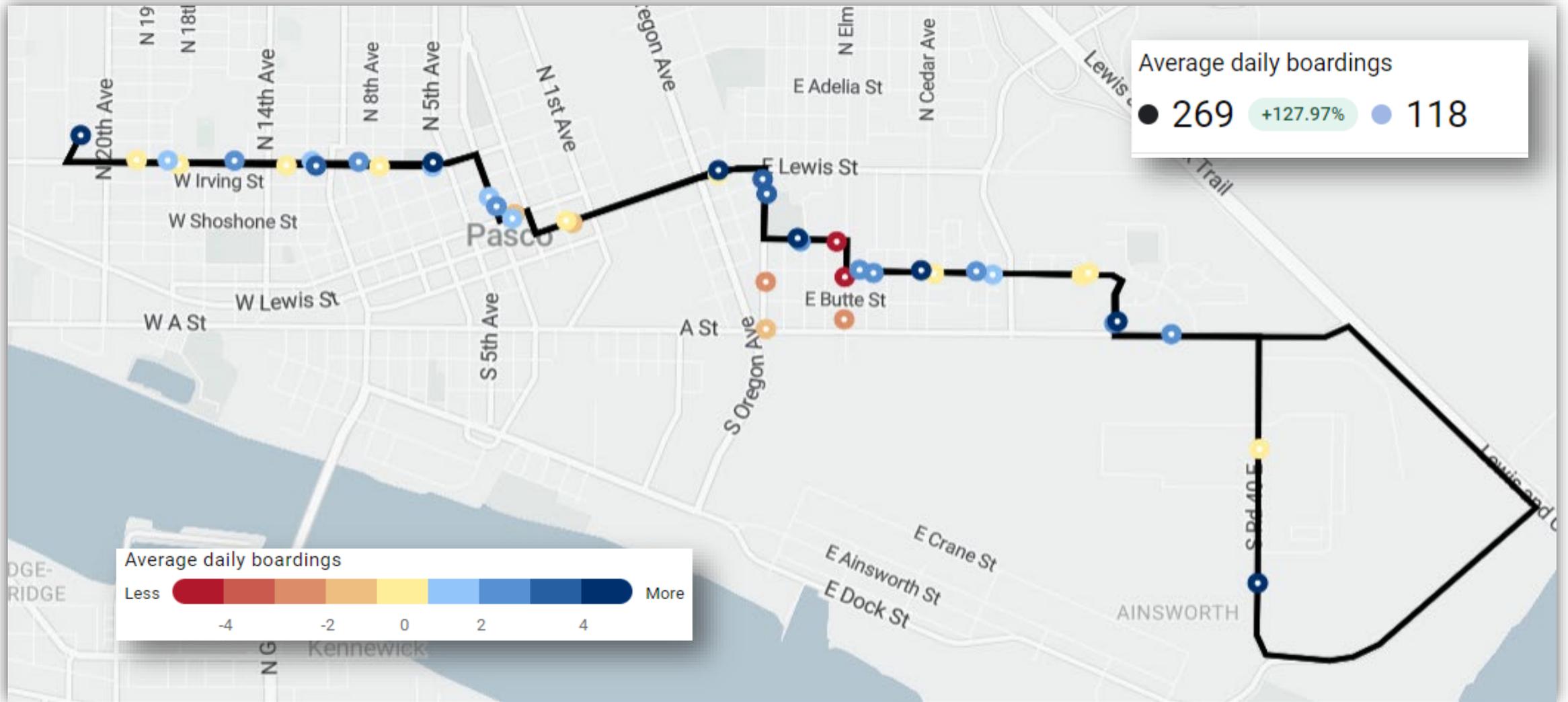
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Q1			Q2			Q3			Q4		
2023	12,781	13,463	17,390									
2021	6,115	6,929	6,522	8,688	7,064	7,301	9,981	13,706	11,735	12,417	10,598	10,868
2020	1,503	1,617	2,333	2,093	1,714	3,290	4,200	4,571	5,030	6,209	5,566	6,520

Route 64 Performance



Service Highlight:

15-20 average weekday boardings at Lakeview



*Data sourced from Automatic Passenger Counters (APCs)



Construction Update





BFT Capital Project



- **Operations Building** — Estimated completion Q2 2024; on schedule and on budget
- **Queensgate Transit** — Groundbreaking May 23rd, Estimated Completion Q4 2023
- **Downtown Pasco** — Design and community engagement underway; Project Advisory Committee Kick-Off May 2nd
- **West Pasco** — Ideal site identified, Coordinating with City of Pasco on final location. High land cost expected, seeking 5 acres

January

- **BFT Hiring Event**



February

- **Ruth Livingston Elementary Family STEM Night**



March

- **Power 99 Route 64 Takeover**
- **RSD Open House for off campus transportation**
- **Finley High School**





Additional Board Information

May 2023

1. Executive Committee Meeting Minutes of May 4, 2023
2. 90-Day Procurement Outlook as of April 19, 2023
3. Financial Report through March 2023



EXECUTIVE COMMITTEE MEETING
Thursday, May 4, 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: Steve Becken, Joseph Campos, David Sandretto

Committee Member Absent: Will McKay

Legal Counsel Present: Jeremy Bishop

BFT Staff: Rachelle Glazier, Janet Brett, Chad Crouch, Sarah Funk, Michelle Olk, Rob Orvis, Joshua Rosas, Kevin Sliger, Rich Starr

1. Convene Committee Meeting

Director Steve Becken convened the meeting at 4:00 p.m.

Proposed Board Agenda Action Items

1. Resolution XX-2023 Authorizing the General Manager to Reinstate 12 Vehicles Originally Identified as Surplus in Resolution 34-2022

Chief Planning & Development Officer Kevin Sliger presented a resolution requesting Board approval to reinstate 12 Vanpool vehicles originally identified as surplus so they can be used to meet the growing demand for Vanpool services. Committee members moved this item to the Board Consent Agenda.

2. Resolution XX-2023 Authorizing the General Manager to Extend Contract #1092 with The Arc of Tri-Cities

Acting Chief Operations Officer Chad Crouch presented a resolution to extend the current contract with The Arc of Tri-Cities through the end of the year. Committee members asked that this item also be placed on the Board Consent Agenda.

3. Resolution XX-2023 Authorizing the General Manager to Enter into a Sole Source Contract with AvailTec

Senior Manager of Procurement Rob Orvis presented a resolution for Board action to increase the 2023 IT budget to cover costs to transition to AvailTec's ETMS product and to enter into a sole source

multiyear contract. Committee members asked that this item be added to the Board agenda as an Action Item.

4. Policies HR-001, Equal Employment Opportunity; HR-003, Anti-Harassment; and HR-004, Workplace Violence

Chief People Officer Michelle Olk presented three policies for potential Board approval. Committee members moved these policies to the Board agenda as Action Items.

Proposed Board Agenda Informational/Discussion Items

5. Q1 Agency Performance Report

Mr. Sliger presented the Q1 Agency Performance Report, and committee members asked that it be shared with the full Board.

6. Free Fare for 2023 Benton-Franklin Fair & Rodeo Fixed Route Service

Mr. Sliger asked for Board input on proposed fares for the Fair and updated committee members on the River of Fire service. Per FTA rules regarding charter service, we could not charge a break-even fare to the River of Fire event; it would have to be either regular fare or free fare. BFT legal counsel Jeremy Bishop recommended a Board policy be put in place regarding special event services. This item was moved to the Board agenda for further discussion by all Board members.

Additional Documents in Executive Committee Packet

7. Notification of Upcoming Bids and Requests for Proposals

Mr. Orvis presented the monthly report on upcoming procurement activities.

8. Other

Mr. Bishop recommended that, as we update HR policies, we create a clear-cut policy that delineates the steps staff need to take to file a complaint.

9. Adjourn

The meeting was adjourned at 4:56 p.m.

Next Executive Committee Meeting – Thursday, June 1, 2023, at 4 p.m.



Financial Report Through March 2023



Financial Performance Overview - 2023 YTD Cumulative Totals

Revenue & Expenses					
	Jan		Feb		Mar
<u>Revenue</u>					
YTD Budget	\$ 4,350,230	\$	8,576,602	\$	13,446,396
YTD Actual	4,984,010		9,466,447		15,929,184
Variance - B/(W)	633,780		889,845		2,482,788
Percentage	115%		110%		118%
<u>Expenses - Operating</u>					
YTD Budget	\$ 3,894,858	\$	7,789,715	\$	11,684,573
YTD Actual	2,951,602		6,540,029		10,092,706
Variance - B/(W)	943,256		1,249,686		1,591,866
Percentage	76%		84%		86%
<u>Expenses - Admin</u>					
YTD Budget	\$ 1,025,019	\$	2,050,038	\$	3,075,057
YTD Actual	735,499		1,568,979		2,460,991
Variance - B/(W)	289,520		481,059		614,066
Percentage	72%		77%		80%

Cost Per Mile						
<u>Fixed Route</u>						
YTD Budget	\$ 9.51	\$	9.51	\$	9.51	\$ -
YTD Actual	6.05		6.23		6.11	
Variance - B/(W)	3.46		3.28		3.40	
Percentage	64%		66%		64%	
<u>DAR/ADA</u>						
YTD Budget	\$ 9.92	\$	9.92	\$	9.92	
YTD Actual	6.63		6.36		6.14	
Variance - B/(W)	3.29		3.56		3.78	
Percentage	67%		64%		62%	
<u>Vanpool</u>						
YTD Budget	\$ 1.20	\$	1.20	\$	1.20	
YTD Actual	0.92		0.85		0.85	
Variance - B/(W)	0.28		0.36		0.36	
Percentage	77%		70%		70%	

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

- March revenues are 33% higher than budget, thanks to accrued operating grants.
- Sales tax operating revenues are slightly below budget by 1.35%, after adjusting to January actuals.
- Operating grants revenues are 93% above budget for the month due to qualifying expenditures drawdowns.
- Ridership revenues are tracking above budget by 43% YTD and 8.6% up from 2022, when free Youth passes were not in use.
- Overall, boardings were 6% below budgeted estimates YTD, while revenue miles were 9% lower than budgeted

Expenses

- Expenses are 15% better than budget, YTD.



Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010	9,466,447	15,929,184									
— CYTD Budget	4,350,230	8,576,602	13,446,396	18,200,239	23,230,923	28,610,403	33,618,658	38,551,033	43,683,109	48,599,422	53,564,489	59,022,141
— PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

Significant Items to Note for Total Operating Revenue

Current Month

- Current month revenues are 33% above budget,
- Current month revenues are 53% above 2022 levels following the drawdown of Jan and Feb 2023 expenses tied up in work in progress

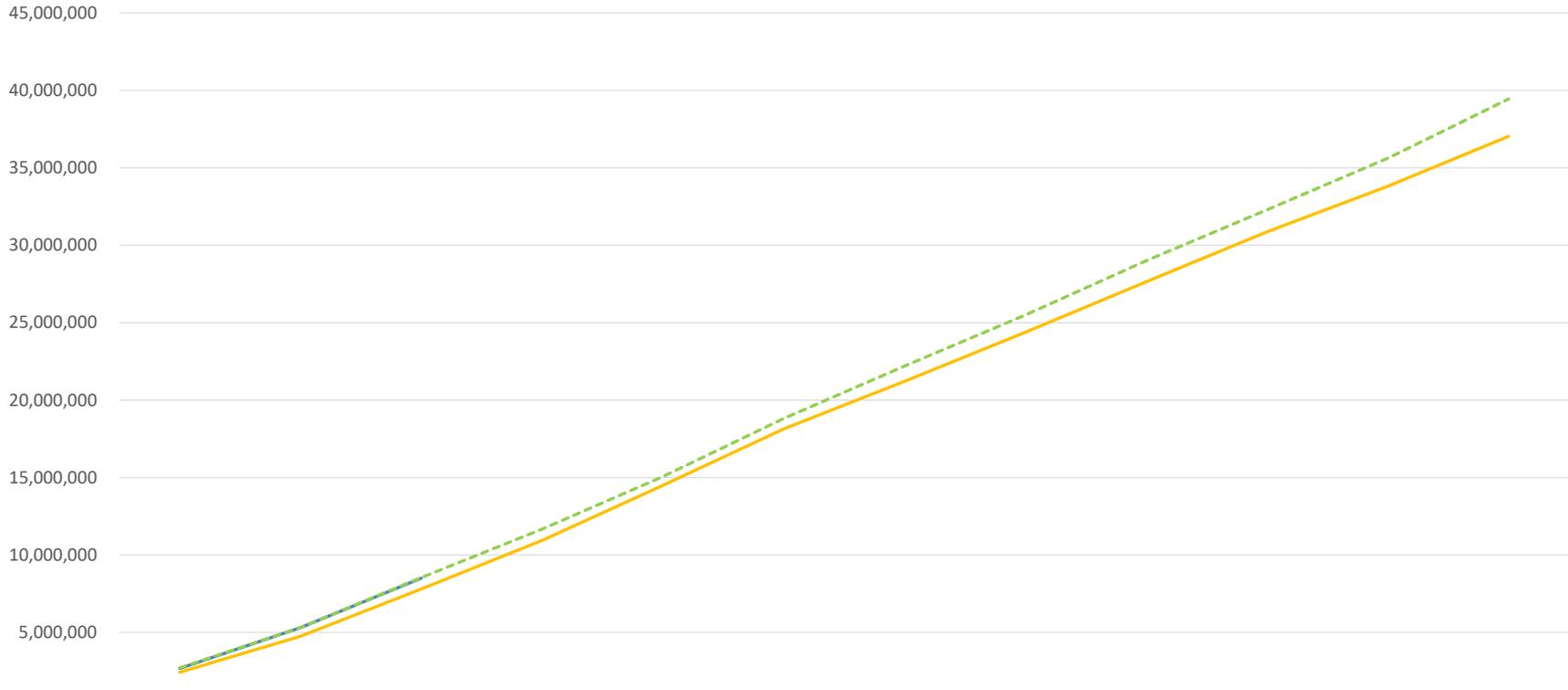
YTD

- Actuals are 18% above budgeted operating revenues.





Sales Tax Revenue (GAAP Basis for Financials)



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

Significant Items to Note for Sales Tax Revenue

- Current and prior month are budget estimates due to reporting lag from the State
- January sales tax actuals received in March

Current Month

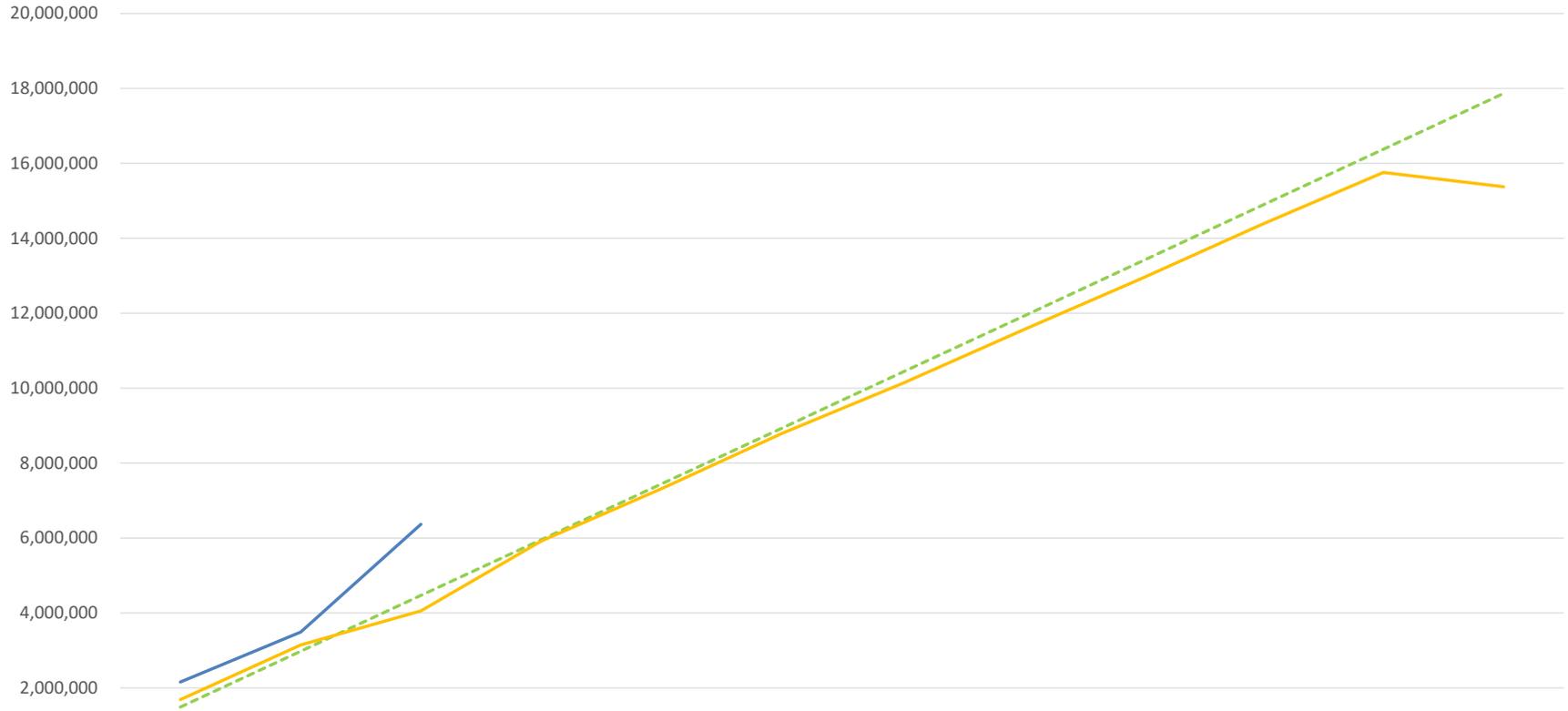
- Estimate for 2023 January adjusted to actuals in March 2023, and it was 1.6% below budget and 2.7% below 2022 actuals.

YTD

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



Operating Grants



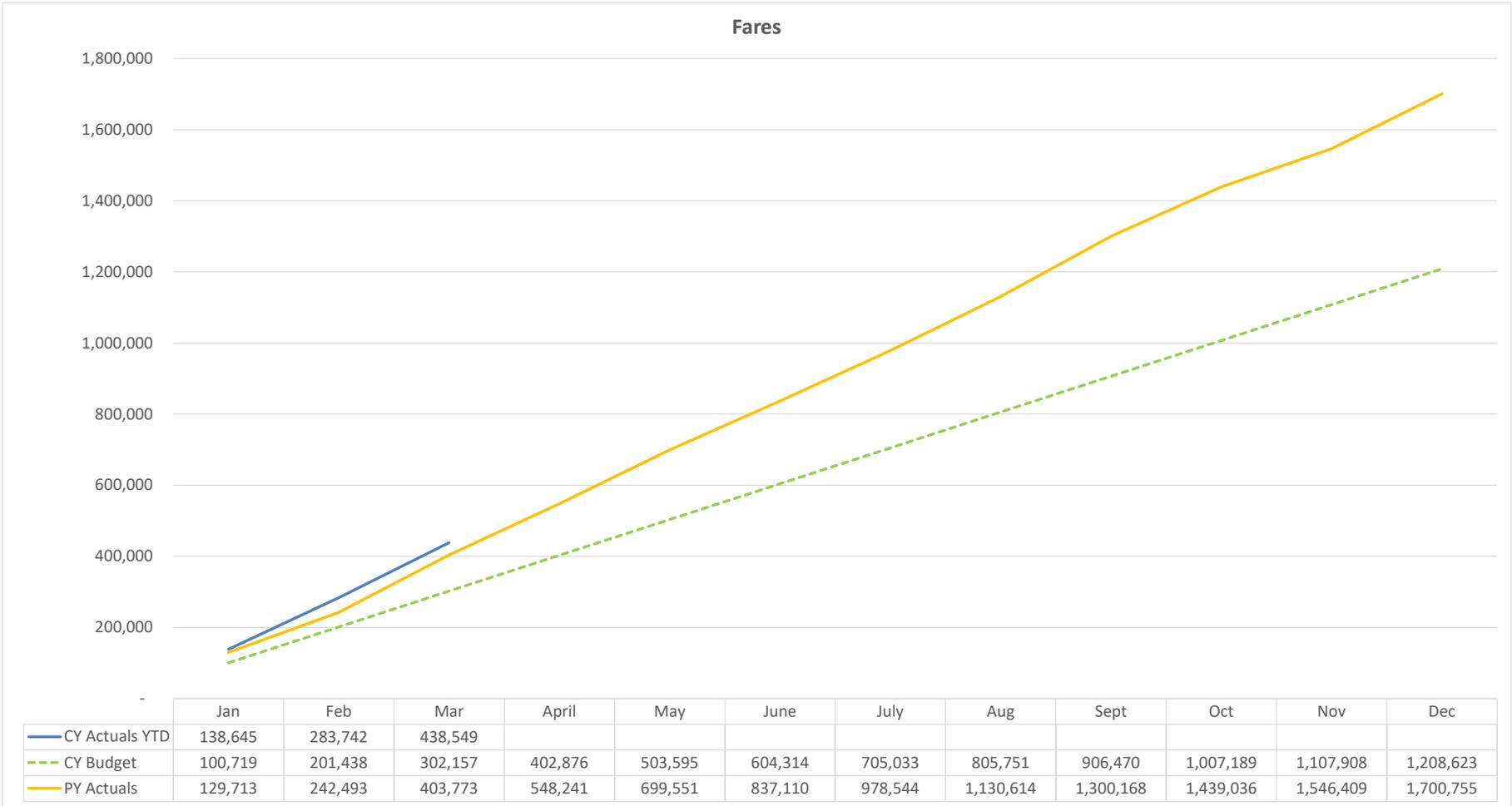
Significant Items to Note for Operating Grants

Current Month

- Draw downs above budgeted levels due to processed state special needs grants plus there were January and February expenses finalized in March.

YTD

- YTD Operating Grants Revenue are 43% above budget.



Significant Items to Note for Fares

Current Month

- March fares actuals are 52% above budget boosted by increased ridership.
- March fares actuals are 43% above 2022 collections.

YTD

- YTD 2023 revenues have increased by 8% over 2022 even with the Youth-Fare-Free program on-going.
- Via Connect fares are trending below budget by 62%.



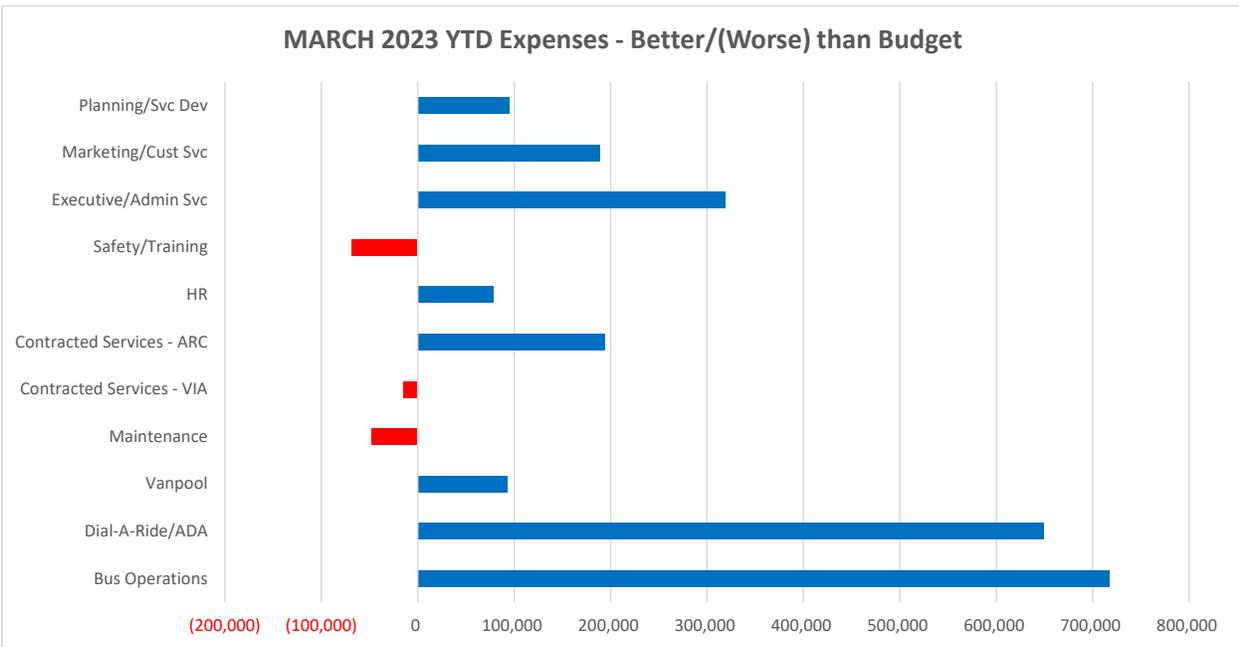
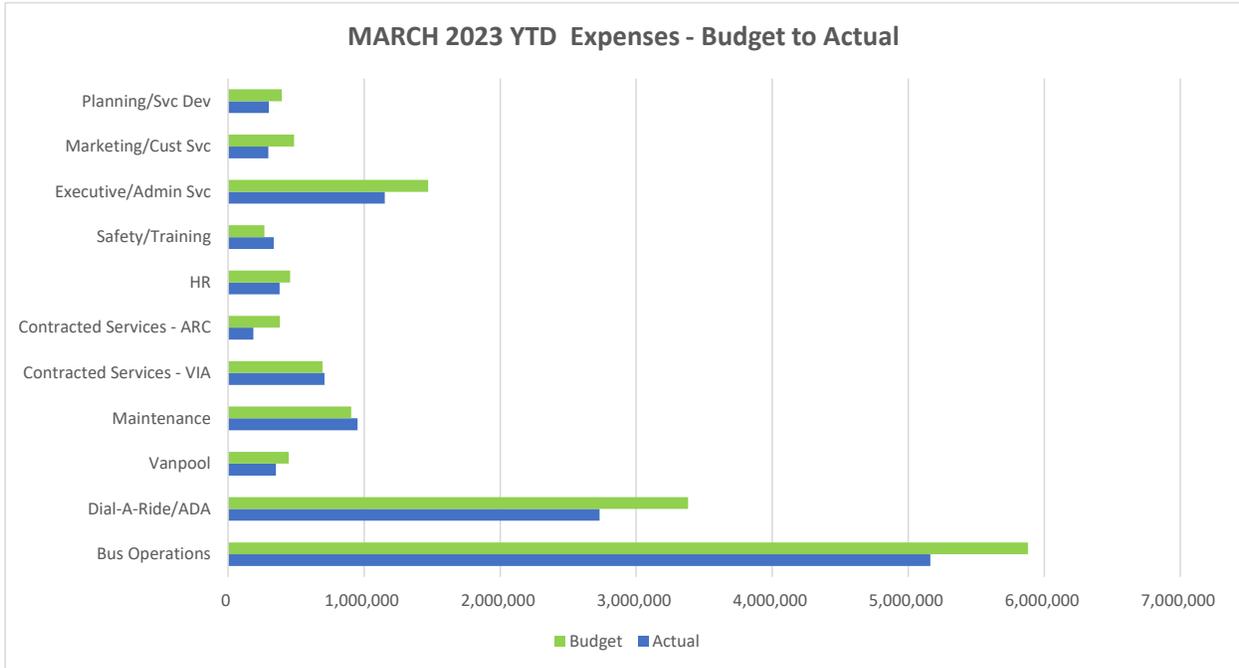
Significant Items to Note for Expenses

Current Month

- Overall expenditures are 10% below budget for March.
- Vacancies contributing to the lower expenses across various departments.

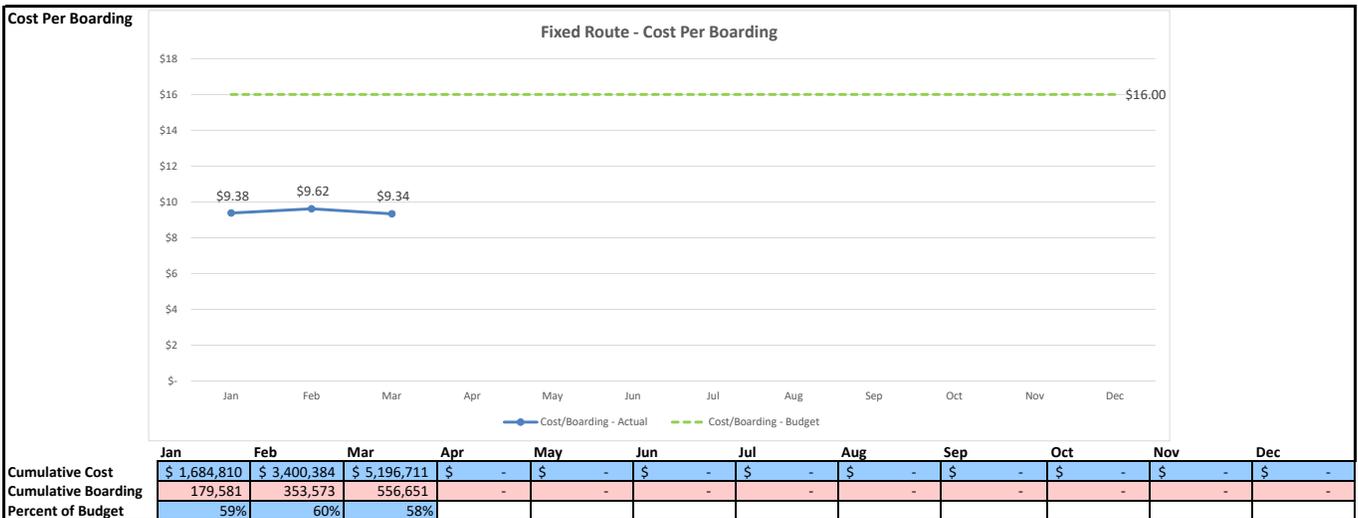
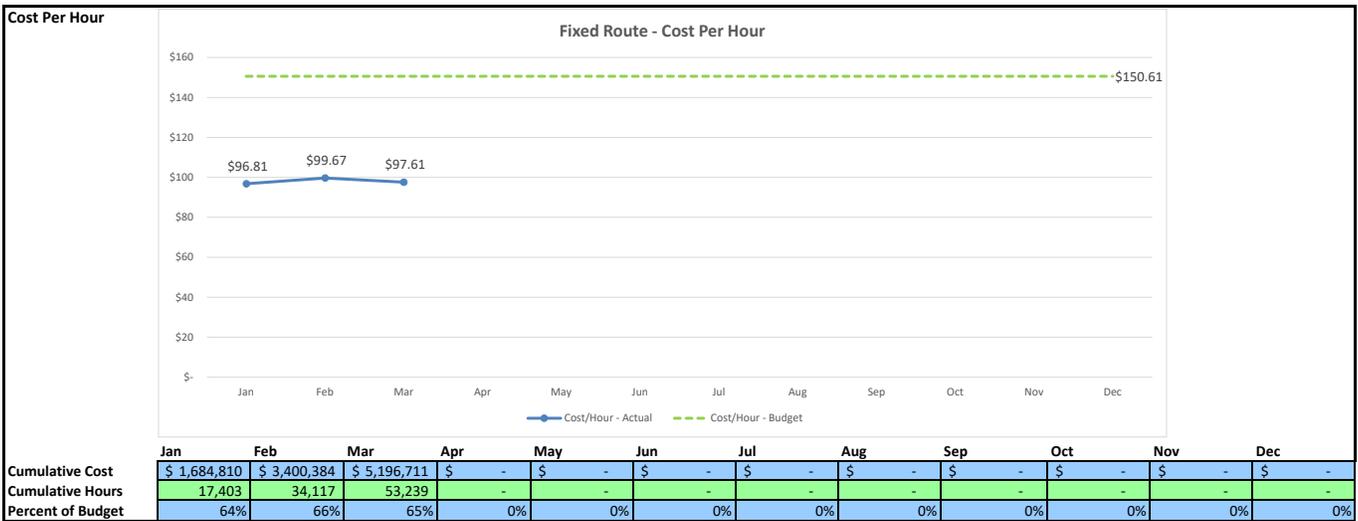
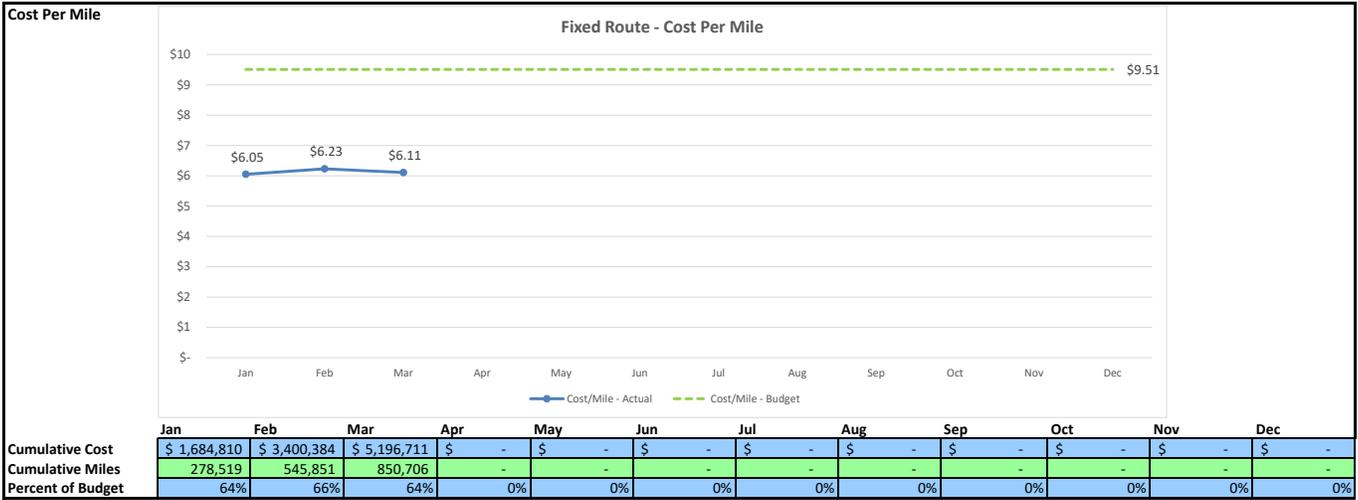
YTD

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



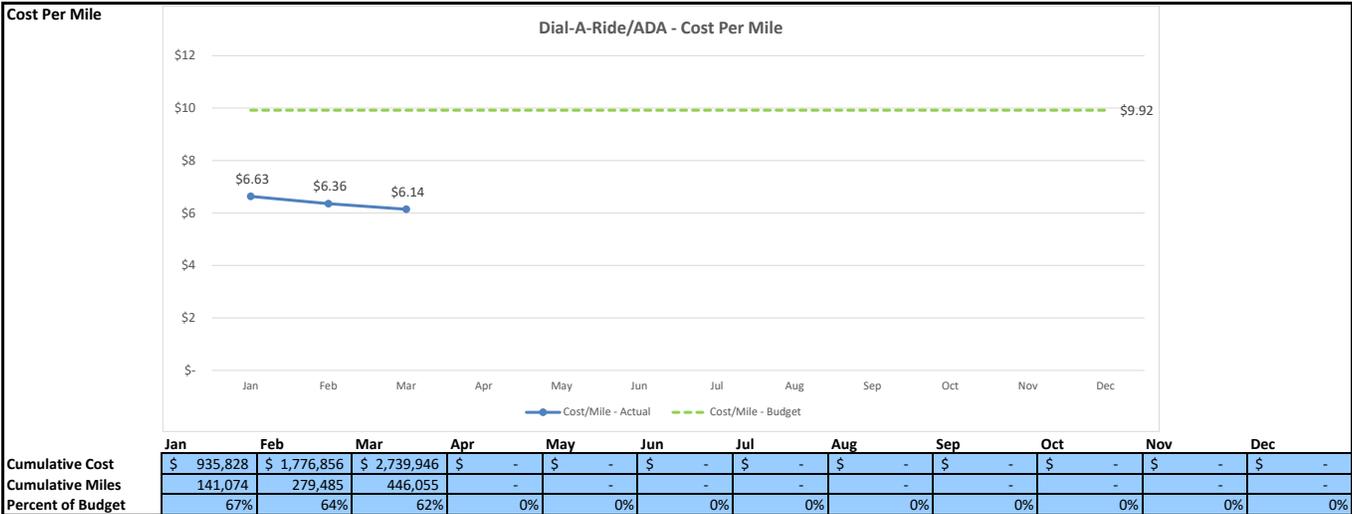
Significant Items to Note:

- Safety and Training Expenses are 25.5% higher than budget due to the on-boarding of new Operators in January and February
- The cost should come in line as the year progresses and the budget allocation evenly spreads out over the year.
- Maintenance is about 5.3% higher than budget, due to mainly increased costs of supplies, materials and dependent costs like sales tax and freight.



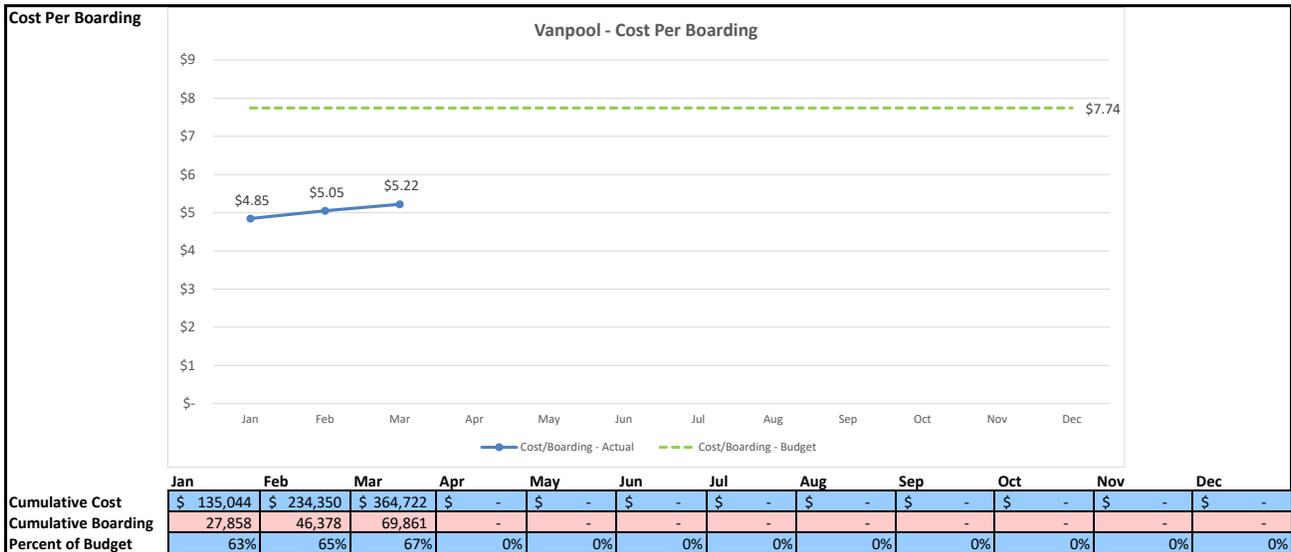
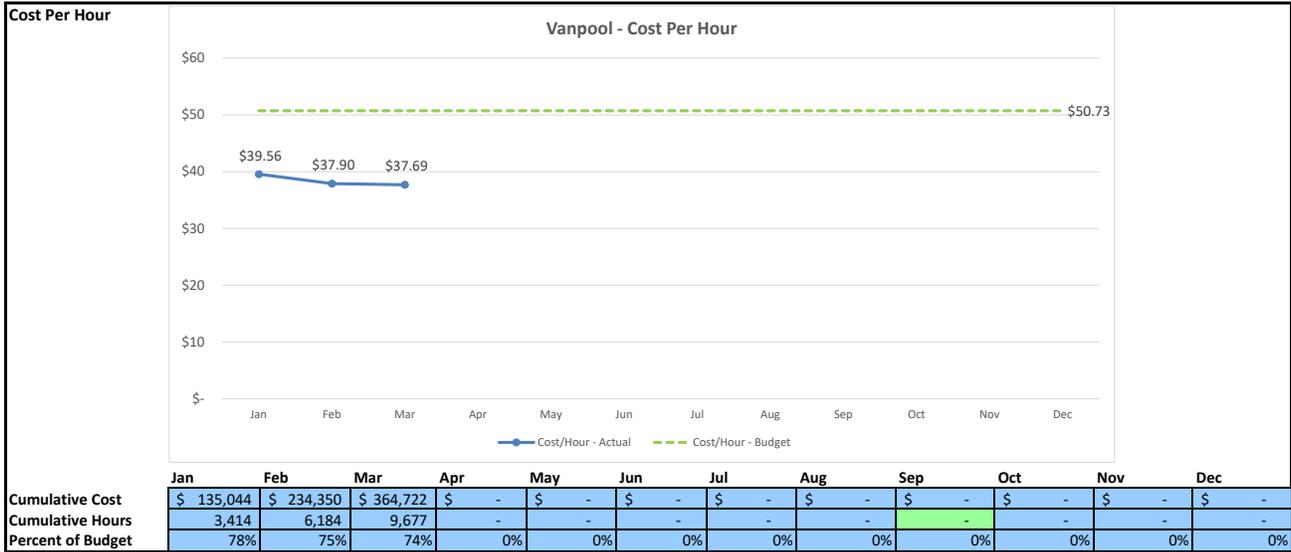
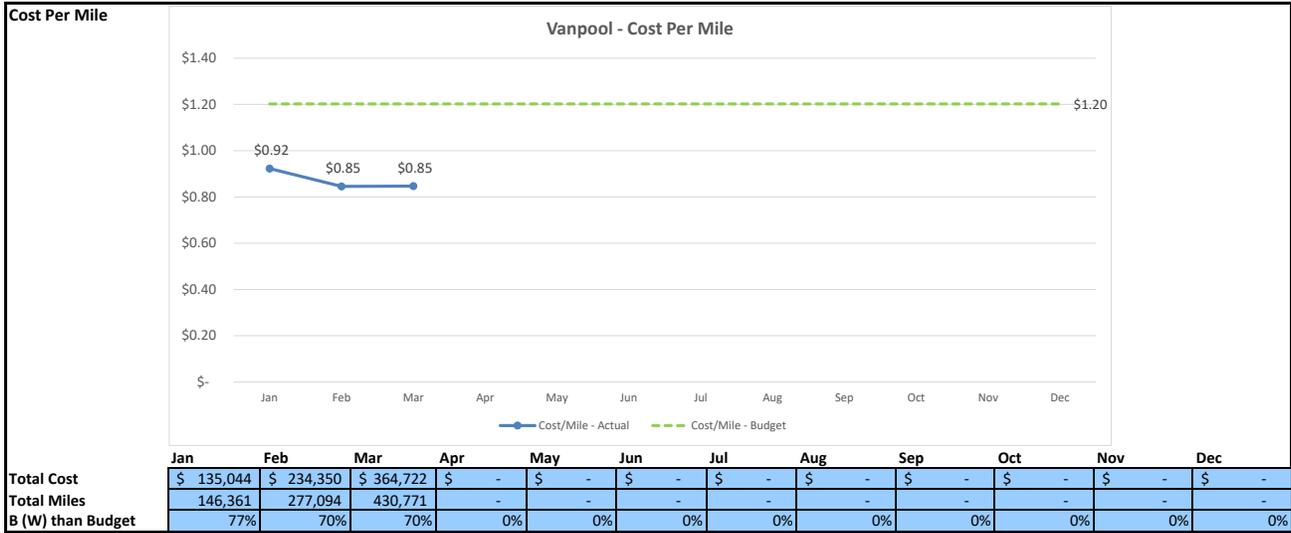
Legend for Percent of Budget:

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 Mar 2023

	2023 Total	2023 Budget Year to Date	Actual YTD Mar 2023	% Actuals B (W) Budget YTD	Actual YTD Mar 2022	% 2022 B (W) 2022
Operating Revenues						
Bus Passes	\$ 178,066	\$ 44,517	\$ 108,584	143.9%	\$ 144,093	-24.6%
Bus Cash	121,934	30,483	45,737	50.0%	74,457	-38.6%
Dial-A-Ride/ADA	200,000	50,000	57,042	14.1%	49,521	15.2%
Vanpool	700,000	175,000	224,788	28.5%	134,305	67.4%
Contracted Services (Via)	25,000	6,250	2,397	-61.6%	1,397	71.6%
Fares	1,225,000	306,250	438,549	43.2%	403,773	8.6%
Local Sales Tax (Operating Portion)	39,446,942	8,552,596	8,508,780	-0.5%	7,810,478	8.9%
Operating Grants	3,184,200	796,050	2,533,341	218.2%	1,320,697	91.8%
CARES Act Funds	14,682,376	3,670,594	3,834,650	4.5%	2,734,254	40.2%
Miscellaneous	500,000	125,000	613,864	391.1%	187,064	228.2%
Total Operating Revenues	\$ 59,038,518	\$ 13,450,490	\$ 15,929,184	18.4%	\$ 12,456,266	27.9%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 23,515,686	\$ 5,878,922	\$ 5,161,904	12.2%	\$ 4,930,489	-4.7%
Dial-A-Ride/ADA	13,523,514	3,380,878	2,731,081	19.2%	2,472,556	-10.5%
Vanpool	1,784,291	446,073	352,559	21.0%	84,306	-318.2%
Maintenance	3,617,484	904,371	951,955	-5.3%	811,549	-17.3%
Purchased Transportation						
Contracted Services - VIA	2,774,800	693,700	709,063	-2.2%	419,463	-69.0%
Contracted Services - ARC	1,522,515	380,629	186,145	51.1%	71,669	-159.7%
Administration						
HR	1,827,956	456,989	378,199	17.2%	535,760	29.4%
Safety / Training	1,070,397	267,599	335,772	-25.5%	269,080	-24.8%
Executive / Administrative Services	5,883,097	1,470,774	1,151,565	21.7%	1,191,622	3.4%
Marketing / Customer Service	1,938,559	484,640	295,498	39.0%	406,307	27.3%
Planning / Service Development	1,580,217	395,054	299,957	24.1%	275,698	-8.8%
* Total Operating Expenditures	\$ 59,038,518	\$ 14,759,629	\$ 12,553,697	14.9%	\$ 11,468,498	-9.5%
Operating Surplus/(Deficit)	\$ 0	\$ (1,309,139)	\$ 3,375,487		\$ 987,768	
Capital Expenditures						
Local	\$ 13,953,058	\$ 3,488,265	\$ 938,686	-73.1%	\$ 838,202	12.0%
State	12,871,112	3,217,778	128,236	-96.0%	28,033	357.5%
Federal	7,275,970	1,818,993	-	0.0%	-	0.0%
Total Capital Expenditures	\$ 34,100,140	\$ 8,525,035	\$ 1,066,922	-87.5%	\$ 866,234	23.2%

* Excludes budgeted GASB 68 year-end pension adjustment.



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

2023 YTD Actual Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 154,321	\$ 52,309	\$ 224,788	\$ -	\$ 2,397	\$ 433,816
Direct Cost	\$ 5,161,904	\$ 2,731,081	\$ 352,559	\$ 186,145	\$ 709,063	\$ 9,140,752
Allocated Cost	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Depreciation - Local (Vehicle only)	\$ 34,807	\$ 8,865	\$ 12,163	\$ 609	\$ -	\$ 56,445
Cost for Farebox Recovery Ratio	\$ 5,196,711	\$ 2,739,946	\$ 364,722	\$ 186,754	\$ 709,063	9,197,196
Boarding	556,651	62,978	69,861	10,807	43,634	743,931
Revenue Miles	850,706	446,055	430,771	32,866	288,872	2,049,270
Revenue Hours	53,239	26,767	9,677	1,882	13,779	105,344
	\$ 9.34	\$ 43.51	\$ 5.22	\$ 17.28	\$ 16.25	\$ 12.36
Cost per Rev Mile	\$ 6.11	\$ 6.14	\$ 0.85	\$ 5.68	\$ 2.45	\$ 4.49
Cost per Rev Hour	\$ 97.61	\$ 102.36	\$ 37.69	\$ 99.23	\$ 51.46	\$ 87.31
Farebox Recovery	3.0%	1.9%	61.6%	0.0%	0.3%	4.7%

Directly Operated Transportation

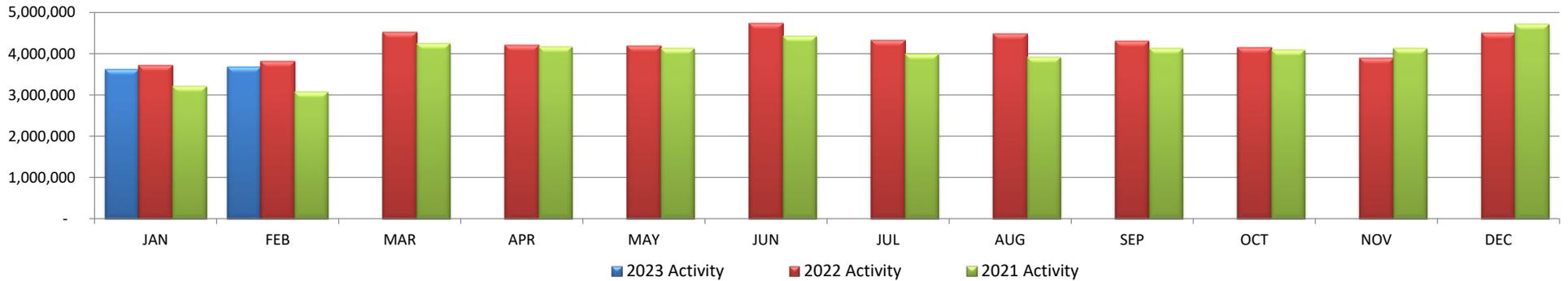
2023 YTD Budgeted Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 75,000	\$ 45,906	\$ 175,000	\$ -	\$ 6,250	\$ 302,156
Direct Cost	\$ 5,878,922	\$ 3,380,878	\$ 446,073	\$ 380,629	\$ 693,700	\$ 10,780,202
Allocated Cost	\$ 2,410,370	\$ 1,386,167	\$ 182,891	\$ -	\$ -	\$ 3,979,428
Depreciation - Local (Vehicle only)	\$ 107,080	\$ 26,481	\$ 36,811	\$ 1,804	\$ -	\$ 172,176
* Cost for Farebox Recovery Ratio	\$ 8,396,372	\$ 4,793,527	\$ 665,774	\$ 382,433	\$ 693,700	\$ 14,931,806
Boarding	524,750	67,250	86,000	19,500	51,250	748,750
Revenue Miles	883,000	483,250	553,750	55,750	284,500	2,260,250
Revenue Hours	55,750	30,750	13,125	3,500	15,250	118,375
Cost per Boarding	\$ 16.00	\$ 71.28	\$ 7.74	\$ 19.61	\$ 13.54	\$ 19.94
Cost per Rev Mile	\$ 9.51	\$ 9.92	\$ 1.20	\$ 6.86	\$ 2.44	\$ 6.61
Cost per Rev Hour	\$ 150.61	\$ 155.89	\$ 50.73	\$ 109.27	\$ 45.49	\$ 126.14
Farebox Recovery	0.9%	1.0%	26.3%	0.0%	0.9%	2.0%

March 2023 Actuals Better (Worse) than Budget

Cost per Boarding	\$ 6.67	\$ 27.77	\$ 2.52	\$ 2.33	\$ (2.71)	\$ 7.58
Cost per Rev Mile	\$ 3.40	\$ 3.78	\$ 0.36	\$ 1.18	\$ (0.02)	\$ 2.12
Cost per Rev Hour	\$ 53.00	\$ 53.52	\$ 13.04	\$ 10.03	\$ (5.97)	\$ 38.83

* Excludes budgeted GASB 68 year-end pension adjustment.

**BFT Sales Tax Comparison
2020 to YTD 2023**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,527,951	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	7,306,791	\$ 7,306,791
2022 Activity	3,718,461	3,818,560	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	\$ 6,297,738
2021 Activity	3,217,469	3,080,269	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	\$ 5,525,506
Chg 23 to 22	(97,068)	(133,162)	-	-	-	-	-	-	-	-	-	-	(230,230)	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
% Chg 23 to 22	-2.6%	-3.5%											-3.1%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 7,193,747
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	\$ 6,536,359
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	\$ 5,414,527
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	\$ 5,115,760
Vs. 2023 Budget	(59,315)	172,359											113,044	
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	15.3%
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	16.3%
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	8.0%

Ben Franklin Transit Treasurer's Report

Date: May 11, 2023
 To: Ben Franklin Transit Board of Directors
 From: Finance Department
 Subject: Treasurer's Report - As of Apr 30, 2023

The Investment Position of Ben Franklin Transit as of the Close of Business on Apr 30, 2023 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		4.9273%	Open	\$ 49,815,431	61.6%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	-	0.0%
Subtotal Investments				49,815,431	61.6%
Check Book Balance, Petty Cash, & Travel Account				*	38.4%
				31,105,427	100.0%
Total Cash and Equivalents on Hand				\$ 80,920,859	
Less Reserve Funds					
Operating Reserves				(14,759,000)	
Fuel Reserves				(2,547,819)	
Fleet Replacement Reserves				(5,315,574)	
Non-Fleet Capital Reserves				(6,656,029)	
Total Reserves				(29,278,422)	
Subtotal Funds Available				51,642,437	
Local Funds for Current Capital Projects				(21,932,029)	
	Approved Budget		12 Month Estimate		
Fleet Vehicles	(10,906,630)		(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	(6,847,705)		(2,314,041)		
Net Funds Available				\$ 29,710,408	

Total Cash & Investments (in thousands) as of Apr 30, 2023

