



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, January 11, 2024, at 6 p.m.  
Benton County Administration Building, Room 303  
7122 W. Okanogan Place Building E, Kennewick, Washington

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

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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

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### AGENDA

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- |  |                  |
|--|------------------|
| 1. Convene Board Meeting   | Chair Will McKay |
| 2. Roll Call   | Anel Montejano   |
| 3. Pledge of Allegiance  | Chair McKay      |
| 4. Public Comments:  | Chair McKay      |
| To facilitate an orderly and efficient board meeting, public comment will be limited to 3 minutes per speaker, <b>matters related to agenda items only</b> , limited duplication of prior statements, and not reading written statements of other persons. Written public comments will be provided to the board members prior to the meeting. |                  |
| 5. Approval of Agenda ( <i>page 1</i> )  | Chair McKay      |
| 6. Consent Agenda  |                  |
| A. December 14, 2023, Regular Board Meeting Minutes ( <i>page 5</i> )  |                  |
| B. December Voucher Summary ( <i>page 11</i> )   |                  |

- C. Resolution 01-2024 Authorizing the General Manager to Declare the Items Identified on Exhibit A: “List of Surplus Information Technology Items” as Surplus and Dispose of per Resolution 62-2014 *(page 36)*
- D. Resolution 02-2024 Authorizing the General Manager to Award Two Contracts for Employment and Labor Legal Services to Stoel Rives LLP and Summit Law Group, PLLC *(page 49)*
- E. Resolution 03-2024 Adopting the Revised Policy HR-132, Total Rewards *(page 53)*

**7. Action Items**

- A. Resolution 04-2024 Approving the General Manager to Increase Budget of Associated Supplemental Contracted Transportation Services Contract #1160 by \$2.99 Million and Approve Nomad Transit LLC, dba Via (VIA) to Operate Expansion Services Through the End of the Contract in April 2025 *(page 60)* Kevin Sliger

**8. Staff Reports & Comments**

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

**9. Board Member Comments**

**10. Executive Session**

**11. Other**

**12. Next Meeting**

Regular Board Meeting – Thursday, February 8, 2024, at 6:00 p.m.

**13. Adjournment**



## JUNTA DIRECTIVA REUNIÓN ORDINARIA

Jueves, 11 de Enero, del 2024, a las 6 p.m.

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

*Aviso: Las opciones de asistencia a las reuniones incluyen en persona y  
virtuales a través de Zoom  
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

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Si desea proporcionar comentarios por escrito a la Junta o hablar durante la parte de Comentarios Públicos de una reunión de la Junta, favor envíe [este formulario](#). Los Comentarios Públicos se tomarán durante la reunión como se indica en la agenda a continuación.

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### AGENDA

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- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista                | Anel Montejano        |
| 3. Juramento de Lealtad         | Presidente McKay      |
| 4. Comentarios públicos         | Presidente McKay      |

Para facilitar una reunión de la junta ordenada y eficiente, los comentarios públicos se limitarán a 3 minutos por orador, **los asuntos relacionados con los puntos de la agenda únicamente**, duplicación limitada de declaraciones anteriores, y no leer declaraciones escritas de otras personas. Se proporcionarán comentarios públicos por escrito a los miembros de la junta antes de la reunión.

- |                                       |                  |
|---------------------------------------|------------------|
| 5. Aprobación de la agenda (página 1) | Presidente McKay |
|---------------------------------------|------------------|

## 6. Agenda de consentimiento

- A. 14 de Diciembre, 2023, Actas de la Reunión Ordinaria de la Junta (*página 5*)
- B. Resumen de los Comprobantes de Diciembre (*página 11*)
- C. Resolución 01-2024 Autorizando al Director General para Declarar Artículos Identificados en Anexo A “Lista de Artículos Excedentes de Tecnología de Información” como Excedentes y Disponer de ellos tal como indica en Resolución 62-2014 (*página 36*)
- D. Resolución 02-2024 Autorizando al Director General para Adjudicar Dos Contratos para Servicios de Empleo y Laborales Legal a Stoel Rives LLP y Summit Law Group, PLLC (*página 49*)
- E. Resolución 03-2024 Adoptando la Poliza Revisada HR-132, Recompensas Totales (*página 53*)

## 7. Temas de Acción

- A. Resolución 04-2024 Autorizando al Director General para Aumentar el Presupuesto del Contrato de Servicios de Transporte Contratados Suplementarios Asociados #1160 por \$2.99 Millón y Aprobar Nomad Transit LLC, haciendo negocio como Via (VIA) para Operar Servicios de Expansión hasta la Finalización del Contrato en Abril del 2025 (*página 60*)  
Kevin Sliger

## 8. Informes y comentarios del personal

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

## 9. Comentarios de los miembros de la Junta

## 10. Sesión ejecutiva

## 11. Otro

## 12. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 8 de Febrero, 2024, a las 6:00 p.m.

## 13. Aplazamiento



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 14, 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	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Caleb Suttle	Union Representative	Present

**BFT Staff:** Rachelle Glazier, Bill Barlow, Janet Brett, Imelda Collop, Sarah Funk, Brian Lubanski, Anel Montejano, Rob Orvis, Jonathan Rider, Joshua Rosas, Kevin Sliger, Kathryn Wall, Wayne Welle

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

#### 3. PLEDGE OF ALLEGIANCE

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

#### 4. PUBLIC COMMENTS

Emily Pierce, a Fixed Route Dispatcher, spoke in favor of the dispatcher who was terminated.

Solomon Torelli, a Coach Operator, addressed the Board about how the decisions and actions they take affect the employees and the community Ben Franklin Transit serves.

Michael Wells, a Coach Operator, spoke on behalf of Devin Roberts, an ex-employee, regarding his time at Ben Franklin Transit and what led to his departure from the company.

Crystal Vicente, a Dial-A-Ride Driver for almost 20 years, also addressed the Board about staff shortages, not being on time, and working overtime. She stated that the Dial-A-Ride buses need to be promoted more and their buses did not get wrapped like the other buses.

Karla Short, a resident of Kennewick and a Fixed Route Operator, spoke on behalf of Chris Slack, who has been a Dial-A-Ride Driver for over 5 years. He stated how Dial-A-Ride used to have a great on-time rate and the people who had to work overtime were those who wanted to, but that is no longer the case as Dial-A-Ride staff have gone out on disability or have left the company.

Devin Roberts, former Ben Franklin Transit employee, addressed the Board about his concern regarding FleetNet's data security.

Nicole, a resident of Pasco, has been a Dial-A-Ride driver for about 7 years. She stated the same concerns as the other Dial-A-Ride drivers.

Jody Riedinger, a resident of Kennewick, a Dial-A-Ride driver, asked the Board to look at the on-time performance for the past six months and compare it to last year. She also expressed the same concerns as the other Dial-A-Ride drivers.

Traci Bronson, a resident of Kennewick and a Dispatcher who has been with Ben Franklin Transit for about 16 years, commended Megan Schmidt, Manager of Paratransit Operations, for her hard work.

Joseph, a resident of Pasco and Coach Operator for about 7 ½ years, addressed the Board about customers not being able to get where they need to go and are late getting to their destination due to changes in routes.

Marietta Doane, a resident of Pasco and Fixed Route Operator, spoke in favor of Terrel Miller.

Vanessa Walsh, a resident of Kennewick and Fixed Route Operator who has been with Ben Franklin Transit for almost 7 years, addressed the Board about the need for a policies book.

Teresa Smoot, a resident of Kennewick and Fixed Route Operator, stated that things need to change.

## 5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

## 6. RECOGNITIONS

### A. **Plaque Presentation from Columbia Basin Veterans Center**

The members of the Columbia Basin Veterans Center presented Ben Franklin Transit with a plaque for their support of the local veterans and commitment in enhancing public transportation services to the veterans.

### B. **Resolution 52-2023 Retirement of Tami Ripplinger**

Manager of Paratransit Operations Megan Schmidt read the Board resolution recognizing Tami Ripplinger, who was not present, for her 12 years of service.

*Director Bloom moved to approve Resolution 52-2023, and Director Becken seconded the motion. It passed unanimously.*

### C. **Resolution 53-2023 Retirement of Terry Christensen**

General Manager Rachelle Glazier read the Board resolution recognizing Terry Christensen for his service as a Ben Franklin Transit Board Member.

*Director Bloom moved to approve Resolution 53-2023, and Director Becken seconded the motion. It passed unanimously.*

## 7. CITIZENS ADVISORY NETWORK (CAN) REPORT

Mr. Dennis Kreutz provided a report on the Citizens Advisory Network. They had three prospective members attend their last meeting held on Monday, November 27, 2023. Mr. Sliger reported at the meeting that there will be an increase in usage of the QR Codes on upcoming signage. Community Relations and Social Media Manager Brittany Nelson presented three new social media videos on the Week Without Driving, how to rack your bike, and using CONNECT services. ADA Eligibility Supervisor David Parra discussed how Ben Franklin Transit handles eligibility requests and addressed questions they had. Ms. Schmidt answered questions about paratransit online and call-in reservation services. The Citizen Advisory Network Recruitment Committee Chair, Dori Luzzo-Gilmour, reported that they had reviewed the eligibility of three prospective members to be on the Citizens Advisory Network. They voted to accept them as new members and will start attending the next meeting. The next meeting will be held on January 23, 2024, and they will hold elections for new Citizens Advisory Network officers to serve for 2024.

## 8. CONSENT AGENDA

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

### A. **November 9, 2023, Regular Board Meeting Minutes**

### B. **November Voucher Summary**

### C. **Resolution 54-2023 Adopting the General Leave Policy, an Excerpt of Policy HR-133**

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

## 9. ACTION ITEMS

### A. **Resolution 55-2023 Approving the Updated Capital Improvement Plan, Adopting the Fiscal Year (FY) Operating and Capital Budgets, and Authorizing the General Manager to file all FY 2024 Federal and State Grants**

Chief Financial Officer Sarah Funk presented the proposed 2024 Operating and Capital Budget for Ben Franklin Transit for Board consideration. Chair McKay then opened the public hearing to take comments on the proposed budget; no comments were offered. He then asked for a motion to approve Resolution 55-2023.

*Director Bloom moved for approval of Resolution 55-2023. The motion was seconded by Director Sandretto and passed unanimously.*

### B. **Resolution 56-2023 Authorizing the General Manager to Enter into a Contract for Information Technology Support Services with Rockwalla IT, LLC d/b/a Devfuzion**

Ms. Funk presented a resolution to enter into a contract with Rockwalla IT, LLC d/b/a Devfuzion to provide information technology support services.

*Director Bloom moved for approval of Resolution 56-2023. The motion was seconded by Director Sandretto and passed unanimously.*

### C. **Resolution 57-2023 Approving the Periodic Review of the Composition of the Board of Directors of Ben Franklin Transit**

BFT Legal Counsel Jeremy Bishop presented the Periodic Review of the Composition of the Board of Directors of Ben Franklin Transit, which is a statutory requirement under RCW 36.57A.055. No change was deemed necessary at this time; therefore, the existing Board composition is retained.

*Director Bloom moved for approval of Resolution 57-2023. The motion was seconded by Director Becken and passed unanimously.*

## 10. DISCUSSION & INFORMATIONAL ITEMS

### A. **Annual Special Event Consultation with the Board**

Chief Planning and Development Officer Kevin Sliger is requesting Board guidance and input when selecting special events to ensure there is equitable community access for local and regional events. The event selection will happen yearly every December.

### B. **Release Fare Structure for Public Comment and begin Title VI Analysis**

Ms. Funk and Mr. Sliger presented the proposed new fare structure, which is going to be released to the public for comment. Ben Franklin Transit will then conduct a fare equity analysis and will release information to the public giving them ample time to provide input. It will then be presented to the Board for approval.

## **11. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

BFT Legal Counsel Jeremy Bishop stated there is nothing new and we will be having Executive Session.

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

The General Manager stated the BFT Art Bus made its rounds to the high schools of the winning art students. Brittany Nelson and Alejandro Olea attended this event today, so there will be exciting pictures on our Instagram page. She stated that we have the Cable Bridge Run this Saturday. If anyone is interested in attending, Ben Franklin Transit will be providing shuttle service.

She stated that we had our represented staff luncheon, which overall was well received. A couple of individuals did not get their lunch and she apologized. She commended the Marketing Team for doing an exceptional job and trying to encompass everyone for the luncheon.

Ms. Glazier reported that we had our Year-End Review and wanted to highlight that Director Mullen's family was the big winner that Friday night in the team game we played.

## **12. BOARD MEMBER COMMENTS**

Union Representative Caleb Suttle stated he was uninvited to the Year-End Review dinner because they were going to be discussing union matters.

Director Christensen stated the City of Richland eliminated the online public comment period, as it was so disruptive to the meetings. The speaker tonight sounded like there was an echo and made it hard to understand. He suggested not doing an online public comment period, but still allow Board members to Zoom in on meetings.

Director Bloom stated that MSRC has an article that some are getting online bots attacking city council meetings during the Zoom comment period. He suggested that as a board, they eliminate the online comment period. He mentioned that Rocky also attended the Ben Franklin Transit Year-End Review dinner and it went quite well.

Director Didier stated he was contacted about some things that people are noticing about Ben Franklin Transit. One is the Via shuttle service that is offered. They are wondering why the vans have California plates. He asked Caleb about it, and he informed him that those vans are rented by Ben Franklin Transit. He stated the stop sign on Road 68 past the Maverick station, when the bus pulls over, it backs up traffic clear across to the overpass. He suggested finding another location for the bus to pull off so more traffic can go by.

## **13. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) for 20 minutes with no anticipated action. The Board recessed at 7:16 p.m. and returned to open session at 7:38 p.m.

## **14. OTHER**

There were no other agenda items.

**15. NEXT MEETING**

The next meeting will be held Thursday, January 11, 2024, at 6 p.m.

**16. ADJOURNMENT**

Chair McKay adjourned the meeting at 7:38 p.m.

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Anel Montejano, Clerk of the Board

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Date



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

Thursday, January 11, 2024

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

Dec 2023 vouchers totaled \$6,354,039.54. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$866,124.26
INTERNAL REVENUE SERVICE	Payroll Taxes	\$671,932.81
RIVER NORTH TRANSIT LLC	Contracted Services	\$460,878.59
N.W. ADMIN. TRANSFER	Teamsters Medical	\$405,938.90
DEPT OF RETIREMENT SYSTEMS	PERS	\$344,445.16
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$215,015.58
PEAK CONTRACTORS INC	Contracted Services	\$167,592.47
WESTERN CONFERENCE OF	Teamsters Pension	\$126,184.14
STATE OF WASHINGTON	Medical Insurance	\$96,628.18
CDW GOVERNMENT INC.	IT Supplies	\$77,228.23
EMPLOYMENT SECURITY DEPARTMENT	Unemployment - Quarterlies	\$68,348.85
ARC OF THE TRI-CITIES INC	Contracted Services	\$58,957.90
ROCKWALLA IT LLC	Contracted Services	\$52,121.68
ALLIANT INSURANCE SERVICES INC	Contracted Services	\$43,680.00
WENAHU GROUP INC	Contracted Services	\$32,614.73
WEX BANK	Fuel	\$31,660.93
DELL MARKETING LP	IT Supplies	\$29,412.32
CITY OF RICHLAND	Utilities	\$27,948.15
KARR TUTTLE CAMPBELL	Legal	\$27,249.00
BHW 1 LLC	Marketing	\$27,095.00
GILLIG	Vehicle Parts	\$25,675.53
SUMMIT LAW GROUP	Legal	\$22,396.50
KPFF INC	Contracted Services	\$22,215.66
D'AMATO CONVERSANO INC PC	Contracted Services	\$21,150.77
TCF ARCHITECTURE PLLC	Contracted Services	\$20,579.70
IT SUPPLIES INC	Fleet Supplies	\$17,386.57
APPLE VALLEY BROADCASTING INC	Marketing	\$17,230.00
WA STATE TRANSIT INS. POOL	Insurance	\$16,650.75
JASPER ENGINE EXCHANGE INC.	Vehicle Parts	\$16,576.72
TEAMSTERS UNION	Teamsters Union	\$16,112.00
BRIDGESTONE AMERICAS INC	Vehicle Parts	\$15,870.70
EXPRESS SERVICES	Contracted Services	\$15,332.50
FGL LLC	Contracted Services	\$14,847.75
P & F AUTOMOTIVE WAREHOUSE INC	Vehicle Parts	\$13,231.12
ROMAINE ELECTRIC CORP	Vehicle Parts	\$12,560.27
VERIZON WIRELESS	Telephone	\$12,508.47
CUMMINS INC	Vehicle Parts	\$12,067.13
<b>Total Significant Vendors</b>		<b>\$ 4,122,287.86</b>
<b>Payroll Total</b>		<b>\$ 1,948,176.87</b>
<b>Total Non-Significant Vendors</b>		<b>\$ 283,574.81</b>
<b>GRAND TOTAL</b>		<b>\$ 6,354,039.54</b>

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

**PAYROLL**

Check Register Number	Check Number / Number		Date of Issue	In the Amount
524-23	80964	80964	12/1/2023	630,393.15 Payroll
525-23	80965	80965	12/15/2023	616,815.48 Payroll
526-23	80966	80967	12/29/2023	693,855.09 Payroll
537-23			12/21/2023	7,113.15 Payroll

**Total     \$   1,948,176.87**

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AUTHORITY MEMBER  
01/11/2024

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 2023.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
226-23	86155 86228	12/1/2023	568,401.85	MDSE
227-23	86229 86262	12/8/2023	284,604.32	MDSE
228-23	ACH TRANS	12/1/2023	219,435.60	ACH TRANS
229-23	ACH TRANS	12/4/2023	8,441.44	ACH TRANS
230-23	ACH TRANS	12/5/2023	2,475.45	ACH TRANS
231-23	86263 86343	12/15/2023	703,389.47	MDSE
232-23	86344 86397	12/22/2023	256,890.57	MDSE
233-23	86398 86433	12/29/2023	1,118,327.67	MDSE
234-23	ACH TRANS	12/14/2023	344,445.16	ACH TRANS
235-23	ACH TRANS	12/15/2023	212,369.24	ACH TRANS
236-23	ACH TRANS	12/18/2023	412,486.50	ACH TRANS
237-23	ACH TRANS	12/19/2023	2,586.23	ACH TRANS
238-23	ACH TRANS	12/20/2023	31,660.93	ACH TRANS
239-23	ACH TRANS	12/21/2023	3,098.48	ACH TRANS
240-23	ACH TRANS	12/29/2023	237,806.10	ACH TRANS
241-23	ACH TRANS	12/27/2023	604.82	ACH TRANS
242-23	CHECK VOIDS 86314, 86164, 86174	12/31/2023	(1,161.16)	VOIDS
<b>Total</b>			<b>\$ 4,405,862.67</b>	

\_\_\_\_\_  
 AUTHORITY MEMBER  
 01/11/2024

December 2023 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members January 11, 2024.

**ACTION: As of this date, January 11, 2024, I, \_\_\_\_\_**  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
524-23	80964 80964	12/1/2023	630,393.15 Payroll
525-23	80965 80965	12/15/2023	616,815.48 Payroll
526-23	80966 80967	12/29/2023	693,855.09 Payroll
537-23		12/21/2023	7,113.15 Payroll

**Total \$ 1,948,176.87**

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
226-23	86155 86228	12/1/2023	568,401.85 MDSE
227-23	86229 86262	12/8/2023	284,604.32 MDSE
228-23	ACH TRANS	12/1/2023	219,435.60 ACH TRANS
229-23	ACH TRANS	12/4/2023	8,441.44 ACH TRANS
230-23	ACH TRANS	12/5/2023	2,475.45 ACH TRANS
231-23	86263 86343	12/15/2023	703,389.47 MDSE
232-23	86344 86397	12/22/2023	256,890.57 MDSE
233-23	86398 86433	12/29/2023	1,118,327.67 MDSE
234-23	ACH TRANS	12/14/2023	344,445.16 ACH TRANS
235-23	ACH TRANS	12/15/2023	212,369.24 ACH TRANS
236-23	ACH TRANS	12/18/2023	412,486.50 ACH TRANS
237-23	ACH TRANS	12/19/2023	2,586.23 ACH TRANS
238-23	ACH TRANS	12/20/2023	31,660.93 ACH TRANS
239-23	ACH TRANS	12/21/2023	3,098.48 ACH TRANS
240-23	ACH TRANS	12/29/2023	237,806.10 ACH TRANS
241-23	ACH TRANS	12/27/2023	604.82 ACH TRANS
242-23	CHECK VOIDS 86314, 86164, 86174	12/31/2023	(1,161.16) VOIDS

**Total \$ 4,405,862.67**

Check Register Nos. 524-23 to 526-23 and 537-23 and 226-23 to 242-23 in the total amount of: **\$ 6,354,039.54**

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 226-23

CHECK NUMBERS 86155 to 86228

DATE 12/01/2023

PURPOSE AP DEC23A VOUCHERS AMOUNT \$568,401.85

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

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

**Dec 8, 2023**

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREG

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

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

CHECK REGISTER NUMBER 227-23

CHECK NUMBERS 86229 to 86262

DATE 12/08/2023

PURPOSE AP DEC23B VOUCHERS AMOUNT \$284604.32

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

*Sarah Furb*

\_\_\_\_\_  
AUDITOR

Dec 8, 2023

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 228-23

**ACH WIRE TRANSFERS**

DATE: 12/01/2023

PURPOSE:

A W REHN	\$1,638.63
DEPARTMENT OF RETIREMENT SYSTEMS - DCP	\$2,435.83
IRS	\$215,361.14
<b>TOTAL</b>	<b>\$219,435.60</b>

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

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

Dec 13, 2023

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

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

CHECK REGISTER NUMBER: 229-23

**ACH WIRE TRANSFERS**

DATE: 12/04/2023

PURPOSE:

HRA VEBA TRUST	\$4,140.00
IRS	\$4,301.44
<b>TOTAL</b>	<b>\$8,441.44</b>

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

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

**Dec 13, 2023**  
\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 230-23

**ACH WIRE TRANSFERS**

DATE: 12/05/2023

PURPOSE:

WA STATE SUPPORT REGISTRY	\$2,475.45
<b>TOTAL</b>	<b>\$2,475.45</b>

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

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

Dec 13, 2023

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 231-23

CHECK NUMBERS 86263 to 86343

DATE 12/15/2023

PURPOSE AP DEC23C VOUCHERS AMOUNT \$703389.47

"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."

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

Jan 2, 2024

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 232-23

CHECK NUMBERS 86344 to 86397

DATE 12/22/2023

PURPOSE AP DEC23D VOUCHERS AMOUNT \$256890.57

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

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

Jan 2, 2024

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER 233-23

CHECK NUMBERS 86398 to 86433

DATE 12/29/2023

PURPOSE AP DEC23E VOUCHERS AMOUNT \$1,118,327.67

"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."

*Sarah Fink*

\_\_\_\_\_  
AUDITOR

Jan 2, 2024

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREG

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 234-23

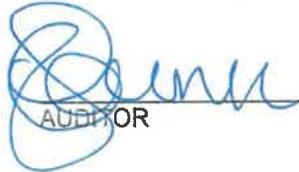
**ACH WIRE TRANSFERS**

DATE: 12/14/2023

PURPOSE:

DEPT OF RETIREMENT SYSTEMS	\$344,445.16
TOTAL	\$344,445.16

"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

1/3/2024  
\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 235-23

**ACH WIRE TRANSFERS**

DATE: 12/15/2023

PURPOSE:

IRS	\$211,365.65
A W REHN	\$1,003.59
<b>TOTAL</b>	<b>\$212,369.24</b>

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

*Sarah Funk*  
\_\_\_\_\_  
AUDITOR

**Jan 3, 2024**  
\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 236-23

**ACH WIRE TRANSFERS**

DATE: 12/18/2023

PURPOSE:

N W ADMIN	\$405,938.90
HRA VEBA	\$4,020.00
DEPT OF RETIREMENT SYSTEMS	\$2,527.60
<b>TOTAL</b>	<b>\$412,486.50</b>

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

*Sarah Furb*

\_\_\_\_\_  
AUDITOR

Jan 3, 2024

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

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

CHECK REGISTER NUMBER: 237-23

**ACH WIRE TRANSFERS**

DATE: 12/19/2023

PURPOSE:

WA STATE SUPPORT	\$2,586.23
<b>TOTAL</b>	<b>\$2,586.23</b>

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

*Sarah Fimb*

\_\_\_\_\_  
AUDITOR

**Jan 3, 2024**

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 238-23

**ACH WIRE TRANSFERS**

DATE: 12/20/2023

PURPOSE:

WEX BANK	\$31,660.93
<b>TOTAL</b>	<b>\$31,660.93</b>

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

*Sarah Fumb*

\_\_\_\_\_  
AUDITOR

**Jan 3, 2024**

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 239-23

**ACH WIRE TRANSFERS**

DATE: 12/21/2023

PURPOSE:

IRS	\$3,098.48
<b>TOTAL</b>	<b>\$3,098.48</b>

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

*Sarah Funk*  
\_\_\_\_\_  
AUDITOR

**Jan 3, 2024**  
\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 240-23

**ACH WIRE TRANSFERS**

DATE: 12/29/2023

PURPOSE:

IRS	\$237,806.10
<b>TOTAL</b>	<b>\$237,806.10</b>

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

Sarah Fink  
AUDITOR

Jan 3, 2024  
DATE

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

CHECK REGISTER NUMBER: 241-23

**ACH WIRE TRANSFERS**

DATE: 12/27/2023

PURPOSE:

STATE OF WASHINGTON DEPT OF REVENUE	\$604.82
<b>TOTAL</b>	<b>\$604.82</b>

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

*Sarah Funk*

\_\_\_\_\_  
AUDITOR

Jan 3, 2024

\_\_\_\_\_  
DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION  
DOCS\WARREGACH  
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 242-23

**ACH WIRE TRANSFERS**

DATE: 12/31/2023

PURPOSE: CHECKS 86314, 86164, 86174

CHECK VOID – PETTY CASH – LOST CHECK	(\$776.62)
CHECK VOID – CI SUPPORT – LOST CHECK	(\$242.32)
CHECK VOID – EVERGREEN – PAID GARNISHMENT	(\$142.22)
<b>TOTAL</b>	<b>(\$1,161.16)</b>

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

  
\_\_\_\_\_  
AUDITOR

1/5/2024  
\_\_\_\_\_  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 524-23

CHECK NUMBER	80964	\$	1,537.22
ACH TRANSFER		\$	628,855.93

PAYROLL DATE            DECEMBER 01, 2023

PURPOSE: PPE 11/25/2023    AMOUNT: \$630,393.15

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

**Sarah Funk**  
Digitally signed by Sarah Funk  
Date: 2023.11.30 13:04:33 -08'00'

11/30/2023

AUDITOR

DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 525-23

CHECK NUMBER	80965	\$	1,412.99
ACH TRANSFER		\$	615,402.49

PAYROLL DATE            DECEMBER 15, 2023

PURPOSE: PPE 12/09/2023    AMOUNT: \$616,815.48

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

**Sarah Funk**  
Digitally signed by Sarah Funk  
Date: 2023.12.28 13:13:34  
-08'00'  
\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
12/28/2023  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 526-23

CHECK NUMBER	80966,80967	\$	2,876.24
ACH TRANSFER		\$	690,978.85

PAYROLL DATE            DECEMBER 29, 2023

PURPOSE: PPE 12/23/2023    AMOUNT: \$693,855.09

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

**Sarah Funk** Digitally signed by Sarah Funk  
Date: 2023.12.28 13:27:25  
+08'00'

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
12/28/2023  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 537-23

CHECK NUMBER \$  
ACH TRANSFER \$ 7,113.15

PAYROLL DATE DECEMBER 21, 2023

PURPOSE: PPE 12/08/2023 AMOUNT: \$7,113.15

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

**Sarah Funk**  
Digitally signed by Sarah Funk  
Date: 2023.12.28 21:06:54 -08'00'  
\_\_\_\_\_  
AUDITOR

12/28/2023  
\_\_\_\_\_  
DATE

# Memorandum

---

Date: January 11, 2024

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

Re: Resolution 01-2024 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

## **Background**

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

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

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

## **Funding**

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

## **Recommendation**

Approve Resolution 01-2024 Authorizing the General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 01-2024**

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

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

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

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

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

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

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 11, 2024, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

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

APPROVED AS TO FORM BY:

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

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1	7-KIT-RNGRTRNG-00		Antenna	Antenna	Mentor Engineering	8070008	
CT	1	CN-0Y9MPH-SQC00-98C-SFF4-A00		Antenna	Accessory	Unknown		
CT	1	582125T28201		Battery Backup	Battery Backup	APC	BE650G1	
CT	1	1646G68725180EE0F	Bus #1255	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1642G6872516EEFF0	Bus #1263	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1407G68725100219C	SO#055660	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1527G687251401C88	SO#083791	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1646G68725180EDC4	Bus #1247	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1845G84FBE45E1881	Bus #7028	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1646G68725180EDC3	Bus #1252	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G6872510020CA	SO#053556	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1442G687251209D66	Bus #5319	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1646G68725180EE04	Bus #1243	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1613G68725160FF65	Bus #5267	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G6872510020A4	Bus #2095	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1613G68725160FF8C	Bus #5310	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G68725100219D	Bus #7989	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1518G6872512CA477	Bus #5325	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1646G68725190EAA2	Bus #5343	Bullet	Connector	Seon Design, Inc	19-57969-114	
CT	1	1646G68725180EDFD	Bus #1244	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1518G6872512CA57C	Bus #5322	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1646G68725180EDEB	Bus #1265	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1646G68725180EDDF	Bus#1258	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1613G68725160FF51	Bus #5311	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1729G687251880FEA	Bus #1802	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1515G6872512C1D4D	Bus #5324	Bullet	Connector	Seon Design, Inc	19-57969-114	
CT	1	1648G68725180EE13	Bus #1266	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1442G687251209C24	Bus #5317	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1646G68725180EE7C	Bus #1250	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1613G68725162011F	Bus #5261	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1613G68725162025B	Bus #5253	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G6872510021C0	Bus #7984	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1613G6872516201E3	Bus #5309	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G687251002264	Bus #7985	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1613G687251620088	Bus #5307	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1515G6872512C1D37	Bus #5320	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1407G68725100267B	SO#055660	Bullet	Connector	Seon Design, Inc	19-57969-114	
CT	1	1646G68725180ED63	Bus #5332	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1613G68725160FF64	Bus #5312	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1407G6872510022A0	Bus #7983	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1646G68725180EE17	Bus #1256	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1518G6872512CA51B	Bus #5326	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1613G68725162003C	Bus #5266	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1442G687251209CE3	Bus #5318	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1632G6872516AC615	Bus #1704	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1613G6872516200E0	Bus #5258	Bullet	Connector	Seon Design, Inc	032-0192	

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1	1646G68725180ED68	Bus #171077	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1613G6872516201DE	Bus #5254	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1407G6872510022E0	Bus #9011	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1407G687251002128	Bus #7993	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1646G68725180ECD3	Bus #5336	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1642G6872516EEFD8	Bus #1264	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	1845GB4FBE45E1957	Bus #1030	Bullet	Connector	Seon Design, Inc	032-0193	
CT	1	1646G68725180ED6F	Bus #191078	Bullet	Connector	Seon Design, Inc	19-57969-113	
CT	1	1613G68725160FF73	Bus #5306	Bullet	Connector	Seon Design, Inc	032-0192	
CT	1	CV1402052636R		Camera	Camera	Seon Design, Inc	CQ903A	
CT	1	CP1704250388		Camera	Camera	Seon Design, Inc	CA1004E1	
CT	1	CV1402050268		Camera	Camera	Seon Design, Inc	CQ904A	
CT	1	CV1812010667		Camera	Camera	Seon Design, Inc	CQ903A	
CT	1	CP1707170257		Camera	Camera	Seon Design, Inc	CA1004E1	
CT	1	CV1712300213		Camera	Camera	Seon Design, Inc	CQ903A	
CT	1	CP1901170018		Camera	Camera	Seon Design, Inc	HD3W04E1	
CT	1	CP1812310155		Camera	Camera	Seon Design, Inc	CA1004E1	
CT	1	TP1403191064		Camera	Camera	Seon Design, Inc	CA904EI	
CT	1	10694214110228		Camera	Camera	Apollo	RR-CW1 CS	
CT	1	CV1402052632R		Camera	Camera	Seon Design, Inc	CQ903A	
CT	1			Camera	HD 1080P Autofocus	Carl Zeiss Tessar		
CT	1			Camera	Accessory	Hue		
CT	1			CD Holder	CD Holder	Unkown	30 slots	
CT	1			Charger unit	Charger Unit	Canon	CB-2 Ply	
CT	1			Compact Disc	Compact Disc	Microsoft	SQL Server St	7/8/2005
CT	1			Compact Disc	Compact Disc	Adobe Acro XI ST	Adobe Pro	
CT	8			Compact Disc	Compact Disc	Dell	Operating Systems/Windows 8.1	
CT	1			Compact Disc	Compact Disc	Dell	Operating System/Win 10 Pro	
CT	1			Compact Disc	Compact Disc	Hypermedia	BFT SA	
CT	1			Compact Disc	Compact Disc	Memorex	Office 2010	
CT	1			Compact Disc	Compact Disc	Memorex	SQL 2014 Std	1/15/2014
CT	1			Compact Disc	Compact Disc	Olympus	Voice & Music DM Series	
CT	1			Compact Disc	Compact Disc	Olympus	DSS Player Software	
CT	1			Compact Disc	Compact Disc	NexLog	Comm Logging Recorders V2.1.3	
CT	1			Compact Disc	Compact Disc	NexLog	Comm Logging Recorders V2.5.2	
CT	1			Compact Disc	Compact Disc	Memorex	Mill Data Backup	11/21/2013
CT	1			Compact Disc	Compact Disc	TDK	BFTCCR	
CT	1			Compact Disc	Compact Disc	Lantronix	CD-UDX-02 Rev A	
CT	1			Compact Disc	Compact Disc	Magnavox	Fire	
CT	1			Compact Disc	Compact Disc	Magnavox	I-90	
CT	1			Compact Disc	Compact Disc	Memorex	FleetNet Tng 2005	6/27/2005
CT	1			Compact Disc	Compact Disc	Microsoft	Microsoft Publisher	6/23/2005
CT	1			Compact Disc	Compact Disc	Unkown	Microsft Streets & Maps	7/5/2005
CT	1			Compact Disc	Compact Disc	Memorex	SQL Server St	7/4/2005
CT	1			Compact Disc	Compact Disc	Dell	System Mgmt Tools	3/1/2015
CT	1			Compact Disc	Compact Disc	Memorex	Windows 8.1	11/1/2013

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1			Compact Disc	Compact Disc	Unkown	Server 2008 R2 w/SP1	3/1/2013
CT	1			Compact Disc	Compact Disc	Unkown	Centos 6.5	5/1/2014
CT	1			Compact Disc	Compact Disc	Dell	Windows Server 2012	2012
CT	1			Compact Disc	Compact Disc	Memorex	Windows Server St 2012 R2	2012
CT	1			Compact Disc	Compact Disc	Memorex	Office 2013	9/1/2015
CT	1			Compact Disc	Compact Disc	TDK	As-Build A C L S Sheets	10/1/2011
CT	1			Compact Disc	Compact Disc	TDK	As Build MEP Sheets	10/1/2011
CT	1			Compact Disc	Compact Disc	TDK	Arch Specs	10/1/2011
CT	1			Compact Disc Case	Compact Disc Case	Unkown	Green	
CT	1	TAGCK1000027		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1	TAGCK1000130		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1	TAGCK1000288		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1	TAGCK1000002		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1	TAGCK1000194		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1	TAGCK1000252		Cradlepoint	Cradlepoint	Moxa	TN-5305-T	
CT	1 spl	E105765-J		Cross Connect Wire	Wire Spool	General Cable	2114351	8/1/2013
CT	1 spl			Cross Connect Wire	Wire Spool	Unknown		
CT	1	2021AP02HFK8		Desktop Camera	Accessory	Logitech		2021
CT	1	2021-AP02HDV8		Desktop Camera	Accessory	Logitech		2021
CT	1	2021AP02HF68		Desktop Camera	Accessory	Logitech	720p	2021
CT	1	2WDPW43		Docking Station	Accessory	Dell		
CT	1	BG6BVK3		Docking Station	Accessory	Dell	WD19TBS	2019
CT	1	4NKHX43	52672	Docking Station	Accessory	Dell	WD19TBS	2019
CT	1	X08-54512		DRD	Accessory	Stancil Dem, Inc	Ten-04	
CT	1	700A700406101		DS1 CPE Loopback jack	DS1 CPE Loopback jack	Avaya Inc		
CT	1	MC111D073875		DVD Player	Accessory	Toshiba	SD-K760SU	Aug-06
CT	1	CN-08K50C-PLC00-98V-56FV-A00		DVDRW	Accessory	Dell	DW316	Aug-19
CT	21	Unknown	Assorted	Ethernet Cables	Cables	Unknown		
CT	1bgs	Unknown	Assorted	Fiber Cable Caps	Fiber Cable Caps	Tripp-Lite		
CT	1	TP1703280487	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	TP1702170865	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	TP1704070048	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	TP1703280482	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	CP1709151035	19-57969-173	Gillig	Camera	Seon Design, Inc	CA1004E1	2019
CT	1	TP1704070044	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	CV1506220461	19-57969-147	Gillig	Camera	Seon Design, Inc	CQ904A	2019
CT	1	TP1702170869	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	2019
CT	1	EV1603252004	19-57969-166	Gillig	Smartlink 24	Seon Design, Inc	032-0224	2019
CT	1	TP1704070045	19-57969-178	Gillig	Camera	Seon Design, Inc	CHW8PD04E	
CT	5	Unknown		Headset	Headseat	Insignia		
CT	3	Unknown		Headset	Headseat	Plantronics		2016
CT	2	Unknown		Headset	Accessory	Logitech		
CT	6	Assorted		Headset and parts	Headset and parts	Unknown		
CT	1	2CYV2A		Headset Base	207JC1	Poly		May-22
CT	3	900LCS-2F-50E-1513		Inline Adapter 2 Filter	Inline Adapter 2 Filter	Suttle		Apr-13
CT	1	Unknown		Key Code	Key Code	Dell	Windows 8	

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CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1	CN-0644G3-71616-67I-1DB-A03		Keyboard	Keyboard	Dell		Jul-16
CT	1	CCAJ17LPA1F0T0		Keyboard	Keyboard	Dell		
CT	1	CCAI13LP1330T8		Keyboard	Keyboard	Logitech	K270	
CT	1	CN-0Rkron-L0300-9B1-1D59-A03		Keyboard	Keyboard	Dell		Nov-19
CT	1	CN-0G4D2W-M6D00-88U-0BWF-A00		Keyboard	Keyboard	Dell		
CT	1	CN-0644G3-71616-65D1FZI-A03		Keyboard	Keyboard	Dell		
CT	1	CN-0644G3-71616-65D-1EPX-A03		Keyboard	Keyboard	Dell		
CT	1	CN-0DJ454-71581-3C6-0AY9-A01		Keyboard	Keyboard	Dell		
CT	1	7687606796569		Keyboard	Keyboard	Microsoft	KU-0462	Nov-17
CT	1	7687604076989		Keyboard	Keyboard	Microsoft	KU-0463	Dec-12
CT	1	7687604079029		Keyboard	Keyboard	Microsoft	KU-0464	Dec-12
CT	1	2106000829		Keyboard	Keyboard	Perixx	Periduo-605	
CT	1	6898		Keyboard	Accessory	Logitech	Wireless	
CT	6	Unknown		Keyboard	Accessory	Dell		
CT	1	Unknown		Keyboard	Backlit	Dell	KG660	
CT	1	1939DJA079U8		Keyboard	K520	Logitech		2012
CT	1	10603		Keyboard	Wireless	Logitech	K350	
CT	1	1849SCK00HB8		Keyboard	Wired	Logitech	G213	
CT	1	B0401		Keyboard	Wireless	Nulea	RT01-B	
CT	1	CN-01HF2Y-71616-277-09IM-A00		keyboard	wired	Dell	KB212-B	
CT	1	1949SY017848		keyboard	Wireless	Dell	K270	Jul-05
CT	30	Assorted		keyboards	Washable	Kensington	Profit	Oct-20
CT	1	Unknown		Laptop	Spectre	Bang & Olufsen		
CT	1	15WZ47350108		Microphone (pair)	Microphone	Avaya, Inc.	B100	Nov-15
CT	1	11215409090138		Mobile Digital Rec	Mobile Digital Rec	RoadRunner	MR4	2009
CT	1	26M040900962		Monitor	Accessory	Viewsonic	E70	Feb-04
CT	1	0DVDRH-L0300-784-00E3		Mouse	Mouse	Dell	NM8-3(B)	
CT	2	Unknown		Mouse	Mouse	Dell	Wired	
CT	1	1918LZ0G9JQ8		Mouse	Accessory	Logitech	Wireless	
CT	1	2031LZX1RY88		Mouse	Mouse	Logitech	M170	
CT	3	CN-0DV0RH-L0300-87K-1RY9		Mouse	Mouse	Dell	Wired	
CT	5	Unknown		Mouse	Mouse	Dell	Wireless	
CT	1	Unknown		Mouse	Mouse	Microsoft	Wireless	
CT	1	CN-0PRDV9-L0300-99G-0XX#		Mouse	Mouse	Dell	Wired	
CT	1	DC1121100773305724K701		Mouse	Mouse	Acer	Wired	
CT	1	DC1121007733054FEK701		Mouse	Mouse	Acer	Wired	
CT	1	CN-011D3V-73826-412-0CG3		Mouse	Mouse	Acer	Wired	
CT	1	CN-0DMV3P-CH400-04K-0NTT-A00		Mouse	Mouse	Dell	Wired	
CT	1	CN-0DVR0RH-L0300-79I-0ME2		Mouse	Mouse	Dell	Wired	
CT	1	1CH9211FR6		Mouse	Mouse	HP	Wireless	
CT	1	1927L207REK8		Mouse	Mouse	Logitech	M185 Wireless	
CT	2	Unknown		Mouse	Mouse	Dell	Wired	
CT	1	20C11		Mouse	Wireless	Entertainment Tech		2020
CT	1	Unknown		Mouse	Wireless		M305	
CT	1	LN833904332		Mouse	Mouse	Dell	Wired	
CT	1	CN-0XFDH2-71623-0CQ-0267		Multimedia Speaker	Accessory	Dell	Rev A04	Dec-20

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CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1 pr	2114ALM04YJ8		Multimedia Speakers	Accessory	Logitech	2200	
CT	1	DG970BBZKD1N328VSE		Phone Charger Cord	Phone Charger Cord	Samsung	2	
CT	6	Unknown	Assorted	Phone Charger Cords	Phone Charger Cords	Assorted		
CT	8	Unknown		Phone Jack	Phone Jack	Dyna Metric Inc		
CT	18	580-500277		Phone Jack Cables	Phone Jack Cables	Unknown		
CT	1	Unknown		Phone Receiver	Phone Receiver	Unknown		
CT	1	B1407015		Portable Radio	Portable Radio	Kenwood	TK-3302U	
CT	1	03XY8-CH200-18B-05MR-A04	52958	Power Cable	Accessory	Dell	180.0W	2017
CT	1	03XY8-CH200-058-C348-A01		Power Cable	Accessory	Dell	180.0W	2017
CT	1	03XY8-CH200-05K-4292-A01		Power Cable	Accessory	Dell	180.0W	2017
CT	1	03XY8-CH200-172-03CK-A04		Power Cable	Accessory	Dell	180.0W	2017
CT	1	063P9N-L0C00-9AU-CE5F-A02		Power Cable	Accessory	Dell	130w	2011
CT	1	03XY8-CH200-114-7B8K-A03		Power Cable	Accessory	Dell	180.0W	2017
CT	1	03XY8-CH200-0AD-7MNY-A03		Power Cable	Accessory	Dell	180.0W	2017
CT	1	0001319430000648		Power Cable	Accessory	Challenger	PS2.1-12-267DT1	
CT	1	1728-0008370		Power Cable	Accessory	Ruckus		Jul-17
CT	20	Unknown		Power Cord	Accessory	HP		
CT	1	063P9N-L0C00-04U-DE18-A04		Power Cord	Accessory	Dell	130.0W	Jul-05
CT	1	CN-ORT74M-L0C00-99C-247F-a05		Power Cord	Accessory	Dell	90W	2011
CT	1	CN-ORT74M-L0C00-99C-247A-A05		Power Cord	Accessory	Dell	90W	2011
CT	3	Unknown		Power Cord	Accessory	Logitech		
CT	3	Unknown		Power Cord	Accessory	Cyber Accoustics		
CT	10	Unknown		Power Cord	Accessory	Unknown		
CT	1	CN-0XT-0625-25960-352-411U-A01		Power Cord	Accessory	Bizlink	Class B	
CT	1	CN-0XT625-25960-352-4116-A01		Power Cord	Accessory	Bizlink	Class B	
CT	1	VNBRCS2DB		Printer	Accessory	HP	Color Laser Jet Pro MFD283fdn	
CT	8	Unknown		Printer cable	Accessory	Unknown		
CT	1	W08-0988		Radio Charger	Radio Charger	Kenwood	KSC-35	
CT	1	Unknown		Radio Charger Stand	Radio Charger Stand	Unknown	Wired	
CT	1	Unknown		Radio Charger Stand	Radio Charger Stand	Unknown	Wired	
CT	1	F6114D64	ID:944	Ranger	Transmitter	Mentor Engineering	26-09050701	
CT	1	31-4106038	7989	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4052065	7993	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4052002	7990	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4052042	9015	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	28-12030405	2094	Ranger	Transmitter	Mentor Engineering	RNGR101080	
CT	1	31-4052047	2070	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4106033	10004	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4106009	7992	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4052016	9017	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4052013	9016	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	31-4106010	7991	Ranger	Transmitter	Trapeze Software Grp	4.2RNGR401080-01A	
CT	1	Unknown		Remote	Remote	Logitech	Wireless	
CT	1	14AK08060704		Router	Router	Netgear		Sep-14
CT	2pks of 4	Unknown		Screw in bolts	Accessory	Unknown		
CT	1	FD0212VEL		Server Tray	Accessory	Cisco		May-17

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CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
CT	1	FD02121V1F7		Server Tray	Accessory	Cisco		May-17
CT	1	FS02121V1C4		Server Tray	Accessory	Cisco		May-17
CT	1bgs	Unknown	Assorted	SFP Plugs	SFP Plugs	Tripp-Lite		
CT	1	EV1611143160		Smartlink 24	Smartlink 24	Seon Design, Inc	032-0224	2019
CT	1	Assorted		Speaker Cords	Accessory	Unknown		
CT	1	P1D-GG727		Speakers	Accessory	Logitech		
CT	1 pr	SN103		Speakers	Accessory	Logitech	Z130	
CT	1 pr	1536GX066478		Speakers	Accessory	Logitech	2200	
CT	1	STSS1000001201538		Splitter Box	Splitter Box	Rosco	VTP1537900001	
CT	1	CC-092D-2974-E1BC		Thumbdrive	Thumbdrive	Bodno		
CT	2	Unknown		TJF Mailbox Disc	computer disc	Memorex		1/1/2014
CT	1	45T0152-121		Trapeze	Trapeze	Matrix	5002-03	
CT	1	80900206		UHF FM Transceiver	UHF FM Transceiver	Kenwood	TK-863G	
CT	1	Unknown		USB Cable	Accessory	Insignia		
CT	1	5K55E13501		USB Cable	Accessory	Unknown		
CT	5	Unknown		USB for Wireless KB	Standard to C3	Unknown		
CT	1	21G20M		USB Splitter	USB Splitter	Insignia	NS-PCH6430	
CT	1	042M2112000769		USB Splitter	Accessory	Belkin		
CT	1	CVW2106140084		Camera	Camera	Seon Design, Inc	CA1003E1	
CT	1	08K50C-PLC00-98V-56FW		DVD Player	DVD Player	Dell	DW316	2019
CT	1	6145B001 AA	50994	Camera	Camera	Canon	Powershot D20	2012
CT	1	58445 00107		Remote Device	Remote Device	Freelinc	Free Motion 100	
CT	1	100104577		Micro Recorder	Micro Recorder	Olympus	DS-3500/w leather case	
CT	1	Unknown		Micro Cassette Recorder	Micro Cassette Recorder	Sony	M-650V	
CT	1	8735-088-40011		Micro Recorder	Micro Recorder	Phillips	LFH884 Voice Tracer	
CT	4	X000TCPYYH		Micro USB Cables	Micro USB Cables	Zeal Tech	6ft cord/4pk	
CT	5	Unknown		USB Extensions	USB Extensions	Unknown		
CT	1	Unknown		Universal Remote	Universal Remote	Unknown		
AT	1	Unknown		AC Adaptor	Wired	Lathem	ACC- 1501300	
AT	1	SC03226		Keyboard	Wireless	Logitech	K350	
AT	1	SC01646		Keyboard	Wireless	Logitech	K350	
AT	1	Unknown		Keyboard	Wireless	Dell	WK636P	
AT	1	Unknown		Keyboard	Wireless	Dell	WK636t	
AT	1	B0401		Keyboard	Wireless	Nutea	RT01-B	
AT	1	Unknown		Keyboard	Wireless	Microsoft	1559	
AT	1	Unknown		Mouse	Wireless	Microsoft	1534	
AT	1	CN-OPRDV9-LO300-981-04N7		Mouse	Wired	Dell	MS116T1	
AT	1	CN-OCTTXC-PRC00-22F-000Y-A00		Mouse	Wireless	Dell	OCTTXC	
AT	1	Unknown		Mouse	Wireless	Dell	MS32121Wt	
AT	1	Unknown		Mouse	Wireless	Microsoft	1534	
AT	1	E1416A 000656		Mouse	Wired Optical track ball	Kengiston	M01082	
AT	1	Unknown		Monitor Power Cable	Accessory	Unknown		
AT	1	Unknown		Headset	Wired	Insignia		
AT	1	Unknown		Headset / Dock	Wireless	Plantronics	CO54	
AT	1	Unknown		Headset Charger	Headset Charger	Plantronics	SSA-5W 090050	
AT	1	Unknown		Headset	Wired	Microsoft		

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CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	800-000146		Speakers	Speaker	Logitech	Z130 S-00098	
AT	1	1730GX241778		Speakers	Speaker	Logitech	Z200 S-13500	
AT	1	Unknown	051474	Router	Router	UBIQUITI	UniFi AP	
AT	1	CN-OXFDH2-71623-06H-0561		Usb Speaker	Speaker	Dell	REV A03	7/1/2020
AT	1	CN-OXFDH2-71623-07I-4584		Usb Speaker	Speaker	Dell	REV A03	7/1/2020
AT	1	CN-OXFDH2-71623-07I-4584		Usb Speaker	Speaker	Dell	REV A03	7/1/2020
AT	1	CN-OXFDH2-71623-06K-0642		Usb Speaker	Speaker	Dell	REV A03	7/1/2020
AT	1	CN-5N356-69800-24D-4758		Speaker	Speaker	Harmon Kardon	HK206	
AT	1	2CYAXN		Headset dock	Accessory	Poly	207JC1	
AT	1	Unknown		Keyboard	Wireless	Dell	WK636P	
AT	1	Unknown		Keyboard	Wireless	Dell		
AT	1	2015LZ53HHG8		Mouse	Wireless	Logitech	M535	2015
AT	1	N889		Mouse	Wired	Dell	MS111P	
AT	1	Unknown		Headset	Wired	Insignia		
AT	1	Unknown		Headset	Wired	Insignia	19L23A	
AT	1	2035MH007D38		Headset	Wireless	Logi		
AT	1	Unknown		Power Cord	Accessory	Top Notch		6/11/2010
AT	1	Unknown		Mouse	Wireless	Logitech	M-R0050	
AT	1	Unknown		Mouse	Wireless	Logitech	M-R00732	
AT	1	810-005232		Mouse	Wireless	Logitech	M185	
AT	1	Unknown		Mouse	Wireless	Dell	WM116p	
AT	1	1730LZ0DTF48		Mouse	Wireless	Logitech	M570	
AT	1	Unknown		Mouse	Wired	Dell	MS111-P	
AT	1	Unknown		Mouse Pad	Mouse Pad	N/A	N/A	
AT	1	Unknown		Mouse	Wireless	Dell	WM116t	
AT	1	Unknown		Ergonomic Keyboard	Wireless	Microsoft	1559	
AT	1	Unknown		Speaker Cable	Accessory	Radioshack		
AT	1	Unknown		Monitor Cable	Cable	Bizlink		
AT	3	Unknown		Telephone Cable	Cable	N/A		
AT	1	Unknown		Printer Cable	Cable	HP		
AT	1	13N503305948		Phone Set	Accessory	Avaya	9650	
AT	4	Unknown		Ethernet Cable	Cable	N/A	N/A	
AT	1	Unknown		Mouse	Wireless	Dell	MS3121 Wt	
AT	1	Unknown		Keyboard	Wired	Dell	KB216t	
AT	1	CN-0DJ454-71581-37G-05UH-A01		Keyboard	Wired	Dell	KB212-B	
AT	1	2AJYOG93001500		Keyboard	Wireless	N/A	G9300	
AT	1	Unknown		Keyboard	Wireless	Logitech	Y-R0009	
AT	1	SY150UK		Keyboard	Wireless	Logitech	Y-R0015	
AT	2	Unknown		Keyboard	Wireless	Dell	WK636p	
AT	2	Unknown		Keyboard	Wireless	Dell	WK636t	
AT	8	Unknown		Monitor Cable	Cable	N/A		
AT	1	Unknown		USB Cable	Cable	N/A		
AT	1	Unknown		Audio Cable	Cable	N/A		
AT	1	Unknown		Phone Stand	stand	N/A		
AT	1	1348LZ0DYPS8		Headset	Wireless	Logitech	V-U0029	

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CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	Unknown		Multiple plug	Multiple plug	Tripp Lite		
AT	6	Unknown		Keyboard	Wireless	Dell	WK636p	
AT	1	Unknown		Phone Stand	Phone Stand	N/A		
AT	6	Unknown		Keyboard	Wireless	Dell	KB3121Wt	
AT	4	Unknown		Keyboard	Wireless	Dell	KB3121Wp	
AT	1	Unknown		Keyboard	Wireless	Dell	KB7221Wt	
AT	1	CN-034GPR-L0300-03D-009A-A03		Keyboard	Wired	Dell	KB813t	3/1/2020
AT	1	11N517503749		Phone Set	Accessory	Avaya	9650	
AT	1	2043LZ02Q0B8		Mouse	Wireless	Logi	TR0006	
AT	1	Unknown		Mouse	Wireless	Microsoft Surface	1679C	
AT	1	CN-02NMRY-LO300-15M-00S7-A01		Mouse	Wireless	Dell	SD-8160	5/1/2021
AT	1	Unknown		DPMI cable	Cable	N/A		
AT	1	Unknown		Mouse	Wireless	Logitech	M-R0014	
AT	1	2CPF3C		Headset dock	Accessory	Poly	W8200B	
AT	2	Unknown		Keyboard	Wireless	Dell	WK636p	
AT	1	Unknown		Keyboard	Wireless	Logitech	Y-R0042	
AT	1	CN-06WMNO-PRC00-78H-020A-A02		Keyboard	Wired	Dell	KB216p	8/1/2017
AT	1	CN-05P02F-71581-130-0067-A00		Keyboard	Wired	Dell	KB4021	
AT	1	1949SY04QRF8		Keyboard	Wireless	Logitech	Y-R0042	
AT	2	Unknown		Headphone	Headphone	N/A		
AT	1	Unknown		Mouse	Wireless	Dell	MG-1090	
AT	1	Unknown		CD Rom drive	Accessory	Dell	5052D	
AT	1	Unknown		Mouse Cable	Cable	N/A		
AT	1	CN-07RRC7-48729-2C4-04XK		Mouse	Wired	Dell	MS111-L	
AT	1	CN-0PRDV9-LO		Mouse	Wired	Dell	MS116t1	
AT	1	CN-0W5420-47890-59N-0727		Laptop Charger	Laptop Charger	Dell	HP-AF065B83	
AT	1	Unknown		Power Adapter	Accessory	Cannon	CA-570	
AT	1	Unknown		Antena	Accessory	N/A		
AT	1	CN-0C9CCD-CH400-02R-00QK-A00		Mouse	Wired	Dell	MS819	
AT	11	Unknown		Cassette Tapes	Tapes	JVC		
AT	1	SLN9739A		Car charger	Charger	Motorolla		
AT	2	Unknown		Audio Cable	Cable			
AT	1	Unknown		Printer Cable	Cable	N/A		
AT	1	CN-011D3V738265CH-0RDR		Mouse	Wired	Dell	MS111-P	
AT	1	Unknown		Phone Cable	Cable	N/A		
AT	2	Unknown		Coaxial Cable	Cable	N/A		
AT	1	DQVPFAA00274402F743000	051568	Personal Computer	Accessory	Acer	VZ5W2	11/3/2017
AT	1	DQVPFAA00274402F923000	051565	Personal Computer	Accessory	Acer	VZ5W2	11/3/2017
AT	1	DQVPFAA00273600B9C3000	051547	Personal Computer	Accessory	Acer	VZ5W2	9/5/2017
AT	1	DQVPFAA00273600B943000	051564	Personal Computer	Accessory	Acer	VZ5W2	9/5/2017
AT	1	DQVPFAA00273600B993000	051545	Personal Computer	Accessory	Acer	VZ5W2	9/5/2017
AT	1	CN-0GFXN4-74445-32J-C1NL	051018	Monitor	Accessory	Dell	P2312Ht	1/1/2013
AT	1	CN-0GFXN4-74445-32J-B73L	051017	Monitor	Accessory	Dell	P2312Ht	1/1/2013
AT	1	CN-0KMPV-FCC00-8BF-C3DB-A01	052028	Monitor	Accessory	Dell	SE2419H	11/1/2018
AT	1	CN-0PW8NR-FCC00-9AL-AW4B-A04		Monitor	Accessory	Dell	SE2419H	10/1/2018
AT	2	Unknown		HDMI Cable	Cable	N/A		

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	7	Unknown		DPMI cable	Cable	N/A		
AT	1	Unknown		Mouse	Wireless	Logitech	M-R0014	
AT	1	GAF054600476		Speaker	Speaker	ViewSonic	VSACC27951-1W	Nov-05
AT	2	Unknown		Monitor Cable	Cable	N/A		
AT	2	Unknown		Usb Cable	Accessory	Dell	5KL2E22501	
AT	1	Unknown		Keyboard	Wireless	Logitech	Y-R0053	
AT	1	Unknown		Mouse	Wired	Rocket Mouse	FDM-G51	
AT	1	Unknown		Mic	Mic	N/A		
AT	50	Unknown		Ethernet Cable	Cable	N/A		
AT	1	Unknown		Web Camera	Camera	Microsoft	1425	
AT	1	Unknown		Mouse Pad	Mouse Pad	Allsor		
AT	1	Unknown		Power Supply Adaptor	Power Supply Adaptor	Valcom		
AT	1	246912		Heater	Accessory	Card/Guard	5100	
AT	2	Unknown		Printer Parts	Accessory	Scan Snap		
AT	1	Unknown		Mouse	Wireless	Dell	WM116P	
AT	1	AWH55		Phone set stand	Accessory	Avaya	EU24	
AT	1	CN-009NK2-73826-69Q-1G7J		Mouse	Wired	Dell	MS116p	
AT	1	Unknown		Mouse	Wireless	Logitech	M-R0061	
AT	1	9C3-01DX		External USB DVDRW Drive	Accessory	Dell	GP61NB60	12/13/2019
AT	1	Unknown		Mouse	Wireless	Microsoft	1387	
AT	1	CN-011D3V73826-5CH-0RPM		Mouse	Wired	Dell	MS116p	
AT	1	CN-0G4D2W-M6D00-88U-0BWM-A00		Keyboard	Wired	Dell	KB216d	
AT	1	Unknown		Keyboard	Wireless	Dell	KB312Wt	
AT	1	Unknown		Keyboard	Wireless	Dell	WK636t	
AT	1	CN-0RKR0N-LO300-99O-0ASO-A03		Keyboard	Wired	Dell	KB216t	9/1/2019
AT	1	CN-04G481-71616-2CQ-015X-A00		Keyboard	Wired	Dell	SK-8120	
AT	1	Unknown		Multimedia Speaker	Speaker	Harman/Kardon	HK 195	
AT	1	Unknown		Headphone	Headphone	Insignia	18F02A	
AT	1	Unknown		Headphone from Plantronics	Headphone	Plantronics		
AT	1	CN-0M5N9M-PRC00-14C-05HQ-A01		Mouse	Wireless	Dell		
AT	1	Unknown		Headphone	Headphone	Insignia	18F02A	
AT	1	GLX6573	052806	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	C6PW863	052414	Laptop	Laptop	Dell Inspiron	P126G	2020
AT	1	3GGPM53	052221	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	2QPSXD3	052741	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	6CQCYD3	052751	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	4SDW9C3	052754	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	DBXV9C3	052738	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	JYJF893	052885	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	JVCT793	052427	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	Unknown	052334	Laptop	Laptop	Dell Precision		
AT	1	616T793	052538	Laptop	Laptop	Dell Latitude	P80F	2020
AT	1	29CLDV2	052174	Desktop	Desktop	Dell OptiPlex 5040	P30E	2/18/2019
AT	1	463Q9L2	051576	Desktop	Desktop	Dell OptiPlex 5040	P30E	2018
AT	1	1KD9ZG2	051489	Desktop	Desktop	Dell OptiPlex 5040	P30E	
AT	1	9LFW0M2	051589	Desktop	Desktop	Dell OptiPlex 5040	P30E	11/17/2017

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

CK	Quantity	Serial #	Asset Tag	Asset Name	Device Type	Manufacturer	Model	Manufacturer Date
AT	1	44S3RD2	052008	Desktop	Desktop	Dell OptiPlex 3040		
AT	1	H6G01M2	051559	Desktop	Desktop	Dell OptiPlex 5050		
AT	1	8CG9422PW4	052260	Laptop	Laptop	HP Pavillion	14-cd2053cl	
AT	1	78Z6K13	052238	Laptop	Laptop	Dell XPS	P82G	2020
AT	1	2CZ6K13	052216	Laptop	Laptop	Dell XPS	P82G	2020
AT	1	BNHB3X2	052180	Laptop	Laptop	Dell XPS	P82G	2020
AT	1	QCNFA344A	052019	Tablet with keyboard	Tablet with keyboard	ACER		2015
AT	1	CN-07R1K3-74445-41H-GX4L	051183	Monitor	Monitor	Dell	P2312Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GX3L	051163	Monitor	Monitor	Dell	P2312Ht	1/1/2014
AT	1	CN-07R1K3-74445-41H-GXAL	051164	Monitor	Monitor	Dell	P2312Ht	1/1/2014
AT	1	CN-07R1KE-74445-36O-A8JL	051137	Monitor	Monitor	Dell	P2312Ht	1/1/2014
AT	1	CN-0NDMRP-74261-21A-1YEU	051216	Monitor	Monitor	Dell	P2212Ht	1/1/2014
AT	1	CN-0PWWNX-FCCOO-759-AV1B-AOO	051540	Monitor	Monitor	Dell		5/1/2017
AT	1	CN-0T4KPW-QDCOO-81L-38TU-AO3	051533	Monitor	Monitor	Dell		1/1/2018
AT	2	Unknown		HDMI Cable	Cable	N/A		
AT	1	Unknown		Mouse	Wireless	Dell	WM116t	
AT	2	Unknown		Ethernet Cable	Cable	N/A	N/A	
AT	3	Unknown		DPMI cable	Cable	N/A		
CT	1	89148-00000-35924-62183	51410	Iphone S	Cell Phone	Apple	Iphone S	
CT	1	No sim card		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-18580-25258		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-71981-73847		Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	89148-00000-86368-45566	52927	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-74304-41879		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-74382-05029	52790	Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	No sim card		Galaxy S7	Cell Phone	Samsung Android	Galaxy S7	
CT	1	89148-00000-60790-89924		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-25468-07303	51415	Galaxy S7	Cell Phone	Samsung Android	Galaxy S7	
CT	1	89148-00000-46993-98866	52022	Galaxy S8	Cell Phone	Samsung Android	Galaxy S8	
CT	1	89148-00000-71398-26826	52747	Iphone	Cell Phone	Apple	Iphone	
CT	1	No sim card		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	No sim card		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-71981-54631	52787	Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	89148-00000-35944-42563		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-57341-67554		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-71981-59564	52781	Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	89148-00000-74322-32805	52789	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-71398-25216		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-74383-01307	52838	Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	89148-00000-80356-34496	52947	Cell Phone	Cell Phone	Samsung Android		
CT	1	89148-00000-50951-27361	52117	Galaxy S9	Cell Phone	Samsung Android	Galaxy S9	
CT	1	89148-00000-56152-41494	52214	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-55512-94556	52191	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-28697-50809	52137	Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-68646-99127	52704	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-54699-14410	52264	Iphone	Cell Phone	Apple	Iphone	

## Ben Franklin Transit

Exhibit A – List of Surplus Information Technology (Jan 2024)

Last Updated: 01/04/2024

<u>CK</u>	<u>Quantity</u>	<u>Serial #</u>	<u>Asset Tag</u>	<u>Asset Name</u>	<u>Device Type</u>	<u>Manufacturer</u>	<u>Model</u>	<u>Manufacturer Date</u>
CT	1	89148-00000-71887-58268	52745	Galaxy S10e	Cell Phone	Samsung Android	Galaxy S10e	
CT	1	89148-00000-67709-08844	52660	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-56153-84211		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-63610-05133		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-55872-17746		Galaxy S9	Cell Phone	Samsung Android	Galaxy S9	
CT	1	89148-00000-72095-56147	53068	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-60282-92421		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-88800-15478	52942	Iphone	Cell Phone	Apple	Iphone	
CT	1	No sim card		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-56162-11892		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-69877-43919		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-60301-85936		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-48045-06379	52091	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-30073-25074		Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-47673-17251	52052	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-48707-72236		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-47790-16925		Iphone	Cell Phone	Apple	Iphone	
CT	1	No sim card		Galaxy S5	Cell Phone	Samsung Android	Galaxy S5	
CT	1	89148-00000-42991-06511	51604	Iphone	Cell Phone	Apple	Iphone	
CT	1	No sim card		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-60793-24115		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-74904-50828		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-56162-12627	52266	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-74368-22858		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-56495-99313		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-27439-25726	51481	Iphone S	Cell Phone	Apple	Iphone S	
CT	1	89148-00000-74336-21683		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-48406-85658	52055	Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-88888-44523		Iphone	Cell Phone	Apple	Iphone	
CT	1	89148-00000-12578-57200	51374	Iphone	Cell Phone	Apple	Iphone	
CT	1	No sim card	52093	Flipphone	Cell Phone	Kyocera	Flipphone	

## **Memorandum**

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Date: January 11, 2024

To: Rachelle Glazier, General Manager

From: Mackenzie Miller, Senior Manager of Human Resources

Re: Resolution 02-2024 Authorizing the Award of Employment and Labor Legal Services to two firms, Stoel Rives LLP, and Summit Law Group, PLLC.

### **Background**

Ben Franklin Transit (BFT) staff recognizes the increased need for multiple Employment and Labor Legal Services Firms to support the agency, due to the increase of new Bargaining Units at BFT. BFT's current contract with Summit Law Group, PLLC for Labor Relations and Employment Law Services will end September 31, 2024. BFT employs approximately 418 full-time and part-time personnel including administrative staff and represented employees. BFT currently has six bargaining agreements, with two new units bargaining first contracts this year. The units are represented by Teamster's Local 839 and Teamster's Local 760.

All represented employees at BFT have access to interest arbitration under state law. BFT must comply with relevant state and federal laws in its dealings with employees, and as a recipient of federal transportation grant funds, BFT must also comply with regulations of the Federal Transit Administration.

Legal Services provided by the firms will be on an as-needed basis. As a result, annual estimates of the number of legal hours required depend on the specific legal issues BFT must manage.

In the past ten years, BFT has required legal services on a wide range of matters, covering all aspects of labor relations including collective bargaining, counseling regarding employee discipline and grievances, defending arbitrations, defending unfair labor practices (ULPs) before the Public Employment Relations Commission (PERC), drafting or reviewing last chance, settlement agreements and side letters, and day to day counseling with respect to BFT's rights and obligations under the Collective Bargaining Agreement.

Additionally, BFT has required legal services on employer/employee relationships from hire to termination, regarding compliance with the Fair Labor Standards Act (FSLA) Family Medical Leave Act (FMLA) American's with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), Employment Retirement Security Act (ERISA), Consolidated Omnibus Budget Reconciliation Act (COBRA) and other employment laws not listed. We may seek legal counsel to advise on Washington State Public Employer matters, public disclosure, internal

investigations, separation agreements, discrimination and harassment claims, and wrongful discharge claims that may lead to a lawsuit.

The two firms will provide lead attorneys to represent dealings with BFT and experienced attorneys who shall take the lead in representing BFT in litigation. They will also supply counsel on various subjects including but not limited to:

Public sector labor law including grievance arbitration, interest arbitration, contract negotiations, and related matters before PERC.

Coordination with BFT General Counsel on overlapping matters to assure the agency and its management receive the best available information and advice.

**Procurement Background**

BFT staff sent the Request for Proposals for Employment and Labor Legal Services to nine (9) potential law firms and advertised in the Tri-City Herald, Seattle Daily Journal of Commerce and posted on BFT’s website.

BFT received four (4) proposal(s) and all four (4) laws firms were determined to be responsive and responsible. Evaluators rated all proposals and then selected all four (4) firms for the second phase, oral interviews. The law firms were interviewed then received up to thirty (30) additional evaluation points, and Stoel Rives LLP and Summit Law Group, PLLC were the overall highest-evaluated law firms.

<b>EVALUATIONS (INCLUDES ORAL PRESENTATIONS, WITH 30 POSSIBLE POINTS, FOR A TOTAL OF UP TO 130 POINTS)</b>			
<b>Law Firm</b>	<b>Initial Evaluation Points (possible 100)</b>	<b>Oral Evaluation Points + Initial = Total Points</b>	<b>*Estimated Cost for up to Five Years</b>
Stoel Rives LLP	88.25	88.25 + 25.5 = 113.75	\$439,373.00
Summit Law Group, PLLC	85.5	85.5 + 25 = 110.5	\$289,489.00
Davis Wright Tremaine LLP (DWT)	69.75	69.75 + 22.5 = 92.25	\$574,350.00
Karr Tuttle Campbell (KTC)	69.5	69.5 + 19.5 = 89	\$359,063.00

\*Average of three hundred twelve (312) hours based on previous legal support services.

\*One hundred fifty (150) hours per year for Partner/Principal average.

\*Six (6) hours per year for Paralegal average.

BFT used a representative sample of hours to base their proposed costs on. This was used for cost evaluation purposes only. The contract value is based on the estimated number of hours needed over the next five years.

**Funding**

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

**Recommendation**

Authorize the General Manager to award two (2) contracts for Employment and Labor Legal Services to Stoel Rives LLP and Summit Law, both for three (3) year terms with the option to extend two (2) additional years.

Forward as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 02-2024**

**A RESOLUTION TO AUTHORIZE THE GENERAL MANAGER TO AWARD TWO  
CONTRACTS FOR EMPLOYMENT AND LABOR LEGAL SERVICES TO STOEL  
RIVES LLP AND SUMMIT LAW GROUP, PLLC**

WHEREAS, Ben Franklin Transit (BFT) staff recognize an increased need for Employment and Labor Legal Services to support the agency, and

WHEREAS, BFT issued a Request for a Proposal (RFP) for firms to provide proposals for employment and labor legal services, and

WHEREAS, BFT received four (4) proposals that were all determined to be responsive and responsible. Stoel Rives LLP and Summit Law Group, PLLC received the highest overall points during the evaluations, and

WHEREAS, Funding for the services will be provided from local operating budget funds.

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

The General Manager is authorized to enter into Contract #1439 with Stoel Rives LLP and enter into Contract #1461 with Summit Law Group, PLLC both for three (3) years, with the option to extend both contracts for up to two (2) additional years.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 11, 2024, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

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

APPROVED AS TO FORM BY:

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

# Memorandum

---

Date: January 11, 2024

To: Rachelle Glazier, General Manager

From: Mackenzie Miller

Re: Resolution to Adopt the Revised Policy HR-132, Total Rewards

## **Background**

Management is obligated to periodically review existing policies and propose changes as needed in order to add, update, clarify, and improve existing policies when business and/or legal compliance needs dictate. A comprehensive review does not appear to have been conducted on existing policies in recent years, therefore the new Executive Management Team has commenced this activity as a priority.

The scope of policies presented pertains to all non-represented staff not otherwise covered by a collective bargaining agreement on the topic.

This policy has been revised to incorporate changes made to Policy HR-133 as presented and approved by the Board on 12-14-2023, specifically the removal of the floating holidays provisions. This policy supersedes all prior policies on the topic specified.

## **Funding**

Budgeted:

Budget Source:

Funding Source:

## **Recommendation**

Approve Policy HR-132 as presented.

Forwarded as presented:

---

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 03-2024**

**A RESOLUTION ADOPTING THE REVISED POLICY HR-132, TOTAL REWARDS**

WHEREAS, The Revised Total Rewards Policy HR-132, serves to define Ben Franklin Transit's Total Rewards Policy; 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 Revised Total Rewards Policy HR-132 is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 11, 2024, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of the Board

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

APPROVED AS TO FORM BY:

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



<b>Policy Number:</b>	<b>HR-132</b>	<b>PURPOSE:</b> To attract and retain top talent while ensuring fiscal sustainability, Ben Franklin Transit (BFT) aims to provide employees with competitive pay and benefits among local public jurisdictions and comparable transit agency markets. The Total Rewards policy defines salary and benefit elements which comprise the basis of BFT’s Total Rewards program for non-represented staff; governs the philosophy, schedule and methodology for regular evaluation of program elements; and provides guidance for modification of program elements.
<b>Section:</b>	<b>HUMAN RESOURCES</b>	
<b>Effective:</b>	<b>01.11.2024</b>	
<b>Reference:</b>	<b>Resolution 03-2024</b>	
<b>General Manager Approval:</b>		
<b>Revision Number</b>	<b>Effective Date</b>	<b>Description of Change</b>
NEW	04/11/2019	Initial Adoption (New Policy) Resolution 25-2019
REVISION 1	01/11/2024	Adopting the Revised Policy, Resolution 03-2024

**1. Coverage**

The policy applies to all regular, full-time, non-represented employees.

**2. Definitions**

Ben Franklin Transit's Total Rewards policy is based on the principle of ensuring market competitive rewards to attract and retain top talent. The Total Rewards policy sets forth the strategy and method by which the Agency will evaluate the individual and collective costs of employment expenses related to compensation, paid time off, health insurance, retiree and investment benefits for BFT to maintain a market competitive position for the individual and collective components of the rewards program.

This policy is intended to provide sufficient clarity and guidance for key decision makers to assess the effectiveness of current programs and practices to determine what actions may be needed to improve the effectiveness of BFT’s Total Rewards program.

The policy calls for a review of each element of the Total Rewards program when considering an adjustment for any one factor or component. This policy also sets forth a schedule and method for conducting regular salary and benefit surveys to ensure BFT maintains its competitive position among market comparable employers.

**3. Total Rewards**

The following reward components are identified for consideration and review under the Total Rewards policy:

**Compensation**

Equitable salaries based on market comparable positions among local public jurisdictions and comparable transit agencies.

**Health Insurance**

Coverage includes medical, dental, vision, life and long-term disability insurance as set forth in chapter 41.05 RCW. Ben Franklin Transit subsidizes 95% of employee premiums and 80% of dependent premiums.

**Paid Time Off**

**Paid Holidays.** Six paid holidays are recognized in accordance with the Agency's published holiday schedule.

**General Leave.** Paid leave which is accrued according to the years of service schedule as set forth in the Benefits Policy. General Leave includes an allocation for Sick Leave in accordance with Washington State Initiative 1433.

**Investments**

Voluntary Health Reimbursement Account (VEBA) funded by the employer.

**Retiree Income**

Contributions to the Washington State Public Employees Retirement Systems (PERS).

**4. Biannual Evaluation of Total Rewards**

On a biannual basis, the Human Resources department will evaluate each component of the Total Rewards program to determine the Agency's status regarding market comparability and the affordability and sustainability of rewards. The process of evaluation of each Total Rewards component is set forth below.

**Compensation Evaluation**

A Salary Survey will be conducted every two years to ensure BFT's salary structure midpoints remain within a 5% variance of established market rates.

The survey will be conducted for each non-represented position and will include the range minimum, midpoint and maximum by position.

Each BFT position midpoint will be evaluated against counterpart roles within comparable transit agencies and local public jurisdictions.

Comparable Transit Agencies will be those identified by the Public Employee Relations Commission (PERC) and deemed as comparable for the purpose of Collective Bargaining. Local public jurisdictions will include the cities of Kennewick, Richland and Pasco.

It is recognized that certain positions are specific to transit agency operations. In such cases, only Transit Agency data will be considered when calculating the market mean.

Job duties and position hierarchy will be considered when matching positions for salary comparison.

A minimum of three data points will be obtained for adequate benchmarking.

Geographic adjustments will be applied to the final survey results to account for regional differences.

Market variances from established BFT midpoints will be noted and reviewed with the General Manager.

**Salary Structure Evaluation**

Should survey results demonstrate a market mean variance greater than 5% from BFT's established salary structure range at midpoint, consideration will be given to adjust the midpoint of the range or assign a position to a new range band. The range spread of 40% will be adjusted to accommodate the change in midpoint, and new rates will be established for minimums, maximums and quartiles according to the established range spread.

Salary structure adjustments for position midpoints and range assignments must be approved by the General Manager. Salary structure adjustments must be completed prior to the annual performance appraisal cycle.

**Individual Salary Evaluation**

Salaries of individuals for whom the market rate for their position adjusted upward greater than 5% from BFT's established salary structure at midpoint will be considered for a base rate adjustment to align them with their former compa-ratio.

Base rate adjustments may coincide with the annual performance appraisal cycles. In that event, merit percentages would apply after base rate adjustments have been made.

Salaries of individuals for whom the market rate for their position adjusted downward greater than 5% from BFT's established salary structure at midpoint will be maintained at their current salary and continue to be eligible to receive merit adjustments as outlined in BFT's Merit Matrix, provided they have not reached the maximum salary for their range.

Employees who have reached the maximum salary for their range will be "red-circled" and will not be eligible for base rate adjustments or merit adjustments until the market aligns to bring their salary below the range maximum.

**Health Insurance**

BFT will engage the services of a licensed broker to identify market comparable plans for medical, dental, vision, life and long-term disability insurance.

BFT will solicit the recommendation of the broker to consider whether plan changes or premium contribution changes would be advisable.

BFT will provide the Board of Directors with any recommendation which would propose a change to the existing premium contribution percentages.

**Paid Time Off**

A Paid Time Off survey will be conducted every two years to ensure BFT's paid time off benefits remain competitive among market comparable employers.

The survey will include comparisons at the ten-year service mark for the number of days of paid time off benefits including Paid Holidays, Floating Holidays, General Leave/Vacation time, Sick Leave or for any additional reason.

The survey will include comparisons of the administrative processes for paid time off benefits, including cash out, carryover and separation practices.

Comparable Transit Agencies will be those identified by PERC as comparable for the purpose of Collective Bargaining. Local public jurisdictions will include the cities of Kennewick, Richland and Pasco.

Should survey results demonstrate a market variance greater than 24 hours or three days from BFT's established collective paid time off at the ten-year made, BFT will give consideration to increasing its paid time off benefits.

Should survey results demonstrate greater administrative flexibility for paid time off benefits at comparable employers, BFT will consider recommending options for increasing the administrative flexibility of its existing programs. Increases to the paid time off benefit must be approved by the Board of Directors.

Changes that increase the flexibility of the administration of paid time off benefits must be approved by the General Manager.

### **Investments**

An investment program survey will be conducted every two years to ensure BFT's benefits remain competitive among market comparable employers for investment programs and plans.

The survey will include comparisons of the investment contributions made on behalf of employees into VEBA Accounts, Health Savings Plans and Deferred Contribution/457 Investment plans.

The survey will demonstrate which positions are eligible for investment benefits, and whether the employer contribution varies by position within the organization.

The survey will identify the contribution rates and/or percentage of salary match offered for investment benefits.

Comparable Transit Agencies will be those identified by PERC as comparable for the purpose of Collective Bargaining. Local public jurisdictions will include the cities of Kennewick, Richland and Pasco.

Should survey results demonstrate that BFT lags its comparable employers in this area, BFT will consider increasing its rates and/or options for investment benefits.

Increases to the existing VEBA benefits must be approved by the Board of Directors.

### **Retiree Income**

Contributions to the Washington State Public Employees Retirement Systems (PERS) will continue to be administered in compliance with chapter 41.05 RCW. Rate changes will be adjusted as determined by legislative vote.

BFT's comprehensive employee programs are intended to provide equitable opportunities for growth and development within an engaging work environment. Total Rewards is one aspect of BFT's comprehensive employee programs.

Other benefits not included in the definition of Total Rewards include Tuition Reimbursement, Jury Duty and Witness Service Pay, Bereavement or Military Leave, Short-Term Disability Benefits and Recognition Awards. Although these benefits provide remuneration for specific circumstances, they are based upon occurrence and therefore not all employees will receive these benefits during the course their employment.

**See: Compensation Policy**

**See: Comprehensive Benefits Policy**

# Memorandum

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Date: January 11, 2024

To: Rachele Glazier, General Manager

From: Kevin Sliger, Chief Planning & Development Officer

RE: Resolution 04-2024 authorizing the General Manager to increase budget of Associated Supplemental Contracted Transportation Services Contract #1160 by \$2.99 million and approve Nomad Transit LLC, dba Via (VIA) to operate expansion services through the end of the contract in April 2025

## **Background**

At the November 2018 Special Board Meeting, the Ben Franklin Transit (BFT) Board of Directors directed staff to prepare a Request for Proposals (RFP) for Contracted Services, with services to begin in the fourth quarter of 2019. Contracted Services were intended to replace services lost when the prior taxi company ceased operations, followed by the Board of Directors approving a series of other measures on a demonstration (temporary/demonstration) basis to meet demand for services previously provided by the taxi operator. At the end of the RFP process, Via was selected as the operator and has provided on-demand microtransit services, CONNECT, since April 2020.

CONNECT has become a staple of BFT's suite of transit services, and it has provided public transportation access to many who do not live within walking distance of fixed route services or are not eligible for ADA Dial-A-Ride. In March of 2023, BFT Board of Directors approved the extension of the Contract #1160 service period for an additional two (2) years, which would allow Via to operate the CONNECT on-demand service until April 30, 2025.

## **Service Expansion Overview**

Current CONNECT services include general public, on-demand services in the Tri-Cities. BFT staff is recommending that Contract #1160 be amended to include additional expansion services that will allow Via to assist in providing ADA Dial-A-Ride overflow services, general public and student focused on-demand services in Prosser and Benton City, and additional budget for new on-demand services for the Tri-Cities Airport. Recommendations to include ADA Dial-A-Ride overflow and Prosser and Benton City services are being put forth to address ongoing staffing issues, service performance, and reduce operating costs. Tri-Cities Airport service will require an additional budget increase, but the other two expansion service costs are expected to be offset by savings from the Dial-A-Ride operating budget.

BFT has the right to contract these services due to the fact that these services, and other like services, have been contracted out in the past. A brief description of the expansion services is provided below:

### *1. Benton City & Prosser Service*

Via would provide public and student-focused on-demand services in Benton and Prosser City. This service would provide the current, BFT operated General Demand service in these areas. The

main benefits of contracting these services out to Via are a reduction of costs and efficiency improvements.

BFT assumes the Benton City and Prosser services will account for 35 trips/boardings per day, 80% of which will be prebooked school trips. This is estimated to account for ~650 vehicle hours per month that Via will operate. These services will also require a higher caliber of Via driver, Via has requested a higher vehicle hour rate of \$57.50. The higher vehicle hour rate accounts for additional driver training and call center support.

### *2. ADA Dial-A-Ride Overflow Trips*

Via would provide ADA Dial-A-Ride overflow trips that cannot be provided by BFT staff, and will also assist in providing unscheduled, same day trips. The benefits of having Via provide these services are increased reliability for passengers, flexibility, and efficiency. This service will also be more cost effective to provide by reducing cost per hour and the amount of overtime mandated to provide overflow trips.

BFT assumes that Via will help provide up to 70 overflow DAR trips a day, or an estimated ~2,100 vehicle hours a month. This number is expected to fluctuate based on demand and BFT staff availability. As with the Benton City and Prosser services, these services will also require a higher caliber of Via driver, Via has requested a higher vehicle hour rate of \$57.50.

### *3. Airport Service*

Via would provide direct trips between designated BFT transit centers, park & rides and the Tri-Cities Airport. This service will be differentiated from the current general public on-demand service in the Tri-Cities in that customers will be able to cross zone boundaries and book a direct trip to and from the airport. BFT currently does not provide direct fixed route service to the airport, staff believes providing the airport service option via CONNECT will create a cost-effective way of offering public transit to and from the Tri-Cities Airport.

BFT assumes that Via will conduct anywhere from 30 to 40 trips per day to the airport, which can be fulfilled with an estimated ~560 revenue hours per month. Via will charge BFT the same rate as the standard CONNECT service, which is \$50.16 per vehicle revenue (\$51.66 starting May 2024).

### **Costs**

Via's current vehicle hour rate of \$50.16 will be applied to the airport service. An increased vehicle hour cost of \$57.50 will be applied to ADA Dial-A-Ride overflow trips and school-focused services. The total estimated costs of these services are \$2.99 million (*see Table 1*). In reality, these estimated costs are expected to be lower than \$2.99 million due to the fact that the service may be implemented later than January 2024. All costs associated with the ADA Dial-A-Ride overflow and Prosser & Benton City services are expected to be covered by cost savings arising from not operating the services directly. Currently, BFT estimates that operating these services in-house costs approximately \$145 per revenue hour.

BFT staff recommends contracting both the ADA Dial-A-Ride overflow and Prosser & Benton City services out to significantly reduce operations costs and realize significant savings to the

Agency funds over the course of the contract. The proposed airport service represents a newly added service and should be considered a budget increase to the current CONNECT operating budget.

Table 1 - Expansion Service Estimated Costs

	Total Vehicle Hours* (Jan '24 - Apr '25)**	Rate / Vehicle Hour	Not-to-Exceed Amount (Jan '24 - Apr '25)*
<b>Benton City &amp; Prosser Service</b>	10,400	<b>\$57.50</b> (higher rate to account for additional driver training and call center support)	\$598K
<b>DAR Overflow Trips</b>	33,600	<b>\$57.50</b> (higher rate to account for additional driver training and call center support)	\$1.93M
<b>Airport Service</b>	8,960	<b>\$50.16</b> for Jan - Apr'24 period <b>\$51.66</b> for May'24 - Apr'25 period (CONNECT contract rate)	\$460K
<b>TOTAL (recurring)</b>	<b>52,960</b>		<b>\$2.99M</b>

**Timeline**

BFT plans to start implementing the Via expansion services the beginning in March 2024. Via will need to ramp up and add drivers and vehicles, with full implementation expected by June 2024. Prosser & Benton City student-focused services may be delayed until after the 2023-2024 school year so as not to disrupt students’ transportation during the middle of the academic year.

**Funding**

Budgeted: Partially  
 Budget Source: Operating Budget  
 Funding Source: Local

**Recommendation**

Approve Resolution 04-2024 and authorize the General Manager to increase the budget of Associated Supplemental Contracted Transportation Services Contract #1160 by \$2.99 million to expand Via operated services to encompass Dial-A-Ride overflow as needed, Benton City and Prosser on-demand services, and general public on demand service to the Tri-Cities Airport.

Forward as presented:

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Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 04-2024**

**AUTHORIZING THE GENERAL MANAGER TO INCREASE BUDGET OF ASSOCIATED SUPPLEMENTAL CONTRACTED TRANSPORTATION SERVICES CONTRACT #1160 BY \$2.99 MILLION AND APPROVE NOMAD TRANSIT LLC, DBA VIA (VIA) TO OPERATE EXPANSION SERVICES THROUGH THE END OF THE CONTRACT IN APRIL 2025**

WHEREAS, Ben Franklin Transit (BFT) Board of Directors authorized the General Manager to exercise the fourth and fifth year option of CONTRACT #1160; and

WHEREAS, Via has the ability alleviate staffing issues and provide assistance in meeting the demand of ADA Dial-A-Ride overflow trips; and

WHEREAS, Via has the ability to operate Prosser and Benton City general public and student-focused on-demand services in a more cost-effective way; and

WHEREAS, an expansion of Via's on demand service in Tri-Cities to include airport service has been recommended.

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

The General Manager is authorized to increase the budget of Associated Supplemental Contracted Transportation Services Contract #1160 by \$2.99 million to expand Via operated services.

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, January 11, 2024, held at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

\_\_\_\_\_  
Anel Montejano, Clerk of Board

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

APPROVED AS TO FORM BY:

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



# Additional Board Information

## January 2024

1. 90-Day Procurement Outlook as of 12/27/2023

