



BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 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](#). If you wish to make public comments during the meeting, you must attend the meeting in person, not via Zoom.

AGENDA

- | | |
|--------------------------------------------------------------------------------------------|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Anel Montejano |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Action Item | Jeremy Bishop |
| A. Resolution 17-2024 Board Meeting Participation Policy (<i>page 6</i>) | |
| 5. Public Comments | Chair McKay |
| <i>Public Comments regarding Agenda Item 11A will be taken after the 11A presentation.</i> | |
| 6. Approval of Agenda (<i>page 1</i>) | Chair McKay |
| 7. Recognitions | |
| A. 2023 Safety Star Award | WSTIP |
| B. Resolution 18-2024 Retirement of Bill Barlow (<i>page 13</i>) | Kevin Sliger |

8. Citizens Advisory Network (CAN) Report (page 14) Matthew Howie

9. Consent Agenda

- A. March 14, 2024, Regular Board Meeting Minutes (page 15)
- B. March Voucher Summary (page 22)
- C. Resolution 19-2024 Authorizing the Interim General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of per BFT Policy FIN-108 (page 43)
- D. Resolution 20-2024 Adopting the Revised Fixed Assets Policy FIN-102 (page 46)

10. Discussion & Informational Items

- A. Downtown Pasco and West Pasco Update (page 73) Kevin Sliger
- B. Special Events Update (page 81) Kevin Sliger
- C. Financial Report (page 83) Sarah Funk
- D. Climate Commitment Act Update; Impact of I-2117 (page 91) Sarah Funk

11. Action Items

- A. Sales Tax Reduction Resolution
 - i. Staff Presentation (page 97) Sarah Funk/Kevin Sliger
 - ii. Public Comments Chair McKay
 - iii. Resolution 21-2024 Regarding Submission of a Proposition to the Voters to Reduce Sales and Use Tax for Public Transportation (page 113) Jeremy Bishop
- B. Resolution 22-2024 Authorizing the Interim General Manager to Purchase Real Property for the West Pasco Transit Center up to \$3 Million (page 114) Kevin Sliger
- C. Resolution 23-2024 Authorizing the Interim General Manager to Award the 6 Enterprise Resource Planning (ERP) Software to Workday, Inc. and System Integrator AVAAP (page 117) Sarah Funk

12. Staff Reports & Comments

- A. Legal Report Jeremy Bishop
- B. Interim General Manager’s Report Sarah Funk

13. Board Member Comments

14. Executive Session

15. Other

16. Next Meeting

Regular Board Meeting – Thursday, May 9, 2024, at 6:00 p.m.

17. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

Jueves, 11 de Abril, 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

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](#). Si desea hacer comentarios públicos durante la reunión debe asistir la reunión en persona, no a través de Zoom.

AGENDA

- | | |
|---------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Anel Montejano |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Tema de Acción 1 | Jeremy Bishop |
| A. Resolución 17-2024 Póliza de Participación de la Reunión de la Junta (<i>página 6</i>) | |
| 5. Comentarios públicos | Presidente McKay |
| <i>Comentarios públicos al respecto de Tema de Agenda 11A se tomarán después de la 11A presentación</i> | |
| 6. Aprobación de la agenda (<i>página 1</i>) | Presidente McKay |

7. Reconocimientos

- A. 2023 Safety Star Premio WSTIP
- B. Resolución 18-2024 Jubilación de Bill Barlow (*página 13*) Kevin Sliger

8. Reporte del Citizens Advisory Network (CAN) (*página 14*) Matthew Howie

9. Agenda de consentimiento

- A. 14 de Marzo, 2024, Actas de la Reunión Ordinaria de la Junta (*página 15*)
- B. Resumen de los Comprobantes de Marzo (*página 22*)
- C. Resolución 19-2024 Autorizando al Interino Director General para Declarar Vehículos Listados en el Anexo A como Exceso y Disponer de por BFT Póliza FIN-108 (*página 43*)
- D. Resolución 20-2024 Adoptando la Revisada Póliza de Activos Fijos, Póliza FIN-102 (*página 46*)

10. Temas de discusión y de información

- A. Actualización del Centro de Pasco y Oeste de Pasco (*página 73*) Kevin Sliger
- B. Actualización de Eventos Especiales (*página 81*) Kevin Sliger
- C. Informe Financiero (*página 83*) Sarah Funk
- D. Actualización de la Ley de Compromiso Climático; Impacto de I-2117 (*página 91*) Sarah Funk

11. Temas de Acción

- A. Resolución de Reducción de los Impuestos Sobre las Ventas
 - i. Presentaciones del Personal (*página 97*) Sarah Funk/Kevin Sliger
 - ii. Comentarios públicos Chair McKay
 - iii. Resolución 21-2024 Respecto a la Presentación de una Propuesta a los Votantes para Reducir el Impuesto Sobre las Ventas y Usar los Impuestos para Transporte Público (*página 113*) Jeremy Bishop
- B. Resolución 22-2024 Autorizando al Interino Director General para Comprar Propiedad en el Oeste de Pasco hasta \$3 Millón (*página 114*) Kevin Sliger
- C. Resolución 23-2024 Autorizando al Interino Director General para Adjudicar el Software y Servicios de Planificación de Recursos Empresariales a Workday, Inc. y System Integrator AVAAP (*página 117*) Sarah Funk

12. Informes y comentarios del personal

- A. Informe Jurídico Jeremy Bishop
- B. Informe del Director General Sarah Funk

13. Comentarios de los miembros de la Junta

14. Sesión ejecutiva

15. Otro

16. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 9 de Mayo, 2024, a las 6:00 p.m.

17. Aplazamiento

**BEN FRANKLIN TRANSIT
RESOLUTION 17-2024**

**A RESOLUTION REGARDING PUBLIC PARTICIPATION AT PUBLIC MEETINGS OF
THE BOARD OF DIRECTORS**

WHEREAS, BFT is subject to the Open Public Meetings Act under RCW 42.30; and

WHEREAS, BFT permits public attendance at Board Meetings as required by law; and

WHEREAS, BFT permits public comment at Board Meetings as required by law; and

WHEREAS, BFT has experienced disruptions of the Board Meetings from the public;
and

WHEREAS, BFT has the authority under RCW 42.30.240(4) to place limitations on
public comment; and

WHEREAS, BFT has the authority under RCW 42.30.050 to establish procedures for
addressing interruptions and disruptions of Board Meetings caused by the
public;

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

1. The Policy Regarding Public Participation at Public Meetings is hereby adopted and
approved.

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

ATTEST:

Anel Montejano, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

POLICY REGARDING PUBLIC PARTICIPATION AT PUBLIC MEETINGS

I. Public Comment at Regular Board Meetings

- A. Public comment periods are opportunities for members of the public to comment on items on the meeting's agenda. The agenda for a particular Board meeting may specify the total time allotted for the public comment period and for time limits for individual comments. If no such designation is made on the agenda, the time limit shall be 30 minutes overall and 3 minutes per speaker.
- B. Public comment at Regular Board meetings shall be limited to matters on the Meeting Agenda and other matters directly related to, or under the direction of, the Ben Franklin Transit Board of Director's Authority; and
- C. The Board Chair shall ensure that all public comment is in accordance with this policy.
- D. Individuals who wish to speak will first be taken from those who sign up for public comment via the BFT website. Thereafter, if time permits, other members of the public who are present and request to speak will be selected by the Board Chair.
- E. When recognized by the Board Chair, the individual shall approach the podium (if capable), state the individual's name for the record, identify in which jurisdiction they reside, and identify the item to which the individual will speak. At the Board Chair's discretion, this Rule may be waived in the interest of personal safety of the person speaking.
- F. Board meetings are electronically recorded; therefore, speakers wishing to address the Board during the established public comment period shall speak only from the microphones provided for public speakers.
- G. If no speakers sign up to address the Board, or if the public comments conclude before the 30-minute time period has elapsed, the comment period shall be closed, and the Board shall resume its business, with no further opportunity for public comment at that meeting.

H. No public comments addressing the merits of a quasi-judicial action shall be permitted at any Council meeting.

I. Public Comment periods for the public to address the Board, but not for the Board to address the public.

II. Disruptions of Board Meetings

A. Disruptions of Board meetings are prohibited. Disruptions include but are not limited to the following:

1. Failure of a speaker to comply with the allotted time established for the individual speaker's public comment;
2. Outbursts from members of the public who have not been recognized by the Board Chair for public comment;
3. Comments that are not in compliance with these rules or on which a public hearing is being held;
4. Delaying the orderly conduct or progress of the public comment period, including a failure to respect the process of accommodating individuals who wish to provide public comment;
5. Use of an allotted individual comment period for purposeful delay, including remaining silent or engaging in other activity without conveying a discernible message;
6. Standing in the center aisle or front row of the audience unless speaking as recognized by the Board Chair, waiting to speak during the public comment period, or gathering meeting materials distributed by Legislative Department staff;
7. Holding or placement of a banner or sign in the Board Meeting room in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a meeting;

8. Behavior that intentionally disrupts, disturbs, or otherwise impedes attendance or participation at a meeting; or

9. Failure to follow the direction of a Board Chair or security official related to disruptions described herein.

B. Signs may be displayed during meetings in a manner consistent with these Rules. Any written communication intended for the Board of Directors may be submitted to the Board Clerk, or via the BFT website, for distribution to the intended recipient(s).

C. The Board Chair shall preserve the order and decorum of a meeting at all times. If an individual fails to comply with these rules, the Board Chair may issue an oral or written warning to the individual that the individual's behavior is out of order. An oral or written warning may be issued based on an individual's prior conduct at a meeting. If the individual continues to engage in activity that violates these rules, any Board Member may:

1. Terminate the individual's comment period;
2. Direct security staff to assist an individual to the individual's seat; or
3. Direct security staff to remove the individual from the meeting room.

D. Any individual ordered to be removed from a meeting pursuant to these rules shall be excluded from returning to that same meeting from which the individual was removed.

E. If an individual fails to comply with the requirements of these rules over the course of multiple meetings, any Board Member may exclude the individual from participation in future public comment periods before the Board or exclude the individual from attendance at future Board meetings.

F. The Board Member imposing the exclusion shall inform the individual of the specific reason for, and the specific terms of, the exclusion.

G. An initial and any subsequent exclusion of an individual from future participation in public comment periods or future attendance at Board meetings may be issued for up to 45 calendar days.

H. If an individual is subject to an exclusion from future attendance at Board meetings for a period of 45 calendar days, and further engages in activity that violates these rules, within 90 days after the termination of the exclusion period, an additional exclusion from future attendance at Board meetings may be issued for up to 90 calendar days.

I. If an individual is subject to an exclusion from future attendance at Board meetings for a period of 90 or more calendar days, and further engages in activity that violates these rules, within 90 days after the termination of the exclusion period, an additional exclusion from future attendance at Board meetings may be issued for up to 180 calendar days.

J. The preceding periods of exclusion are subject to increase, or decrease, at the discretion of the Board Chair, dependent upon the seriousness of the disruption, the number of disruptions, and the individual's prior record of conduct at Board meetings.

K. When issuing an exclusion from future public comment periods, or from future attendance at Board meetings, the Board Member shall include specific notification that the individual may submit written comments to the Board Clerk, or via the BFT website, for distribution to the Board at future public comment periods.

IV. Abusive and Harassing Behavior During Board Meetings

A. Engaging in abusive or harassing behavior may subject an individual to immediate removal from a meeting and an exclusion from future attendance at Board meetings for a period of up to one year.

B. Abusive and harassing behavior means actions that purposefully or recklessly alarm other individuals and serve no legitimate advocacy purpose. Abusive and harassing behavior includes but is not limited to the following:

1. The use of obscene language and gestures;
2. Assaults or threatening behavior; or
3. Sexual misconduct, such as indecent exposure, offensive touching, or sexual harassment, including threats of such behavior.

C. Engaging in abusive or harassing behavior may subject an individual to criminal sanctions in addition to enforcement of the Council Rules.

V. Appeals of Meeting Exclusions; Other Authority

A. The decision of any Board Member to impose a sanction or exclusion for disruptive activity may be overruled by a majority vote of those Board Members in attendance either at the meeting where the disruption took place or at the next regularly scheduled Board meeting.

B. Any individual excluded from participation in future public comment periods or from attendance at future Board meetings for a period of more than two calendar days may appeal the exclusion by submitting a written appeal to the General Counsel within five business days after receiving notice of the exclusion. Upon receipt of a written appeal, the Board of Directors shall consider the appeal at its next regularly scheduled open public meeting. The individual's exclusion from public comment periods or from attendance at Board meetings shall remain in effect during the Board's consideration of the appeal.

VI. Interruption(s) to City Council Meetings and Committee Meetings.

A. It is the responsibility of the Board Chair to maintain order and adjourn any meeting as the Board Chair deems necessary.

B. Pursuant to RCW 42.30.050, If a meeting is interrupted by any person or by a group or groups of persons so as to render the orderly conduct of the meeting not feasible, and order cannot be restored by the removal of individuals who are interrupting the meeting, the members of the Board conducting the meeting may order the meeting room cleared and continue in session, or may adjourn the meeting and re-convene at another location selected by majority vote of the Board Members present. In such a session, final disposition may be taken only on matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this provision. The Board may establish procedures for re-admitting an individual or individuals not responsible for disturbing the orderly conduct of the meeting.

Adopted by Resolution 17-2024 and passed by the BENTON FRANKLIN PUBLIC TRANSPORTATION BENEFIT AREA AUTHORITY at a meeting duly called and held on Thursday, April 11, 2024; and signed as authentication of its approval this 11th day of April 2024.

William McKay, Chairperson
Benton Franklin Public Transportation Benefit Area Authority

**BEN FRANKLIN TRANSIT
RESOLUTION 18-2024**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
BILL BARLOW'S YEARS OF SERVICE**

WHEREAS, Bill Barlow has dedicated 6 ½ years of exemplary service to Ben Franklin Transit (BFT), demonstrating exceptional commitment and contributions to our agency; and

WHEREAS, Bill Barlow's expertise in transportation planning, data analysis and budget management has been instrumental in advancing our organization's decision-making processes; and

WHEREAS, Bill Barlow's efforts in transit networking and community engagement, including his leadership of the Benton City and Prosser steering committee, have fostered collaboration and innovation within our transit system; and

WHEREAS, Bill Barlow submitted a notice of retirement to BFT with an effective date of April 11, 2024;

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

1. Bill Barlow's distinguished service to Ben Franklin Transit and the communities we serve is hereby recognized and celebrated.
2. The Board acknowledges Bill Barlow's outstanding leadership, dedication, and contributions to our organization.
3. The Ben Franklin Transit Board of Directors affirms the recognition of Bill Barlow, Transit Planning Manager, and extend our sincere gratitude on behalf of the agency, its employees, and its customers. BFT wishes him a fulfilling retirement.

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

The BFT Citizen Advisory Network (CAN) is tasked in CAN Standing Rules – Section 1.1.a to assist BFT by serving as an advisory body to BFT Management and to the BFT Board of Directors. In that capacity the following recommendation is offered.

CAN Recommendation 2024-03

April 8, 2024

Move Ahead Washington and Proposed Sales Tax Rate Reduction

Issue:

During March 14, 2024, BFT Regular Board Meeting Board, Board Member(s) stated that they will be discussing reducing the six-tenth of one percent sales tax that is currently implemented.

This same issue came before the BFT Board in 2022, at which time the BFT Board considered cutting the tax and forgoing the benefits of the “[Move Ahead Washington](#)” funds, which results in approximately \$5M in funding to Ben Franklin Transit per year. This proposal was rejected by the Board at that time.

One of the Mandatory Requirements for BFT to receive the Move Ahead Washington funds is that all riders 18 years and younger be able to ride free.

Ben Franklin Transit just posted on “[Facebook](#)” that in 2023 more than 1 million youth Riders used BFT provided services.

Another Mandatory Requirement to receive the \$5M per year Move Ahead Washington funds is that the district maintains the sales tax at the same rate, or higher, than the rate was on January 1, 2022.

The Citizen Advisory Network points out that the impact of not receiving the Move Ahead Washington funds will leave a shortfall in the budget of approximately \$5M per year. The \$70 million over the next 13 years that BFT is currently anticipated to collect under the current rate would instead be disbursed to other transit districts in the state and will be lost as revenue to Ben Franklin Transit and the local community if the tax reduction occurs.

Additionally, the reduction of the Sales Tax from .6% to .5% would result in a loss of \$6.8M in 2025, escalating each year until it reaches \$11.4M in 2037.

This lost revenue will need to be made up by increasing fares. With an estimated 2.4M Riders and a lost revenue of \$12.2M in 2025 this equates to a required increase in fares of \$5 per ride.

This means that for the lost revenue of \$12.2M to be met the Board is going to have to raise the Fare per ride to \$6. That results in a round-trip ride with one transfer, for instance going from Kennewick to Richland with a transfer at Three Rivers, would cost the rider \$24. Monthly Passes will need to be raised from \$10 per month to \$70 per month.

The Citizen Advisory Network recognizes that the reduction of the current Transit Tax will appeal to some citizens as a “tax cut”; however, it would lead to ineligibility for BFT to receive any of the Move Forward Washington funds from the state plus the loss of 17% of the Sales Tax Revenue.

With a combined population between Benton and Franklin counties of 315,000 and proposed decrease in Sales Tax of \$6.8M, the result is an average savings of \$21.52 per person per year. That amount of savings is inconsequential compared to the impact of the loss of funds to BFT.

Recommendation:

Therefore we, in our advisory capacity for the Riders and Public, recommend to the Board that the current tax rate not be reduced.



BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 14, 2024, 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	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Kurt Maier	Director	Present
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Stephen Bauman	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, Shane Anderson, Jamie Bergstrom, Tina Braswell, Janet Brett, Imelda Collop, Terry DeJuan, Sarah Funk, Catherine Hamm, Brian Lubanski, Gabe Martin, Mackenzie Miller, Anel Montejano, Shawna Munyan, Rob Orvis, Joshua Rosas, Kevin Sliger, Cristina Templeton, 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

BFT's Legal Counsel Jeremy Bishop read the ground rules on the public comment period and

stated that submitted written public comments have been provided to the Board members. Chair McKay then opened the meeting to comments from the public.

Emily Pearce, a resident of Prosser and a Fixed Route Dispatcher, addressed the Board on how public transportation provides economic opportunities.

Laurie Beauchene addressed the Board and spoke in favor of Dial-A-Ride services.

Pam Lance, a resident of Richland and a Dial-A-Ride customer, addressed the Board and also spoke in favor of Dial-A-Ride services.

Nathan Baker, a resident of Pasco and a Driver/Dispatcher Reservationist, spoke against Via services.

Solomon Torelli, a resident of Richland and Fixed Route Operator for Ben Franklin Transit, addressed the Board about how the public comments have been sparse since it was decided to maintain the sales tax that funds Ben Franklin Transit up to December of last year.

Susan Ellis, a member of SEIU and a caregiver, addressed the Board about when information is going to be made available to the public so there is transparency.

Bernie Vinther from Kennewick addressed the Board and spoke in favor of Dial-A-Ride services.

Patty Nester-Cosack addressed the Board about stating who they are and where they are from, because the lights are hitting right on the name plates, and no one can see the names. She stated she had concerns and spoke against Via.

Pat Osborne, a resident of Kennewick, addressed the Board about seeing the minutes from the Board meetings and asked for a date when Via is supposed to take place.

Carmen Forney, a member of the Caregivers Union, and her husband is a Dial-A-Ride Driver, addressed the Board and spoke in favor of Dial-A-Ride services.

Casey Kasselder, a resident of Kennewick, addressed the Board to thank them for doing the hard part of the job, which is making decisions that not everybody will be happy with. She spoke about how Dial-A-Ride services are not going anywhere as it is a legal law, and she expressed her concerns. She asked the Board to explain to the public what the law of the Americans with Disabilities Act is.

Lisa Lafontaine, a resident of Kennewick and a member of the Caregivers Union, addressed the Board. She spoke in favor of Dial-A-Ride services.

Written Public Comments Received Prior to the Meeting

Katherine Torelli, a resident of Richland, addressed the Board and wrote against outsourcing the overflow Dial-A-Ride Service.

Alice Orrell, a resident of Richland, addressed the Board and wrote against approving all the changes proposed at the February 8, 2024, Board meeting.

Cindy Tucker, a resident of Benton County, addressed the Board and wrote against contracting Prosser/Benton City routes to Via. She spoke in favor of Dial-A-Ride services.

Carol Larkin, a resident of Richland, addressed the Board and wrote against outsourcing to Via. She spoke in favor of Dial-A-Ride services.

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. CITIZENS ADVISORY NETWORK (CAN) REPORT

Mr. Matthew Howie provided a report on the Citizens Advisory Network. At their most recent meeting on February 26, 2024, they discussed with staff mostly fare-related issues, including the Veteran and Senior Passes, costs associated with BFT's mobile application, and printing and distributing passes and tickets. The Citizens Advisory Network is proud of Ben Franklin Transit's efforts to reduce fares at a time when riders are being impacted by the increase of the cost of goods and services. The CAN continues to offer their perspective on the ongoing discussions regarding VIA Connect. They will be providing feedback on the rollout of audio instruction on the fixed route buses. CAN members express their concerns with the difficulty of getting sufficient transit information for those who have visual impairments. CAN reminded the Board of Directors of the ongoing effort to repeal the 2021 Climate Commitment Act, called Initiative 2117. If repealed, it would eliminate the current funding source for Ben Franklin Transit's youth-ride-free program, and the Tri-Cities depends on this program to help kids get to where they need to go. They reviewed budget projections which appear to indicate the loss of funds through the Climate Commitment Act up to \$7 million per year. The CAN wanted to follow up with the Board of Directors on its two recommendations from the last regular meeting regarding its policies to no longer allow public comments via Zoom and to no longer allow public comments on non-agenda items.

Chair McKay stated prior to COVID, there was no Zoom. Public comments sometimes last from 30 to 45 minutes, and other counties and cities are running meetings the same. They are trying to be more efficient. He also stated that they had received five or six public comments through email, and the Board of Directors read those as well.

Vice Chair Brad Beauchamp stated that at the City of Kennewick, they discussed receiving comments through Zoom. They researched it, as it was taking up time, and found those making comments were not from the area and it was disruptive towards an effective meeting. He commended those individuals who made the effort to make it to the meeting, as it was probably not very easy.

Director Caleb Suttle stated he understood Vice Chair Beauchamp's comment about the City of Kennewick, but Ben Franklin Transit is federally funded and thinks anybody should be able to make a comment in the United States.

Director Kurt Maier asked whether the public comments that were received by email will be reflected in the minutes for this meeting, as when people attend the meetings and speak it's part of the record and it shows up in the minutes. After discussion among the Board members, it was decided that written public comments will be reflected in the minutes, but not verbatim; the names of the people providing the written comments would be listed along with the topic they talked about.

7. CONSENT AGENDA

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

A. February 8, 2024, Regular Board Meeting Minutes

B. February Voucher Summary

C. Resolution 11-2024 Authorizing the General Manager to Award RFP 23-14 for Transit Service Analysis and Long-Range Plan Development to Consulting Firm Transpo Group USA, inc.

D. Resolution 12-2024 Adopting the Revised Lost and Found Policy, Policy OPS-101

E. Resolution 13-2024 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

F. Resolution 14-2024 Authorizing the General Manager to Enter into a Contract with GardaWorld for Armored Truck Transport & Cash Vault Services

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

8. ACTION ITEMS

A. Resolution 15-2024 Adopting the Revised Board of Directors Travel Policy, Policy EO-100

Mr. Bishop presented a resolution to adopt the revised Board of Directors Travel Policy EO-100, as it predates the Nonvoting Union Board member being part of the Board. It updates the definition of a Board member, which previously had defined it as an elected official in the jurisdiction assigned to the Board, to include the Nonvoting Union Board Representative.

Director Baumann moved for approval of Resolution 15-2024. The motion was seconded by Director Bloom and passed unanimously.

B. Resolution 16-2024 Approving the Ben Franklin Transit Employee Handbook Dated March 2024

Senior Manager of Human Resources Mackenzie Miller presented a memorandum and resolution for Board approval of the Ben Franklin Transit Employee Handbook, to include existing policies that were revised, policies completely removed, new policy language and portions of existing policies arranged by category and renumbered.

Director Baumann moved for approval of Resolution 16-2024. The motion was seconded by Director Sandretto and passed unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Via Presentation

Mr. Alex Lavoie, Chief Operating Officer, and Ms. Krista Glotzbach, Partnership Team for the West Coast, presented on the Via background and experience and the planned driver and safety program.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced he had no new news, but there will be an executive session that will take about half an hour.

B. General Manager's Report

General Manager Rachelle Glazier encouraged the Board members to stop by Ben Franklin Transit at any point next week, as it is Transit Employee Appreciation Week. If they happen to be out and about, and they want to stop by a transit center to thank a driver or stop by the shop and thank a mechanic, please do.

11. BOARD MEMBER COMMENTS

Director Clint Didier stated that when he started as Commissioner six years ago, he was put on the Ben Franklin Transit Board. He thinks that the budget was \$53 million around six years ago, and asked Director Richard Bloom to correct him if he was wrong. Director Bloom stated he thinks the budget was in the forties for operating budget, not the total budget. Director Didier believed it was \$43 million, he stated the budget today with all the grants and everything is about \$130 million.

Ms. Glazier stated the budget is \$63 million, not including capital.

Director Didier stated ridership is down. Ms. Glazier stated ridership is up but has not exceeded pre-COVID levels every month. In the last couple of months, they have hit 1,000 trips a day for Dial-A-Ride; prior to COVID they were at about 1,200 trips. Ridership is up in fixed route but has not exceeded pre-COVID levels every month. There have been a couple of months where it has exceeded pre-COVID levels, but it is not consistently met month after month.

Director Didier asked what the reserves are. Chief Financial Officer Sarah Funk, stated there is \$50 million in reserves, and that money is obligated for things to come in from capital projects, such as the 19 buses that were ordered.

Director Didier stated the most passengers he has seen on a fixed route bus have been five passengers in Franklin and Benton Counties. Ms. Glazier stated we are not seeing ridership at night and there were some service improvements or changes/enhancements to include Sunday service and evening service when the Tri-City Taxi went out of business, so buses are being run until 10 o'clock at night. She stated he may be seeing empty buses at night as ridership is much lower between 7:00 p.m. and 10:00 p.m. Director Didier stated it is during the day, mostly in Pasco, and asked if the ridership includes the free passes for the kids. Ms. Glazier stated it does and they count everybody. There are certain lines that have picked up ridership, certain lines they

probably have an opportunity to do something different where we don't have enough ridership to probably be running that line the number of hours that we are.

Director Didier stated that we need to look at the high food costs and high fuel costs and need to help the community out, as every family is suffering right now. He stated that we should be looking at possibly reducing the 6/10 of 1%, so they can afford to live. He stated that if we can budget for the smaller buses for moving people to the hubs for the buses that take more passengers across the river to different cities and counties and looking to be more efficient to give back to the community.

The Board discussed having an Executive Committee meeting to go over the budget before the next Board meeting and putting the sales tax on the ballot for the voters to decide. After discussion among the Board members, the Chair, Vice Chair, Director Clint Didier, and Director Richard Bloom will make up the Executive Committee.

Director Brad Beauchamp stated the topic of at least 3 or 4 meetings has been with Via and Dial-A-Ride and hopes the public feels that it's been as transparent as it possibly can be. He stated that a lot of the concerns he has written down over the last three months have been addressed, but if the public feels their concerns have not been addressed, to send an email so that they are.

Director Charles Grimm stated he has a double prosthetic; he knows another Board member who has a prosthetic and another Board member who broke his neck and recovered from that too. They take this seriously as this is near and dear to their hearts, it is important to them, and they want to get the best product and services they can for the community.

Director Kurt Maier stated there was a public comment earlier about the public not knowing who all the Board members are and he stated that he served in the Army and is originally from California.

Director Stephen Baumann stated that he appreciated the presentations and getting very detailed answers on the training and the safety record on Via. He agreed with Director Grimm and that they are there to listen very carefully and ask the right questions.

Director Richard Bloom stated they are not replacing Dial-A-Ride and stated there have been public comments before December. They are trying to address the problems we have and balancing the services that we want to provide to the public.

12. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i) for 30 minutes with no anticipated action. The Board recessed at 7:45 p.m. and returned to open session at 8.25 p.m.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

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

15. ADJOURNMENT

Chair McKay adjourned the meeting at 8:25 p.m.

Anel Montejano, Clerk of the Board

Date



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

Thursday, April 11, 2024

To: Ben Franklin Board of Directors
 From: Sarah Funk, Chief Financial Officer
 RE: Vouchers for Mar 2024

Mar 2024 vouchers totaled \$4,192,630.89. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
N.W. ADMIN. TRANSFER	Teamsters Medical	\$ 440,320.20
INTERNAL REVENUE SERVICE	Payroll Taxes	\$ 422,305.40
DEPT OF RETIREMENT SYSTEMS	Payroll Taxes	\$ 299,889.07
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 290,158.21
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 214,836.69
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 157,162.06
STATE OF WASHINGTON	Medical	\$ 108,198.45
WESTERN CONFERENCE OF	Teamsters Pension	\$ 82,684.67
COLEMAN OIL COMPANY LLC	Fuel	\$ 67,705.72
ROCKWALLA IT LLC	Contracted Services	\$ 63,922.15
US DEPT OF TRANSPORTATION	Portion of Vehicle Sales Proceeds	\$ 56,088.00
GOODMAN AND MEHLENBACHER	Contracted Services	\$ 50,654.00
WENAHA GROUP INC	Contracted Services	\$ 45,163.61
CUMMINS INC	Vehicle Parts	\$ 40,726.11
GILLIG LLC	Vehicle Parts	\$ 30,213.67
WEX BANK	Fuel	\$ 28,865.24
KPFF INC	Contracted Services	\$ 27,701.95
US BANK CORPORATE PAYMENT SYSTEMS	Travel/Merchandise	\$ 26,479.06
SUMMIT LAW GROUP	Legal Services	\$ 25,372.44
STOEL RIVES LLP	Legal Services	\$ 24,541.70
FGL LLC	Lease	\$ 22,239.10
DELL MARKETING LP	IT Supplies	\$ 19,132.60
CHRISTENSEN INC	Contracted Services	\$ 18,379.64
ALSC ARCHITECTS PS	Contracted Services	\$ 18,376.41
ROMAINE ELECTRIC CORP	Vehicle Parts	\$ 18,110.92
TEAMSTERS UNION	Teamsters Union	\$ 16,302.50
CLEAN CONCEPTS GROUP INC	Shop Supplies	\$ 15,247.09
BRIDGESTONE AMERICAS INC	Tires	\$ 15,217.45
VERIZON WIRELESS	Telephone	\$ 13,185.65
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	\$ 12,529.67
ANR GROUP INC	Contracted Services	\$ 12,477.48
CITY OF RICHLAND	Utilities	\$ 11,463.33
GOVERNMENT JOBS.COM INC	Subscription	\$ 10,955.39
CARASOFT TECHNOLOGY CORPORATION	Subscription	\$ 10,546.07
CINTAS CORPORATE SERVICES INC.	Uniforms	\$ 10,309.95

Total Significant Vendors	\$	2,727,461.65
Payroll Total	\$	1,221,087.06
Total Non-Significant Vendors	\$	244,082.18
GRAND TOTAL	\$	4,192,630.89

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 March 2024.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
505-24	80972 80972	3/8/2024	614,885.43 Payroll
506-24	80973 80973	3/22/2024	605,601.36 Payroll
529-24		3/19/2024	600.27 Payroll

Total \$ 1,221,087.06

AUTHORITY MEMBER
04/11/2024

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 March 2024.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
034-24	86953 87006	3/1/2024	335,634.22	MDSE
035-24	87007 87063	3/8/2024	314,346.70	MDSE
036-24	87064 87115	3/18/2024	507,666.43	MDSE
037-24	ACH TRANS Missed ACH in FEB	2/29/2024	1,727.52	ACH TRANS
038-24	ACH TRANS	3/8/2024	215,712.91	ACH TRANS
039-24	ACH TRANS	3/11/2024	299,767.13	ACH TRANS
040-24	87116 87186	3/25/2024	523,462.96	MDSE
041-24	ACH TRANS	3/12/2024	2,654.53	ACH TRANS
042-24	ACH TRANS	3/19/2024	294.83	ACH TRANS
043-24	ACH TRANS	3/22/2024	656,075.73	ACH TRANS
044-24	ACH TRANS	3/25/2024	816.71	ACH TRANS
045-24	VOID - 87137	3/27/2024	(4,389.47)	VOID
046-24	ACH TRANS	3/27/2024	35,206.57	ACH TRANS
047-24	ACH TRANS	3/15/2024	82,567.06	ACH TRANS

Total \$ 2,971,543.83

AUTHORITY MEMBER
 04/11/2024

March 2024 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 April 11, 2024.

ACTION: As of this date, April 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
505-24	80972 80972	3/8/2024	614,885.43 Payroll
506-24	80973 80973	3/22/2024	605,601.36 Payroll
529-24		3/19/2024	600.27 Payroll

Total \$ 1,221,087.06

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
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036-24	87064 87115	3/18/2024	507,666.43 MDSE
037-24	ACH TRANS Missed ACH in FEB	2/29/2024	1,727.52 ACH TRANS
038-24	ACH TRANS	3/8/2024	215,712.91 ACH TRANS
039-24	ACH TRANS	3/11/2024	299,767.13 ACH TRANS
040-24	87116 87186	3/25/2024	523,462.96 MDSE
041-24	ACH TRANS	3/12/2024	2,654.53 ACH TRANS
042-24	ACH TRANS	3/19/2024	294.83 ACH TRANS
043-24	ACH TRANS	3/22/2024	656,075.73 ACH TRANS
044-24	ACH TRANS	3/25/2024	816.71 ACH TRANS
045-24	VOID - 87137	3/27/2024	(4,389.47) VOID
046-24	ACH TRANS	3/27/2024	35,206.57 ACH TRANS
047-24	ACH TRANS	3/15/2024	82,567.06 ACH TRANS

Total \$ 2,971,543.83

Check Register Nos. 505-24 to 506-24 and 529-24 and 034-24 to 047-24 in the total amount of: **\$ 4,192,630.89**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 034-24

CHECK NUMBERS 86953 to 87006

DATE 03/01/2024

PURPOSE AP MAR24A VOUCHERS AMOUNT \$335,634.22

"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 Lunk (Mar 6, 2024 15:16 PST)

AUDITOR

Mar 6, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 035-24

CHECK NUMBERS 87007 to 87063

DATE 03/08/2024

PURPOSE AP MAR24B VOUCHERS AMOUNT \$314,346.70

"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 (Mar 8, 2024 13:47 PST)

AUDITOR

Mar 8, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 036-24

CHECK NUMBERS 87064 to 87115

DATE 03/18/2024

PURPOSE AP MAR24C VOUCHERS AMOUNT \$507,666.43

"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: [Mar 22, 2024 09:54 PDT]

AUDITOR

Mar 22, 2024

DATE

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

CHECK REGISTER NUMBER: 037-24

ACH WIRE TRANSFERS

DATE: 02/29/2024

PURPOSE:

A W REHN & ASSOCIATES INC.	\$1,727.52
TOTAL	\$1,727.52

"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 | Mar 22, 2024 17:21 PDT

AUDITOR

Mar 22, 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: 038-24

ACH WIRE TRANSFERS

DATE: 03/08/2024

PURPOSE:

IRS TAXES	\$211,376.43
DEPT OF RETIREMENT SYSTEMS	\$4,336.48
TOTAL	\$215,712.91

"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 (Mar 22, 2024 17:18 PDT)

AUDITOR

Mar 22, 2024

DATE

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

CHECK REGISTER NUMBER: 039-24

ACH WIRE TRANSFERS

DATE: 03/11/2024

PURPOSE:

DEPT. OF RETIREMENT	\$299,767.13
TOTAL	\$299,767.13

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


Sarah Funk (Mar 22, 2024 17:18 PDT)

AUDITOR

Mar 22, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 040-24

CHECK NUMBERS 87116 to 87186

DATE 03/25/2024

PURPOSE AP MAR24D VOUCHERS AMOUNT \$523,462.96

"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 (Mar 28, 2024 08:02 PDT)

AUDITOR

Mar 28, 2024

DATE

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

CHECK REGISTER NUMBER: 041-24

ACH WIRE TRANSFERS

DATE: 03/12/2024

PURPOSE:

WA STATE SUPPORT	\$2,654.53
TOTAL	\$2,654.53

"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 (Mar 26, 2024 15:05 PDT)

AUDITOR

Mar 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 042-24

ACH WIRE TRANSFERS

DATE: 03/19/2024

PURPOSE:

DEPT OF RETIREMENT SYSTEMS	\$121.94
IRS PAYROLL TAXES	\$172.89
TOTAL	\$294.83

"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 (Mar 26, 2024 15:05 PDT)

AUDITOR

Mar 26, 2024

DATE

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

CHECK REGISTER NUMBER: 043-24

ACH WIRE TRANSFERS

DATE: 03/22/2024

PURPOSE:

DEPT OF RETIREMENT SYSTEMS	\$4,515.48
VEBA TRUST	\$4080.00
IRS PAYROLL TAXES	\$207,430.05
NW ADMIN	\$440,050.20
TOTAL	\$656,075.73

"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 (Mar 26, 2024 15:04 PDT)

 AUDITOR

Mar 26, 2024

 DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 044-24

ACH WIRE TRANSFERS

DATE: 03/25/2024

PURPOSE:

STATE OF WASHINGTON EXCISE TAX	\$206.26
STATE OF WASHINGTON EXCISE TAX	\$340.45
NW ADMIN	\$270.00
TOTAL	\$816.71

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


Sarah Funk (Mar 27, 2024 07:07 PDT)

AUDITOR

Mar 27, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 045-24

CHECK NUMBERS 87137

DATE 03/27/2024

PURPOSE A/P VOID CHECK AMOUNT (\$4,389.47)

Vendor required separate checks for invoices.

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."


Sarah Funk (Mar 28, 2024 07:42 PDT)

AUDITOR

Mar 28, 2024

DATE

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

CHECK REGISTER NUMBER: 046-24

ACH WIRE TRANSFERS

DATE: 03/27/2024

PURPOSE:

SAMBA SAFETY	\$360.77
WEX	\$28,865.24
IRS PAYROLL TAXES	\$60.50
WA STATE SUPPORT	\$2,654.53
IRS PAYROLL TAXES	\$3,265.53
	\$35,206.57
TOTAL	

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

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 047-24

ACH WIRE TRANSFERS

DATE: 03/15/2024

PURPOSE:

US BANK	\$26,479.06
US DEPT OF TRANSPORTATION	\$56,088.00
TOTAL	\$82,567.06

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

AUDITOR

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 505-24

CHECK NUMBER	80972	\$	1,377.87
ACH TRANSFER		\$	613,507.56

PAYROLL DATE MARCH 08, 2024

PURPOSE: PPE 03/02/2024 AMOUNT: \$614,885.43

“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: 2024.03.06 16:15:36
-08'00'

AUDITOR

3/6/2024

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 506-24

CHECK NUMBER	80973	\$	904.28
ACH TRANSFER		\$	604,697.08

PAYROLL DATE MARCH 22, 2024

PURPOSE: PPE 03/16/2024 AMOUNT: \$605,601.36

“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: 2024.03.22 10:00:36
-07'00'

AUDITOR

3/22/2024

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 529-24

CHECK NUMBER	\$	0.00
ACH TRANSFER	\$	600.27

PAYROLL DATE MARCH 19, 2024

PURPOSE: PPE 02/29/2024 AMOUNT: \$600.27

“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: 2024.03.15 13:47:02 -07'00'

AUDITOR

3/15/20024
DATE

Memorandum

Date: April 11, 2024

To: Sarah Funk, Interim General Manager

From: Terry DeJuan, Senior Manager of Fleet Maintenance

Re: Resolution 19-2024 Authorizing the General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of Per BFT Policy FIN-108

Background

Ben Franklin Transit (BFT) needs to dispose of the vehicles in Exhibit A that are beyond their useful life (UL). All vehicles listed meet or exceed both federal and BFT replacement standards. Vehicles being taken out of service will be disposed of following BFT Policy FIN-108 allowing disposal of surplus property that has met the useful life expectancy.

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

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 19-2024 authorizing the Interim General Manager to declare vehicles listed in Exhibit A as surplus and dispose of per BFT Policy FIN-108.

Forward as presented:

Sarah Funk, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 19-2024

A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO DECLARE VEHICLES LISTED IN EXHIBIT A AS SURPLUS AND DISPOSE OF PER BFT POLICY FIN-108

WHEREAS, BFT has a need to surplus property; and

WHEREAS, BFT staff have determined that said vehicles are beyond useful life; and

WHEREAS, BFT Policy FIN-108 establishes the disposal of surplus items

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

1. The Interim General Manager is authorized to declare the identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The Interim General Manager is authorized to dispose of the vehicles per BFT Policy FIN-108.

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

EXHIBIT A

List of Surplus Vehicles

Vehicle Number	Year	Make Model	VIN	Odometer	Condition
7962	2014	CHEVY/EIDORADO	1GB6G5BG7E1195243	183449	Salvage
7963	2014	CHEVY/EIDORADO	1GB6G5BG1E1195819	195760	Salvage
7964	2014	CHEVY/EIDORADO	1GB6G5BG6E1195704	176927	Salvage
7965	2014	CHEVY/EIDORADO	1GB6G5BG6E1196481	175637	Salvage
7966	2014	CHEVY/EIDORADO	1GB6G5BG9E1196328	209071	Salvage
7967	2014	CHEVY/EIDORADO	1GB6G5BG6E1195881	195619	Salvage
7968	2014	CHEVY/EIDORADO	1GB6G5BG1E1196467	194948	Salvage
7969	2014	CHEVY/EIDORADO	1GB6G5BGXE1195320	204128	Salvage
7970	2014	CHEVY/EIDORADO	1GB6G5BG7E1196540	208839	Salvage
7971	2014	CHEVY/EIDORADO	1GB6G5BG8E1196577	202689	Salvage
7975	2014	CHEVY/EIDORADO	1GB6G5BG3E1196681	192290	Salvage
7976	2014	CHEVY/EIDORADO	1GB6G5BG5E1196231	217775	Salvage
7981	2014	CHEVY/EIDORADO	1GB6G5BG1E1196629	214043	Salvage
7992	2014	CHEVY/EIDORADO	1GB6G6BG4F1130972	161556	Salvage
7993	2014	CHEVY/EIDORADO	1GB6G6BGXE1195369	221667	Totaled

Memorandum

Date: April 11, 2024

To: Board of Directors

From: Sarah Funk, Interim General Manager & Chief Financial Officer

Re: Resolution 20-2024, Approval of Revised Policy FIN-102, Fixed Assets

Background

The BFT Fixed Assets Policy has not been updated since 2021.

Updates have been made related to the implementation of Governmental Accounting Standards Board (GASB) 87 – Leases and GASB 96 Subscription-Based Information Technology Arrangements (SBITA).

Additional suggested changes relate to updates for Small and Attractive Assets.

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolutions 20-2024 as presented.

Forwarded as presented:

Sarah Funk, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 20-2024

A RESOLUTION ADOPTING THE REVISED FIXED ASSETS POLICY, POLICY FIN-102

WHEREAS, Policy FIN-102, Fixed Assets, has not been updated or revised since 2021;

WHEREAS, Ben Franklin Transit has implemented new accounting standards;

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 Fixed Assets, Policy FIN-102, is hereby approved.

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

ATTEST:

Anel Montejano, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Policy Number:	FIN-102	PURPOSE: The purpose of a fixed asset inventory system is: 1) to provide control and accountability over fixed assets, and 2) to gather and maintain information needed for the preparation of financial statements. The policies and procedures in this chapter are the minimum requirements for fixed assets that Ben Franklin Transit (BFT) must meet.
Section:	FINANCE	
Effective:	12.11.2008 <u>04.11.2024</u>	
Reference:	-Resolution 60-2008 <u>20-2024</u>	
<u>Interim</u> General Manager Approval:		
Revision Number	Effective Date	Description of Change
NEW	12.11.2008	Initial Adoption (new policy)
N/A	06.14.2021	Policy number updated from 1135, 6020 to FIN-102. No change to content.
<u>N/A 1</u>	<u>04.11.2024</u>	<u>Updates for GASB 87 – Leases and GASB 96 Subscription-Based Information Technology Arrangements (SBITA)</u>

1. Policies in this Chapter are Minimum Standards

The purpose of a fixed asset inventory system is: 1) to provide control and accountability over fixed assets, and 2) to gather and maintain information needed for the preparation of financial statements.

The policies and procedures in this chapter are the minimum requirements for fixed assets that Ben Franklin Transit (BFT) must meet.

Authority for these Policies

1. BFT is required by the Budget and Accounting Act (RCW 43.88.160(1)) to establish a Generally Accepted Accounting Principles (GAAP) based accounting system and procedures to ensure the BFT’s assets, including fixed assets, are properly accounted for.
2. Section 43.19.1917 RCW requires BFT to develop a standard method of maintaining records for BFT owned equipment that BFT must follow.
3. Section 43.41.150 RCW requires BFT to provide for the maintenance of an inventory of BFT owned or controlled land resources by BFT.

BFT Responsibilities

The General Manager designates the ~~Administrative Services Manager~~ Chief Financial Officer and the Accounting/MIS Supervisor to be responsible for maintaining and safeguarding the agency's fixed assets and GAAP.

Policies Differ in Cases of Absolute Title and Residual Title

When the BFT has absolute title of an asset:

- Include the value of the property in the annual financial statements, if capitalizable, and

- Include the property in the fixed asset inventory system, if inventorial.

When an external entity, such as the federal government, retains residual title to an asset:

- Include the property in the fixed asset inventory system, if inventorial. This includes assets on lease or long-term loan.

Temporary custodial responsibility or title shall not be considered absolute for the purposes of this chapter.

2. How to Value Fixed Assets

Determine the value of fixed assets in the following manner:

Ancillary Costs – Normally, ancillary costs should be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in an authorized property inventory system, are not required to be capitalized.

Ancillary costs include such items as:

For buildings and improvements other than buildings -

- Professional fees of architects, attorneys, appraisers, financial advisors, etc.;
- Damage of claims;
- Costs of fixtures permanently attached to a building or structure;
- Insurance premiums, interest, and related costs incurred during construction; and
- Any other costs necessary to place a building or structure into its intended state of operation.

For furnishings and equipment -

- Transportation charges,
- Sales tax,
- Installation costs,
- Extended maintenance/warranty contracts
- Any other normal or necessary costs required to place the asset in its intended state of operation.

For land -

- Legal and title fees,
- Surveying fees,
- Appraisal and negotiation fees,
- Damage payments,
- Site preparation costs, and
- Costs related to demolition of unwanted structures.

Donated Assets – Use the fair market value at time of acquisition plus all appropriate ancillary costs. If the fair market value is not practicably determinable due to lack of sufficient records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

Purchased Assets – Use the historical costs including all nonrefundable purchase taxes (e.g., sales taxes), and all appropriate ancillary costs less any trade discounts or rebates. If the historical cost is not practicably determinable, use the estimated cost.

If land is purchased, the capitalized value is to include the purchase price plus costs such as legal fees, filling, and excavation costs incurred to put the land in condition for its intended use.

Building costs include both acquisition and capital improvement costs. Capital improvements include structures (e.g., office buildings, storage quarters, and other facilities) and all other property permanently attached to, or an integral part of, the structure (e.g., loading docks, heating and air-conditioning equipment, and refrigeration equipment).

Furniture, fixtures, or other equipment not an integral part of the building are not considered capital improvements and should be classified as equipment. The cost for this asset type reflects the actual or estimated cost of the asset.

Include the cost of extended maintenance/warranty contracts in the asset valuation if the contract is purchased at the same time (or soon thereafter) as the fixed asset. Depreciate these contracts over the useful life of the asset. Do not capitalize the payments for contracts not purchased at the same time as the fixed asset.

Self-Constructed Assets

- Include all direct costs associated with the construction.
- BFT project management costs may be capitalized in one of two ways:
 1. Use actual project management costs when they are practicably discernible and directly associated with the project; or
 2. Apply a percentage of total budgeted project costs. The application rate may or may not be designed to recover total BFT project management costs. Exclude indirect costs unless they are increased by the construction.
- In proprietary and similar trust fund type accounts, include interest costs incurred during the period of construction in the capitalized cost of the asset, if material.

When to Capitalize Fixed Assets

Capitalize all land acquisition, regardless of cost (including ancillary costs). Capitalize all [buildings and equipment](#) ~~other fixed assets~~ with a unit cost (including ancillary costs) of \$5,000 or greater, unless otherwise noted. Only capitalized fixed assets are considered reportable for financial statement purposes.

- For general fixed assets used in the operations of governmental and expendable trust fund type accounts, record asset capitalization in the General Fixed Assets Account Group (Department 80).
- For fund fixed assets acquired by and used in proprietary and similar trust fund type accounts, record the value of the asset in the account itself.

New Acquisitions – Capitalize new fixed assets, which meet the \$5,000 threshold stated above and are not additions, improvements, repairs or replacements to existing fixed assets.

Extraordinary repairs, betterments, or improvements – Capitalize outlays that increase future benefits from an existing fixed asset beyond its previously assessed standard of performance if they cost \$5,000 or more. Capitalizable leasehold improvements are classified within the commodity class major group "Improvements Other Than Buildings."

Increased future benefits typically include:

- An extension in the estimated useful life of the asset.
- An increase in the capacity of an existing fixed asset.
- A substantial improvement in the quality of output or a reduction in previously assessed operating costs.

Replacement – Capitalize the acquisition of a fixed asset to replace a part of another fixed asset when the cost of the replacement is \$5,000 or more **and** at least 10 percent of replacement value of the asset or \$100,000, whichever is less.

Example: A \$9,000 replacement of a heating boiler in a building having a replacement value of \$120,000 would not be capitalized. In this case \$9,000 is not at least 10 percent of the building's replacement value. Had the building's replacement value been less than \$90,000, the \$9,000 boiler replacement would have been capitalized.

EXCEPTIONS to this policy are:

- Replacement roof coverings are not capitalized (whether or not the replacement is with superior materials) unless the replacement extends the useful life of the building.
- Replacement floor coverings and window coverings are not capitalized.
- Costs to remodel (convert) a building to a different use, where the remodeling does not extend the useful life of the structure itself, are not capitalized.

Remove the cost and accumulated depreciation of the replaced fixed asset from the accounting records if the amounts are determinable and the replacement is capitalized.

Addition – Capitalize expansions of or extensions to an existing capitalized fixed asset that cost \$5,000 or more.

Bulk Purchase – For proprietary fund type accounts, bulk purchases of like fixed assets with unit costs of less than \$5,000 may be capitalized as a group where the allocation of costs for the bulk assets over time is matched to the corresponding revenue generated by the bulk assets.

Tangible Technology assets– Definition & Accounting

Tangible technology assets purchased in the aggregate of \$100,000.

Example a new phone system would be capitalized if over the aggregate threshold of \$100,000 or more, separate and apart from the Subscription-Based Information Technology Arrangements (SBITA) portion of the support accompanying the tangible technology asset.

Note: Individual items within the -tangible technology asset category found to hold a value of \$1,000 or more individually shall be considered a Small and Attractive Asset.

Subscription-Based Information Technology Arrangements (SBITA) – Definition & Accounting

In May 2020 the Governmental Accounting Standards Board (GASB) issued statement 96 (GASB 96), Subscription-Based Information Technology Arrangements (SBITA). In summary it states that SBITA's are a result of a right-to-use subscription asset-an intangible asset-and a corresponding subscription liability, that holds a contract that conveys control of the right to use another party's information technology software.

The Scope and Applicability of the Statement provided by "(2020). Governmental Accounting Standards Series. Statement No. 96 of the Governmental Accounting Standards Board, 1-2. <https://doi.org/Subscription-Based Information Technology Arrangements>", establishes the standards of accounting and financial reporting for SBITAs by a government end user. Per section 4. a-d, page 2 of the Scope and Applicability, Ben Franklin Transit currently holds no reportable SBITAs due to elimination by either lack of tangible capital asset threshold and/or subscription term period.

Capitalization Threshold to SBITA - GASB 96:

Per ¶B9 in GASB 96, "The Board believes that the determination of whether the provisions of this Statement apply to the accounting and financial reporting of a particular SBITA should be left to professional judgment, taking into consideration materiality guidance provided in Questions 7.4.1 and 7.9.8 in Implementation Guide 2015-1."

Using the preliminary 2022-year end financial statements the threshold of \$100,000 for individual SBITA would be immaterial. This is consistent with the threshold now established for the GASB 87, Leases. GASB 96 is effective for the fiscal years beginning after June 15, 2022. BFT shall implement in 2023 as it has a calendar year end. The set threshold beginning 2023 for GASB 96 shall be set at \$100,000, for individual SBITA contract, anything less than this threshold is considered immaterial.

GASB 96 is effective for the fiscal years beginning after June 15, 2022. Although the review of agreements began in 2022, BFT will implement in 2023 as it has a calendar year end. Due to immaterial capitalization threshold and contractual time of right to use constraints, it is concluded that BFT will monitor future software contracts for qualifications but has no findings to report at this time.

Capital Leases — Definition & Accounting

In June 2017, the Governmental Accounting Standards Board (GASB) issued statement 87 (GASB 87), Leases to "establish standards of accounting and financial report for leases by lessees and lessors for all state and local governments." This statement changes the accounting for capital and operating leases. Leases under this statement are "defined as contracts that convey control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction." While the new statement does not generally affect net position, the increase in reported debt for lessee governments that currently report operating leases may impact its debt limits, covenants, and statues. The scope of the statement contains exceptions including short-term leases, intangible assets, biological assets, inventory, assets financed with conduit debt, services concession agreements, and supply contracts.

The consideration of a lease asset should consider lease liabilities that are significant, either individually or in the aggregate to establish a threshold for inclusion of these assets/liabilities in the financial statements. In GASB 87-Appendix B, paragraph B99, states that "a policy similar to those that establish capitalization thresholds could be used for leases. However, establishing such a policy is within the province of management and, accordingly, is not addressed in this Statement. The Board noted, however, that the assessment of the significance of liabilities is independent of capitalization policies."

Based on a question sent to the SAO, the recommendation was to determine lease thresholds independently of other financial reporting thresholds. Lease thresholds must be insignificant, both individually and in the aggregate to both assets and liabilities. GFOA's Lease Advisory stated to "consider using thresholds in line with capital assets for both assets and liabilities."

A capital lease is a lease that transfers substantially all the benefits and risks inherent in the ownership of property to the state. A lease must meet one or more of the following four criteria to qualify as a capital lease:

- Ownership of the leased property is transferred to the state by the end of the lease term; or
- The lease contains a bargain purchase option; or
- The lease term is equal to 75 percent or more of the estimated useful life of the leased property; or
- If, at the inception of the lease, the present value of the future minimum lease payments, excluding executory costs (usually insurance, maintenance, and taxes paid in connection with the leased property, including any profit thereof) is 90 percent or more of the fair value of the leased property. In cases where the interest rate is not readily determinable, BFT's incremental borrowing rate using the US Bank, SCIP, WA Local or Treasury bill rates will be used. The rate used would be appropriate to the type and term of the lease.

Capitalization Threshold Lease Assets - GASB 87:

~~Leases determined to meet the criteria for recognition under GASB 87 requires the recording of receipts/payments to be a reduction of the lease receivable/liability for the amount deemed as principal with the interest recorded as revenue/expense. Lease assets and Deferred Inflows will be recorded and amortized over the life or remaining life of the lease.~~

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BFT has determined that the threshold for leases of \$100,000 is appropriate, for both individual leases and in the aggregate. New leases, when possible, should be clear in the length of the agreement and include the interest rate applied to the lease term. The fair market value of the leased asset could also be included in new leases to help in calculating an implicit interest rate. The fair market value of the leased asset could also be included in new leases to help in calculating an implicit interest rate. The interest rate to be used in the computation of the present value is available by contacting the Debt Management Division of the Office of the State Treasurer (OST), and is the rate in effect at the execution date of the lease.

Accounting for Capital Leases

Account for capital leases with a net present value of the future minimum lease payments or fair value, whichever is less, of \$10,000 or more as an acquisition of a capitalized fixed asset and the incurrence of a liability. If the lease involves the acquisition of more than one asset, each asset is capitalizable if its fair value is \$5,000 or more.

~~Account for capital leases with a net present value of less than \$10,000 as operating leases. If title to these assets transfers to the state at the conclusion of the operating lease, capitalize and/or inventory them at title pursuant to Subsections 1135.20.20 and 1135.40.10.~~

~~Record capital leases between agencies with a net present value or fair value, whichever is less, of \$10,000 or more as follows:~~

- ~~• The lessor agency is to treat the lease as a sales type lease (record a sale and remove the asset from its fixed asset inventory).~~
- ~~• The lessee agency is to treat the lease as a capital lease (record the acquisition of a capitalized fixed asset).~~

~~Capital leases are to be used only to acquire assets considered capitalizable.~~

Accounting for Infrastructure

Fixed assets classified as infrastructure are to be inventoried in memorandum form on the agency's property records for control purposes only and are not to be capitalized.

Capitalize and inventory streets, sidewalks, lighting systems, and other similar fixed assets:

- When they are located in a confined setting such as a campus, park, or compound, and
- They meet BFT's capitalization policy.

Capitalize and inventory these assets under the classification of Improvements Other than Buildings. However, such fixed assets considered to be historical may be excluded from capitalization with prior written approval from the Accounting Division of OFM.

Depreciation Policy

Calculate and record depreciation for all capitalized fixed assets with the exception of land, construction in progress, and library resources, museum and art collections.

Calculate depreciation using the straight-line method:

Annual Depreciation = $\text{Cost} - \text{Salvage Value} / \text{Asset Useful Life}$

Useful Life for General Fixed Assets – BFT is required to use the useful life shown and/or per guidance provided by the Office of the State Auditor for fixed assets acquired in new condition.

Useful Life for Fund Fixed Assets – BFT is required to use the useful life shown below for fixed assets acquired in new condition. However, a shorter or longer estimated life may be used depending on factual circumstances, replacement policies, or industry practices.

Service Life Policy – Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Minimum normal service lives for buses and vans are given in the paragraphs below.

- a) Large, heavy-duty transit buses (approximately 35'-40', and articulated buses): at least 12 years of service or an accumulation of at least 500,000 miles.
- b) Medium-size, heavy-duty transit buses (approximately 30'): 10 years or 350,000 miles.
- c) Medium-size, medium-duty transit buses (approximately 30'): 7 years or 200,000 miles.
- d) Medium-size, light-duty transit buses (approximately 25' - 35'): 5 years or 150,000 miles.

- e) Other light-duty vehicles such as small buses and regular and specialized vans: 4 years or 100,000 miles.

BFT is responsible for establishing and utilizing an appropriate useful life for assets acquired in less than new condition.

3. Mark All Inventoriable Fixed Assets

Mark all inventoriable fixed assets upon receipt and acceptance to identify that the property belongs to Ben Franklin Transit, except as noted in Subsection 1135.30.30 below.

This identification should:

- Facilitate accounting for the asset;
- Aid in its identification if the asset is lost or stolen;
- Discourage theft; and ultimately;
- Reduce the magnitude of the state's property losses.

How Fixed Assets Should Be Marked

Permanently affix the identification information to the asset by using a standardized adhesive tag or inscribing the asset according to the following format:

- Ben Franklin Transit (or authorized abbreviation or agency number),
- OPTIONAL BAR CODE, and
- ASSIGNED CONTROL NUMBER

If an existing fixed asset displays only a BFT control number, which has been assigned and properly affixed and recorded on an authorized inventory system pursuant to Subsection 1135.40.10, it does not need to be retagged.

BFT may determine where to place the "Ben Franklin Transit" identification and control number on the fixed asset. However, the identification and control number should be located on the principal body of the asset, rather than a removable part.

When it is OK Not to Mark a Fixed Asset

Occasionally, BFT will find it is impractical or impossible to identify some of its inventoriable fixed assets according to these standards. For example, where a fixed asset:

- Would lose significant resale value (such as art works or museum collections);
- Would have its warranty negatively impacted by being permanently marked; or
- Has a unique permanent serial number that can be used for identification, security and inventory control (such as vehicles).

In these cases, the identification "Ben Franklin Transit" is not required, and BFT is to apply alternative procedures to inventory and identify such assets as "BFT."

Leased assets (capital or operating) should only be permanently marked with the identification upon formal transfer of ownership to BFT.

Fixed Asset Inventory Tags and Control Numbers Need to be Controlled

Responsibility for controlling fixed asset control numbers rests with BFT's inventory officer.

BFT is required to ensure that adequate controls for safeguarding unissued, mutilated, and voided fixed asset inventory tags are established.

4. Which Fixed Assets Need to be Inventoried

The following fixed assets are inventoriable assets and must be carried on the property records of an agency:

- Land,
- Capitalized fixed assets with a unit cost (including sales tax and ancillary costs) of \$5,000 or greater, and
- Fixed assets with a unit cost (including sales tax and ancillary costs) less than \$5,000 identified as small and attractive (refer to Small and Attractive Assets below).

Trust lands are to be accounted for by the administering agency.

Small and Attractive Assets

BFT has written internal policies for managing small and attractive assets. These policies include:

- A definition of small and attractive assets, which identifies those assets the agency considers particularly vulnerable to loss,
- A risk assessment, and
- Specific measures to control these assets.

While Small and Attractive Assets do not meet BFT’s capitalization threshold, they are considered assets for the purposes of marking and identification, record keeping, and tracking. All items not identified to be a Capital Asset, with a cost of \$1,000 or more, shall be considered Small and Attractive for this purpose.

~~BFT has discretion in setting the definition of small and attractive assets. However, absent a risk assessment and development of written policies for identifying and controlling small and attractive assets, agencies must include, at a minimum, the following assets with unit costs of \$500 or more as small and attractive:~~

5822	Communications Equipment (excluding cell phones), PublicSafety: Audio and Video
6651	Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders
6710-6730	Cameras and Photographic Projection Equipment
7012-7013	Microcomputer Systems, Laptop and Notebook Computers
7034-7039	Other IT Accessorial Equipment and Components (Scanners, Data Displays, etc.)
7420-7450	Office Equipment, subject to BFT’s discrimination
7730	Radios, Television Sets, Tape Recorders, VCRs, DVD players, and Video Cameras

Inventory Records Requirements

BFT maintains a fixed asset system which includes records for all inventoriable fixed assets.

For capitalized fixed assets, BFT uses the Fleet-Net Fixed Asset System. For small and attractive assets, BFT maintains a separate Excel file.

BFT's fixed asset record systems for capitalized fixed assets contain, at a minimum, the following data elements, except as noted below.

BFT Name and Code Number – BFT name and three digit agency code number or more.

Account – Fixed Assets are recorded in Department 80.

Acquisition Date – The date the agency takes title to, or assumes responsibility for, an asset.

Commodity Class Code – The code assigned to a fixed asset which correlates to a descriptive title.

Cost – The total cost (value) assigned to the asset. Refer to Subsection 1135.20.10 for clarification.

Depreciation – The portion of the cost of a capitalized fixed asset representing the expiration in the service life of the asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence which is charged systematically over the useful life of the fixed asset. Refer to Subsection 1135.20.70. This element is not applicable to small and attractive assets.

Description – Name of the asset.

Disposal Authorization – When required, the number assigned by the BFT the authority to dispose of an asset or as provided by specific statutory authority. Refer to Subsection 1135.40.45.

Disposal Date – With proper authorization, the date that BFT officially relinquishes responsibility for the asset.

Inventory Control Number – The control number inscribed on, or contained on the inventory tag attached or referring to, an asset.

Location Code – The identification code of the county in which the asset is located. Examples include: Fixed Route, DAR, Vanpool, etc.

Manufacturer – The name of either the manufacturer or the commonly accepted trade name; if none, then vendor name.

Order Number – The number of the purchasing document used for the acquisition of the asset.

Ownership Status – An indication as to possible claims against the asset by outside parties (e.g., federal government).

Parcel Location Identifier (For Land Only) – The county assessor's parcel number of the land, or other code used by BFT to specifically identify the location of the land. This is element not applicable to small and attractive assets.

Quantity – The physical count of the inventoriable items. For equipment, this number is to be expressed as whole units; for buildings, as square feet; for land, in acres to the nearest tenth, and for construction in progress, as number of capital projects under construction.

Salvage Value – The portion of a fixed asset's cost that is recovered at the end of its service life less any disposal costs. This element is not applicable to small and attractive assets.

Serial Number – The sequential identification number assigned by the manufacturer. Do not confuse this number with the model number.

Useful Life – The estimated useful life of the fixed asset in years.

Fixed Asset Information is Reported on an Annual Basis in the Financial Reports. All capitalized fixed assets are to be reported information and must be transmitted as follows:

Frequency/Due Date – Capitalized fixed asset reporting is due no later than 45 days following year-end December 31.

Content – The following information elements, consistent with the published interface requirements, must be included:

- BFT Code
- Classification Code
- Cost
- Depreciation Amount
- Account Number(s)
- Location
- Quantity

Adding Fixed assets to the Inventory

Upon receipt and acceptance of an inventoriable fixed asset, the BFT inventory officer is responsible for supervising the addition of the asset to the inventory system. This includes assigning tagging responsibilities to specific individuals as well as developing and implementing procedures to ensure that the necessary information is entered into the fixed asset inventory records.

Removing Fixed Assets from the Inventory. BFT has adopted the internal policies and procedures regarding the timely removal of fixed assets from inventory, including procedures for the proper approval of disposal requests.

Fixed assets are to be removed from active inventory based on the completion and approval of a Property Disposal.

BFT will maintain records of fixed asset dispositions in accordance with approved BFT records retention schedules.

General Manager Requires Information About Surplus Property

BFT must report all fixed assets classified as surplus to BFT needs (excluding information technology related equipment and proprietary software) to the General Manager of BFT.

Physical Inventory Frequency. Conduct physical inventories at least once every fiscal year for all inventoriable fixed assets.

BFT conducts their fixed assets inventory on a revolving basis if the following conditions are met:

- Every item is subject to a physical count or verification at least once every fiscal year.
- The inventory program is documented and active.

Who Should Conduct and Verify the Physical Inventory

In order to ensure objective reporting of inventory items, physical inventories should be performed by personnel having no direct responsibility (custody and receipt/issue authority) for assets subject to the inventory count. If it is not feasible to use such personnel for any part of the inventory, then those portions are, at least, to be tested and verified by a person with neither direct responsibility for that portion of the inventory nor supervised by the person directly responsible.

Physical Inventory Instructions. Written physical inventory instructions must be documented and distributed to each person participating in the inventory process. The instructions should describe:

- How and where to record each item,
- What information to record,
- What to do when they have a question,
- What procedures to follow when they finish their assignments,
- What procedures to follow when equipment is located but not listed,
- The procedure that the person counting the assets is to attest to the accuracy of the count by signing his or her name at the bottom of each inventory page, and
- How to record assets not being used or in an obviously unserviceable condition. Such information is to be used to schedule repair or disposition of such assets. (Also refer to Removing fixed assets from the inventory).

Physical Inventory Reconciliation

After the physical inventory count is completed, the BFT inventory officer is to conduct the reconciliation process. Reconciliation is defined as the process of identifying, explaining, and correcting the differences occurring between the physical count and the inventory records. When all differences have been identified, and explained, the inventory is considered reconciled.

BFT should conduct the following steps during the reconciliation process:

- Search the inventory lists to determine whether inventory noted during the count as unrecorded is, in fact, listed on another portion of the inventory.
- Enter unrecorded assets into the inventory system as soon as possible after discovery.
- If a significant number of unrecorded assets are located, indicating a major problem with the asset recording procedures, the agency inventory officer is to determine why the problem is occurring and correct it.
- Conduct a search in an effort to locate missing assets. For those assets not located, inventory officers are to follow procedures outlined in Lost or Stolen Property.

After the inventory is reconciled, the agency inventory officer is to certify the reconciliation with a statement and signature that it is correct and report this to the

supervisor. If the certification cannot be made, the inventory officer is to disclose that fact and the supervisor is to determine the appropriate course of action.

Retaining Inventory Records. The certification, together with the reconciliation and the inventory listing, serves as the basis for accounting adjustments and must be retained by the agency as documentary support for, and part of, its inventory. BFT should retain this documentation in accordance with the approved agency records retention schedules.

Lost or Stolen Property

When suspected or known losses of fixed assets occur, BFT should conduct a search for the missing property. The search should include transfers to other divisions or agencies, storage, scrapping, conversion to another asset, etc. If the missing property is not found:

- Follow the loss procedures in Removing fixed assets from the inventory.
- Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a Property Disposal Request. Include on the Request a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- Remove the lost or stolen property from BFT's inventory and accounting records where applicable.
- Maintain records of fixed asset losses in accordance with approved BFT records retention schedules.



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1. BFT is required by the Budget and Accounting Act (RCW 43.88.160(1)) to establish a Generally Accepted Accounting Principles (GAAP) based accounting system and procedures to ensure the BFT’s assets, including fixed assets, are properly accounted for.
2. Section 43.19.1917 RCW requires BFT to develop a standard method of maintaining records for BFT owned equipment that BFT must follow.
3. Section 43.41.150 RCW requires BFT to provide for the maintenance of an inventory of BFT owned or controlled land resources by BFT.

BFT Responsibilities

The General Manager designates the Chief Financial Officer to be responsible for maintaining and safeguarding the agency's fixed assets and GAAP.

Policies Differ in Cases of Absolute Title and Residual Title

When the BFT has absolute title of an asset:

- Include the value of the property in the annual financial statements, if capitalizable, and
- Include the property in the fixed asset inventory system, if inventorial.

When an external entity, such as the federal government, retains residual title to an asset:

- Include the property in the fixed asset inventory system, if inventorial. This includes assets on lease or long-term loan.

Temporary custodial responsibility or title shall not be considered absolute for the purposes of this chapter.

2. How to Value Fixed Assets

Determine the value of fixed assets in the following manner:

Ancillary Costs – Normally, ancillary costs should be included in the capitalized cost of a fixed asset. However, minor ancillary costs, not measurable at the time a fixed asset is recorded in an authorized property inventory system, are not required to be capitalized.

Ancillary costs include such items as:

For buildings and improvements other than buildings -

- Professional fees of architects, attorneys, appraisers, financial advisors, etc.;
- Damage of claims;
- Costs of fixtures permanently attached to a building or structure;
- Insurance premiums, interest, and related costs incurred during construction; and
- Any other costs necessary to place a building or structure into its intended state of operation.

For furnishings and equipment -

- Transportation charges,
- Sales tax,
- Installation costs,
- Extended maintenance/warranty contracts
- Any other normal or necessary costs required to place the asset in its intended state of operation.

For land -

- Legal and title fees,
- Surveying fees,
- Appraisal and negotiation fees,
- Damage payments,
- Site preparation costs, and
- Costs related to demolition of unwanted structures.

Donated Assets – Use the fair market value at time of acquisition plus all appropriate ancillary costs. If the fair market value is not practicably determinable due to lack of sufficient records, use the estimated cost. If land is acquired by gift, the capitalized value is to reflect its appraised or fair market value at the time of acquisition.

Purchased Assets – Use the historical costs including all nonrefundable purchase taxes (e.g., sales taxes), and all appropriate ancillary costs less any trade discounts or rebates. If the historical cost is not practicably determinable, use the estimated cost.

If land is purchased, the capitalized value is to include the purchase price plus costs such as legal fees, filing, and excavation costs incurred to put the land in condition for its intended use.

Building costs include both acquisition and capital improvement costs. Capital improvements include structures (e.g., office buildings, storage quarters, and other facilities) and all other property permanently attached to, or an integral part of, the structure (e.g., loading docks, heating and air-conditioning equipment, and refrigeration equipment).

Furniture, fixtures, or other equipment not an integral part of the building are not considered capital improvements and should be classified as equipment. The cost for this asset type reflects the actual or estimated cost of the asset.

Include the cost of extended maintenance/warranty contracts in the asset valuation if the contract is purchased at the same time (or soon thereafter) as the fixed asset. Depreciate these contracts over the useful life of the asset. Do not capitalize the payments for contracts not purchased at the same time as the fixed asset.

Self-Constructed Assets

- Include all direct costs associated with the construction.
- BFT project management costs may be capitalized in one of two ways:
 1. Use actual project management costs when they are practicably discernible and directly associated with the project; or
 2. Apply a percentage of total budgeted project costs. The application rate may or may not be designed to recover total BFT project management costs. Exclude indirect costs unless they are increased by the construction.
- In proprietary and similar trust fund type accounts, include interest costs incurred during the period of construction in the capitalized cost of the asset, if material.

When to Capitalize Fixed Assets

Capitalize all land acquisition, regardless of cost (including ancillary costs). Capitalize all buildings and equipment with a unit cost (including ancillary costs) of \$5,000 or greater, unless otherwise noted. Only capitalized fixed assets are considered reportable for financial statement purposes.

- For general fixed assets used in the operations of governmental and expendable trust fund type accounts, record asset capitalization in the General Fixed Assets Account Group (Department 80).
- For fund fixed assets acquired by and used in proprietary and similar trust fund type accounts, record the value of the asset in the account itself.

New Acquisitions – Capitalize new fixed assets, which meet the \$5,000 threshold stated above and are not additions, improvements, repairs or replacements to existing fixed assets.

Extraordinary repairs, betterments, or improvements – Capitalize outlays that increase future benefits from an existing fixed asset beyond its previously assessed standard of performance if they cost \$5,000 or more. Capitalizable leasehold improvements are classified within the commodity class major group "Improvements Other Than Buildings."

Increased future benefits typically include:

- An extension in the estimated useful life of the asset.
- An increase in the capacity of an existing fixed asset.
- A substantial improvement in the quality of output or a reduction in previously assessed operating costs.

Replacement – Capitalize the acquisition of a fixed asset to replace a part of another fixed asset when the cost of the replacement is \$5,000 or more **and** at least 10 percent of replacement value of the asset or \$100,000, whichever is less.

Example: A \$9,000 replacement of a heating boiler in a building having a replacement value of \$120,000 would not be capitalized. In this case \$9,000 is not at least 10 percent of the building's replacement value. Had the building's replacement value been less than \$90,000, the \$9,000 boiler replacement would have been capitalized.

EXCEPTIONS to this policy are:

- Replacement roof coverings are not capitalized (whether or not the replacement is with superior materials) unless the replacement extends the useful life of the building.
- Replacement floor coverings and window coverings are not capitalized.
- Costs to remodel (convert) a building to a different use, where the remodeling does not extend the useful life of the structure itself, are not capitalized.

Remove the cost and accumulated depreciation of the replaced fixed asset from the accounting records if the amounts are determinable and the replacement is capitalized.

Addition – Capitalize expansions of or extensions to an existing capitalized fixed asset that cost \$5,000 or more.

Bulk Purchase – For proprietary fund type accounts, bulk purchases of like fixed assets with unit costs of less than \$5,000 may be capitalized as a group where the allocation of costs for the bulk assets over time is matched to the corresponding revenue generated by the bulk assets.

Tangible Technology assets– Definition & Accounting

Tangible technology assets purchased in the aggregate of \$100,000.

Example a new phone system would be capitalized if over the aggregate threshold of \$100,000 or more, separate and apart from the Subscription-Based Information Technology Arrangements (SBITA) portion of the support accompanying the tangible technology asset.

Note: Individual items within the tangible technology asset category found to hold a value of \$1,000 or more individually shall be considered a Small and Attractive Asset.

Subscription-Based Information Technology Arrangements (SBITA) – Definition & Accounting

In May 2020 the Governmental Accounting Standards Board (GASB) issued statement 96 (GASB 96), Subscription-Based Information Technology Arrangements (SBITA). In summary it states that SBITA's are a result of a right-to-use subscription asset-an intangible asset-and a corresponding subscription liability, that holds a contract that conveys control of the right to use another party's information technology software.

The Scope and Applicability of the Statement provided by “(2020). Governmental Accounting Standards Series. Statement No. 96 of the Governmental Accounting Standards Board, 1-2. [https://doi.org/Subscription-Based Information Technology Arrangements](https://doi.org/Subscription-Based%20Information%20Technology%20Arrangements)” establishes the standards of accounting and financial reporting for SBITAs by a government end user. Per section 4. a-d, page 2 of the Scope and Applicability, Ben Franklin Transit currently holds no reportable SBITAs due to elimination by either lack of tangible capital asset threshold and/or subscription term period.

Capitalization Threshold to SBITA - GASB 96:

Per ¶B9 in GASB 96, “The Board believes that the determination of whether the provisions of this Statement apply to the accounting and financial reporting of a particular SBITA should be left to professional judgment, taking into consideration materiality guidance provided in Questions 7.4.1 and 7.9.8 in Implementation Guide 2015-1.”

Using the preliminary 2022-year end financial statements the threshold of \$100,000 for individual SBITA would be immaterial. This is consistent with the threshold now established for the GASB 87, Leases. GASB 96 is effective for the fiscal years beginning after June 15, 2022. BFT shall implement in 2023 as it has a calendar year end. The set threshold beginning 2023 for GASB 96 shall be set at \$100,000, for individual SBITA contract, anything less than this threshold is considered immaterial.

Capital Leases – Definition & Accounting

In June 2017, the Governmental Accounting Standards Board (GASB) issued statement 87 (GASB 87), Leases to “establish standards of accounting and financial report for leases by lessees and lessors for all state and local governments.” This statement changes the accounting for capital and operating leases. Leases under this statement are “defined as contracts that convey control of the right to use another entity’s nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction.” While the new statement does not generally affect net position, the increase in reported debt for lessee governments that currently report operating leases may impact its debt limits, covenants, and statues. The scope of the statement contains exceptions including short-term leases, intangible assets, biological assets, inventory, assets financed with conduit debt, services concession agreements, and supply contracts.

The consideration of a lease asset should consider lease liabilities that are significant, either individually or in the aggregate to establish a threshold for inclusion of these assets/liabilities in the financial statements. In GASB 87-Appendix B, paragraph B99, states that “a policy similar to those that establish capitalization thresholds could be used for leases. However, establishing such a policy is within the province of management and, accordingly, is not addressed in this Statement. The Board noted, however, that the assessment of the significance of liabilities is independent of capitalization policies.”

Based on a question sent to the SAO, the recommendation was to determine lease thresholds independently of other financial reporting thresholds. Lease thresholds must be insignificant, both individually and in the aggregate to both assets and liabilities. GFOA’s Lease Advisory stated to “consider using thresholds in line with capital assets for both assets and liabilities.”

A capital lease is a lease that transfers substantially all the benefits and risks inherent in the ownership of property to the state. A lease must meet one or more of the following four criteria to qualify as a capital lease:

- Ownership of the leased property is transferred to the state by the end of the lease term; or
- The lease contains a bargain purchase option; or

- The lease term is equal to 75 percent or more of the estimated useful life of the leased property; or
- If, at the inception of the lease, the present value of the future minimum lease payments, excluding executory costs (usually insurance, maintenance, and taxes paid in connection with the leased property, including any profit thereof) is 90 percent or more of the fair value of the leased property. In cases where the interest rate is not readily determinable, BFT's incremental borrowing rate using the US Bank, SCIP, WA Local or Treasury bill rates will be used. The rate used would be appropriate to the type and term of the lease.

Capitalization Threshold Lease Assets - GASB 87:

Leases determined to meet the criteria for recognition under GASB 87 requires the recording of receipts/payments to be a reduction of the lease receivable/liability for the amount deemed as principal with the interest recorded as revenue/expense. Lease assets and Deferred Inflows will be recorded and amortized over the life or remaining life of the lease.

BFT has determined that the threshold for leases of \$100,000 is appropriate, for both individual leases and in the aggregate. New leases, when possible, should be clear in the length of the agreement and include the interest rate applied to the lease term. The fair market value of the leased asset could also be included in new leases to help in calculating an implicit interest rate. The fair market value of the leased asset could also be included in new leases to help in calculating an implicit interest rate.

Accounting for Infrastructure

Fixed assets classified as infrastructure are to be inventoried in memorandum form on the agency's property records for control purposes only and are not to be capitalized.

Capitalize and inventory streets, sidewalks, lighting systems, and other similar fixed assets:

- When they are located in a confined setting such as a campus, park, or compound, and
- They meet BFT's capitalization policy.

Capitalize and inventory these assets under the classification of Improvements Other than Buildings. However, such fixed assets considered to be historical may be excluded from capitalization with prior written approval from the Accounting Division of OFM.

Depreciation Policy

Calculate and record depreciation for all capitalized fixed assets with the exception of land, construction in progress, and library resources, museum and art collections.

Calculate depreciation using the straight-line method:

$$\text{Annual Depreciation} = \text{Cost} - \text{Salvage Value} / \text{Asset Useful Life}$$

Useful Life for General Fixed Assets – BFT is required to use the useful life shown and/or per guidance provided by the Office of the State Auditor for fixed assets acquired in new condition.

Useful Life for Fund Fixed Assets – BFT is required to use the useful life shown below for fixed assets acquired in new condition. However, a shorter or longer estimated life may be used depending on factual circumstances, replacement policies, or industry practices.

Service Life Policy – Service life of rolling stock begins on the date the vehicle is placed in revenue service and continues until it is removed from service. Minimum normal service lives for buses and vans are given in the paragraphs below.

- a) Large, heavy-duty transit buses (approximately 35'-40', and articulated buses): at least 12 years of service or an accumulation of at least 500,000 miles.
- b) Medium-size, heavy-duty transit buses (approximately 30'): 10 years or 350,000 miles.
- c) Medium-size, medium-duty transit buses (approximately 30'): 7 years or 200,000 miles.
- d) Medium-size, light-duty transit buses (approximately 25' - 35'): 5 years or 150,000 miles.
- e) Other light-duty vehicles such as small buses and regular and specialized vans: 4 years or 100,000 miles.

BFT is responsible for establishing and utilizing an appropriate useful life for assets acquired in less than new condition.

3. Mark All Inventoriable Fixed Assets

Mark all inventoriable fixed assets upon receipt and acceptance to identify that the property belongs to Ben Franklin Transit, except as noted in Subsection 1135.30.30 below.

This identification should:

- Facilitate accounting for the asset;
- Aid in its identification if the asset is lost or stolen;
- Discourage theft; and ultimately;
- Reduce the magnitude of the state's property losses.

How Fixed Assets Should Be Marked

Permanently affix the identification information to the asset by using a standardized adhesive tag or inscribing the asset according to the following format:

- Ben Franklin Transit (or authorized abbreviation or agency number),
- OPTIONAL BAR CODE, and
- ASSIGNED CONTROL NUMBER

If an existing fixed asset displays only a BFT control number, which has been assigned and properly affixed and recorded on an authorized inventory system pursuant to Subsection 1135.40.10, it does not need to be retagged.

BFT may determine where to place the "Ben Franklin Transit" identification and control number on the fixed asset. However, the identification and control number should be located on the principal body of the asset, rather than a removable part.

When it is OK Not to Mark a Fixed Asset

Occasionally, BFT will find it is impractical or impossible to identify some of its inventoriable fixed assets according to these standards. For example, where a fixed asset:

- Would lose significant resale value (such as art works or museum collections);
- Would have its warranty negatively impacted by being permanently marked; or
- Has a unique permanent serial number that can be used for identification, security and inventory control (such as vehicles).

In these cases, the identification "Ben Franklin Transit" is not required, and BFT is to apply alternative procedures to inventory and identify such assets as "BFT."

Leased assets (capital or operating) should only be permanently marked with the identification upon formal transfer of ownership to BFT.

Fixed Asset Inventory Tags and Control Numbers Need to be Controlled

Responsibility for controlling fixed asset control numbers rests with BFT’s inventory officer.

BFT is required to ensure that adequate controls for safeguarding unissued, mutilated, and voided fixed asset inventory tags are established.

4. Which Fixed Assets Need to be Inventoried

The following fixed assets are inventoriable assets and must be carried on the property records of an agency:

- Land,
- Capitalized fixed assets with a unit cost (including sales tax and ancillary costs) of \$5,000 or greater, and
- Fixed assets with a unit cost (including sales tax and ancillary costs) less than \$5,000 identified as small and attractive (refer to Small and Attractive Assets below).

Trust lands are to be accounted for by the administering agency.

Small and Attractive Assets

BFT has written internal policies for managing small and attractive assets. These polices include:

- A definition of small and attractive assets, which identifies those assets the agency considers particularly vulnerable to loss,
- A risk assessment, and
- Specific measures to control these assets.

While Small and Attractive Assets do not meet BFT’s capitalization threshold, they are considered assets for the purposes of marking and identification, record keeping, and tracking. All items not identified to be a Capital Asset, with a cost of \$1,000 or more, shall be considered Small and Attractive for this purpose.

5822	Communications Equipment (excluding cell phones), PublicSafety: Audio and Video
6651	Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders
6710-6730	Cameras and Photographic Projection Equipment
7012-7013	Microcomputer Systems, Laptop and Notebook Computers
7034-7039	Other IT Accessorial Equipment and Components (Scanners, Data Displays, etc.)
7420-7450	Office Equipment, subject to BFT’s discrimination
7730	Radios, Television Sets, Tape Recorders, VCRs, DVD players, and Video Cameras

Inventory Records Requirements

BFT maintains a fixed asset system which includes records for all inventoriable fixed assets.

For capitalized fixed assets, BFT uses the Fleet-Net Fixed Asset System. For small and attractive assets, BFT maintains a separate Excel file.

BFT's fixed asset record systems for capitalized fixed assets contain, at a minimum, the following data elements, except as noted below.

BFT Name and Code Number – BFT name and three digit agency code number or more.

Account – Fixed Assets are recorded in Department 80.

Acquisition Date – The date the agency takes title to, or assumes responsibility for, an asset.

Commodity Class Code – The code assigned to a fixed asset which correlates to a descriptive title.

Cost – The total cost (value) assigned to the asset. Refer to Subsection 1135.20.10 for clarification.

Depreciation – The portion of the cost of a capitalized fixed asset representing the expiration in the service life of the asset attributable to wear and tear, deterioration, action of the physical elements, inadequacy, and/or obsolescence which is charged systematically over the useful life of the fixed asset. Refer to Subsection 1135.20.70. This element is not applicable to small and attractive assets.

Description – Name of the asset.

Disposal Authorization – When required, the number assigned by the BFT the authority to dispose of an asset or as provided by specific statutory authority. Refer to Subsection 1135.40.45.

Disposal Date – With proper authorization, the date that BFT officially relinquishes responsibility for the asset.

Inventory Control Number – The control number inscribed on or contained on the inventory tag attached or referring to, an asset.

Location Code – The identification code of the county in which the asset is located. Examples include: Fixed Route, DAR, Vanpool, etc.

Manufacturer – The name of either the manufacturer or the commonly accepted trade name; if none, then vendor name.

Order Number – The number of the purchasing document used for the acquisition of the asset.

Ownership Status – An indication as to possible claims against the asset by outside parties (e.g., federal government).

Parcel Location Identifier (For Land Only) – The county assessor's parcel number of the land, or other code used by BFT to specifically identify the location of the land. This is element not applicable to small and attractive assets.

Quantity – The physical count of the inventoriable items. For equipment, this number is to be expressed as whole units; for buildings, as square feet; for land, in acres to the nearest tenth, and for construction in progress, as number of capital projects under construction.

Salvage Value – The portion of a fixed asset’s cost that is recovered at the end of its service life less any disposal costs. This element is not applicable to small and attractive assets.

Serial Number – The sequential identification number assigned by the manufacturer. Do not confuse this number with the model number.

Useful Life – The estimated useful life of the fixed asset in years.

Fixed Asset Information is Reported on an Annual Basis in the Financial Reports. All capitalized fixed assets are to be reported information and must be transmitted as follows:

Frequency/Due Date – Capitalized fixed asset reporting is due no later than 45 days following year-end December 31.

Content – The following information elements, consistent with the published interface requirements, must be included:

- BFT Code
- Classification Code
- Cost
- Depreciation Amount
- Account Number(s)
- Location
- Quantity

Adding Fixed assets to the Inventory

Upon receipt and acceptance of an inventoriable fixed asset, the BFT inventory officer is responsible for supervising the addition of the asset to the inventory system. This includes assigning tagging responsibilities to specific individuals as well as developing and implementing procedures to ensure that the necessary information is entered into the fixed asset inventory records.

Removing Fixed Assets from the Inventory. BFT has adopted the internal policies and procedures regarding the timely removal of fixed assets from inventory, including procedures for the proper approval of disposal requests.

Fixed assets are to be removed from active inventory based on the completion and approval of a Property Disposal.

BFT will maintain records of fixed asset dispositions in accordance with approved BFT records retention schedules.

General Manager Requires Information About Surplus Property

BFT must report all fixed assets classified as surplus to BFT needs (excluding information technology related equipment and proprietary software) to the General Manager of BFT.

Physical Inventory Frequency. Conduct physical inventories at least once every fiscal year for all inventoriable fixed assets.

BFT conducts their fixed assets inventory on a revolving basis if the following conditions are met:

- Every item is subject to a physical count or verification at least once every fiscal year.
- The inventory program is documented and active.

Who Should Conduct and Verify the Physical Inventory

In order to ensure objective reporting of inventory items, physical inventories should be performed by personnel having no direct responsibility (custody and receipt/issue authority) for assets subject to the inventory count. If it is not feasible to use such personnel for any part of the inventory, then those portions are, at least, to be tested and verified by a person with neither direct responsibility for that portion of the inventory nor supervised by the person directly responsible.

Physical Inventory Instructions. Written physical inventory instructions must be documented and distributed to each person participating in the inventory process. The instructions should describe:

- How and where to record each item,
- What information to record,
- What to do when they have a question,
- What procedures to follow when they finish their assignments,
- What procedures to follow when equipment is located but not listed,
- The procedure that the person counting the assets is to attest to the accuracy of the count by signing his or her name at the bottom of each inventory page, and
- How to record assets not being used or in an obviously unserviceable condition. Such information is to be used to schedule repair or disposition of such assets. (Also refer to Removing fixed assets from the inventory).

Physical Inventory Reconciliation

After the physical inventory count is completed, the BFT inventory officer is to conduct the reconciliation process. Reconciliation is defined as the process of identifying, explaining, and correcting the differences occurring between the physical count and the inventory records. When all differences have been identified, and explained, the inventory is considered reconciled.

BFT should conduct the following steps during the reconciliation process:

- Search the inventory lists to determine whether inventory noted during the count as unrecorded is, in fact, listed on another portion of the inventory.
- Enter unrecorded assets into the inventory system as soon as possible after discovery.
- If a significant number of unrecorded assets are located, indicating a major problem with the asset recording procedures, the agency inventory officer is to determine why the problem is occurring and correct it.
- Conduct a search in an effort to locate missing assets. For those assets not located, inventory officers are to follow procedures outlined in Lost or Stolen Property.

After the inventory is reconciled, the agency inventory officer is to certify the reconciliation with a statement and signature that it is correct and report this to the

supervisor. If the certification cannot be made, the inventory officer is to disclose that fact and the supervisor is to determine the appropriate course of action.

Retaining Inventory Records. The certification, together with the reconciliation and the inventory listing, serves as the basis for accounting adjustments and must be retained by the agency as documentary support for, and part of, its inventory. BFT should retain this documentation in accordance with the approved agency records retention schedules.

Lost or Stolen Property

When suspected or known losses of fixed assets occur, BFT should conduct a search for the missing property. The search should include transfers to other divisions or agencies, storage, scrapping, conversion to another asset, etc. If the missing property is not found:

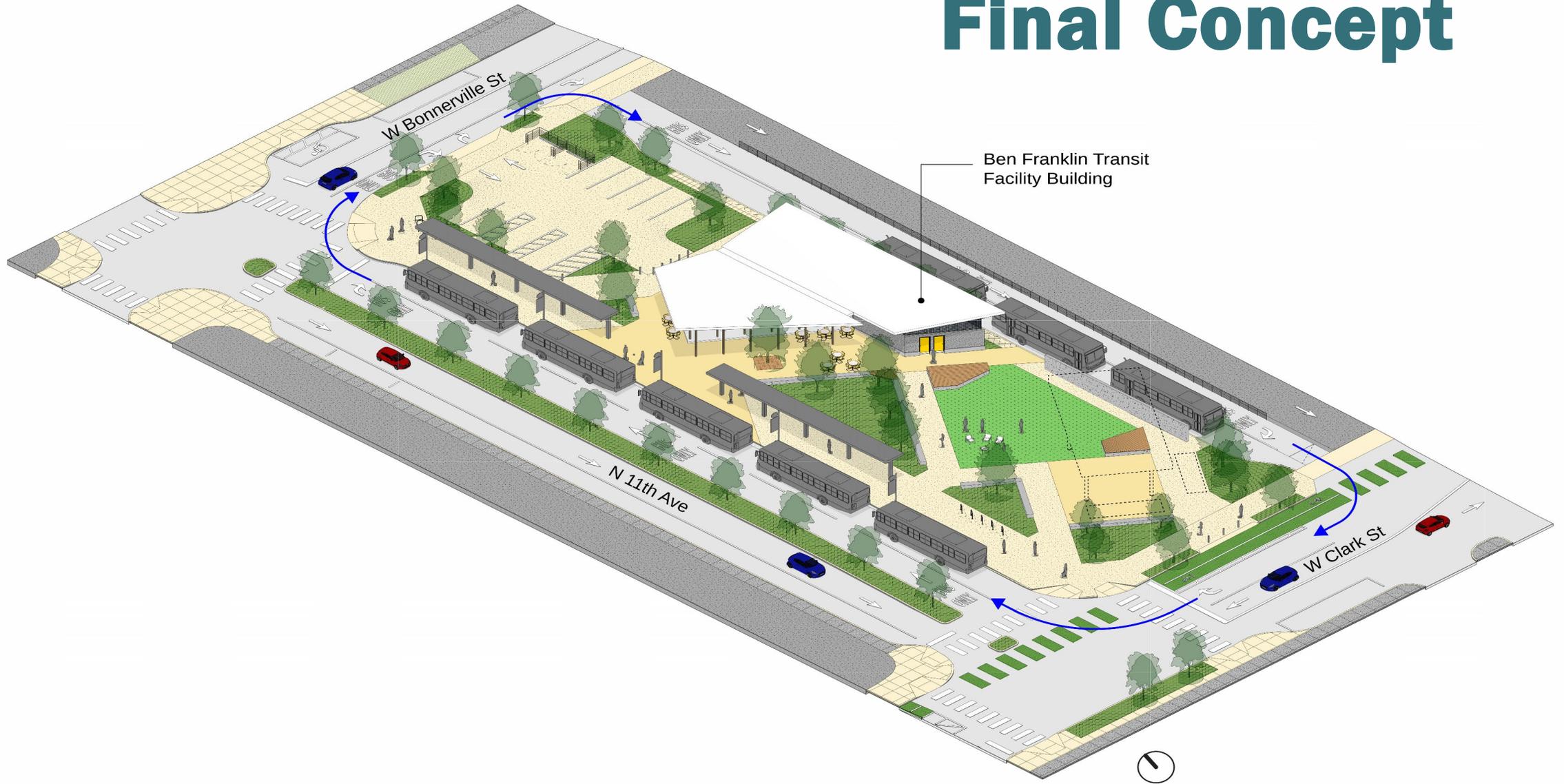
- Follow the loss procedures in Removing fixed assets from the inventory.
- Have the individual deemed to be primarily responsible for the asset, as well as that individual's supervisor, complete and sign a Property Disposal Request. Include on the Request a description of events surrounding the disappearance of the property, who was notified of the loss, and steps taken to locate the property.
- Remove the lost or stolen property from BFT's inventory and accounting records where applicable.
- Maintain records of fixed asset losses in accordance with approved BFT records retention schedules.



Downtown Pasco Transit Center Concept Design Update

April 11, 2024

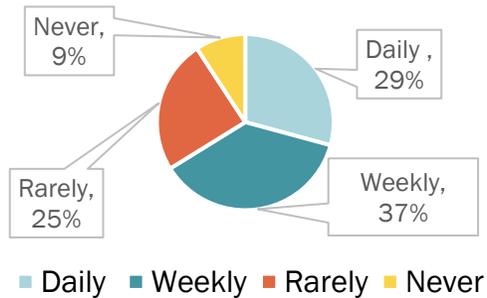
Final Concept



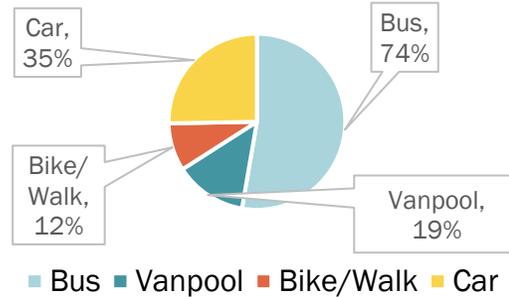
*Traffic flow – discussed to keep option open for left turn from 11th Ave to Bonneville St.

Survey Results

Frequency of travel



Typical Travel



Main Reasons for Visit

- ✓ Shopping
- ✓ Visit Family/Friends & School
- ✓ School
- ✓ Work/Medical Appointments

Top 3 Priorities

- ✓ Easy to use
- ✓ Safe Environment
- ✓ Connectivity to Routes

Safety Features

- ✓ Good Lighting
- ✓ Cameras
- ✓ Frequent Security Patrols

Prioritization

- A combination of:
- ✓ Improving frequency/timeliness
 - ✓ Themed Shelters
 - ✓ Expanding Routes

Other Requests: ✓ Plenty of seating ✓ Public Restrooms ✓ Spanish Speaking Customer Service assistance

COST ESTIMATE ITEMS	COST ESTIMATE - 2023 (ROUNDED)	COST ESTIMATE - 2024 (ROUNDED)	DIFFERENCE (+ ~2.5%)
Preparation	\$ 355,000	\$ 364,000	\$ 9,000
Earthwork	\$ 51,000	\$ 53,000	\$ 2,000
Drainage	\$ 514,000	\$ 527,000	\$ 13,000
Roadway	\$ 588,000	\$ 603,000	\$ 15,000
Structures	\$ 2,495,000	\$ 2,558,000	\$ 63,000
Landscaping	\$ 465,000	\$ 477,000	\$ 12,000
Illumination & Security	\$ 206,000	\$ 212,000	\$ 6,000
Public Art	\$ 250,000	\$ 257,000	\$ 7,000
Recommended Access to Transit Improvements	\$ 870,000	\$ 892,000	\$ 22,000
Additional Construction Costs	\$ 2,150,000	\$ 2,204,000	\$ 54,000
Sales Tax, Final Design & Permitting, Administrative, CM	\$ 4,134,000	\$ 4,238,000	\$ 104,000
TOTAL ESTIMATED PROJECT COST (ROUNDED)	\$ <u>12,100,000</u>	\$ <u>12,400,000</u>	\$ <u>300,000</u>
BUDGET			
ESTIMATED GRANT BALANCE (<u>Sep 2023</u>)	\$ 1,668,254	\$ 1,668,254	\$ -
ESTIMATED LOCAL CONTRIBUTION	\$ 10,431,746	\$ 10,731,746	\$ 300,000



West Pasco Transit Center – Property Search

- ▶ Update
- ▶ April 11, 2024

Step 1

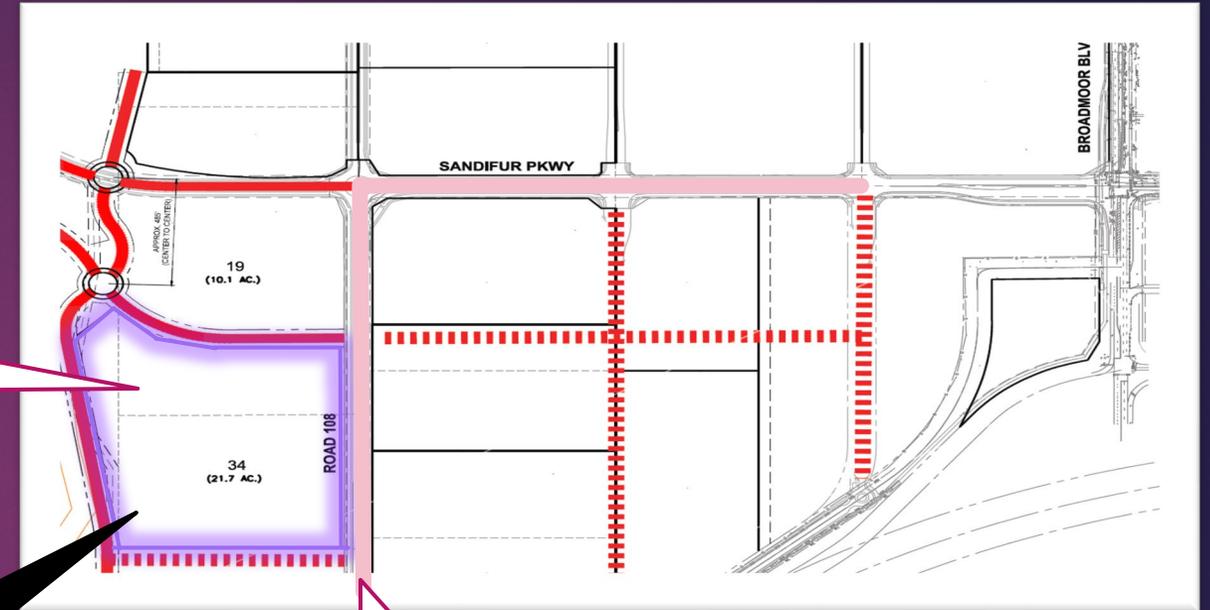
► Co-Locate in Broadmoor Development Area

Benefits:

- Synergy between recreational and transit amenities and enhanced community connectivity
- Shared parking

Investigating other options for this location.

- Would still have added costs
- Appraisal and appraisal review have been completed for this location



Initial Challenge:

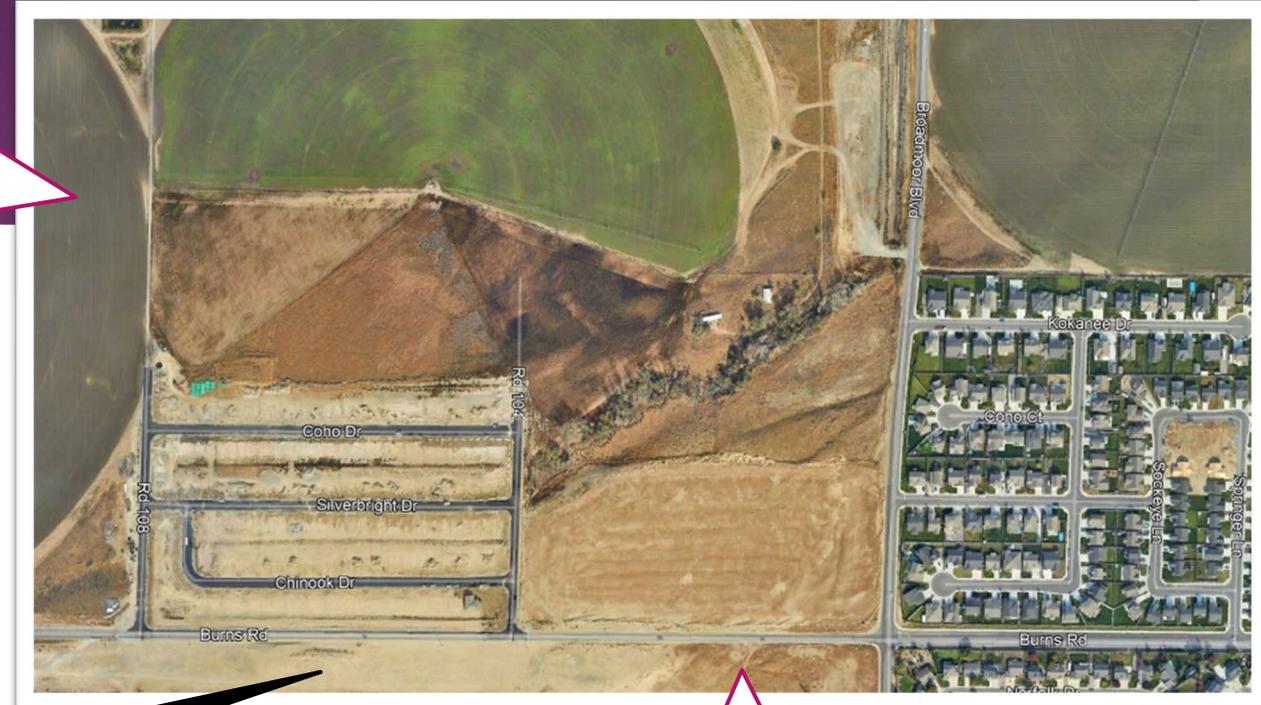
- Added cost for necessary infrastructure improvements:
Approximately \$4 million

Benefits:

- Synergy between recreational and transit amenities and enhanced community connectivity
- Shared parking
- Potentially less cost for infrastructure

Step 2

- ▶ Co-Locate north of the Broadmoor Development Area

**Challenges:**

- Added cost for this location is unknown at this time.
- Property owner might not want to sell.

**Exploring Step 1 first
before moving to Step 2**

Benefits:

- Reduced expenses
- Greater flexibility in facility design and transit operations

Challenges:

- No longer creating a civic campus
- No shared parking

PPFD and BFT would still collaborate on creating an enhanced bus stop at aquatics center

Step 3

- ▶ **Separate Location – Sandifur Parkway or Road 68 Area**



Memorandum

Date: April 11, 2024

To: Sarah Funk, Interim General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Special Events Update

Background

In November 2023, the Board adopted Special Events Policy PLN-120 (Attachment B) to establish structured guidelines for selecting special event services for local and regional events. Policy PLN-120 stipulates that the following events are incorporated into the annual plan outlined in the BFT Guidebook:

- Art in the Park (July)
- Boat Races (July)
- National Night Out & City Fair (August)
- Benton-Franklin Fair & Rodeo (August)
- Cable Bridge Run (December)
- Demonstration Service (ongoing)

These community events reflect a systematic and efficient approach to ensure the equitable distribution of events across Benton and Franklin County. Annually in December, the Board will receive a compilation of events that the agency plans to fulfill for the upcoming year.

After thorough consideration, BFT staff have decided not to proceed with the River of Fire event due to several reasons:

- Absence of partnership from the city, hindering collaborative efforts and community support
- Inadequate safety measures and preparation, despite the event's recurrent nature, posing potential risks to participants and attendees
- Unpredictable and Unsatisfactory ridership projections
- Exorbitant expenses related to staff working on a holiday, contributing to financial strain

Staff believe that directing resources towards fulfilling service needs will yield better outcomes and better align with our organizational goals and policies.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Staff recommend the Board support the approved special events as included in the BFT Guidebook and have staff allocate resources towards services that align better with organizational goals and policies.

Forwarded as presented:

Sarah Funk, Interim General Manager



Financial Report

Presented to the Board of Directors

April 11, 2024

CUSTOMER SATISFACTION – COLLABORATION – DIVERSITY
FISCAL ACCOUNTABILITY – INNOVATION – SUSTAINABILITY – SAFETY

Funding Profile Based on 2024B >>>

Local

Fares, Misc. (2024B = \$2.1M)

Sales Tax – Voter Approved 6/10th of 1.0% (2024B = \$53M)

State

Regional Mobility – Formula Based/Competitive Transit Hubs (\$1.9M CapEx)

Transit Support Grants - (varies each Biennium \$7M OpEx 2023 – 2025) *

Special Needs – Formula Based (varies each Biennium \$7M OpEx 2023 – 2025) *

Public Rideshare – Vanpool (varies each Biennium = \$4M CapEx 2023 - 2025)

Federal

5307 – Formula Funding (Population x Population Density x Fixed Route Revenue Miles) (2024B = \$9.8M OpEx + \$6M CapEx)

5310 – Enhanced Mobility of Seniors/Individuals with Disabilities – ARC Services (\$620K CapEx)

5339 – Bus and Bus Facilities (\$800K CapEx)

*Washington Secretary of State's Office has formally certified Initiative 2117, which would repeal the Climate Commitment Act

BFT 2024 Budget Overview

Approved by BFT Board of Directors

December 14, 2023

	Total	Operating	Capital
Revenues:			
Contracted Services Fares	\$ 1,225,000	\$ 1,225,000	\$ -
Sales Tax Revenue	53,164,000	43,809,548	9,354,452
Miscellaneous	1,808,840	1,808,840	-
Total Local	56,197,840	46,843,388	9,354,452
Total State	13,432,966	7,000,000	6,432,966
Federal Grants	16,668,557	9,800,000	6,868,557
CARES/CRRSSA/ARP Grants	-	-	-
Total Federal	16,668,557	9,800,000	6,868,557
Total Revenues	\$ 86,299,363	\$ 63,643,388	\$ 22,655,975
Expenditures:			
Fixed Route	\$ 25,532,578	\$ 25,532,578	\$ -
DAR	13,759,157	13,759,157	-
Van Pool	1,900,209	1,900,209	-
Maintenance	4,029,968	4,029,968	-
Purchased Transportation - VIA	3,123,468	3,123,468	-
Purchased Transportation - ARC	1,206,280	1,206,280	-
Human Resources	2,290,034	2,290,034	-
Planning & Service Development	1,878,083	1,878,083	-
Customer Service/Marketing	2,119,687	2,119,687	-
Safety & Security/Training	967,295	967,295	-
Executive/Administrative Services	6,836,629	6,836,629	-
Total Operating Expenditures	63,643,388	63,643,388	-
Fleet Program	15,628,720	-	15,628,720
Facilities Program	4,645,642	-	4,645,642
Transit Technologies Program	2,234,348	-	2,234,348
Other	147,265	-	147,265
Total Capital Expenditures	22,655,975	-	22,655,975
Total Expenditures	\$ 86,299,363	\$ 63,643,388	\$ 22,655,975

Operating Expense by Cost Type

	Actual 2021	Actual 2022	Actual 2023	Budget 2023	Budget 2024
Total Labor, includes Benefits	26,332,926	30,658,864	31,332,288	39,122,827	41,679,298
Services	2,420,211	2,909,349	2,432,043	3,960,610	4,498,110
Fuel & Lubricants	2,333,764	4,183,470	4,168,441	5,095,638	6,151,303
Tires & Tubes	231,921	284,875	296,015	310,089	322,031
Materials/Supplies	2,696,606	2,871,606	3,152,773	3,606,780	3,726,419
Utilities	434,019	453,245	412,231	409,944	410,763
Insurance	787,309	776,988	1,134,505	1,141,880	1,403,598
Contracted Services	1,233,971	2,663,081	3,760,853	3,995,000	4,043,441
Rentals	64,578	41,319	239,928	84,189	245,481
Miscellaneous	333,409	505,090	489,329	1,311,561	1,162,942
Total Non-Labor	10,535,788	14,689,023	16,086,116	19,915,691	21,964,089
Operating Expenses Total	36,868,714	45,347,886	47,418,404	59,038,518	63,643,387
Labor as % of Total Budget	71.4%	67.6%	66.1%	66.3%	65.5%

"We're Going Places"

Rounded to Millions

2024 Capital Program Highlights

11.0 Fleet replacement

1.5 Mechanical Overhauls to extend Fleet useful life

4.0 Complete Operations Building

2.0 Complete Queensgate Transit Hub

3.0 Acquire Land in West Pasco for Transit Hub

4.0 Award Enterprise Resource Planning Software System contract

0.8 Downtown Pasco Transit Hub Design

26.3

* Additionally Approximately \$7 million of committed Capital Expenditures rolled over from 2023 to 2024

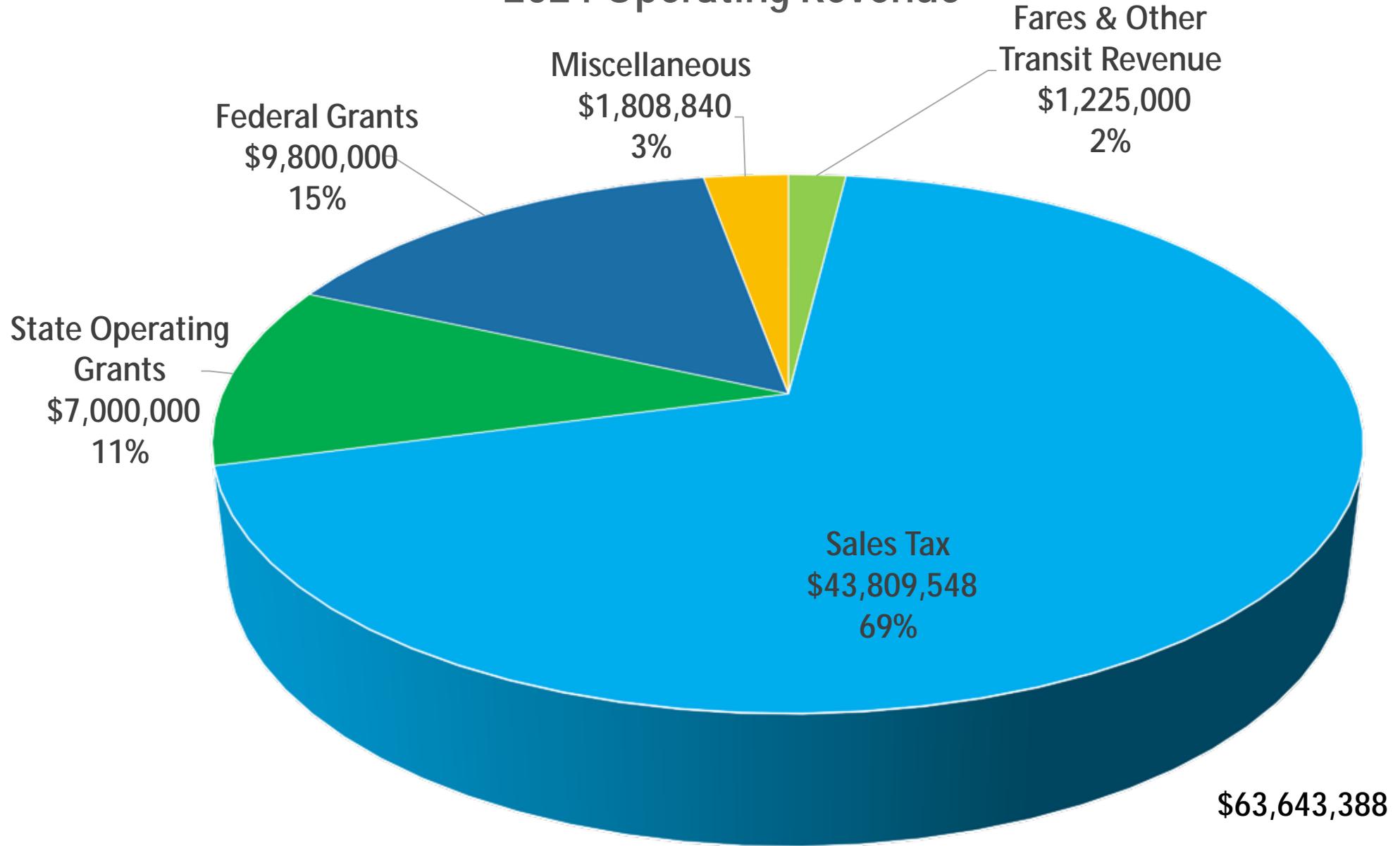
2024 - 2030 BFT Capital Budget Authority

		Average Funding Source	
		Local %	State % and Federal %
Technology	15,664,115	100%	0%
Facilities - MOA Campus	25,945,000	99%	1%
Facilities - Transit Centers & Amenities	58,315,707	75% to 100%	0% to 25%
Fleet Vehicles	29,351,664	15% to 20%	80% to 85%
Budget Authority through 2030 \$		129,276,486	

Overall approximately 75% of all Capital is paid with Local Funds

- ***Pay-As-You-Go*** Basis ***No Bonding, No Borrowing***
- Federal & State Grants **REQUIRE** Local Funding Match

2024 Operating Revenue



THANK YOU!





Climate Commitment Act Workshop

Presented to the Board of Directors

April 11, 2024



Climate Commitment Act (CCA)

- 2021: SB 5126 passed, establishing the Climate Commitment Act (CCA)
- 2022: SB 5975, *Move Ahead Washington*, was passed by the legislature allocating CCA funds ([CLICK HERE](#))
 - Ø 55% of this program's revenue funds the Climate Transit Programs Account ([CLICK HERE](#))
 - Ø Across Washington, \$5.4 billion in expected revenue will be collected over 16 years
 - Ø The impact to Ben Franklin Transit is \$112 million in expected operating revenue collection over 16 years, with [no matching funds required](#).

Climate Commitment Act Funding

In the 2023 - 2025 biennium, BFT was awarded:

- \$7.1 million from a Transit Support Grant
 - Used to sustain safety as well as system efficiency and reliability
- \$3.9 million “55% CCA” of \$7.0 million for Special Needs Grant
 - Used to sustain Demand Response (The Arc) and Dial-A-Ride (DAR) operations

BFT has been awarded the opportunity to receive projected capital funding over the next 13 years in the amount of \$22.7 million (matching required):

- Mobility Hub - \$8.4 million
- Long Range Service Corridor Engineering - \$4.25 million
- Fleet Diversification - \$10 million
- Green Transportation Grant – future grant opportunities
- Bus and Bus Facilities Grant – future grant opportunities

CCA Eligibility Requirements



- Maintain a zero-fare youth ride policy for all modes provided by the agency, including paratransit, for people 18 and under, as adopted by the [BFT Board in August 2022](#)
- Maintain or increase local sales tax authority on or after January 1, 2022, and may not delay or suspend the collection of voter-approved sales taxes approved on or before January 1, 2022
- Certify annually that the agency has maintained its local sales tax authority for transit at or above January 1, 2022, levels

If Ben Franklin Transit fails to maintain eligibility, Ben Franklin Transit's \$112 million in expected revenue collection over 16 years would be [redistributed](#) to other transit agencies in the state.

Potential Funding Impacts of Initiative 2117 on BFT

- Ben Franklin Transit's funding could be impacted for the current biennium as soon as **December 2024**.
- Reduce operating funding by \$ **5.4 million/year** = \$54 million over 10 years
- Reduce projected capital funding by **\$22.7 million** over 10 years
- Current Annual Service Plan reductions
- Additional service beyond 2024 may not be provided
- Capital plans would be significantly impacted

THANK
YOU!





Impact of Sales Tax Revenue Reduction

April 11, 2024



Funding Profile

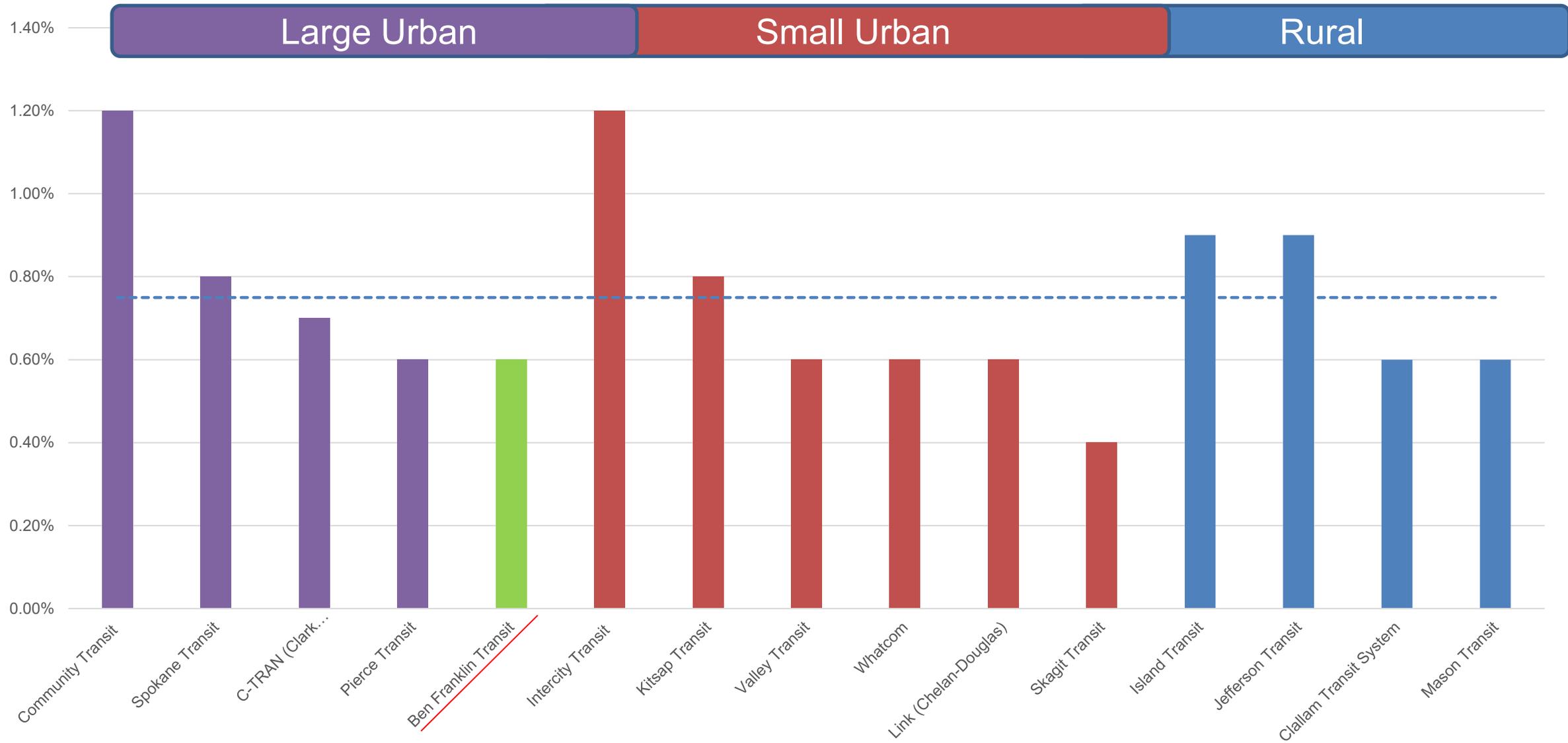
Sales Tax Funding Source at 0.6 of 1.0%

Year	Amount	Increase (Decrease)
2024B	53,164,000	2.3%
2023A *	51,958,339	2.1%
2022A	50,894,868	5.4%
2021A	48,271,512	22.3%
2020A	39,473,663	0.4%
2019A	39,311,911	7.9%
2018A	36,442,238	6.5%
2017A	34,214,086	3.0%
2016A	33,218,130	8.3%
2015A	30,667,385	10.1%
2014A	27,864,444	4.7%
2013A	26,610,668	6.0%
2012A	25,112,677	-5.0%

* 2023 Actuals under Budget 3%

Still in a place of Economic Uncertainty

Sales Tax Rates by Agency



Operating Impact Summary

Rounded to '000s	at 6/10		at 5/10		CCA / I-2117		Total Annual Lost Revenue	% of OpEx
	Operating Expenses	Current Sales Tax	Adj. Sales Tax	Sales Tax Reduction	Transit Support Grant	Special Needs Funding (1)		
Annual Change	3.5%	2.0%						
2025F (2)	65,871	54,227	45,189	6,779	3,500	1,925	12,204	19%
2026F	68,176	55,312	46,093	9,219	3,500	1,925	14,644	21%
2027F	70,562	56,418	47,015	9,403	3,500	1,925	14,828	21%
2028F	73,032	57,546	47,955	9,591	3,500	1,925	15,016	21%
2029F	75,588	58,697	48,914	9,783	3,500	1,925	15,208	20%
2030F	78,234	59,871	49,893	9,978	3,500	1,925	15,403	20%
2031F	80,972	61,068	50,890	10,178	3,500	1,925	15,603	19%
2032F	83,806	62,289	51,908	10,381	3,500	1,925	15,806	19%
2033F	86,739	63,535	52,946	10,589	3,500	1,925	16,014	18%
2034F	89,775	64,806	54,005	10,801	3,500	1,925	16,226	18%
2035F	92,917	66,102	55,085	11,017	3,500	1,925	16,442	18%
2036F	96,169	67,424	56,187	11,237	3,500	1,925	16,662	17%
2037F	99,535	68,772	57,310	11,462	3,500	1,925	16,887	17%
			Cumulative	130,418	45,500	25,025	200,943	

(1) If I-2117 were to pass the CCA is then defunded, and 55% of our special needs funds would also be lost.

(2) If Sales Tax reduction were to pass collection would be reduced effective April 1, 2025

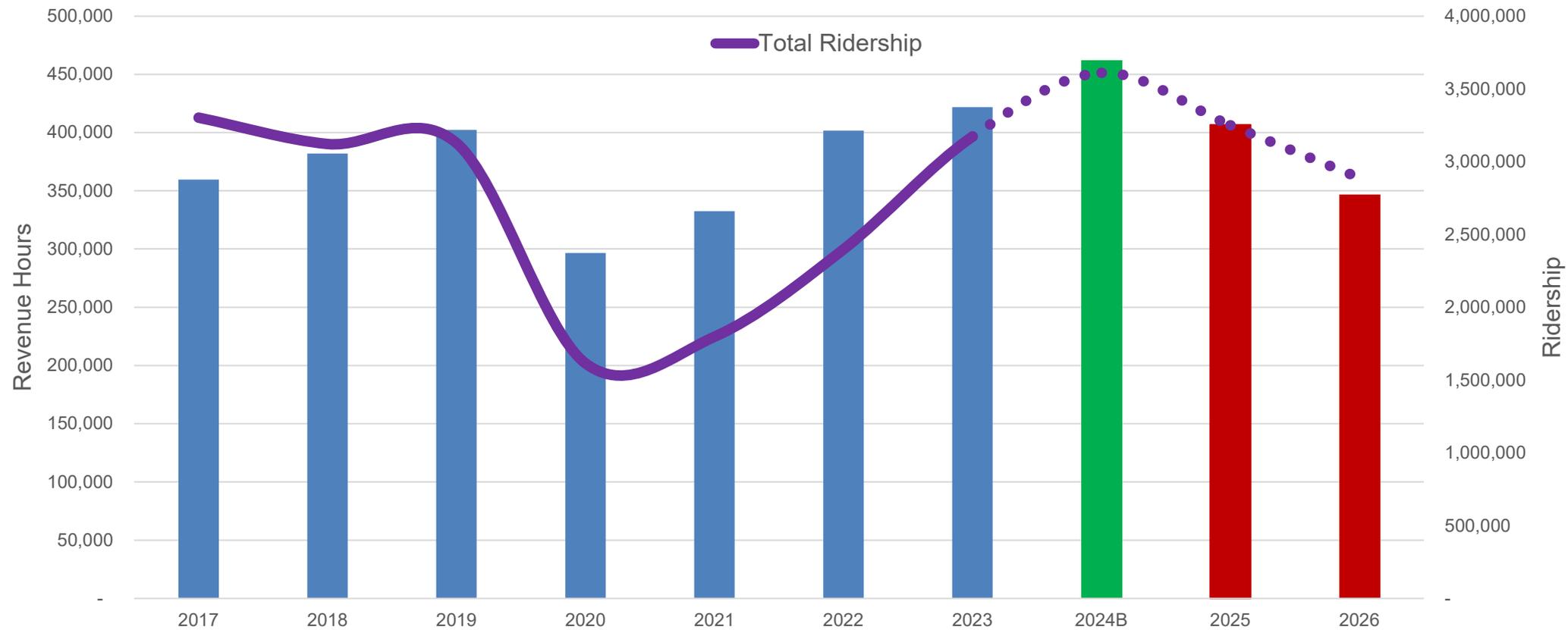
Approach to Addressing Uncertainty



In the short term, Ben Franklin Transit staff will:

- Continue to leverage operational and capital efficiencies
- Delay implementation of the 2024 Annual Service Plan
- Delay implementation of the approved new fare structure
- Maintain headcount levels

Total Service Level Impacts



● Actual Revenue Hours

● Budgeted Revenue Hours

● Estimated Revenue Hours Reduction if sales tax collection is reduced and CCA funding is lost

- ❑ Phased service cuts would be planned to begin in Q2 2025
- ❑ Revenue hours would be reduced up to **~25%**
- ❑ Ridership decrease of **~15-20%** is estimated

Service Change Timeline

2017

- Fixed route expansion in Fall
- Service extended to 8 PM
- Night Taxi service reduced hours

2019

- Service extended to 10 PM
- General Demand added in Tri-Cities

2021

- Metro Routes implemented
- Sunday service

2023

- Reduction of service between 8 PM & 10 PM
- Increased service on Saturday & Sunday

2018

- Tri-City Taxi closes
- East Pasco demonstration service

2020

- CONNECT starts in April
- Services temporarily cut due to labor shortage
- Route 268 implemented

2022

- Route 64 extension
- Route 66 Elimination
- Route 67 frequency increase

2024 (Planned)

- Queensgate integration
- Increased service to Benton City, Prosser, and West Richland

Capital Direction Requested

- **Delay in West Pasco land acquisition of \$3 million**
- **Delay Downtown Pasco beyond final design of \$.8 million**
- **Delay in Enterprise Resource Planning (ERP) of \$4 million**
- **Further reductions needed?**



Possible Service Changes

- Reduction of service from 10 p.m. to 8 p.m. or earlier
- Reduction of CONNECT service hours and zone coverage
- Elimination of Sunday Service
- Decrease Metro routes frequency
- Eliminate the beyond-¾-mile service for Dial-A-Ride
- Migrate to FTA standard, curb-to-curb ADA Dial-A-Ride service
- Revisit fare structure, including youth ride free
- Review further reduction of services
- Required FTA Title VI Equity Analysis will be completed



Scenario A: State Voters Repeal CCA

The BFT Board of Directors takes no action and awaits vote on the repeal of the Climate Commitment Act (CCA), I-2117.

1. If it is not repealed, BFT would continue to leverage operational and capital efficiencies.
2. If repealed, the impact will be the loss of CCA funding as soon as December 2024:
 - \$3.5 million loss of Transit Support Grants per year
 - \$1.925 million loss of Special Needs Services funding per year

Total loss of \$5.425 million per year

Total loss over the 13 years remaining on the grant = \$70.525 million



Scenario B: Local Voters Approve Sales Tax Reduction and State Voters Reject/Do Not Repeal CCA

The BFT Board of Directors votes to put a repeal of .1 of 1% (of the .6 of 1%) BFT currently collects in sales tax to a vote in November 2024.

1. If voters repeal the sales tax collection of .1 of 1% and the CCA is rejected/not repealed, this would mean:
 - a) A loss to BFT of \$6.779 million in sales tax collection beginning April 2025.
 - b) On January 1, 2025, BFT could not certify the maintenance of the sales tax collection rate that was in effect on January 1, 2022, so BFT would no longer be eligible for its portion of the CCA funding, including:
 - \$3.5 million loss of Transit Support Grants per year



Scenario B (continued)

If BFT reduces its sales tax collection but the CCA remains, Benton and Franklin County residents would still pay the CCA, but not receive the \$3.5 million per year in funding that comes from it. This funding would go to the other transit agencies in the state that have met the funding qualifications.

- c) If BFT loses both sales tax and CCA funding, the yearly impact would be \$10.3 million in year 1 and be as high as \$15 million in succeeding years.
- d) Reductions in staffing, service, and capital would be required to adjust to the loss of funding. If Fixed Route revenue hours are reduced, that could trigger the loss of federal matching funds.

The combined loss of funding over the next 13 years would be approximately \$176 million.



Scenario C: Local Voters Approve Sales Tax Reduction and State Voters Approve/Repeal CCA

The BFT Board of Directors votes to put a repeal of .1 of 1% (of the .6 of 1%) BFT currently collects in sales tax to a vote in November 2024.

1. If voters repeal it and the CCA is also repealed, this would mean:
 - a) A loss of \$6.779 million in sales tax collection would begin in 2025.
 - b) The CCA would no longer exist, so the funding would end.
 - c) If BFT loses both sales tax and CCA funding, the yearly impact would be \$12.2 million in year 1 and be as high as \$16.8 million in succeeding years.

The combined loss of funding over the next 13 years would be approximately \$200 million.



Scenario C (continued)

- d) Reductions in staffing, service, and capital would be required to adjust to the loss of funding. If Fixed Route revenue hours are reduced, that could trigger the loss of federal matching funds.

Summary of Scenarios A, B, and C for FY 2026

	Scenario A State Voters Repeal CCA	Scenario B* Local Voters Approve Sales Tax Reduction and State Voters Reject/Do Not Repeal CCA	Scenario C Local Voters Approve Sales Tax Reduction and State Voters Approve/Repeal CCA
CCA Repealed	(\$5.425 million)		(\$5.425 million)
Sales Tax Repealed		(\$9.219 million) which triggers BFT loss of CCA funding (\$3.5 million)	(\$9.219 million)
Partial Loss of Matching Federal Funds		X	X
TOTAL ANNUAL OPERATING LOSS	(\$5.425 million)	(\$12.719 million)	(\$14.644 million)
	8% of operating expenses	19% of operating expenses	21% of operating expenses

*In Scenario B, if the BFT sales tax collection is reduced and the CCA is not repealed, Benton and Franklin County residents would still pay the CCA, but BFT would not receive the \$3.5 million per year in funding that comes from it. This funding would go to the other transit agencies in the state that have met the funding qualifications.

**THANK
YOU!**



**BEN FRANKLIN TRANSIT
RESOLUTION 21-2024**

**A RESOLUTION REGARDING SUBMISSION OF A PROPOSITION TO THE VOTERS
TO REDUCE SALES AND USE TAX FOR PUBLIC TRANSPORTATION**

WHEREAS, BFT currently receives six-tenths (6/10ths) of one-percent (1%) of the selling price or value of the article used and made taxable pursuant to RCW 82.14.045(1); and

WHEREAS, BFT's current sales and use tax funding was authorized by vote of the public certified March 22, 2002; and

WHEREAS, BFT's Board of Directors believe the public may wish to reduce the amount of sales and use tax collected for BFT's purposes by one-tenth (1/10th) of one-percent (1%);

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

1. The Interim General Manager is directed to request that the Benton and Franklin County Auditors place upon the ballot for the next general election, a proposition as follows:

“Ben Franklin Public Transportation Benefit Area Reduced Sales and Use Tax”

2. The Ben Franklin Transit Board of Directors adopted Resolution 21-2024 concerning a proposition to reduce the imposed sales and use tax. This proposition would reduce the authorized sales and use tax Ben Franklin Transit is permitted to impose from up to six-tenths (6/10ths) of one-percent (1%) to up to five-tenths (5/10ths) of one-percent (1%) within portions of Benton and Franklin Counties.

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

ATTEST:

Anel Montejano, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: April 11, 2024

To: Sarah Funk, Interim General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Authorize the Interim General Manager to Purchase Real Property for the West Pasco Transit Center

Background

Ben Franklin Transit (BFT) staff are seeking authorization to proceed with the acquisition of real property for the West Pasco Transit Center. This initiative aims to improve transit accessibility in the area by establishing a vital connection point for fixed routes and on demand services, conveniently situated within walking distance of major destinations. BFT's staff are evaluating property in West Pasco to create a dynamic civic campus that meets the diverse needs of the community while ensuring easy public access.

By strategically collocating facilities such as shopping outlets, a library, a community center, and an aquatic center, staff will foster an environment for an active and vibrant transit center. Integrating the future West Pasco Transit Center with the civic center not only aligns with BFT's objective of enhancing transit accessibility for everyone but also presents an opportunity to increase ridership. The City of Pasco estimates 500 visitors per day. Additionally, the presence of such a comprehensive civic campus is expected to greatly enhance the appeal and value of surrounding commercial sites, thereby contributing to the overall development and prosperity of the West Pasco area.

Since 2022, BFT staff have diligently researched available land, yet the competitive nature of the market in this area has posed significant challenges, consuming countless hours with limited success. The properties under consideration are entirely undeveloped and are crucial components of the transit center's envisioned infrastructure, necessitating intricate navigation through various complexities. Delays arose during the finalization of road network adjustments, adversely affecting the site's progress. Additionally, the recent revelation of the requirement for buyers to undertake infrastructure improvements has introduced further layers of complexity, with considerable time required to assess associated costs. Despite these obstacles, BFT remains steadfast in its commitment to advancing the West Pasco Transit Center project and achieving its objectives in a timely manner.

In light of potential cost fluctuations across various sites, staff are requesting a not to exceed budget of \$3,000,000. To expedite the acquisition process and avoid further delays, BFT staff are requesting authorization not to exceed this budget, allowing swift assessment of the real property. The urgency of promptly acquiring a property in West Pasco to prevent potential loss and guarantee proximity to the civic center highlights the critical nature of this request.

The proposed budget includes consideration for up to five acres of land and associated acquisition costs. BFT staff will proceed with negotiations and conduct a thorough evaluation of the property in a three-step approach to secure land with the respective property owner and agree on mutually acceptable terms for the purchase of the preferred site.

West Pasco site details:

- Step 1: Co-Locate in Broadmoor Development Area
- Step 2: Co-Locate north of the Broadmoor Development Area
- Step 3: Separate Location –Sandifur Parkway or Road 68 Area

Once the site is selected, BFT staff will promptly update the Board on the chosen property, ensuring alignment with transit accessibility requirements while addressing environmental and social impact concerns.

Funding

Budgeted: Yes
Budget Source: Capital Projects FAC0027
Funding Source: Local

Recommendation

Authorize the Interim General Manager to purchase real property and pay associated acquisition costs not to exceed \$3,000,000 as identified in this memorandum for the West Pasco Transit Center.

Forward as presented:

Sarah Funk, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 22-2024**

**AUTHORIZE THE INTERIM GENERAL MANAGER TO PURCHASE REAL
PROPERTY FOR THE WEST PASCO TRANSIT CENTER**

WHEREAS, BFT seeks to establish the West Pasco Transit Center to improve transit accessibility, integrating it with vital community facilities; and

WHEREAS, BFT is currently engaged in the planning process for site location and requires acquisition of property to facilitate progress in design work; and

WHEREAS, The competitive market and complexities of undeveloped properties in West Pasco have impeded progress, requiring swift action to prevent loss and ensure proximity to the civic center; and

WHEREAS, To expedite acquisition and avoid delays, BFT requests a not to exceed budget of \$3,000,000;

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

1. BFT staff are authorized to proceed with negotiations and conduct a thorough evaluation of up to five acres of land in West Pasco, utilizing a three-step approach to secure the preferred site and agree on mutually acceptable terms for purchase with the respective property owner with the support of BFT's legal counsel.
2. The not to exceed budget of \$3,000,000 is approved for the acquisition of real property and associated acquisition costs for the West Pasco Transit Center and the Interim General Manager is authorized to enter into such an agreement for the purchase of real property.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 11, 2004, 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

Memorandum

Date: April 11, 2024

To: Board of Directors

From: Sarah Funk, Interim General Manager & Chief Financial Officer

Re: Resolution 23-2024: Recommendation to Award the Enterprise Business System Software to Workday, Inc and System Integrator AVAAP

OBJECTIVE:

To seek contracting authority for all software and services related to the implementation of a new Enterprise Resources Planning (ERP) Software System for Finance and Human Resources.

Background

Since 1987, Ben Franklin Transit (BFT) has utilized FleetNet software as its ERP. While the system is robust, there are known gaps in the functionality, as well as integration challenges with other systems that require resolution. The current FleetNet product is used for business systems such as accounting, finance, timecards and payroll, inventory, work orders, and purchasing. It is outdated and does not have the features or capabilities to support BFT's full enterprise business management needs.

The agency is seeking to replace FleetNet with a more modern, cloud-based system, that will address existing agency needs, as well as provide greater opportunities for process efficiencies and improvements for both Finance and Human Resource functionality. The proposed system would be a subscription-based Software as a Service (SAAS) system and would integrate with other agency software systems to provide more efficient workflows and data sharing.

In June 2022, BFT's Board of Directors approved a consultant contract to Plante & Moran, PLLC to assist BFT in identifying and evaluating potential ERP solutions providing for a modern financial management system. Plante & Moran, PLLC provided consulting support services in preparation of the procurement specifications and analyzing of the proposals submitted. The ERP solution will consist of an ERP software company and a software system implementor.

In August 2023, BFT released a Request for Proposal (RFP) for firms interested in providing the required ERP Software and Services. The agency is actively working to finalize contract negotiations and anticipates the award of a contract shortly following the BFT Board's approval of this action item. The proposed subscription term for the software would be for a period of 10 years and would cover the initial software implementation and annual licensing fees for the contract term. The benefit of a 10-year subscription term is that BFT will be able to lock in a minimal 2.00% annual rate increase on the subscription fees for years two through ten.

In addition, to the cost for the primary ERP Software and Implementation Services, staff also anticipates that the project will include a need for some ancillary purchases including activities such as integration support with other agency software providers who will need to be linked to the ERP system.

Upon execution of a contract for the ERP Software and Implementation Services, staff will develop a plan to kick off the implementation phase of the project. The completion of implementation and the final “Go Live” for the project is anticipated to occur in mid to late 2026.

The following are considerations driving this project and the decisions of the executive team:

- The current ERP on-premises system has an end-of-life support date of June 2025. BFT believes limited support can be negotiated for the current software through the new ERP Go Live date.
- The current ERP system was implemented in 1987 and, although the system has been updated since then, the overall functionality and technology platform has become outdated.
- The current system is archaic, using Microsoft Access to connect to a single Structured Query Language (SQL) database.
 1. This makes it vulnerable to:
 - § Malware code which targets Microsoft Access.
 - § Application updates from Microsoft resulting in incompatibility problems with the current client. For example, during the week of December 13 – 17, 2021, Microsoft released a general update. This resulted in over five (5) unplanned system outages requiring personnel to exit the ERP system, disrupting their workflows and progress, and for IT to prioritize system diagnostics and fix the problem. This is one (1) example of a frequent issue.
 2. The current system is comprised of 30+ separate Microsoft Access databases.
 - § These databases are not fully integrated, resulting in the need to enter the same information multiple times in different databases. Duplicative data entry is inefficient and increases the possibility for data entry errors.
 - § Many aspects of the browser interaction with the system still reflect the original environment. The resulting end user experience is disjointed and not efficient.
 - § It is not easy to navigate between suites; users need to know the key letters for each suite to move to that suite (RQ = Requisitions, PO = Purchase Orders, GL = General Ledger, TK = Timekeeping, etc.) rather than using an intuitive graphical user interface common among current solutions.
- Workday, Inc. the recommended ERP replacement software system is configurable, has been deployed in other Transit Agency’s supported by a knowledgeable system integrator with high rankings and posted implementation support.
- AVAAP has implemented ERP software system for many other transit agencies successfully, including within Washington State.

Budget:

Staff are requesting contract authority to enter into contracts which exceed the Interim General Manager’s signing authority. The cost of the implementation phase of the project is not expected to exceed \$3,377,337, plus all applicable sales tax, and covers both the upfront implementation support, as well as the first two (2) years of the software subscription.

The ongoing subscription cost for years 3 through 10 of the 10-year term is not expected to exceed \$4,014,187 plus all applicable sales tax, which equals an average annual cost of approximately \$502,000. The budget for the ongoing costs will be addressed in the budget development process for each applicable period. Other ongoing costs related to miscellaneous software support may vary from year to year based on agency needs but are not currently anticipated to exceed \$75,000 per year, not including sales tax. The budget for these costs will also be addressed in the budget development process for each applicable period.

Proposal Evaluation and Recommendation

BFT staff advertised proposals for an ERP system in the Tri-City Herald, Seattle Daily Journal of Commerce, BFT’s website, various bid plan centers, and sent out 35 requests for proposal packages to potential contractors.

BFT received three (3) proposals, and they were determined to be responsive and responsible. Evaluators rated the initial proposals and then conducted interviews with the top two (2) highest-rated firms. Based on the two (2) phases of evaluations, Workday, Inc. and AVAAP were selected as the highest-rated firms based on the evaluation criteria specified in the proposal.

BFT received three (3) proposals and all three (3) proposals were determined to be responsive and responsible. Evaluators rated all proposals and then selected the top two (2) firms for the second phase (oral interviews). The top two (2) firms that were interviewed then received up to 30 additional evaluation points, and Workday, Inc. (Software provider) and AVAAP (system implementor) were the overall highest-evaluated firms, as listed below:

Consultant Firms	Initial Evaluation Points (Possible 100)	Initial Evaluation Points with Oral Interview Points (Possible 30 for a Total of 130 Points)	Evaluated Cost
Workday/AVAAP	69.80	69.80 + 25.80 = 95.60	\$7,391,524.00
Oracle/FourthSquare	78.40	78.40 + 15.20 = 93.60	\$3,367,904.00
Tyler Technologies	59	Not Included in Phase 2	\$3,271,388.00

Cost Summary

If the Board of Directors approves, BFT intends to award the highest-rated firms, Workday, Inc, and AVAAP in the combined not-to-exceed amount of \$7,391,524, not including sales tax.

Staff are requesting change order authority of 7.00% of the contract amount for optional work related to the ERP. Optional additional work up to 7.00% or \$517,408 would be based on rates listed in the cost proposal and be negotiated individually, travel would be based on State of Washington approved rates, and all additional work would be approved by the Interim General Manager or their designee.

Funding

Budgeted: Yes

Project No.: OTH0001 (approved in 2018)

Capital Budget Source: Existing approved Capital Budget for Project OTH0001

Operating Budget Source: 2026-2033 Operating Budget

Funding Source: Local Funds

Recommendation

Authorize the award of the Enterprise Resource Planning (ERP) software and implementation to Workday, Inc and System Integrator AVAAP

Forward as presented:

Sarah Funk, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 23-2024

A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO AWARD THE ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE TO WORKDAY, INC. AND SYSTEM INTERGRATOR AVAAP

WHEREAS, BFT has a need for a new ERP solution; and

WHEREAS, BFT solicited proposals for an ERP software and system integrator and received three (3) responsive and responsible proposals; and

WHEREAS, the three (3) proposals were evaluated in accordance with the request for proposal criteria and the highest-rated consultant was Workday, Inc. to provide the software and AVAAP to provide software integration, and

WHEREAS, the funding for the project will be provided by local funding from the 2024-2025 Capital Budget and 2026-2033 Operating Budget.

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

1. The Interim General Manager is authorized to enter into Contract #1438 with Workday, Inc. for ERP software and Contract #1480 with AVAAP, the software system integrator, in the combined not-to-exceed amount of \$7,908,932; this amount includes the contract term of ten (10) years, with a 7% change order authority.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 11, 2024, at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Additional Board Information

April 2024

1. 90-Day Procurement Outlook as of March 27, 2024
2. BFT Connect DAR Overflow

As of: 3/27/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Contract for fixed route bus replacement engines and transmission parts for up to 20 older buses	Capital	\$1,500,000	Up to 3 Years	IFB	3/1/2024	5/15/2024	X
Mobile Ticketing Technology Services	Operating	\$250,000	Up to 5 Years	RFP	3/18/2024	6/15/2024	X

April

Color Code: Green - Recommendation for Award

Enterprise Resource Planning (ERP) Software System (Possible replacement for Avail/FleetNet ERP software system)	Operating	\$8,000,000	Up to 10 Years	RFP	8/21/2023	4/15/2024	X
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May

Color Code: Grey - Future Procurement Awards

Dial-A-Ride (DAR) replacement vehicles (up to five) 5310 FTA Funding	Capital	\$717,676	1 Year	State Contract	NA	4/15/2024	X
Contract for fixed route bus replacement engines and transmission parts for up to 20 older buses	Capital	\$1,500,000	Up to 3 Years	IFB	3/1/2024	5/15/2024	X

June

Mobile Ticketing Technology Services	Operating	\$250,000	Up to 5 Years	RFP	3/18/2024	6/15/2024	X
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BFT CONNECT DAR Overflow

Approach to Driver Selection, Training, and
Ongoing Evaluations

March 2024

Driver selection and onboarding

All drivers in the BFT CONNECT service complete a multi-step onboarding process and prior to being certified for the DAR Overflow / Student service



Step 1

Online
Application



Step 2

MVR & Criminal
Background
Check



Step 3

Pre-engagement
drug protocols



Step 4

Onboarding
session*



Step 5

DAR Overflow /
Student
Training

CONNECT drivers assigned to DAR overflow trips must meet an elevated set of driver requirements

Incremental Requirements to Serve DAR / Student Trips

Additional safety courses including ADA sensitivity training & wheelchair securement

Extra learning sessions covering ADA policies, safety tips, and more

CPR & First Aid certification

Baseline Requirements for All CONNECT Drivers



Background check, including annual review of local and national criminal history



FTA-compliant drug & alcohol testing for onboarding and ongoing basis



Driving history report, including check of license validity and moving violation history



Mandatory onboarding session covering service policies and customer service tips



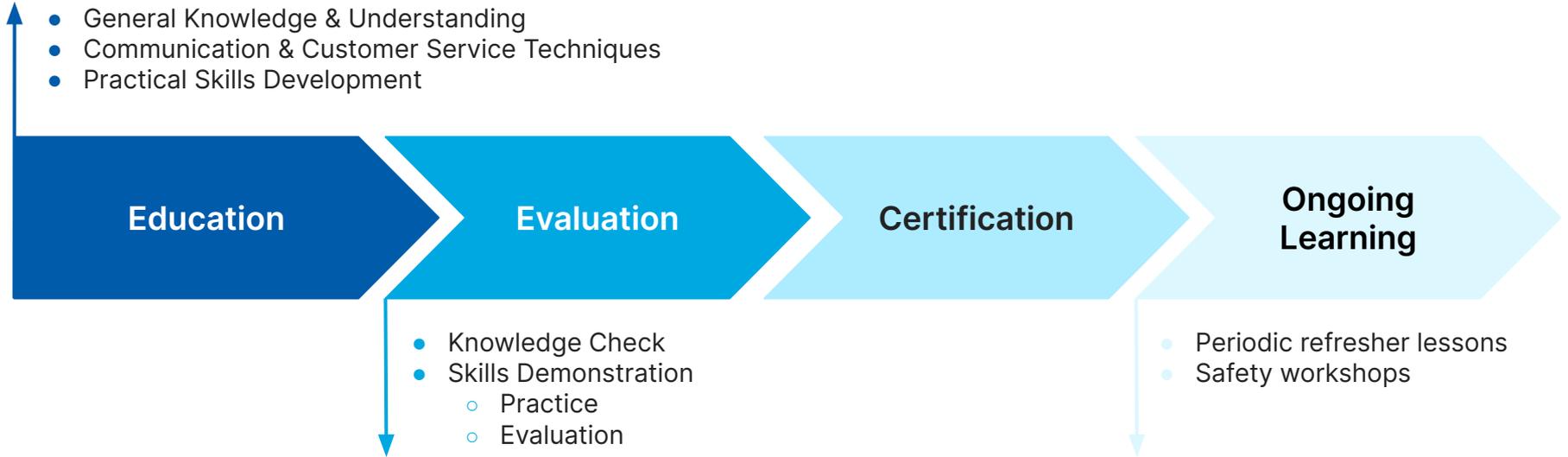
25 year old minimum age requirement for onboarding



English proficiency assessment (newly added based on recent rider feedback)

DAR Overflow Driver Certification and Onboarding

DAR Overflow & Student Transit Certification Program



The DAR Overflow & Student Certification Program helps drivers learn what they need to know, confirms their understanding, and provides them with regular updates to ensure that your knowledge stays current.

The DAR Overflow & Student Transit Certification Program builds on foundational driver education for BFT CONNECT.

BFT CONNECT

DAR OVERFLOW

STUDENT TRANSIT

CONNECT Service Overview

DAR Overflow Service Overview

ADA Compliance

Student Service Overview

Platform Policies & Expectations

Service Expectations (D2D vs. C2C service)

App Functionality

Customer Service Techniques

Empathy & Sensitivity

Passengers with Disabilities

Communication Skills

Disability Awareness & Sensitivity

Understanding Disabilities & Needs

Understanding Behaviors & Needs

Accident & Emergency Protocol

CPR & First Aid

Emergency Communication

Emergency Response for Youth

Conflict Resolution

Risk Avoidance

Securement Policies

Child Development & Behavioral Management

Safety & Defensive Driving

Boarding & Deboarding Assistance

Securing Mobility Devices & Passengers

Driver education focuses on scenario-based learning and hands-on practice.

Module 1: General Knowledge & Understanding

Overview of Service

**Sensitivity & Understanding
Disabilities**

Laws and Regulations

Module 2: Communication & Customer Service

Empathy & Sensitivity

Role-playing exercises to enhance communication skills with passengers with diverse needs.

**Emergency Communication &
Conflict Resolution**

Simulated scenarios to train drivers in effective communication during emergency situations.

App Understanding

Distinction between D2D and C2C service

Module 3: Practical Skills Development

Vehicle Familiarity

Hands-on practice to ensure drivers are proficient in operating each type of vehicle, including adaptive equipment.

Boarding & Deboarding Assistance

Practical prep on safely assisting passengers with disabilities during boarding and deboarding.

Securing Mobility Devices

Hands-on practice securing and releasing mobility devices in each vehicle.

Our certification program aims to verify that drivers possess the skills to confidently provide service.

General Knowledge & Customer Service Assessment

Knowledge Check.

Assessed competencies:

- Understanding of Disabilities
- Legal & Regulatory Knowledge
- Platform Proficiency
- Empathy & Sensitivity
- Emergency Communication

Practical Skills Evaluation

In-Person Demonstration.

Assessed competencies:

- Vehicle Familiarity
- Vehicle Safety Checks
- Boarding & Deboarding Assistance
- Securement of Mobility Devices
- Mobility Device Variation

Final Evaluation & Recommendations

Overall Readiness based on cumulative scores.

Drivers scored out of 10:

- **8-10: Certified**
- 6-8: Not certified, additional targeted training based on specific areas.
- Below 6: Not certified

Ongoing Monitoring

Post-Certification Period. 10 WAV rides for newly-certified drivers to monitor their performance in actual service conditions.

Periodic Ride-Alongs. Ensure that drivers maintain the necessary skills and competencies.

Driver Learning

Ongoing learning will ensure that drivers remain competent and responsive.

Ongoing Education

Drivers complete monthly refresher lessons, participate in safety workshops, and stay updated on industry best practices.

Reorientation

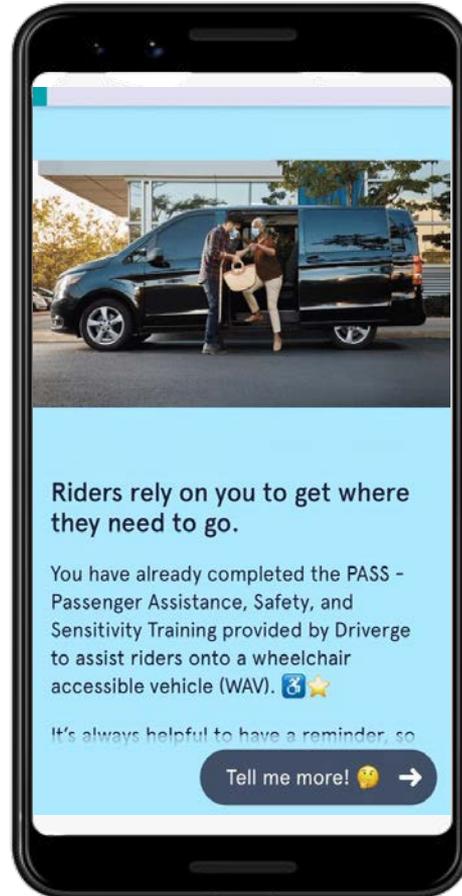
If a driver has not driven over a defined period, required to demonstrate wheelchair securement proficiency.

Recertification

Drivers must complete the WAV certification program annually in order to continue providing WAV rides on the platform.

FTA Audits

Via Drivers are part of BFT's triennial FTA audit process.



Disability Awareness & Sensitivity

Key areas include:

- Protections against disability discrimination,
- Types of disabilities,
- How to provide excellent service to riders with disabilities

Passenger Care & Safety in WAVs

Key areas include how to:

- Respectfully assist passengers with mobility challenges,
- Safely operate an automatic lift or manual ramp, and
- Properly secure a wheelchair and passenger.

Service Quality Monitoring

Our test ride program is designed to evaluate key aspects of a high-quality and safe paratransit overflow service.

Program Design

Frequency

Conduct test rides regularly, targeting different service areas and times to ensure a representative sample.

Random Selection

Select drivers for test rides on a random basis, ensuring a fair and unbiased assessment.

Test Ride Criteria

Score card. Assessed competencies:

- Punctuality and reliability (OTP)
- Empathy & Sensitivity
- Communication
- Vehicle Operation
- Boarding & Deboarding
- Securements
- Passenger care (D2D)

Test Ride Evaluation

Overall Ride Assessment based on cumulative scores.

Rides scored out of 10:

- **8-10: Ride passed!**
- 6-8: Additional targeted training in specific areas
- Below 6: Ride failed. Full retraining required.

Documentation & Reporting

Test Ride Records

Maintain detailed records of each test ride, including assessment scores and feedback.

Aggregate Data Analysis

Analyze aggregate data from multiple test rides to identify trends and areas for collective improvement.

Periodic Reassessment: Conduct follow-up test rides to track improvements and address any lingering concerns.

Testing

Ongoing feedback collection will enable continuous improvement.

Rider Satisfaction Scores

We administer regular passenger satisfaction surveys, using a standardized scoring system (i.e. 1-5 stars) to calculate the average satisfaction score.

Complaint & Incident Reports

We track the number of incidents reported by passengers or observed by the local team, aiming to minimize incidents and identify trends or recurring issues.

Rider Experience Surveys

We will send an in-app survey to 10% of randomly selected riders on a monthly basis that covers our Test Ride Criteria in efforts to identify specific focus areas for periodic lessons and ongoing safety sessions.

Mystery Rider Program

We hope to partner with local disability advocacy groups to periodically assess the service in alignment with our Test Ride Criteria.

Via will provide detailed records within the outlined timeline of a request from Ben Franklin Transit



Training

- Para/Student Initial certification
- Disability Awareness & Sensitivity
- Passenger Care & Safety in WAVs
- CPR & First Aid



Background checks

- Initial background check
- Recurring background checks



Drug testing

- Pre-employment drug test
- All random tests (if applicable)
- All post-accident tests (if applicable)

Via maintains a record of all driver information, including completion of onboarding requirements, in our driver database.

Thank you!