Per the Governor’s COVID-19 Proclamation 20-28 Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to participate in the meeting via “listen-only” mode by calling the number listed above, then enter the information as prompted. The agenda is available on the website at BFT.org Public comment to the Board will be accepted by email at Execoffice@bft.org. In the subject line, write “Public Comment”. Comments must be received 24-hours prior to the meeting to ensure distribution to the Board.

1. Convene Board Meeting
   Chair Bloom
2. Roll Call
   Mindy Eakin
3. Pledge of Allegiance
   Chair Bloom
4. Public Comment
5. Approval of Agenda
6. Recognitions - Steve Davis
   A. Resolution 21-2021: Recognizing BFT Assistant Director, Transit Operations, Steve Davis for Completing American Public Transportation Association’s (APTA) Emerging Leaders Program
   Chair Bloom
7. Citizen’s Advisory Network (CAN) Report
   Leo Bowman
8. Board Committee Reports
   A. Operations & Maintenance Committee - Cancelled
      Ruben Alvarado, Chair
   B. Planning & Marketing Committee
      Bill McKay, Chair
   C. Administration & Finance Committee
      Steve Becken, Chair
9. Consent Agenda:
   A. March 11, 2021 Regular Board Minutes – Approve
   B. March Voucher Summary – Approve
   C. Resolution 22-2021: Authorizing the General Manager to declare vehicle 8552 as surplus and dispose per Resolution 62-2014
      Terry DeJuan
10. **Action Items**

   A. Resolution 23-2021: Authorization to Award – Temporary Staffing Services
      Wendi Warner
   
   B. 2021 Modified Annual Service Plan and Title VI Equity Analysis Public Hearing Resolution 24-2021: Approving the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis
      Keith Hall

11. **Discussion & Informational Items**

      Jeff Lubeck

   B. 2021 Q1 Performance Report
      Ali Madison

12. **Staff Reports & Comments**

   A. Legal Report
      Jeremy Bishop

   B. Financial Report
      Jeff Lubeck

   C. General Manager’s Report
      Gloria Boyce

13. **Board Member Comments**

14. **Executive Session**

   A. RCW 42.30.140(4)(b)

15. **Other**

16. **Next Meeting**

   Regular Board Meeting – Thursday, May 13, 2021 at 7:00 pm
   1000 Columbia Park Trail, Richland, WA

17. **Adjournment**
A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT) ASSISTANT DIRECTOR, TRANSIT OPERATIONS, STEVE DAVIS FOR COMPLETING AMERICAN PUBLIC TRANSPORTATION ASSOCIATION’S (APTA) EMERGING LEADERS PROGRAM

WHEREAS, Ben Franklin Transit has been fortunate to have Steve Davis as a public transportation employee and BFT believes in investing in his talents; and

WHEREAS Steve completed APTA’s Emerging Leaders Program on November 20, 2020; and

WHEREAS Steve gained knowledge and skills in goal-setting, communications and project management; and

WHEREAS Steve developed relationships with industry leaders and will benefit from the APTA peer community established while engaged in coursework; and

WHEREAS, Steve persevered through coursework and workshops virtually during the Coronavirus pandemic; and

WHEREAS, Steve’s dedication to growing as a leader and professional development at BFT is admired by his peers;

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

Ben Franklin Transit Board of Directors recognizes and congratulates Steve Davis for this APTA Emerging Leaders Program achievement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 8, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

______________________________  ______________________________
Mindy Eakin, Interim Clerk of the Board  Richard Bloom, Chairman

APPROVED AS TO FORM BY:

______________________________
Jeremy J. Bishop, Legal Counsel
Per the Governor’s COVID-19 Stay Home-Stay Healthy Proclamation 20-25, and to practice social distancing, Ben Franklin Transit Ad Hoc Committees will be conducted telephonically, with call-in access provided to participants.

Committee Members:
Bill McKay – Chair
Absent: Shon Small, Rocky Mullen
Assigned Directors: Keith Hall, Ali Madison

Staff: Gloria Boyce, Jeff Lubeck, Keith Hall, Ali Madison, Rob Orvis, Ayodeji Arojo, Michael Roberts, Mindy Eakin

COMMITTEE CHAIR MCKAY convened the meeting at 4:04 p.m.

Changes to the Agenda
There were no changes to the agenda.

A. Resolution XX-2021: Approving the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis – Keith Hall, Planning and Service Development Director

Mr. Hall requested the committee approve sending the 2021 Modified Annual Service Plan and Title VI Equity Analysis forward to the Board for approval. COMMITTEE CHAIR MCKAY requested explanation for the 25 new employees. Mr. Hall explained that these employees consist of 19 operators and the remaining are support needed to open the maintenance base for Sunday service and to enable the frequent corridor service changes. Mr. Hall reviewed the Modified Annual Service Plan and explained the route changes. Sunday Services will run from 8:00am-6:30pm. On Sundays, the primary connection relies on CONNECT to get the public to their routes. Mr. Hall explained that BFT started researching the capability in 2017 when Tri-City Taxi went out of business. Now it is financially feasible to move forward. The 25 employees are being funded through the sales tax budget. Mr. Hall shared that there have been two public meetings by
Zoom and the information was also presented at the Citizens Advisory Network (CAN) meeting on March 29th. Feedback received has been generally positive, mostly for the Sunday service. Ms. Boyce shared that the public hearing will be conducted during the Board meeting on April 8th.

COMMITTEE CHAIR MCKAY recommended that Resolution XX-2021: 2021 Modified Annual Service Plan and Title VI Service Equity Analysis be sent to the ACTION agenda.

Upcoming Bids and Request for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-day Outlook for Procurement. The following items are in progress: release of radio maintenance request for proposals (RFP); uniforms for drivers RFP will go to the Operations Committee in May; the Federal lobbying consulting services RFP will possibly go to the Board in June; and the comprehensive fare study RFP is in the final stage. In April, temporary staffing services will be going to the Admin and Finance Committee and then to the Board. There are currently three staffing contracts which are ending in April. BFT released an RFP to put new contracts in place to replace the three and have more staffing services under contract due to difficulty recruiting staff. Most of these positions are office administration and specialty projects that last 6-9 months. Clerk to the Board was hired as a temporary position. Another example is the Information Technology temps with a unique skillset, hired for various tasks. BFT occasionally looks outside the agency for specialty services. In June, BFT will move forward with authorizing to award the Radio Maintenance Services contract; will release the RFP for a general planning (long-range plan) consultant; and will award the Federal lobbying contract. The comprehensive fare study might move to July based on dates for the RFP. Contracts and Operating Expenses over $25K include two contracts with Aaron Grimm for a total of 10 shelter pads, Ednetics Inc. contract for ongoing IT infrastructure upgrades, and a contract with LVCK LLC for bus stop sign design and installation standards which Mr. Hall explained is a book that states guidelines for new systems to be built and updated. Mr. Hall stated that Ms. Boyce approves the contracts and operating expenses but they will go to the committees and Board for information.

After a brief discussion, COMMITTEE CHAIR MCKAY moved onto the next item on the agenda.

Other

Ms. Boyce provided an update on plans to open BFT services. She explained that with changes to the Governor’s COVID-19 response of Stay Home, Stay Healthy to Healthy Washington the BFT team is evaluating changes that need to be made to the service plan. They have reviewed the impacts and will be revising a response to how BFT provides services. Ms. Boyce expects the new plan to be distributed the beginning of April. Communication for updates such as lessening the 6-foot social distancing, open doors, etc. will be distributed to the Board and to the community. Ms. Boyce explained that BFT participates in update meetings with the local health district, Department of Health, and the Governor’s office. Items discussed during these meetings will be taken into account. COMMITTEE CHAIR MCKAY asked how BFT employee vaccinations are tracked. Ms. Boyce shared that employee vaccinations are tracked by those that submit for the stipend. At this point there have been between 2-4. Public transit employees became eligible for the vaccine on March 17th. COMMITTEE CHAIR MCKAY asked about having onsite vaccinations. Ms. Boyce shared that onsite vaccination was considered but decided against due to vaccinations being so readily available in the community.
After a brief discussion, COMMITTEE CHAIR MCKAY moved to the next item on the agenda.

Next Meeting
May 5, 2021 at 4: p.m.

Adjourn
COMMITTEE CHAIR MCKAY adjourned the Planning and Marketing Committee Meeting at 4:32 p.m.
Per the Governor’s COVID-19 Stay Home-Stay Healthy Proclamation 20-25, and to practice social distancing, Ben Franklin Transit Ad Hoc Committees will be conducted telephonically, with call-in access provided to participants.

Committee Members:
Steve Becken – Chair, Richard Bloom

Absent: Lisa Stade (excused)

Legal Counsel: Jeremy Bishop

Assigned Staff: Wendi Warner, Jeff Lubeck

Staff: Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Keith Hall, Ayodeji Arojo, Rob Orvis, Michael Roberts, Mindy Eakin

COMMITTEE CHAIR BECKEN convened the meeting at 4:00 p.m.

Changes to the Agenda
There were no changes to the agenda.

New Items:

A. Resolution XX-2021: Authorization to Award – Temporary Staffing Services – Wendi Warner, Human Resources and Labor Relations director

Ms. Warner presented to the Committee the request for authorization to award temporary staffing services. She shared that this item went to the Board in December 2020 to authorize release of request for proposals (RFPs) for temporary staffing services. In the past BFT has had up to four staffing agreements. There are currently three that are due to expire, and the goal is to increase that number to four. Eight proposals were submitted within the stipulated timeframe. After evaluating the proposals and considering cost, talent pipeline, and experience in local market, staff are recommending award to: ANR, Manpower Group,
Express Employment Pros, and RC Engineering & Construction Management. ANR and RC Engineering are local. Manpower and Express are national but they do have local offices. Director Bloom commented that RC Engineering would be a good choice due to the construction projects. He asked if there is a specialized focus type of employees for any of the proposed contracts. Ms. Warner shared that there is not a specialize focus type.

After a brief discussion with Director Bloom, COMMITTEE CHAIR BECKEN recommended that Resolution XX-2021: Authorization to Award – Temporary Staffing Services be sent to ACTION agenda.


Mr. Lubeck presented to the Committee the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the 2019 Annual Financial Report. Mr. Lubeck explained that the report was compiled during the audit in 2020. The report is submitted to the GFOA who conducts a review and acknowledgement recognition for those agencies that provide more information and transparency than the basic data requirements. This award marks the eighth consecutive year BFT has received the award. Mr. Lubeck shared that this is a great way to acknowledge the staff that took the time to pull together all the information, charts, etc. Mr. Lubeck explained that the auditor was onsite only two days before the COVID-19 shutdown requiring working from home.

After a brief discussion, COMMITTEE CHAIR BECKEN moved to the next item on the agenda.

Upcoming Bids and Request for Proposals  – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-day Outlook for Procurement. The following items are in progress: release of radio maintenance request for proposals (RFP); uniforms for drivers RFP will go to the Operations Committee in May; the Federal lobbying consulting services RFP will possibly go to the Board in June; and the comprehensive fare study RFP is in the final stage. In April, temporary staffing services will be going to the Board. In June, BFT will move forward with authorization to award the Radio Maintenance Services contract; will release the RFP for a general planning (long-range plan) consultant; and will award the Federal lobbying contract. The comprehensive fare study might move to July based on dates for the RFP. Contracts and Operating Expenses over $25K include two contracts with Aaron Grimm for a total of 10 shelter pads, Ednetics Inc. contract for ongoing IT infrastructure upgrades, and a contract with LVCK LLC for bus stop sign design and installation standards. Ms. Boyce approves the contracts and operating expenses but they will go to the committees and Board for information.

COMMITTEE CHAIR BECKEN requested explanation for the difference in pricing between the two Aaron Grimm contracts for five shelter pads each. Mr. Hall explained that the contracts include line items for charges such as concrete, installation, etc. He shared that the shelter pads were listed
from easiest to hardest with some requiring retaining walls, different sized plots, and based on amenities.

Director Bloom asked about the radio maintenance contract asking what radios are used and if they will be used for the next 5 years. Mr. Orvis explained that the radios are used by Dial-A-Ride, fixed-route buses, and operations schedulers. Mr. Arojo shared that the radio equipment is made available for communication purposes such as incidents/accidents. The radio maintenance contract is also needed for servicing and moving units from one vehicle to another.

After a brief discussion, COMMITTEE CHAIR BECKEN moved to the next item on the agenda.

**Sales Tax Report**

Mr. Lubeck presented to the Committee the BFT Sales Tax Report for March 2021. BFT received the January activity receipts which were $320K higher than January 2020 and higher than budget. From a yearly perspective, the sales tax income was 11.1% higher than last year and 17.1% higher than budget.

**Other**

Ms. Boyce asked Director Becken, Director Bloom, and Jeremy Bishop to stay after the meeting for discussion with Wendi Warner.

**Next Meeting**

May 6, 2021 at 4:00 p.m.

**Adjourn**

COMMITTEE CHAIR BECKEN adjourned the Administration and Finance Committee Meeting at 4:18 p.m.
MINUTES
BOARD OF DIRECTORS REGULAR MEETING
March 11, 2021
3:30 p.m.

Per the Governor’s COVID-19 Proclamation 20-28 Open Public Meetings Act, the Regular Board Meeting was remote and telephonic, with call-in access provided to all participants and attendees.

1. CALL TO ORDER
CHAIR BLOOM called the meeting to order at 3:30 p.m.

2. ROLL CALL

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BFT Staff: Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Ayodeji Arojo, Rob Orvis, Steve Davis, Keith Hall, Jerry Otto, Bill Hale, Mindy Eakin, Terry DeJuan, Caleb Lenz, Gladys Diaz

Legal Counsel: Jeremy Bishop

3. Flag Salute
CHAIR BLOOM led the attendees in the Pledge of Allegiance.

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS
CHAIR BLOOM announced there is no public comment.
5. **AGENDA MISNUMBERED – NO TOPIC FOR #5**

6. **APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

RESULT: APPROVED (Unanimously)
MOVER: LEMLEY
SECONDER: BECKEN

7. **RECOGNITIONS**

None

8. **Citizen’s Advisory Network (CAN) Report**

No Report

9. **Board Committee Reports**

CHAIR BLOOM INVITED THE COMMITTEE Chairs to report on their respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

A. **Operations & Maintenance Committee Report** – 03/04/2021 – PHILLIP LEMLEY, Director Lemley reported that the committee met and discussed the resolution to authorize the General Manager to enter into a contract for janitorial services with Dura-Shine Clean, the resolution to authorize the General Manager to enter into a contract for landscaping services with Heritage Professional Landscaping, and the resolution to authorize the General Manager to release request for proposals for radio maintenance services. It was decided that these resolutions would go to the Consent Agenda. The committee decided that the resolution authorizing the General Manager to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC needed to be placed on the Action Agenda. Also had an informational update on the June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment.

B. **Planning & Marketing Committee Report** – 03/03/2021 – BILL MCKAY, Committee Chair Director McKay shared that he was unable to attend the committee due to a meeting conflict. The resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment was placed on the Action Agenda.

C. **Administration & Finance Committee Report** – 03/04/2021 – STEVE BECKEN, Committee Chair Director Becken reported that the committee discussed the resolution for request for headcount and the resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment. The normal upcoming bids and requests for proposals and sales tax information were also presented.
10. Consent Agenda

CHAIR BLOOM read the consent items and invited a motion.

A. February 11, 2021 Regular Board Meeting Minutes – Approve
B. February Voucher Summary – Approve
C. Resolution 15-2021: Authorizing the General Manager to Enter into a Contract for Janitorial Services with Dura-shine Clean
D. Resolution 16-2021: Authorizing the General Manager to Enter into a Contract for Landscaping Services with Heritage Professional Landscaping
E. Resolution 17-2021: Authorizing the General Manager to Release Request for Proposals for Radio Maintenance Services

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CHAIR BLOOM invited a motion.

RESULT: APPROVED (Unanimously)
MOVER: BECKEN
SECONDER: LEMLEY

11. Action Items

A. Resolution 18-2021: Authorizing the General Manager to Increase the Not-to-Exceed Amount on Contract #1133 with TCF Architecture, PLLC – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the Board the reasoning behind the request to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC. The redesign of the
operations building has over 500 tasks to be awarded. There are many issues and challenges with the operations building because it is almost at the end of its life. The plan was to renovate part of the building but it would not be cost effective. There are also issues with water and stormwater and the cultural significance of the location. The decision was made to look at building replacement and expansion. Environmental work was done by BFT with technical aspects from TCF Architecture but it was a challenge getting FTA clearance under the NEPA which was a timely process due to the COVID pandemic. BFT would like to reallocate the grant to a new building and has approval under the environmental process to do so. They developed a lengthy environmental exclusion document on the basis of using the existing footprint which is about 8,000 square feet.

CHAIR BLOOM invited a motion.

RESULT: APPROVED (Unanimously)
MOVER: LEMLEY
SECONDER: BECKEN

B. Resolution 19-2021: Request for Headcount – Wendi Warner, Human Resources and Labor Relations Director

Ms. Warner presented to the Board the request to increase the administrative headcount by seven full time equivalents (FTEs). The positions are as follows: Operations Department: 1-Operations Manager, 1-Service Supervision Manager, 2-Training Technicians, and 1-Bus Safety Specialist; Marketing Department: 1-Marketing and Communications Manager; Planning & Service Development: 1-Fixed Route Runcutter. BFT has evaluated the transit organizational design and considered structural elements presented by design consultant, Moss Adams from April to December 2019 which focused on growth within the community and the expansion of transit services in the area. Those recommendations were provided prior to the organizing campaign with the supervisors and negotiated changes from the coach operator contract. These additions will complete the organizational objective to achieve a right-sized organizational structure that provides sufficient management oversight and span of control for the management team. It also creates departmental career ladders and lattices for career path development within the defined succession plan for Operations and Marketing departments. The anticipated impact to budget would be $430,137 for salaries and benefits if all positions were staffed by May 31, 2021. The annualized impact would be $730,000.

Further discussion on a side topic of the open Executive Office positions of Clerk to the Board and Senior Project Specialist.

After a brief discussion with Director Lemley and Dr. Stade, CHAIR BLOOM invited a motion.

RESULT: APPROVED (Unanimously)
MOVER: BECKEN
SECONDER: LEMLEY

C. Resolution 20-2021: Authorization to Release for Public Comment the June and August
Service Change and Title VI Equity Analysis – Keith Hall, Planning and Service Development Director

Mr. Hall presented the 2021 Annual Service Plan. In January 2021, the Board approved a new approach to improving service changes in the form of an Annual Service Plan to be initiated in May and culminate in November each year with the approval of the subsequent year Annual Service Plan to better align the budget process and staff headcount process to the TDP. This is a 2021 Modified Annual Service Plan because it only covers June and August service changes. Keith requested the Board authorize approval to present the plan to the public for feedback which is a statutory component and policy requirement, 30 days are required for public comment. The June service change implementation would include three frequent service corridors creating a 15-minute frequency by combining certain components of routes that already provide frequency for multiple route overlays. There will also be local route service changes to make shorter routes for Routes 20, 26, 40, 42, 47, and 110. August implementation is initiating Sunday Service with six fixed routes operating on 30-minute headways and includes two of the new frequent service routes. Dial-A-Ride will operate system-wide on Sunday and accounted for an increase in ridership. In April, the public hearing component will be included in the Board meeting.

After a brief discussion with Dr. Stade, CHAIR BLOOM invited a motion.

RESULT: APPROVED (Unanimously)
MOVER: BECKEN
SECONDER: MCKAY

12. Discussion & Informational Items
None

13. Staff Reports & Comments

A. Legal Report
Mr. Bishop stated that there was nothing noteworthy to report, just normal review of contracts and proposals.

B. Financial Report
Mr. Lubeck presented to the Board the financial status as of January 31, 2021. It is very early in the year so there will be some fluctuations. Revenues were -18.4% compared to budget. Operating expenditures were -20.3% compared to budget. Service levels have not ramped up like anticipated in January when the budget was created. Adjusted revenues as if we did not have the CARES Act funding would have put us at $3,205,924. There was a surplus for the month with CARES. We are staying right on track keeping expenses consistent with spending. As service resumes impact to the budget will be to fare collections if/when we decide to start collecting again and the other area is maintenance costs such as fuel. The Treasurer’s Report shows that reserve funds have been updated to match the 2021 budget. These funds are being built up for the many upcoming capital projects this year. Fares and cost per boarding is fairly non-existent at this time. We are still charging for vanpool but there aren’t as many vans in circulation due to the pandemic. The Sales Tax
Report includes the final numbers for 2020. December was the highest collections month in the history of the agency. 2020 was slightly higher than 2019. Over the last four years we have averaged 6.6% increase per year.

After a brief discussion, CHAIR BLOOM moved on to the next item on the agenda.

C. General Manager’s Report

Gloria Boyce, General Manager, provided the Board with a review of this month’s notable topics:

a. Government Affairs Update

i. Federal

1. The President signed the new American Rescue Plan. We will be looking forward to understand how that will be appropriated by Congress. Of the $30.5 billion designated to public transit, 87% will be appropriated through the existing 5307 formula funds.

ii. State

1. House Bill 1514 made it through the Senate. This bill amends the rideshare statutes and reduces the minimum number of passengers required for rideshare from five to three which affects our van pool program.

b. Operations

i. Fixed routes met all scheduled pull outs. However, due to the President’s Day weekend snowstorm, many operated on snow routes and 96 Dial-A-Ride trips could not be completed due to the uncleared residential roads and parking lots in apartment complexes. Operators, drivers, and maintenance employees did an outstanding job keeping us safe on the road. On March 8th, we returned to our pre-pandemic service level that was cut in April 2020. Primarily, 268 returned from 90-minute service to 30-minute service during weekdays and our emergency routes, 61 and 69, went away and were replaced with 64/65 and 66/67 which are routes that are run in Pasco. We are running on average two extra buses per day to meet overload capacities.

Ms. Boyce updated the Board on the Community Vaccination Transport Program. There is a shortage of scheduling and transportation in the Tri-Cities area. Several social agencies, led by the BF Health District, have come together for a number of weeks to address this dilemma. On Monday, March 15th transportation will be provided for all seniors and limited mobility customers through BFT’s Dial-A-Ride. For those with full mobility, in addition to fixed route systems, there will be extended CONNECT services to all vaccination sites within each zone in our service area. There are many moving targets. The CONNECT provider has been making the necessary software changes so it will be seamless to the community and will be managed by the Operations Department. The only site that we will not be able to provide transportation to is the county fairground mass vaccination site. After several discussions, it won’t be feasible. BFT has also implemented an employee vaccination allowance of $200 that will be provided to each employee who shows proof of completed vaccination. This is covered under the CARES Act. It would be around $76,000 if 100% participating. We are hoping for 80% to obtain herd immunity. There is a new reporting requirement from the Federal Government to report known vaccination activities with employees and service numbers monthly through the transit reporting database.

Ms. Boyce also shared a capital projects update. BFT received notification from the
FTA on February 26th that the operations building projects qualified as a categorical exclusion under NEPA requirements. These efforts took about a year, including a five-month delay due to COVID. We can now move forward with the projects. The State has approved the Duportail/Queensgate transit hub after a few project refinements moving this into the approved design phase. Ms. Boyce attended the BFCOG meeting in February and has nothing to report from the meeting.

Ms. Boyce shared that March 18th is National Transit Driver Appreciation Day. Along with transit agencies across the nation we will recognize our industry’s finest by taking an ad out in the paper providing individual trinkets, signage, and social media announcements.

Ms. Boyce closed her report and opened for questions. After a brief discussion, CHAIR BLOOM moved to the next item on the agenda.

14. Board Member Comments

CHAIRMAN RICHARD BLOOM – Chair Bloom shared that the Governor has been talking about moving to Phase 3 on March 22nd.

VICE CHAIR LISA STADE –

SHON SMALL –

ROCKY MULLEN –

BILL MCKAY – Director McKay received a couple phone calls about the BFT website showing the Board meetings as 7:00pm on Thursdays. Ms. Boyce will look into this since the virtual meetings have been at 3:30pm.

STEVE BECKEN – Director Becken corrected a statement he made during Admin and Finance Committee. He had said there were 900 lots in Prosser being developed. There are actually 900 anywhere from conceptual to actually being worked on; there is a 289-lot plan currently under construction.

CLINT DIDIER –

PHILLIP LEMLEY – Director Lemley shared that he serves on the Washington State Emergency Management Council and they have been revising the charter. Director Lemley asked if the Board and staff thought transit should be one of the stakeholders in emergency management of the State. Ms. Boyce responded that yes, BFT should be a stakeholder.

RUBEN ALVARADO –

NORMAL NELSON –

CHAIR BLOOM moved on to the next item on the agenda.

15. Executive Session
None

16. **Other**
None

17. **Next Meeting**
Regular Board Meeting – Thursday, April 8, 2021 7:00 p.m.

18. **Adjournment**

CHAIR BLOOM adjourned the meeting at 4:59 p.m.

__________________________________________  ______________________________________
Mindy Eakin, Interim Clerk of the Board        Date
Friday, April 02, 2021

To: Ben Franklin Board of Directors
From: Jeff Lubeck, Financial Services Director

RE: Vouchers for March 2021

March 2021 vouchers totaled $3,969,012.39. An analysis of the vouchers had the following significant vendor payment amounts:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AARON C GRIMM</td>
<td>Construction Svcs</td>
<td>$148,094.32</td>
</tr>
<tr>
<td>AFLAC</td>
<td>Payroll Deductions</td>
<td>$19,959.66</td>
</tr>
<tr>
<td>ALLPLAY SYSTEMS LLC</td>
<td>Trash Receptacles</td>
<td>$22,197.84</td>
</tr>
<tr>
<td>AMAZON CAPITAL SERVICES</td>
<td>Operating Supplies</td>
<td>$24,831.03</td>
</tr>
<tr>
<td>ANR GROUP INC</td>
<td>Contract Labor</td>
<td>$92,941.18</td>
</tr>
<tr>
<td>ARCHBRIGHT INC</td>
<td>Contract labor</td>
<td>$12,615.75</td>
</tr>
<tr>
<td>ASSOCIATED PETROLEUM PRODUCTS</td>
<td>Fuel &amp; Fluids</td>
<td>$193,300.92</td>
</tr>
<tr>
<td>BRIDGE STONE AMERICAS</td>
<td>Tire Lease</td>
<td>$10,121.36</td>
</tr>
<tr>
<td>CITY OF RICHLAND</td>
<td>Utilities</td>
<td>$14,226.40</td>
</tr>
<tr>
<td>CLEAN CONCEPTS GROUP INC</td>
<td>Shop Equipment</td>
<td>$33,508.37</td>
</tr>
<tr>
<td>CUMMINS INC</td>
<td>Vehicle Parts</td>
<td>$19,149.98</td>
</tr>
<tr>
<td>CURTAIN TENDER INC</td>
<td>Trash Truck</td>
<td>$64,832.00</td>
</tr>
<tr>
<td>DEPT OF RETIREMENT SYSTEMS</td>
<td>PERS</td>
<td>$327,206.36</td>
</tr>
<tr>
<td>EDNETICS INC</td>
<td>Computer Supplies</td>
<td>$176,992.13</td>
</tr>
<tr>
<td>EMPLOYMENT SECURITY DEPT</td>
<td>Unemployment Tax</td>
<td>$12,740.76</td>
</tr>
<tr>
<td>FGL LLC</td>
<td>Building Lease</td>
<td>$15,232.09</td>
</tr>
<tr>
<td>GILLIG</td>
<td>Vehicle Parts</td>
<td>$26,696.96</td>
</tr>
<tr>
<td>IRS</td>
<td>Federal Income Tax on Wages</td>
<td>$382,184.26</td>
</tr>
<tr>
<td>MARK CAIN</td>
<td>Shop Equipment</td>
<td>$12,000.00</td>
</tr>
<tr>
<td>MCCURLEY INTEGRITY DEALERSHIPS LLC</td>
<td>Vehicle Parts</td>
<td>$10,417.27</td>
</tr>
<tr>
<td>NW ADMIN TRANSFER</td>
<td>Insurance</td>
<td>$368,862.00</td>
</tr>
<tr>
<td>PC CONNECTION SALES CORPORATION</td>
<td>Computer Supplies</td>
<td>$50,583.30</td>
</tr>
<tr>
<td>RIVER NORTH TRANSIT</td>
<td>Contracted Services</td>
<td>$94,750.24</td>
</tr>
<tr>
<td>ROACH LAW OFFICES LLP</td>
<td>Legal Counsel</td>
<td>$16,560.00</td>
</tr>
<tr>
<td>SENSKE LAWN &amp; TREE CARE INC</td>
<td>Grounds Maintenance</td>
<td>$25,046.40</td>
</tr>
<tr>
<td>STATE OF WASHINGTON</td>
<td>Insurance</td>
<td>$108,834.65</td>
</tr>
<tr>
<td>SUMMIT LAW GROUP</td>
<td>Legal Counsel</td>
<td>$12,611.00</td>
</tr>
<tr>
<td>TCF ARCHITECTURE PLLC</td>
<td>Consulting Services</td>
<td>$20,514.63</td>
</tr>
<tr>
<td>TEAMSTERS UNION</td>
<td>Union Dues</td>
<td>$22,025.24</td>
</tr>
<tr>
<td>US BANKCARD</td>
<td>Travel/Merchandise</td>
<td>$51,295.44</td>
</tr>
<tr>
<td>VANTAGE TRANS AGENTS-457</td>
<td>EE Contributions</td>
<td>$32,589.59</td>
</tr>
<tr>
<td>VERIZON WIRELESS</td>
<td>Phone Services</td>
<td>$12,404.40</td>
</tr>
<tr>
<td>VOYAGER FLEET SYSTEMS INC.</td>
<td>Fleet Fuel</td>
<td>$12,463.45</td>
</tr>
<tr>
<td>WA STATE TRANSIT ASSOCIATION</td>
<td>Membership</td>
<td>$22,000.00</td>
</tr>
<tr>
<td>WAXIES SANITARY SUPPLY</td>
<td>Operating Supplies</td>
<td>$37,403.23</td>
</tr>
<tr>
<td>WESTERN CONFERENCE OF TEAMSTERS</td>
<td>Teamsters Pension</td>
<td>$143,257.91</td>
</tr>
<tr>
<td>WORKSPACE DEVELOPMENT LLC</td>
<td>Office Furnishings</td>
<td>$18,121.00</td>
</tr>
</tbody>
</table>

Total Significant Vendors $2,665,971.12
Payroll Total $1,071,716.13
Total Non-Significant Vendors $231,325.14
GRAND TOTAL $3,969,012.39
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 2021.

<table>
<thead>
<tr>
<th>PAYROLL</th>
<th>Check Register Number</th>
<th>Check Number / Number</th>
<th>Date of Issue</th>
<th>In the Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>505-21</td>
<td>80760</td>
<td>80766</td>
<td>3/12/2021</td>
<td>538,638.11   Payroll</td>
</tr>
<tr>
<td>506-21</td>
<td>50767</td>
<td>80773</td>
<td>3/26/2021</td>
<td>533,078.02   Payroll</td>
</tr>
</tbody>
</table>

Total $ 1,071,716.13

__________________________
AUTHORITY MEMBER
4/8/2021
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 2021.

ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Number / Number</th>
<th>Date of Issue</th>
<th>In the Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>116-21</td>
<td>77145 / 77202</td>
<td>3/3/2021</td>
<td>391,441.87 MDSE</td>
</tr>
<tr>
<td>117-21</td>
<td>77203 / 77249</td>
<td>3/9/2021</td>
<td>216,015.18 MDSE</td>
</tr>
<tr>
<td>118-21</td>
<td>77250 / 77332</td>
<td>3/16/2021</td>
<td>370,780.90 MDSE</td>
</tr>
<tr>
<td>119-21</td>
<td>77333 / 77379</td>
<td>3/23/2021</td>
<td>235,217.83 MDSE</td>
</tr>
<tr>
<td>120-21</td>
<td>ACH TRANS /</td>
<td>3/23/2021</td>
<td>900,229.35 ACH TRANS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>121-21</td>
<td>77380 / 77446</td>
<td>3/31/2021</td>
<td>537,528.01 MDSE</td>
</tr>
<tr>
<td>122-21</td>
<td>ACH TRANS</td>
<td>3/31/2021</td>
<td>246,083.12 ACH TRANS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total $ 2,897,296.26

AUTHORITY MEMBER
4/8/2021
MARCH 2021 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 2, 2021.

**ACTION:** As of this date, April 8, I, __________________________ move that the following checks be approved for payment:

### PAYROLL

<table>
<thead>
<tr>
<th>Check Register Number</th>
<th>Check Number / Number</th>
<th>Date of Issue</th>
<th>In the Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>505-21</td>
<td>80760</td>
<td>80766</td>
<td>3/12/2021</td>
</tr>
<tr>
<td>506-21</td>
<td>50767</td>
<td>80773</td>
<td>3/26/2021</td>
</tr>
</tbody>
</table>

Total $ 1,071,716.13

### ACCOUNTS PAYABLE

<table>
<thead>
<tr>
<th>Check Register Number</th>
<th>Check Number / Number</th>
<th>Date of Issue</th>
<th>In the Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>116-21</td>
<td>77145</td>
<td>77202</td>
<td>3/3/2021</td>
</tr>
<tr>
<td>117-21</td>
<td>77203</td>
<td>77249</td>
<td>3/9/2021</td>
</tr>
<tr>
<td>118-21</td>
<td>77250</td>
<td>77332</td>
<td>3/16/2021</td>
</tr>
<tr>
<td>119-21</td>
<td>77333</td>
<td>77379</td>
<td>3/23/2021</td>
</tr>
<tr>
<td>120-21</td>
<td>ACH TRANS</td>
<td></td>
<td>3/23/2021</td>
</tr>
<tr>
<td>121-21</td>
<td>77380</td>
<td>77446</td>
<td>3/31/2021</td>
</tr>
<tr>
<td>122-21</td>
<td>ACH TRANS</td>
<td></td>
<td>3/31/2021</td>
</tr>
</tbody>
</table>

Total $ 2,897,296.26

Check Register Nos. 505-21 to 506-21 and 116-21 to 122-21 in the total amount of: $ 3,969,012.39

The motion was seconded by __________________________ and approved by a unanimous vote.
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER  116-21

CHECK NUMBERS  77145  to  77202

DATE  03/03/2021

PURPOSE  MAR 21A A/P VOUCHERS  AMOUNT $391,441.87

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

[Signature]

AUDITOR  3/4/2021  DATE
BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER  117-21
CHECK NUMBERS  77203 to 77249
DATE  03/09/2021
PURPOSE  MAR 21B A/P VOUCHERS  AMOUNT $216,015.18

"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."

[Signature]
DATE  3/12/2021

AUDITOR
DATE
BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER  118-21

CHECK NUMBERS  77250  to  77332

DATE  03/16/2021

PURPOSE  MAR 21C  A/P VOUCHERS  AMOUNT  $370,780.90

"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."

[Signature]
3/19/2021

AUDITOR  DATE
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER  119-21

CHECK NUMBERS  77333 to  77379

DATE  03/23/2021

PURPOSE  MAR 21D A/P VOUCHERS  AMOUNT $235,217.83

"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."

[Signature]

AUDITOR  3/30/2021  DATE
BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 120-21

ACH WIRE TRANSFERS

DATE: 03/23/2021

PURPOSE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A W REHN &amp; ASSOCIATES INC</td>
<td>$1,272.90</td>
</tr>
<tr>
<td>DEPT OF RETIREMENT SYSTEMS</td>
<td>$327,206.36</td>
</tr>
<tr>
<td>DEPT OF RETIREMENT SYSTEMS - DCP</td>
<td>$1,228.48</td>
</tr>
<tr>
<td>HRA VEBA</td>
<td>$4,680.00</td>
</tr>
<tr>
<td>INTERNAL REVENUE SERVICE</td>
<td>$193,234.10</td>
</tr>
<tr>
<td>N W ADMIN TRANSFER</td>
<td>$368,862.00</td>
</tr>
<tr>
<td>STATE OF WA EXCISE TAX</td>
<td>$174.92</td>
</tr>
<tr>
<td>WASHINGTON STATE SUPPORT</td>
<td>$3,570.59</td>
</tr>
</tbody>
</table>

$900,229.35

"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."

[Signature]

3/29/2021

AUDITOR

DATE

T:\USER\Accounting\Accounts Payable\AP\WARREGACH
CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER  505-21

CHECK NUMBERS  80760-80766  $  8,377.44
ACH TRANSFER  $  530,260.67

DATE  MARCH 12, 2021

PURPOSE: PPE 03/06/2021  AMOUNT: $538,638.11

"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  3/12/2021
CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER  506-21

CHECK NUMBERS  80767-80773  $8,679.16
ACH TRANSFER  $524,398.86

DATE  MARCH 26, 2021

PURPOSE: PPE 03/20/2021  AMOUNT: $533,078.02

"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."

[Signature]
AUDITOR  3/29/2021
DATE
CHECK REGISTER NUMBER  121-21

CHECK NUMBERS  77380  to  77446

DATE  03/31/2021

PURPOSE  MAR 21E A/P VOUCHERS  AMOUNT  $537,528.01

"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."

Jeff Lubeck  4/1/2021

AUDITOR  DATE
BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER:  122-21

ACH WIRE TRANSFERS

DATE:  03/31/2021

PURPOSE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A W REHN &amp; ASSOCIATES INC</td>
<td>$1,272.90</td>
</tr>
<tr>
<td>DEPT OF RETIREMENT SYSTEMS - DCP</td>
<td>$1,228.48</td>
</tr>
<tr>
<td>INTERNAL REVENUE SERVICE</td>
<td>$188,950.16</td>
</tr>
<tr>
<td>US BANK CORPORATE PAYMENT SYST</td>
<td>$51,295.44</td>
</tr>
<tr>
<td>WASHINGTON STATE SUPPORT</td>
<td>$3,336.14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$246,083.12</strong></td>
</tr>
</tbody>
</table>

"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."

Jeff Lubeck  
AUDITOR  

4/1/2021  
DATE
Memorandum

Date: March 12, 2021

To: Gloria Boyce, General Manager

From: Terry DeJuan, Rideshare Manager

RE: Resolution 22-2021 Authorizing the General Manager to declare vehicle 8552 as surplus and dispose per Resolution 62-2014

Background

Vanpool vehicle 8552 was stolen from the Columbia Park Trail Park N Ride Lot and involved in a multicar accident Saturday February 20th, 2021. The van was secured when the group parked it on Thursday night February 18th, 2021. The vehicle has been totaled due to the damage from the accident and was valued at $8,502.00 in a market value evaluation completed by Washington State Transit Insurance Pool. Ben Franklin Transit will receive $3,502 after the $5,000 deductible is applied.

Federal Replacement Standard

<table>
<thead>
<tr>
<th></th>
<th>Bus: 12 yrs. or 500,000 miles</th>
<th>14 yrs. or 550,000 miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAR: 7 yrs. or 200,000 miles</td>
<td>9 yrs. or 250,000 miles</td>
<td></td>
</tr>
<tr>
<td>Vans: 4 yrs. or 100,000 miles</td>
<td>7 yrs. or 150,000 miles</td>
<td></td>
</tr>
<tr>
<td>Non-Revenue: 4 yrs. or 100,000 miles</td>
<td>7 yrs. or 150,000 miles</td>
<td></td>
</tr>
</tbody>
</table>

Vanpool Vehicle: One (1) to be removed from service.

<table>
<thead>
<tr>
<th>Vehicle #</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>8552</td>
<td>2013</td>
<td>Dodge</td>
<td>Grand Caravan</td>
<td>87,126</td>
<td>Totaled</td>
</tr>
</tbody>
</table>

Funding

Budgeted: N/A
Budget Source: N/A
Funding Source: N/A

Recommendation

Approve Resolution 22-2021 authorizing the General Manager to declare the vehicle identified in Exhibit “A” as surplus and dispose per Resolution 62-2014.

Forwarded as presented:

Gloria Boyce, General Manager
BEN FRANKLIN TRANSIT

RESOLUTION 22-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLE 8552 AS SURPLUS AND DISPOSE PER RESOLUTION 62-2014.

WHEREAS, Ben Franklin Transit (BFT) owns one (1) vehicle, and

WHEREAS, BFT Staff has determined that said vehicle is totaled due to damage from theft and accident, and

WHEREAS, Resolution 62-2014 established the sale of surplus items

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

1. The General Manager is authorized to declare the identified vehicle surplus (which is attached to this Resolution as Exhibit “A” List of Surplus Vehicles and incorporated herein by reference).

2. The General Manager is authorized to dispose of the vehicle per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 8, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

_________________________________  _____________________________
Mindy Eakin, Interim Clerk of the Board   Richard Bloom, Chair

APPROVED AS TO FORM BY:

____________________________
Jeremy J. Bishop, Legal Counsel
EXHIBIT “A”

List of Surplus Vehicles

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Vehicle #</th>
<th>VIN</th>
<th>Seats</th>
<th>Mileage</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>Dodge</td>
<td>Grand Caravan</td>
<td>8552</td>
<td>2C4RDGBG5DR731887</td>
<td>7</td>
<td>87,126</td>
<td>Toted</td>
</tr>
</tbody>
</table>
Memorandum

Date: April 8, 2021

To: Gloria Boyce, General Manager

From: Wendi Warner, Director of Human Resources Manager and Labor Relations

RE: Resolution 23-2021 Recommending the Award of Four Temporary Staffing Services Contracts

Background

In December of 2020, Ben Franklin Transit (BFT) requested the Board to authorize the General Manager to release proposals for temporary staffing contactors. At the time, BFT had two temporary staffing agencies under contract with the terms to end on 4/31/2021. While existing contractors had provided adequate temporary staffing services, BFT occasionally had the need to fill some positions with a higher-level technical skillset. For that reason, two additional agencies with either a specialized focus or an existing pipeline of talent were deemed necessary.

After receiving Board approval, BFT staff solicited proposals for Temporary Staffing Services. BFT staff advertised in the Tri-City Herald and BFT’s website and sent out over thirty-five (35) requests for proposal packages.

BFT received eight (8) proposals that were determined to be responsive and responsible. The proposals were evaluated, and the proposals were rated with the highest possible score of 100.

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Evaluation Points</th>
<th>Cost Proposal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANR Group, Inc.</td>
<td>87</td>
<td>$253,083</td>
</tr>
<tr>
<td>Manpower Group</td>
<td>86</td>
<td>$240,375</td>
</tr>
<tr>
<td>Express Employment Pros</td>
<td>85</td>
<td>$253,675</td>
</tr>
<tr>
<td>RC Engineering &amp; Construction Management</td>
<td>83</td>
<td>$327,870</td>
</tr>
<tr>
<td>JLH Group</td>
<td>72</td>
<td>$321,862</td>
</tr>
<tr>
<td>RADgov, Inc.</td>
<td>69</td>
<td>$395,126</td>
</tr>
<tr>
<td>Staff Today, Inc.</td>
<td>67</td>
<td>$252,620</td>
</tr>
<tr>
<td>Alrion International</td>
<td>52</td>
<td>$305,500</td>
</tr>
</tbody>
</table>

*Cost proposals are based on two (2) individual recruitments and seven (7) unique temporary positions based on 1,000 hours of work each.

Estimated cost for one year of Temporary Staffing Services is $644,169. This figure is based on the last twelve months of service but is not a guarantee and does not forecast potential future service costs.
Considering the agency’s needs, staff’s scores and cost proposals, four contractors have been identified as being able to adequately provide temporary support for BFT’s occasional business needs, providing BFT the appropriate qualifying skill sets needed for temporary positions.

**Funding**
Budgeted: Yes
Budget Source: Operating
Funding Source: Local Funds

**Recommendation**
Staff’s recommendation is to award the Temporary Staffing Services Contracts to: ANR Group, Inc., Manpower Group, Express Employment Pros, and RC Engineering & Construction Management.

Approved as presented:

____________________________________________
Gloria Boyce, General Manager
BEN FRANKLIN TRANSIT

RESOLUTION 23-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO FOUR CONTRACTS FOR TEMPORARY STAFFING SERVICES:

WHEREAS, BFT’s current temporary staffing agency contracts are due to end on 4/31/2021, and

WHEREAS, staff advertised and requested proposals for Temporary Staffing Services; and

WHEREAS, eight proposals were received and determined to be responsive and responsible; and

WHEREAS, the four highest-rated firms are ANR Group, Inc., Manpower Group, Express Employment Pros, and RC Engineering & Construction Management.; and

WHEREAS, funding for Temporary Staffing Services will be provided by local funding from the Operating Budget.

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

The General Manager is authorized to enter into Contracts #1275-1278 for Temporary Staffing Services: for two years, with the option to extend up to an additional three years.

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 8, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board                    Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel
Memorandum

Date: April 8, 2021

To: Gloria Boyce, General Manager

From: Keith Hall, Director of Planning and Service Development

RE: Resolution 24-2021 2021 Modified Annual Service Plan and Title VI Service Equity Analysis

Background
At its regular board meeting on March 11, 2021, staff presented the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis (collectively the “2021 ASP”), and the Ben Franklin Transit (BFT) Board of Directors authorized release of the 2021 ASP public review and comment.

The 2021 ASP includes the June Service Change with implementation of the Frequent Service Corridor Plan and modification of certain local routes to support implementation of these routes and the August Service Change with implementation of Sunday Services.

The proposed changes are within the 2021 operating budget approved by the Board in November 2020, as shown in Table 1.

Table 1: Budget Impacts of June and August Service Changes

<table>
<thead>
<tr>
<th>Annual Vehicle Revenue Hours</th>
<th>2021 Approved Budget</th>
<th>2021 Estimated to Year End with June/August Changes</th>
<th>Annualized Total with June/August Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed-Route</td>
<td>206,000</td>
<td>194,000</td>
<td>214,000</td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td>119,000</td>
<td>98,000</td>
<td>124,000</td>
</tr>
<tr>
<td>CONNECT</td>
<td>46,000</td>
<td>26,000</td>
<td>48,000</td>
</tr>
</tbody>
</table>

Staff Requirements
As presented in the March authorization to release the 2021 ASP for public comment, the planned changes do have an impact on BFT’s overall staffing levels.

Staff Requirements for June Service Changes
The service changes proposed in June occur on existing days and hours of operations. This means that BFT can operate the expanded June service solely by increasing the fixed route operator headcount by 12 positions. There is no impact to the Dial-A-Ride driver headcount.

Staff Requirements for August Service Changes
The service changes proposed in August occur outside of BFT’s existing hours of operation. This means that to operate Sunday service, BFT must open the Operations and Maintenance buildings on the MOA campus on Sundays as it currently operates 24 hours a day, 6 days a week. Staff has
identified the minimum staff requirements to initiate the 7-day a week operation. The summary of additional headcount requirements is shown in Table 2.

Table 2: Service Change Staff Requirements

<table>
<thead>
<tr>
<th>Staff Requirements</th>
<th>June Service Change</th>
<th>August Service Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed-Route Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operator Dispatcher</td>
<td>12</td>
<td>7</td>
</tr>
<tr>
<td>Maintenance Dept.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mechanic 1</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Mechanic 2</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Facilities Dept.</td>
<td></td>
<td>Equip. Service Worker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
<td><strong>13</strong></td>
</tr>
</tbody>
</table>

Non-operator positions required to operate Sunday service include:

- **Fixed-Route Dispatchers** (2 new positions) – Sunday service will operate for an 11-hour service span, requiring two additional fixed-route dispatchers to cover the additional time period. BFT has, on average, 2 dispatchers scheduling vehicles and operators for service, monitoring system operations for traffic and road incidents, and ensuring that routes and trips are staffed and covered.

- **Mechanic 1** (2 new positions) and **Mechanic 2** (1 new position) – The expanded hours require the Maintenance building to operate throughout the Sunday service period. Maintenance staff ensure that vehicles are maintained and operable and respond to vehicle breakdowns that occur on route.

- **Equipment Service Worker** (1 new position) – Equipment service workers are responsible for fueling, performing routine vehicle checks (tires, fluids, and inspections), mechanic and parts support, shop cleanliness, and other core maintenance functions.

Table 3 provides shows the budget detail associated with the proposed service changes.
Table 3: June and August Service Changes – Budget Requirements

<table>
<thead>
<tr>
<th>Service</th>
<th>2021 Budget</th>
<th>2021 Baseline</th>
<th>June Service Increase</th>
<th>August Service Increase</th>
<th>Forecast with Changes</th>
<th>2021 Budget Difference</th>
<th>Annual Expansion ($M)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>206,000</td>
<td>183,000</td>
<td>9,000</td>
<td>2,000</td>
<td>194,000</td>
<td>(12,000)</td>
<td>$2.7</td>
</tr>
<tr>
<td>Miles</td>
<td>3,242,000</td>
<td>2,880,000</td>
<td>366,000</td>
<td>125,000</td>
<td>3,371,000</td>
<td>129,000</td>
<td>491,000</td>
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<tr>
<td>Headcount</td>
<td>160</td>
<td>160</td>
<td>12</td>
<td>13</td>
<td>185</td>
<td>25</td>
<td>25</td>
</tr>
<tr>
<td>Vehicle Count</td>
<td>65</td>
<td>65</td>
<td>0</td>
<td>0</td>
<td>65</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.7</td>
</tr>
<tr>
<td>Hours</td>
<td>119,000</td>
<td>96,000</td>
<td>0</td>
<td>2,000</td>
<td>98,000</td>
<td>(21,000)</td>
<td>4,700</td>
</tr>
<tr>
<td>Miles</td>
<td>1,825,000</td>
<td>1,500,000</td>
<td>0</td>
<td>30,500</td>
<td>1,531,000</td>
<td>(295,000)</td>
<td>31,000</td>
</tr>
<tr>
<td>Headcount</td>
<td>119</td>
<td>119</td>
<td>0</td>
<td>0</td>
<td>119</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vehicle Count</td>
<td>79</td>
<td>79</td>
<td>0</td>
<td>0</td>
<td>79</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>CONNECT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.0</td>
</tr>
<tr>
<td>Hours</td>
<td>46,000</td>
<td>20,000</td>
<td>3,000</td>
<td>3,000</td>
<td>26,000</td>
<td>(20,000)</td>
<td>n/a</td>
</tr>
<tr>
<td>Miles</td>
<td>750,000</td>
<td>326,000</td>
<td>49,000</td>
<td>49,000</td>
<td>424,000</td>
<td>(326,000)</td>
<td>n/a</td>
</tr>
<tr>
<td>Headcount</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>Cost (SM)</td>
<td>$43.9</td>
<td>$36.7</td>
<td>$1.2</td>
<td>$0.7</td>
<td>$38.6</td>
<td>$(5.3)</td>
<td>$3.3</td>
</tr>
</tbody>
</table>

Public Meetings and Public Comment
During the 30-day public comment period BFT staff held two virtual open houses to gain feedback on the proposed service changes outlined in the 2021 Modified Service Plan.

Five (5) members of the public attended the two open houses held on Zoom at 12:00 p.m. on March 17, 2021 and 5:00 p.m. on March 24, 2021. BFT also solicited comment via social media and through a comment-enabled map on our web page, allowing the public to comment on specific aspects of route alignments and schedules in a visual format (Remix). Public comments received during the 30-day public comment period are detailed below:

Virtual Open House Comments

- Will 8-10 p.m. frequencies be increased on routes such as 42 and 47?
- What determines where bus stops are located along the FSC route? Will there be more or less stops along the segments of FSC routes that run through Pasco?
- It looks like transfers will be more common at Knight St now that the 126 has been split apart.
- When will Route 2 on the FSC be implemented? Will BFT ever operate Bus Rapid Transit?
- Where will the future West Pasco transit center be located?
- Overall, I like what BFT is proposing and I’m excited for when the new service to start.

Social Media Comments

- None received.
Remix Map Comments

- **Route 1**
  Turning left onto Yelm from 395 can be problematic at times. Left turning traffic can and will overflow into the left lane of 395 (after the Columbia Drive exit and before Yelm). Is there enough room for a 40’ bus to turn right at this intersection without taking up more than one turn lane on to Kennewick Ave? Also, there is no left turn signal for traffic turning north onto Yelm from Kennewick Ave.

- **Route 3**
  Does this bus stop (the north end of the Albertsons strip mall) not get enough ridership currently to warrant being part of Route 3 Outbound?

- **Route 40**
  Need bus stops along Olympia in both directions.

- **Sunday Route Recommendation**
  Need a route to serve South Kennewick. My suggestion, a modified Route 47 that serves the highest ridership areas along the current route.

Citizen Advisory Network Comments

- Pending

Most comments were addressed during public meetings to the satisfaction of participants. Some responses were addressed in longer-term plans, and comments specifically related to new service on Olympia were addressed through BFT’s working with the City of Kennewick to implement minor modifications to pavement markings at key intersections and the placement of bus stops.

Substantive Changes to Final Document

Two changes were made to the final 2021 Modified Annual Service Plan based on both internal and public input. These changes will result in minor route alignment changes to routes 3 and 40.

- Route 3 will continue on 22nd Ave and take a right turn on Court St as it leaves 22nd Ave Transit Center. This route alignment is consistent with the current alignment of routes 150 and 160 through this area. Operating the Route 3 on this same alignment will allow for more direct service to Stevens Middle School and the adjacent commercial center.

- Route 40 will serve Crosswind Blvd instead of Young St when approaching and leaving Three Rivers Transit Center. This change was made to provide increased service closer to the adjacent commercial center. Route 42 will continue to serve Young St every 30 minutes.

These changes are reflected in the final 2021 Modified Annual Service Plan document.
**Budget Impact**
These service changes can be implemented within the current 2021 approved operating budget. BFT’s operating budget is comprised of local, state, and federal funding and is considered to be stable and predictable long-term sources.

**Funding**
- Budgeted: Yes
- Budget Source: Operations (first year capitalized)
- Funding Source: Local and Federal

The 2021 Modified Service Plan, Title VI Service Equity Analysis, and staffing plan is submitted to the Board for approval.

Approved as presented:

____________________________________________
Gloria Boyce, General Manager
A RESOLUTION ADOPTING THE 2021 MODIFIED ANNUAL SERVICE PLAN AND TITLE VI SERVICE EQUITY ANALYSIS

WHEREAS, Ben Franklin Transit authorized the release of the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis (collectively, the “2021 ASP”) for public comment at its regular Board meeting on March 11, 2021, and

WHEREAS, Ben Franklin Transit staff held public meetings electronically within the limitations and constraints of the COVID-19 pandemic and restrictions on public gatherings, and

WHEREAS, The 2021 ASP is within the approved operating budget and requires an increase of 25 staff in Operations and Maintenance departments, and

WHEREAS, Ben Franklin Transit staff have made appropriate changes to the 2021 ASP in response to public feedback that required modification to or otherwise improved or enhanced the Final 2021 Modified Annual Service Plan.

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

The Final 2021 Modified Annual Service Plan, including the Title VI Service Equity Analysis and staffing plan required to operate the approved service, is adopted for June and August implementation.

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 8, 2021 at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board                     Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel
2021

Modified Annual Service Plan

Service Development Department
Ben Franklin Transit
March 2021
Table of Contents

2021 Modified Annual Service Plan Overview ......................................................................................... 1
  Frequent Service Corridors ...................................................................................................................... 1
  Sunday Service ...................................................................................................................................... 2

June Service Changes .............................................................................................................................. 3
  Frequent Service Corridor Implementation: Phase I ................................................................................ 3
  Local Route Implementation and Minor Changes .................................................................................... 4

August Service Changes ............................................................................................................................ 7
  Sunday Service ...................................................................................................................................... 7

2021 Modified Annual Service Plan Overview

In January 2021, the Ben Franklin Transit (BFT) Board of Directors adopted the Annual Service Plan Policy in order to align service planning and delivery, development and adoption of the annual operating budget, and approval of annual labor requirements. The first full Annual Service Plan will be presented to the Board of Directors in October of 2021 for the 2022 fiscal year. The 2021 Modified Annual Service Plan covers the period of June through December of 2021.

Over the course of the past three years Ben Franklin Transit (BFT) has been making incremental changes to its fixed route network with the goal of providing faster, more frequent, and more reliable service. These actions are intended to complete the implementation of the Comprehensive Service Plan (CSP) that was adopted in 2016. In addition, the Board of Directors adopted a Service Recovery Plan at the November 2018 Special Board meeting to establish services that were lost when a contracted service operator suddenly ceased operations. Finally, the coronavirus pandemic had a major impact on BFT ridership that began in March of 2020 and is expected to last into 2022 and returned to full service in March of 2021 and planning for full ridership recovery in the next 12-18 months.

The 2021 Modified Annual Service Plan seeks to implement the remaining service initiatives from the CSP and the Service Restoration Plan as the key drivers of BFT ridership return to normal operation. These include schools, service-based employment, and basic services used by senior citizens and moderate income residents. In addition, the Sunday service initiative will expand access to service-based jobs while restoring service to churches throughout the BFT service area.

Implementation of the 2021 Modified Annual Service Plan will result in 49 weekday vehicles operated in maximum service (VOMS), a change from 47 in full regular service; 41 Saturday VOMS, a change from 36, and 14 Sunday VOMS. Implementation will result in the loss of four (4) bus stops and the addition of an estimated 10 bus stops. Areas losing bus stops are on Kennewick Avenue and have minimal ridership, but those areas remain within walking distance of existing or new bus stop locations.

Frequent Service Corridors

BFT’s Frequent Service Corridor (FSC) concept includes a small number of routes with high ridership that have service every 15 minutes or better throughout the day. These corridors are typically located along...
corridors with higher density residential and commercial development, and they also serve regional connections where populations that depend on transit need access to jobs and services.

At present, segments of key arterial corridors already have 15-minute service by way of overlapping routes that have staggered schedules. The 2021 Modified Annual Service Plan establishes FSCs as highly visible, highly accessible frequent service that connects all the major nodes on the major transit corridors in BFT’s service area. FSCs consolidate overlapping segments of existing routes to offer consistent service throughout a corridor.

This route consolidation leaves certain areas unserved, and the plan adds one route to maintain current coverage (one minor segment with four bus stops will no longer have service but will be within a short walk of the modified service). In addition, several routes will be improved to operate every 30 minutes on Saturdays to meet demand and be consistent with weekday schedules.

Key goals of the FSC program. include reducing travel time, reducing transfers, and reducing passenger wait times. FSC implementation is included in the June service change.

Sunday Service
BFT has been working toward operating Sunday service since November of 2018. BFT has reached the financial capacity in 2022 to operate Sunday services on fixed-route and Dial-A-Ride; Sunday service on CONNECT was budgeted as part of the original contract approved by the Board of Directors in 2019.

Among the challenges of adding Sunday service are the operating and maintenance functions at BFT’s Maintenance, Operations, and Administration (MOA) facility which currently operates 24-hours a day, six days a week. Opening the MOA on Sundays requires added coverage in certain Operations and Maintenance functions.

The Sunday service plan includes a limited operation of six (6) routes operating every 30 minutes from 8:00 a.m. to 6:30pm. Most routes will not operate, and that will require most passengers to use CONNECT service to access the fixed-route network. In addition, Dial-A-Ride services will operate throughout BFT’s service area, as required by the Americans with Disabilities Act (ADA).

The Sunday service program. will be implemented with the August service change.
June Service Changes

Frequent Service Corridor Implementation: Phase I

Route 1 – Frequent – Pasco/Kennewick/Richland
Route 1 follows the existing alignment of route 126 between Knight St. and Three Rivers Transit Center, and route 150 between Three Rivers and the future Downtown Pasco Transit Center. Segments of existing routes 120, 126, 150, and 160 will form the new route 1 service. Route 1 will operate every 15 minutes between 22nd Avenue Transit Center, Three Rivers Transit Center, and Knight Street Transit Center.

<table>
<thead>
<tr>
<th>Route 1</th>
<th>Operating Hours</th>
<th>Headway (Min)</th>
<th>Revenue Miles</th>
<th>Revenue Hours</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>6:00 a.m.-9:30 p.m.</td>
<td>15</td>
<td>1,868</td>
<td>89.6</td>
<td>6</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 a.m. - 9:30 p.m.</td>
<td>15</td>
<td>1,766</td>
<td>84.7</td>
<td>6</td>
</tr>
</tbody>
</table>

Future Route 2 – Frequent – Pasco/Richland
Route 2 was considered for implementation but is delayed until the completion of the West Pasco Transit Hub (planned for 2024). Future route 2 includes the consolidation of routes 225 and 268 largely on the route 225 alignment with an added route to serve Chiawana High School. Other local routes will be restructured with the addition of the West Pasco Transit Hub. With full restoration of service in March of 2021, shared segments of routes 225 and 268 will operate every 15 minutes.

Route 3 – Frequent – Pasco/Kennewick
Route 3 provides direct service between Dayton Transfer Point and 22nd Ave Transit Center via the Ed Hendler Bridge (Cable Bridge) with service through downtown Pasco and Court St. Route 3 follows the shared route 150 and 160 segments (the portion not being incorporated into route 1 service). Existing and future service will operate every 15 minutes, but this route consolidation eliminates potential confusion related to route direction. Route 3 will also serve the future Downtown Pasco Transit Hub when completed (planned for late 2023). If long-term demand warrants, route 3 will be extended to serve BFT’s Three Rivers Transit Center or a proposed Southridge Transit Hub.
Local Route Implementation and Minor Changes

*Route 20 – Local – Richland/West Richland*

Route 20 follows the existing alignment of Route 120 between West Richland and Knight St. This route will operate every 30 minutes. The shorter route will allow BFT to extend route 20 service from Knight Street to the future Queensgate Transit Hub and from its terminal in West Richland further west on Van Giesen to serve newly developing neighborhoods in West Richland and Benton City.

<table>
<thead>
<tr>
<th>Route 20</th>
<th>Operating Hours</th>
<th>Headway (Min)</th>
<th>Revenue Miles</th>
<th>Revenue Hours</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>6:15 a.m. - 9:45 p.m.</td>
<td>30</td>
<td>441</td>
<td>30.9</td>
<td>2</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:15 a.m. - 9:45 p.m.</td>
<td>30</td>
<td>414</td>
<td>29.5</td>
<td>2</td>
</tr>
</tbody>
</table>
Route 26 – Local – Richland
Route 26 follows existing route 126 between Knight St and North Richland via George Washington Way. The shorter route will allow adjustments in service span and frequency without affecting the portion of the route that forms the FSC. This route will operate every 30 minutes during most of the day, but selected trips will operate every 20 minutes to meet peak demand and offer a shorter transfer to route 1 frequent service. Route 26 may be extended south to serve the future Queensgate Transit Hub when completed in 2024.

<table>
<thead>
<tr>
<th>Route 26</th>
<th>Operating Hours</th>
<th>Headway (Min)</th>
<th>Revenue Miles</th>
<th>Revenue Hours</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>6:00 a.m.-9:30 p.m.</td>
<td>20-30</td>
<td>388</td>
<td>22.3</td>
<td>2</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:00 a.m. - 9:30 p.m.</td>
<td>20-30</td>
<td>363</td>
<td>19.9</td>
<td>2</td>
</tr>
</tbody>
</table>

Route 40 – Local – Kennewick
Route 40 is designed to serve part of the corridor currently served by route 160 that will be eliminated with the creation of route 1. Route 40 will operate between Three Rivers Transit Center and Dayton Street Transfer Point to retain Clearwater Avenue east of US 395. Route 40 provides new service along Olympia Avenue, a location of higher density, moderate income and senior housing that does not currently have fixed route service. Route 40 will operate every 30 minutes. Since the March 2021 Board
Meeting, the western alignment of this route has changed to travel from Three Rivers down Crosswind Blvd to Canal Drive. This realignment was done to save upwards of 1 minute of travel time.

<table>
<thead>
<tr>
<th>Route 40</th>
<th>Operating Hours</th>
<th>Headway (Min)</th>
<th>Revenue Miles</th>
<th>Revenue Hours</th>
<th>Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Weekday</strong></td>
<td>6:15 a.m.- 7:45 p.m.</td>
<td>30</td>
<td>440</td>
<td>26.2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Saturday</strong></td>
<td>7:15 a.m. - 7:45 p.m.</td>
<td>30</td>
<td>408</td>
<td>24.2</td>
<td>2</td>
</tr>
</tbody>
</table>

**Route 42 – Local – Kennewick**
Service will be improved on Saturdays from every 60 minutes to 30 minutes. No route alignment changes are proposed.

**Route 47 – Local – Kennewick**
Service will be improved on Saturdays from every 60 minutes to 30 minutes. No route alignment changes are proposed.

**Route 110 – Intercity – West Richland/Richland/Kennewick**
The schedule will be adjusted to coordinate transfers at West Richland Transit Center, allowing timed transfers between routes 110 and 20 for better service to the Queensgate/Duportail retail area. The revised service will operate from 05:45 a.m. to 7:25 p.m. on weekdays and 06:45 a.m to 7:25 p.m on Saturdays.

**Route Eliminations:**
- **Route 120** This route is incorporated into new routes 1 and 20.
- **Route 126** This route is incorporated into new routes 1 and 26.
- **Route 150** This route is incorporated into new routes 1 and 3.
- **Route 160** This route is incorporated into new routes 1, 3, and 40.
August Service Changes

Sunday Service

Sunday service will begin with a limited set of fixed routes, full Dial-A-Ride service, and full CONNECT service. All Sunday services will operate with a reduced fixed-route service frequency (every 30 minutes), and all services will operate between 8:00 a.m. and 6:30 p.m.

Six routes will operate every 30 minutes on Sundays:

- Route 1 – Pasco/Kennewick/Richland
- Route 3 – Pasco/Kennewick
- Route 42 – Local – Kennewick
- Route 64 – Local – Pasco
- Route 123 – Intercity – Richland/Kennewick
- Route 225 – Intercity – Pasco/Richland

Operation of Sunday fixed-route services will require 14 vehicles traveling a total of 2,500 revenue service miles over 145 revenue service hours.

Areas not served by fixed routes, including West Richland, will access the fixed-route network using CONNECT.
2021 Annual Service Plan
Title VI Service Equity Analysis
Frequent Service Corridor & Sunday Service Implementation

BFT operates its programs without regard to race, color and national origin. To receive additional information on BFT’s discrimination obligations including our complaint procedures please contact us at (509) 734-5107.
TABLE OF CONTENTS

Executive Summary ................................................................................................................................. 1
BFT Major Service Change Policies ........................................................................................................ 2
Service Area Demographic Overview ..................................................................................................... 3
Major Service Changes (June 2021) ......................................................................................................... 7
Major Service Changes (August 2020 – Sunday Service) ...................................................................... 18
2021 Annual Service Plan Title VI Service Equity Analysis Results ......................................................... 19
  Equity Analysis Methodology .............................................................................................................. 19
  June 2021 Service Equity Analysis Results .......................................................................................... 20
  August 2021 Service Equity Analysis Results ....................................................................................... 23
Service Equity Analysis Summary ........................................................................................................ 25
Public Outreach & Comments .............................................................................................................. 26

TABLES

Table 1 - Route 1 Frequency ...................................................................................................................... 7
Table 2 - Route 1 Service Span Changes (approximate time) ................................................................. 7
Table 1 - Route 3 Frequency ..................................................................................................................... 9
Table 2 - Route 3 Service Span Changes (approximate time) ................................................................. 9
Table 1 - Route 20 Frequency .................................................................................................................. 11
Table 2 - Route 20 Service Span Changes (approximate time) ............................................................... 11
Table 11 - Route 26 Frequency .............................................................................................................. 13
Table 12 - Route 26 Service Span Changes (approximate time) ............................................................ 13
Table 13 - Route 40 Frequency .............................................................................................................. 15
Table 14 - Route 40 Service Span Changes (approximate time) ............................................................ 15
Table 15 – Sunday Fixed Route Frequencies.......................................................................................... 18
Table 16 – FSC & Local Fixed Route Service Change Data (Increased Service) ................................. 21
Table 17 - Sunday Service Change Data (Increased Service) .............................................................. 23
Table 18 - Disparate Impact & Disproportionate Burden Determination .................................................. 25
FIGURES

Figure 1- Public Transit Benefit Area Minority Population Percentage ................................................................. 3
Figure 2- Public Transit Benefit Area Low-Income Population Percentage ............................................................. 3

MAPS

Map 1 - BFT PTBA Minority Population Percentage by Block Group ........................................................................ 4
Map 2 - BFT PTBA Low-Income Population Percentage by Block Group ............................................................... 5
Map 3 - BFT PTBA Block Groups with Minority & Low-Income Populations Exceeding Area Average .................. 6
Map 4 – Route 1 Implementation Service Change Impacts .................................................................................... 8
Map 7- Route 3 Implementation Service Change Impacts ..................................................................................... 10
Map 8- Route 20 Implementation Service Change Impacts .................................................................................. 12
Map 9 – Route 26 Implementation Service Change Impacts ................................................................................ 14
Map 10 – Route 40 Implementation Service Change Impacts ............................................................................ 16
Map 11 - FSC & Local Fixed Route Service Change Implementation Impacts ...................................................... 22
Map 12 - Sunday Service Implementation Impacts ............................................................................................ 24

APPENDICES

APPENDIX A - Resolution 15-13 – Establishing Title VI Policies
APPENDIX B - Resolution 26-14 – Establishing Title VI Policies Update
APPENDIX C - PUBLIC HEARING OVERVIEW
Executive Summary

As required by Federal Transit Administration (FTA) Circular 4702.1B §4, Chap.4-10, Ben Franklin Transit (BFT) must prepare a Title VI service equity analyses, where applicable, of all major service and fare changes using current FTA guidance. This documentation will be submitted to FTA and kept on file at BFT. A Title VI service equity analysis evaluates proposed changes and their impacts on minority and low-income populations within the BFT service area, including discussion of outreach and public involvement strategies and activities used to involve and inform minority, low-income, and limited English proficiency (LEP) populations throughout the decision-making process.

At this time, BFT staff is proposing fixed route service changes that would create a Frequent Service Corridor (FSC) providing 15-minute or better service between transit centers and main commercial corridors with new routes 1 and 3 and a future route 2. The new routes are combinations of the current routes 120, 126, 150, and 160 (and future consolidation of routes 225 and 268). Implementation of the FSCs will also require modest changes to BFT’s local fixed route network to maintain service coverage and connectivity. BFT is proposing the implementation of routes 20 and 26, both of which are truncated versions of the current routes 120 and 126 to maintain coverage beyond the new route 1 alignment. BFT is also proposing implementation of a new route 40 to maintain service on a portion of the existing route 16 and add new service to some of the mostly densely populated moderate income areas of Kennewick. Frequencies on routes 42 and 47’s frequencies will be increased from 60 minutes to 30 minutes on Saturdays from 7 AM to 8 PM. These changes, if approved, will be made in June 2021.

Additionally, BFT staff is proposing the implementation of fixed route and complementary ADA Dial-A-Ride services on Sundays. BFT currently does not provide any fixed route service on Sunday, and this proposal will result in a significant increase in service and administrative support. Sunday service will consist of the six routes operating every 30 minutes, supplemented by CONNECT, BFT’s on-demand, first-mile/last-mile service to maintain coverage throughout the Tri Cities portion of BFT’s service area. Routes 1, 3, 123 (shortened), 225, 42, and 64 will operate BFT’s Sunday network. Route 123 will not provide service to the Stevens Center employment center located at the northern terminus, since this is a weekday commuter destination. The Sunday network is proposed to operate from 8:00 a.m. to 6:30 p.m.

If approved, most of the proposed service changes outlined above will qualify as a major service change per BFT’s Major Service Change Policy. Saturday frequency improvements on routes 42 and 47 and the Route 110 daily schedule adjustment do not meet BFT’s definition of a major service change. BFT defines a major service change as "any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours."

Upon further analysis it was concluded that implementation of FSC routes, the proposed local route changes, and the addition of fixed route service on Sundays would not result in a disparate impact (adverse effect on minority populations) or disproportionate burden (adverse effects on low-income populations). For additional clarification and detail as to how BFT operates its programs without regard to race, color, national origin please refer to BFT’s 2019 Title VI Program and Language Assistance Plan, which can be found at https://www.bft.org/civil-rights/.
BFT Major Service Change Policies

Title VI service and fare equity analyses will be conducted when proposed service changes constitute a major service and exceed the quantitative threshold outlined in BFT’s Major Service Change, Disproportionate Burden and Discriminatory Impact policies, which were adopted by BFT Board of Directors via Resolution 15-2013 (Appendix A). Additional changes to the Disproportionate Burden and Discriminatory Impact Policy were made via BFT Board of Directors’ adoption of Resolution 26-2014 (Appendix B). These policies are detailed below:

Major Service Change Policy
A major service change is defined as any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects. An adverse effect is defined as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination.

Disproportionate Burden Policy
The purpose of this policy is to establish a threshold which identifies when the adverse effects of a major service change or any fare change disproportionately affects low-income populations.

If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Disproportionate burden on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disproportionate burden on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

Disparate Impact Policy
The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service change or any fare change disproportionately affects members of a group identified by race, color, or national origin.

If the impact of a major service change proposal or any fare change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact.
Service Area Demographic Overview

BFT provides public transportation services across a 616-square mile Public Transit Benefit Area (PTBA) within Benton and Franklin counties, located in Washington State. The PTBA includes the municipalities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser and pockets of unincorporated areas in Benton and Franklin County. BFT’s operation is accounted for under a single enterprise fund, which uses the same accrual accounting method as private enterprise. BFT has no sub-recipients and does not pass FTA funds through to sub-recipients.

The estimated population of BFT’s PTBA is 260,587 as of 2018 (Washington State Office of Financial Management) while Benton and Franklin counties have a combined estimated population of BFT 271,122 (2012-2016 American Community Survey 5-Year Estimates). BFT’s PTBA and surrounding areas consist of a diverse population of which 37.6% identify as a minority and 14.7% of the population has household income at or below the federal poverty line (Figures 1 & 2).

*Figure 1- Public Transit Benefit Area Minority Population Percentage*

**MINORITY POPULATION (%)**

- Minority 37.6%
- Non-Minority 62.4%

*Figure 2- Public Transit Benefit Area Low-Income Population Percentage*

**LOW-INCOME POPULATION (%)**

- Low-Income 14.7%
- Non-Low-Income 85.3%

*Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates*
Map 1 - BFT PTBA Minority Population Percentage by Block Group

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates
Map 2 - BFT PTBA Low-Income Population Percentage by Block Group

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates
Map 3 - BFT PTBA Block Groups with Minority & Low-Income Populations Exceeding Area Average

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate
Major Service Changes (June 2021)

Recommended Route 1 Service Change Profile

- FSC route
  - Combination of segments of routes 120, 126, 150, and 160
  - Established true 15-minute service between Knight St Transit Center and Three Rivers Transit Center and 22nd Ave Transit Center during the majority of weekday and Saturday service
  - Reduces layover time at mid-route transit centers (e.g., Three Rivers Transit Center)
  - 6 vehicles needed to operate
- Implementation planned for June 2021
- Reduced frequency Sunday service planned for August 2021
- Demographic Breakdown:

<table>
<thead>
<tr>
<th>Route 1 Recommended Frequency, Service Span, &amp; Routing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1 - Route 1 Frequency</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 AM – 8 PM</td>
<td>8 PM – 10 PM</td>
</tr>
<tr>
<td>7 AM – 7 PM</td>
<td>7 PM – 10 PM</td>
</tr>
<tr>
<td>Recommended Route 1</td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2 - Route 1 Service Span Changes (approximate time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
</tr>
<tr>
<td>Recommended Route 1</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
Map 4 – Route 1 Implementation Service Change Impacts

Title VI Communities*
- Minority
- Low-Income
- Both

Service Changes
- Route 1
- 1/4 Mile Buffer
- Fixed Route System
- Eliminated Segments

*U.S. Census block groups in which the minority and/or low-income population exceeds the area average.
Recommended Route 3 Service Change Profile

- Route 3
  - FSC route
  - Adheres to same route alignment and schedule as current route 150 and 160 between 22nd Ave Transit Center and Dayton St Transfer Point
  - Established true 15-minute 22nd Ave Transit Center and Dayton St Transfer Point during the majority of weekday and Saturday service
  - 4 vehicles needed to operate
- Implementation planned for June 2021
- Reduced frequency Sunday service planned for August 2021
- Demographic Breakdown:

<table>
<thead>
<tr>
<th>Recommended Route 3</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>12,366</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority %:</td>
<td>78.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low-Income%:</td>
<td>27.4%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Route 3 Recommended Frequency, Service Span, & Routing

**Table 3 - Route 3 Frequency**

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 AM – 8 PM</td>
<td>8 PM – 10 PM</td>
</tr>
<tr>
<td>Recommended Route 3</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

**Table 4 - Route 3 Service Span Changes (approximate time)**

<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Route 3</td>
<td>6:00 AM – 10:00 PM</td>
<td>7:00 AM – 10:00 PM</td>
</tr>
</tbody>
</table>
Map 5 - Route 3 Implementation Service Change Impacts
Recommended Route 20 Service Change Profile

- Route 20
  - New local route
  - Adheres to same route alignment as current route 120 between Knight St Transit Center and West Richland Transit Center
  - Potential schedule adjustments to accommodate better connection on transfer centers
  - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

<table>
<thead>
<tr>
<th></th>
<th>Recommended Route 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>7,112</td>
</tr>
<tr>
<td>Minority %</td>
<td>22.3%</td>
</tr>
<tr>
<td>Low-Income%</td>
<td>14.3%</td>
</tr>
</tbody>
</table>

Route 20 Recommended Frequency, Service Span, & Routing

**Table 5 - Route 20 Frequency**

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 AM – 8 PM</td>
<td>8 PM – 10 PM</td>
</tr>
<tr>
<td></td>
<td>7 AM – 7 PM</td>
<td>7 PM – 10 PM</td>
</tr>
<tr>
<td>Recommended Route 20</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

**Table 6 - Route 20 Service Span Changes (approximate time)**

<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Route 20</td>
<td>6:00 AM – 10:00 PM</td>
<td>7:00 AM – 10:00 PM</td>
</tr>
</tbody>
</table>
Recommended Route 26 Service Change Profile

- Route 26
  - New local route
  - Adheres to same route alignment as the northern segment of current route 126 north of Knight St Transit Center
  - 20-minute frequency during the majority of weekdays and Saturdays
  - 30-minute frequencies from 8 PM to 10 PM
  - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

  **Recommended Route 26**
  
  Total: 5,978
  Minority %: 31.6%
  Low-Income%: 17.4%

**Route 26 Recommended Frequency, Service Span, & Routing**

*Table 7 - Route 26 Frequency*

<table>
<thead>
<tr>
<th></th>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6 AM – 8 PM</td>
<td>8 PM – 10 PM</td>
</tr>
<tr>
<td>Recommended Route 26</td>
<td>20</td>
<td>30</td>
</tr>
</tbody>
</table>

*Table 8 - Route 26 Service Span Changes (approximate time)*

<table>
<thead>
<tr>
<th></th>
<th>Weekday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended Route 26</td>
<td>6:00 AM – 10:00 PM</td>
<td>7:00 AM – 10:00 PM</td>
</tr>
</tbody>
</table>
Map 7 – Route 26 Implementation Service Change Impacts
Recommended Route 40 Service Change Profile

- Route 40
  - New local route
  - Provides increased service between Three Rivers Transit Center and Dayton St Transfer Point
  - Provides more direct trips between the Clearwater commercial corridor areas and the high density of low-income and minority populations living adjacent to Olympia St and 10th Ave intersection in Kennewick
  - Replaces service to some of the coverage area of eliminated Route 160
  - 30-minute frequency during the majority of weekdays and Saturdays
  - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

<table>
<thead>
<tr>
<th>Recommended Route 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total: 18,955</td>
</tr>
<tr>
<td>Minority %: 53.5%</td>
</tr>
<tr>
<td>Low-Income%: 30.8%</td>
</tr>
</tbody>
</table>

Route 40 Recommended Frequency, Service Span, & Routing

Table 9 - Route 40 Frequency

<table>
<thead>
<tr>
<th>Time</th>
<th>Weekdays</th>
<th>Saturdays</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 AM – 8 PM</td>
<td>8 PM – 10 PM</td>
<td>7 AM – 7 PM</td>
</tr>
<tr>
<td>7 PM – 10 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommended Route 40</td>
<td>30</td>
<td>30</td>
</tr>
</tbody>
</table>

Table 10 - Route 40 Service Span Changes (approximate time)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>6:00 AM – 8:00 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>No service</td>
</tr>
</tbody>
</table>
Map 8 – Route 40 Implementation Service Change Impacts
Recommended Minor Service Changes

- Route 42
  - Increase to 30-minute frequencies from 7 AM to 8 PM on Saturdays
- Route 47
  - Increase to 30-minute frequencies from 7 AM to 8 PM on Saturdays
- Route 110
  - Shift schedules 15 minutes back to allow for better connections where route intersects with other fixed routes
- Route 225
  - Redesignated as Route 2A
  - No expected reduction in service to coverage area
  - Implemented at a later date
- Route 268
  - Redesignated as Route 2B
  - No expected reduction in service to coverage area
  - Implemented at a later date

Recommended Route Elimination – Major Service Changes

- Route 120
  - Truncated and western segments redesignated as Route 20
  - Eastern segments covered by new Route 1
  - No expected reduction in service to coverage area other than highway segments with no stops
- Route 126
  - Truncated and northern segments redesignated as Route 26
  - Southern segments covered by new Route 1
  - No expected reduction in service to coverage area
- Route 150
  - Covered by new Route 1 between Three Rivers Transit Center and Dayton Transfer Point
  - Covered by new Route 3 between Dayton Transfer Point and 22nd Ave Transit Center
  - No expected reduction in service to coverage area other than highway segments with no stops
- Route 160
  - Covered by new Route 1 between Three Rivers Transit Center and Cleawater Ave & Yelm St
  - Covered by Route 40 on Kennewick Ave from Yelm St to Olympia St
  - Service eliminated on Kennewick Ave between Olympia St and Garfield St (4 stops total)
  - Covered by new Route 3 between Dayton Transfer Point and 22nd Ave Transit Center
Major Service Changes (August 2020 – Sunday Service)

Recommended Sunday Service Implementation Profile

- Base fixed route network that includes:
  - Route 1
  - Route 225
  - Route 3
  - Route 42
  - Route 64
  - Route 123

- 8:00 AM to 6:30 PM fixed route service
- Reduced frequencies on most routes
- Addition of approximately 8,000 revenue hours annually
- Addition of approximately 2,000 revenue miles annually
- Implementation planned for August 2021

Demographic Breakdown:

<table>
<thead>
<tr>
<th>Segment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total:</td>
<td>68,335</td>
</tr>
<tr>
<td>Minority:</td>
<td>50.4%</td>
</tr>
<tr>
<td>Low-Income:</td>
<td>20.6%</td>
</tr>
</tbody>
</table>

Sunday Service Recommended Frequency, and Service Span

**Table 11 – Sunday Fixed Route Frequencies**

<table>
<thead>
<tr>
<th>Route</th>
<th>Frequency</th>
<th>Service Span</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>225</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>42</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>64</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
<tr>
<td>123</td>
<td>30</td>
<td>8:00 AM – 6:30 PM</td>
</tr>
</tbody>
</table>
2021 Annual Service Plan Title VI Service Equity Analysis Results

This section details results from a service equity analysis conducted for the planned implementation of the FSC and local route adjustments that will be implemented in June 2021. Results for implementation of Sunday fixed route service, which will be implemented in August 2021, are also included. These recommended service changes will constitute as a major service change per BFT’s Major Service Change Policy if implemented, thus a service equity analysis is required.

BFT conducts service equity analyses in order to prevent adverse effects, disparate impact, disproportionate burdens and unfair treatment of minority and low-income populations in BFT’s service area. Specifically, BFT staff are required to “evaluates significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact.” This service equity analysis was conducted by BFT staff to evaluate proposed service changes, which do not include any fare changes, in compliance with FTA Circular 4702.1B §4, Chap.4-10.

Given the fact that the proposed fixed route service changes have a widespread impact on a large percentage of the fixed route network, this service equity analysis was conducted on a system-wide basis. That said, service changes will result in a substantial increase in service and there are very few areas that will experience decreased frequencies or service elimination.

It should also be noted that route nomenclature (i.e., route naming and numbering) may be adjusted between service change approval and service implementation. That said, routing and levels of service will stay the same. Any changes to route nomenclature between service change approval and implementation will be identified and explained to both the BFT Board of Directors and the public.

Equity Analysis Methodology

BFT staff utilized Remix to conduct this service equity analysis. Remix has the capability to automatically generate a Title VI report (2012-2016 American Community Survey data) by comparing existing fixed routes to the proposed changes. Remix implements the following methodology to provide accurate service equity analysis data:

1. Calculate low-income and minority population within 1/4 mile of current and proposed fixed route
   - For each route, build a shape that represents the area within quarter mile of any of its route alignment
   - Intersect the catchment area with 2012-2016 ACS Census data. Get a list of block groups and the percentage overlap with each.
   - For each block group, take the percentage of overlap and multiply it by the block group’s statistics
2. Compare the number of people-trips, before and after
• Multiply the population near a route times the number of trips it makes (per year) to get “people-trips”
• Repeat for low-income and minority populations to get “low-income people-trips” and “minority people-trips”
• Compare these numbers between the current and the proposed versions of the route, to get a set of people-trip differences. Remix compares current routes to proposed routes that have the same name.

3. Get the total difference in people-trips across the transit system
   • Repeat the process above for every route in the transit system
   • Sum the difference in people-trips. This will return three numbers: total difference in people-trips, total difference in low-income people-trips, and total difference in minority people-trips.

4. Calculate the change borne by low-income and minority populations
   • Divide the total difference in low-income people-trips by the total difference in people-trips to get the percentage of change borne by those with low-income
   • Repeat for minority people-trips

5. Compare the percentage change to the average in the service area
   • Calculate the average percentage of low-income and minority populations across the entire service area
   • Subtract from the change borne by those populations
   • Get two final numbers: the difference between the impact this set of transit changes had on low-income and minority populations compared to any average change

June 2021 Service Equity Analysis Results
Recommended implementation of routes 1 and 3, which will be designated as “Frequent Service Corridor” routes, will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. Route 2A and 2B are just a reclassification of current route 225 and 268, and thus does not result in a major service change. Service change recommendations involving the local route system (i.e. routes 20, 26, 40) will also qualify as a major service change. As such, a service equity analysis was conducted to determine if the recommended change planned for 2021 will result in a disparate impact and/or disproportionate burden on the minority and low-income populations.

Disparate Impact Analysis
If the impact of a major service change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact per BFT’s Disparate Impact Policy.

Minority populations will experience 55.5% of the effects of the planned implementation FSC and local route service changes. This is 17.9% above the area average. Changes borne by minority populations will
not exceed the area average by more than 20% and no potential disparate impact is expected. Service changes will result in a substantial increase for minority populations.

**Disproportionate Burden Analysis**

If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Low-income populations will experience 26.9% of the effects of the planned implementation FSC and local route service changes. This is 12.2% above the area average. Changes borne by low-income populations will not exceed the area average by more than 20%, meaning there will be no potential disproportionate burden. Regardless, the planned changes will result in an increase of service to low-income populations.

**Table 12 – FSC & Local Fixed Route Service Change Data (Increased Service)**

<table>
<thead>
<tr>
<th>Baseline Fixed Route System</th>
<th>Proposed Service Change</th>
<th>Service Change Impact Breakdown (People-Trips Difference)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Population (1/4 mi)</strong></td>
<td><strong>Population (1/4 mi)</strong></td>
<td><strong>Additional People-Trips</strong></td>
</tr>
<tr>
<td>Total</td>
<td>Total</td>
<td>Total</td>
</tr>
<tr>
<td>Low-Income</td>
<td>Low-Income</td>
<td>Low-Income</td>
</tr>
<tr>
<td>Minority</td>
<td>Minority</td>
<td>Minority</td>
</tr>
<tr>
<td>Annual Trips</td>
<td>Annual Trips</td>
<td>Annual Trips</td>
</tr>
<tr>
<td>147,167</td>
<td>149,612</td>
<td>468,648,625</td>
</tr>
<tr>
<td>16.1%</td>
<td>16.2%</td>
<td>126,447,186</td>
</tr>
<tr>
<td>42.9%</td>
<td>43.0%</td>
<td>625</td>
</tr>
<tr>
<td>267,030</td>
<td>338,885</td>
<td>260,545,025</td>
</tr>
<tr>
<td>14.7%</td>
<td>15.6%</td>
<td>55.5%</td>
</tr>
<tr>
<td>Delta</td>
<td></td>
<td>12.2%</td>
</tr>
<tr>
<td>Area Average</td>
<td>Change Borne</td>
<td></td>
</tr>
<tr>
<td>14.7%</td>
<td>37.6%</td>
<td></td>
</tr>
<tr>
<td>Delta</td>
<td>17.9%</td>
<td></td>
</tr>
</tbody>
</table>
Map 9 - FSC & Local Fixed Route Service Change Implementation Impacts

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate
August 2021 Service Equity Analysis Results
Recommended addition of fixed route service on Sundays will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the plan to incorporate current fixed route Sunday service will result in a disparate impact and/or disproportionate burden on the minority and low-income populations.

Disparate Impact Analysis
If the impact of a major service change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact per BFT’s Disparate Impact Policy.

Minority populations will experience 53.0% of the effects of the planned implementation of Sunday fixed route service. This is 15.4% above the area average. Changes borne by minority populations does exceed the area average by more than 20%, but no potential disparate impact is expected due to the fact that Route 268 will actually increase service to minority populations.

Disproportionate Burden Analysis
If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Low-income populations will experience 21.9% of the effects of the planned implementation of Sunday fixed route service. This is 7.2% above the area average. Changes borne by low-income populations will not exceed the area average by more than 20%, meaning there will be no potential disproportionate burden. Regardless, the planned changes will result in an increase of service to low-income populations.

Table 13 - Sunday Service Change Data (Increased Service)

<table>
<thead>
<tr>
<th>Population (1/4 mi)</th>
<th>Proposed Service Change</th>
<th>Service Change Impact Breakdown (People-Trips Difference)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Change Borne</td>
</tr>
<tr>
<td>Total</td>
<td>Low-Income</td>
<td>Minority</td>
</tr>
<tr>
<td>Baseline – No Sunday Service</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Proposed Service Change</td>
<td>68,595</td>
<td>20.7%</td>
</tr>
</tbody>
</table>

Area Average

Delta 7.2% 15.4%
Map 10 - Sunday Service Implementation Impacts

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate
Service Equity Analysis Summary

Based on the service equity analysis results pertaining to the implementation of FSC routes, local route changes, and Sunday fixed route service, BFT staff have concluded that there will be no disparate impact or disproportionate burden will occur if these planned service changes are implemented. This conclusion means that there will be no apparent adverse effects on minority or low-income populations will be caused with the planned service changes outlined in the 2021 Annual Service Plan. In fact, if implemented, these service changes will result in a significant net gain of service to low-income and minority populations and will benefit all those who utilize BFT’s fixed route system. Fixed route service changes planned for June 2021 are expected to increase revenue hours by approximately 5% annually. The addition of Sunday fixed route service in August 2021 is expected to account for an additional 5% in revenue hours annually.

The only population that could potentially be negatively impacted by the proposed service changes outlined in the 2021 Annual Service Plan would be those who live in the residential areas adjacent to Kennewick Ave, between Olympia St and Dayton St. Although four fixed route bus stops will be removed, those who reside in these areas will be within close walking distance of bus stops located along routes 40, 41 and 42. BFT’s on-demand CONNECT service will also be available to those who are unable to make the short walk. As such, adverse impacts on Title VI populations are not expected.

Table 14 - Disparate Impact & Disproportionate Burden Determination

<table>
<thead>
<tr>
<th>Service Changes</th>
<th>Date Effective</th>
<th>Major Service Change</th>
<th>Disparate Impact</th>
<th>Disproportionate Burden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route 1</td>
<td>6/14/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Route 225</td>
<td>6/14/21</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Route 268</td>
<td>6/14/21</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Route 3</td>
<td>6/14/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Route 20</td>
<td>6/14/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Route 26</td>
<td>6/14/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Route 40</td>
<td>6/14/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Route 42</td>
<td>6/14/21</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Route 47</td>
<td>6/14/21</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Route 110</td>
<td>6/14/21</td>
<td>No</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sunday Service</td>
<td>8/30/21</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Public Outreach & Comments

ADDED AFTER PUBLIC COMMENT PERIOD
A Look Back

2016 to Present

- **Comprehensive Service Plan**
  - Approved in 2016
    - Network Redesign

- **Service Recovery Plan**
  - Approved in 2018
    - Expanded General Demand
    - Expanded Hours of Service
    - On-Demand First-Mile/Last-Mile Connections
    - Sunday Service

- **Frequent Service Corridors**
  - 2021 budget approved in 2020

Status of Implementation

- **Completed in 2019**
  - Implemented in 2017
  - Adjustments in 2018-2019

- **Completed in 2020**
  - Most phases completed in 2019
  - CONNECT completed in 2020

- **The 2021 Annual Service Plan**
  - Frequent Service Corridors (June)
  - Sunday Service (August)
Frequent Service Corridors

Service Overview

Route 1 (August)
- Knight Street (Richland) to 22nd Ave (Pasco) via Three Rivers (Kennewick)
- Service every 15 minutes
- Combination of highest ridership portions of routes 120, 126, 150, and 160

Route 2 (Future, upon completion of West Pasco Transit Hub)
- 22nd Ave (Pasco) to Knight Street (Richland)
- Service every 15 minutes where routes overlap
- Future consolidation of routes 225 and 268 when West Pasco Transit Hub is complete

Route 3 (August)
- 22nd Ave (Pasco) to Dayton (Kennewick) with future extension to proposed Southridge Hub
- Service every 15 minutes
- Combination of portions of routes 150 and 160 from East Pasco to Kennewick
Local Route Service Changes

June Implementation

MAJOR CHANGES – Maintaining Coverage

Route 20
Truncated version of route 120

Route 26
Truncated version of route 126

Route 40
New connection from Three Rivers to Dayton via Clearwater

MINOR CHANGES – Improving Reliability

Route 42
Implements service to every 30 minutes on Saturday

Route 47
Implements service to every 30 minutes on Saturday

Route 110
Schedule shift to allow for better connections
NEW SERVICE – Identified in 2018 Recovery Plan

Service between CONNECT Zones

- Route 1  
  Every 30 minutes, Richland to Pasco via Kennewick
- Route 3  
  Every 30 minutes, Pasco to Kennewick
- Route 123  
  Every 30 minutes, Richland to Kennewick (modified route)
- Route 225 (Future Route 2)  
  Every 30 minutes, Richland to Pasco

Local Service for Coverage and Connectivity

- Route 42  
  Every 30 minutes, Kennewick (maintains Dayton-to-Three Rivers connection)
- Route 64  
  Every 30 minutes, Pasco (maintains critical coverage)

Full DIAL-A-RIDE Service
All CONNECT Zones
Budget Impacts

By Service Implementation

June Service Changes
- 42 daily revenue hour increase on weekdays
- 83 revenue hour increase on Saturdays
- 15,000 additional rev hours annually
- Annual Program Budget approved in 2020

August Service Changes (Sunday Service)
- Initial 145 daily fixed route revenue hours
- 8,000 annual fixed route revenue hours
- Estimated daily 100 DAR revenue hours added
- Annual budget increase of $1.2 million required (2022 and beyond)

2021 Annual Service Plan Total
- 23,000 annual fixed route revenue hours added
- 214,000 annual fixed route revenue hours total
- Estimated 5,000 annual DAR revenue hours added

Headcount Increases

- June Service Changes
  - 12 additional fixed route Operators
  - Budgeted

- August Service Changes
  - 13 additional Operator (7) and Operations/Maintenance (6) staff
  - DAR Operator current and budgeted staffing levels sufficient, increase may be needed based on demand
  - Within 2021 budget
  - Budget increase required (2022 and beyond)
## Budget Impact Data

<table>
<thead>
<tr>
<th></th>
<th>2021 Budget</th>
<th>Baseline 2021 Forecast</th>
<th>June FSC Increase</th>
<th>August Increase</th>
<th>Forecast w/ Service Change Inc/(Dec) to 2021 Budget</th>
<th>Annualized Expansion Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Route</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>206,000</td>
<td>183,000</td>
<td>9,000</td>
<td>2,000</td>
<td>194,000</td>
<td>(12,000)</td>
</tr>
<tr>
<td>Miles</td>
<td>3,242,000</td>
<td>2,880,000</td>
<td>366,000</td>
<td>125,000</td>
<td>3,371,000</td>
<td>129,000</td>
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<tr>
<td>Headcount</td>
<td>160</td>
<td>160</td>
<td>12</td>
<td>13</td>
<td>185</td>
<td></td>
</tr>
<tr>
<td><strong>Dial-A-Ride</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>119,000</td>
<td>96,000</td>
<td>0</td>
<td>2,000</td>
<td>98,000</td>
<td>(21,000)</td>
</tr>
<tr>
<td>Miles</td>
<td>1,825,000</td>
<td>1,500,000</td>
<td>0</td>
<td>31,000</td>
<td>1,531,000</td>
<td>(294,000)</td>
</tr>
<tr>
<td>Headcount</td>
<td>119</td>
<td>119</td>
<td>0</td>
<td>0</td>
<td>119</td>
<td></td>
</tr>
<tr>
<td><strong>CONNECT</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>46,000</td>
<td>20,000</td>
<td>3,000</td>
<td>3,000</td>
<td>26,000</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Miles</td>
<td>750,000</td>
<td>326,000</td>
<td>49,000</td>
<td>49,000</td>
<td>424,000</td>
<td>(326,000)</td>
</tr>
<tr>
<td>Headcount</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cost (in millions)</strong></td>
<td>$43.9</td>
<td>$36.7</td>
<td>$1.2</td>
<td>$0.7</td>
<td>$38.6</td>
<td>($5.3)</td>
</tr>
</tbody>
</table>
Public Outreach

March 2021

- Public outreach efforts began in early March when the board approved the modified ASP draft for release for public comment

- Planning and marketing jointly hosted two public open house events where a presentation about the proposed service changes was given, and the public could ask questions directly

- The proposed service changes were made available online with a dedicated webpage outlining all proposed changes and interactive REMIX maps enabling the public to comment on the proposed changes

- Planning staff met directly with CAN to give a presentation and answer questions

- **Two Virtual Open House Meetings**
  - March 17th
  - March 24th
  - Total of 5 public attendees

- **Citizens Advisory Network (CAN) Meeting**
  - March 29th
  - Key committee members attended

- **Public interactive REMIX maps**
  - 5 comments received
“What determines where stops are placed?”
Locations are based on availability of curb space, safety, and ease of use for drivers and riders

“Where will the future West Pasco Transit Hub be located?”
We are still examining possible locations

“It looks like transfers will be more common at Knight St”
Yes. But route schedules are aligned to allow for easy and timely transfers

“Overall, I like this proposal and I’m excited for it to start”
So are we!
“Routes 47 and 170 should operate on Sunday”

Sunday service will likely be expanded in the future as demand increases

“Some turns may be difficult in poor weather or heavy traffic”

All new alignments have been reviewed and field tested with operations

“Sunday service should enable people to get to and from church”

Many churches, such as Christ the King, will be accessible with Sunday services

“Will Frequencies on the 42 and 47 be increased in the evening?”

Not at this time. Routes 42 and 47 will operate hourly after 8pm
QUESTIONS?
Memorandum

Date: February 10, 2021

To: Gloria Boyce, General Manager

From: Jeff Lubeck, Financial Services Director


Background
For the 8th year in a row, each year since 2012, BFT’s Comprehensive Annual Financial Report has received the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting awarded by the Government Finance Officers Association (GFOA).

The GFOA established the Comprehensive Annual Financial Report Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the Comprehensive Annual Financial Report program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

We present this award in recognition of the time and effort BFT Finance and other supporting staff have spent in preparing the financial statements in addition to the care and attention to detail in the day-to-day financial accounting and management activities at BFT.

Recommendation
Motion to recognize receipt of Certificate.

Approved as presented:

____________________________________________
Gloria Boyce, General Manager
Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

Ben Franklin Transit Washington

For its Comprehensive Annual Financial Report For the Fiscal Year Ended

December 31, 2019

Christopher P. Morrill
Executive Director/CEO
# Staff Report April 08, 2021

## Summary

### Budget

<table>
<thead>
<tr>
<th>YTD Operating as of February 28, 2021</th>
<th>2021 Budget Year to Date</th>
<th>Actual to Date February 28</th>
<th>Variance – Better/(Worse)</th>
<th>% Budget YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fares</td>
<td>345,495</td>
<td>74,889</td>
<td>(270,606)</td>
<td>-78.3%</td>
</tr>
<tr>
<td>Local Sales Tax</td>
<td>6,700,000</td>
<td>5,414,527</td>
<td>(1,285,473)</td>
<td>-19.2%</td>
</tr>
<tr>
<td>Operating Grants</td>
<td>8,333</td>
<td>8,333</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>CARES Act Funds</td>
<td>1,335,893</td>
<td>1,335,893</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>83,333</td>
<td>60,502</td>
<td>(22,831)</td>
<td>-27.4%</td>
</tr>
<tr>
<td><strong>Total Operating Revenues</strong></td>
<td>$ 8,473,055</td>
<td>$ 6,894,144</td>
<td>($1,578,911)</td>
<td>-18.6%</td>
</tr>
<tr>
<td><strong>Pro Forma Revenues without CARES Act</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Less: CARES Revenue</td>
<td>(667,946)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add: 5307 Operating Grants</td>
<td>418,120</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Adjusted Revenue without CARES</strong></td>
<td>3,205,244</td>
<td></td>
<td>(5,267,131)</td>
<td>-62.2%</td>
</tr>
</tbody>
</table>

| Operating Expenditures               |                          |                             |                           |              |
| Bus Operations                       | $ 2,915,796              | $ 2,634,519                 | 281,277                   | -9.6%        |
| Dial-A-Ride Operations               | 1,931,101                | 1,607,544                   | 323,557                   | -16.8%       |
| General Demand Operations            | 78,672                   | 68,390                      | 10,282                    | -13.1%       |
| Vanpool Operations                   | 283,305                  | 196,730                     | 86,575                    | -30.6%       |
| Maintenance                          | 431,034                  | 344,527                     | 86,507                    | -20.1%       |
| Paratransit - ARC                    | 237,233                  | 24,390                      | 212,844                   | -89.7%       |
| Contracted Services (Via)            | 350,000                  | 92,403                      | 257,597                   | -73.6%       |
| Human Resources                      | 288,983                  | 256,784                     | 32,199                    | -11.1%       |
| Safety / Training                    | 158,846                  | 222,649                     | (63,803)                  | 40.2%        |
| Executive / Administrative Services | 806,911                  | 651,764                     | 155,147                   | -19.2%       |
| Marketing / Customer Service         | 363,720                  | 201,814                     | 161,905                   | -44.5%       |
| Planning / Service Development       | 234,748                  | 174,653                     | 60,095                    | -25.6%       |
| **Total Operating Expenditures**     | $ 8,080,347              | $ 6,476,167                 | $ 1,604,180               | -19.9%       |
## Operating Revenues

<table>
<thead>
<tr>
<th></th>
<th>2021 Total Budget</th>
<th>2021 To Date</th>
<th>% vs Budget to Date</th>
<th>2020 To Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fares</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus Passes</td>
<td>$594,260</td>
<td>$99,043</td>
<td>-99.9%</td>
<td>$114,861</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Bus Cash</td>
<td>329,000</td>
<td>54,833</td>
<td>-0.0%</td>
<td>51,925</td>
<td>-100.0%</td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td>258,647</td>
<td>43,108</td>
<td>-100.1%</td>
<td>50,911</td>
<td>-100.0%</td>
</tr>
</tbody>
</table>
| General Demand (Prosser) | 15,200     | 2,533        | 0.0%                | 2,667        | 100.0% 
| Vanpool              | 588,094           | 98,016       | -23.6%              | 278,490      | -73.1% 
| Contracted Paratransit | -          | -            | 0.0%                | -             | 0.0%  |
| Contracted Services (Via) | 287,771   | 47,962       | -0.0%               | -             | 0.0%  |
| **Fares**            | 2,072,972         | 345,495      | -78.3%              | 498,854      | -85.0% |
| Local Sales Tax      | 40,200,000        | 6,700,000    | -9.2%               | 5,460,827    | -8.8%  |
| Operating Grants     | 50,000            | 8,333        | 0.0%                | 752,810      | -98.9% |
| CARES Act Funds      | 8,015,355         | 1,335,893    | 0.0%                | -            | 0.0%  |
| Miscellaneous        | 500,000           | 83,333       | -27.4%              | 125,320      | -51.7% |
| **Total Operating Revenues** | $50,838,327       | $8,473,055   | -18.6%              | $6,837,811   | 0.8%  |

### Pro Forma Revenues without CARES Act Revenue

<table>
<thead>
<tr>
<th></th>
<th>Less: CARES Act Revenue</th>
<th>Add: 5307 Operating Grants</th>
<th>Adjusted Revenues without CARES Act</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1,335,893)</td>
<td>836,240</td>
<td>6,394,492</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>24.5%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>6.5%</td>
</tr>
</tbody>
</table>

## Operating Expenditures

### Directly Operated Transportation

<table>
<thead>
<tr>
<th></th>
<th>2021 Total Budget</th>
<th>2021 To Date</th>
<th>% vs Budget to Date</th>
<th>2020 To Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fixed Route</strong></td>
<td>$17,494,776</td>
<td>$2,915,796</td>
<td>-9.6%</td>
<td>$2,670,610</td>
<td>-1.4%</td>
</tr>
<tr>
<td><strong>Dial-A-Ride</strong></td>
<td>11,586,605</td>
<td>1,931,101</td>
<td>-16.8%</td>
<td>1,800,402</td>
<td>-10.7%</td>
</tr>
<tr>
<td><strong>General Demand (Prosser)</strong></td>
<td>472,032</td>
<td>78,672</td>
<td>-13.1%</td>
<td>81,376</td>
<td>-16.0%</td>
</tr>
<tr>
<td><strong>Vanpool</strong></td>
<td>1,699,830</td>
<td>283,305</td>
<td>-30.6%</td>
<td>355,686</td>
<td>-44.7%</td>
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<tr>
<td><strong>Maintenance</strong></td>
<td>2,586,201</td>
<td>431,034</td>
<td>-20.1%</td>
<td>373,621</td>
<td>-7.8%</td>
</tr>
<tr>
<td><strong>Purchased Transportation</strong></td>
<td>1,423,400</td>
<td>237,233</td>
<td>-89.7%</td>
<td>181,602</td>
<td>-86.6%</td>
</tr>
<tr>
<td><strong>Contracted Services (Via)</strong></td>
<td>2,100,000</td>
<td>350,000</td>
<td>-73.6%</td>
<td>-</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
### Administration

<table>
<thead>
<tr>
<th></th>
<th>2021 Total Budget</th>
<th>2021 To Date</th>
<th>% vs Budget to Date</th>
<th>2020 To Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR</strong></td>
<td>1,733,895</td>
<td>288,983</td>
<td>-11.1%</td>
<td>474,369</td>
<td>-45.9%</td>
</tr>
<tr>
<td><strong>Safety / Training</strong></td>
<td>953,076</td>
<td>158,846</td>
<td>40.2%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Executive / Administrative Services</strong></td>
<td>4,841,464</td>
<td>806,911</td>
<td>-19.2%</td>
<td>618,266</td>
<td>5.4%</td>
</tr>
<tr>
<td><strong>Marketing / Customer Service</strong></td>
<td>2,182,317</td>
<td>363,720</td>
<td>-44.5%</td>
<td>214,823</td>
<td>-6.1%</td>
</tr>
<tr>
<td><strong>Planning / Service Development</strong></td>
<td>1,408,486</td>
<td>234,748</td>
<td>-25.6%</td>
<td>112,953</td>
<td>54.6%</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td>$48,482,082</td>
<td>$8,080,347</td>
<td>-19.9%</td>
<td>$6,883,708</td>
<td>-5.9%</td>
</tr>
</tbody>
</table>

## Operating Surplus/(Deficit)

<table>
<thead>
<tr>
<th></th>
<th>2021 Total Budget</th>
<th>2021 To Date</th>
<th>% vs Budget to Date</th>
<th>2020 To Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operating Surplus/(Deficit)</strong></td>
<td>$2,356,245</td>
<td>$392,708</td>
<td>-19.9%</td>
<td>-</td>
<td>-73.0%</td>
</tr>
</tbody>
</table>

## Capital Expenditures

<table>
<thead>
<tr>
<th></th>
<th>2021 Total Budget</th>
<th>2021 To Date</th>
<th>% vs Budget to Date</th>
<th>2020 To Date</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local</strong></td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>420,358</td>
<td>-73.0%</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>600,000</td>
<td>100,000</td>
<td>0.0%</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Federal</strong></td>
<td>2,768,923</td>
<td>461,487</td>
<td>0.0%</td>
<td>721,899</td>
<td>-100.0%</td>
</tr>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>$3,368,923</td>
<td>$561,487</td>
<td>-79.8%</td>
<td>$1,142,257</td>
<td>-90.1%</td>
</tr>
</tbody>
</table>

* Excludes budgeted GASB 68 year-end pension adjustment.
Ben Franklin Transit
Treasurer's Report

Date: April 8, 2021
To: Ben Franklin Transit Board of Directors
From: Jeff Lubeck, Financial Services Director
Subject: Treasurer's Report - As of Mar 31, 2021

The Investment Position of Ben Franklin Transit as of the Close of Business on Mar 31, 2021 is as follows:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DATE OF PURCHASE</th>
<th>RATE</th>
<th>MATURITY</th>
<th>COST</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>WA State Government Investment Pool</td>
<td>0.1139%</td>
<td>Open</td>
<td></td>
<td>$28,226,787</td>
<td>74.6%</td>
</tr>
<tr>
<td>US Bank Commercial Paper Sweep Acct</td>
<td>0.0000%</td>
<td>Open</td>
<td></td>
<td>$4,290,066</td>
<td>11.3%</td>
</tr>
<tr>
<td>Subtotal Investments</td>
<td></td>
<td></td>
<td></td>
<td>$32,516,852</td>
<td>85.9%</td>
</tr>
<tr>
<td>Check Book Balance, Petty Cash, &amp; Travel Account</td>
<td>*</td>
<td></td>
<td></td>
<td>$5,332,902</td>
<td>14.1%</td>
</tr>
</tbody>
</table>

Total Cash and Equivalents on Hand $37,849,754

Less Reserve Funds
Operating Reserves $(12,120,000)
Fuel Reserves $(1,400,000)
Fleet Replacement Reserves $(6,601,000)
Non-Fleet Capital Reserves $(6,730,000)
Total Reserves $(26,851,000)

Net Funds Available $10,998,754

Total Cash & Investment as of March 31, 2021 (in thousands)

<table>
<thead>
<tr>
<th>Series</th>
<th>03-31-20</th>
<th>04-30-20</th>
<th>05-31-20</th>
<th>06-30-20</th>
<th>07-31-20</th>
<th>08-31-20</th>
<th>09-30-20</th>
<th>10-31-20</th>
<th>11-30-20</th>
<th>12-31-20</th>
<th>01-31-21</th>
<th>02-28-21</th>
<th>03-31-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>39,985</td>
<td>38,406</td>
<td>38,077</td>
<td>37,825</td>
<td>36,567</td>
<td>37,353</td>
<td>38,276</td>
<td>38,582</td>
<td>38,493</td>
<td>37,618</td>
<td>37,995</td>
<td>37,447</td>
<td>37,850</td>
</tr>
</tbody>
</table>
Fares and Cost per Boarding
Effective with the March 2020 report, the Fare and Cost per Boarding charts will be substantially skewed compared to prior reports due to the drastic changes in responding to COVID-19.

Fares per Boarding as of February 2021

<table>
<thead>
<tr>
<th></th>
<th>Fixed Route</th>
<th>Dial-A-Ride</th>
<th>General Demand</th>
<th>Vanpool</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Budget</td>
<td>$0.59</td>
<td>$0.96</td>
<td>$0.72</td>
<td>$0.99</td>
</tr>
<tr>
<td>Actuals</td>
<td>$0.09</td>
<td>$0.99</td>
<td>$-</td>
<td>$5.97</td>
</tr>
<tr>
<td>Difference</td>
<td>$(0.50)</td>
<td>$(0.99)</td>
<td>$(0.72)</td>
<td>$4.99</td>
</tr>
</tbody>
</table>

Allocated Cost per Boarding as of February 2021

<table>
<thead>
<tr>
<th></th>
<th>Fixed Route</th>
<th>Dial-A-Ride</th>
<th>General Demand</th>
<th>Vanpool</th>
</tr>
</thead>
<tbody>
<tr>
<td>YTD Budget</td>
<td>$14.00</td>
<td>$62.44</td>
<td>$32.83</td>
<td>$4.44</td>
</tr>
<tr>
<td>Actuals</td>
<td>$43.01</td>
<td>$222.97</td>
<td>$353.71</td>
<td>$25.85</td>
</tr>
<tr>
<td>Difference</td>
<td>$29.01</td>
<td>$160.53</td>
<td>$320.88</td>
<td>$21.22</td>
</tr>
</tbody>
</table>
### Ben Franklin Transit

Comparison Revenue & Expenditures to Budget

For the Period Ending February 2021

*The table below showing Actual Cost Per will be significantly skewed due to COVID-19 which dramatically impacted ridership and fares.*

#### Directly Operated Transportation

<table>
<thead>
<tr>
<th>2021 YTD Actual Allocated Cost Per(s)</th>
<th>Fares</th>
<th>Direct Cost</th>
<th>Allocated Cost</th>
<th>Depreciation - Local (Vehicle only)</th>
<th>Cost for Farebox Recovery Ratio</th>
<th>Cost per Boarding</th>
<th>Cost per Rev Mile</th>
<th>Cost per Rev Hour</th>
<th>Farebox Recovery</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td>$57</td>
<td>$2,634,519</td>
<td>$1,037,227</td>
<td>$74,126</td>
<td>$3,745,872</td>
<td>$43.01</td>
<td>$16.98</td>
<td>$305,000</td>
<td>0.0%</td>
<td>$74,889</td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td>(25)</td>
<td>$1,607,544</td>
<td>$687,163</td>
<td>$15,709</td>
<td>$2,310,416</td>
<td>$43.01</td>
<td>$16.98</td>
<td>$305,000</td>
<td>0.0%</td>
<td>$74,889</td>
</tr>
<tr>
<td>Vanpool</td>
<td>-</td>
<td>$196,730</td>
<td>$100,018</td>
<td>$24,700</td>
<td>$321,449</td>
<td>$25.77</td>
<td>$9.07</td>
<td>$153,877</td>
<td>0.0%</td>
<td>$6,592,122</td>
</tr>
</tbody>
</table>

#### Directly Operated Transportation

<table>
<thead>
<tr>
<th>2021 YTD Budgeted Allocated Cost Per(s)</th>
<th>Fares</th>
<th>Direct Cost</th>
<th>Allocated Cost</th>
<th>Depreciation - Local (Vehicle only)</th>
<th>Cost for Farebox Recovery Ratio</th>
<th>Cost per Boarding</th>
<th>Cost per Rev Mile</th>
<th>Cost per Rev Hour</th>
<th>Farebox Recovery</th>
<th>Combined</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Route</td>
<td>$153,877</td>
<td>$2,915,796</td>
<td>$1,279,174</td>
<td>$76,491</td>
<td>$4,271,461</td>
<td>$43.01</td>
<td>$16.98</td>
<td>$305,000</td>
<td>0.0%</td>
<td>$345,495</td>
</tr>
<tr>
<td>Dial-A-Ride</td>
<td>$43,108</td>
<td>$1,931,101</td>
<td>$847,453</td>
<td>$31,224</td>
<td>$2,809,778</td>
<td>$43.01</td>
<td>$16.98</td>
<td>$305,000</td>
<td>0.0%</td>
<td>$345,495</td>
</tr>
<tr>
<td>Vanpool</td>
<td>2,533</td>
<td>$78,672</td>
<td>$34,264</td>
<td>$1,942</td>
<td>$114,877</td>
<td>$43.01</td>
<td>$16.98</td>
<td>$305,000</td>
<td>0.0%</td>
<td>$345,495</td>
</tr>
<tr>
<td></td>
<td>$98,016</td>
<td>$283,305</td>
<td>$123,349</td>
<td>$33,238</td>
<td>$439,892</td>
<td>$25.77</td>
<td>$9.07</td>
<td>$153,877</td>
<td>0.0%</td>
<td>$6,592,122</td>
</tr>
</tbody>
</table>

#### February 2021 Actual vs Budget

| Cost per Boarding | $29.01 | $160.53 | $320.88 | $21.22 | $62.56 | $42.66 | $41.94 |
| Cost per Rev Mile | $9.07  | $18.18  | $12.44  | $2.60  | $7.09  | $2.10  | $10.22 |
| Cost per Rev Hour | $143.15| $297.91 | $452.41 | $125.86| $206.95| $47.31 | $187.03|

*Excludes budgeted GASB 68 year-end pension adjustment.*
<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 Activity</td>
<td>3,217,469</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>3,217,469</td>
<td>$ 3,217,469</td>
</tr>
</tbody>
</table>

**Chg 21 to 20** | 320,456 | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | 320,456 |

**Chg 20 to 19** | 345,798 | 212,951 | (214,627) | (381,139) | (56,538) | (82,385) | 214,317 | (96,862) | 163,901 | 112,398 | (282,544) | 226,482 | 161,752 |

**Chg 19 to 18** | 2,961 | (193,422) | (113,890) | 142,595 | 216,986 | 431,826 | 332,900 | 224,348 | 544,731 | 245,049 | 657,905 | 377,682 | 2,869,673 |

**Chg 18 to 17** | 134,393 | 335,207 | 370,734 | 308,520 | 335,408 | (347,319) | 246,506 | 243,277 | 101,744 | 297,561 | 163,773 | 38,347 | 2,228,152 |

% Chg 21 to 20 | 11.1% | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | 11.1% |

% Chg 20 to 19 | 13.6% | 8.8% | -7.0% | -12.2% | -1.6% | -2.2% | 6.3% | -2.9% | 4.5% | 3.4% | -7.9% | 6.0% | 0.4% |

% Chg 19 to 18 | 0.1% | -7.4% | -3.6% | 4.8% | 6.7% | 13.1% | 10.8% | 7.2% | 17.8% | 8.1% | 22.5% | 11.2% | 7.9% |

% Chg 18 to 17 | 5.6% | 14.7% | 13.1% | 11.6% | 11.6% | -9.5% | 8.7% | 8.4% | 3.4% | 11.0% | 5.9% | 1.1% | 6.5% |

<table>
<thead>
<tr>
<th></th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>TOTAL</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Budget</td>
<td>2,650,000</td>
<td>2,750,000</td>
<td>3,310,000</td>
<td>3,080,000</td>
<td>3,330,000</td>
<td>3,420,000</td>
<td>3,200,000</td>
<td>3,000,000</td>
<td>3,080,000</td>
<td>2,810,000</td>
<td>2,860,000</td>
<td>3,460,000</td>
<td>36,950,000</td>
<td>$ 2,650,000</td>
</tr>
<tr>
<td>2018 Budget</td>
<td>2,475,000</td>
<td>2,330,000</td>
<td>2,900,000</td>
<td>2,730,000</td>
<td>2,955,000</td>
<td>3,225,000</td>
<td>2,900,000</td>
<td>2,960,000</td>
<td>3,055,000</td>
<td>2,825,000</td>
<td>3,135,000</td>
<td>3,376,317</td>
<td>34,866,317</td>
<td>$ 2,475,000</td>
</tr>
</tbody>
</table>

**Vs. 2021 Budget** | 470,895 | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | -     | 470,895 | 17.1% |

**Vs. 2020 Budget** | 470,895 | 140,484 | (307,145) | (474,612) | (159,563) | (194,518) | 454,989 | 33,518 | 616,691 | 267,000 | 287,534 | 502,850 | 1,435,490 | 10.2% |

**Vs. 2019 Budget** | 470,895 | (334,458) | (226,083) | 35,786 | 104,191 | 317,774 | 207,206 | 356,617 | 529,415 | 449,950 | 725,466 | 294,832 | 2,361,911 | -3.7% |

**Vs. 2018 Budget** | 470,895 | 278,963 | 297,807 | 243,191 | 262,205 | 80,949 | 174,305 | 172,269 | 9,684 | 189,900 | (207,440) | 833 | 1,575,921 | 3.0% |
Chapter controlling—Application.

If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

(1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter 34.05 RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.