



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, January 13, 2022, at 7 p.m.**

Virtual Meeting via Zoom

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors meetings are taking place virtually. The agenda is available on the website at BFT.org.

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

AGENDA

- | | |
|--|---------------------|
| 1. Convene Board Meeting | Chair Richard Bloom |
| 2. Roll Call | Janet Brett |
| 3. Pledge of Allegiance | Chair Bloom |
| 4. Approval of Agenda | Chair Bloom |
| 5. Public Comments | Chair Bloom |
| 6. Recognitions | Ayodeji Arojo |
| A. Resolution 1-2022: Recognizing BFT Employee Pamela Jennings' Years of Service | |
| B. Resolution 2-2022: Recognizing BFT Employee Norma Nelson's Years of Service | |
| C. Resolution 3-2022: Recognizing BFT Employee Daniel Schmidt's Years of Service | |
| 7. Citizens Advisory Network (CAN) Report – There is no report available. | Chair Bloom |

8. Board Committee Reports

- | | |
|---------------------------------------|------------------------------|
| A. Operations & Maintenance Committee | Phillip Lemley, Acting Chair |
| B. Planning & Marketing Committee | Jim Millbauer, Chair |
| C. Administration & Finance Committee | Steve Becken, Chair |

9. Consent Agenda

- A. December 9, 2021, Regular Board Meeting Minutes
- B. December Voucher Summary
- C. Resolution 4-2022: Authorizing the General Manager to Declare Vehicles Identified in Exhibit A as Surplus and Dispose of per Resolution 62-2014
- D. Resolution 5-2022: Recommending Planeteria Media for the Award of the Website Redesign Contract
- E. Resolution 6-2022: Authorize the General Manager to Release an RFP for an Enterprise Resource Planning (ERP) Software Solution

10. Action Items

- | | |
|---|------------|
| A. Resolution 7-2022: Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, and Resolution 58-2019, Award A&E Services to KPFF Consulting Engineers | Keith Hall |
|---|------------|

11. Discussion & Informational Items

- | | |
|---|--------------------------|
| A. Q4 Report | Keith Hall/Marie Cummins |
| B. General Manager Retirement and Recruitment Process | Jeremy Bishop |
| C. Introduction of Interim General Manager Candidates | Jeremy Bishop |

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

An Executive Session will be held per RCW 42.30.110(1)(g).

15. Other

16. Next Meeting

Regular Board Meeting – Thursday, February 10, 2022, at 7 p.m.

17. Adjournment

**BEN FRANKLIN TRANSIT
RESOLUTION 1-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
PAMELA JENNINGS' YEARS OF SERVICE**

WHEREAS, Pam Jennings spent over 29 years at Ben Franklin Transit as a Coach Operator, Fixed Route Dispatcher, and a Transportation Supervisor. Pam's light-hearted demeanor and smile were a warm, inviting welcome to her customers and coworkers. Pam understood what providing exceptional customer service was and what it meant to the passengers and Operators. As an exemplary employee, Pam led by example, demonstrating dedication to the organization, the community, and the customer. In addition to Pam's employment responsibilities, she was also an active member of the BFT CISM Team as well as a BFT representative at the Salt Lake City Winter Olympic Games. Thank you for your dedication and hard work. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates you on your retirement; and

WHEREAS, Pam Jennings submitted a letter of retirement to BFT with an effective date of November 1, 2021.

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

1. Pam Jennings served Ben Franklin Transit and the Tri-Cities community well in her position as a Coach Operator, Fixed Route Dispatcher, and Transportation Supervisor for over twenty-nine (29) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Pam Jennings, Coach Operator, Fixed Route Dispatcher, and Transportation Supervisor for her professional efforts on behalf of the agency, its employees, and its customers. Pam, BFT wishes to thank you for the time and dedication you provided to the organization, the community, and the customers. Thank you, and congratulations on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chair of the Board

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 2-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
NORMA NELSON'S YEARS OF SERVICE**

WHEREAS, Norma Nelson spent nearly 32 years at Ben Franklin Transit as a Dial-A-Ride Driver serving the community with professionalism and dedication to the work. In addition to her Dial-A-Ride Driver responsibilities, Norma spent many years as a Union Shop Steward, the Local Teamster President, and a nonvoting member of the BFT Board of Directors. Norma's leadership played an integral role in shaping the Dial-A-Ride operation. Norma may no longer be actively working for BFT, but her professionalism and dedication to the work will endure and provide an example of what it means to be a Dial-A-Ride Driver. Thank you for your dedication and hard work. Ben Franklin Transit wishes you the best in all your future endeavors and congratulates you on your retirement; and

WHEREAS, Norma Nelson submitted a letter of retirement to BFT with an effective date of October 29, 2021.

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

1. Norma Nelson served Ben Franklin Transit and the Tri-Cities community well in her position as a Dial-A-Ride Driver for nearly thirty-two (32) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Norma Nelson, Dial-A-Ride Driver, for her professional efforts on behalf of the agency, its employees, and its customers. Norma, BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you, and congratulations on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chair of the Board

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 3-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
DANIEL SCHMIDT'S YEARS OF SERVICE**

WHEREAS, Dan Schmidt spent over 38 years at Ben Franklin Transit as a Coach Operator, Driver/Trainer, and Transportation Supervisor. During his 32 years as an Operator, Dan was named "Best Bus Driver in North America" five times, won 26 local bus roadeos, and 13 state roadeo championships. Dan's outgoing personality and ability to connect made customers and coworkers feel welcomed, which contributed to his success as both a trainer and Transportation Supervisor. You are an example of what it means to be a professional public servant. BFT appreciates the time and dedication you provided to the organization and wishes you the best in all future endeavors. Thank you, be safe, and congratulations on your retirement; and

WHEREAS, Dan Schmidt submitted a letter of retirement to BFT with an effective date of February 10, 2022.

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

1. Dan Schmidt served Ben Franklin Transit and the Tri-Cities community well in his position as a Coach Operator, Driver/Trainer, and Transportation Supervisor for over thirty-eight (38) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Dan Schmidt, Coach Operator, Driver/Trainer, and Transportation Supervisor for his professional efforts on behalf of the agency, its employees, and its customers. Dan, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



**OPERATIONS & MAINTENANCE
COMMITTEE MEETING
Wednesday, January 5, 2022 - 12:30 p.m.**

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Clint Didier; Phillip Lemley

BFT Staff: Gloria Boyce, Shane Anderson, Ayodeji Arojo, Janet Brett, Carina Cassel, Bill Hale, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts

1. Convene

Director Phillip Lemley, acting as chair, convened the meeting at 12:30 p.m.

New Items

- 2. Resolution XX-2022: Authorizing the General Manager to Declare Vehicles Identified in Exhibit A as Surplus and Dispose of Per Resolution 62-2014** – Bill Hale, Fleet Maintenance Manager

Mr. Hale presented a memorandum and resolution asking the Board to authorize the General Manager to declare 74 vehicles as surplus and dispose of them per Resolution 62-2014. Committee members agreed to move this item to the Consent Agenda of the Board of Directors meeting.

- 3. Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, and Resolution 58-2019, Award A&E Services to KPFF Consulting Engineers** – Keith Hall, Director of Planning & Service Development

Mr. Hall presented information on BFT's ongoing contracts with KPFF Consulting Engineers and asked Board members to amend two previously adopted resolutions. One would close out Task Order #13, and the second would increase the Contract #1141 not-to-exceed amount from \$1,200,000 to \$1,500,000 for completion of the remaining open A&E services task orders.

Committee members asked this matter be moved to the Board of Directors meeting agenda as an Action Item.

4. **Informational: Building Expansion Project – Floor Plans and 75 Percent Design Packet Review** – Keith Hall, Director of Planning & Service Development

Mr. Hall updated committee members on the progress of the replacement of the Operations Building, including the proposed floor plans, modular layout, interior and exterior finishes, schedule, and budget.

Standing Items

5. **Notification of Upcoming Bids and Requests for Proposals** – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement for Budgeting, Planning, and Reporting Software
 - Procurement for Replacement of Maintenance Building HVAC System
 - Procurement for Bus Stop Concrete Pad Construction
- **January**
 - Authorization to Award – Design and Implementation of a New Customer-Facing Website
 - Authorization to Increase – KPFF A&E Services Contract #1141
 - Authorization to Release – RFP for an Enterprise Resource Planning (ERP) Software Solution Consultant
- **February**
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **March**
 - Authorization to Award – Budgeting, Planning, and Reporting Software
- **Contracts & Operating Expenses Over \$25,000 and Less Than \$100,000 Approved by General Manager in December**
 - CDW Government Inc. – \$78,404, Microsoft software license agreement, one-year term
 - Stantec Corporation – Not to Exceed \$100,000, Study for moving toward a zero-emissions bus fleet
 - Share Squared, Inc. – Not to Exceed \$100,000, Consultant support for Sharepoint software

6. **Other**

There were no other agenda items.

7. **Next Meeting**

The next BFT Operations & Maintenance Committee meeting will be held Wednesday, February 2, 2022, at 12:30 p.m.

8. **Adjourn**

Acting Chair Lemley adjourned the meeting at 1:02 p.m.



**PLANNING & MARKETING
COMMITTEE MEETING
Wednesday, January 5, 2022 - 4 p.m.**

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Jim Millbauer, Chair; Will McKay; Rocky Mullen

BFT Staff: Gloria Boyce, Errika Armatrout, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts

1. Convene

Chair Jim Millbauer convened the meeting at 4:02 p.m.

New Items

2. Authorization to Award the Website Redesign Contract – Marie Cummins, Interim Director of Marketing & Communications

Ms. Cummins presented information on the process used to recommend Planetaria Media for the website redesign contract. This item was moved to the Consent Agenda of the Board of Directors meeting.

3. Informational: Building Expansion Project – Floor Plans and 75 Percent Design Packet Review – Keith Hall, Director of Planning & Service Development

Mr. Hall updated committee members on the progress of the replacement of the Operations Building, including the proposed floor plans, modular layout, interior and exterior finishes, schedule, and budget.

Standing Items

4. Notification of Upcoming Bids and Requests for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement for Budgeting, Planning, and Reporting Software
 - Procurement for Replacement of Maintenance Building HVAC System
 - Procurement for Bus Stop Concrete Pad Construction
- **January**
 - Authorization to Award – Design and Implementation of a New Customer-Facing Website
 - Authorization to Increase – KPFF A&E Services Contract #1141
 - Authorization to Release – RFP for an Enterprise Resource Planning (ERP) Software Solution Consultant
- **February**
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **March**
 - Authorization to Award – Budgeting, Planning, and Reporting Software
- **Contracts & Operating Expenses Over \$25,000 and Less Than \$100,000 Approved by General Manager in December**
 - CDW Government Inc. – \$78,404, Microsoft software license agreement, one-year term
 - Stantec Corporation – Not to Exceed \$100,000, Study for moving toward a zero-emissions bus fleet
 - Share Squared, Inc. – Not to Exceed \$100,000, Consultant support for Sharepoint software

5. Other

There were no other agenda items.

6. Next Meeting

The next BFT Planning & Marketing Committee meeting will be held Wednesday, February 2, 2022, at 4 p.m.

7. Adjourn

Chair Millbauer adjourned the meeting at 4:40 p.m.



ADMINISTRATION & FINANCE COMMITTEE MEETING

Thursday, January 6, 2022 – 4 p.m.

Virtual Meeting via Zoom

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

MINUTES

Committee Members Present: Steve Becken, Chair; Richard Bloom

Guest: David Sandretto

Legal Counsel: Jeremy Bishop

BFT Staff: Gloria Boyce, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Mindy Eakin, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts

1. Convene

Chair Steve Becken convened the meeting at 4:05 p.m.

New Items

- 2. Resolution XX-2022: Authorize the General Manager to Release an RFP for an Enterprise Resource Planning (ERP) Software Solution** – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck shared information on the proposed release of a request for proposals for a consultant to assist with the ERP assessment and software procurement. Committee members agreed to move this to the Consent Agenda of the Board of Directors meeting.

- 3. Informational: Building Expansion Project – Floor Plans and 75 Percent Design Packet Review** – Keith Hall, Director of Planning & Service Development

Mr. Hall updated committee members on the progress of the replacement of the Operations Building, including the proposed floor plans, modular layout, interior and exterior finishes, schedule, and budget.

Standing Items

4. Notification of Upcoming Bids and Requests for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**
 - Procurement for Budgeting, Planning, and Reporting Software
 - Procurement for Replacement of Maintenance Building HVAC System
 - Procurement for Bus Stop Concrete Pad Construction
- **January**
 - Authorization to Award – Design and Implementation of a New Customer-Facing Website
 - Authorization to Increase – KPFF A&E Services Contract #1141
 - Authorization to Release – RFP for an Enterprise Resource Planning (ERP) Software Solution Consultant
- **February**
 - Authorization to Award – Replacement of Maintenance Building HVAC System
- **March**
 - Authorization to Award – Budgeting, Planning, and Reporting Software
- **Contracts & Operating Expenses Over \$25,000 and Less Than \$100,000 Approved by General Manager in December**
 - CDW Government Inc. – \$78,404, Microsoft software license agreement, one-year term
 - Stantec Corporation – Not to Exceed \$100,000, Study for moving toward a zero-emissions bus fleet
 - Share Squared, Inc. – Not to Exceed \$100,000, Consultant support for Sharepoint software

5. Sales Tax Report – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2018 to October 2021. Sales tax revenue through October continues to remain strong, running 22.4 percent ahead of last year.

6. Other

There were no other agenda items.

7. Next Meeting

The next BFT Administration & Finance Committee meeting will be held Thursday, February 3, 2022, at 4 p.m.

8. Adjourn

Chair Becken adjourned the meeting at 5 p.m.



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, December 9, 2021, at 6 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

Chair Richard Bloom called the meeting to order at 6:00 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Ruben Alvarado	Director	Present
City of Kennewick	Jim Millbauer	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Arrived 6:02 p.m.
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Arrived 7:22 p.m.
City of Benton City	Lisa Stade	Vice Chair	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

BFT Staff: Gloria Boyce, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Carina Cassel, Imelda Collop, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Bill Hale, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Rob Orvis, Jerry Otto, Mike Roberts, Joshua Rosas, Wendi Warner, Wayne Welle

Legal Counsel: Jeremy Bishop

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

Chair Bloom asked for a motion to approve the agenda, which had been revised to include a recognition of Director Alvarado and discussion on the general manager retirement and recruitment process.

MOTION:	STADE
SECOND:	MILLBAUER
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENTS

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

6. RECOGNITIONS

A. Resolution 74-2021: Recognizing BFT Director Lisa Stade's Years of Service

Chair Bloom read Resolution 74-2021 in recognition of Director Stade's retirement from the BFT Board of Directors. A retired bus stop in her name, lifetime bus pass, a cake, and flowers were delivered to her at her home.

MOTION:	LEMLEY
SECOND:	MILLBAUER
RESULT:	APPROVED (Unanimously)

B. Resolution 80-2021: Recognizing BFT Director Ruben Alvarado's Years of Service

Chair Bloom read Resolution 80-2021 in recognition of Director Alvarado's resignation from the BFT Board of Directors.

MOTION:	MILLBAUER
SECOND:	STADE
RESULT:	APPROVED (Unanimously)

7. CITIZENS ADVISORY NETWORK (CAN) REPORT

There was no CAN Report available.

8. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – This committee's December meeting was canceled due to a lack of agenda items.

B. Planning & Marketing Committee – Committee Chair Jim Millbauer shared that this committee met on December 1 and heard a presentation on the approval of the 2022 Annual Service Plan and Title VI Equity Analysis, which is on the agenda as an Action Item. They also reviewed the 90-Day Procurement Outlook.

C. Administration & Finance Committee – Chair Bloom reported on this committee's meeting, which was held December 2. They heard presentations on revisions made to the budget since it was presented in October and on an RFP for budgeting, planning, and reporting software. Both matters were moved to the agenda as Action Items. Also presented were two revised policies on the succession plan and whistleblower protection, which are also on tonight's agenda as Action Items. Finally, they had an informal discussion of the corporate vaccine mandate, which is on the agenda as an informational item.

9. CONSENT AGENDA

Chair Bloom presented the consent items and invited a motion.

A. November 4, 2021, Regular Board Meeting Minutes

B. November Voucher Summary

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
524-21	80852	80858	11/5/2021	574,522.75 Payroll
525-21	80857	80862	11/19/2021	678,121.57 Payroll
Total				\$ 1,252,644.32

ACCOUNTS PAYABLE				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
177-21	79348	79399	11/2/2021	407,268.30 MDSE
178-21	79400	79490	11/9/2021	724,159.14 MDSE
179-21	79491	79491	11/11/2021	50.00 MDSE
180-21	VOID	78469	11/20/2021	(45.80) VOID
181-21	VOID	78848	11/22/2021	(2,088.60) VOID
182-21	VOID	78292	11/22/2021	(43.74) VOID
183-21	79492	79579	11/22/2021	388,829.03 MDSE
184-21	VOID	79580-79581	11/30/2021	- VOID
185-21	79582	79642	11/30/2021	163,210.69 MDSE
186-21	ACH TRANS		11/29/2021	598,817.75 ACH TRANS
187-21	ACH TRANS		11/30/2021	583,352.14 ACH TRANS
Total				\$ 2,863,508.91

MOTION:	STADE
SECOND:	ALVARADO
RESULT:	APPROVED (Unanimously)

10. ACTION ITEMS

A. Public Hearing on Adoption of the 2022 Annual Service Plan and Title VI Equity Analysis

Director of Planning and Service Development Keith Hall presented the 2022 Annual Service Plan and Title VI Equity Analysis, which have also been made available in Spanish this year for the first time. Chair Bloom opened the public hearing at 6:31 p.m. and asked for comments from the public. Hearing none, the public hearing was closed at 6:32 p.m.

B. Resolution 75-2021: Adoption of the 2022 Annual Service Plan and Title VI Equity Analysis

Mr. Hall asked the Board to adopt the 2022 Annual Service Plan and Title VI Equity Analysis as presented.

MOTION:	ALVARADO
SECOND:	MILLBAUER
RESULT:	APPROVED (Unanimously)

C. Resolution 76-2021: Adopt the Proposed 2022 Operating and Capital Budgets

Director of Administrative Services Jeff Lubeck presented the revised 2022 Operating and Capital Budgets for Board adoption.

MOTION:	LEMLEY
SECOND:	MILLBAUER
RESULT:	APPROVED; Ayes – 5, Nays - 3

D. Resolution 77-2021: Authorize the General Manager to Release a Request for Proposals (RFP) for Budgeting, Planning, and Reporting Software

Mr. Lubeck presented information on the budgeting, planning, and reporting software needs of BFT and requested the Board authorize the General Manager to release an RFP for its purchase.

MOTION:	MILLBAUER
SECOND:	LEMLEY
RESULT:	APPROVED (Unanimously)

E. Resolution 78-2021: Adopt the Updated Succession Plan Policy

Director of Human Resources Wendi Warner presented an updated Succession Plan Policy for Board adoption. The Succession Plan is ready to be implemented in the first quarter of 2022. Director Didier stated he believed we should wait for the new year and the new Board to make these decisions.

MOTION:	MILLBAUER
SECOND:	LEMLEY
RESULT:	APPROVED; Ayes – 5, Nays - 3

F. Resolution 79-2021: Adopt the Updated Improper Governmental Actions/Whistleblower Protection Policy

Ms. Warner presented the revised Improper Governmental Actions/Whistleblower Protection Policy, which has been reviewed by Summit Law, for Board adoption. It was last updated in 1993.

MOTION:	DIDIER
SECOND:	MCKAY
RESULT:	APPROVED (Unanimously)

11. DISCUSSION & INFORMATIONAL ITEMS

A. COVID-19 Vaccine Mandate

Ms. Warner presented an update on the potential of a Washington Industrial Safety and Health Act (WISHA) vaccine mandate and its effects on Ben Franklin Transit.

B. General Manager Retirement and Recruitment Process

Chair Bloom announced General Manager Gloria Boyce has submitted a letter of retirement effective at the end of January. He asked Jeremy Bishop, BFT legal counsel, to explore the process for advertising and procuring candidates for this position.

Mr. Bishop reported he has been in contact with the recruiting firm Prothman, who will begin advertising this position after the new year in the hopes of filling it by May. They will also seek an interim GM to fill in until a permanent replacement can be named. Sonia Prothman will attend the next meeting to review the recruitment process with the Board.

12. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop shared he has been working on the GM recruitment project and with staff on RFPs and contracts.

B. Financial Report

Mr. Lubeck presented a financial report, highlighting materials contained in the Board packet.

13. BOARD MEMBER COMMENTS

Director Stade shared it has been a pleasure serving on the Board, and she has been continually impressed by the level of commitment of our employees, both drivers and staff. She suggested that in the future, BFT plan a budget that does include dollars to help our most vulnerable, including those with mental health needs.

Director Suttle expressed appreciation, on behalf of the Teamsters, to Directors Stade and Alvarado for their support and wished them good luck on their future endeavors.

Director Alvarado expressed his gratitude to staff, who have been very responsive to phone calls and requests for information to assist him in making decisions that impact people's lives. He wished the Board the best and thanked everyone for allowing him to serve. Director Bloom thanked him for his service, asking questions, getting involved, and understanding transit.

Chair Bloom gave an update on his recent travels relative to transit and COVID vaccinations and testing.

Director Lemley wished Happy Trails to Directors Alvarado and Stade. Director Millbauer thanked them for everything they have done.

14. EXECUTIVE SESSION

No Executive Session was held.

15. OTHER

There were no Other agenda items.

16. NEXT MEETING

The next meeting will be held Thursday, January 13, 2022, at 7 p.m.

17. ADJOURNMENT

Chair Bloom adjourned the meeting at 7:34 p.m.

Janet Brett, Clerk of the Board

Date



1000 Columbia Park Trail Richland, WA 99352.4851
509.735.4131 509.735.1800 fax www.bft.org

Friday, January 07, 2022

To: Ben Franklin Board of Directors
From: Jeff Lubeck, Financial Services Director
RE: Vouchers for December 2021

Jan 7, 2022

December 2021 vouchers totaled \$4,981,988.26. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 711,290.25
NW ADMIN TRANSFER	Insurance	\$ 376,444.00
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 310,170.54
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 271,122.60
TCF ARCHITECTURE PLLC	Contracted Services	\$ 133,021.22
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 120,918.76
STATE OF WASHINGTON	Insurance	\$ 119,013.79
KPFF INC	Contracted Services	\$ 95,502.76
CDW GOVERNMENT INC.	Computer Supplies	\$ 89,494.19
GILLIG	Vehicle Parts	\$ 54,943.71
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 42,084.75
ANR GROUP INC	Contract Labor	\$ 39,939.76
CUMMINS INC	Vehicle Parts	\$ 39,601.94
US BANKCARD	Travel/Merchandise	\$ 33,361.38
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 26,300.66
MANPOWERGROUP US INC	Contract Labor	\$ 22,271.18
SCHETKY N.W. SALES INC.	Parts	\$ 22,166.66
WEX BANK	Fleet Fuel	\$ 18,813.43
THE GREG PROTHMAN COMPANY	Contracted Services	\$ 18,769.20
SUMMIT LAW	Attorney Fees	\$ 17,768.40
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 16,345.58
CITY OF RICHLAND	Utilities	\$ 15,571.15
TEAMSTERS UNION	Union Dues	\$ 15,451.50
EXPRESS SERVICES	Contract Labor	\$ 12,603.69
COMMERCIAL TIRE	Tires and Repair	\$ 12,350.70
WASHINGTON STATE SUPPORT	Garnishment	\$ 12,197.12
LVCK LLC	Contracted Services	\$ 11,350.00
DURA SHINE CLEAN LLC	Contracted Services	\$ 10,125.00
WHITE STONE COMMUNICATION INC	Printing Services	\$ 10,116.69
Total Significant Vendors		\$ 2,679,110.61
Payroll Total		\$ 2,119,039.80
Total Non-Significant Vendors		\$ 183,837.85
GRAND TOTAL		\$ 4,981,988.26

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
Benton County, Washington, do hereby certify that the payroll related services, herein specified have been
received and that the following checks are approved for payment for the month of December 2021.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
526-21	80863 80866	12/3/2021	601,694.65 Payroll
527-21	80867 80870	12/17/2021	581,591.63 Payroll
528-21	80871 80875	12/31/2021	935,753.52 Payroll

Total \$ 2,119,039.80

AUTHORITY MEMBER
1/13/2022

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have
 been received and that the following checks are approved for payment for the month of December 2021.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
188-21	79643 79713	12/8/2021	595,164.16 MDSE
189-21	79714 79715	12/10/2021	5,700.00 MDSE
190-21	VOID 79524	12/13/2021	(412.00) VOID
191-21	79716 79767	12/14/2021	158,911.47 MDSE
192-21	79768 79768	12/16/2021	70.00 MDSE
193-21	79769 79824	12/21/2021	383,069.46 ACH TRANS
194-21	ACH TRANS	12/17/2021	306,114.97 MDSE
195-21	79825 79882	12/28/2021	345,468.98 MDSE
196-21	ACH TRANS	12/31/2021	1,071,013.58 ACH TRANS
197-21	VOID 78489	12/31/2021	(2,152.16) VOID

Total \$ 2,862,948.46

AUTHORITY MEMBER
1/13/2022

December 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 January 7, 2022.

ACTION: As of this date, January 13, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
526-21	80863 80866	12/3/2021	601,694.65 Payroll
527-21	80867 80870	12/17/2021	581,591.63 Payroll
528-21	80871 80875	12/31/2021	935,753.52 Payroll
Total			\$ 2,119,039.80

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
188-21	79643 79713	12/8/2021	595,164.16 MDSE
189-21	79714 79715	12/10/2021	5,700.00 MDSE
190-21	VOID 79524	12/13/2021	(412.00) VOID
191-21	79716 79767	12/14/2021	158,911.47 MDSE
192-21	79768 79768	12/16/2021	70.00 MDSE
193-21	79769 79824	12/21/2021	383,069.46 ACH TRANS
194-21	ACH TRANS	12/17/2021	306,114.97 MDSE
195-21	79825 79882	12/28/2021	345,468.98 MDSE
198-21	ACH TRANS	12/31/2021	1,071,013.58 ACH TRANS
197-21	VOID 78489	12/31/2021	(2,152.16) VOID
Total			\$ 2,862,948.46

Check Register Nos. 526-21 to 528-21 and 188-21 to 197-21 in the total amount of: **\$ 4,981,988.26**

The motion was seconded by _____

and approved by a unanimous vote.

CHECK REGISTER CERTIFICATION

PAYROLL

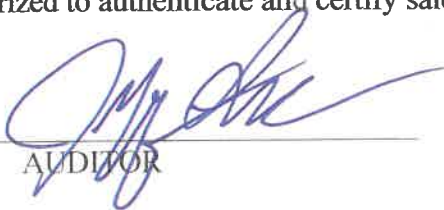
CHECK REGISTER NUMBER 526-21

CHECK NUMBERS	80863-80866	\$ 5,190.66
ACH TRANSFER		\$ 596,503.99

PAYROLL DATE DECEMBER 3, 2021

PURPOSE: PPE 11/27/2021 AMOUNT: \$601,694.65

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



AUDITOR

12/1/2021

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 527-21

CHECK NUMBERS	80867-80870	\$ 6,535.13
ACH TRANSFER		\$ 575,056.50

PAYROLL DATE DECEMBER 17, 2021

PURPOSE: PPE 12/11/2021 AMOUNT: \$581,591.63

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



AUDITOR

12/15/2021

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 528-21

CHECK NUMBERS	80871-80875	\$ 5,819.81
ACH TRANSFER		\$ 929,933.71

PAYROLL DATE DECEMBER 31, 2021

PURPOSE: PPE 12/25/2021 AMOUNT: \$935,753.52

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



AUDITOR

12/29/2021

DATE

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

CHECK REGISTER NUMBER 188-21

CHECK NUMBERS 79643 to 79713

DATE 12/08/2021

PURPOSE AP DEC21A VOUCHERS AMOUNT \$595,164.16

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



Dec 12, 2021

AUDITOR

DATE

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

CHECK REGISTER NUMBER 189-21

CHECK NUMBERS 79714 to 79715

DATE 12/10/2021

PURPOSE AP DEC21B VOUCHERS AMOUNT \$5,700.00

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



Dec 14, 2021

AUDITOR

DATE

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

CHECK REGISTER NUMBER 190-21

CHECK NUMBERS 79524

DATE 12/13/2021

PURPOSE A/P VOID CHECK AMOUNT (\$412.00)

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



Dec 14, 2021

AUDITOR

DATE

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

CHECK REGISTER NUMBER 191-21

CHECK NUMBERS 79716 to 79767

DATE 12/14/2021

PURPOSE AP DEC21D VOUCHERS **AMOUNT** \$158,911.47

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



Dec 14, 2021

AUDITOR

DATE

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

CHECK REGISTER NUMBER 192-21

CHECK NUMBERS 79768 **to** 79768

DATE 12/16/2021

PURPOSE AP DEC21E VOUCHERS **AMOUNT** \$70.00

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



AUDITOR

Dec 28, 2021

DATE

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

CHECK REGISTER NUMBER: 193-21

ACH WIRE TRANSFERS

DATE: 12/17/2021

PURPOSE:

A W REHN & ASSOCIATES INC	\$	1,133.32
DEPT OF RETIREMENT SYSTEMS - DCP	\$	1,212.60
N W ADMIN TRANSFER	\$	376,444.00
WASHINGTON STATE SUPPORT	\$	4,279.54
	\$	<u>383,069.46</u>

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



AUDITOR

Dec 28, 2021

DATE

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

CHECK REGISTER NUMBER 194-21

CHECK NUMBERS 79769 to 79824

DATE 12/21/2021

PURPOSE AP DEC21F VOUCHERS AMOUNT \$306,114.97

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



AUDITOR

Dec 28, 2021

DATE

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

CHECK REGISTER NUMBER 195-21

CHECK NUMBERS 79825 to 79882

DATE 12/28/2021

PURPOSE AP DEC21G VOUCHERS AMOUNT \$345,468.98

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



AUDITOR

Dec 28, 2021

DATE

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

CHECK REGISTER NUMBER: 198-21

ACH WIRE TRANSFERS

DATE: 12/31/2021

PURPOSE:

A W REHN & ASSOCIATES INC	\$	1,133.64
DEPT OF RETIREMENT SYSTEMS	\$	310,170.54
DEPT OF RETIREMENT SYSTEMS - DCP	\$	1,212.60
HRA VEBA TRUST	\$	5,040.00
INTERNAL REVENUE SERVICE	\$	711,290.25
STATE OF WASHINGTON	\$	887.59
US BANK CORPORATE PAYMENT SYSTEMS	\$	33,361.38
WASHINGTON STATE SUPPORT	\$	7,917.58
	\$	<u>1,071,013.58</u>

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



Jan 4, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 197-21

CHECK NUMBERS 78489

DATE 12/31/2021

PURPOSE A/P VOID CHECK AMOUNT (\$2,152.16)

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



Jan 4, 2022

AUDITOR

DATE

T:\USER\Accounting\Accounts Payable\AP\WARREGVOID

Memorandum

Date: January 13, 2022

To: Gloria Boyce, General Manager

From: Bill Hale, Fleet Maintenance Manager, and Terry DeJuan, Rideshare Manager

Re: Resolution 4-2022 Authorizing the General Manager to Declare Vehicles Identified in Exhibit A as Surplus and Dispose of per Resolution 62-2014

Background

The Maintenance and Vanpool Departments have seventy-four (74) vehicles that, per Ben Franklin Transit's (BFT) Fleet Management Plan and Replacement Cycle, have met or exceeded their useful life and are ready to be removed from service.

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

Below is a list of the five (5) nonrevenue vehicles to be removed from service.

Vehicle #	Year	Make	Model	Mileage	Condition
6060	2007	Ford	Freestar	212,107	Fair
6061	2007	Ford	Freestar	149,732	Fair
6062	2007	Ford	Freestar	206,990	Fair
6063	2007	Ford	Freestar	232,684	Fair
6082	2007	Ford	Freestar	176,359	Fair

Below is a list of the sixty-nine (69) vanpool vehicles to be removed from service.

Vehicle #	Year	Make	Model	Mileage	Condition
8342	2007	Chevy	Express	132,618	Fair
8343	2007	Chevy	Express	112,921	Fair
8345	2007	Chevy	Express	150,191	Fair
8347	2007	Chevy	Express	149,087	Fair
8353	2007	Chevy	Express	152,347	Fair
8364	2007	Chevy	Express	139,290	Fair
8376	2008	Chevy	Express	125,994	Fair
8380	2008	Chevy	Express	124,095	Fair
8381	2008	Chevy	Express	150,742	Fair
8383	2008	Chevy	Express	140,905	Poor
8384	2008	Chevy	Express	125,204	Poor
8385	2008	Chevy	Express	157,889	Poor

Vehicle #	Year	Make	Model	Mileage	Condition
8386	2008	Chevy	Express	122,384	Fair
8387	2008	Chevy	Express	100,410	Fair
8389	2008	Chevy	Express	115,785	Fair
8390	2008	Chevy	Express	107,914	Fair
8391	2008	Chevy	Express	148,185	Fair
8392	2008	Chevy	Express	135,688	Fair
8394	2008	Chevy	Express	143,523	Fair
8395	2008	Chevy	Express	114,433	Fair
8396	2008	Chevy	Express	105,982	Fair
8398	2008	Chevy	Express	126,485	Fair
8399	2008	Chevy	Express	120,672	Poor-bad trans
8400	2008	Chevy	Express	140,594	Fair
8401	2008	Chevy	Express	121,823	Fair
8402	2008	Chevy	Express	133,301	Poor-no cat
8403	2008	Chevy	Express	155,067	Fair
8410	2008	Chevy	Express	110,695	Fair
8411	2008	Chevy	Express	149,192	Fair
8412	2008	Chevy	Express	145,790	Fair
8414	2008	Chevy	Express	123,586	Fair
8415	2008	Chevy	Express	133,819	Fair
8416	2008	Chevy	Express	136,538	Fair
8419	2008	Chevy	Express	145,506	Fair
8422	2008	Chevy	Express	145,862	Fair
8423	2008	Chevy	Express	111,045	Fair
8425	2008	Chevy	Express	141,734	Fair
8426	2008	Chevy	Express	154,800	Fair
8427	2008	Chevy	Express	137,706	Fair
8429	2008	Chevy	Express	118,730	Fair
8430	2008	Chevy	Express	123,432	Fair
8431	2008	Chevy	Express	132,747	Fair
8433	2008	Chevy	Express	147,403	Fair
8434	2008	Chevy	Express	136,574	Fair
8440	2008	Chevy	Express	116,608	Fair
8442	2008	Chevy	Express	135,483	Poor-no cat
8443	2008	Chevy	Express	100,643	Fair
8451	2008	Chevy	Express	152,485	Fair
8452	2008	Chevy	Express	139,204	Fair
8453	2008	Chevy	Express	136,928	Fair
8454	2008	Chevy	Express	119,117	Fair
8455	2008	Chevy	Express	158,840	Fair
8456	2008	Chevy	Express	121,801	Fair
8457	2008	Chevy	Express	88,402	Fair
8461	2008	Chevy	Express	111,966	Poor-Oil PSI issues

Vehicle #	Year	Make	Model	Mileage	Condition
8462	2008	Chevy	Express	137,467	Fair
8463	2008	Chevy	Express	148,290	Fair
8465	2008	Chevy	Express	124,956	Fair
8466	2008	Chevy	Express	144,242	Fair
8467	2008	Chevy	Express	119,259	Fair
8469	2008	Chevy	Express	130,016	Fair
8471	2008	Chevy	Express	152,206	Fair
8480	2009	Chevy	Express	111,832	Fair
8481	2009	Chevy	Express	119,680	Fair
8482	2009	Chevy	Express	110,710	Fair
8483	2009	Chevy	Express	158,526	Poor-bad paint
8484	2009	Chevy	Express	114,259	Poor-bad paint
8513	2010	Chevy	Express	102,294	Poor-bad paint
8517	2010	Chevy	Express	107,831	Poor-bad paint

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 4-2022 authorizing the General Manager to declare vehicles identified in Exhibit A as surplus and dispose of per Resolution 62-2014.

Forwarded as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 4-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLES IDENTIFIED IN EXHIBIT A AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014.

WHEREAS, Ben Franklin Transit (BFT) owns seventy-four (74) surplus vehicles, and

WHEREAS, BFT Staff has determined that said vehicles have met or exceed the established useful life and are no longer needed, 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 vehicles as surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The General Manager is authorized to dispose of the vehicles per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT A**List of Surplus Vehicles**

Year	Make	Model	Vehicle #	VIN	Seats	Mileage	Condition
2007	Ford	Freestar	6060	2FMDA51637BA15062	7	212,107	Fair
2007	Ford	Freestar	6061	2FMDA51657BA15063	7	149,732	Fair
2007	Ford	Freestar	6062	2FMDA51617BA15061	7	206,990	Fair
2007	Ford	Freestar	6063	2FMDA51677BA15064	7	232,684	Fair
2007	Ford	Freestar	6082	2FMDA516X7BA15057	7	176,359	Fair
2007	Chevy	Express	8342	1GAHG39U871210994	15	132,618	Fair
2007	Chevy	Express	8343	1GAHG39U671210248	15	112,921	Fair
2007	Chevy	Express	8345	1GAHG39U171211954	15	150,191	Fair
2007	Chevy	Express	8347	1GAHG39U771211442	15	149,087	Fair
2007	Chevy	Express	8353	1GAHG39U471211642	15	152,347	Fair
2007	Chevy	Express	8364	1GAHG39U471210118	15	139,290	Fair
2008	Chevy	Express	8376	1GAHG39K981229196	15	125,994	Fair
2008	Chevy	Expr0ess	8380	1GAHG35K981229334	12	124,095	Fair
2008	Chevy	Express	8381	1GAHG39KX81228672	15	150,742	Fair
2008	Chevy	Express	8383	1GAHG39K181228740	15	140,905	Poor
2008	Chevy	Express	8384	1GAHG39K981229151	15	125,204	Poor
2008	Chevy	Express	8385	1GAHG39K781230170	15	157,889	Poor
2008	Chevy	Express	8386	1GAHG35K681230182	12	122,384	Fair
2008	Chevy	Express	8387	1GAHG35K481230150	12	100,410	Fair
2008	Chevy	Express	8389	1GAHG39K981229649	15	115,785	Fair
2008	Chevy	Express	8390	1GAHG35K981229608	12	107,914	Fair
2008	Chevy	Express	8391	1GAHG35K581230383	12	148,185	Fair
2008	Chevy	Express	8392	1GAHG39K281228347	12	135,688	Fair
2008	Chevy	Express	8394	1GAHG35K281228302	12	143,523	Fair
2008	Chevy	Express	8395	1GAHG39KX81228154	15	114,433	Fair
2008	Chevy	Express	8396	1GAHG35K581230125	12	105,982	Fair
2008	Chevy	Express	8398	1GAHG39K081229507	15	126,485	Fair
2008	Chevy	Express	8399	1GAHG39KX81229823	15	120,672	Poor-bad trans
2008	Chevy	Express	8400	1GAHG39KX81230017	15	140,594	Fair
2008	Chevy	Express	8401	1GAHG39K681230211	15	121,823	Fair
2008	Chevy	Express	8402	1GAHG39K081229099	15	133,301	Poor-no cat
2008	Chevy	Express	8403	1GAHG39K481229896	15	155,067	Fair
2008	Chevy	Express	8410	1GAHG39K281229265	15	110,695	Fair
2008	Chevy	Express	8411	1GAHG39K881229237	15	149,192	Fair
2008	Chevy	Express	8412	1GAHG35K481230021	12	145,790	Fair
2008	Chevy	Express	8414	1GAHG39K081228826	15	123,586	Fair
2008	Chevy	Express	8415	1GAHG39K781228015	15	133,819	Fair

Year	Make	Model	Vehicle #	VIN	Seats	Mileage	Condition
2008	Chevy	Express	8416	1GAHG39K881228184	15	136,538	Fair
2008	Chevy	Express	8419	1GAHG39K981228310	15	145,506	Fair
2008	Chevy	Express	8422	1GAHG39KX81229370	15	145,862	Fair
2008	Chevy	Express	8423	1GAHG39K881230310	15	111,045	Fair
2008	Chevy	Express	8425	1GAHG39K181230732	15	141,734	Fair
2008	Chevy	Express	8426	1GAHG39K181230570	15	154,800	Fair
2008	Chevy	Express	8427	1GAHG39K081230768	15	137,706	Fair
2008	Chevy	Express	8429	1GAHG35K081229920	12	118,730	Fair
2008	Chevy	Express	8430	1GAHG35K881230359	12	123,432	Fair
2008	Chevy	Express	8431	1GAHG35KX81230802	12	132,747	Fair
2008	Chevy	Express	8433	1GAHG39K981230378	15	147,403	Fair
2008	Chevy	Express	8434	1GAHG39K481227940	15	136,574	Fair
2008	Chevy	Express	8440	1GAHG39K281228343	15	116,608	Fair
2008	Chevy	Express	8442	1GAHG39K681228555	15	135,483	Poor-no cat
2008	Chevy	Express	8443	1GAHG39K781228175	15	100,643	Fair
2008	Chevy	Express	8451	1GAHG35KX81228922	12	152,485	Fair
2008	Chevy	Express	8452	1GAHG35K181229425	12	139,204	Fair
2008	Chevy	Express	8453	1GAHG35K481229936	12	136,928	Fair
2008	Chevy	Express	8454	1GAHG35K981229916	12	119,117	Fair
2008	Chevy	Express	8455	1GAHG35K881230118	12	158,840	Fair
2008	Chevy	Express	8456	1GAHG35K881230491	12	121,801	Fair
2008	Chevy	Express	8457	1GAHG35K481229676	12	88,402	Fair
2008	Chevy	Express	8461	1GAHG39K281228620	15	111,966	Poor-Oil PSI issues
2008	Chevy	Express	8462	1GAHG39K681230578	15	137,467	Fair
2008	Chevy	Express	8463	1GAHG39K481230904	15	148,290	Fair
2008	Chevy	Express	8465	1GAHG35K381227921	12	124,956	Fair
2008	Chevy	Express	8466	1GAHG35K181228355	12	144,242	Fair
2008	Chevy	Express	8467	1GAHG35K181229022	12	119,259	Fair
2008	Chevy	Express	8469	1GAHG35K781230675	12	130,016	Fair
2008	Chevy	Express	8471	1GAHG39K081228437	15	152,206	Fair
2009	Chevy	Express	8480	1GAHG35K591154570	12	111,832	Fair
2009	Chevy	Express	8481	1GAHG35K191154663	15	119,680	Fair
2009	Chevy	Express	8482	1GAHG35K791156207	12	110,710	Fair
2009	Chevy	Express	8483	1GAHG35K291155787	12	158,526	Poor-bad paint
2009	Chevy	Express	8484	1GAHG35K691155596	12	114,259	Poor-bad paint
2010	Chevy	Express	8513	1GA2GYDG2A1176482	12	102,294	Poor-bad paint
2010	Chevy	Express	8517	1GA2GYDG3A1177785	12	107,831	Poor-bad paint

Memorandum

Date: January 13, 2022

To: Gloria Boyce, General Manager

From: Marie Cummins, Interim Marketing & Communications Director

Re: Resolution 5-2022 Recommending Planeteria Media for the Award of the Website Redesign Contract

Background

Ben Franklin Transit's (BFT) current website has been in use with our current vendor, American Eagle, since 2016. The website is the cornerstone of the digital customer communication experience. As technology has evolved over the past six years, the agency identified the need for a more responsive, engaging, and interactive website that will help reach, interact, and respond to our community's needs. The Board of Directors approved the release of a request for proposals (RFP) for website redesign services at the October 14, 2021, Board meeting.

Major initiatives of the new website include a more mobile responsive design, easier-to-use interface, complete ADA compliance, multilingual translation services, and improved interactive maps and trip planning services. Additionally, the successful launch of a new website platform will position the agency to embrace other technological advancements in the future, such as digital fare media.

BFT's current contractual agreement with American Eagle expired May 3, 2017. Since that time the agency has been working under American Eagle's ongoing terms and conditions wherein BFT is charged for support at a per-hour labor rate of \$200 an hour. BFT currently averages two to three hours of necessary website maintenance per month, totaling \$23,700 over the past four years.

BFT solicited proposals for website redesign in the Tri-City Herald, BFT's website, project plan centers, and sent a notification out to 30 potential contractors. This RFP allowed the agency to award the contract to vendors whose proposal most closely aligns with the following areas of expertise: (1) current website assessment; (2) discover and design drafting; (3) development; (4) search engine optimization (SEO); and (5) maintenance and ongoing support. Proposals were evaluated on experience, qualifications, references, and total cost. BFT received one (1) No Bid and nine (9) proposals in response.

BFT evaluators rated all nine proposals and then selected the top five contractors for oral interviews and further evaluations. Planeteria Media scored the highest overall score from the completed evaluation process. The anticipated timeline for completion is projected to be seven months.

FIRST ROUND OF EVALUATIONS (TOTAL POINTS POSSIBLE 100)		
CONTRACTOR	EVALUATION POINTS	COST PROPOSAL OVER FIVE YEARS
AEM Analytics	49	\$165,442
Americaneagle.com	63	\$287,807
AmpliFi Advertising	69	\$106,762
GHD Digital	70	\$280,683
Infojini, Inc.	65	\$148,428
MBI Solutions, LLC	47	\$185,624
Neumeric Technologies	65	\$184,742
Planeteria Media	71	\$134,086
TatvaSoft	54	\$54,622

SECOND ROUND OF EVALUATIONS (INCLUDES ORAL PRESENTATIONS OF 20 POINTS POSSIBLE) (TOTAL POINTS POSSIBLE 120)		
CONTRACTOR	EVALUATION POINTS *Includes first and second rounds of evaluations	COST PROPOSAL OVER FIVE YEARS
AmpliFi Advertising	69 + 6 = 75	\$106,762
GHD Digital	70 + 8 = 78	\$280,683
Infojini, Inc.	65 + 10 = 75	\$148,428
Neumeric Technologies	65 + 12 = 77	\$184,742
Planeteria Media	71 + 18 = 89	\$134,086

ESTIMATED COST BREAKDOWN FOR WEBSITE IMPLEMENTATION, HOSTING, SUPPORT AND ADDITIONAL SITE IMPROVEMENTS		
	FIRST YEAR	NEXT FOUR YEARS Does not include inflation
Implementation	\$86,806	N/A
Yearly Hosting Fee	N/A, INCLUDED	\$7,140 x 4 = \$28,560
Support fee per hour, estimated 3 hours per month (may not be needed)	N/A	\$130/hr. x 144 = \$18,720
TOTAL	\$86,806	\$47,280

Funding

Budgeted: Yes

Budget Source: Operating & Capital

Funding Source: Local Funds

The estimated cost for initial implementation and first-year term for website redesign is \$86,806. The possible full, five-year term estimated cost is \$134,086, plus \$18,000 for inflation for years two through five, and additional work if required, for a total not to exceed of \$152,086.

Recommendation

Staff recommends Planeteria Media be awarded the website redesign contract.

Forward as presented:

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 5-2022**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A
CONTRACT FOR WEBSITE REDESIGN WITH PLANETERIA MEDIA**

- WHEREAS, BFT's website is the cornerstone of the digital customer experience; BFT's last customer engagement survey from 2019 indicated that nearly 60% of riders utilize the website as their primary source of information; and
- WHEREAS, BFT's website is in need of improvements to help serve customers and the Tri-Cities community better. The agency needs a more mobile responsive, intuitive, and engaging website that is ADA compliant, multilingual, search engine optimized, and easy to use for trip planning needs; and
- WHEREAS, staff advertised and requested proposals for website redesign; and
- WHEREAS, nine proposals were received and determined to be responsive and responsible. The proposals were evaluated, and the highest rated firm is Planeteria Media; and
- WHEREAS, funding for website redesign will be provided by local funding from the Operating Budget.

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

1. The General Manager is authorized to enter into Contract #1333 for Website Redesign with Planeteria Media for three years, with the option to extend up to an additional two years, for a not-to-exceed amount of \$134,086.
2. The General Manager is authorized to award additional work if required during the contract term and rate increases for years two through five, up to \$18,000, or a total not-to-exceed contract value of \$152,086.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: January 13, 2022

To: Gloria Boyce, General Manager

From: Jeff Lubeck, Administrative Services Director

Re: Resolution 6-2022: Authorize the General Manager to Release a Request for Proposals (RFP) for a Consultant to Assist Ben Franklin Transit in the Planning, Procurement, and Implementation of an Enterprise Resource Planning Software Solution(s).

Background

Ben Franklin Transit (BFT) currently has an Enterprise Resource Planning (ERP) financial management system that is outdated and does not have the features or capabilities to support BFT's full enterprise business management needs. The current Fleetnet product is used for business systems such as accounting, finance, timecards and payroll, inventory, work orders, and purchasing.

The purpose of this RFP is to retain an independent consulting firm or organization to assist BFT in identifying and evaluating potential ERP solutions providing for a modern, financial management system.

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

- The current ERP system was implemented in 1985 and, although the system has been updated since then, the overall functionality and technology platform has become outdated.
- The current system is archaic, using Microsoft Access to connect to a single Structured Query Language (SQL) database.
 - This makes it vulnerable to:
 - Malware code that targets Microsoft Access
 - Application updates from Microsoft that result in incompatibility problems with the current client. For example, during the week of December 13 – 17, 2021, Microsoft released a general update. This resulted in over five unplanned system outages requiring everyone to exit the ERP system, disrupt their workflows and progress, and for IT to prioritize system diagnostics and fix the problem. This is one example of a frequent issue.
 - The current system is comprised of 30+ separate Microsoft Access databases.
 - These databases are not fully integrated, resulting in the need to enter the same information multiple times in different databases. Duplicative data entry is inefficient and increases the possibility for data entry errors.
 - Many aspects of the browser interaction with the system still reflect the original environment. The resulting end user experience is disjointed and not efficient.

- It is not easy to navigate between suites; users need to know the key letters for each suite to move to that suite (RQ = requisitions, PO = Purchase Orders, GL = General Ledger, TK = timekeeping, etc.) rather than using an intuitive graphical user interface that is common among current solutions.
- The current ERP is very time-consuming when applying patches, updates, and major releases. It can be time-consuming for IT staff and impacts the work of others using the system who must exit the system entirely while these updates are applied.
- Management requires better access to data, information, and reporting that is currently unavailable, significantly restricted, requires significant manual manipulation to extract and format, or requires custom programming to obtain.
- BFT staff find the current ERP system difficult to use and understand, which significantly increases the time it takes for new employees to be productive.
- As a result of current limitations to functionality and access to data, BFT staff have developed work-around processes that are impacting BFT business flows and systems and are difficult to support.
- Third-party software integrations with the current system are extremely difficult, limited, or unavailable.
- A new ERP system will streamline business processes to take advantage of best practices through automation, integration, and workflows, thereby increasing staff efficiency.
- It will provide a user-friendly and intuitive user interface to promote system use and productivity.
- It will eliminate the need for redundant data entry.
- It will eliminate the need for manual inputs, processes, or steps that must currently be performed outside of the current ERP system.
- It will improve and/or provide necessary reports and reporting capabilities and access to data through inquiry or drill-down capabilities.

Objectives and Statement of Work (SOW)

The intent of this project is for a third-party consultant to guide BFT through the planning and procurement phases of an ERP project for BFT. BFT would like to replace its current software systems environment with a new system or combination of software systems to improve functionality to support a variety of core business processes.

BFT management has determined that it lacks the specialized capabilities, technical expertise, and available time necessary to plan and lead the tasks necessary to complete this task. This engagement will take BFT through a thorough planning process, technology review, high-level implementation roadmap, and procurement. The winning bidder will be expected to complete all necessary tasks to ensure the procurement of an ERP system(s) that meets BFT's needs.

Proposals should include a detailed explanation of the firm's approach for the consulting services to be provided and how this approach will ensure BFT achieves its desired results. The major tasks to be completed should include, but are not limited to:

- Work with BFT staff to prepare a project plan with detailed tasks, assign responsible party for each task, estimated timeline to complete tasks, and any dependencies/risks associated with each task.
 - Consultant will provide a proposed tool/approach to share documents, communicate, and help organize project schedules.
- Lead BFT through a complete requirements/needs assessment for all processes and workflows using the current ERP system. The consultant will develop functional requirements for each major step in BFT's processes (or revised processes based on best and/or standard transit and/or local government practices).
 - Requirements will focus on what needs to be completed (i.e., calculations, interfaces, processes) not who/how the current organization handles those tasks.
 - Develop and document existing functional and data requirements, including business process workflow for all departments as appropriate.
- Work with BFT staff to prepare a Statement of Work (SOW) and RFP to be issued by BFT for new ERP software and implementation services that will allow for thorough comparison of all qualified vendors. The RFP must be prepared in compliance with BFT procurement policies and practices as applicable.
 - Consultant will work with key BFT stakeholders to prepare overall procurement strategy designed to accomplish the goals and objectives while mitigating risk during the project.
 - ERP RFP will include, but not be limited to, procurement terms and conditions, detailed vendor response templates, functional requirements, interface definitions, technical documentation, key objectives and goals, service level expectations, pricing structure, and other information necessary for vendors to prepare a detailed response.
- The consultant will work with BFT to ensure the final RFP is properly advertised and circulated to all potential vendors which can meet BFT's needs, field vendor inquiries, and help determine if any modifications or amendments to the RFP are needed.
- Lead BFT through the ERP software selection process including coordinating software demonstrations and on-site visits, if performed. Assist with the identification of potential risks and issues to ensure BFT makes a quality selection decision that achieves BFT's ERP requirements.
 - The consultant will assist BFT in selecting vendor proposals to consider based on completeness of response and appropriate experience in the transit/local government field.
 - The consultant will assist BFT in the evaluation process to determine vendors to move to the demonstration evaluation phase.
 - The consultant will assist BFT to identify and coordinate opportunities to clarify unresolved issues with software functionality, implementation approach, data conversion, or needed scope clarification.
- The consultant will work with key BFT stakeholders on the negotiation of any applicable software license contract, maintenance agreement, hosting agreement, and/or implementation services agreement, and other necessary agreements.

- Guide BFT through the implementation planning of the selected software and assist with the identification and assessment of process changes necessary for a successful ERP software rollout.
- Following contract execution, the consultant will remain involved with BFT to provide transitional services and assist BFT with getting the implementation project underway. Services provided will include, but may not be limited to: developing a readiness project plan, participating in project timeline updates, monitoring vendor for contract compliance, and assessing and addressing any risks which arise during early implementation.
- Perform the duties of an Executive Project Manager through all phases of this project, ending with the successful implementation of a new ERP solution(s) that includes:
 - Act as a liaison between the steering committee stakeholder team, project team, BFT staff, and vendor(s).
 - Work with selected vendor(s) and project team to develop and manage a comprehensive project plan detailing project stages, milestones, and resources.
 - Manage the change management process with oversight from the Administrative Services Director for both the project and the selected vendor(s)' contract.
 - Provide project status reports and deliver presentations as deemed appropriate.

Project Deliverables

- Project documents necessary to support a project of this nature, size, and scope—project plan, communications plan, executive status reports, etc.
- Provide an ERP project charter and strategy document which includes each of the following:
 - Project strategy, including project approach;
 - Description of major project components;
 - Definition of high-level scope including deliverables and boundaries;
 - Establishment of project governance structure including roles and responsibilities;
 - Project resources including BFT staff dependencies and consultant resources; and
 - Project risks.
- Develop and document detailed existing (as is) and proposed (to be) functional and data requirements including business process workflow for all BFT departments for the new ERP software.
 - Provide a functional needs and requirements assessment document including general ERP and BFT specific requirements.
- Assess organizational readiness for change and provide at least a high-level roadmap for the business process and organizational changes required for ERP implementation to be successful.
- Provide a preliminary ERP vendor analysis that includes an assessment of new technologies and approaches by ERP vendors and implementation consultants.
- Work with BFT staff to create and publish an RFP for ERP software and implementation services.
- Assist in the evaluation and recommendation of vendor proposals for the new ERP software and implementation.

Anticipated Cost Summary

The anticipated cost for this consulting and planning effort is expected to be between \$150,000 to \$300,000. Some of the cost for this effort can be capitalized in accordance with GASB, SAO, and accounting regulations, while some of the cost will be classified as an operating cost. The allocation between Operating and Capital will be made throughout the project based on actual work performed using the applicable accounting regulations to determine proper classification.

Funding

Budgeted: Yes

Project No.: OTH0001 (approved in 2018)

Capital Budget Source: Existing approved Capital Budget for project OTH0001

Operating Budget Source: 2022 Operating Budget

Funding Source: Local Funds

Recommendation

Authorize the General Manager to release a request for proposals for a consultant to assist BFT in evaluating and implementing an enterprise resource planning software solution(s).

Forward as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 6-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO RELEASE A REQUEST FOR PROPOSALS TO ASSIST BFT IN THE PLANNING, PROCUREMENT, AND IMPLEMENTATION OF AN ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE SOLUTION(S)

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

WHEREAS, BFT has a need for a consultant to assist with the requirements assessment, planning, procurement, evaluation, and implementation of a new ERP solution; and

WHEREAS, staff will advertise and request proposals for an ERP solution; and

WHEREAS, staff estimate they will make a recommendation for award to the Board in April of 2022; and

WHEREAS, funding for the new ERP solution will be provided by local funding from the 2022 Capital Budget and 2022 Operating Budget.

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

1. The General Manager is authorized to release a request for proposals for a consultant to assist with the ERP assessment and procurement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, January 13, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: January 13, 2022

To: Gloria Boyce, General Manager

From: Keith Hall, Director, Planning & Service Development

Re: Resolution 7-2022: Amending Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, and Resolution 58-2019, Award On-Call Transit Passenger Facilities Architecture and Engineering Services to KPFF Consulting Engineers (KPFF)

Background

On September 9, 2019, BFT entered into Contract #1141 with KPFF Consulting Engineers (KPFF) for On-Call Architecture and Engineering (A&E) Services pursuant to Resolution 58-2019 approved by the BFT Board of Directors on August 8, 2019. On-call A&E contracts allow BFT to award design projects on an as-needed basis for task orders that fall within the contract's scope and budget. The contract included a not-to-exceed amount of \$1,200,000 for an initial term of three years, with an option for two additional years. The scope of this A&E contract includes all passenger facilities but excludes nonrevenue (non-passenger) facilities. The Board of Directors approved two task orders: Task 12 in the amount of \$449,610 for the Queensgate Transit Hub and Task 13 in the amount of \$978,151 for the Downtown Pasco Transit Hub, for a total of \$1,427,761.

KPFF currently has 18 task orders in place for a total of \$2,331,525. Sixteen task orders were approved by the General Manager in the amount of \$935,836, and two task orders in the amount of \$1,427,761 were approved by the Board of Directors. The contract was originally envisioned to cover planning, design, and construction management for a range of minor projects and four minor/major projects and programs: the ADA Compliant Bus Stop Construction and Amenity Program, the Duportail/Queensgate Transit Hub, the West Pasco Transit Hub and Park-and-Ride Lot, and the Downtown Pasco Transit Hub and Park-and-Ride Lot; the latter three of these projects are WSDOT-funded projects. Task orders awarded to KPFF to date are itemized below.

During the project development process for the Queensgate Transit Hub, KPFF had added scope in key areas of project design and land acquisition processes. In particular:

- BFT requested a more pedestrian-friendly design for access into the transit center and at crosswalks that were ultimately approved by the City of Richland's Public Works Department, but those designs, while common elsewhere, were atypical of designs currently allowed by the City. Additional design work and coordination with City staff were required for approval.
- KPFF developed a design for remote charging of electric buses for Queensgate. This was not included in the project scope because BFT was in the process of procuring a separate consultant for that work. However, that consultant was not selected in time for the work that was needed to complete design on the Queensgate Transit Hub, and KPFF spent additional time designing the electric vehicle requirements into the transit facility. Work

performed for electric vehicle charging also supports design for the planned Downtown and West Pasco transit hubs.

- Consistent with BFT's prior experience in developing the adjacent Tulip Lane Park-and-Ride facility, additional work was required to mitigate impacts to the wetland under Corps of Engineers oversight. The Queensgate Transit Hub design deliberately avoided direct contact with any of the managed areas to minimize the impact; however, the design required substantially more effort than expected to manage stormwater flows from the transit hub into the designated wetland.
- Land acquisition was more complicated and time-consuming than expected, but it was accomplished within budget. However, two months after the purchase was completed, the City of Richland's Planning and Development Department returned additional requirements as a condition of approving the short plat for the property. Those conditions were typical of what would be required of a private developer of undeveloped property and covered certain provisions that had already been negotiated with the seller in the sale of the real estate. BFT is working with KPFF and the seller to determine what impacts, if any, the added restrictions from the City will have on BFT's development of the property and to ensure that the City of Richland is aware of which entity will make the necessary improvements.

BFT Board of Directors approved Resolution 47-2020 in the amount of \$1,124,874 with KPFF Consulting Engineers on December 10, 2020, for the final design of the Downtown Pasco Transit Hub. BFT staff is requesting that Resolution 47-2020 be amended, and BFT staff will close out this task order with KPFF Consulting Engineers. A small portion of the work has been completed, and BFT staff will work with KPFF to identify the appropriate cutoff for the work. BFT does not expect to lose value in the work accomplished, since it can be utilized once the work continues. BFT staff will request authorization to release a new Request for Qualifications (RFQ) for an Architect and Engineering (A&E) consultant to continue ongoing work on the three transit hubs and site-specific designs for bus stop improvements.

BFT staff request Resolution 58-2019 be amended to increase the Contract #1141 not-to-exceed amount from \$1,200,000 to \$1,500,000 as a contingency for unforeseen required work needed to close out current open task orders.

Task Order	Project Description	GM & Board Approved	Billed to Date	Estimated to Complete Task	Remain Open or Close
1141-1	Initial Feasibility Assessments	\$20,000	\$15,732	\$15,732	Close
1141-2	Downtown Pasco Hub – Site Selection Support	\$38,243	\$38,243	\$38,243	Close
1141-3	Queensgate Hub – Site Selection Support	\$59,209	\$56,730	\$56,730	Open
1141-4	Bus Stop – Shelter and Amenity Standards	\$48,000	\$48,036	\$48,036	Close
1141-5	Frequent Service Corridors – Concept Definition	\$87,856	\$84,416	\$84,416	Close
1141-6	Queensgate Hub – Property Acquisition Services	\$76,726	\$46,590	\$76,726	Open
1141-7	Bus Stop Pad – Procurement Documents	\$15,855	\$17,925	\$17,925	Close
1141-8	Queensgate Hub – Geotechnical and Environmental Services	\$63,401	\$44,045	\$63,401	Open
1141-9	Queensgate Hub – Concept and Preliminary Design	\$92,198	\$51,534	\$92,198	Open
1141-10	Bus Stop Pad – Services During Construction	\$96,238	\$15,885	\$15,885	Close
1141-11	ADA Gap – Street to Land Use	\$8,663	\$6,157	\$6,157	Close
1141-12	Queensgate Hub – Final Design and Bid Period Services (Board Approved)	\$419,538	\$447,402	\$447,402	Open
1141-13	Downtown Pasco Hub – Design Services (Board Approved)	\$978,151	\$15,276	\$25,000	Open
1141-14	Bus Stop Pad - Design	\$27,357	\$25,761	\$25,761	Close
1141-15	Bus Stop Pad – SDC for Packages B and C	\$43,941	\$6,214	\$6,214	Close
1141-16	West Pasco Hub – Site Selection and Acquisition Services	\$98,882	\$25,274	\$98,882	Open
1141-17	Downtown Pasco Hub – Property Acquisition Services	\$74,564	\$36,710	\$74,564	Open
1141-18	Planning & Service Development Support – Multiple Projects	\$82,703	\$22,996	\$82,703	Open
TOTAL	Total Value – All Projects	\$2,331,525	\$1,004,926	\$1,275,975	

Funding

Budgeted: Yes

Budget Source: Capital

Funding Source: Federal & Local

Recommendation

Amend Resolution 47-2020, Final Design of Downtown Pasco Transit Hub, and Resolution 58-2019, Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF Consulting Engineers (KPFF).

Approved as presented:

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 7-2022**

A RESOLUTION TO AMEND RESOLUTION 47-2020, FINAL DESIGN OF THE DOWNTOWN PASCO TRANSIT HUB, AND RESOLUTION 58-2019, AWARD ON-CALL TRANSIT PASSENGER FACILITIES A&E SERVICES TO KPFF CONSULTING ENGINEERS (KPFF)

WHEREAS, BFT Board of Directors approved Resolution 47-2020 in the amount of \$1,124,874 with KPFF Consulting Engineers on December 10, 2020, for the final design of the Downtown Pasco Transit Hub; and

WHEREAS, BFT staff is requesting that Resolution 47-2020 be amended so that BFT staff can close out the task order with KPFF Consulting Engineers; and

WHEREAS, BFT Board of Directors approved Resolution 58-2019 awarding on-call transit passenger facilities architecture and engineering services to KPFF Consulting Engineers on August 8, 2019, for an amount not to exceed \$1,200,000, and staff is requesting to increase the not-to-exceed amount to \$1,500,000; and

WHEREAS, No new additional task orders will be authorized, and the additional funding will close out remaining open task orders; and

WHEREAS, Additional funding is within the approved Capital Budget.

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

The General Manager is authorized to:

1. Amend Resolution 47-2020 for the Final Design of the Downtown Pasco Transit Hub to close out Task Order #13; and
2. Amend Resolution 58-2019, Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF Consulting Engineers (KPFF), to increase the Contract #1141 not-to-exceed amount from \$1,200,000 to \$1,500,000 for completion of remaining open A&E services task orders.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 13, 2022, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Staff Report January 13, 2022 Summary

YTD Operating as of November 30, 2021	2021 Budget Year to Date	Actual to Date November 30	Variance – Better/(Worse)	% Budget YTD
Operating Revenues				
Fares	1,636,434	604,077	(1,032,357)	-63.1%
Local Sales Tax	34,690,109	41,993,383	7,303,275	21.1%
Operating Grants	45,833	166,408	120,574	263.1%
CARES Act Funds	7,347,409	10,067,355	2,719,946	37.0%
Miscellaneous	458,333	593,664	135,330	29.5%
Total Operating Revenues	\$ 44,178,118	\$ 53,424,887	9,246,768	20.9%
Pro Forma Revenues without CARES Act				
Less: CARES Revenue		(10,067,355)		
Add: 5307 Operating Grants		4,599,322		
Adjusted Revenue without CARES		47,956,853	3,778,735	8.6%
Operating Expenditures				
Bus Operations	\$ 16,036,878	\$ 16,781,091	(744,213)	4.6%
Dial-A-Ride Operations	10,621,055	8,871,155	1,749,900	-16.5%
General Demand Operations	432,696	358,404	74,292	-17.2%
Vanpool Operations	1,558,178	1,028,334	529,843	-34.0%
Maintenance	2,370,684	2,294,225	76,459	-3.2%
Paratransit - ARC	1,304,783	336,560	968,223	-74.2%
Contracted Services (Via)	1,925,000	721,401	1,203,599	-62.5%
Human Resources	1,589,404	1,658,107	(68,703)	4.3%
Safety / Training	873,653	929,935	(56,282)	6.4%
Executive / Administrative Services	4,438,009	3,719,255	718,754	-16.2%
Marketing / Customer Service	2,000,457	1,340,175	660,282	-33.0%
Planning / Service Development	1,291,112	940,697	350,416	-27.1%
Total Operating Expenditures	\$ 44,441,909	\$ 38,979,339	\$ 5,462,570	-12.3%

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending November 2021

	2021 Total Budget	2021 Budget Year to Date	Actual To Date November 2021	% Budget YTD	Actual To Date November 2020	2021 vs 2020
Operating Revenues						
Bus Passes	\$ 594,260	\$ 544,738	\$ 59,203	-89.1%	\$ 173,463	-65.9%
Bus Cash	329,000	301,583	20,244	-93.3%	77,548	-73.9%
Dial-A-Ride	258,647	237,093	19,400	-91.8%	67,122	-71.1%
General Demand (Prosser)	15,200	13,933	1,014	-92.7%	4,218	-76.0%
Vanpool	588,094	539,086	504,141	-6.5%	667,358	-24.5%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	-	-	-	0.0%	-	0.0%
Fares	1,785,201	1,636,434	604,077	-63.1%	989,709	-39.0%
Local Sales Tax	37,843,755	34,690,109	41,993,383	21.1%	35,271,907	19.1%
Operating Grants	50,000	45,833	166,408	263.1%	4,140,455	-96.0%
CARES Act Funds	8,015,355	7,347,409	10,067,355	37.0%	1,119,736	799.1%
Miscellaneous	500,000	458,333	593,664	29.5%	513,956	15.5%
Total Operating Revenues	\$ 48,194,311	\$ 44,178,118	\$ 53,424,887	20.9%	\$ 42,035,763	27.1%
Pro Forma Revenues without CARES Act Revenue						
Less: CARES Act Revenue			(10,067,355)			
Add: 5307 Operating Grants	\$ 5,017,442		4,599,322			
Adjusted Revenues without CARES Act			47,956,853	8.6%		14.1%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 17,494,776	\$ 16,036,878	\$ 16,781,091	4.6%	\$ 14,884,364	12.7%
Dial-A-Ride	11,586,605	10,621,055	8,871,155	-16.5%	9,281,409	-4.4%
General Demand (Prosser)	472,032	432,696	358,404	-17.2%	408,933	-12.4%
Vanpool	1,699,830	1,558,178	1,028,334	-34.0%	1,307,574	-21.4%
Maintenance	2,586,201	2,370,684	2,294,225	-3.2%	2,292,339	0.1%
Purchased Transportation						
Paratransit - ARC	1,423,400	1,304,783	336,560	-74.2%	288,966	16.5%
Contracted Services (Via)	2,100,000	1,925,000	721,401	-62.5%	327,070	120.6%
Administration						
HR	1,733,895	1,589,404	1,658,107	4.3%	1,415,688	17.1%
Safety / Training	953,076	873,653	929,935	6.4%	1,081,919	-14.0%
Executive / Administrative Services	4,841,464	4,438,009	3,719,255	-16.2%	3,367,145	10.5%
Marketing / Customer Service	2,182,317	2,000,457	1,340,175	-33.0%	1,295,048	3.5%
Planning / Service Development	1,408,486	1,291,112	940,697	-27.1%	748,431	25.7%
* Total Operating Expenditures	\$ 48,482,082	\$ 44,441,909	\$ 38,979,339	-12.3%	\$ 37,628,908	3.6%
Operating Surplus/(Deficit)	\$ (287,771)	\$ (263,790)	\$ 14,445,548		\$ 4,406,855	
Operating Surplus/Deficit without CARES Act Revenues			8,977,515			
Capital Expenditures						
Local	\$ 2,356,245	\$ 2,159,891	\$ 3,544,122	64.1%	\$ 1,899,513	86.6%
State	600,000	550,000	482,417	-12.3%	1,069,686	-54.9%
Federal	2,768,923	2,538,179	-	0.0%	2,348,154	-100.0%
Total Capital Expenditures	\$ 5,725,168	\$ 5,248,071	\$ 4,026,539	-23.3%	\$ 5,317,353	-24.3%

* Excludes budgeted GASB 68 year-end pension adjustment.

Ben Franklin Transit Treasurer's Report

Date: January 13, 2022

To: Ben Franklin Transit Board of Directors

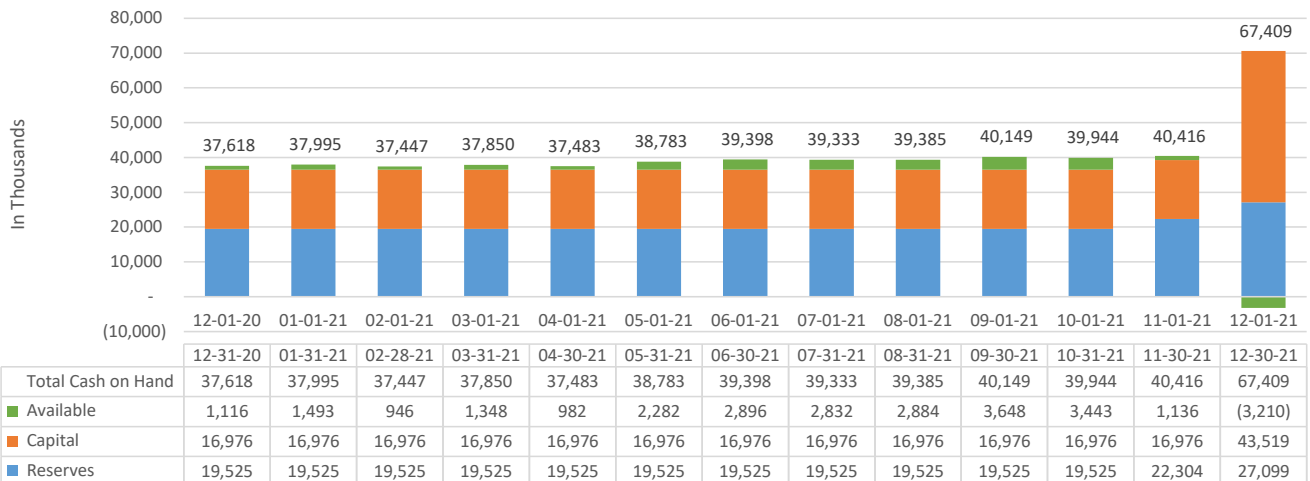
From: Jeff Lubeck, Financial Services Director

Subject: Treasurer's Report - As of Dec 31, 2021

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

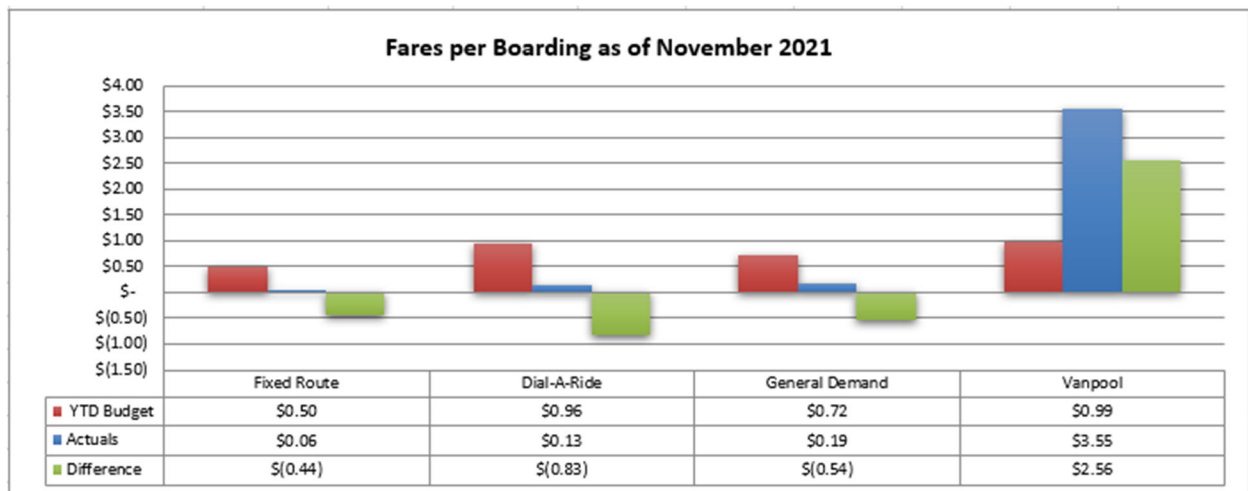
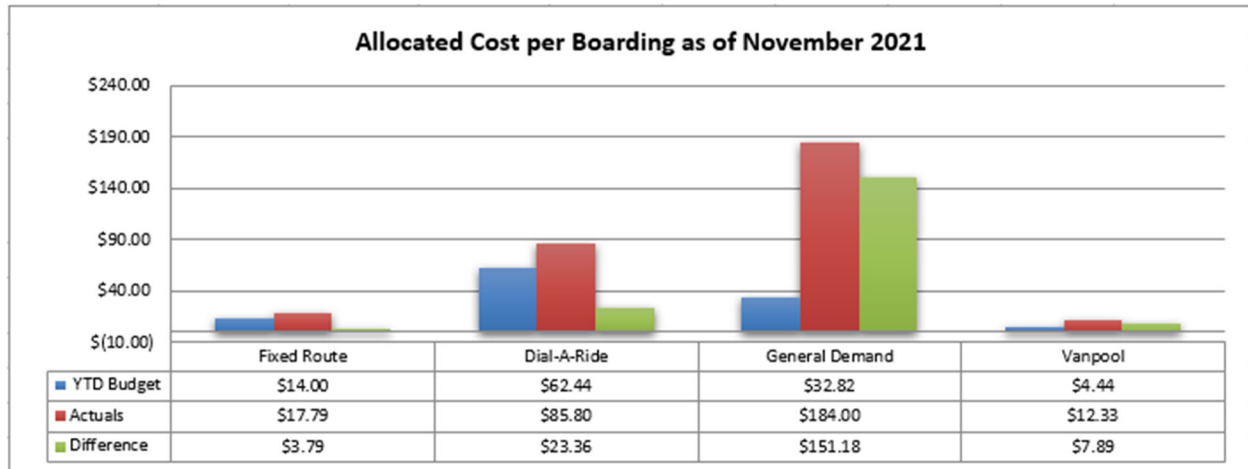
ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.0895%	Open	\$ 48,248,049	71.6%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	13,520,154	20.1%
Subtotal Investments				61,768,203	91.6%
Check Book Balance, Petty Cash, & Travel Account				* 5,640,386	8.4%
					100.0%
Total Cash and Equivalents on Hand				\$ 67,408,588	
Less Reserve Funds					
Operating Reserves				(14,522,000)	
Fuel Reserves				(1,776,250)	
Fleet Replacement Reserves				(6,860,236)	
Non-Fleet Capital Reserves				(3,940,937)	
Total Reserves				(27,099,423)	
Subtotal Funds Available				40,309,165	
Local Funds for Current Capital Projects				(43,519,282)	
Fleet Vehicles			(1,380,001)		
Facilities - Transit Centers & Amenities			(18,693,933)		
Facilities - MOA Campus			(15,948,729)		
Technology			(4,838,077)		
Other			(2,658,542)		
Net Funds Available				\$ (3,210,117)	

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



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.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending November 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

2021 YTD Actual Allocated Cost Per(s)	General Demand (Prosser)				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride		Vanpool			
Fares	\$ 79,447	\$ 19,400	\$ 1,014	\$ 504,141	\$ -	\$ -	\$ 604,077
Direct Cost	\$ 16,781,091	\$ 8,871,155	\$ 358,404	\$ 1,028,334	\$ 336,560	\$ 721,401	\$ 28,096,945
Allocated Cost	\$ 6,094,141	\$ 4,037,368	\$ 163,236	\$ 587,649	\$ -	\$ -	\$ 10,882,394
Depreciation - Local (Vehicle only)	\$ 397,766	\$ 80,609	\$ 193	\$ 135,852	\$ 6,564	\$ -	\$ 620,984
Cost for Farebox Recovery Ratio	\$ 23,272,997	\$ 12,989,132	\$ 521,833	\$ 1,751,836	\$ 343,124	\$ 721,401	\$ 39,600,323
Boarding	1,307,986	151,390	5,454	142,121	8,719	37,562	1,653,232
Revenue Miles	2,922,571	1,193,669	55,621	1,053,648	40,586	432,561	5,698,656
Revenue Hours	183,002	72,151	1,946	22,821	1,818	18,703	300,441
Cost per Boarding	\$ 17.79	\$ 85.80	\$ 184.00	\$ 12.33	\$ 39.35	\$ 19.21	\$ 23.95
Cost per Rev Mile	\$ 7.96	\$ 10.88	\$ 9.38	\$ 1.66	\$ 8.45	\$ 1.67	\$ 6.95
Cost per Rev Hour	\$ 127.17	\$ 180.03	\$ 268.16	\$ 76.76	\$ 188.74	\$ 38.57	\$ 131.81
Farebox Recovery	0.3%	0.1%	0.2%	28.8%	0.0%	0.0%	1.5%

Directly Operated Transportation

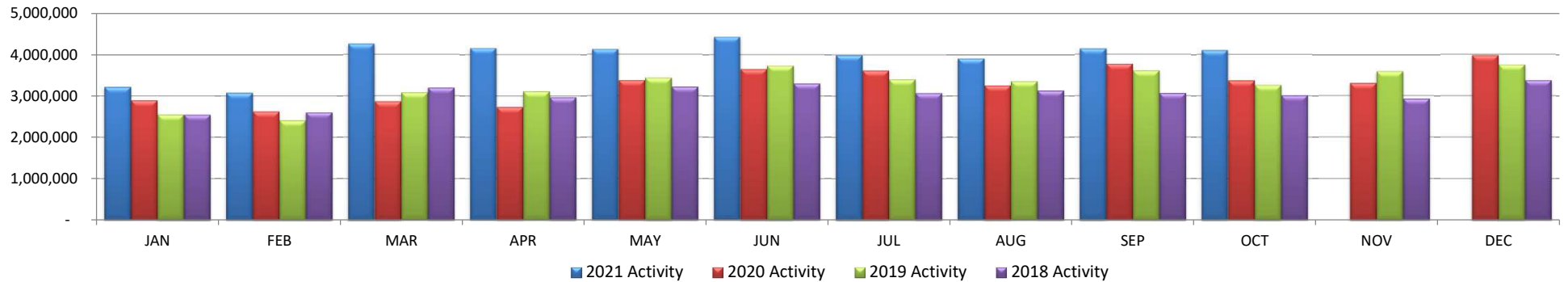
2021 YTD Budgeted Allocated Cost Per(s)	General Demand (Prosser)				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride		Vanpool			
Fares	\$ 846,322	\$ 237,093	\$ 13,933	\$ 539,086	\$ -	\$ -	\$ 1,636,434
Direct Cost	\$ 16,036,878	\$ 10,621,055	\$ 432,696	\$ 1,558,178	\$ 1,304,783	\$ 1,925,000	\$ 31,878,589
Allocated Cost	\$ 7,035,458	\$ 4,660,992	\$ 188,450	\$ 678,420	\$ -	\$ -	\$ 12,563,319
Depreciation - Local (Vehicle only)	\$ 420,698	\$ 171,734	\$ 10,678	\$ 182,810	\$ 18,966	\$ -	\$ 804,886
* Cost for Farebox Recovery Ratio	\$ 23,493,034	\$ 15,453,780	\$ 631,824	\$ 2,419,407	\$ 1,323,749	\$ 1,925,000	\$ 45,246,794
Boarding	1,677,500	247,500	19,250	545,417	66,917	132,917	2,689,500
Revenue Miles	2,971,833	1,672,917	88,000	2,841,667	220,000	687,500	8,481,917
Revenue Hours	188,833	109,083	3,667	68,750	13,750	42,167	426,250
Cost per Boarding	\$ 14.00	\$ 62.44	\$ 32.82	\$ 4.44	\$ 19.78	\$ 14.48	\$ 16.82
Cost per Rev Mile	\$ 7.91	\$ 9.24	\$ 7.18	\$ 0.85	\$ 6.02	\$ 2.80	\$ 5.33
Cost per Rev Hour	\$ 124.41	\$ 141.67	\$ 172.32	\$ 35.19	\$ 96.27	\$ 45.65	\$ 106.15
Farebox Recovery	3.6%	1.5%	2.2%	22.3%	0.0%	0.0%	3.6%

November 2021 Actual vs Budget

Cost per Boarding	\$ 3.79	\$ 23.36	\$ 151.18	\$ 7.89	\$ 19.57	\$ 4.72	\$ 7.13
Cost per Rev Mile	\$ 0.06	\$ 1.64	\$ 2.20	\$ 0.81	\$ 2.44	\$ (1.13)	\$ 1.61
Cost per Rev Hour	\$ 2.76	\$ 38.36	\$ 95.84	\$ 41.57	\$ 92.46	\$ (7.08)	\$ 25.66

* Excludes budgeted GASB 68 year-end pension adjustment.

BFT Sales Tax Comparison 2018 to YTD 2021



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	-	-	39,415,524	\$ 39,415,524
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 32,189,428
2019 Activity	2,551,215	2,415,542	3,083,917	3,115,786	3,434,191	3,737,774	3,407,206	3,356,617	3,609,415	3,259,950	3,585,466	3,754,832	39,311,911	\$ 31,971,613
2018 Activity	2,548,254	2,608,963	3,197,807	2,973,191	3,217,205	3,305,949	3,074,305	3,132,269	3,064,684	3,014,900	2,927,560	3,377,150	36,442,238	\$ 30,137,528
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	-	-	7,226,097	
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%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%			22.4%	
% 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%	
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 32,981,066
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 31,543,322
2019 Budget	2,650,000	2,750,000	3,310,000	3,080,000	3,330,000	3,420,000	3,200,000	3,000,000	3,080,000	2,810,000	2,860,000	3,460,000	36,950,000	\$ 30,630,000
2018 Budget	2,475,000	2,330,000	2,900,000	2,730,000	2,955,000	3,225,000	2,900,000	2,960,000	3,055,000	2,825,000	3,135,000	3,376,317	34,866,317	\$ 28,355,000
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	-	-	6,434,458	19.5%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	2.0%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	4.4%
Vs. 2018 Budget	73,254	278,963	297,807	243,191	262,205	80,949	174,305	172,269	9,684	189,900	(207,440)	833	1,575,921	6.3%