



BOARD OF DIRECTORS REGULAR MEETING

**Thursday, September 14, 2023, at 6 p.m.
Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington**

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

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Anel Montejano |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Citizens Advisory Network (CAN) Report | Dennis Kreutz |
| 7. Consent Agenda | |
| A. August 10, 2023, Regular Board Meeting Minutes (page 5) | |
| B. August Voucher Summary (page 9) | |
| C. Resolution 39-2023 Authorizing the General Manager to Extend Contract #1097 on a Sole Source Basis with Roach & Bishop LLP for General Legal Counsel Services through February 29, 2024 (page 27) | |

D. Resolution 40-2023 Authorizing the General Manager to Enter into a Contract with Bud Clary Auto Group to Purchase Two (2) Service Vehicles Utilizing State Contract #05916 (page 30)

8. Action Items

A. Resolution 41-2023 Amending Resolution 38-2023 Authorizing the General Manager to purchase eighty (80) replacement Vanpool vehicles; Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916; Authorize the General Manager to purchase up to forty-eight (48) 12- and/or 15-passenger full size vehicles with any approved auto dealership(s) utilizing Washington State Contract #05916 (page 33)

Kevin Sliger

9. Discussion & Informational Items

A. Hanford Update

Kevin Sliger

10. Staff Reports & Comments

A. Legal Report

Jeremy Bishop

B. Financial Report (page 36)

Sarah Funk

C. General Manager's Report

Rachelle Glazier

11. Board Member Comments

12. Executive Session

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, October 12, 2023, at 6 p.m.

15. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

**Jueves, 14 de Septiembre, del 2023, a las 6 p.m.
Edificio de la Administración del Condado de Benton, Sala 303
7122 W. Okanogan Place, Building E, Kennewick, Washington**

*Aviso: Las opciones de asistencia a las reuniones incluyen en persona y
virtuales a través de Zoom
Traducción al Español está disponible a través de Zoom*

Enlace de la reunión:

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5ORTdqNnFpRGN5dz09>

Teléfono: 253-215-8782 / Número gratuito: 877-853-5247

ID de Reunión: 989 6217 8731 / Contraseña: 833979

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

AGENDA

- | | |
|---|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Anel Montejano |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación de la agenda (página 1) | Presidente McKay |
| 6. Reporte del Citizens Advisory Network (CAN) | Dennis Kreutz |
| 7. Agenda de consentimiento | |
| A. 10 de Agosto, 2023, Actas de la Reunión Ordinaria de la Junta (página 5) | |
| B. Resumen de los Comprobantes de Agosto (página 9) | |

C. Resolución 39-2023 Autorizando al Director General para Extender Contrato #1097 en una Única Fuente Base con Roach & Bishop LLP para Servicios Generales de Consejo Legal hasta Febrero 29, 2024 (*página 27*)

D. Resolución 40-2023 Autorizando al Director General para Entrar en un Contrato con Bud Clary Auto Group para Comprar Dos (2) Vehículos de Servicio Utilizando el Contrato del Estado #05916 (*página 30*)

8. Temas de Acción

A. Resolución 41-2023, Enmendando Resolución 38-2023 Autorizando al Director General para comprar ochenta (80) vehículos de reemplazo Vanpool; Autorizar al Director General para entrar en un contrato con Northside Dwane Lane para comprar hasta treinta y dos (32) 7-vehículos de pasajeros utilizando el Contrato del Estado de Washington #05916; Autorizando al Director General para comprar hasta cuarenta y ocho (48) 12- y/o 15-vehículos de pasajeros de tamaño completo con cualquier aprobado concesionario de automóviles utilizando el Contrato del Estado de Washington #05916 (*página 33*)

Kevin Sliger

9. Temas de discusión y de información

A. Actualización de Hanford

Kevin Sliger

10. Informes y comentarios del personal

A. Informe Jurídico

Jeremy Bishop

B. Informe Financiero (*página 36*)

Sarah Funk

C. Informe del Director General

Rachelle Glazier

11. Comentarios de los miembros de la Junta

12. Sesión ejecutiva

13. Otro

14. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 12 de Octubre, 2023, a las 6:00 p.m.

15. Aplazamiento



BOARD OF DIRECTORS REGULAR MEETING

Thursday, August 10, 2023, at 6 p.m.

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

Meeting attendance options included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:00 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present via Zoom
City of Richland	Terry Christensen	Director	Excused
City of West Richland	Richard Bloom	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Absent
Franklin County #1	Clint Didier	Director	Present via Zoom
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Rachelle Glazier, Janet Brett, Imelda Collop, Michaela Dimas, Steven Frazier, Sarah Funk, Brian Lubanski, Gabe Martin, Tom McCormick, Anel Montejano, Frank Moreno, Rob Orvis, Joshua Rosas, Kevin Sliger, Rich Starr, Jenny Stenkamp, Joe Willis

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

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

4. PUBLIC COMMENTS

Chair McKay opened the meeting to comments from the public. Allison Parnell, a resident of Richland, United States Army Veteran, and board member of the Columbia Basin Veterans Center

(CBVC), addressed the Board. She asked that a bus stop be added near the Center on the corner of Ainsworth and 7th Avenue in Pasco. This bus stop would positively impact the veterans in the community by offering a reliable option for transportation to CBVC.

The Board agreed to give direction to staff to get this worked out with Columbia Basin Veterans Center.

Mill Lewis, the current board chair of the Columbia Basin Veterans Center, then addressed the Board. They are getting back to standards before COVID, and the biggest complaint has been that they don't have a bus stop.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

Ms. Dori Luzzo Gilmour provided a report on the Citizens Advisory Network, which started to meet again about three months ago. They have a very diverse group of representatives from the community. They have had some things implemented that they suggested, such as the QR codes on the new route cards. They are looking to expand the board by adding more members from the community that are not being represented currently, such as a youth member going to CBC and WSU, or perhaps a high school student.

7. CONSENT AGENDA

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

A. July 13, 2023, Regular Board Meeting Minutes

B. July Voucher Summary

C. Resolution 36-2023 Authorizing the General Manager to Adopt Revised Citizens Advisory Network (CAN) Standing Rules

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

8. ACTION ITEMS

A. Adoption of the 2023-2028 Transit Development Plan

i. Presentation

Chief Planning & Development Officer Kevin Sliger presented information on the Ben Franklin Transit (BFT) 2023-2028 Transit Development Plan.

ii. Public Hearing

Chair McKay opened the Public Hearing on the adoption of the TDP. No public comments were offered.

iii. Resolution 37-2023: Adoption of the 2023-2028 Transit Development Plan

Mr. Sliger asked the Board to adopt the 2023-2028 Transit Development Plan as presented.

Director Bloom moved for approval of Resolution 37-2023, and the motion was seconded by Director Becken; it passed unanimously.

- B. Resolution 38-2023 Authorizing the General Manager to purchase (80) eighty replacement Vanpool vehicles; Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916; Authorize the General Manager to enter into contract with Bud Clary Chevrolet to purchase up to forty-eight (48) 12- and/or 15-passenger full-size vehicles utilizing Washington State Contract #05916.**

Mr. Sliger presented a resolution to authorize the General Manger to enter into contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles and enter into a contract with Bud Clary Chevrolet to purchase up to forty-eight (48) 12- and/or 15-passenger full-size vehicles utilizing Washington State Contract #05916.

Director Bloom moved for approval of Resolution 38-2023. The motion was seconded by Director Sandretto and passed unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Q2 2023 Agency Performance Report

Mr. Sliger presented the Second Quarter 2023 Agency Performance Report highlighting ridership data, capital projects, and community events.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced an executive session will be taking place tonight.

B. General Manager's Report

General Manager Rachelle Glazier reported that the state bus roadeo is this weekend in Vancouver. We have several participants traveling up for that.

She stated that we have the fair coming up, and we are all preparing for that.

Representative Stephanie Barnard will be doing a bus ride-along to the fair with staff.

Ms. Glazier stated that we had over 2,000 participants use the shuttle for Art in the Park. We will be donating those proceeds to CBVC.

She reported that there were 1.5 million riders from the beginning of the year to June.

She stated the Marketing and Communications team have started customer pulse surveys out on the platforms at 22nd, Knight Street, and Three Rivers. We are looking for opportunities on how we can better serve the public and trying to get more frequent touch points with our passengers.

Ms. Glazier reported that on Tuesday, Senior Manager of Operations Tom McCormick went to Spokane to accept an award that we received for Dial-A-Ride services, which is the Business Education Partnership Category Award for the Washington Association for Career and Technical Education (ACTE). We were nominated by Ms. Laurie Price, a Richland special education teacher, who also sits on the CAN.

She reported that Gabe Beliz, who is a four-time champion, is representing us in the state rodeo, together with Nate Miller, Del Long, and the Maintenance team.

11. BOARD MEMBER COMMENTS

Director Campos reported that a route was put in front of the Lakeview Mobile Home Park in Pasco and, as we saw, there was a huge increase in ridership. He spoke with some of the youth at one of the National Nights Out, and they were very pleased and expressed a lot of gratitude to the Board and staff.

Director Bloom stated he shared a picture with Rachelle that he took in 2013 of Senator Murray and E-1, the first BFT electric bus. He reported that Prottera just filed for Chapter 11 Bankruptcy and asked if the two buses we are purchasing are Prottera but was assured by staff that they were not.

Director Suttle reported that he attended the APTA Board Member Seminar in Alabama, which was good. He brought back a lot of information and provided it to the proper staff. One of the things he wanted to talk about was transit-oriented development and how we need to keep this in mind when talking to developers. He also reported that three departments successfully petitioned to go union.

12. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i) for 15 minutes. The Board recessed into Executive Session at 6:43 p.m. The Board returned to open session at 7:00 p.m.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, September 14, 2023, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:00 p.m.

Anel Montejano, Clerk of the Board

Date



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

Thursday, September 14, 2023
 To: Ben Franklin Board of Directors
 From: Sarah Funk, Chief Financial Officer
 RE: Vouchers for Aug 2023

Digitally signed by
 Sarah Funk
 Date: 2023.09.05
 12:50:55 -07'00'

Aug 2023 vouchers totaled \$5,682,517.64. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$ 1,324,799.28
IRS	Federal Income on Wages	\$ 436,668.92
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 420,206.67
NW ADMIN TRANSFER	INSURANCE	\$ 416,847.00
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 294,364.31
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 230,420.49
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 192,295.05
TRAPEZE SOFTWARE GROUP INC	Software	\$ 190,092.41
GOODMAN AND MEHLENBACHER	Contracted Services	\$ 190,000.00
WESTERN CONFERENCE OF WEX	Teamsters Union	\$ 164,287.59
WENHAHA GROUP INC	Fuel	\$ 37,420.30
TEAMSTERS UNION	Contracted Services	\$ 30,072.88
US BANK CARD	Payroll Deductions	\$ 24,267.00
BRIDGESTONE AMERICAS INC	Travel/Merchandise	\$ 55,503.53
CUMMINS INC	Tire Lease	\$ 18,068.58
D'AMATO CONVERSANO INC PC	Vehicle Parts	\$ 17,134.54
ICMA RETIREMENT CORP	Appraisal Sevices	\$ 15,414.80
FGL LLC	Retirement	\$ 15,269.89
GILLIG	Property Lease	\$ 14,847.75
CITY OF RICHLAND	Vehicle Parts	\$ 14,320.45
EMPLOYMENT SECURITY DEPARTMENT	Utilities	\$ 12,698.68
U S LINEN & UNIFORM	Payroll Taxes	\$ 12,690.45
BUSINESS RADIO INC	Uniforms	\$ 12,499.78
COMMERCIAL TIRE	Advertising	\$ 11,692.81
ANR GROUP INC	Tires	\$ 11,607.79
BHW 1 LLC	Contracted Labor	\$ 11,061.45
	Videography	\$ 10,150.00
	Total Significant Vendors	\$4,184,702.40
	Payroll Total	\$ 1,250,477.34
	Total Non-Significant Vendors	\$ 247,337.90
	GRAND TOTAL	\$ 5,682,517.64

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 August 2023.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
516-23	NONE	8/11/2023	631,429.92 Payroll
517-23	NONE	8/25/2023	619,047.42 Payroll
		Total	\$ 1,250,477.34

AUTHORITY MEMBER
9/14/2023

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 August 2023.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
177-23	ACH TRANS	8/3/2023	441,159.37	ACH TRANS
178-23	85127 85197	8/4/2023	379,895.69	MDSE
179-23	ACH TRANS	8/7/2023	2,684.48	ACH TRANS
180-23	85198 85207	8/11/2023	0.00	VOID
181-23	2943 2943	8/11/2023	177.00	TRAVEL
182-23	85208 85297	8/11/2023	1,848,638.74	MDSE
183-23	ACH TRANS	8/1/2023	6,474.72	ACH TRANS
184-23	ACH TRANS	8/15/2023	556,049.65	ACH TRANS
185-23	85298 85337	8/18/2023	491,327.25	MDSE
186-23	85338 85378	8/25/2023	441,095.31	MDSE
187-23	ACH TRANS	8/25/2023	230,751.37	ACH TRANS
188-23	ACH TRANS	8/29/2023	33,786.72	ACH TRANS
Total			\$ 4,432,040.30	

 AUTHORITY MEMBER
 9/14/2023

August 2023 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members Sept 14, 2023.

ACTION: As of this date, Sept 14, 2023, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
516-23	NONE	8/11/2023	631,429.92 Payroll
517-23	NONE	8/25/2023	619,047.42 Payroll
Total			\$ 1,250,477.34

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
177-23	ACH TRANS	8/3/2023	441,159.37 ACH TRANS
178-23	85127 85197	8/4/2023	379,895.69 MDSE
179-23	ACH TRANS	8/7/2023	2,684.48 ACH TRANS
180-23	85198 85207	8/11/2023	0.00 VOID
181-23	2943 2943	8/11/2023	177.00 TRAVEL
182-23	85208 85297	8/11/2023	1,848,638.74 MDSE
183-23	ACH TRANS	8/1/2023	6,474.72 ACH TRANS
184-23	ACH TRANS	8/15/2023	556,049.65 ACH TRANS
185-23	85298 85337	8/18/2023	491,327.25 MDSE
186-23	85338 85378	8/25/2023	441,095.31 MDSE
187-23	ACH TRANS	8/25/2023	230,751.37 ACH TRANS
188-23	ACH TRANS	8/29/2023	33,786.72 ACH TRANS
Total			\$ 4,432,040.30

Check Register Nos. 516-23 to 517-23 and 177-23 to 188-23 in the total amount of: **\$ 5,682,517.64**

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

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 516-23

CHECK NUMBER	None	\$	0.00
ACH TRANSFER		\$	631,429.92

PAYROLL DATE AUGUST 11, 2023

PURPOSE: PPE 08/05/2023 AMOUNT: \$631,429.92

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

Sarah Funk Digitally signed by Sarah Funk
Date: 2023.08.10 12:38:02
-0700'

AUDITOR

8/10/2023

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 517-23

CHECK NUMBER	None	\$	0.00
ACH TRANSFER		\$	619,047.42

PAYROLL DATE AUGUST 25, 2023

PURPOSE: PPE 08/19/2023 AMOUNT: \$619,047.42

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

Sarah Funk
Digitally signed by Sarah Funk
Date: 2023.08.30 13:39:40 -07'00'

AUDITOR

8/30/2023

DATE

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

CHECK REGISTER NUMBER: 177-23

ACH WIRE TRANSFERS

DATE: 08/03/2023

PURPOSE:

N.W. ADMIN TRANSFER ACCOUNT	\$416,847.00
US BANK CORPORATE PAYMENT SYSTEMS	\$21,788.47
WA STATE SUPPORT	\$2,523.90
	\$441,159.37

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

Sarah Fink

AUDITOR

Aug 8, 2023

DATE

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

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

CHECK REGISTER NUMBER 178-23

CHECK NUMBERS 85127 to 85187

DATE 08/04/2023

PURPOSE AP AUG23A VOUCHERS AMOUNT \$379,895.89

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

Sarah Fink

AUDITOR

Aug 4, 2023

DATE

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

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

CHECK REGISTER NUMBER: 178-23

ACH WIRE TRANSFERS

DATE: 08/07/2023

PURPOSE:

DEPT OF RETIREMENT SYSTEMS-DCP	\$2,684.48
	\$2,684.48

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

Sarah Fink

AUDITOR

Aug 9, 2023

DATE

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

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

CHECK REGISTER NUMBER 180-23

CHECK NUMBERS 85198-85207

DATE 08/11/2023

PURPOSE A/P VOID CHECK **AMOUNT** (\$376,298.21)

NOTE: VOID Due to Printing Error. Zero Actually Paid

VOID DUE TO PRINTING ERROR

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

Sarah Fink

AUDITOR

Aug 17, 2023

DATE

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

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

CHECK REGISTER NUMBER 181-23

CHECK NUMBERS 2943 to 2943

DATE 8/11/2023

PURPOSE AP AUG23B TRAVEL AMOUNT \$177.00

"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."

Sarah Frank

AUDITOR

Aug 11, 2023

DATE

**TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREGTRAVELONLY
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports**

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

CHECK REGISTER NUMBER 182-23

CHECK NUMBERS 85208 to 85297

DATE 08/11/2023

PURPOSE AP AUG23C VOUCHERS AMOUNT \$1,848,638.74

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

Sarah Fink

AUDITOR

Aug 11, 2023

DATE

**TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREG
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports**

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

CHECK REGISTER NUMBER: 183-23

ACH WIRE TRANSFERS

DATE: 07/31/23 *Actual date of 8/1/2023*

PURPOSE:

HRA VEBA TRUST	\$4,860.00
A.W. REHN	\$1,614.72
	\$6,474.72

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

Sarah Fomb

AUDITOR

Aug 15, 2023

DATE

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

CHECK REGISTER NUMBER: 184-23

ACH WIRE TRANSFERS

DATE: 08/15/2023

PURPOSE:

A.W. REHN	\$1,384.15
DEPT OF RETIREMENT SYSTEMS	\$294,364.31
DEPT OF RETIREMENT SYSTEMS-DCP	\$2,384.48
INTERNAL REVENUE SERVICE	\$217,278.15
INTERNAL REVENUE SERVICE	\$564.63
SAMBA HOLDINGS	\$129.73
WASHIGTON STATE SUPPORT	<u>\$2,523.90</u>
WEX BANK	\$37,420.30
TOTAL	\$558,049.65

"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."

Sarah Frank

Aug 22, 2023

AUDITOR

DATE

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 185-23

CHECK NUMBERS 85298 to 85337

DATE 08/18/2023

PURPOSE AP AUG23D VOUCHERS AMOUNT \$491,327.25

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

Sarah Fink

AUDITOR

Aug 22, 2023

DATE

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

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

CHECK REGISTER NUMBER 188-23

CHECK NUMBERS 85338 to 85378

DATE 08/25/2023

PURPOSE AP AUG23E VOUCHERS AMOUNT \$441,095.31

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

Sarah Fink

AUDITOR

Aug 30, 2023

DATE

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

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

CHECK REGISTER NUMBER: 167-23

ACH WIRE TRANSFERS

DATE: 08/25/2023

PURPOSE:

A.W. REHN	\$1,638.31
DEPT OF RETIREMENT SYSTEMS-DCP	\$2,384.48
HRA VEBA TRUST	\$4,860.00
INTERNAL REVENUE SERVICE	\$7,286.79
INTERNAL REVENUE SERVICE	\$211,457.69
STATE OF WA-EXCISE TAX	\$567.12
WA STATE SUPPORT	\$2,545.98
TOTAL	\$230,751.37

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

Sarah Fink

AUDITOR

Aug 30, 2023

DATE

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

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

CHECK REGISTER NUMBER: 188-23

ACH WIRE TRANSFERS

DATE: 08/29/2023

PURPOSE:

INTERNAL REVENUE SERVICE	\$71.66
US BANK CARD CORPORATE PAYMENT	\$33,715.06
TOTAL	\$33,786.72

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

Sarah Funk
Sarah Funk Aug 29, 2023 07:57:2011

AUDITOR

Aug 29, 2023

DATE

Memorandum

Date: September 14, 2023

To: Rachelle Glazier, General Manager

From: Sarah Funk, Chief Financial Officer

Re: Resolution 39-2023 Authorizing the General Manager to Extend Contract #1097 on a Sole Source Basis with Roach & Bishop LLP for General Legal Counsel Services through February 29, 2024

Background

Ben Franklin Transit (BFT) has had Contract #1097 in place with Roach & Bishop, LLP for general legal counsel services since September 14th, 2018. Patrick T. Roach, specifically, has served as BFT's General Counsel for over 42 years and Jeremy Bishop has been with the firm since 2013. The current contract term is set to expire on September 14th, 2023, unless extended with Roach & Bishop, LLP.

Listed below are some of the services the firm provides under the contract scope of work for legal services:

- A. Attend Executive Board Committee meetings during the year.
- B. Attend other committee meetings as directed by the General Manager, Board Chairman, or the Administration and Finance Committee.
- C. Review Request for Proposal's, Invitation for Bid's, contracts, leases, and other documents relating to BFT general business, as needed.
- D. Review and provide legal counsel on Public Records requests.
- E. Respond on behalf of BFT to summons and complaints, interrogatories, requests for depositions, etc.
- F. Review all proposed BFT Board resolutions, bylaws, and amendments and make recommendations for change, as needed.
- G. Provide legal counsel, advise, recommendations and opinions on behalf of BFT to the full Board, Chairman of the Board, Board Committees, General Manager and BFT staff as requested, on any matter of importance to BFT in accordance with applicable standards of care.

A six-month contract extension will allow the BFT Board of Directors, General Manager, and staff adequate time to release a Request for Proposal, evaluate and recommend a contract award in January of 2024. Board members will be included in the evaluations of the firms.

Funding

Budgeted: Yes

Budget Source: Annual Operating Budget

Funding Source: Local

The estimated cost for the additional six months of services is \$60,000.

Recommendation

BFT staff recommends authorizing the General Manager to extend the General Legal Counsel Services Contract #1097 on a Sole Source Basis with Roach & Bishop LLP through February 29, 2024.

Forward as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 39-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO EXTEND CONTRACT #1097 ON A SOLE SOURCE BASIS WITH ROACH & BISHOP LLP FOR GENERAL LEGAL COUNSEL SERVICES THROUGH FEBRUARY 29, 2024

WHEREAS, The current contract for general legal counsel services with Roach & Bishop LLP is set to expire on September 14, 2023; and

WHEREAS, Staff is requesting to extend the current general legal counsel services with Roach & Bishop LLP through February 2024, in order to release and award a new contract; and

WHEREAS, Staff will include Board Members in the selection of the general legal counsel services firm; and

WHEREAS, Staff estimates that a recommendation for award will be brought to the Board in January of 2024.

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

Extend Contract #1097 on a Sole Source Basis with Roach & Bishop LLP for general legal counsel services through February 29, 2024.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 14, 2023, at 7122 W Okanogan Pl., Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 14, 2023

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Senior Manager, Fleet and Facilities Maintenance

Re: A Resolution Authorizing the General Manager to Enter into a Contract with Bud Clary Auto Group to Purchase Two (2) Service Vehicles Utilizing State Contract #05916

Background

Ben Franklin Transit (BFT) is in need of two (2) service vehicles to replace current vehicles that are beyond useful life. The replacement vehicles will be used to support Fleet and Facilities maintenance response to road calls and other service needs. Additionally, the vehicles will be outfitted with a plow and sanding equipment to clear BFT properties during inclement weather.

Funding is approved in BFT's 2023 Capital Budget for these purchases under projects FLT0028B and FLT0033.

BFT can purchase two (2) service vehicles from Bud Clary Auto Group utilizing Washington State contract #05916. The Washington State contract enables smaller and medium-sized agencies to take advantage of the State's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

Capital Project	Vehicle Pricing	With Sales Tax 8.7%	With 9% Change Order	With Make-Ready Costs of \$5,000*	Total
FLT0028B	\$79,189	\$86,078	\$93,826	\$98,826	\$98,826
FLT0033	\$98,478	\$107,046	\$116,680	\$121,680	\$121,680
					\$220,506

*Make ready costs include pre-delivery inspection, light bar and install, decals, and industrial products to protect the vehicle's interior.

Funding

Budgeted: Yes

Budget Source: Capital

Funding Source: Local Funding – Project: FLT0028B and FLT0033

Recommendation

Authorize the General Manager to Enter into a Contract with Bud Clary Auto Group to Purchase

Two (2) Service Vehicles Utilizing Washington State Contract #05916

Forward as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 40-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH BUD CLARY AUTO GROUP TO PURCHASE TWO (2) SERVICE VEHICLES UTILIZING THE WASHINGTON STATE CONTRACT #05916

WHEREAS, BFT has a need for two (2) service vehicles to replace current vehicles that are beyond useful life; and

WHEREAS, Washington State has a multi-year contract in place for service vehicles, and BFT has an Interlocal agreement in place to utilize Washington State Contracts; and

WHEREAS, the two (2) replacement service vehicles are approved capital projects and would be locally funded.

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

1. The General Manager is authorized to enter into a contract with Bud Clary Auto Group to purchase two (2) service vehicles utilizing Washington State Contract #05916 in an amount not to exceed \$220,506, which includes sales tax, change order authority of 9% and make-ready costs.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, September 14, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: September 14, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: Amend Resolution 38-2023, Authorizing the General Manager to purchase eighty (80) replacement Vanpool vehicles; Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916; Authorize the General Manager to purchase up to forty-eight (48) 12- and/or 15-passenger full size vehicles with any approved auto dealership(s) utilizing Washington State Contract #05916

Background

In June 2023, BFT received the award letter from Washington State Department of Transportation (WSDOT) for the 2023-2025 WSDOT Public Transit Rideshare Program grant in the amount of \$3,601,600 to purchase eighty (80) replacement Vanpool vehicles that were scheduled to be purchased with local funds.

BFT can purchase the eighty (80) replacement Vanpool vehicles through the Washington State contract #05916. The Washington State contract enables smaller and medium-sized agencies to take advantage of the state's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

The new vehicles would be used to replace up to thirty-two (32) 7-passenger vehicles and up to forty-eight (48) full size 12- and/or 15-passenger vans used in the Vanpool fleet. Staff has identified vans to be replaced based on age and mileage following the BFT replacement guideline of seven years or 150,000 miles. BFT will utilize the WSDOT Public Rideshare Program grant and local funds to purchase the vehicles.

Funding

Budgeted: Yes

Project Number: FLTA0027a, FLT0032, FLT0035

Funding Source: Capital Funds

Budget Source: State Match- 80%: \$3,601,600 + Local Match - 20%: \$980,880

The cost of eighty (80) replacement Vanpool vehicles established by the Washington State Contract is \$4,582,480 or \$51,977 for each seven (7) passenger vehicle and up to \$60,817 for each 12-15 passenger vehicle. Itemized costs per vehicle include, change order authority of 8%, and make-ready costs*.

Van Size	Cost Each	With 8% Change Order	With Make- Ready Costs of \$2,000*	Quantity of Vans	Total
7 Psg	\$46,275	\$49,977	\$51,977	32	\$ 1,663,264
12-15 Psg	\$54,460	\$58,817	\$60,817	48	\$ 2,919,216
TOTAL					\$4,582,480

Breakdown of Costs:

WSDOT Public Transit Rideshare Grant	\$ 3,601,600
Local Capital Improvement Funds	\$ 980,880
TOTAL	\$4,582,480

*Make-ready costs: Inspections at BFT, miscellaneous equipment, and decals.

Recommendation

BFT Staff requests Resolution 38-2023 be amended to rescind Bud Clary Chevrolet as an identified auto dealership to reflect with any approved auto dealership(s) utilizing Washington State Contract #05916.

Staff's recommendation is to purchase up to eighty (80) replacement Vanpool vehicles utilizing the WSDOT Public Rideshare Program grant.

1. Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916.
2. Authorize the General Manager to purchase up to forty-eight (48) 12- and/or 15-passenger full size vehicles with any approved auto dealership(s) utilizing Washington State Contract #05916.

Forward as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 41-2023

A RESOLUTION TO AMEND RESOLUTION 38-2023, AUTHORIZING THE GENERAL MANAGER TO PURCHASE UP TO (80) EIGHTY REPLACEMENT VANPOOL VEHICLES; AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH NORTHSIDE DWANE LANE TO PURCHASE UP TO THIRTY-TWO (32) 7-PASSENGER VEHICLES UTILIZING WASHINGTON STATE CONTRACT #05916; AUTHORIZE THE GENERAL MANAGER TO PURCHASE UP TO FORTY-EIGHT (48) 12- AND/OR 15-PASSENGER FULL SIZE VEHICLES WITH ANY APPROVED AUTO DEALERSHIP(S) UTILIZING WASHINGTON STATE CONTRACT #05916

WHEREAS, Ben Franklin Transit (BFT) has a need to replace up to eighty (80) Vanpool vehicles; and

WHEREAS, Washington State has a multi-year contract in place for vans, and BFT has in place with Washington State an interlocal agreement that allows BFT to utilize the state contracts; and

WHEREAS, The cost for each 7-passenger vehicle with make ready costs is up to \$51,977 each; and

WHEREAS, The cost for each full-size vehicle with make ready costs is up to \$60,817 each; and

WHEREAS, Washington State Department of Transportation Public Rideshare Program Grant will provide funding up to \$3,601,600 and the remaining funding of \$980,880 will be local funds.

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

1. Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916.
2. Authorize the General Manager to purchase up to forty-eight (48) 12- and/or 15-passenger full size vans with any approved auto dealerships utilizing Washington State Contract #05916.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, September 14, 2023, 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Financial Performance Overview - 2023 YTD Cumulative Totals

Revenue & Expenses								
	Jan	Feb	Mar	Apr	May	Jun	Jul	
Revenue								
YTD Budget	\$ 4,351,595	\$ 8,579,332	\$ 13,450,490	\$ 18,205,698	\$ 23,237,746	\$ 28,618,591	\$ 33,628,211	
YTD Actual	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	
Variance - B/(W)	632,415	887,115	2,478,694	3,253,576	5,029,627	8,419,317	10,951,813	
Percentage	115%	110%	118%	118%	122%	129%	133%	
Expenses - Operating								
YTD Budget	\$ 3,894,858	\$ 7,789,715	\$ 11,684,573	\$ 15,579,430	\$ 19,474,288	\$ 23,369,145	\$ 27,264,003	
YTD Actual	2,951,602	6,540,029	10,092,706	13,332,562	16,295,726	19,408,408	23,346,839	
Variance - B/(W)	943,256	1,249,686	1,591,866	2,246,869	3,178,562	3,960,738	3,917,164	
Percentage	76%	84%	86%	86%	84%	83%	86%	
Expenses - Admin								
YTD Budget	\$ 1,025,019	\$ 2,050,038	\$ 3,075,057	\$ 4,100,076	\$ 5,125,095	\$ 6,150,114	\$ 7,175,132	
YTD Actual	735,499	1,568,979	2,460,991	3,238,530	4,056,215	4,749,694	5,595,793	
Variance - B/(W)	289,520	481,059	614,066	861,545	1,068,880	1,400,419	1,579,340	
Percentage	72%	77%	80%	79%	79%	77%	78%	

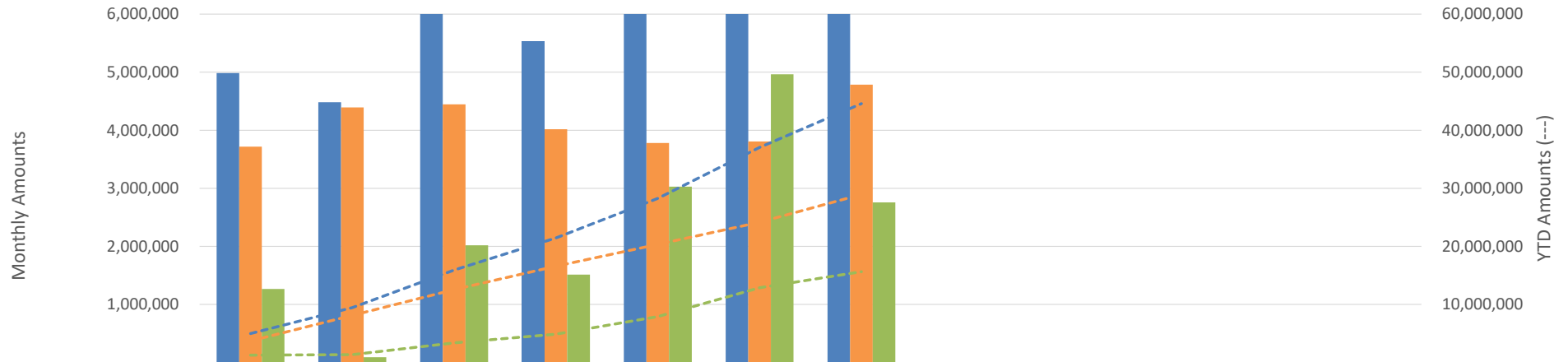
Cost Per Mile								
Fixed Route								
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	8.26	8.67	8.54	8.40	7.72	8.04	8.40	
Variance - B/(W)	1.25	0.84	0.97	1.11	1.79	1.46	1.11	
Percentage	87%	91%	90%	88%	81%	85%	88%	
DAR/ADA								
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	9.14	9.10	8.81	8.83	8.09	8.55	9.08	
Variance - B/(W)	0.77	0.82	1.11	1.09	1.83	1.37	0.84	
Percentage	92%	92%	89%	89%	82%			
Vanpool								
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	1.24	1.21	1.21	1.17	1.09	1.21	1.18	
Variance - B/(W)	(0.04)	(0.01)	(0.01)	0.03	0.11	(0.00)	0.02	
Percentage	103%	101%	101%	97%	91%	100%	98%	

Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



Financial Overview



	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Rev	4,984,010	4,482,437	6,462,737	5,530,090	6,808,099	8,770,535	7,542,116					
Monthly Exp	3,716,938	4,392,070	4,444,689	4,017,395	3,780,848	3,806,162	4,784,530					
Mo. Surplus (Deficit)	1,267,072	90,367	2,018,048	1,512,695	3,027,251	4,964,373	2,757,586					
YTD Revenues	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024					
YTD Expenses	3,716,938	8,109,008	12,553,697	16,571,092	20,351,940	24,158,102	28,942,632					
YTD Surplus (Deficit)	1,267,072	1,357,439	3,375,487	4,888,182	7,915,433	12,879,806	15,637,392					

High Level Summary of Pages that Follow:

Revenue

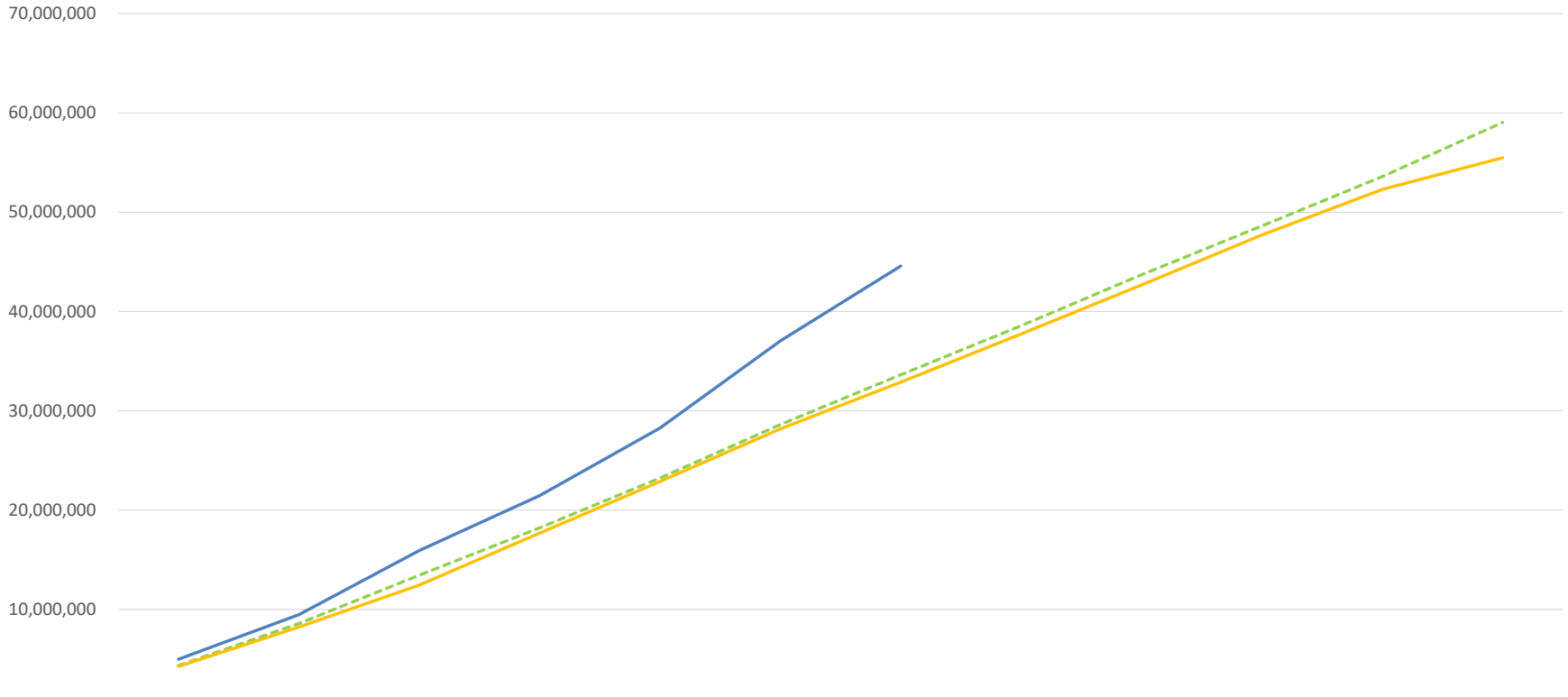
- July revenues are 50% above budget due primarily to optimized operating grants drawdowns for qualifying expenditures.
- Operating Sales Tax revenues YTD are slightly above budget, but 5.4% better than 2022.
- Operating grants revenues are 147% better than budgeted YTD from optimized qualifying expenditures in the agency.
- Ridership revenues are 47% above budget, and 8% better than 2022.
- Boardings YTD were 2% above budgeted estimates, while revenue miles were 9% lower than projected.

Expenses

- Expenses are 16% better than budgeted, YTD.



Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024					
— CYTD Budget	4,351,595	8,579,332	13,450,490	18,205,698	23,237,746	28,618,591	33,628,211	38,561,951	43,695,392	48,613,069	53,579,501	59,038,518
— PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

Significant Items to Note for Total Operating Revenue

Current Month

- Current month revenues are 50% above budget, due mostly to the optimization of qualifying operating grants.
- 2023 MTD revenues are 60% above 2022.

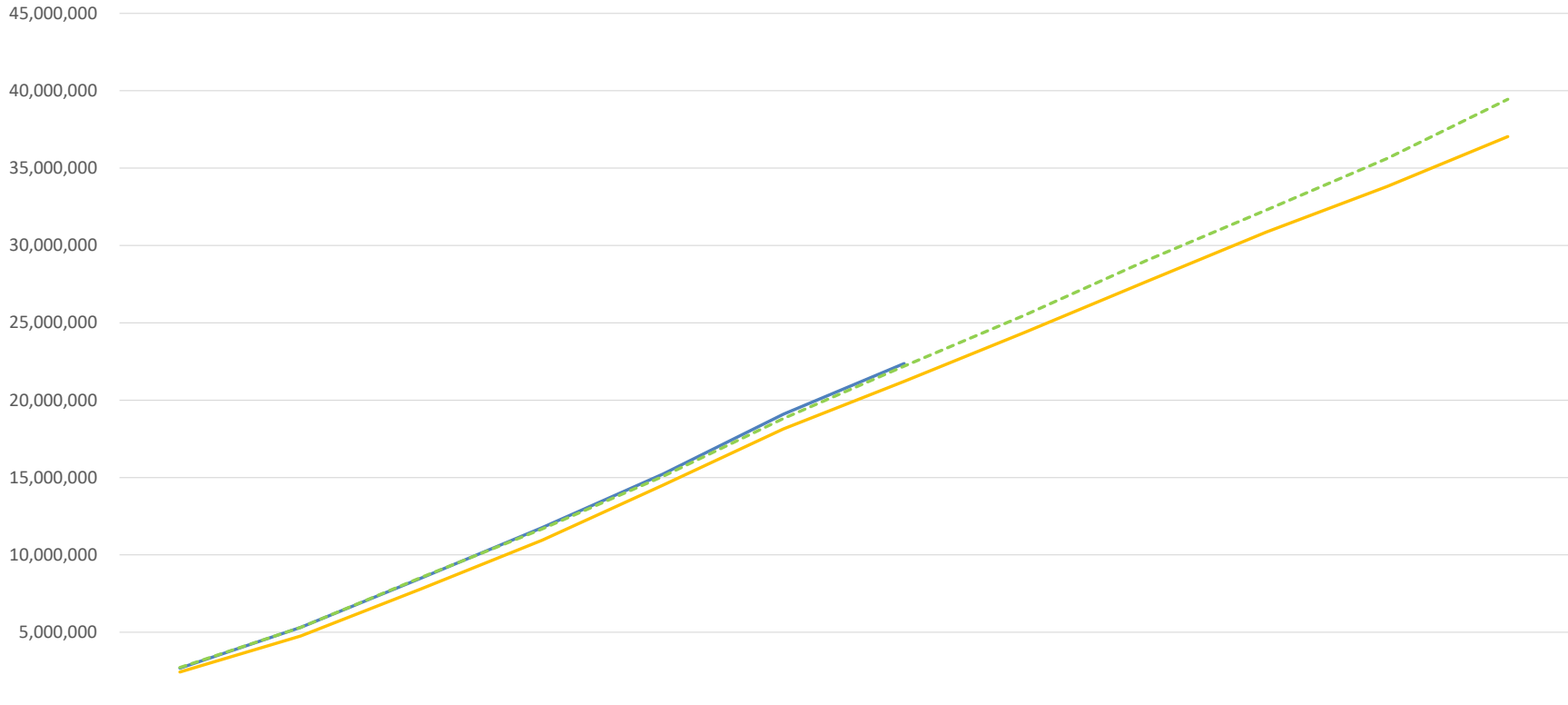
YTD

- Actuals are 33% above budgeted operating revenues.





Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,677,469	5,314,069	8,508,780	11,758,679	15,216,080	19,095,103	22,368,557					
— CY Budget	2,718,963	5,314,069	8,552,596	11,675,173	15,074,590	18,822,803	22,199,792	25,500,900	29,001,710	32,286,756	35,620,557	39,446,942
— PY Actuals	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	37,035,434

Significant Items to Note for Sales Tax Revenue

- Current and prior month are budget estimates due to reporting lag from the State
- June Sales Tax revenues received on August 31st, are 4.5% below budget, but 2.2% better than 2022 levels.

Current Month

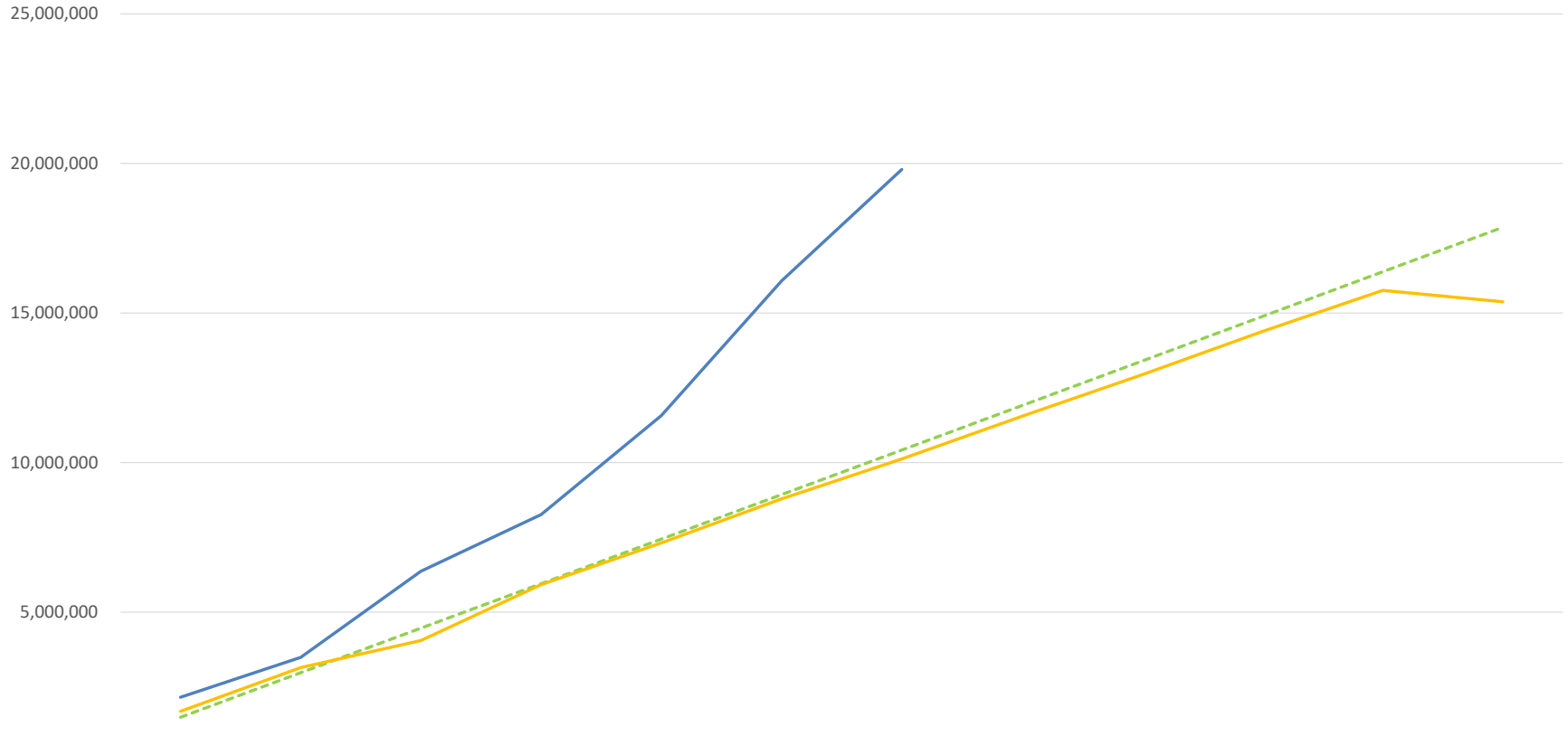
- Estimate for May 2023 adjusted to actuals in July 2023, and it was 3% below budget, but 6% above 2022 actuals.

YTD

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



Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,157,240	3,488,688	6,367,991	8,263,563	11,575,179	16,078,763	19,799,328					
- - - CY Budget	1,488,881	2,977,762	4,466,643	5,955,525	7,444,406	8,933,287	10,422,168	11,911,049	13,399,930	14,888,812	16,377,693	17,866,576
— PY Actuals	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594

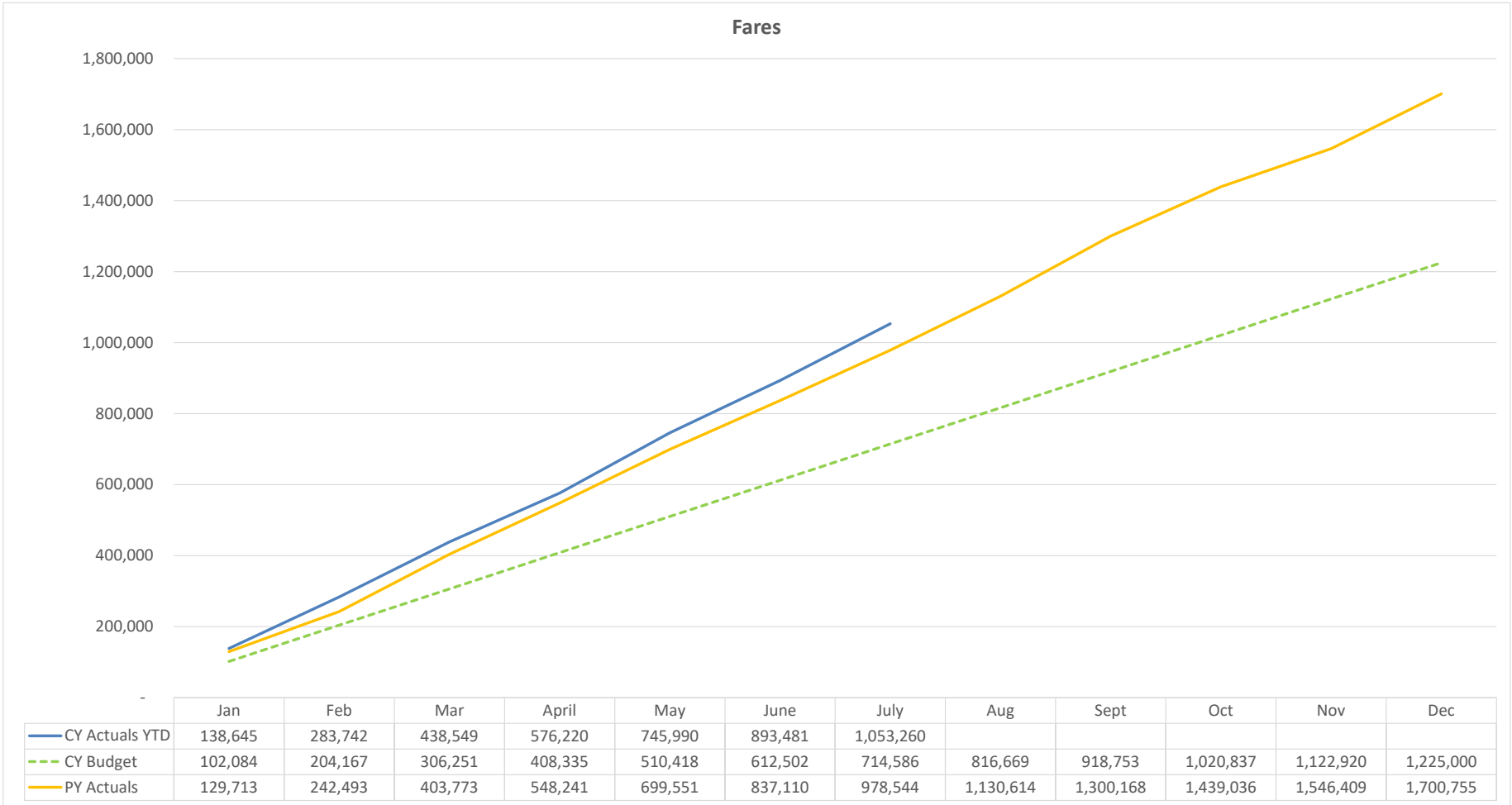
Significant Items to Note for Operating Grants

Current Month

-Concerted efforts from the grants team has kept operating grants revenues high by increased discovery of grants opportunities.

YTD

- YTD Operating Grants Revenue are 90% above budget.
- Includes 2022 Rollover for ARP- \$5 million and WSDOT TSG, (Transt Support Grants), \$1.3 million combined with optimized reimbursements and grants close outs for sunset state gra



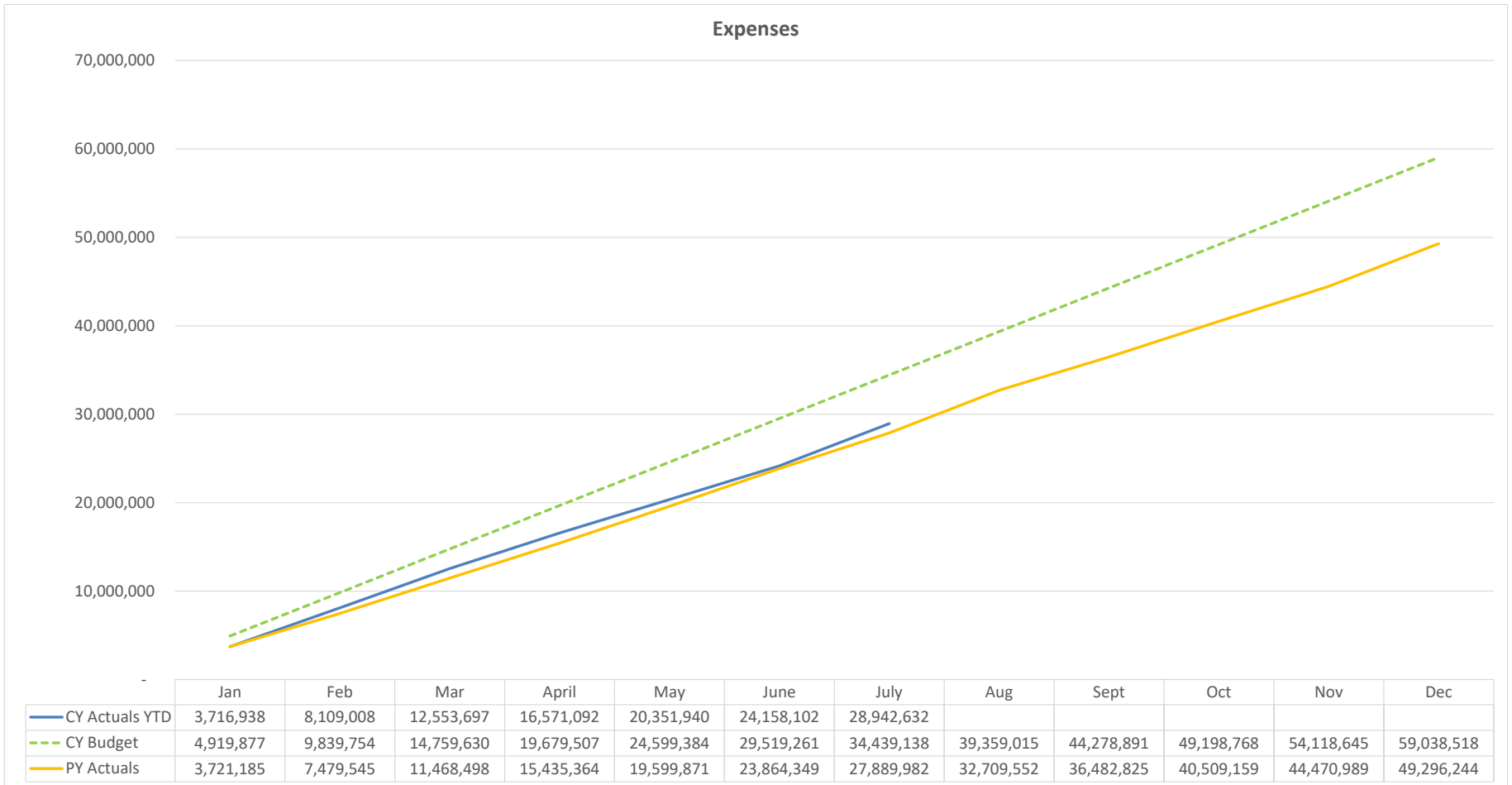
Significant Items to Note for Fares

Current Month

- Increasing ridership has continued to positively impact fares collection
- July fares are 13% above 2022 collections .

YTD

- July YTD 2023 fares revenues have increased by 8% over 2022 .



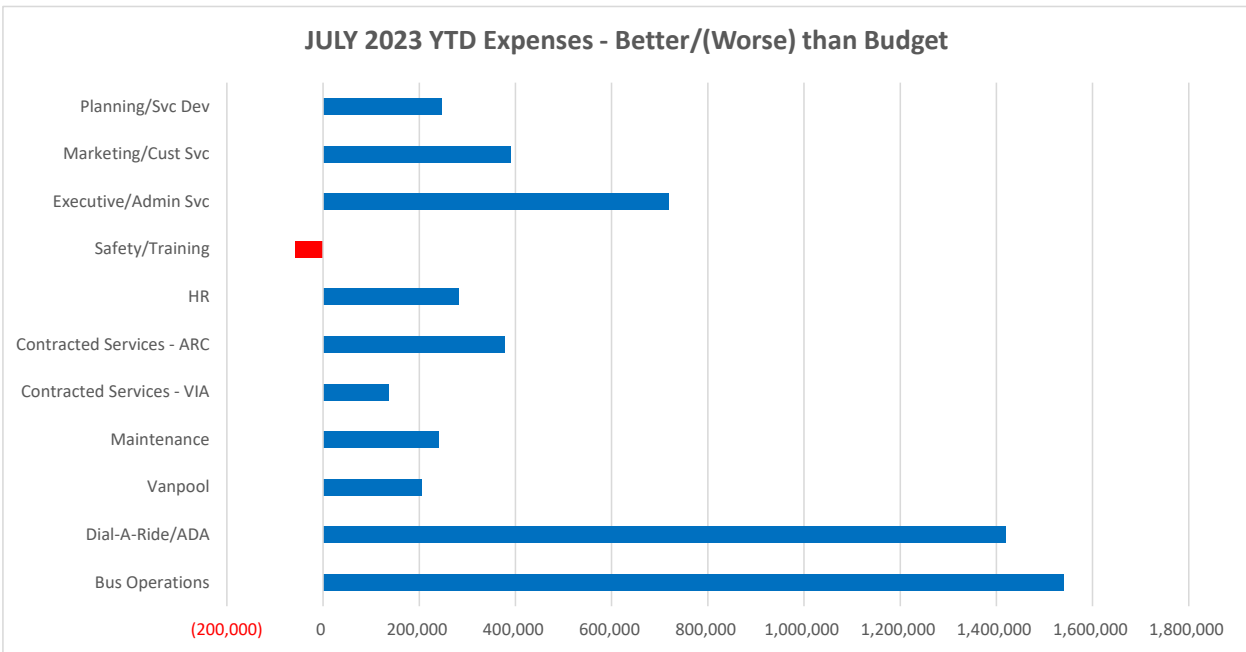
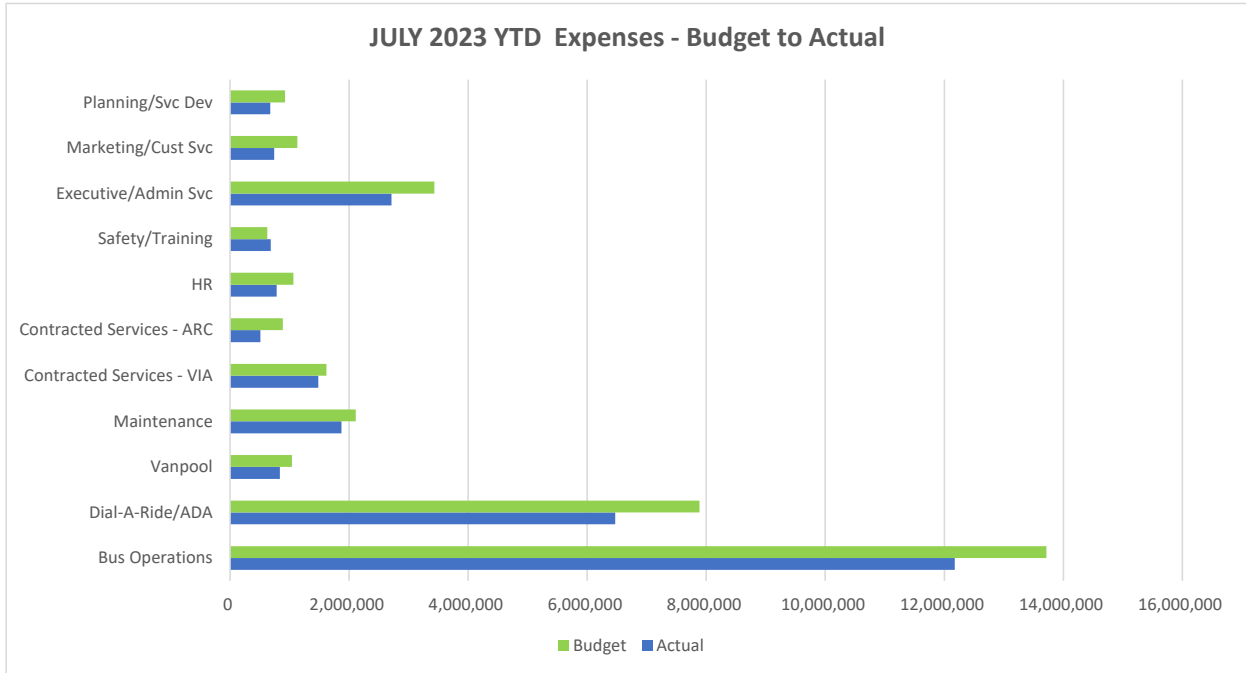
Significant Items to Note for Expenses

Current Month

- July expenditures are 3% below budget.
- Main cause for lower expenditures is vacancies for budgeted positions.

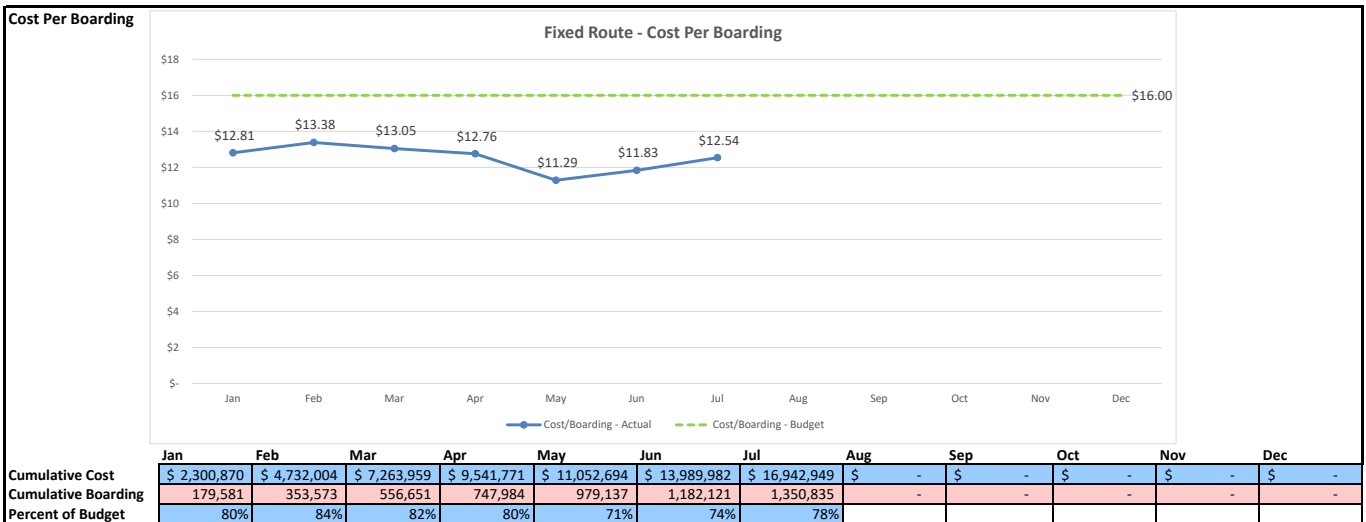
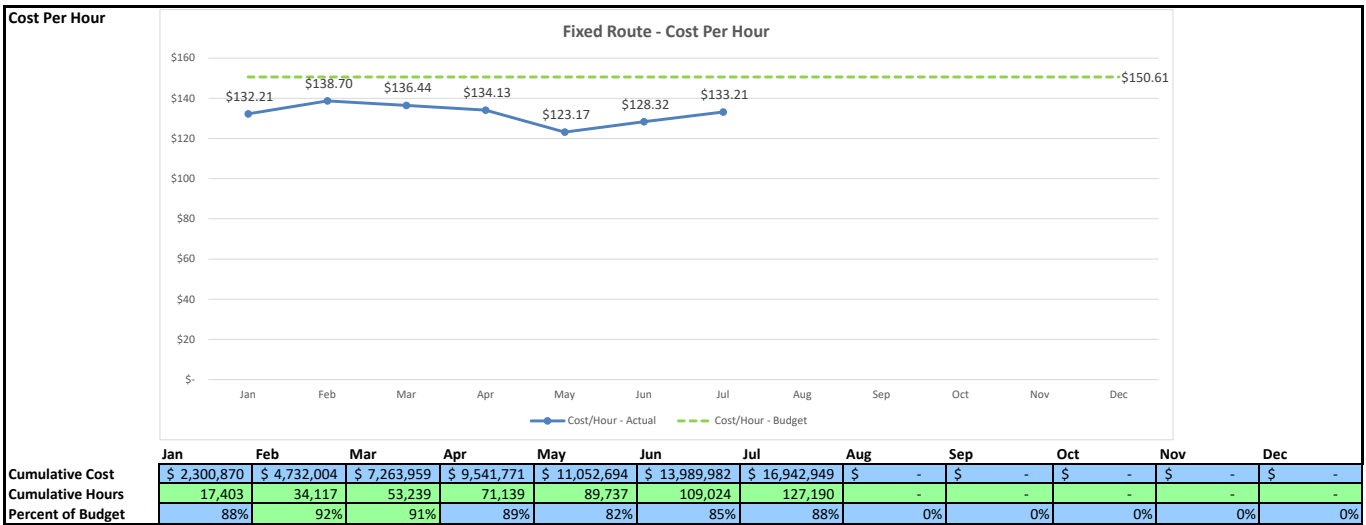
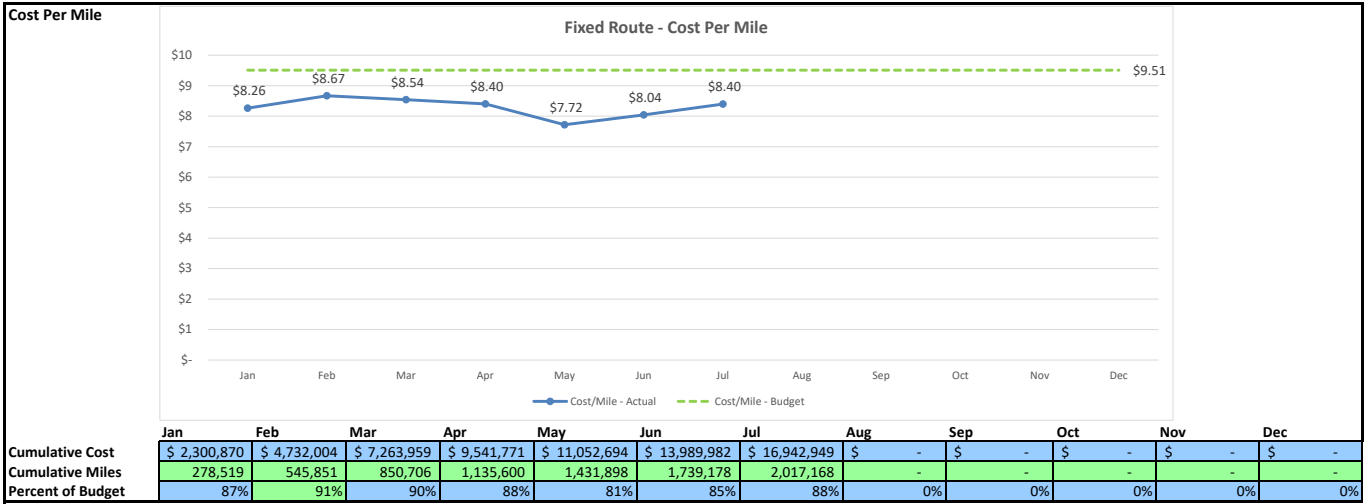
YTD

- YTD expenses 16% lower than budget.
- Projects' invoices usually lag the reporting period and are accrued estimates for current month.



Significant Items to Note:

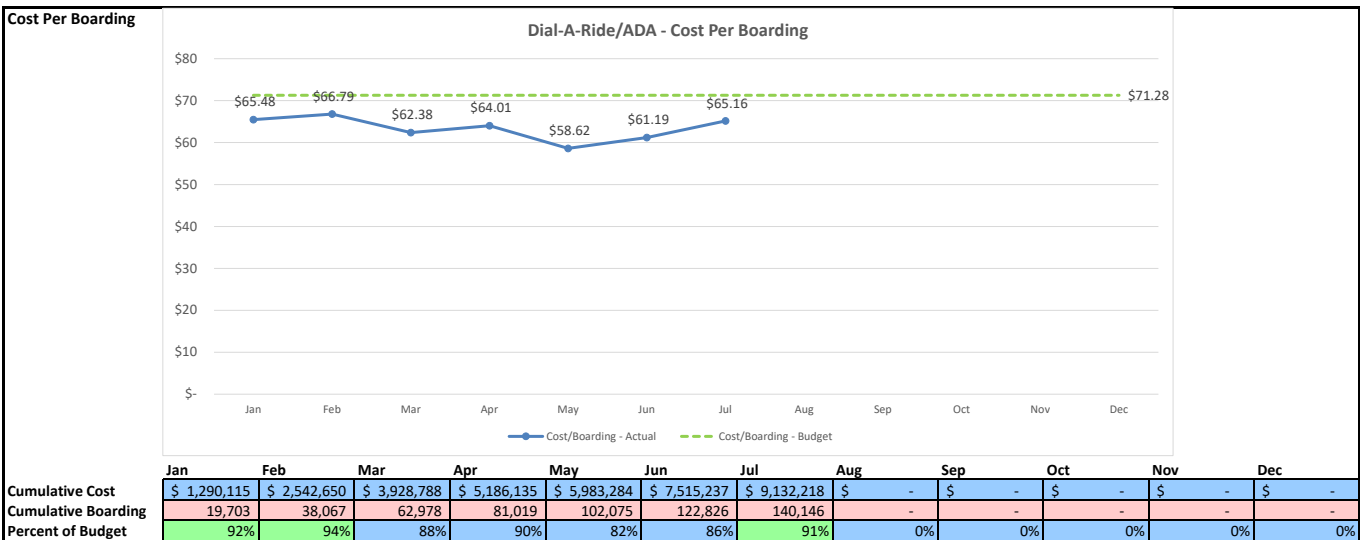
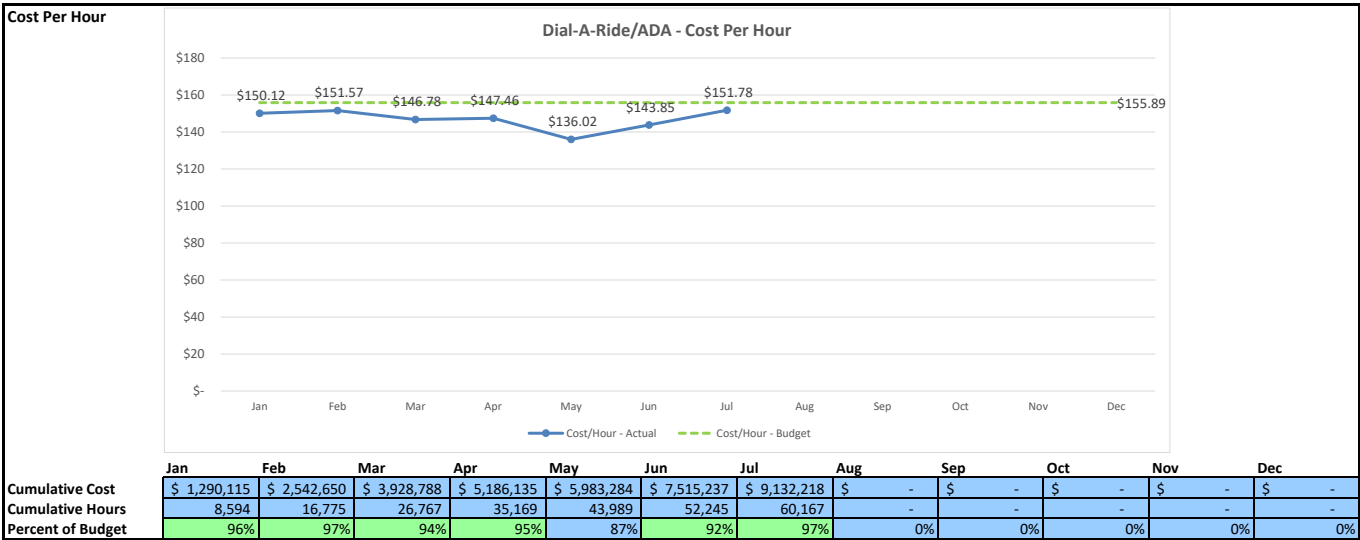
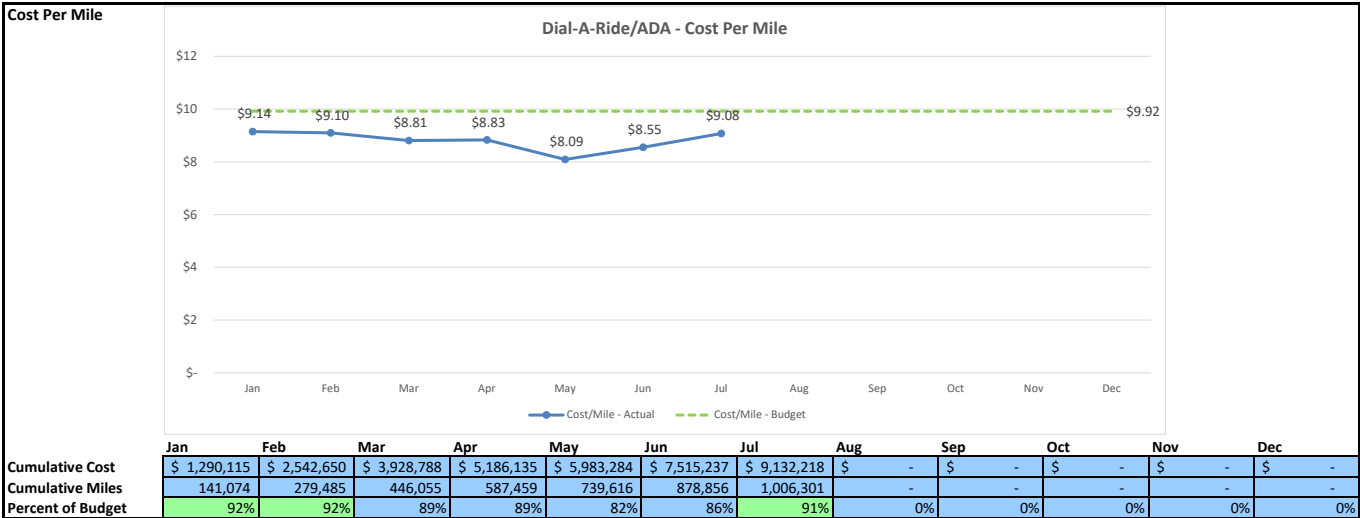
- Safety and Training Expenses are 7% higher than budget due to the on-boarding of new Operators.
- The training costs should come in-line in August when those costs will be allocated to the operators' assigned departments.



Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

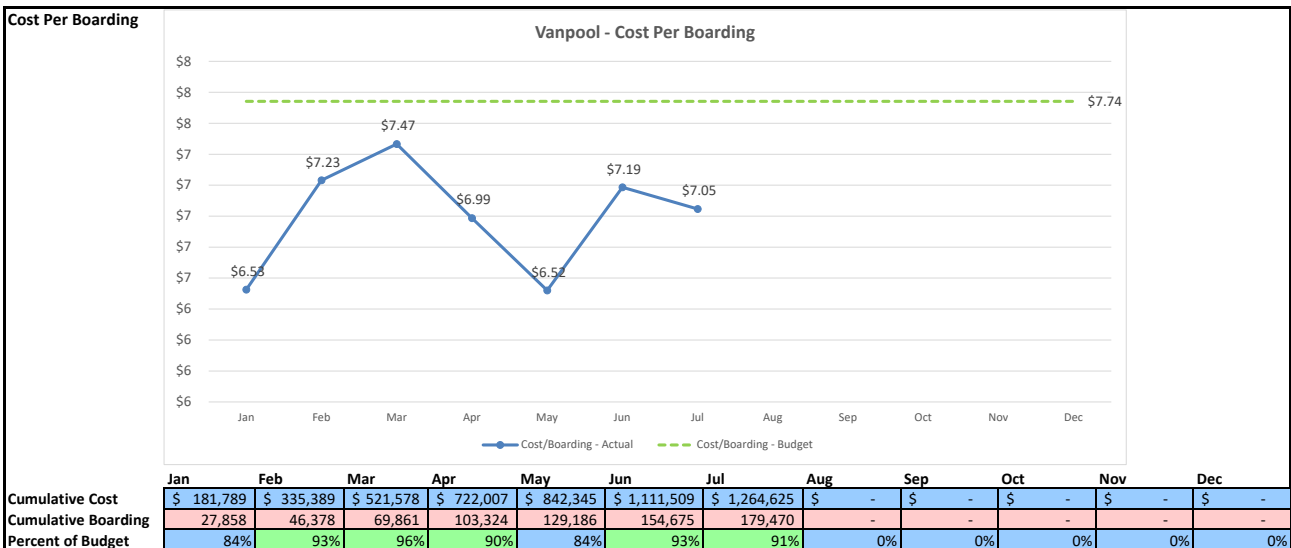
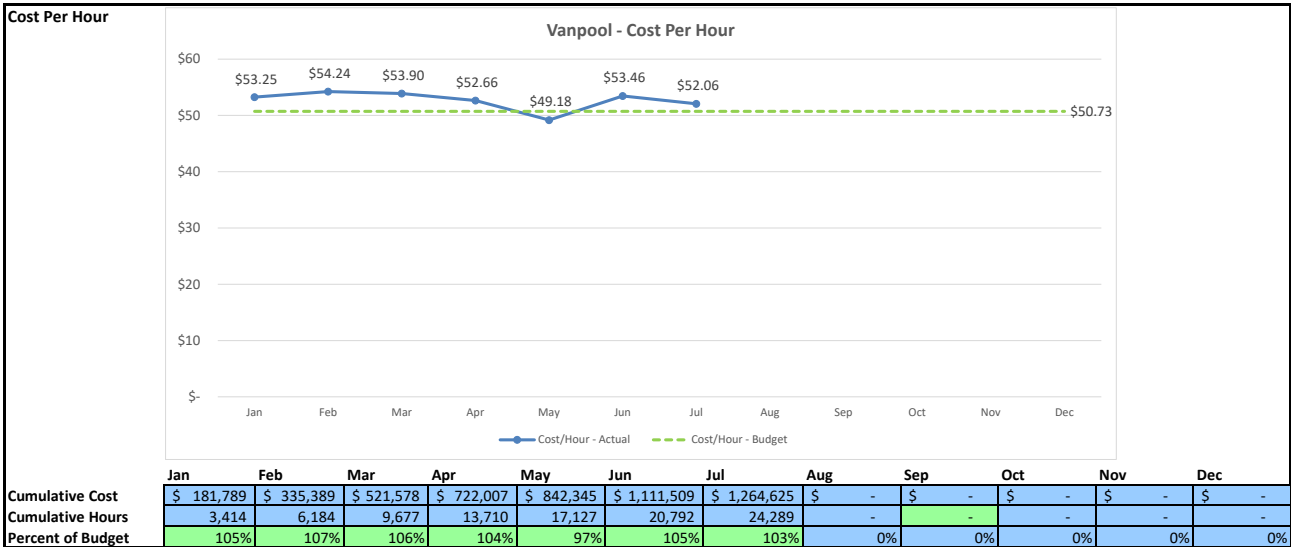
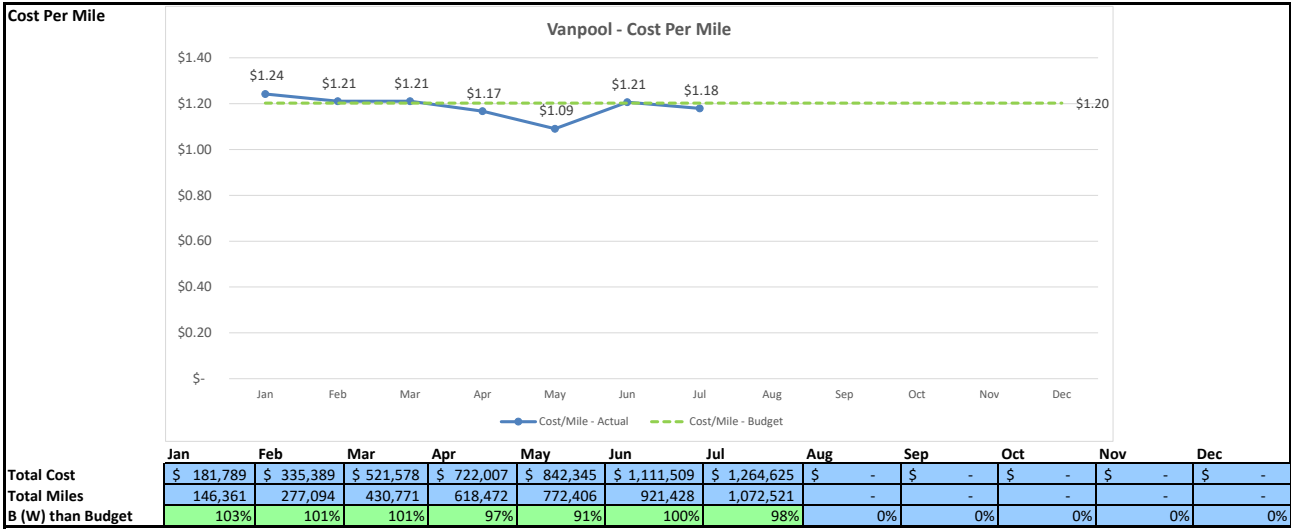
NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



Legend for Percent of Budget:
 Better than budget by more than 10%
 +/- 10% of budget
 Worse than budget by 11% - 15%
 Worse than budget by more than 15%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending July 31, 2023
Directly Operated Transportation

2023 YTD Actual Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 368,541	\$ 126,088	\$ 554,295	\$ -	\$ 4,336	\$ 1,053,260
Direct Cost	\$ 12,177,521	\$ 6,469,643	\$ 836,369	\$ 510,508	\$ 1,482,981	\$ 21,477,021
Allocated Cost	\$ 4,521,977	\$ 2,600,520	\$ 343,112	\$ -	\$ -	\$ 7,465,610
Depreciation - Local (Vehicle only)	\$ 243,451	\$ 62,055	\$ 85,144	\$ 4,262	\$ -	\$ 394,912
Cost for Farebox Recovery Ratio	\$ 16,942,949	\$ 9,132,218	\$ 1,264,625	\$ 514,770	\$ 1,482,981	\$ 29,337,544
Boarding	1,350,835	140,146	179,470	31,846	86,633	1,788,930
Revenue Miles	2,017,168	1,006,301	1,072,521	93,297	596,489	4,785,776
Revenue Hours	127,190	60,167	24,289	5,336	30,076	247,058
Cost per Boarding	\$ 12.54	\$ 65.16	\$ 7.05	\$ 16.16	\$ 17.12	\$ 16.40
Cost per Rev Mile	\$ 8.40	\$ 9.08	\$ 1.18	\$ 5.52	\$ 2.49	\$ 6.13
Cost per Rev Hour	\$ 133.21	\$ 151.78	\$ 52.06	\$ 96.48	\$ 49.31	\$ 118.75
Farebox Recovery	2.2%	1.4%	43.8%	0.0%	0.3%	3.6%

Directly Operated Transportation

2023 YTD Budgeted Allocated Cost Per(s)	Fixed Route	Dial-A-Ride	Vanpool	Contracted Paratransit	Contracted Services (Via)	Combined
Fares	\$ 175,000	\$ 116,667	\$ 408,333	\$ -	\$ 14,583	\$ 714,583
Direct Cost	\$ 13,717,484	\$ 7,888,716	\$ 1,040,837	\$ 888,134	\$ 1,618,633	\$ 25,153,804
Allocated Cost	\$ 5,624,197	\$ 3,234,390	\$ 426,745	\$ -	\$ -	\$ 9,285,332
Depreciation - Local (Vehicle only)	\$ 249,854	\$ 61,790	\$ 85,892	\$ 4,209	\$ -	\$ 401,745
* Cost for Farebox Recovery Ratio	\$ 19,591,534	\$ 11,184,896	\$ 1,553,473	\$ 892,343	\$ 1,618,633	\$ 34,840,880
Boarding	1,224,417	156,917	200,667	45,500	119,583	1,747,083
Revenue Miles	2,060,333	1,127,583	1,292,083	130,083	663,833	5,273,917
Revenue Hours	130,083	71,750	30,625	8,167	35,583	276,208
Cost per Boarding	\$ 16.00	\$ 71.28	\$ 7.74	\$ 19.61	\$ 13.54	\$ 19.94
Cost per Rev Mile	\$ 9.51	\$ 9.92	\$ 1.20	\$ 6.86	\$ 2.44	\$ 6.61
Cost per Rev Hour	\$ 150.61	\$ 155.89	\$ 50.73	\$ 109.27	\$ 45.49	\$ 126.14
Farebox Recovery	0.9%	1.0%	26.3%	0.0%	0.9%	2.1%

**July 2023 Actuals Better (Worse) than
Budget**

Cost per Boarding	\$ 3.46	\$ 6.12	\$ 0.70	\$ 3.45	\$ (3.58)	\$ 3.54
Cost per Rev Mile	\$ 1.11	\$ 0.84	\$ 0.02	\$ 1.34	\$ (0.05)	\$ 0.48
Cost per Rev Hour	\$ 17.40	\$ 4.11	\$ (1.34)	\$ 12.79	\$ (3.82)	\$ 7.39

* Excludes budgeted GASB 68 year-end pension adjustment.

* VIA Connect July Invoice was not received on time to be included in the report.

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



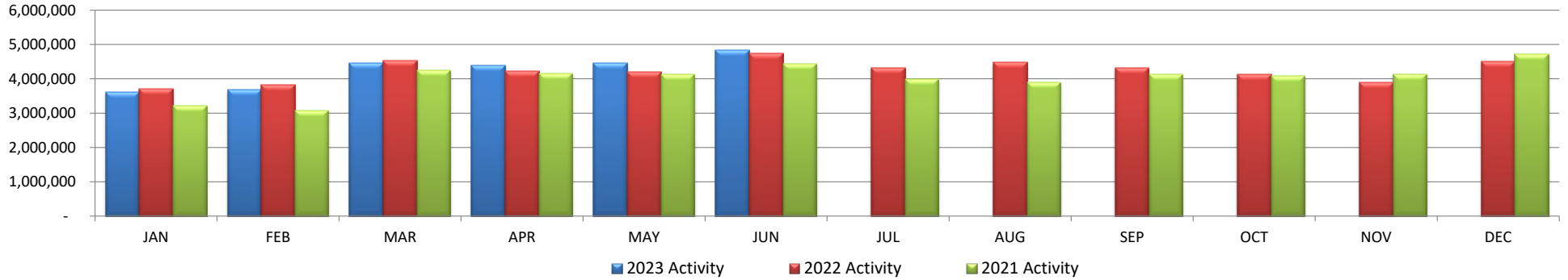
Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending July 31, 2023

	2023 Total	2023 Budget Year to Date	Actual YTD July 2023	% Actuals B (W) Budget YTD	Actual YTD July 2022	% 2022 B (W) 2022
Operating Revenues						
Bus Passes	\$ 178,066	\$ 103,872	\$ 263,274	153.5%	\$ 303,456	-13.2%
Bus Cash	121,934	71,128	105,267	48.0%	\$ 168,021	-37.3%
Dial-A-Ride/ADA	200,000	116,667	126,088	8.1%	\$ 115,418	9.2%
Vanpool	700,000	408,333	554,295	35.7%	\$ 378,010	46.6%
Contracted Services (Via)	25,000	14,583	4,336	-70.3%	\$ 13,639	-68.2%
Fares	1,225,000	714,583	1,053,260	47.4%	978,544	7.6%
Local Sales Tax (Operating Portion)	39,446,942	22,199,792	22,368,557	0.8%	21,222,204	5.4%
Operating Grants	3,184,200	1,857,450	4,590,662	147.1%	1,333,860	244.2%
CARES Act Funds	14,682,376	8,564,719	15,208,666	77.6%	8,788,300	73.1%
Miscellaneous	500,000	291,667	1,358,879	365.9%	564,275	140.8%
Total Operating Revenues	\$ 59,038,518	\$ 33,628,211	\$ 44,580,024	32.6%	\$ 32,887,183	35.6%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 23,515,686	\$ 13,717,484	\$ 12,177,521	11.2%	\$ 11,696,332	-4.1%
Dial-A-Ride/ADA	13,523,514	7,888,716	6,469,643	18.0%	\$ 6,063,562	-6.7%
Vanpool	1,784,291	1,040,837	836,369	19.6%	\$ 551,381	-51.7%
Maintenance	3,617,484	2,110,199	1,869,818	11.4%	\$ 1,881,126	0.6%
Purchased Transportation						
Contracted Services - VIA	2,774,800	1,618,633	1,482,981	8.4%	1,111,308	-33.4%
Contracted Services - ARC	1,522,515	888,134	510,508	42.5%	359,802	-41.9%
Administration						
HR	1,827,956	1,066,308	784,160	26.5%	1,165,999	32.7%
Safety / Training	1,070,397	624,398	682,158	-9.3%	564,402	-20.9%
Executive / Administrative Services	5,883,097	3,431,807	2,713,871	20.9%	2,871,724	5.5%
Marketing / Customer Service	1,938,559	1,130,826	740,430	34.5%	970,812	23.7%
Planning / Service Development	1,580,217	921,794	675,175	26.8%	653,534	-3.3%
* Total Operating Expenditures	\$ 59,038,518	\$ 34,439,135	\$ 28,942,632	16.0%	\$ 27,889,982	-3.8%
Operating Surplus/(Deficit)	\$ 0	\$ (810,924)	\$ 15,637,392		\$ 4,997,201	
Capital Expenditures						
Local	\$ 13,953,058	\$ 8,139,284	\$ 3,497,938	-57.0%	\$ 2,014,248	73.7%
State	12,871,112	7,508,149	135,697	-98.2%	58,748	131.0%
Federal	7,275,970	4,244,316	2,648,936	-37.6%	10,646	24782.5%
Total Capital Expenditures	\$ 34,100,140	\$ 19,891,748	\$ 6,282,571	-68.4%	\$ 2,083,641	201.5%

* Excludes budgeted GASB 68 year-end pension adjustment.



BFT Sales Tax Comparison 2020 to YTD 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735							25,480,925	\$ 25,480,925
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 25,226,914
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	4,129,726	4,726,262	48,271,512	\$ 23,275,732
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	\$ 18,162,485
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	-	-	-	-	-	-	254,011	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	744,948	8,797,849	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
% Chg 23 to 22	-2.6%	-3.5%	-1.5%	4.2%	5.9%	2.2%							1.0%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% Chg 21 to 20	11.1%	17.2%	48.3%	52.2%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%	18.7%	22.3%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 25,480,750
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 22,701,458
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	\$ 19,339,671
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	\$ 18,888,578
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)							175	
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	11.1%
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	898,561	8,071,512	20.4%
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	-3.8%



Additional Board Information

September 2023

1. 90-Day Procurement Outlook as of August 31, 2023

