



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, October 10, 2024, at 6 p.m.**

**Ben Franklin Transit Boardroom**

**1000 Columbia Park Trail, Richland, Washington**

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

**Meeting Link:**

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

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

**Meeting ID: 989 6217 8731 / Password: 833979**

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). If you wish to make public comments during the meeting, persons may speak for up to three minutes on matters related to agenda items only and other matters directly related to, or under the direction of the Ben Franklin Transit Board of Director's Authority. Submitting written public comments, no later than 24 hours in advance will ensure they are distributed to the Board before the upcoming meeting. The public comment portion of the meeting is generally limited to thirty minutes total, unless extended by the Board of Directors. Priority shall be given to those who have signed up for public comment in advance.

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## **AGENDA**

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- |   |                  |
|---|------------------|
| <b>1. Convene Board Meeting</b>                             | Chair Will McKay |
| <b>2. Roll Call</b>   | Anel Montejano   |
| <b>3. Pledge of Allegiance</b>                              | Chair McKay      |
| <b>4. Public Comments</b>                                   | Chair McKay      |
| <b>5. Approval of Agenda (page 1)</b>                       | Chair McKay      |
| <b>6. Recognitions</b>                                      |                  |
| A. Resolution 41-2024 Retirement of Darlene Pinney (page 5) | Brian Lubanski   |
| <b>7. Citizens Advisory Network (CAN)</b>                   |                  |
| A. Report to the Board (page 6)                             | Dennis Kreutz    |

**Recommendations:**

- B.** CAN 2024-04 Method of tracking and responding to CAN Advocacy Items      Jeremy Bishop  
(page 9)
- C.** CAN 2024-07 BFT Board and Directors take a public stance to Vote No      Jeremy Bishop  
on I-2117 (page 10)

**8. Consent Agenda**

- A.** September 5, 2024, Regular Board Meeting Minutes (page 11)
- B.** September Voucher Summary (page 15)
- C.** Resolution 42-2024 to Amend Resolution 41-2023, Authorizing the Chief Executive Officer to purchase up to eighty (80) replacement Vanpool vehicles, Chief Executive Officer to enter into a contract to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916; Authorize the Chief Executive Officer to enter into a contract to purchase up to nineteen (19) 7-passenger Sport Utility Vehicles (SUV) utilizing Washington State Contract #05916; Authorize the Chief Executive Officer to purchase up to twenty-nine (29) 12- and/or 15-passenger full size vehicles utilizing Washington State Contract #05916 (page 40)
- D.** Resolution 43-2024 Authorizing the Chief Executive Officer to enter into contract with Bridgestone, Americas Tire Operations LLC (page 44)
- E.** Resolution 44-2024 Adopting the Updated Policy 6.1, Donations, Devises of Bequests Gifts, Entertainment, or Favors (page 47)

**9. Discussion & Informational Items**

- A.** Pursuing 791 Cooperative Partnership with Nomad Transit LLC, dba Via (VIA)      Kevin Sliger  
(page 56)

**10. Staff Reports & Comments**

- A.** Legal Report      Jeremy Bishop
- B.** Chief Executive Officer's report      Thomas Drozt

**11. Board Member Comments**

**12. Executive Session**

**13. Other**

**14. Next Meeting**

Regular Board Meeting – Thursday, November 14, 2024, at 6:00 p.m.

**15. Adjournment**



## **JUNTA DIRECTIVA REUNIÓN ORDINARIA**

**Jueves, 10 de Octubre, del 2024, a las 6 p.m.  
Sala de Juntas de Ben Franklin Transit  
1000 Columbia Park Trail, Richland, Washington**

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

**Enlace de la reunión:**

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

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

**ID de Reunión: 989 6217 8731 / Contraseña: 833979**

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Si desea proporcionar comentarios por escrito a la Junta o hablar durante la parte de Comentarios Públicos de una reunión de la Junta, favor envíe [este formulario](#). Si desea hacer comentario público durante la reunión, personas pueden hablar hasta tres minutos sobre asuntos relacionados únicamente sobre temas de la agenda y otros asuntos directamente relacionados con, o bajo la dirección de la Autoridad de la Junta Directiva de Ben Franklin Transit. Sometiendo comentarios públicos por escrito, a más tardar 24 horas en anticipación garantizará que sea distribuido a la Junta antes de la próxima reunión. Por lo general, la parte de la reunión dedicada a los comentarios del público se limita a un total de treinta minutos, a menos que la Junta Directiva la extiende. Se dará prioridad a quienes se hayan inscrito con anticipación para hacer comentarios públicos.

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## **AGENDA**

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|---|-----------------------|
| <b>1. Convocar reunión de la Junta</b>                        | Presidente Will McKay |
| <b>2. Pase de lista</b>                                       | Anel Montejano        |
| <b>3. Juramento de Lealtad</b>                                | Presidente McKay      |
| <b>4. Comentarios públicos</b>                                | Presidente McKay      |
| <b>5. Aprobación de la agenda (página 1)</b>                  | Presidente McKay      |
| <b>6. Reconocimientos</b>                                     |                       |
| A. Resolución 41-2024 Jubilación de Darlene Pinney (página 5) | Brian Lubanski        |

## **7. Citizens Advisory Network (CAN)**

- A. Informe a la Junta Directiva (*página 6*)

Dennis Kreutz

### **Recomendaciones**

- B. CAN 2024-04 Método de seguimiento y respuesta a los elementos recomendados por el CAN (*página 9*)

Jeremy Bishop

- C. CAN 2024-07 BFT Junta Directiva que tomen una postura pública de votar No a la I-2117 (*página 10*)

Jeremy Bishop

## **8. Agenda de consentimiento**

- A. 5 de Septiembre, 2024, Actas de la Reunión Ordinaria de la Junta (*página 11*)

- B. Resumen de los Comprobantes de Septiembre (*página 15*)

- C. Resolución 42-2024, Enmendando Resolución 41-2023 Autorizando al Director Ejecutivo para comprar ochenta (80) vehículos de reemplazo Vanpool; Autorizar al Director Ejecutivo para entrar en un contrato para comprar hasta treinta y dos (32) 7-vehículos de pasajeros utilizando el Contrato del Estado de Washington #05916; Autorizar al Director Ejecutivo para entrar en un contrato para comprar hasta diecinueve (19) 7-vehículos de pasajeros Vehículos Deportivos Utilitarios utilizando Contrato del Estado de Washington #05916; Autorizar al Director Ejecutivo para comprar hasta Veintinueve (29) 12- y/o 15-vehículos de pasajeros de tamaño completo utilizando el Contrato del Estado de Washington #05916 (*página 40*)

- D. Resolución 43-2024 Autorizando al Director Ejecutivo para entrar en contrato con Bridgestone, Americas Tire Operations, LLC (*página 44*)

- E. Resolución 44-2024 Adoptando la Poliza Actualizado 6.1, Donaciones, Dispositivos de Herencias de Regalos, Entretenimiento, o Favores (*página 47*)

## **9. Temas de discusión y de información**

- A. Proseguir 791 Asociación Cooperativa con Nomad Transit LLC d/b/a Via (*página 56*)

Kevin Sliger

## **10. Informes y comentarios del personal**

- A. Informe Jurídico

Jeremy Bishop

- B. Informe del Director Ejecutivo

Thomas Drozt

## **11. Comentarios de los miembros de la Junta**

## **12. Sesión ejecutiva**

## **13. Otro**

## **14. Próxima reunión**

Reunión ordinaria de la Junta - Jueves, 14 de November, 2024, a las 6:00 p.m.

## **15. Aplazamiento**

**BEN FRANKLIN TRANSIT  
RESOLUTION 41-2024**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE  
DARLENE PINNEY’S YEARS OF SERVICE**

WHEREAS, Darlene Pinney dedicated 16 years of exemplary service to Ben Franklin Transit (BFT), demonstrating exceptional commitment and contributions to the agency; and

WHEREAS, Darlene Pinney's dedication to supporting her staff has been instrumental in developing an excellent Customer Service team; and

WHEREAS, Darlene Pinney's efforts in team building have fostered a positive work environment within the transit system; and

WHEREAS, Darlene Pinney submitted a notice of retirement to BFT with an effective date of September 19, 2024;

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

1. Darlene Pinney's distinguished service to Ben Franklin Transit and the communities we serve is hereby recognized and celebrated.
2. The Board acknowledges Darlene Pinney's outstanding leadership, dedication, and contributions to the organization.
3. The Ben Franklin Transit Board of Directors affirms the recognition of Darlene Pinney, Customer Service Supervisor, and extends its sincere gratitude on behalf of the agency, its employees, and its customers. BFT wishes her a fulfilling retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, October 10, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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



## Report to BFT Board

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### CITIZENS ADVISORY NETWORK REGULAR MEETING

**Monday September 16, 2024 6:00 p.m.**  
**BFT Administration Bldg. GM Conference Room**  
**1000 Columbia Park Trail, Kennewick, WA**

Eight CAN Members Present

Two Guests via Zoom

BFT Represented by:

CEO Thomas Drozt

Planning and Development Kevin Sliger

Marketing Brittany Archibald

Manager of Communications Janet Brett

#### COMMENTS BY GUESTS:

Guest Macy requested information about BFT rides from Othello to Columbia Basin College.  
BFT – Kevin Sliger will get Macy info about putting it on ballot for approval.

#### OLD BUSINESS:

A. In the June CAN Meeting we discussed email sent to CAN by Transit Awareness TC

**CAN ACTION:** Discussion deferred until the October CAN Meeting.

B. From July CAN Meeting - BFT has been requested to provide information to CAN regarding the rumored late payment of vendors.

**BFT ACTION:** Kevin Sliger reported that all accounts payable are current.

C. An email by Transit Awareness dated July 30, 2024 has been received by Citizen Advisory Network, addressed to BFT Board and all CAN Members.

**CAN ACTION:** Discussion deferred until October CAN Meeting.

#### NEW BUSINESS:

A. CAN Member Vanessa Pruitt invited two people to join the meeting by Zoom to discuss Washington Week Without Driving which begins September 30.

1. Guest Cecelia Black – Community Organizer for Disability Mobility Initiative

[cecelialab@dr-wa.org](mailto:cecelialab@dr-wa.org)

2. Jaime Torres

PRESENTATION by Mr. Torres:

I am organizing an event with the assistance of disability rights in Washington on September 28th, next Saturday at Cafe Con Arte. This is a great opportunity to meet with community leaders and advocates to ask questions that you may have. CAN Member Ulysses Navarro is one of the panelists.

The event starts at 2:00 and ends at 4:00 p.m.

Week Without Driving - Monday, September 30 – Sunday, October 6, 2024

- B. BFT Marketing – Brittany Archibald presented the BFT Week Without Driving plans.
  - 1. Video and photo ops of different transportation methods including BFT Services and Bicycling.
  - 2. Most of the CAN Members are participating as well as BFT Director Maier.
- C. Introduction of BFT CEO Thomas Drozt, with open discussion by CAN Members.
  - 1. A brief review of his work history and responsibilities within the transit industry.
  - 2. Responded that he has been involved with other agencies making transitions to Clean Energy.
  - 3. He will have at least a partial response in the October CAN Meeting to CAN Questions regarding the two Transit Awareness Tri Cities emails received in June and July.
- D. Report of the September 5 BFT Board Meeting – Dennis Kreutz
  - 1. CAN Recommendation 2024-07 Vote No on Initiative 2117 was read to the BFT Directors and Management

**BFT BOARD / BFT STAFF COMMENTS:**

BFT Kevin Sliger –

- 1. Eastgate Transit Center is now fully operational.
- 2. Route 50 Mall Service is operational and picking up increasing rides.
- 3. A new DAR Class started this week, and new classes will start frequently.
- 4. Discussion for securing new Broadmoor Pasco transit center land is being discussed in BFT Executive Session.

**CAN MEMBER COMMENTS:**

A. CAN Member Bernie Vinther stated that he has noticed a number of indications of mechanical issues on BFT Vehicles but does not know the best means of reporting to BFT.

BFT – Kevin Sliger stated that there should be comment cards on the vehicles as well as QR Code to link to online Comments. He will check if that is correct.

CAN Member Dennis Kreutz suggested that the online comments can be used and that there is BFT Policy in place for comment tracking and response.

B. CAN Member Dori Luzzo Gilmour asked if a response had been received from BFT Board and Directors regarding CAN Recommendation 2024-07 presented in the September 2 Board Meeting.

CAN Member Dennis Kreutz responded that the agreed upon response is 10 business days, which is today, and that no response has been received.

It was discussed that the Board be reminded regarding their prior commitment in May 2024 to respond within 10 business days.

Motion made to send a reminder to Board

Action Approved unanimously by a Voice Vote of the CAN Members: YES

## **CAN Recommendation 2024-04**

### **Title: Method of tracking and responding to CAN Advocacy Items**

Presented to BFT Board of Directors May 9, 2024

- A. Background: From the Citizen Advisory Network (CAN) Standing Rules as approved by the BFT Board of Directors in August 2023:

#### MISSION STATEMENT

It is the mission of the Ben Franklin Transit (BFT) Citizens Advisory Network to advocate for public transit, to serve as a resource to BFT Management and to the BFT Board of Directors in accomplishing the BFT Mission and Goals.

- B. Since the CAN will periodically have Advocacy Items (Proposal / Recommendation / Study / Suggestion etc.) that are of interest to the Public that are being presented to BFT Management and/or BFT Board, and since the CAN is a resource available to BFT Management and BFT Board, there needs to be a standard method of tracking those Items for follow-up.

The method of tracking recommended by CAN is like that currently in the BFT Policy for tracking Public Comments and Complaints.

- C. Feedback Acknowledgement

When CAN submits an Advocacy Item to Ben Franklin Transit Management and/or Board, and requests a response, there shall be an initial response to CAN within ten (10) working days. The ten (10) working days shall be after receipt if the Advocacy Item is addressed to BFT Management, or ten (10) working days after the BFT Board Meeting wherein the Advocacy Item is addressed to the Board.

When BFT Management or Board submit an Advocacy Item to the CAN a response will be returned to BFT within ten (10) business days after the subsequent CAN Monthly Meeting.

- D. Each Advocacy Items will be assigned a unique Tracking Identification Number by Citizen Advisory Network Recording Secretary either prior to being sent to BFT, or in the case of Items initiated by BFT the CAN will assign a number upon receipt.

All subsequent correspondence will contain the unique Tracking Identification Number.

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

CAN Advocacy Item - Recommendation 2024-07                      August 22, 2024  
BFT Board and Directors take a public stance to Vote NO on I-2117

**Issue:**

Washington Initiative 2117 to Repeal the Climate Commitment Act is on the November ballot, and if passed will cause Ben Franklin Transit to lose approximately \$5.4 Million per year in funding.

Ben Franklin Transit had more than 1 million Youth Rides in 2023. In recent BFT Board Meetings it has been discussed by Directors and in Public Comment that the Kids Ride Free Program provides vital transportation services to school age youth, especially to after hour activities.

The Citizen Advisory Network has previously brought to the Board attention that \$70 million over the next 13 years would be lost as revenue to Ben Franklin Transit and the local community if the Move Ahead Washington funds are not available.

One of the Mandatory Requirements for BFT to receive the Move Ahead Washington funds is that all riders 18 years and younger ride free. Another mandatory requirement is that the Transportation Sales Tax cannot be reduced from the current 6/10 of 1 percent. Another requirement is that Initiative 2117 not pass.

In order to meet the first two requirements, the BFT Board wisely voted unanimously in April 2024 to table until 2026 a BFT Resolution to reduce 6/10 of 1 percent Transit Sales Tax. Now the funding of the Kids Ride Free Program is threatened to be lost if WA Initiative 2117 is passed.

This lost revenue to BFT likely will need to be made up either by increasing fares, reducing services, or both. In addition to reducing service coverage, it may be necessary for the BFT Board to eliminate the existing Kids Ride Free Program, and Seniors Ride Free, and Veterans Ride Free and Reduced Fare rates to disadvantaged riders. The Citizen Advisory Network believes that these services need to continue to be provided by BFT.

Additionally, if Initiative 2117 is passed the BFT Board may need to reconsider the previously announced Fare Reductions and introduce higher fares than currently in place. These reduced services, increased fares, and loss of free and reduced fares will significantly affect those people using BFT Services via the anticipated 3.7 million Rider Boardings in 2024.

**Recommendation:**

Therefore, the Citizen Advisory Network in our advisory capacity to the BFT Board as a voice for the Riders and Public, recommend to the Board and the Directors that they take a stance as advocates for Public Transportation, stating publicly that they urge voters to vote NO on Washington Initiative 2117.



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 5, 2024, at 6 p.m.

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

*Meeting attendance options included in-person and virtual via Zoom*

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### MINUTES

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#### 1. CONVENE BOARD MEETING

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

Clerk of the Board Anel Montejano asked the Board of Directors to state their name when their jurisdiction was called.

#### 2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Vice Chair	Present
City of Richland	Kurt Maier	Director	Present
City of West Richland	Richard Bloom	Director	Present
Franklin County #2	Stephen Bauman	Director	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Traci Bronson	Union Representative	Present

**BFT Staff:** Jamie Bergstrom, Janet Brett, Imelda Collop, Terry DeJuan, Brian Lubanski, Shawna Munyan, Rob Orvis, Joshua Rosas, Kevin Sliger, Solomon Torelli, Kathryn Wall, Wayne Welle

**Legal Counsel:** Jeremy Bishop

**Interpreters:** Ruth Medina, Ynez Vargas

#### 3. PLEDGE OF ALLEGIANCE

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

**4. PUBLIC COMMENTS**

Chair McKay then opened the meeting to comments from the public.

Solomon Torelli, resident of Richland, addressed the Board and spoke in favor of public transportation.

**No Written Public Comments were received.**

**5. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

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

**6. CITIZENS ADVISORY NETWORK (CAN) REPORT**

Mr. Dennis Kreutz provided a report on the Citizens Advisory Network. He reported that Frank Cuta attended all three days, and he attended one day of the local Washington State Public Transportation Conference held in Kennewick, and it was extremely beneficial, as they heard about the new technologies that are coming. He commended Ben Franklin Transit staff on their presentations at the conference. Mr. Kreutz presented recommendation 2024-07 to the Board to issue a resolution to vote no on I-2117.

**7. CONSENT AGENDA**

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

**A. August 8, 2024, Regular Board Meeting Minutes**

**B. August 20, 2024, Special Board Meeting Minutes**

**C. August Voucher Summary**

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

**8. STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy Bishop stated no news is good news.

**B. Chief Executive Officer's Report**

Chief Executive Officer Thomas Drozt addressed the Board and gave them his overall perspective in his first seven days at Ben Franklin Transit.

Mr. Drozt shared highlights of the Benton Franklin Fair and Rodeo service. He stated he was going to be comparing 2023 to 2024, and this year, in comparison to last year, ridership was up 10.4%--21,900 to 24,200 in boardings. Dial-A-Ride Ridership was up 23%, and it is important to give the numbers as well. In 2023, there were 98 boardings and this year 128 boardings, so we saw a little bit of growth.

Mr. Drozt stated our financial plan for each event, is extremely important, also, because that is the driver of the plan and the things we roll out. In comparing 2023 to 2024, there was an 11% decrease in costs. In 2023, we spent \$94,000, and in 2024, we spent \$79,000 for the entire event

and we had higher ridership. He will debrief with the team for next year.

He also touched on how very important it is to him that we have the correct structure in place as far as the overall organizational chart all the way down from the Chief Executive Officer to the frontline staff. He noticed some holes in it and started posting those jobs. He knows we have some work to do in the finance area and trying to shore that up and have contingent offers out to a Senior Finance Manager, which is a critical role. Rob Orvis has stepped in and has been him holding it together and getting us through week by week.

Mr. Drozt touched on Route 123, as there are two main changes to that route. It no longer serves the mall Monday through Saturday. Riders wishing to access the mall can connect with the Route 50, and there is a contingency plan for that. Also, Route 123 will now service Queensgate Transit Center, as well.

He added that when he went on the Ben Franklin Transit website, he did not see a dashboard for KPI's, Key Performance Indicators, and he thinks that is very important. We are working on creating a dashboard so that we can be transparent with the performance that we are delivering, whether it's on-time performance, cleanliness of the buses, customer complaints, kudos, MBMF--which means miles between mechanical failures--that shows the health of our buses and how well they are running. Looking just on the surface, fixed route is in the high 80<sup>th</sup> percentile; our goal is 92 percent. We will also list within that dashboard what the goals are for each metric. On the Dial-A-Ride side, we are on the top side of the 97-98 percentile, which is crucial to those vulnerable riders

He then spoke about the financial health of the agency. He and Rob Orvis did a deep dive into the entire budget looking at it line by line, what was budgeted, what was spent, and actuals up to date from January 1 to August 31. With the information available to him right now, we are 27% under budget overall and will finish the year with no problem and will not have to come back to the Board. He thinks what has helped us was a line item for \$250,000. We did not spend anything on that line item, as it was probably a project that didn't get undertaken and that money didn't get spent. He stated the financial aspect of any agency is extremely important as it drives our work and performance.

## **9. BOARD MEMBER COMMENTS**

Director Bauman asked for an update on the mobile fare payment. Senior Manager of Procurement Rob Orvis stated that a contract is being negotiated and we will come up with an implementation schedule to start rolling it out.

Director Bloom stated he appreciated being able to ride the bus to the fair for the Beach Boys concert.

Director Didier stated he did not get a chance to get to the fair, but he wanted to share a story about his two brothers that went to the fair the same night. One took the Ben Franklin Transit bus that was completely full, and the other drove his car, and it took him one and a half hours to get out of the parking lot at the fairgrounds. He stated Ben Franklin Transit buses are faster at getting in and out of the fairgrounds. There was further discussion among the Board members on the parking lot.

**10. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110(1)(b) regarding potential real estate acquisition where disclosure would likely increase price and RCW 42.30.140(4)(b) regarding collective bargaining for ten (10) minutes with potential action to be taken at the conclusion.

The Board recessed at 6:28 p.m. and returned to open session at 6:40 p.m., when they extended the Executive Session for an additional five (5) minutes.

The Board returned to open session at 6:45 p.m. and then extended the Executive Session for an additional five (5) minutes.

The Board returned to open session at 6:52 p.m. with no decisions made and no action needing to be taken.

**11. OTHER**

There were no other agenda items.

**12. NEXT MEETING**

The next meeting will be held Thursday, October 10, 2024, at 6:00 p.m.

**13. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:52 p.m.

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Anel Montejano, Clerk of the Board

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Date



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

Thursday, October 10, 2024

To: Ben Franklin Board of Directors

From: Rob Orvis, Interim Chief Financial Officer *ROB ORVIS* 10/21/2024

RE: Vouchers for Sept 2024

Sept 2024 vouchers totaled \$8,454,272.61. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
CLARY LONGVIEW LLC	Vehicles	\$ 1,163,755.56
NORTHSOUND AUTO GROUP LLC	VP Vans	\$ 837,590.00
MODEL 1 COMMERCIAL VEHICLES INC	Vehicles	\$ 750,257.04
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 633,416.71
INTERNAL REVENUE SERVICE	Payroll Taxes	\$ 496,456.36
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 488,742.42
N.W. ADMIN. TRANSFER	Teamsters Medical	\$ 423,879.70
COLEMAN OIL COMPANY LLC	Fuel	\$ 393,261.88
GOODMAN AND MEHLENBACHER	Contracted Services	\$ 357,387.96
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 279,166.98
WESTERN CONFERENCE OF	Teamsters Pension	\$ 164,607.96
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$ 163,864.49
STATE OF WASHINGTON	Medical	\$ 102,494.19
ROACH LAW OFFICES LLP	Legal	\$ 49,123.03
EMPLOYMENT SECURITY DEPARTMENT	Payroll Taxes	\$ 48,851.22
WEX BANK	Fuel	\$ 37,289.30
WA STATE EMPLOYMENT SECURITY DEPT	Payroll Taxes	\$ 32,931.14
REMIX SOFTWARE INC	Software	\$ 31,740.40
CUMMINS INC	Vehicle Parts	\$ 30,691.80
US BANK CORPORATE PAYMENT SYSTEMS	Credit Card	\$ 30,181.90
GILLIG LLC	Vehicle Parts	\$ 28,494.68
KHQ INCORPORATED	Marketing	\$ 27,925.00
CHRISTENSEN INC	Oil	\$ 24,896.89
CDW GOVERNMENT INC.	Software	\$ 20,229.07
AFLAC	Supplemental Insurance	\$ 19,791.68
SUMMIT LAW GROUP	Legal	\$ 19,211.47
CRYSTAL CRANES MEDIA	Marketing	\$ 19,000.00
WESTJAN ENTERPRISES INC	Marketing	\$ 17,982.18
GARDA CL NORTHWEST INC	Armored Car	\$ 17,800.10
TEAMSTERS UNION	Union Dues	\$ 16,438.50
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	\$ 15,904.96
EDNETICS INC	Contracted Services	\$ 15,577.57
BRIDGESTONE AMERICAS INC	Tires	\$ 15,128.23
BUENAVISTA SERVICES INC	Janitorial	\$ 15,017.79
ICMA RETIREMENT CORP	Emp Deferred Comp	\$ 14,338.94
SEON SYSTEMS SALES INC	Vehicle Parts	\$ 14,207.10
WENAH GROUP INC	Contracted Services	\$ 14,206.81
MOSS ADAMS LLP	Contracted Services	\$ 12,001.50
VERIZON WIRELESS	Wireless	\$ 11,998.59
CITY OF RICHLAND	Utilities	\$ 11,193.24
TCF ARCHITECTURE PLLC	Contracted Services	\$ 10,093.03

Total Significant Vendors \$ 6,877,127.37

Payroll Total \$ 1,275,341.34

Total Non-Significant Vendors \$ 301,803.90

GRAND TOTAL \$ 8,454,272.61

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 [Sept 2024](#).

PAYROLL				
Check Register Number	Check Number / Number		Date of Issue	In the Amount
518-24	ACH		9/6/2024	639,033.11 Payroll
519-24	ACH		9/20/2024	636,308.23 Payroll
			<b>Total</b>	<b>\$ 1,275,341.34</b>

\_\_\_\_\_  
AUTHORITY MEMBER  
10/10/2024

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have  
 been received and that the following checks are approved for payment for the month of [Sept 2024](#).

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
114-24	88330                      88394	9/5/2024	\$    328,117.70	MDSE
115-24	88395                      88443	9/10/2024	\$    645,375.53	MDSE
116-24	88444                      88446	9/11/2024	\$    580,765.97	MDSE
117-24	88447                      88461	9/12/2024	\$    205,684.82	VOID
118-24	88462                      88517	9/17/2027	\$    516,979.91	MDSE
119-24	88518                      88563	9/20/2024	\$    187,411.40	MDSE
120-24	88564                      88631	9/27/2024	\$ 2,461,290.07	MDSE
121-24	ACH	9/6/2024	\$    244,523.52	ACH TRANS
122-24	ACH	9/9/2024	\$      3,275.78	ACH TRANS
123-24	ACH	9/10/2024	\$      2,232.22	ACH TRANS
124-24	ACH	9/16/2024	\$    633,416.71	ACH TRANS
125-24	ACH	9/17/2024	\$      30,181.90	ACH TRANS
126-24	ACH	9/20/2024	\$    251,932.84	ACH TRANS
127-24	ACH	9/24/2024	\$      1,786.15	ACH TRANS
128-24	ACH	9/25/2024	\$      6,843.40	ACH TRANS
129-24	ACH	9/26/2024	\$    932,507.56	ACH TRANS
130-24	ACH	9/27/2024	\$    465,641.51	ACH TRANS
131-24	VOID	9/12/2024	\$    (108,698.91)	ACH TRANS
132-24	VOID	9/12/2024	\$    (210,336.81)	ACH TRANS

**Total        \$    7,178,931.27**

---

AUTHORITY MEMBER  
 10/10/2024

Sept 2024 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members [October 10, 2024](#).

**ACTION: As of this date, [October 10, 2024](#), I, \_\_\_\_\_**  
move that the following checks be approved for payment:

#### PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
518-24	ACH	9/6/2024	639,033.11	Payroll
519-24	ACH	9/20/2024	636,308.23	Payroll

**Total      \$    1,275,341.34**

#### ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
114-24	88330                      88394	9/5/2024	\$    328,117.70	MDSE
115-24	88395                      88443	9/10/2024	\$    645,375.53	MDSE
116-24	88444                      88446	9/11/2024	\$    580,765.97	MDSE
117-24	88447                      88461	9/12/2024	\$    205,684.82	VOID
118-24	88462                      88517	9/17/2027	\$    516,979.91	MDSE
119-24	88518                      88563	9/20/2024	\$    187,411.40	MDSE
120-24	88564                      88631	9/27/2024	\$    2,461,290.07	MDSE
121-24	ACH	9/6/2024	\$    244,523.52	ACH TRANS
122-24	ACH	9/9/2024	\$        3,275.78	ACH TRANS
123-24	ACH	9/10/2024	\$        2,232.22	ACH TRANS
124-24	ACH	9/16/2024	\$    633,416.71	ACH TRANS
125-24	ACH	9/17/2024	\$        30,181.90	ACH TRANS
126-24	ACH	9/20/2024	\$    251,932.84	ACH TRANS
127-24	ACH	9/24/2024	\$        1,786.15	ACH TRANS
128-24	ACH	9/25/2024	\$        6,843.40	ACH TRANS
129-24	ACH	9/26/2024	\$    932,507.56	ACH TRANS
130-24	ACH	9/27/2024	\$    465,641.51	ACH TRANS
131-24	VOID	9/12/2024	\$    (108,698.91)	ACH TRANS
132-24	VOID	9/12/2024	\$    (210,336.81)	ACH TRANS

**Total      \$    7,178,931.27**

Check Register Nos. [518-24 to 519-24](#) and [114-24 to 132-24](#) in the total amount of: **\$    8,454,272.61**

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

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

**CHECK REGISTER NUMBER 114-24**

**CHECK NUMBERS 88330 to 88394**

**DATE 09/05/2024**

**PURPOSE AP SEPT24A VOUCHERS AMOUNT \$ 328,117.70**

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

*ROB ORRIS*

**AUDITOR**

**Sep 5, 2024**

**DATE**

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 115-24

CHECK NUMBERS 88395 to 88443

DATE 09/10/2024

PURPOSE AP SEPT24B VOUCHERS AMOUNT \$ 645,375.53

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

ROB ORRIS

AUDITOR

Sep 12, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 116-24

CHECK NUMBERS 88444 to 88446

DATE 09/11/2024

PURPOSE AP SEPT24C VOUCHERS AMOUNT \$ 580,765.97

"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."

ROB ORRIS

AUDITOR

Sep 12, 2024

DATE

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

**CHECK REGISTER NUMBER 117-24**

**CHECK NUMBERS 88447 to 88461**

**DATE 09/12/2024**

**PURPOSE AP SEPT24C VOUCHERS AMOUNT \$ 205,684.82**

**"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."**

**ROB ORRIS  
AUDITOR**

**Sep 12, 2024  
DATE**

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

**CHECK REGISTER NUMBER 118-24**

**CHECK NUMBERS 88462 to 88517**

**DATE 09/17/2024**

**PURPOSE AP SEPT24E VOUCHERS AMOUNT \$ 516,979.91**

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

*ROB ORRIS*

\_\_\_\_\_  
**AUDITOR**

Sep 17, 2024

\_\_\_\_\_  
**DATE**

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

**CHECK REGISTER NUMBER 119-24**

**CHECK NUMBERS 88518 to 88563**

**DATE 09/20/2024**

**PURPOSE AP SEPT24F VOUCHERS AMOUNT \$ 187,411.40**

**"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."**

*ROB ORRIS*

Sep 20, 2024

**AUDITOR**

**DATE**

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 120-24

CHECK NUMBERS 88564 to 88631

DATE 09/27/2024

PURPOSE AP SEPT24G VOUCHERS AMOUNT \$ 2,461,290.07

"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."

*ROB ORLIS*

Sep 30, 2024

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 121-24

**ACH WIRE TRANSFERS**

DATE: 09/06/2024

PURPOSE:

INTERNAL REVENUE SERVICE	\$244,523.52
TOTAL	\$244,523.52

"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."

ROB ORVILS

AUDITOR

Sep 30, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 122-24

**ACH WIRE TRANSFERS**

DATE: 09/09/2024

PURPOSE:

DEPARTMENT OF RETIREMENT SERVICES	\$3,275.78
TOTAL	\$3,275.78

"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."

ROB OAKS

AUDITOR

Sep 30, 2024

DATE

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

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 123-24

**ACH WIRE TRANSFERS**

DATE: 09/10/2024

PURPOSE:

WASHINGTON STATE SUPPORT	\$2,232.22
TOTAL	\$2,232.22

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

ROB ORANIS

AUDITOR

Sep 30, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 124-24

**ACH WIRE TRANSFERS**

DATE: 09/16/2024

PURPOSE:

DEPARTMENT OF RETIREMENT SYSTEMS	\$633,416.71
TOTAL	\$633,416.71

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

*ROB OAKES*

\_\_\_\_\_  
AUDITOR

**Sep 30, 2024**

\_\_\_\_\_  
DATE

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

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

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

CHECK REGISTER NUMBER: 125-24

**ACH WIRE TRANSFERS**

DATE: 09/17/2024

PURPOSE:

US BANK CREDIT CARD	\$30,181.90
TOTAL	\$30,181.90

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

*ROB ORRIS*

AUDITOR

Oct 2, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 126-24

**ACH WIRE TRANSFERS**

DATE: 09/20/2024

PURPOSE:

INTERNAL REVENUE SERVICE	\$251,932.84
TOTAL	\$251,932.84

"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."

ROB ORRIS

AUDITOR

Sep 30, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 127-24

**ACH WIRE TRANSFERS**

DATE: 09/24/2024

PURPOSE:

WASHINGTON STATE SUPPORT	\$1,786.15
TOTAL	\$1,786.15

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

ROB ORRIS

AUDITOR

Sep 30, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 128-24

**ACH WIRE TRANSFERS**

DATE: 09/25/2024

PURPOSE:

STATE OF WASHINGTON – EXCISE TAX	\$964.09
ICMA – MISSION SQUARE	\$2,629.38
DEPARTMENT OF RETIREMENT SYSTEMS	\$3,249.93
TOTAL	\$6,843.40

"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."

ROB ORRIS

AUDITOR

Sep 30, 2024

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 129-24

**ACH WIRE TRANSFERS**

DATE: 09/26/2024

PURPOSE:

CLARY LONGVIEW	\$932,507.56
TOTAL	\$932,507.56

"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."

ROB ORRIS  
AUDITOR

Sep 30, 2024  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 130-24

**ACH WIRE TRANSFERS**

DATE: 09/27/2024

PURPOSE:

NW ADMIN	\$423,879.70
HRA VEBA TRUST	\$4,260.00
SAMBA	\$212.51
WEX	\$37,289.30
TOTAL	\$465,641.51

"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."

ROB ORANIS

AUDITOR

Sep 30, 2024

DATE

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

**CHECK REGISTER NUMBER**    131-24

**CHECK NUMBERS**            88403 TO 88403

**DATE**    09/12/2024

**PURPOSE**    A/P VOID CHECK        **AMOUNT**    \$108,698.91

**Vendor required separate checks for invoices.**

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

*ROB ORRIS*

**AUDITOR**

Oct 2, 2024

**DATE**

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

**CHECK REGISTER NUMBER    132-24**

**CHECK NUMBERS            88444 TO 88444**

**DATE    09/12/2024**

**PURPOSE    A/P VOID CHECK        AMOUNT    \$210,336.81**

**Vendor required separate checks for invoices.**

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

*ROB ORRIS*

**AUDITOR**

Oct 2, 2024

**DATE**

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

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

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 518-24

CHECK NUMBER	\$ 0.00
ACH TRANSFER	\$ 639,033.11

PAYROLL DATE September 6, 2024

PURPOSE: PPE 08/31/2024 AMOUNT: \$639,033.11

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

*ROB OWENS*

\_\_\_\_\_  
AUDITOR

Sep 25, 2024

\_\_\_\_\_  
DATE

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 519-24

CHECK NUMBER	\$ 0.00
ACH TRANSFER	\$ 636,308.23

PAYROLL DATE September 20, 2024

PURPOSE: PPE 09/14/2024 AMOUNT: \$636,308.23

“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.”

ROB ORRIS

AUDITOR

Sep 30, 2024

DATE

## **Memorandum**

---

Date: October 10, 2024

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: Amending Resolution 41-2023 Authorizing the Chief Executive Officer to Purchase eighty (80) replacement Vanpool vehicles; Authorize the Chief Executive Officer to purchase up to fifty-one (51) 7- passenger vehicles utilizing Washington State Contract #05916; Authorize the Chief Executive Officer to purchase up to twenty-nine (29) 12- and/or 15- passenger full-size vehicles from 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, up to nineteen (19) 7-passenger sport utility vehicles (SUV) and up to twenty- nine (29) 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.

Staff is requesting to amend Resolution 41-2023 to adjust the order by replacing the number of 12 and/or 15-passenger vans with 7-passenger SUVs utilizing the WSDOT Public Transit Rideshare Program grant. This adjustment is essential due to ongoing supply chain challenges affecting the availability of larger vans, ensuring we meet the vehicle delivery deadline of June 2025. This revision will enable us to effectively fulfill the requirements of the grant while ensuring the continued efficiency, reliability, and safety of our transportation services.

### **Funding**

Budgeted: Yes

Project Number: FLTA0027a, FLT0032, FLT0035

Funding Source: Capital Funds

Budget Source: State Match- 80%: \$3,601,600 + Local Match - 20%: \$991,787

The cost of eighty (80) replacement Vanpool vehicles established by the Washington State Contract is \$4,582,480 or up to \$53,977 for each seven (7) passenger vehicle, up to \$54,970 for each seven (7) passenger sports utility vehicle (SUV) and up to \$62,817 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 \$4,000*	Quantity of Vans	Total
7 Psg	\$46,275	\$49,977	\$53,977	32	\$1,727,264
7 Psg SUV	\$47,194	\$50,970	\$54,970	19	\$1,044,430
12-15 Psg	\$54,460	\$58,817	\$62,817	29	\$1,821,693
<b>TOTAL</b>					<b>\$4,593,387</b>

#### **Breakdown of Costs:**

<b>WSDOT Public Transit Rideshare Grant</b>	<b>\$ 3,601,600</b>
<b>Local Capital Improvement Funds</b>	<b>\$ 991,787</b>
<b>TOTAL</b>	<b>\$4,593,387</b>

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

#### **Recommendation**

BFT Staff requests Resolution 41-2023 to be amended to rescind the number of (7) passenger vehicles and 12- and/or 15-passenger full-size vehicles to be purchased from 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 Chief Executive Officer to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916.
2. Authorize the Chief Executive Officer to purchase up to nineteen (19) 7-passenger sport utility vehicles (SUV) utilizing Washington State Contract #05916.
3. Authorize the Chief Executive Officer to purchase up to twenty-nine (29) 12- and/or 15-passenger full size vehicles with any approved auto dealership(s) utilizing Washington State Contract #05916.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT  
RESOLUTION 42-2024**

**A RESOLUTION TO AMEND RESOLUTION 41-2023, AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO PURCHASE UP TO (80) EIGHTY REPLACEMENT VANPOOL VEHICLES; AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT TO PURCHASE UP TO THIRTY-TWO (32) 7-PASSENGER VEHICLES UTILIZING WASHINGTON STATE CONTRACT #05916; AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT TO PURCHASE UP TO NINETEEN (19) 7-PASSENGER SPORT UTILITY VEHICLES (SUV) UTILIZING WASHINGTON STATE CONTRACT #05916; AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO PURCHASE UP TO TWENTY-NINE (29) 12-AND/OR 15-PASSENGER FULL SIZE VEHICLES 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 \$53,977 each; and

WHEREAS, The cost for each 7-passenger sport utility vehicle with make ready costs is up to \$54,970 each; and

WHEREAS, The cost for each full-size vehicle with make ready costs is up to \$62,817 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 \$991,787 will be local funds.

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

1. Authorize the Chief Executive Officer to enter into a contract to purchase up to thirty-two (32) 7-passenger vehicles, utilizing Washington State Contract #05916
2. Authorize the Chief Executive Officer to enter into contract to purchase up to nineteen (19) 7- passenger sports utility vehicles, utilizing Washington State Contract #05916.
3. Authorize the Chief Executive Officer to purchase up to twenty-nine (29) 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, October 10, 2024, 1000 Columbia Park Trail, Richland, WA 99352.

ATTEST:

---

Anel Montejano, Clerk of the Board

---

Will McKay, Chairman

APPROVED AS TO FORM BY:

---

Jeremy J. Bishop, Legal Counsel

# Memorandum

---

Date: October 10, 2024

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet Maintenance

Re: Resolution 43-2024: Authorizing the Chief Executive Officer to Enter into a Contract with Bridgestone, Americas Tire Operations, LLC.

## **Background:**

Ben Franklin Transit (BFT) staff recognizes the continued need for a bus tire lease program for fixed route bus operations. BFT's current contract with Bridgestone for bus tire leasing is set to end on December 31, 2024. Bridgestone has supplied leased tires under the current contract since January 1, 2020.

BFT advertised in the Tri-City Herald, Seattle Daily Journal of Commerce and sent out to eight (8) firms request for proposal packages.

BFT received only one proposal, from Bridgestone, and it was determined to be responsive and responsible.

## **Pricing Table**

<b>Tire Sizes</b>	<b>Estimated Miles Per Year</b>	<b>Cost per Mile for Year One</b>	<b>Cost Per Year</b>
315/80R22.5	20,737,508	\$0.007288	\$151,134.96
275/70R22.5	1,832,682	\$0.008087	\$14,820.90

The pricing for 315/80R22.5 tires decreased by 5% and the 275/70R22.5 tires increased by 13%. BFT will see an estimated savings of \$6,870 a year over the current contracted pricing because of the decreased pricing.

## **Funding:**

Budgeted: Yes  
Budget Source: Operating  
Funding Source: Local

The estimated cost for the three (3) year base contract and two (2), one (1) year options is \$829,779.29 without sales tax. Per the contract terms and conditions, price changes will be based on the increase or decrease of the Producer Price Index on the contract anniversary date.

**Recommendation:**

Authorize the Chief Executive Officer to award the contract for Bus Tire Lease to Bridgestone for three (3) years, with authorization of BFT's Chief Executive Officer to extend up to an additional two (2) years.

Forward as presented:

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Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 43-2024**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO  
CONTRACT WITH BRIDGESTONE, AMERICAS TIRE OPERATIONS, LLC**

WHEREAS, BFT staff recognizes a need for a bus tire lease program for fixed route operations, and

WHEREAS, BFT staff sent out to eight (8) firms request for proposals to local and national tire contractors, advertised in the Tri-City Herald and Seattle Journal of Commerce, and

WHEREAS, BFT staff received one proposal for the tire leasing services from Bridgestone that was found to be responsive and responsible, and

WHEREAS, the estimated cost for the three (3) year base contract and two (2), one (1) year options is \$829,779.29.

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

The Chief Executive Officer is authorized to enter into Contract #1495 with Bridgestone for the Bus Tire Lease program for an initial three (3) year base contract and authorized to extend up to an additional two (2), one (1) year options.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, October 10, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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

# Memorandum

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Date: October 10, 2024

To: Thomas Drozt, Chief Executive Officer

From: Rob Orvis, Interim Chief Financial/Senior Procurement Manager

Re: Resolution to Update BFT's Gift & Donations Policy

## **Background**

Management is obligated to periodically review existing policies and propose changes as needed in order to add, update, clarify, and improve existing policies when business and/or legal compliance needs dictate.

BFT's current policies do not address accept of donations, devises of bequests gifts, entertainment, or favors to BFT the Agency. BFT's current policy only addresses what is allowable for BFT staff to accept from vendors/contractors.

BFT Handbook, section 6.1, has been updated to incorporate additional language as listed below in the attachment "A". The BFT Handbook Employee handbook was presented and approved by Resolution 16-2024 by Board on March 14, 2024.

## **Funding**

Budgeted: NA

Budget Source: NA

Funding Source: NA

## **Recommendation**

Approve Employee Handbook Section 6.1 Donations, Devises of Bequests Gifts, Entertainment or Favors as presented.

Forward as presented:

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Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 44-2024**

**A RESOLUTION ADOPTING THE UPDATED POLICY 6.1, DONATIONS, DEVISES OF BEQUESTS GIFTS, ENTERTAINMENT, OR FAVORS**

WHEREAS, BFT's Handbook policy, section 6.1, has been updated to include Donations, Devises of Bequests Gifts, Entertainment, or Favors to BFT the Agency; and

WHEREAS, The current policy outlines what is allowed for BFT employees to accept from vendors/contractors, it does not define what BFT the Agency can accept; and

WHEREAS, Updated BFT Handbook policy section 6.1 will includes language for BFT the Agency to accept gifts, as attached below.

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

Approve Updated Policy 6.1 Donations to include BFT the Agency to be able to accept devises of bequests gifts, entertainment, or favors as presented.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, October 10, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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



<b>Policy Location:</b>	<b>EMPLOYEE HANDBOOK</b>		<b>PURPOSE:</b> Include language for BFT the Agency to receive donations.
<b>Section:</b>	<b>6.1 Donations, Devises of Bequests Gifts, Entertainment, or Favors</b>		
<b>Effective:</b>	<b>10.11.2024</b>		
<b>Reference:</b>	<b>Resolution 44-2024</b>		
<b>Board Approval</b>			
<b>Revision Number</b>		<b>Effective Date</b>	<b>Description of Change</b>

## 6.1 GIFTS, ENTERTAINMENT, OR FAVORS

Employees may accept food, refreshments, or entertainment, etc., of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting, or during an inspection tour where an employee may properly be in attendance. For this policy, nominal value shall be considered in each circumstance but cannot exceed \$50.

Except as mentioned above, employees shall not solicit or accept, directly or indirectly, any gift, gratuity (cash), entertainment, loan, or any other things of monetary value, from a person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with BFT;
- Conducts operations or activities which are regulated by BFT;
- Has interests which may be substantially affected by the performance or non-performance of the employee; or
- Is a customer of BFT.

Employees are not authorized to accept on behalf of BFT voluntary donations or cash contributions from private sources for travel expenses or the furnishing of services in kind, such as hotel accommodation, unless authorized by the Chief Executive Officer (CEO).

**NEW LANGUAGE**

## BFT ACCEPTANCE OF DONATIONS

### DONATION DEFINITION

Refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to Ben Franklin Transit. As used in this section, the term "donation" does not refer to any money or property, real or personal that may be reasonably classified as a grant.

### LIMITATION ON ACCEPTANCE OF DONATIONS

BFT may accept and use donations only for purposes related to those powers granted to BFT by law. Any donation to BFT that is accompanied with any contingency, term, or condition on the use by BFT of such donation that is inconsistent with this section or contrary to law shall be declined by BFT. BFT may decline to accept any donation that is inconsistent with the policies, plans, goals of BFT.

### MONETARY DONATIONS UNDER \$15,000

BFT's Chief Executive Officer (CEO) or designee is authorized to solicit and accept any monetary donation under \$15,000 to BFT, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to BFT by this chapter and Washington State RCW 36.57A.080. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by BFT, BFT may expend or use the same for any public purpose consistent with this chapter.

### MONETARY DONATIONS OF \$15,000 OR GREATER

Any monetary donation or solicitation of \$15,000 or greater shall be approved by the BFT Board of Directors before acceptance. Upon such approval by the BFT Board of Directors, the CEO or designee is authorized to accept such monetary donation to BFT, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to BFT by law and statute. If no terms or conditions are attached to the donation, BFT may expend or use the same for any public purpose consistent with this chapter. If conditions attached to the donation cannot be fulfilled or performed by BFT, BFT shall return such donations.

### NON-MONETARY DONATIONS DIRECTLY SUPPORTING BFT EVENTS OR ACTIVITIES

BFT's CEO or designee is authorized to accept non-monetary donations that support specific BFT events or other activities.

### OTHER NON-MONETARY DONATIONS

BFT's CEO will assess the utility to BFT, and the value of non-monetary donations offered to BFT

- a. If the estimated value of the donation is less than \$15,000, the CEO or designee is authorized to accept such donations.
- b. If the estimated value of the donation is \$15,000 or greater, the CEO or designee is authorized to accept such non-monetary donation upon approval by the BFT Board of Directors.

## PROCEDURE FOR ACCEPTANCE OF DONATIONS

All donations shall be offered in writing to BFT and directed to the CEO or designee. Donations shall include an estimated value. If a donation is not approved or accepted by the CEO, such donation shall be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by BFT.

## FUNDS AND ACCOUNTING

The Senior Finance Manager is directed to establish accounting procedures as may be necessary to carry out the terms of this section, in accordance with all applicable laws of the State of Washington and requirements of the Office of the State Auditor.

## SEVERABILITY

If any sections, sentence, clause or phrase of this policy shall be held to be invalid or unconstitutional by a court of component jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this policy or its application to any other person, property or circumstance.

## NO PREFERENTIAL TREATMENT

Any solicitation shall be made with an express statement that giving, or not giving, a gift will not factor into any BFT decision regarding past, current or future contract solicitations and awards. Contractors/Vendors who do, or do not, provide donations, contributions, sponsorships, and/or underwriting costs to BFT shall not be given preferential treatment for doing so in regard to past, current, or future contracting, procurement, or other purchasing decisions by BFT Board of Directors or BFT staff.



<b>Policy Location:</b>	<b>EMPLOYEE HANDBOOK</b>	<b>PURPOSE:</b> Include language for BFT the Agency to receive donations.
<b>Section:</b>	<b>6.1 Donations, Devises of Bequests Gifts, Entertainment, or Favors</b>	
<b>Effective:</b>	<b>10.11.2024</b>	
<b>Reference:</b>	<b>Resolution XX-2024</b>	
<b>Board Approval</b>		
<b>Revision Number</b>	<b>Effective Date</b>	<b>Description of Change</b>

## 6.1 GIFTS, ENTERTAINMENT, OR FAVORS

Employees may accept food, refreshments, or entertainment, etc., of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting or other meeting, or during an inspection tour where an employee may properly be in attendance. For this policy, nominal value shall be considered in each circumstance but cannot exceed ~~\$20~~ \$50.

Except as mentioned above, employees shall not solicit or accept, directly or indirectly, any gift, gratuity (cash), entertainment, loan, or any other things of monetary value, from a person who:

- Has, or is seeking to obtain, contractual or other business or financial relations with BFT;
- Conducts operations or activities which are regulated by BFT;
- Has interests which may be substantially affected by the performance or non-performance of the employee; or
- Is a customer of BFT.

Employees are not authorized to accept on behalf of BFT voluntary donations or cash contributions from private sources for travel expenses or the furnishing of services in kind, such as hotel accommodation, unless authorized by the General Manager.

## NEW LANAUGE

### BFT ~~THE AGENCY~~ ACCEPTANCE OF DONATIONS

#### DONATION DEFINITION

Refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to Ben Franklin Transit. As used in this section, the term "donation" does not refer to any money or property, real or personal that may be reasonably classified as a grant.

#### LIMITATION ON ACCEPTANCE OF DONATIONS

BFT may accept and use donations only for purposes related to those powers granted to BFT by law. Any donation to BFT that is accompanied with any contingency, ~~term~~<sup>ma</sup>, or condition on the use by BFT of such donation that is inconsistent with this section or contrary to law shall be declined by BFT. BFT may decline to accept any donation that is inconsistent with the policies, plans, goals of BFT.

#### MONETARY DONATIONS UNDER \$15,000

BFT's Chief Executive Officer (CEO) or designee is authorized to solicit and accept any monetary donation under \$15,000 to BFT, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to BFT by this chapter and Washington State RCW 36.57A.080. If no terms or conditions are attached to the donation, or such terms or conditions cannot be fulfilled or performed by BFT, BFT may expend or use the same for any public purpose consistent with this chapter.

#### MONETARY DONATIONS OF \$15,000 OR GREATER

Any monetary donation or solicitation of \$15,000 or greater shall be approved by the BFT Board of Directors before acceptance. Upon such approval by the BFT Board of Directors, the CEO or designee is authorized to accept such monetary donation to BFT, and to carry out the terms or conditions of the donation if such terms and conditions are within the powers granted to BFT by law and this chapter statute. If no terms or conditions are attached to the donation, ~~or such terms or conditions cannot be fulfilled or performed by BFT,~~ BFT may expend or use the same for any public purpose consistent with this chapter. If conditions attached to the donation cannot be fulfilled or performed by BFT, BFT shall return such donations.

#### NON-MONETARY DONATIONS DIRECTLY SUPPORTING BFT EVENTS OR ACTIVITIES

BFT's CEO or designee is authorized to accept non-monetary donations that support specific BFT events or other activities.

#### OTHER NON-MONETARY DONATIONS

BFT's CEO will assess the utility to BFT, and the value of non-monetary donations offered to BFT

- a. If the estimated value of the donation is less than \$15,000, the CEO or designee is authorized to accept such donations.
- b. If the estimated value of the donation is \$15,000 or greater, the CEO or designee is authorized to accept such non-monetary donation upon approval by the BFT Board of Directors.

## PROCEDURE FOR ACCEPTANCE OF DONATIONS

All donations shall be offered in writing to BFT and directed to the CEO or designee. Donations shall include an estimated value. If a donation is not approved or accepted by the CEO, such donation shall be immediately returned to the private citizen, business group, or private organization attempting to make such donation in a manner that properly documents the return of such donation by BFT.

## FUNDS AND ACCOUNTING

The Senior Finance Manager is directed to establish accounting procedures as may be necessary to carry out the terms of this section, in accordance with all applicable laws of the State of Washington and requirements of the Office of the State Auditor.

## SEVERABILITY

If any sections, sentence, clause or phrase of this policy shall be held to be invalid or unconstitutional by a court of component jurisdiction, or its application held inapplicable to any person, property or circumstance, such invalidity or unconstitutionality or inapplicability shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this policy or its application to any other person, property or circumstance.

~~Any such solicitation would need to be done with an express statement that giving, or not giving, a gift will not factor into any BFT decision regarding future contract solicitations and awards. I do see your concern about perception, but the competitive bidding rules do not preclude accepting gifts that are not offered with an intent to impact decision making. It would be something that should be added to a policy~~

## NO PREFERENTIAL TREATMENT

~~Any such solicitation would need to~~shall be done ~~made~~ with an express statement that giving, or not giving, a gift will not factor into any BFT decision regarding past, current or future contract solicitations and awards. ~~I do see your concern about perception, but the competitive bidding rules do not preclude accepting gifts that are not offered with an intent to impact decision making. It would be something that should be added to a policy~~

Contractors/Vendors who do, or do not, ~~choose to~~ provide donations, contributions, sponsorships, and/or underwriting costs to BFT shall~~will~~ not be given preferential treatment for doing so in subsequent regard

| [to past, current, or future contracting, procurement, or other](#) purchasing decisions by BFT Board of Directors or BFT staff.

# Memorandum

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Date: October 10, 2024

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

RE: Pursuing 791 Cooperative Partnership with Nomad Transit LLC, dba Via (VIA)

## **Background**

CONNECT is BFT's on-demand rideshare service, offering an easy and affordable way for riders to access BFT's bus network and travel within the service area. It is especially useful for those whose starting points or destinations are far from a bus stop. This first mile/last mile micro-transit service connects riders to fixed routes, transit centers, and select destinations within six designated zones in the Tri-Cities area. Riders can book a ride quickly and be picked up within minutes, with both the pick-up and drop-off locations required to be within the same zone. As a shared ride service, additional passengers may join the trip.

In March 2023, the Board amended the contract to include paratransit overflow services to address staffing shortages and ensure that the community's needs are met. Via is fully prepared to support both the micro-transit service and overflow services as needed by BFT staff. As the current contract with Via ends in April 2025, staff are proposing the use of the 791 Cooperative to maintain uninterrupted first mile/last mile service during the preparation of a new RFP. Established in 2019, the 791 Cooperative allows members to purchase goods and services efficiently through pre-approved contracts, saving time and resources. Its e-procurement technology enhances transparency, reduces costs, and ensures compliance with state and federal requirements.

Via is an approved vendor through the 791 Cooperative, enabling staff to secure current pricing while preparing for a new contract. This approach will ensure seamless transit connections for riders while the RFP process is underway. Via, originally selected through the RFP process, has operated BFT's CONNECT since April 2020, providing essential service to those without access to fixed routes or ADA Dial-A-Ride.

Staff will continue to gather additional information on the 791 Cooperative option and assess any potential alternatives, including the possibility of bringing the service in-house. Any findings will be presented to the Board at next month's meeting, providing a comprehensive update and recommendations for moving forward.

## **Funding**

Budgeted: Yes

Budget Source: Operating Budget

Funding Source: Local

**Recommendation**

This is an informational item to inform the Board that BFT staff is exploring various options, including pursuing the 791 Cooperative in partnership with Via and initiating the RFP process. Staff will continue to evaluate all approaches to ensure uninterrupted service and will provide further recommendations as more information becomes available.

Forward as presented:

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Thomas Drozt, Chief Executive Officer



# Additional Board Information

## October 2024

1. 90-Day Procurement Outlook as of September 26, 2024

As of: 9/26/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
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**In Progress**

**Color Code: Yellow - In Process**


**October**

**Color Code: Green - Recommendation for Award**

Award of Contract - Bus Tire Lease	Operating	\$1,012,500	5 years	RFP	7/26/2024	10/20/2024	X
<b>November</b>							

**Color Code: Grey - Future Procurement Awards**

Acceptance of Capital Project: Administration Building HVAC	Capital	\$116,045	6 Months	IFB	NA	NA	X
Acceptance of Capital Project: Operations Building	Capital	\$10,500,000	23 Months	IFB	NA	NA	X
Acceptance of Capital Project: Queens Gate Transit Center	Capital	\$3,322,802	22 Months	IFB	NA	NA	X
Award of Contract - Janitorial Services & Supplies (WA State Contract)	Operating	\$975,000	5 years	RFP	NA	NA	X

**December**

Award of Contract - Grant-Funded Bus Stop & Sidewalk Improvements	Capital	\$1,590,507	Up to 2 Years	IFB	10/10/2024	12/20/2024	X