



BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 13, 2025, 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.

AGENDA

- | | |
|--|--------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Shea Walter |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda | Chair McKay |
| 6. Citizens Advisory Network (CAN) | Dennis Kreutz |
| A. February 17th, 2025, Meeting Report | |
| 7. Recognitions | |
| A. Resolution 05-2025 Retirement of Mary Gatrel | Megan Korenkiewicz |

8. Consent Agenda

A. February 13, 2025, Regular Board Meeting Minutes

B. February Voucher Summary

C. Resolution 04-2025 A Resolution Authorizing the Chief Executive Officer (CEO) to Extend Contract #1044 by way of Sole Source with Trapeze Software Group, Inc. D.B.A Trip Spark Technologies for Rideshare Management Software System

Michaela Dimas

9. Action Items

10. Discussion & Informational Items

A. Upcoming Bids and Requests for Proposals

B. Sales Tax Comparison

C. Treasurer's Report

11. Staff Reports & Comments

A. Legal Report

Jeremy J. Bishop

B. Chief Executive Officer's Report

Thomas Drozt

12. Board Member Comments

13. Executive Session

14. Other

15. Next Meeting

Regular Board Meeting – Thursday, April 10th, 2025, at 6:00 p.m.

16. Adjournment



BOARD OF DIRECTORS (REUNIÓN PERIÓDICA) REGULAR MEETING (DE LA JUNTA DE DIRECTIVOS)

Jueves 13 de marzo de 2025, a las 6:00 p. m.

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, Washington

***Aviso: Las reuniones pueden ser presenciales o virtuales a través de Zoom.
Se ofrece traducción al español a través de Zoom.***

Enlace para la reunión:

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

Teléfono: 253-215-8782 / Línea gratuita: 877-853-5247

ID de la reunión: 989 6217 8731 / Contraseña: 833979

Si desea hacer comentarios por escrito a la Junta o intervenir durante la parte de comentarios públicos de una reunión de la Junta, envíe [este formulario](#). Si desea hacer comentarios públicos durante la reunión, las personas pueden hablar por un máximo de tres minutos sobre asuntos relacionados con los temas del orden del día solamente y otros asuntos directamente relacionados con la Autoridad de la Junta de Directivos de Ben Franklin Transit, o bajo la dirección de dicha autoridad. El envío de comentarios públicos por escrito, a más tardar con 24 horas de antelación, garantizará que se distribuyan a la Junta antes de la inminente reunión. La parte de la reunión dedicada a los comentarios públicos suele limitarse a un total de treinta minutos, a menos que la Junta de Directivos la extienda. Se dará prioridad a quienes se hayan inscrito previamente para hacer comentarios públicos.

ORDEN DEL DÍA

- | | |
|---|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pasar lista | Shea Walter |
| 3. Juramento de lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación del orden del día | Presidente McKay |
| 6. Citizens Advisory Network (Red de asesoramiento para ciudadanos, CAN) | Dennis Kreutz |
| A. Informe de la reunión del 17^{de} febrero de 2025 | |
| 7. Reconocimientos | |
| A. Resolución 05-2025: jubilación de Mary Gatrel | Megan Korenkiewicz |

8. Orden del día consensuado

- A. Actas de las reuniones periódicas de la Junta del 13 de febrero de 2025
- B. Resumen de cupones de febrero

- C. Resolución 04-2025: una Resolución que autoriza al Chief Executive Officer (Director Ejecutivo, CEO) a extender el Contrato n.º 1044 a modo de única fuente con Trapeze Software Group, Inc. D.B.A Trip Spark Technologies para el sistema de software de gestión de viajes compartidos

Michaela Dimas

9. Elementos de acción

10. Conversación y apartados informativos

- A. Próximas ofertas y peticiones de propuestas
- B. Comparación del impuesto sobre las ventas
- C. Informe del tesorero

11. Informes y comentarios del personal

- A. Informe jurídico

Jeremy J. Bishop

- B. Informe del director general

Thomas Drozt

12. Comentarios de los miembros de la Junta

13. Sesión ejecutiva

14. Otro

15. Próxima reunión

Reunión periódica de la Junta: jueves 10 de abril de 2025, a las 6:00 p. m.

16. Se levanta la sesión

**BEN FRANKLIN TRANSIT
RESOLUTION 05-2025**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
MARY GATREL YEARS OF SERVICE**

WHEREAS Mary Gatrel spent Ten (10) years at Ben Franklin Transit serving the community as a Dial-A-Ride Driver. Mary understood what providing exceptional customer service was and what it meant to her passengers, always making sure the passengers' needs were met. BFT appreciates the time and dedication Mary provided to the organization and the community and wishes her the best in all future endeavors. Thank you and congratulations on your retirement; and

WHEREAS, Mary Gatrel submitted a notice of retirement to BFT with an effective date of February 12th, 2025;

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

1. Mary Gatrel served Ben Franklin Transit and the Tri Cities communities well in her position as a Dial-A-Ride Driver for ten (10) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Mary Gatrel, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held March 6, 2025, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BOARD OF DIRECTORS REGULAR MEETING

Thursday February 13, 2024, at 6 p.m.

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, 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.

Clerk of the Board Shea Walter 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: Thomas Drozt, Shea Walter, Joshua Rosas, Kevin Sliger, Michael Brown, Julie Thompson, Brian Lubanski, Janet Brett, Marcus McCreedy, Rob Orvis, Kathryn Wall, Gabe Martin, Jacob Johnson, Shawna Munyan

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.

No Public Comments were made.

No Written Public Comments were received.

5. **Election of Officers – BFT Board of Directors**

Legal Counsel Jeremy J. Bishop called for nominations, Director Bauman nominated Chair McKay as Chair, Sandretto seconded, and the vote was passed unanimously. Director Beauchamp nominated Director Bauman as Vice-Chair, Director Sandretto seconded, and the vote was passed unanimously.

Legal Council Jeremy J. Bishop, Thomas Drozt and Board of Directors discussed BFCOG members and new Executive Committee members.

6. **APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

Director Bauman moved to approve the agenda, this motion was seconded by Director Sandretto and passed unanimously

7. **RECOGNITIONS**

No Recognitions were made

8. **CITIZENS ADVISORY NETWORK (CAN)**

Mr. Edwin Frost presented and highlighted items in the minutes from their January 27th, 2025, Citizens Advisory Network meeting.

9. **CONSENT AGENDA**

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

A. February 13th, 2025, Regular Board Meeting Minutes

B. February Voucher Summary

Director Bloom moved to approve the Consent Agenda. This Motion was seconded by Director Maier and passed unanimously

10. **ACTION ITEMS**

A. Authorizing the Adoption of the 2025 Annual Service Plan & Accompanying Title VI Service Equity Analysis

i. Public Hearing

ii. Resolution 02-2025 A Resolution Authorizing the Adoption of the 2025 Annual Service Plan

Director Bauman moved to approve Resolution 02-2025. This Motion was seconded by Director Sandretto and passed unanimously

iii. Resolution 03-2025 Adopting the 2025 Title VI Service Equity Analysis
Director Maier moved to approve Resolution 03-2025. This Motion was seconded by Director Bauman and passed unanimously

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop had no updates

B. Chief Executive Officer's Report

Chief Executive Officer Thomas Drozt touched on a few projects, Ben Franklin Transit implemented a new Project Management Office, created with existing staff, this will allow more structure for projects.

Thomas touched on the process of beta testing of new BFT website, also mentioned in January BFT had 8 nonprofits apply for grant tickets, February BFT had 6.

Overall BFT is settling into their roles, collaborating well and looking forward to the future

12. BOARD MEMBER COMMENTS

Board comments were made

13. EXECUTIVE SESSION

No Executive Session was held

14. OTHER

There were no other agenda items

15. NEXT MEETING

The next meeting will be held Thursday, March 13, 2025, at 6:00 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 6:39 PM

Shea Walter, Clerk of the Board

Date



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

Thursday, March 13, 2025

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for February 2025

JT

February 2025 vouchers totaled \$6,995,378.01. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
WA STATE TRANSIT INS. POOL	MEMBERSHIP	\$ 1,706,600.23
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 468,508.60
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 463,728.72
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 336,637.37
ARC OF THE TRI-CITIES INC	CONTRACTED SERVICES	\$ 321,236.20
COLEMAN OIL COMPANY LLC	FUEL	\$ 241,556.54
AVAAP USA LLC	CONTRACTED SERVICES	\$ 150,000.00
CDW GOVERNMENT INC.	COMPUTER SUPPLY	\$ 147,766.22
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 136,402.05
BUD CLARY CHEVROLET INC.	PURCHASE VEHICLE	\$ 108,730.00
STATE OF WASHINGTON	MED INS PAYABLE	\$ 103,212.95
SAMSARA INC	PARTS & SERVICE	\$ 97,605.64
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 86,927.41
US BANK CORPORATE PAYMENT SYSTEMS	CREDIT CARD	\$ 70,205.81
WORKDAY INC	SOFTWARE	\$ 49,000.00
TRANSCO GROUP USA INC	CONSULTING	\$ 47,169.05
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 42,562.98
WEX BANK	CONTRACTED SERVICES	\$ 39,524.28
ESF DEVELOPMENT LLC	CONSTRUCTION	\$ 38,131.48
KARR TUTTLE CAMPBELL	LEGAL SERVICES	\$ 36,528.88
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 34,465.45
WA STATE TRANSIT ASSOCIATION	MEMBERSHIP	\$ 32,000.00
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 30,512.81
ERIC RODRIGUEZ	EMPLOYEE	\$ 30,000.00
BENTON-FRANKLIN COUNCIL	MEMBERSHIP	\$ 29,015.00
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 28,623.83
ALSC ARCHITECTS PS	A & E SERVICES	\$ 26,045.68
CARAHSOFT TECHNOLOGY CORPORATION	IT SOLUTIONS PROVIDER	\$ 25,240.14
KPFF INC	CONSULTING	\$ 23,886.27
EMPLOYMENT SECURITY DEPARTMENT	EMPLOYMENT SECURITY	\$ 22,605.20
MCCURLEY INTEGRITY DEALERSHIPS LLC	PARTS, EQUIP., BUS A/C	\$ 20,230.45
TRI CITIES MONITORING INC	PROFESSIONAL SERVICES	\$ 16,650.00
LUMINATOR TECHNOLOGY GROUP INC	PARTS, EQUIP., BUS A/C	\$ 16,500.67
MUSTANG SIGNS LLC	DECALS	\$ 16,453.89
TEAMSTERS UNION	UNION DUES	\$ 16,450.75
SAS CONSULTING LLC	CONSULTING	\$ 15,863.25
PLANETERIA MEDIA LLC	WEBSITE DEVELOPER	\$ 15,600.00
CASCADE NATURAL GAS CORPORATION	HEATING EXPENSE	\$ 15,293.86
KBL INCORPORATED	COPIER LEASE	\$ 15,098.43
APPLE VALLEY BROADCASTING INC	MARKETING	\$ 15,074.00
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 15,017.79
MUNCIE TRANSIT SUPPLY	PARTS, EQUIP., BUS A/C	\$ 14,814.92
4IMPRINT INC	PROMOTIONAL	\$ 14,743.66
BUSINESS RADIO INC	CONTRACTED SERVICES	\$ 14,424.25
JASPER ENGINE EXCHANGE INC.	SUPPLIES	\$ 13,074.44
SMITH SYSTEM DRIVER IMPROVEMENT INS INC	TRAINING	\$ 13,052.67
KHQ INCORPORATED	MARKETING	\$ 12,610.50
CITY OF RICHLAND	UTILITY	\$ 12,353.98
GOVERNMENT JOBS.COM INC	APPLICANT TRACKING	\$ 11,722.27
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 11,636.46
ABRAHAM VILLAMAR	TINTING SERVICES	\$ 11,549.38
HEART AND HUNTER INC	CONTRACTED SERVICES	\$ 11,375.00
COMMERCIAL TIRE	TIRES	\$ 11,350.33
HERITAGE PROFESSIONAL LANDSCAPING INC	LANDSCAPE MAINTENANCE	\$ 11,124.92
P & F AUTOMOTIVE WAREHOUSE INC	PARTS EQUIP BUS A/C	\$ 10,242.26

Total Significant Vendors \$ 5,326,736.92

Payroll Total \$ 1,327,873.92

Total Non-Significant Vendors \$ 340,767.17

GRAND TOTAL \$ 6,995,378.01

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 [Feb 2025](#)

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
503-25	ACH	2/7/2025	\$ 663,226.92 Payroll
504-25	ACH	2/21/2025	\$ 664,647.00 Payroll
Total			\$ 1,327,873.92

AUTHORITY MEMBER
3/13/2025

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 [Feb 2025](#).

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
123-25	89835	89874	2/4/2025	193,360.85	MDSE
124-25	89875	89904	2/6/2025	2,011,891.56	MDSE
125-25	89905	89910	2/6/2025	75,660.13	MDSE
127-25	89911	89911	2/11/2025	980.92	MDSE
128-25	89912	89996	2/17/2025	559,016.12	MDSE
129-25	89997	89998	2/18/2025	38,195.48	MDSE
130-25	ACH		2/7/2025	239,338.38	ACH
131-25	ACH		2/10/2025	9,936.98	ACH
132-25	ACH		2/11/2025	805,145.97	ACH
133-25	ACH		2/19/2025	39,524.28	ACH
134-25	89999	90079	2/21/2025	450,275.55	MDSE
135-25	ACH		2/21/2025	235,893.74	ACH
136-25	90080	90081	2/24/2025	114,251.12	MDSE
137-25	ACH		2/21/2025	7,800.00	ACH
138-25	ACH		2/24/2025	14,165.20	ACH
139-25	ACH		2/24/2025	70,205.81	ACH
140-25	ACH		2/25/2025	608.85	ACH
141-25	90082	90082	2/27/2025	4,000.00	MDSE
142-25	90083	90163	2/28/2025	799,965.23	MDSE
143-25	90052	AND 90058	2/28/2025	(2,712.08)	VOID
Total				\$ 5,667,504.09	

 AUTHORITY MEMBER
 3/13/2025

Feb 2025 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 March 13, 2025.

ACTION: As of this date, March 13, 2025, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
503-25	ACH	2/7/2025	\$ 663,226.92	Payroll
504-25	ACH	2/21/2025	\$ 664,647.00	Payroll
Total			\$ 1,327,873.92	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
123-25	89835	89874	2/4/2025	193,360.85 MDSE
124-25	89875	89904	2/6/2025	2,011,891.56 MDSE
125-25	89905	89910	2/6/2025	75,660.13 MDSE
127-25	89911	89911	2/11/2025	980.92 MDSE
128-25	89912	89996	2/17/2025	559,016.12 MDSE
129-25	89997	89998	2/18/2025	38,195.48 MDSE
130-25	ACH		2/7/2025	239,338.38 ACH
131-25	ACH		2/10/2025	9,936.98 ACH
132-25	ACH		2/11/2025	805,145.97 ACH
133-25	ACH		2/19/2025	39,524.28 ACH
134-25	89999	90079	2/21/2025	450,275.55 MDSE
135-25	ACH		2/21/2025	235,893.74 ACH
136-25	90080	90081	2/24/2025	114,251.12 MDSE
137-25	ACH		2/21/2025	7,800.00 ACH
138-25	ACH		2/24/2025	14,165.20 ACH
139-25	ACH		2/24/2025	70,205.81 ACH
140-25	ACH		2/25/2025	608.85 ACH
141-25	90082	90082	2/27/2025	4,000.00 MDSE
142-25	90083	90163	2/28/2025	799,965.23 MDSE
143-25	90052	AND 90058	2/28/2025	(2,712.08) VOID
Total			\$ 5,667,504.09	

Check Register Nos. 123-25 to 125-25, 127-25 to 143-25 and 503-25 to 504-25 in the total amount of: **\$ 6,995,378.01**

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

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 503-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 663,226.92</u>

PAYROLL DATE FEBRAURY 7, 2025

PURPOSE: PPE 02/01/2025 AMOUNT: \$ 663,226.92

“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.”

Julie Thompson
AUDITOR

02/07/2025
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 504-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 664,647.00</u>

PAYROLL DATE FEBRAURY 21, 2025

PURPOSE: PPE 02/15/2025 AMOUNT: \$ 664,647.00

“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.”

Julie Thompson
AUDITOR

2/19/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 123-25

CHECK NUMBERS 89835 to 89874

DATE 02/04/2025

PURPOSE APFEB25A VOUCHERS AMOUNT **\$193,360.85**

"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."

Julie Thompson
Julie Thompson (Feb 5, 2025 08:43 PST)

Feb 5, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 124-25

CHECK NUMBERS 89875 to 89904

DATE 02/06/2025

PURPOSE APFEB25B VOUCHERS AMOUNT **\$2,011,891.56**

"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."

Julie Thompson
Julie Thompson (Feb 7, 2025 06:53 PST)

AUDITOR

Feb 7, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 125-25

CHECK NUMBERS 89905 to 89910

DATE 02/06/2025

PURPOSE APFEB25C VOUCHERS AMOUNT **\$75,660.13**

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

Julie Thompson
Julie Thompson (Feb 7, 2025 06:54 PST)

AUDITOR

Feb 7, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 127-25

CHECK NUMBERS 89911 to 89911

DATE 02/11/2025

PURPOSE APFEB25D VOUCHERS AMOUNT **\$980.92**

"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."

Julie Thompson
Julie Thompson (Feb 19, 2025 06:58 PST)

AUDITOR

Feb 19, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 128-25

CHECK NUMBERS 89912 to 89996

DATE 02/17/2025

PURPOSE APFEB25E VOUCHERS AMOUNT **\$559,016.12**

"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."

Julie Thompson
Julie Thompson (Feb 19, 2025 07:00 PST)

AUDITOR

Feb 19, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 129-25

CHECK NUMBERS 89997 to 89998

DATE 02/18/2025

PURPOSE APFEB25F VOUCHERS AMOUNT **\$38,195.48**

"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."

Julie Thompson
Julie Thompson (Feb 19, 2025 07:00 PST)

AUDITOR

Feb 19, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 130-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/07/2025

PURPOSE:

02518 SOMETHING UNLIMITED	\$6,693.75
00286 UNION DUES-TEAMSTERS	\$83.00
00430 IRS	\$232,561.63
TOTAL	\$239,338.38

"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."

Julie Thompson
Julie Thompson (Feb 19, 2025 07:03 PST)

AUDITOR

Feb 19, 2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 131-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/10/2025

PURPOSE:

01609 AW REHN	\$1,052.49
00441 MISSION SQUARE DC	\$2,661.67
00262 WA STATE DCS	\$1,926.92
00532 DP&RO-DRS DCP-RETIREMENT	\$4,295.90
TOTAL	\$9,936.98

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

Julie Thompson
Julie Thompson (Feb 19, 2025 07:12 PST)

AUDITOR

Feb 19, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 132-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/11/2025

PURPOSE:

00432 PERS 2 & 3 DEPT OF RETIREMENT	\$336,637.37
00014 WA TMSTERS WEL TRUST	\$468,508.60
TOTAL	\$805,145.97

"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."

Julie Thompson
Julie Thompson (Feb 19, 2025 17:47 PST)

AUDITOR

Feb 19, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 133-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/19/2025

PURPOSE:

02072 WEX	\$39,524.28
TOTAL	\$39,524.28

"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."

Julie Thompson
Julie Thompson (Feb 21, 2025 16:00 PST)

AUDITOR

Feb 21, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 134-25

CHECK NUMBERS 89999 to 90079

DATE 02/21/2025

PURPOSE APFEB2GF VOUCHERS AMOUNT **\$450,275.55**

"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."

Julie Thompson
Julie Thompson (Feb 21, 2025 16:01 PST)

AUDITOR

Feb 21, 2025

DATE

CHECK REGISTER NUMBER: 135-25

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 136-25

CHECK NUMBERS 90080 to 90081

DATE 02/24/2025

PURPOSE APFEB25H VOUCHERS AMOUNT **\$114,251.12**

"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."

Julie Thompson
Julie Thompson (Feb 24, 2025 15:29 PST)

AUDITOR

Feb 24, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 137-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/21/2025

POST DATE IN FLEETNET: 02/22/2025

PURPOSE:

00082 HRA VEBA TRUST	\$7,800.00
TOTAL	\$7,800.00

"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."

Julie Thompson
Julie Thompson (Feb 25, 2025 16:55 PST)

AUDITOR

Feb 25, 2025

DATE

DATE _____

Feb 25, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 140-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 02/25/2025

PURPOSE:

00414	EXCISE TAX JAN 2025	\$608.85
TOTAL		\$608.85

"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."

Julie Thompson
Julie Thompson (Feb 25, 2025 16:58 PST)

AUDITOR

Feb 25, 2025

DATE _____

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 141-25

CHECK NUMBERS 90082 to 90082

DATE 02/27/2025

PURPOSE APFEB25I VOUCHERS AMOUNT **\$4,000.00**

"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."

Julie Thompson
Julie Thompson (Feb 27, 2025 16:27 PST)

AUDITOR

Feb 27, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 142-25

CHECK NUMBERS 90083 to 90163

DATE 02/28/2025

PURPOSE APFEB25J VOUCHERS AMOUNT **\$799,965.23**

"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."

Julie Thompson
Julie Thompson (Feb 28, 2025 15:50 PST)

AUDITOR

Feb 28, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 143-25

CHECK NUMBERS 90052 & 90058

DATE 02/28/2025

PURPOSE A/P VOID CHECK AMOUNT (\$2,712.08)

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."

Julie Thompson
Julie Thompson (Feb 28, 2025 15:49 PST)

Feb 28, 2025

AUDITOR

DATE

Memorandum

Date: March 13, 2025

To: Thomas Drozt, Chief Executive Officer (CEO)

From: Michaela Dimas, Director of Rideshare & On-Demand Transportation

Re: Authorize the CEO to extend Contract #1044 by way of sole source with Trapeze Software Group, Inc. D.B.A. as TripSpark Technologies for up to an additional five (5) years for the continued software maintenance and hosting services of the Rideshare Management Software System.

Background

In May 2017, the Ben Franklin Transit (BFT) Board of Directors authorized the release of proposals for a Rideshare Management Software System. The goal was to streamline the management of BFT's Rideshare Program (formerly known as the Vanpool Program) by automating customer data, rideshare group details, fare tracking, and Federal Transit Administration (FTA) reporting through a unified software platform. The system tracks data for the National Transit Database (NTD), which ensures BFT's compliance with federal reporting requirements.

Trapeze Software Group, Inc. D.B.A. TripSpark Technologies submitted the winning proposal for the TripSpark RidePro Software, which includes several critical tools for BFT, such as:

- TripSpark RidePro Administration for overall system management
- TripSpark RidePro Web (Rideshare Subset) for user interaction
- TripSpark RidePro Pool Management (NTD Reporting) for compliance and reporting
- TripSpark RidePro Rideshare Fare Software for fare tracking and payment
- TripSpark Hosting Services to ensure reliable, ongoing operation of the system

The initial contract was approved by BFT's Board of Directors under Resolution 51-2017, which included up to a five (5) year term to cover continued software maintenance and hosting fees. The software was not fully implemented until March of 2020. The current contract with TripSpark Technologies is set to end on March 31, 2025.

BFT staff is requesting to extend the contract by up to five (5) additional years to continue the software maintenance services and hosting services with TripSpark Technologies. The total cost for up to a five (5) year extension is \$217,899, which includes sales tax and changing order authority up to 8%.

This sole source extension will allow BFT to continue utilizing TripSpark's RidePro Software and benefit from ongoing software updates, maintenance, and necessary hosting services, without the initial capital cost outlay for implementing a new system that would exceed the cost of the continuation of the current contract, by requiring new equipment & software, training BFT staff and the Rideshare riders.

Funding:

Budgeted: Yes

Budget Source: Operating

Funding Source: Local Funds

Recommendation

BFT staff recommends that the BFT Board of Directors approve the sole source extension of the contract with TripSpark Technologies for up to five (5) years for the continued software maintenance and hosting services of the Rideshare Management Software System.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 04-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO
EXTEND CONTRACT #1044 BY WAY OF SOLE SOURCE WITH TRAPEZE SOFTWARE
GROUP, INC. D.B.A. TRIPSPARK TECHNOLOGIES FOR RIDESHARE MANAGEMENT
SOFTWARE SYSTEM**

WHEREAS, the Board of Directors approved the release of proposals for the Rideshare Management Software System (formerly known as the Vanpool Program) and awarded the contract for up to five (5) years to TripSpark Technologies by way of Resolution 51-2017; and

WHEREAS, the Rideshare software system is needed for the operation and support for BFT's Rideshare Program and complies with FTA reporting, National Transit Database (NTD) tracking, and operational requirements; and

WHEREAS, TripSpark Technologies was the best selected provider for BFT's needs for Rideshare Management Software, including RidePro Administration, RidePro Web, RidePro Pool Management, RidePro Rideshare Fare Software, and TripSpark Hosting Services; and

WHEREAS, the cost for the up to five (5) year sole source contract extension is \$217,899, including sales tax & change order authority of 8.0%.

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

The CEO is authorized to extend Contract #1044 by way of sole source with TripSpark Technologies for up to five (5) years for Rideshare Management Software System maintenance and hosting services, at a cost not to exceed \$217,899.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 13, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Additional Board Information

March 2025

1. 90-Day Procurement Outlook as of February 25, 2025
2. Sales Tax Comparison
3. 2025 Treasurer's Report

As of: 2/25/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Request for Proposals for Employment Law & Labor Law Legal Services	Operating	\$500,000	Up to 5 years	RFP	1/10/2025	4/20/2025	X
Bus Wash System Replacement (Equipment only)	Capital	\$500,000	6 Months	WA State Contract	NA	4/20/2025	X

March							
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Color Code: Green - Recommendation for Award

Contract Extension - Trapeze RidePro extend for up to 5 years	Operating	\$217,899	Up to 5 years	Sole Source	NA	NA	X

April							
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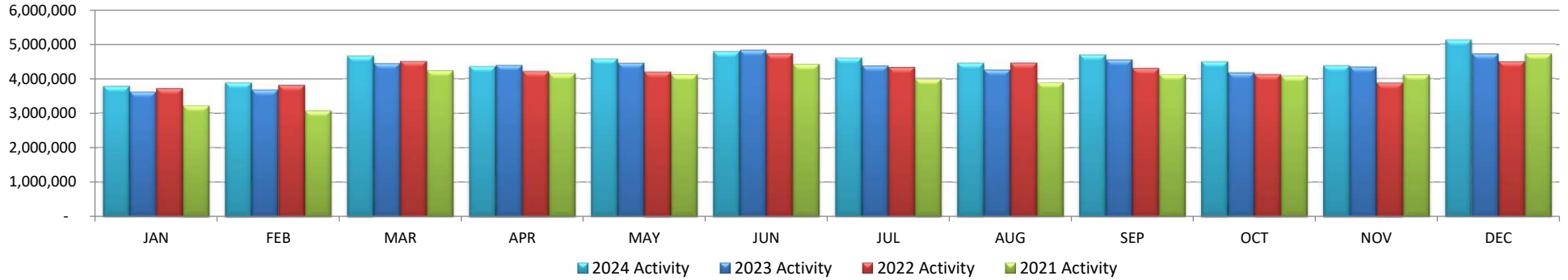
Color Code: Grey - Future Procurement Awards

Acceptance of Capital Project: Administration Building HVAC Project	Capital	\$116,045	18 Months	IFB	NA	NA	X
Contract Award - Employment Law & Labor Law Legal Services	Operating	\$500,000	Up to 5 years	RFP	1/10/2025	4/20/2025	X
Acceptance of Capital Project: Queens Gate Transit Center	Capital	\$3,322,802	24 Months	IFB	NA	NA	X

May							



BFT Sales Tax Comparison
2021 to YTD 2024



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2024 Activity	3,779,941	3,890,902	4,676,729	4,364,050	4,587,567	4,803,116	4,610,109	4,470,339	4,705,860	4,510,224	4,388,830	5,121,953	53,909,620	\$ 53,909,620
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735	4,376,047	4,276,040	4,559,657	4,191,167	4,349,920	4,724,583	51,958,339	\$ 51,958,339
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	
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	
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	
Chg 24 to 23	158,549	205,504	214,187	(40,116)	125,875	(42,619)	234,062	194,299	146,203	319,057	38,909	397,370	1,951,280	
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	(201,724)	244,609	48,307	457,583	219,885	1,063,471	
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 24 to 23	4.4%	5.6%	4.8%	-0.9%	2.8%	-0.9%	5.3%	4.5%	3.2%	7.6%	0.9%	8.4%	3.8%	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%	1.2%	11.8%	4.9%	2.1%	
% 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%	
2024 Budget	3,717,000	3,783,000	4,584,000	4,514,000	4,573,000	4,967,000	4,485,000	4,383,000	4,675,000	4,296,000	4,459,000	4,728,000	53,164,000	\$ 53,164,000
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	
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	
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	
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	
Vs. 2024 Budget	62,941	107,902	92,729	(149,950)	14,567	(163,884)	125,109	87,339	30,860	214,224	(70,170)	393,953	745,620	1.4%
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%
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	5.8%
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	20.1%
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%



Ben Franklin Transit Treasurer's Report

Date: March 13, 2025

To: Ben Franklin Transit Board of Directors

From: Finance Department

Subject: Treasurer's Report - As of Feb 28, 2025

The Investment Position of Ben Franklin Transit as of the Close of Business on Feb 28, 2025 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.4507%	Open	\$ 54,600,420	60.0%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
Subtotal Investments			54,600,420	60.0%
Check Book Balance, Petty Cash, & Travel Account			* 36,482,522	40.1%
				100.0%
Total Cash and Equivalents on Hand **			\$ 91,082,942	
Less Reserve Funds				
Operating Reserves			(16,333,000)	
Fuel Reserves			(2,357,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
Total Reserves			(33,890,000)	
Subtotal Funds Available			57,192,942	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Budget Authority	12 Month Estimated Outflows (*)	(25,247,047)	
Fleet Vehicles	(21,744,226)	(6,592,721)		
Facilities - Transit Centers & Amenities	(44,598,490)	(11,294,814)		
Facilities - MOA Campus	(10,567,677)	(2,260,088)		
Technology	(7,993,792)	(2,414,206)		
Other	(6,210,749)	(2,685,218)		
	(91,114,934)	(25,247,047)		
Net Funds Available			\$ 31,945,895	

* 2024 Capital Budget \$22.7m + Prior Years Obligated CapEx rolled over to 2024. \$5m to \$7m estimated to rollover to 2025.

Total Cash & Investments (in thousands) as of Feb 28, 2025

