



BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 14, 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.

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 (page 1) | Chair McKay |
| 6. Recognitions | |
| A. Resolution 45-2024 Retirement of Kathy Rosinski (page 5) | Megan Korenkiewicz |
| 7. Citizens Advisory Network (CAN) Report | Dori-Luzzo Gilmour |

8. Consent Agenda

- A. October 10, 2024, Regular Board Meeting Minutes (*page 6*)
- B. October Voucher Summary (*page 10*)
- C. Resolution 46-2024 A Resolution Adopting the Revised BFT Fare Policy to include Free Passes and Tickets to the “Poor” and “Infirm” (*page 14*)
- D. Resolution 47-2024 A Resolution Authorizing the Chief Executive Officer to Enter into a Three-Year Contract with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses Utilizing King County Directors’ Association (KCDA) Contract AEPA #22-G (*page 20*)
- E. Resolution 48-2024 A Resolution Authorizing to True Up Microsoft Licenses over the past three-years with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State Contract #14922 (*page 22*)
- F. Resolution 49-2024 A Resolution Authorizing the Chief Executive Officer to Extend Contract for Janitorial Services with Buenavista Services (*page 25*)

9. Action Items

- A. Resolution 50-2024 A Resolution Authorizing the Chief Executive Officer To Enter into the 791 Cooperative Partnership with Nomad Transit LLC, dba, Via (VIA) (*page 28*) Kevin Sliger

10. Discussion & Informational Items

- A. Third Quarter 2024 Agency Ridership Report (*page 32*) Kevin Sliger

11. Staff Reports & Comments

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

12. Board Member Comments

13. Executive Session

An Executive Session will be held under RCW 42.30.140(4)(b) collective bargaining.

14. Other

15. Next Meeting

Regular Board Meeting – Thursday, December 12, 2024, at 6:00 p.m.

16. Adjournment



**REUNIÓN PERIÓDICA
DE LA JUNTA DE DIRECTIVOS**
Jueves, 14 de noviembre de 2024, a las 6 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 / Número gratuito: 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. Convocatoria a la reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Shea Walter |
| 3. Juramento de lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación del orden del día (página 1) | Presidente McKay |
| 6. Reconocimientos | |
| A. Resolución 45-2024: jubilación de Kathy Rosinski (página 5) | Megan Korenkiewicz |
| 7. Reporte del Citizens Advisory Network (CAN) | Dori-Luzzo Gilmour |

8. Orden del día consensuado

- A. Actas de las reuniones periódicas de la Junta del 10 de octubre de 2024 (*página 6*)
- B. Resumen de cupones de octubre (*página 10*)
- C. Resolución 46-2024: resolución por la que se adopta la política de tarifas revisada de BFT para incluir pases y boletos gratuitos para los “pobres” y los “enfermos” (*página 14*)
- D. Resolución 47-2024: resolución por la que se autoriza al director general a celebrar un contrato de tres años con CDW-G para Microsoft Office 365, Windows Network Server y licencias de SQL Server mediante el contrato AEPA #22-G de la King County Directors’ Association (Asociación de Directores del Condado de King, KCDA) (*página 20*)
- E. Resolución 48-2024: resolución por la que se autoriza la actualización de las licencias de Microsoft durante los últimos tres años con CDW-G para Microsoft Office 365, Windows Network Server y SQL Server mediante el contrato del estado de Washington #14922 (*página 22*)
- F. Resolución 49-2024: resolución por la que se autoriza al director general a extender el contrato de servicios de limpieza con Buenavista Services (*página 25*)

9. Elementos de acción

- A. Resolución 50-2024: resolución por la que se autoriza al director general a entrar en la asociación cooperativa 791 con Nomad Transit LLC, cuyo nombre comercial es Via (VIA) (*página 28*) Kevin Sliger

10. Conversación y apartados informativos

- A. Informe de resultados de la agencia para el tercer trimestre de 2024 (*página 32*) Kevin Sliger

11. Informes y comentarios del personal

- A. Informe jurídico
- B. Informe del director general Jeremy Bishop

12. Comentarios de los miembros de la Junta

Thomas Drozt

13. Sesión ejecutiva

Se celebrará una sesión ejecutiva en virtud del RCW 42.30.140(4)(b) sobre negociación colectiva.

14. Otro

15. Próxima reunión

Reunión periódica de la Junta: jueves, 12 de diciembre de 2024, a las 6:00 p. m.

16. Se levanta la sesión

**BEN FRANKLIN TRANSIT
RESOLUTION 45-2024**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
KATHY ROSINSKI'S YEARS OF SERVICE**

WHEREAS, Kathy Rosinski spent seventeen (17) years at Ben Franklin Transit serving the community as a Dial-A-Ride Driver. Kathy 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 Kathy provided to the organization and wishes her the best in all future endeavors. Thank you and congratulations on your retirement; and

WHEREAS, Kathy Rosinski submitted a notice of retirement to BFT with an effective date of October 31st, 2024

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

1. Kathy Rosinski served Ben Franklin Transit and the Tri-Cities communities well in her position as a Dial-A-Ride Driver for seventeen (17) Years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Kathy Rosinski, Dial-A-Ride Driver, for her professional effort on behalf of the agency, its employees, and its customers. Kathy, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 14, 2024, 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



BOARD OF DIRECTORS REGULAR MEETING

Thursday, October 10, 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 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	Excused
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: Brittany Archibald, Jamie Bergstrom, Imelda Collop, Jon Comfort, Terry DeJuan, Michaela Dimas, Brian Lubanski, Rob Orvis, Joshua Rosas, Kevin Sliger, Denise Sommer, Sean Taylor, Solomon Torelli, Michael Wells

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.

Denise Sommer, resident of Richland, addressed the Board about payroll issues employees are having.

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

Michael Wells, resident of Pasco, addressed the Board about staff shortages.

Sean Taylor, resident of Kennewick and a Dial-A-Ride driver for Ben Franklin Transit, addressed the Board about staff shortages.

Written Public Comments Received Prior to the Meeting

A Customer Comment was received and spoke against getting rid of youth ride free passes.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

6. RECOGNITIONS

A. Resolution 41-2024 Retirement of Darlene Pinney

Senior Manager of Customer Service Brian Lubanski read the Board resolution recognizing Darlene Pinney, who was not present, for her 16 years of service.

Director Sandretto moved for approval of Resolution 41-2024. The motion was seconded by Director Maier and passed unanimously.

7. CITIZENS ADVISORY NETWORK (CAN)

A. Report

Mr. Dennis Kreutz presented and highlighted items in the minutes from their September 16, 2024, Citizens Advisory Network meeting.

B. Recommendation CAN 2024-04 Method of Tracking and Responding to CAN Advocacy Items

BFT Legal Counsel Jeremy Bishop addressed the Board regarding the Citizens Advisory Network's recommendation CAN 2024-04 regarding the method of tracking and responding to the advocacy items. A numbering system was established, the first three letters to be CAN, the four numbers are the current calendar year, and the following numbers are the number item. The recommendations are to be presented early enough to be on the agenda for the Board to provide feedback, or if more time is needed, to be moved to the next Board meeting.

C. Recommendation CAN 2024-07

Mr. Bishop addressed the Board regarding the Citizens Advisory Network's recommendation CAN 2024-07 regarding BFT Board of Directors taking a public stance on voting No on I-2117. Mr. Bishop recommended that the Board deny the proposal.

8. CONSENT AGENDA

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

A. September 5, 2024, Regular Board Meeting Minutes

B. September Voucher Summary

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

D. Resolution 43-2024 Authorizing the Chief Executive Officer to enter into contract with Bridgestone, Americas Tire Operations LLC

E. Resolution 44-2024 Adopting the Updated Policy 6.1, Donations, Devises of Bequests Gifts, Entertainment, or Favors

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

9. DISCUSSION & INFORMATIONAL ITEMS

A. Pursuing 791 Cooperative Partnership with Nomad Transit LLC, dba Via (VIA)

Chief Planning & Development Officer Kevin Sliger presented a memo for Board information about pursuing a cooperative partnership with Nomad Transit LLC, dba Via. It will be brought back before the Board for approval in November.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop stated he has been working with BFT staff on contracts and RFPs and will provide a report in the next month or two on a couple of items.

B. Chief Executive Officer's Report

Chief Executive Officer Thomas Drozt addressed the Board and provided an update on the Finance Department; the overall financial report for the year remains strong.

Mr. Drozt has been working with each of the departments to establish Key Performance Indicators (KPI) that are standard in the transit industry and will be published on BFT's website to show the public what is being delivered. He stated at the next Board meeting, everyone will be able to see progress toward specific goals over the last five months. We are working on getting the remainder of the year done to see what 2024 looks like overall; that will be the norm from here on out.

He touched on the organizational needs to ensure they are aligned with the strategic goals and being adjusted where needed.

Mr. Drozt provided an update on the smaller fleet that was purchased about two years ago. Staff are getting them design ready to put out on the road.

He also touched on job postings on the BFT website for Coach and Dial-A-Ride operators, as there is a need and a shortage in both those areas. There is a Dial-A-Ride class going on with eight students, and they are in week three of training. We are also accepting applications for Coach operators, as we understand the need to bump up those numbers.

Mr. Drozt stated he purchased a home and will be living in Pasco.

11. BOARD MEMBER COMMENTS

Board comments were made.

12. EXECUTIVE SESSION

No Executive Session was held.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, November 14, 2024, at 6:00 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 6:43 p.m.

Anel Montejano, Clerk of the Board

Date



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

Thursday, November 14, 2024

To: Ben Franklin Board of Directors

From: Rob Orvis, Interim Chief Financial Officer

RE: Vouchers for October 2024

October 2024 vouchers totaled \$5,424,991.28. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
NORTHSOUND AUTO GROUP LLC	VP VANS	\$ 443,430.00
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 438,941.58
N.W. ADMIN TRANSFER	MEDICAL INS PAYABLE	\$ 425,320.60
GOODMAN AND MEHLENBACHER	CONSTRUCTION	\$ 382,587.99
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 353,527.00
DEPT LABOR & INDUSTRIES	QUARTERLY PAYROLL TAXES	\$ 336,235.93
COLEMAN OIL COMPANY LLC	FUEL	\$ 269,704.94
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 206,786.25
TRANSPO GROUP USA INC	CONSULTING	\$ 118,429.90
BUD CLARY LONGVIEW LLC	VEHICLES	\$ 106,067.23
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 85,843.36
ARC OF THE TRI-CITIES INC	MEDICAL INS PAYABLE	\$ 79,135.88
ALSC ARCHITECTS PS	A & E SERVICES	\$ 57,396.89
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 49,402.60
WENHA GROUP INC	CONSTRUCTION MANAGEMENT	\$ 49,149.40
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 40,921.43
WEX BANK	CONTRACTED SERVICES	\$ 35,213.64
EXPRESS SERVICES	SERVICES	\$ 27,010.81
ROACH LAW OFFICES LLP	LEGAL SERVICES	\$ 26,139.50
CDW GOVERNMENT INC.	COMPUTER SUPPLY	\$ 25,127.97
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 23,345.00
CITY OF RICHLAND	UTILITY	\$ 22,725.38
TRAPEZE SOFTWARE GROUP INC	SOFTWARE	\$ 22,401.99
HSI WORKPLACE COMPLIANCE SOLUTIONS INC	SERVICES	\$ 20,746.42
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 17,041.50
MOSS ADAMS LLP	PROFESSIONAL SERVICES	\$ 16,986.90
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 16,682.62
GARDA CL NORTHWEST INC	ARMORED CAR SERV.	\$ 15,690.11
EDNETICS INC	PROFESSIONAL SERVICES	\$ 15,531.31
FGL LLC	LEASE	\$ 15,213.83
TEAMSTERS UNION	UNION DUES	\$ 15,157.50
BARGAINING POWER INC	SOFTWARE	\$ 14,750.00
SAS CONSULTING LLC	CONSULTING	\$ 13,806.00
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 12,934.82
SMG TRI CITIES LLC	ADVERTISING	\$ 12,800.00
VERIZON WIRELESS	TELEPHONE	\$ 12,048.36
ALLWEST TESTING & ENGINEERING INC	INSPECTION & MATERIAL TESTING	\$ 11,602.50
P & F AUTOMOTIVE WAREHOUSE INC	PARTS EQUIP BUS A/C	\$ 11,437.84
COMMERCIAL TIRE	TIRES	\$ 10,710.00
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 10,451.28

Total Significant Vendors	\$	3,868,436.26
Payroll Total	\$	1,282,163.32
Total Non-Significant Vendors	\$	274,391.70
GRAND TOTAL	\$	5,424,991.28

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 [Oct 2024](#).

PAYROLL					
Check Register Number	Check Number / Number	Date of Issue	In the Amount		
520-24	ACH	10/4/2024	\$ 624,471.96	Payroll	
521-24	ACH	10/18/2024	\$ 650,422.02	Payroll	
533-24	ACH	10/8/2024	\$ 4,581.08	Payroll	
534-24	ACH	10/24/2024	\$ 2,688.26	Payroll	
Total			\$ 1,282,163.32		

AUTHORITY MEMBER
11/14/2024

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 [Oct 2024](#).

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
133-24	ACH	10/2/2024	\$ 549,497.23	MDSE
134-24	88632 88688	10/6/2024	\$ 232,486.96	MDSE
135-24	88689 88732	10/11/2024	\$ 770,750.48	MDSE
136-24	88733 88805	10/18/2024	\$ 308,838.38	MDSE
138-24	88806 88884	10/18/2024	\$ 632,991.68	MDSE
139-24	ACH	10/4/2024	\$ 212,786.96	ACH
140-24	ACH	10/14/2024	\$ 9,286.74	ACH
141-24	ACH	10/18/2024	\$ 224,016.14	ACH
142-24	ACH	10/22/2024	\$ 362,892.22	ACH
143-24	ACH	10/23/2024	\$ 4,080.00	ACH
144-24	ACH	10/24/2024	\$ 24,008.82	ACH
145-24	ACH	10/25/2024	\$ 35,626.51	ACH
146-24	ACH	10/26/2024	\$ 680.52	ACH
147-24	ACH	10/28/2024	\$ 14,972.31	ACH
148-24	ACH	10/29/2024	\$ 425,320.60	ACH
149-24	88950 88950	10/31/2024	\$ 335,427.43	MDSE
150-24	88708 88708	10/31/2024	\$ (835.02)	VOID

Total \$ 4,142,827.96

 AUTHORITY MEMBER
 11/14/2024

Oct 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 [November 14, 2024](#).

ACTION: As of this date, [November 14, 2024](#), I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
520-24	ACH	10/4/2024	\$ 624,471.96	Payroll
521-24	ACH	10/18/2024	\$ 650,422.02	Payroll
533-24	ACH	10/8/2024	\$ 4,581.08	Payroll
534-24	ACH	10/24/2024	\$ 2,688.26	Payroll
Total			\$ 1,282,163.32	

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139-24	ACH	10/4/2024	\$ 212,786.96	ACH
140-24	ACH	10/14/2024	\$ 9,286.74	ACH
141-24	ACH	10/18/2024	\$ 224,016.14	ACH
142-24	ACH	10/22/2024	\$ 362,892.22	ACH
143-24	ACH	10/23/2024	\$ 4,080.00	ACH
144-24	ACH	10/24/2024	\$ 24,008.82	ACH
145-24	ACH	10/25/2024	\$ 35,626.51	ACH
146-24	ACH	10/26/2024	\$ 680.52	ACH
147-24	ACH	10/28/2024	\$ 14,972.31	ACH
148-24	ACH	10/29/2024	\$ 425,320.60	ACH
149-24	88950 88950	10/31/2024	\$ 335,427.43	MDSE
150-24	88708 88708	10/31/2024	\$ (835.02)	VOID
Total			\$ 4,142,827.96	

Check Register Nos. 133-24 to 150-24 and 520-24 to 521-24 and 533-24 to 534-24 in the total amount of: **\$ 5,424,991.28**

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

Memorandum

Date: November 14, 2024

To: Thomas Drozt, Chief Executive Officer

From: Rob Orvis, Interim Chief Financial Officer
Kevin Sliger, Chief Planning and Development Officer

Re: Authorize the Chief Executive Officer to adopt the updated 2024 Fare Structure to include providing Free Passes and Tickets to Public and Non-Profit Agencies for the “Poor” and “Infirm”.

Background

Ben Franklin Transit (BFT) staff has determined there is a need to support local public and non-profit agencies in the community by way of providing free passes and tickets. The passes and tickets would be provided to local public and non-profit agencies that provide services to the “poor” or “infirm” citizens to provide transportation services for work and medical trips.

The public and non-profit agencies would be required to provide the verification that the passes and tickets are being provided to the “poor” and “infirm”. BFT will limit the number of passes and tickets to more than fifteen (15) Public or Non-Profit agencies per month with a limit of \$750 per agency per month.

Funding

Budgeted: This is expected to have a nominal decrease on revenue and increase on expenses related to the Operating Budget
Budget Source: N/A
Funding Source: N/A

Recommendation

Authorize the Chief Executive Officer to adopt the updated 2024 Fare Structure as per Exhibit “A” to include providing free passes and tickets to public and non-profit agencies for the “Poor” and “Infirm”.

Forward as presented:

Thomas Drozt, Chief Executive Officer

EXHIBIT “A”

BEN FRANKLIN TRANSIT

DEFINITIONS & RATES 2024

1. Definitions. As used herein:

- "Services" means fixed route service, CONNECT service, Dial-A-Ride, and General Demand Response Services. Vanpool is not included as a service for this purpose of this definition.
- "Local Service" means any scheduled trip that stops on demand at designated stops within the service area with no planned deviation in its route or schedule.
- "Commuter Express Service" means any scheduled trip designed primarily for commuters which operates on local service with non-planned-for deviation with a minimum number of designated stops.
- "Dial-A-Ride" service means any travel provided by BFT or its contractors that services persons with disabilities who meet the eligibility criteria for para-transit service.
- "Premium" includes BFT Connection Services, Dial A Ride and General Demand Response service with one or both trip ends located beyond $\frac{3}{4}$ of a mile from any fixed route service.
- "Fixed Route Service" is regularly scheduled bus service that covers an established route at established time of the day with posted stop, following a published schedule.
- "Trans+Plus" is a premium contracted service for extended times, days and or locations such as Night Service and BFT Connection Services.
- "Prosser and Finley Local Service" is demand response transit service to established stops provided within communities having low demand where no fixed route service is available.
- A "Youth" is any person enrolled in a school through the 12th grade. ID may be requested by the driver.
- "Persons with Disabilities" shall refer to those persons who by reason of permanent or temporary incapacity or disability, including those who are non-ambulatory wheelchair-bound, and those with semi-ambulatory capabilities, are unable to utilize mass transportation facilities and services.
- "College Sticker Program" refers to any person who is enrolled at Columbia Basin College, WSU, or an accredited trade school or vocational school contracting for the college sticker program. Stickers are provided to affix to current school IDs with the school funding the fares. Contract pricing to be approved by Board of Directors.
- "Reduced" fare includes disabled not eligible for Dial-A-Ride service determined by DSHS card coding. A BFT reduced photo identification card is issued at Customer Service.
- Medicare is Medicare card holders with a BFT reduced photo ID card.
- Children include riders under Five Years of Age. When accompanied by a responsible adult person paying the base fare (maximum 5 children to one paying adult).

- Senior Citizen are persons sixty-five (65) years of age or older having a BFT photo ID senior is available at BFT's Customer Service.
- Disabled Person. Disabled persons who are not eligible for BFT Dial-A-Ride service who have applied for and received a reduced fare permit issued by BFT or its agents.
- Persons who have been certified as eligible for Dial-A-Ride service shall ride free on local service routes.
- Retired employees are those vested in the BFT retirement benefits. They shall receive a lifetime bus pass equivalent to the Freedom Pass (good on all services at all times).
- Employee badges are equivalent to the Freedom Pass (good on all services at all times).
- BFT employees' spouse and their legal dependents will be issued a transit pass equivalent to the Freedom Pass (good on all services at all times). The term "dependent" shall include unmarried dependent children up to age nineteen (19), full-time students up to age twenty-three (23), and children with mental and physical handicaps living at home. Lost passes shall be replaced once per year free and replaced after that at \$5.00 per replacement.
- Transfers issued to passengers upon request and payment of the proper fare. A transfer will permit any passenger to change to another coach to ride in any direction except returning on the same route within the BFT area. The transfer is time limited and will be recognized for one and one half (1 ½) hours from time of issuance.
- 10 Ride Tickets and Premium 10 Rides Tickets are good for one trip or as printed (no cash value) and are non-refundable.
- Special Event Tickets: Good for travel as printed, non-refundable, no cash value.
- All passes are monthly except for the quarterly College Sticker Program. Each is good for unlimited monthly trips on the mode listed and in combination with either tickets or cash for premium services.

2. Group Rates

The ~~General Manager~~ Chief Executive Officer is authorized to negotiate the fare with private or public social service agencies for certain group rides where it can be shown that the cost of such rides are substantially lower than a non-group ride. More than standard fares shall not be charged, and groups shall use standard routing or seasonal routings.

3. Special Rates

The ~~General Manager~~ Chief Executive Officer is authorized to establish special rates of fare for limited transportation services to special or seasonal activities or events, and for temporary or experimental subscription bus service. Such service shall be on an individual fare-paying basis not to exceed established fares and be regularly scheduled according to such routes, schedules, and dates as are determined by the General Manager.

The ~~General Manager~~ Chief Executive Officer is authorized to establish such procedures for implementing special rates of fares, transfers, passes and permits and such reasonable rules and regulations for travel on coaches as may be necessary to carry out the purposes set forth in this policy, and to protect the safety and comfort of passengers, and the safe and efficient operation of such coaches.

4. Transfers

The ~~General Manager~~ Chief Executive Officer is hereby authorized and directed to establish a system of transfers to be issued to passengers upon request and upon payment of the proper fare as described in Section 2 of this Resolution. Such system shall include a transfer which will permit any passenger to change to another coach to ride in any direction except returning on the same route within the BFT area, provided, however, that passenger must change to another coach within the time limit indicated on said transfer and, provided further, such time limit will not exceed one and on half (1 ½) hours from time to issuance.

5. Board, Citizen Advisory Network (CAN), and Dial-A-Ride Committee Member

Board, Citizen Advisory Network (CAN), and Dial-A-Ride Committee Members shall be Issued a pass entitling the holder thereof to ride without payment of fare on services operated by BFT. Such passes shall be restricted to use only by people currently serving as members and upon leaving the above committees past members shall forfeit the pass.

6. Passes for Employees and Family Members

Those employees, spouses, and their legal dependents (for the purposes of this section, the term “dependent” shall include unmarried dependent children up to age nineteen (19), full-time students up to age twenty-three (23), and children with mental and physical handicaps living at home Transit passes for dependents are issued at the 3 Rivers Customer Service Center. Human Resources maintains the record of employee dependents and will confirm this information with Customer Service upon request. Such passes shall be restricted to use only by the employee, spouse, and their legal dependents or retired employee and unauthorized use shall result in forfeiture of the pass.

Employee badges are equivalent to the Freedom Pass (valued at \$50 per month) which is good on all services at all times. Employee spouses and legal dependents will be issued a transit pass, equivalent to the Freedom Pass, also good on all services at all times.

Dependent spouses must present identification; children must either be accompanied by their parent or present their school identification. Lost passes will be replaced once per year free; a \$5.00 fee will be charged for further replacements.

7. Free Passes and Tickets for Public and Non-Profit Agencies

The Chief Executive Officer is authorized to provide free fare passes and tickets to public and non-profit agencies that provide services to citizens that are poor or infirm. The public or non-profit agencies would be required to provide BFT documentation that verifies recipients meet Washington State definition of the “poor” and “infirm”. BFT will limit the number of passes and tickets to more than fifteen (15) Public or Non-Profit agencies per month with a limit of \$750 per agency per month.

Proposed Product Pricing	Fixed Route / CONNECT / General Demand		Dial-A-Ride	
	Current	Proposed	Current	Proposed
Single Ride/Day Pass Fares				
Adult Per Trip (with transfer)	\$1.50	Discontinued		
Adult Per Boarding (NO transfers)		\$1.00		
Reduced Per Trip (with transfer)	\$0.75 (\$1.50 GD)	Discontinued		
Reduced Per Boarding (NO transfers)		\$0.50		
Day Pass	\$4.00 (Not on GD)	\$3.00 (mobile)		
DAR – Within ¼ Mile			\$1.50	\$1.50
DAR Premium – Beyond ¼ Mile			\$3.00	\$3.00
Ticket Books (General Public & Human Service Agencies)	Current	Proposed	Current	Proposed
10 Ride Ticket - General Public (Adult / Reduced / Freedom)	\$12.00 / \$6.00 / \$25.00	Discontinued		
10 Ride Ticket - Human Services (All Categories)		\$8.00		
10 Ride Ticket - DAR			\$12.00	\$12.00
10 Ride Ticket – DAR Premium			\$25.00	\$25.00
Retail Pass Products	Current	Proposed	Current	Proposed
Adult (19-65) / Reduced Monthly Pass -> All Customers Monthly Pass	\$25.00 / \$12.50	\$10.00		
All Customers Annual Pass		\$120.00 (mobile)		
DAR (within ¼ mile) Monthly			\$25.00	\$25.00
Freedom/DAR Premium (> ¼ mile) Monthly			\$50.00	\$50.00
Specialty Passes	Current	Proposed	Current	Proposed
Youth Pass	Free	Free	Free*	Free*
Senior Pass (over 65)	Free	Free	DAR Fare/Pass	DAR Fare/Pass
Veterans Pass		Free		DAR Fare/Pass
CBC ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
WSU ASB Card	Travel Allowed	Travel Allowed	Travel Allowed*	Travel Allowed*
Community Events	Current	Proposed	Current	Proposed
Community Event Fares	\$1.50 / \$0.75	Policy TBD	\$1.50 / \$0.75	Policy TBD

**BEN FRANKLIN TRANSIT
RESOLUTION 46-2024**

**A RESOLUTION ADOPTING THE REVISED BFT FARE POLICY TO INCLUDE FREE
PASSES AND TICKETS TO THE “POOR” AND “INFIRM”**

WHEREAS, Staff has determined there is a need to help local public and non-profit agencies provide transportation services to the “Poor” and “Infirm”; and

WHEREAS, Staff is requesting authorization for BFT’s Chief Executive Officer the ability to provide free passes and tickets to public and non-profit agencies to be given citizen that are “Poor” or “Infirm”.

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

The Chief Executive Officer is authorized to provide free passes and tickets to public and non-profit agencies that provide services to the “Poor” and “Infirm” citizens. BFT will limit the number of passes and tickets to more than fifteen (15) Public or Non-Profit agencies per month with a limit of \$750 per agency per month.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 14, 2024, 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

Memorandum

Date: November 14, 2024

To: Thomas Drozt, Chief Executive Officer

From: Rob Orvis, Interim Chief Financial Officer

Re: Resolution 47-2024 Authorization to enter into a three-year agreement with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State Contract #14922

Background

Ben Franklin Transit (BFT) has a need to continue Microsoft Office 365, Windows Network Server, and SQL Server Licenses software services. BFT's current Microsoft Windows license agreement through CDW-G is set to end on 11/30/2024.

BFT being a public municipality of the State can utilize Washington State contracts. This allows BFT to utilize the States purchasing contracts that save staff time and takes advantage of volume purchasing of the State. Washington State contract #14922, allows BFT to enter into a contract with CDW-G to purchase Microsoft Software Licenses that meets BFT's and the States competitive procurement requirements.

Cost

The cost to provide Microsoft Software Licenses for Office 365, Windows Network Servers, and SQL Servers is \$130,415 per year including sales tax or \$391,246 over the three-year term including sales tax.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Authorization to enter into a three-year agreement with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State contract #14922.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 47-2024**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A THREE-YEAR CONTRACT WITH CDW-G FOR MICROSOFT OFFICE WINDOWS AND NETWORK SERVER LICENSES UTILIZING WASHINGTON STATE CONTRACT #14922

WHEREAS, Ben Franklin Transit (BFT) has a need to continue Microsoft Office 365, Windows Network Server, and SQL Server Licenses software services; and

WHEREAS, Washington State allows public agencies to utilize state contracts, such as CDW-G contract #14922 to enter into a three-year contract for Microsoft Office Software Licenses; and

WHEREAS, BFT has worked with CDW-G and received a quote to provide licenses for Microsoft Software in the amount of \$130,415 per year or \$391,246 over three-years; and

WHEREAS, Funding for the Microsoft Office 365, Windows Network Server, and SQL Server Licenses will be provided by local funding from the 2024 Operating Budget and future subsequent years.

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

The Chief Executive Officer is authorized to enter into contract #1507 with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses for three (3) years. The contract will not exceed \$422,546 over the three-year term, which includes sales tax, and 8% change order authority for any increase in licenses during the three-year term.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, November 14, 2024, 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

Memorandum

Date: November 14, 2024

To: Thomas Drozt, Chief Executive Officer

From: Rob Orvis, Interim Chief Financial Officer

Re: Resolution 48-2024 Authorization to True Up Microsoft Licenses over the past three-years with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State Contract #14922

Background

Ben Franklin Transit (BFT) currently utilizes Microsoft Outlook 365, Windows Network Server, and SQL Server Licenses. BFT utilized Washington State Contract #14922 to enter into the current three-year contract with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, which is set to end on 11/30/2024. CDW-G conducted a True Up or an analysis of the number of actual licenses BFT has been utilizing over the current Microsoft contract. The Microsoft True Up review discovered a number of network Windows server licenses, SQL network server licenses and Office 365 licenses. BFT's I.T. Contractor Devfuzion, verified that a number of licenses that were utilized over the current contract amount estimated at the beginning of the agreement aligned with CDW-G True Up review.

Costs

ITEM	QTY	Each	Extended Price
1) Microsoft Office 365 License	500	\$5.04	\$2,520.00
2) Microsoft Windows Server License	12	\$89.32	\$1,071.84
3) Microsoft SQL Server License	4	\$10,165.80	\$40,663.20
4) Microsoft EA SQL Server License	10	\$8,266.04	\$82,660.40
Sub Total			\$126,915.44
Sales Tax			\$11,041.64
TOTAL			\$137,957.08

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

Recommendation

Resolution 48-2024 Authorization to True Up Microsoft Licenses over the past three-years with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses, utilizing Washington State Contract #14922.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 48-2024**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO TRUE UP THE CURRENT AGREEMENT WITH CDW-G FOR MICROSOFT OFFICE 365 & WINDOWS NETWORK SERVER, SQL SERVER SOFTWARE LICENSES UTILIZING WASHINGTON STATE CONTRACT #14922

WHEREAS, Ben Franklin Transit (BFT) has a need to continue utilizing Microsoft Office 365, Windows Network Server, and SQL Server Licenses software services; and

WHEREAS, CDW-G conducted a True Up of the Microsoft Licenses utilized over the past three years; and

WHEREAS, Cost for Truing Up the current three-year contract for Microsoft Licenses utilizing the Washington State contract #14922 through CDW-G is \$137,957; and

WHEREAS, Funding for the Microsoft Office 365, Windows Network Server, and SQL Server Licenses will be provided by local funding from the 2024 Operating Budget.

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

The Chief Executive Officer is authorized to make payment to CDW-G for Truing Up the current Microsoft software agreement for Microsoft Office 365, Windows Network Server, and SQL Server Licenses. The True Up costs shall not exceed \$137,957.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, November 14, 2024, 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

Memorandum

Date: November 14, 2024

To: Thomas Drozt, Chief Executive Officer

From: Shane Anderson, Sr. Manager of Facilities and Capital Projects

Re: Recommending the Award to Extend Contract 1453 with Buenavista Services Inc. for Janitorial Services

Background

Ben Franklin Transit (BFT) opted not to extend the contract with Dura-Shine Clean for Janitorial Services after the third year due to unsatisfactory service. The contract with Dura-Shine Clean ended June 30, 2024.

BFT entered into an agreement with Buenavista Services for a six (6) month trial period utilizing Washington State DES Contract No. 24723 for Janitorial Services. This agreement is due to end on December 31, 2024.

Beginning July 1, 2024, Buenavista Services has provided Janitorial Services for BFT's Maintenance and Operations Facility, Three Rivers Transit Center and, for the month of July, offices at the 1355 Building. The Janitorial Services Contract through the WA State Contract includes a full range of Janitorial Services necessary to clean and maintain BFT Transit Facilities.

BFT selected Buenavista Services from the WA State Contract as they provide on-site supervision and have local management available to deal with service issues. Over the past four months Buenavista has satisfactorily provided regular cleaning services per the Scope of Work outlined in the State Contract and have responded quickly to any requests.

WA State Contract fixed price per the term of the contract is \$22.50 per hour. Yearly hours were calculated out and divided into 12 monthly payments. These numbers represent a monthly average to include daily general cleaning as well as weekly, monthly, quarterly and bi-annual advanced cleanings. These costs are fully loaded costs including cleaning products and are fixed for the term of the contract.

Administration Building	Operations Building	Maintenance Building	Fuel Island	Three Rivers Transit Center	Total Monthly Cost
\$4,668.33	\$5,474.99	\$1,534.28	\$453.33	\$1,333.43	\$13,464.36

Funding

Budgeted: Yes
Budget Source: Operating
Funding Source: Local

The first term of WA State Contract No. 24723 ends March 11, 2027, with the option to extend an additional 24 months. The estimated cost for one year of Janitorial Services is \$161,572 or over the possible 56-month term, \$754,004

Recommendation

Authorize the Chief Executive Officer to extend the contract for Janitorial Services with Buenavista Services, in Puyallup, WA.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 49-2024**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXTEND
CONTRACT FOR JANITORIAL SERVICES WITH BUENAVISTA SERVICES**

WHEREAS, BFT needs to extend current contract with Buenavista Services for Janitorial Services located in Puyallup, WA; and

WHEREAS, BFT would utilize Washington State DES Contract No. 24723; and

WHEREAS, Cost over the possible fifty-six (56) month contract term is \$754,004; and

WHEREAS, Funding for Janitorial Services will be provided by local funding from the Operating Budget.

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

The Chief Executive Officer is authorized to extend Contract #1453 with Buenavista Services for Janitorial Services through March 11, 2027, with the option to extend up to an additional 24 months. Contract shall not exceed \$814,324 over the contract term not including sales tax but, includes an 8.0% change order authority.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, November 14, 2024, 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

Memorandum

Date: November 14, 2024

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

RE: Resolution 50-2024 Authorization to enter a contract with Nomad Transit LLC, dba Via (VIA), utilizing 791 Purchasing Cooperative's contract #791202309002G

Background

CONNECT is BFT's general public on-demand 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/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 if they have a common destination.

In March 2023, the Board amended the contract to include ADA Paratransit Overflow services to address staffing shortages and ensure that the community's needs are met. ADA Paratransit Overflow services is currently in the process of being implemented. Via is fully prepared to support both the general public on-demand service and overflow services as needed by BFT staff. ADA Paratransit Overflow is still in the process of being implemented, and BFT and Via staff are working towards ensuring that the service is implemented in a streamlined manner that provides more reliable service to BFT's customers.

As the current contract with Via ends in April 2025, staff are proposing the use of the 791 Purchasing Cooperative to maintain uninterrupted first mile/last mile service during the preparation of a new Request For Proposal (RFP). Established in 2019, the 791 Purchasing Cooperative allows public agency 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 Purchasing 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 is recommending entering the 791 Purchasing Cooperative to continue a partnership with Via as an operator of BFT's CONNECT and ADA Paratransit Overflow services.

Contract Service Term & Pricing

The table below outlines the payment structure that will be used to determine what BFT will be charged by vehicle hour. General public CONNECT service vehicle revenue hour pricing will increase from the past contract to \$53.89 in the initial term of new contract. ADA Paratransit Overflow vehicle revenue hour pricing will increase from the past contract to \$59.82 in the initial term of new contract. These proposed cost per vehicle hour prices account for a roughly a 4% increase over the prior contract pricing.

These ongoing monthly fees are based on vehicle hours as well as one-time fees where applicable. All regulatory fees related to the service will be charged as a pass-through cost. The initial contract term shall be one year, with the option to extend up to two additional years and an additional 6-month period from May to October 2028 the 791 Purchasing Cooperative will end in October 2028.

Table 1- 791 Full Contract Term Pricing Schedule

		MONTHS 1 - 12 May 2025 - April 2026			MONTHS 13 - 24 May 2026 - April 2027			MONTHS 25 - 36 May 2027 - April 2028			MONTHS 37 - 42 May 2028 - October 2028			TOTAL 42 MONTHS
Unit		Unit Price	Est. Quantity	Total Price	Unit Price	Est. Quantity	Total Price	Unit Price	Est. Quantity	Total Price	Unit Price	Est. Quantity	Total Price	Total Price
		Y1	Y1	Y1	Y2	Y2	Y2	Y3	Y3	Y3	Y4	Y4	Y4	Y1-4
Wheelchair Accessible Vehicle Retrofits	Lump Sum	\$14,700	0	\$0	\$15,500	0	\$0	\$16,000	0	\$0	\$16,500	0	\$0	\$0
Vehicle Wraps	Lump Sum	\$1,060	0	\$0	\$2,000	0	\$0	\$2,100	0	\$0	\$2,200	0	\$0	\$0
Total Upfront Fixed Fee for Vehicles				\$0			\$0			\$0			\$0	\$0
Upfront Camera Installation Fee	1 Camera Device	\$130	0	\$0	\$135	0	\$0	\$140	0	\$0	\$145	0	\$0	\$0
Monthly Camera Subscription Fee	1 Camera Device	\$35	324	\$11,340	\$36	324	\$11,664	\$37	324	\$11,988	\$38	162	\$6,156	\$41,148
Total Fee for Cameras				\$11,340			\$11,664			\$11,988			\$6,156	\$41,148
Monthly Cleaning Fee	1 Month	\$1,600	12	\$19,200	\$1,650	12	\$19,800	\$1,700	12	\$20,400	\$1,750	6	\$10,500	\$69,900
Total Fee for Cleaning				\$30,540			\$31,464			\$32,388			\$16,656	\$111,048
BFT CONNECT Baseline	1 Vehicle Hour	\$53.89	55,200	\$2,974,728	\$56.07	55,200	\$3,085,064	\$58.34	55,200	\$3,220,368	\$60.70	27,600	\$1,675,320	\$10,965,480
Dial-a-Ride Overflow Trips	1 Vehicle Hour	\$59.82	18,900	\$1,130,598	\$62.24	18,900	\$1,176,336	\$64.75	18,900	\$1,223,775	\$67.37	9,450	\$636,647	\$4,167,356
Total Variable Cost for Vehicle Hours				\$4,105,326		74,100	\$4,271,400		74,100	\$4,444,143		37,050	\$2,311,967	\$15,132,836
Total Contract Price to Not Exceed				\$4,147,206			\$4,314,528			\$4,488,519			\$2,334,779	\$15,285,032

Service levels (i.e. vehicle hours) and annual budget for CONNECT & ADA Paratransit Overflow will be approved by the Board during the annual budget development process. Other fees regarding the addition of cameras, additional Wheelchair Accessible Vehicles (WAVs), and periodic replacement of vehicle wraps will be applied as needed.

Future Service Plan

BFT's CONNECT service may require a vehicle hour reduction due to budget constraints and identified redundancies between the fixed route system and CONNECT service zones. These changes will be based on BFT's financial outlook, service objectives, and the outcome of Washington State I-2117, which could reduce BFT's grant revenue.

Total Cost

The initial one-year contract will include a Not-to-Exceed (NTE) amount of \$4,147,206. The cost per vehicle hour for services will increase by approximately 4% each option year thereafter. Additionally, Via would have the right to adjust the vehicle hour fee on a quarterly basis based on the US BLS Consumer Price Index but cannot be increased by more than 5% in a 12-month period.

If BFT were to exercise every additional year option, the total NTE for full term contract would be \$15,285,032. BFT's Board of Directors would approve CONNECT service levels during the annual budget process. ADA Paratransit Overflow vehicle hours would be based on need and

contract pricing has been calculated to cover a maximum of 70 rides a day, or approximately 50 vehicle hours a day.

Funding

Budgeted: Yes

Budget Source: Operating Budget

Funding Source: 61 Purchased Transportation - Via

Recommendation

Authorization to enter into a one-year contract with options for up to three (3) year additional years with Nomad Transit LLC, dba Via (VIA), utilizing 791 Purchasing Cooperative contract to continue operations of CONNECT and ADA Paratransit Overflow services.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 50-2024**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH NOMAD TRANSIT LLC, DBA (VIA), UTILIZING 791 PURCHASING COOPERATIVE CONTRACT #791202309002G

- WHEREAS, Supplemental Contracted Transportation Services Contract #1160 will end on April 30, 2025; and
- WHEREAS, BFT staff have identified a procurement process that will allow for Nomad Transit LLC, dba VIA to continue the operation of CONNECT and ADA Paratransit Overflow services through a 791 Purchasing Cooperative Partnership; and
- WHEREAS, BFT plans to enter into an agreement for one year of service, with multiple year options thereafter through October 2028;
- WHEREAS, CONNECT vehicle revenue hour pricing will increase from the past contract to \$53.89 in initial term of new contract; and
- WHEREAS, ADA Paratransit Overflow vehicle revenue hour pricing will increase from the past contract to \$59.82 in initial term of new contract; and
- WHEREAS, Vehicle revenue hour pricing will increase in subsequent years based on CPI in subsequent years, if BFT choses exercise option to extend; and
- WHEREAS, Funding will be provided through local funding from the 2025 Operating Budget and future subsequent years' approved budgets.

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

The Chief Executive Officer is authorized to enter contract #1508 with Nomad Transit LLC, dba Via (VIA), utilizing 791 Purchasing Cooperative contract to continue operation of CONNECT and overflow services. Contract #1508 will not exceed \$15,285,032 over the possible 3 1/2-year contract term.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held November 14, 2024, 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

Agency Ridership



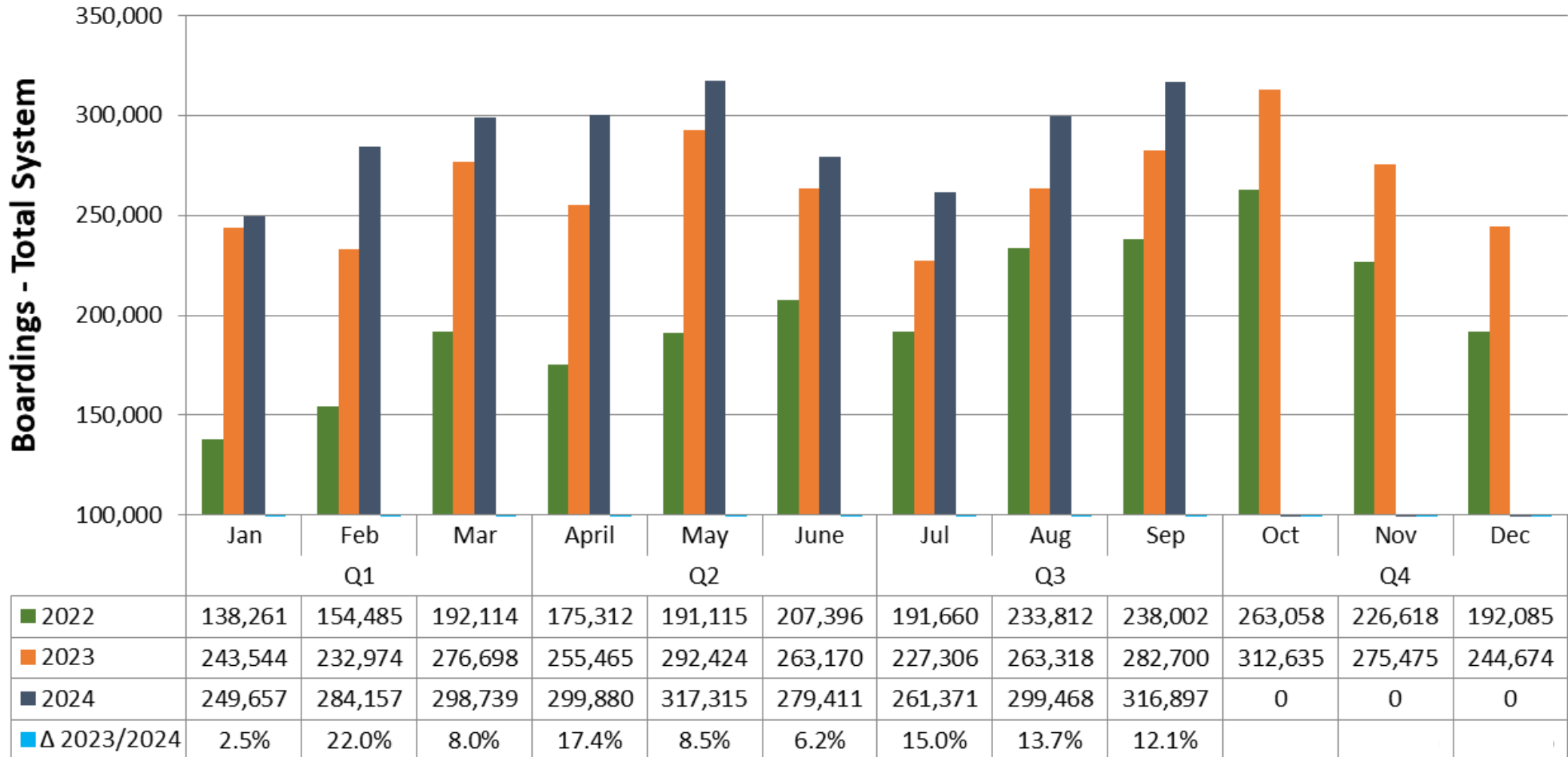
BEN FRANKLIN
TRANSIT



3rd Quarter 2024

Q3 2024 Ridership

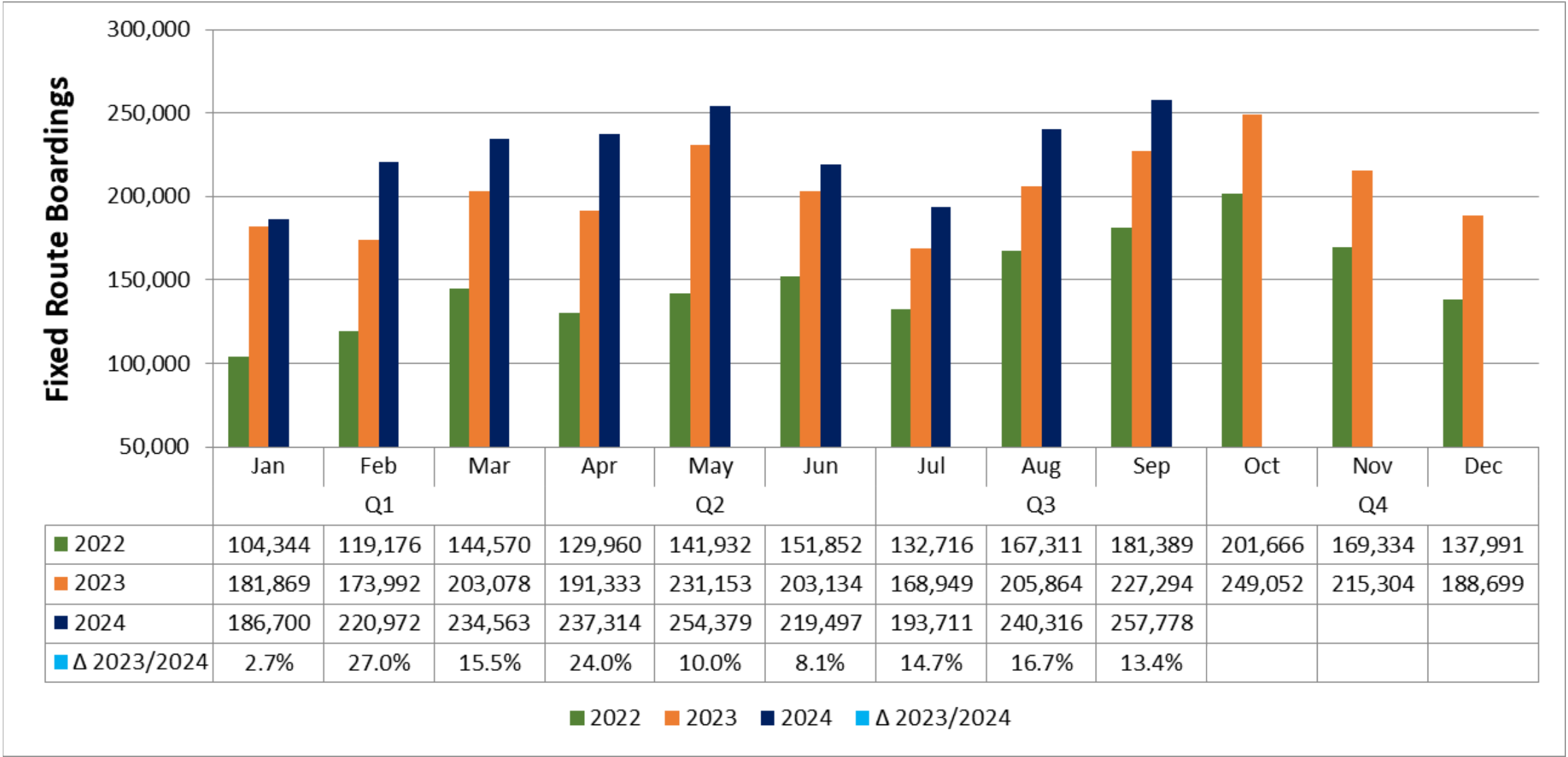
Annual Total System Boardings



Fixed Route Q3 Ridership



Q3 Highlight: Overall average Increase of 14.70% since Q3 2023



Ridership Trends: YTD Δ 2023/2024 = 14.7%

Click [HERE](#) to view trends from 2020 through 2024

Capital Projects Update



Operations Building

Queensgate
Transit
Center

Downtown
Pasco Transit
Center

West Pasco
Transit
Center

Women of
Wisdom EV
Charging



Q3 Marketing & Outreach Update

July

- Art in the Park Shuttle Service
- Water Follies Shuttle Service
- Department of Labor EEOICPA Resource Fair

August



- Fair & Rodeo Grand Parade
- Fair & Rodeo Shuttle Service
- Service Changes Communication

September

- Senior Picnic
- WSU Resource Fair
- Pasco School District Migrant Resource Fair

Fair & Rodeo Ridership

Fixed-Route Shuttle

RIDERSHIP	2023	2024	'24 vs '23
22nd Ave	3,329	3,242	-2.6%
HAPO	4,023	4,092	+1.7%
Kamiakin	2,878	3,647	+26.7%
Knight St	2,817	3,044	+8.1%
Lampson	6,848	7,763	+13.4%
Tulip Ln	2,041	2,426	+18.9%
TOTAL	21,936	24,214	+10.4%

24,214

number of passengers who rode BFT shuttles to the Benton Franklin Fair

10.4%

percent increase of ridership
for 2024 vs 2023

THANK YOU



BEN FRANKLIN
TRANSIT



Additional Board Information

November 2024

1. 90-Day Procurement Outlook as of October 30, 2024

As of: 10/30/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
November							
Color Code: Green - Recommendation for Award							
VIA Connect Transportation Services	Operating	\$15,285,032	Up to 3 1/2 Years	791 Cooperative Agreement	NA	NA	X
Award Janitorial Services Contract	Operating	\$754,004	Up to 56 Months	Washington State Contract	NA	NA	X
Award CDW-G Microsoft License Contract	Operating	\$422,546	3 Years	Washington State Contract	NA	NA	X
Award CDW-G True Up Microsoft Licenses	Operating	\$137,958	NA	Washington State Contract	NA	NA	X
December							
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
January							
Award of Contract - Grant-Funded Bus Stop & Sidewalk Improvements	Capital	\$1,590,507	Up to 2 Years	IFB	10/10/2024	1/20/2025	X