



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, February 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.

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## **AGENDA**

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- |   |                           |
|---|---------------------------|
| <b>1. Convene Board Meeting</b>                         | Vice Chair Brad Beauchamp |
| <b>2. Roll Call</b>                                     | Shea Walter               |
| <b>3. Pledge of Allegiance</b>                          | Vice Chair Brad Beauchamp |
| <b>4. Public Comments</b>                               | Vice Chair Brad Beauchamp |
| <b>5. Election of Officers – BFT Board of Directors</b> | Jeremy J. Bishop          |
| A. Chair  |                           |
| B. Vice-Chair   |                           |
| C. BFCOG Representative                                 |                           |
| <b>6. Approval of Agenda (page 1)</b>                   | Vice Chair Brad Beauchamp |

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

Edwin Frost

- A. January 27<sup>th</sup>, 2025, Meeting Report (*Page 5*)

**8. Recognitions**

None

**9. Consent Agenda**

- A. January 09, 2024, Regular Board Meeting Minutes (*page 9*)

- B. January Voucher Summary (*page 12*)

**10. Action Items**

- A. Authorizing the Adoption of the 2025 Annual Service Plan & Accompanying Title VI Service Equity Analysis (*Page 41*)

Kevin Sliger

- i. Public Hearing
- ii. Resolution 02-2025 A Resolution Authorizing the Adoption Of the 2025 Annual Service Plan (*Page 116*)
- iii. Resolution 03-2025 Adopting the 2025 Title VI Service Equity Analysis (*Page 117*)

**11. Discussion & Informational Items**

- A. 2024 Annual Review (*Page 119*)

- B. Upcoming Bids and Requests for Proposals (*Page 129*)

- C. Sales Tax Comparison (*Page 130*)

- D. Treasurer's Report (*Page 131*)

**12. Staff Reports & Comments**

- A. Legal Report

Jeremy J. Bishop

- B. Chief Executive Officer's Report

Thomas Drozt

**13. Board Member Comments**

**14. Executive Session**

**15. Other**

**16. Next Meeting**

Regular Board Meeting – Thursday, March 13, 2025, at 6:00 p.m.

**17. Adjournment**



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

**Jueves 13 de febrero 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 / 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.

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### **ORDEN DEL DÍA**

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- |   |                       |
|---|-----------------------|
| <b>1. Convocar reunión de la Junta</b>                                | Presidente Will McKay |
| <b>2. Pasar lista</b>   | Shea Walter           |
| <b>3. Juramento de lealtad</b>  | Presidente McKay      |
| <b>4. Comentarios públicos</b>  | Presidente McKay      |
| <b>5. Elección de funcionarios para la Junta de Directivos de BFT</b> | Jeremy J. Bishop      |
| A. Presidente   |                       |
| B. Vicepresidente   |                       |
| C. Representante del BFCOG  |                       |
| <b>6. Aprobación del orden del día (página 1)</b>                     | Presidente McKay      |

<b>7. Citizens Advisory Network (Red de asesoramiento para ciudadanos, CAN)</b>	Edwin Frost
A. Informe de la reunión del 27 <sup>de</sup> enero de 2025	
<b>8. Reconocimientos</b>	Ninguno
<b>9. Orden del día consensuado</b>	
A. Actas de las reuniones periódicas de la Junta del 9 de enero de 2024 ( <i>página 5</i> )	
B. Resumen de cupones de enero ( <i>página 8</i> )	
<b>10. Elementos de acción</b>	
A. Presentación del Annual Service Plan (Plan de servicio anual) para 2025 ( <i>página 37</i> )	Kevin Sliger
B. Audiencia pública	
C. Resolución 02-2025, Resolución por la que se autoriza la adopción del plan de servicio anual para 2025 y acompaña el Título VI: Análisis de equidad de los servicios ( <i>página 51</i> )	Kevin Sliger
D. Resolución 03-2025, Resolución por la que se adopta el Título VI: Análisis de equidad de los servicios 2025 ( <i>página 52</i> )	Kevin Sliger
<b>11. Conversación y apartados informativos</b>	
A. Próximas ofertas y peticiones de propuestas ( <i>página 54</i> )	
B. Comparación del impuesto sobre las ventas( <i>página 55</i> )	
C. Informe del tesorero ( <i>página 56</i> )	
<b>12. Informes y comentarios del personal</b>	
A. Informe jurídico	Jeremy J. Bishop
B. Informe del director general	Thomas Drozt
<b>13. Comentarios de los miembros de la Junta</b>	
<b>14. Sesión ejecutiva</b>	
<b>15. Otro</b>	
<b>16. Próxima reunión</b>	
Reunión periódica de la Junta: jueves 13 de marzo de 2025, a las 6:00 p. m.	
<b>17. Se levanta la sesión</b>	



## MIINUTES

### CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday January 27, 2025 6:00 p.m.  
BFT Administration Bldg. GM Conference Room  
1000 Columbia Park Trail, Richland, WA

#### Join Zoom Meeting

<https://us06web.zoom.us/j/88161679988?pwd=fxrppdq7U7NCfNysoYymMxYiXmfUTu.1>

Meeting ID: 881 6167 9988 Passcode: 155544 Dial In: (253) 215 8782 or (888) 788 0099

CAN Meeting Agenda, Meeting Minutes and archived Zooms will be available at:  
[Citizens Advisory Network - Board Information | Ben Franklin Transit \(bft.org\)](#)

#### 1. CONVENE CAN MEETING

Chair, Dennis Kreutz

Convened at: 6:00 PM

#### 2. ROLL CALL

Recording Secretary, Dennis Kreutz

Representing	Attendee Name	Title	Status
Citizen Advisory Network	Dennis Kreutz	Chair – Recording Secretary	Present
Citizen Advisory Network	Vanessa Pruitt	Vice Chair	Present
Citizen Advisory Network	Dori Luzzo-Gilmour	Recruitment Committee Chair	Zoom
Citizen Advisory Network	Ed Frost	Past Chair	Present
Citizen Advisory Network	Bernie Vinther	Member	Present
Citizen Advisory Network	Brooklyn Hufstader	Member	Present
Citizen Advisory Network	Frank Cuta	Recruitment Committee	Present
Citizen Advisory Network	Laurie Price	Member	Present
Citizen Advisory Network	Nayeli Aranda	Member	Absent
Citizen Advisory Network	Ulises Navarro	Member	Absent
BFT Staff	Tom Drozdt	CEO	Present
BFT Staff	Janet Brett	Manager of Communication	Present
BFT Staff	Kevin Sliger	Chief Planning / Development	Present
BFT Staff	Gabe Martin	Manager of Transit Planning	Present
BFT Staff	Julie Thompson	Director of Finance	Present
BFT Staff	Shea Walter	Executive Assistant	Present

#### 3. COMMENTS BY GUESTS:

Chair, Dennis Kreutz

None

#### **4. DECEMBER 2024 MEETING MINUTES APPROVAL:** Chair, Dennis Kreutz

Discussion: None

Motion to Approve the Minutes by: Laurie Price

Second to Approve the Minutes by: Frank Cuta

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

#### **5. OLD BUSINESS:**

Chair, Dennis Kreutz

None

#### **6. NEW BUSINESS:**

Chair, Dennis Kreutz

##### **A. Report of the January 9 BFT Board Meeting – Dennis Kreutz**

Inserted as Attachment A below:

##### **B. BFT – Julie Thompson and Kevin Sliger**

Presentation of the BFT 2025 Annual Budget

- a. Ed Frost noted that the Bus Revenue Hours have remained the same, but Boardings have increased by 9%, which is impressive.
- b. Tom Drozt noted that Coach Capacity Average is currently running at about 14 passengers per hour, but each bus's capacity is 37 passengers per hour so there is still plenty of room for increased ridership without significantly increasing Revenue Hours.
- c. Dennis Kreutz requested information to be able to compare the 2025 Budget against 2024 Actual Costs instead of comparing the prior Budget against Anticipated Budget. That information was not available at this meeting.
- d. CAN questioned why the labor budget was so high and BFT explained that that budget was so that Board Authorization would be enough to fund for all allocated positions to be filled.
- e. CAN asked why insurance budget was so high and BFT responded that BFT is in a Cohort with other transit agencies and the rates are prorated equally across the Cohort. This is monitored periodically to determine if it is still in the best interest for BFT to remain in the Cohort. BFT has been determined that it is in the best interest to stay.
- f. CAN requested a breakdown of what vehicles are being purchased in 2025. BFT responded:
  - Projecting twenty (20) 30–35-footer Coaches.
  - Two (2) of those will be Electric Vehicles
  - Projecting seventeen (17) Dial-A-Ride vehicles
  - Projecting forty (40) Ride Share vehicles
  - Project a Service Truck for fleet maintenance
  - Additionally, there are two (2) previously ordered Electric Coaches
- g. Brooklyn Hufstader requested information on how to get a request to BFT regarding existing bus stops that need improvement to be accessible and/or safe.

BFT responded that the best method is through the Customer Comment Portal for consideration. Kevin Sliger offered to assist with this if requested.

C. BFT – Kevin Sliger

Presentation of the BFT 2025 Annual Service Plan

- a. CAN questioned if there would be service on Kennewick Avenue between Dayton and Olympia.

BFT Response: Not this year.

- b. CAN requested information on how neighborhoods that are losing Fixed Route Service will no longer have a route there.

BFT Response: They will be notified in advance of the service changes.

- c. CAN noted that there is no mention of Hanford service in the 2025 ASP.

BFT Response: That service will be evaluated in 2025 and an update provided later.

**7. BFT BOARD / BFT STAFF COMMENTS:** BFT Manager of Communication: Janet Brett  
Janet Brett presented a recently received CAN Membership Application for consideration by the CAN Recruitment Committee.

**8. CAN MEMBER COMMENTS:** Chair, Dennis Kreutz  
Frank Cuta – update CAN on WA House Bill 1418, recommendation to have two members of the Public as Voting Members on Transit Boards.  
Status: In Committee for discussion.

**9. OTHER:** Chair, Dennis Kreutz  
None

**10. ASSIGN CAN MEMBER TO ATTEND NEXT BOARD MEETING:**  
Board Meeting February 14, 2025 6:00 PM BFT Board Room  
CAN Member Assigned: Ed Frost

**10. NEXT MEETING:** Chair, Dennis Kreutz  
Regular CAN Meeting Monday February 17, 2025 6:00 p.m.  
Ben Franklin Transit Admin Building, GM Conference Room  
1000 Columbia Park Trail, Richland WA

**11. ADJOURNMENT:** Chair, Dennis Kreutz  
A. Meeting adjourned at: 7:42 PM

## ATTACHMENT A: REPORT OF THE JANUARY BFT BOARD MEETING

BOARD OF DIRECTORS REGULAR MEETING  
THURSDAY, JANUARY 09, 2025, AT 6 P.M.

1. Citizens Advisory Network (CAN) December Report by Dennis Kreutz
2. Resolution 01-2025 A Resolution Authorizing the Chief Executive Officer to Accept the Completion of the Operations Building Construction was approved.
3. 2025 Annual Service Plan & Release for Public Comment presented by Kevin Sliger.
4. Notice of Delay and Reassessment of Approved Fare Structure  
**Recommendation** Informational. BFT's Chief Executive Officer and staff will begin a reassessment of the proposed fare structure and bring more information to the Board in the coming months. This will lead to more public comment in the coming months.
5. Chief Executive Officer's report:
  - a. On Thursday, December 12, 2024, Ben Franklin Transit sent a bus to serve as a temporary warming shelter at the request of the Kennewick Fire Department. The bus offered a safe and warm space for displaced residents while the fire department managed the fire.
  - b. Ben Franklin Transit made a generous donation to the TriCities Food Bank in the form of unclaimed hams immediately following the Holiday Open House.
  - c. BFT delivered a 12-van to the Benton-Franklin Workforce Development Council as part of the BFT Van-Me-Down Program.
  - d. Graduation of a class of Three Fixed Route Drivers, and Three Mechanics.
6. Next Meeting  
Regular Board Meeting – Thursday, February 13, 2025, at 6:00 p.m.





## BOARD OF DIRECTORS REGULAR MEETING

Thursday, January 09, 2025, at 6 p.m.

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, Washington

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

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### MINUTES

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#### 1. CONVENE BOARD MEETING

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

Clerk of the Board 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	Absent
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, Josh Rosas, Kevin Sliger, Michael Brown, Julie Thompson, Brian Lubanski, Marcus McCready, Rob Orvis, Kathryn Wall, Wayne Willie

**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. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

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

**6. RECOGNITIONS**

No Recognitions were received

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

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

**8. CONSENT AGENDA**

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

**A. December 16, 2024, Regular Board Meeting Minutes**

**B. December Voucher Summary**

*Director Becken moved to approve the Consent Agenda. This Motion was seconded by Director Sandretto and passed unanimously*

**9. ACTION ITEMS**

**A. Resolution 01-2025 A Resolution Authorizing the Chief Executive Officer to Accept the Completion of the Operations Building Construction Contract #1388 with Fowler General Construction, INC.**

*Director Sandretto moved to approve Resolution 01-2025. This Motion was seconded by Director Bloom and passed unanimously*

**10. STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy J. Bishop had no updates, mentioned board elections will be conducted next board meeting

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

Chief Executive Officer Thomas Drozt Presented a few key highlights with a presentation

Kennewick Fire Department, Bus Dispatch – December 12<sup>th</sup>, 2024, Kennewick Fire

Department called and requested bus service to assist with keeping displaced residents warm while the fire department controlled the fire.

Holiday Vendor Donation – BFT donated over 30 hams to the Tri-Cities Food Bank

Van-Me-Down Project – December 19<sup>th</sup>, 2024, BFT was pleased to present a van to Benton Franklin Workforce Development Council.

Bus Operator Graduations – January 3<sup>rd</sup>, 2025, three Fixed Route Operators & three Mechanics graduated and received their CDL Certificates

Mr. Drozt introduced BFT’s new Directors Michael Brown & Marcus McCready upon request of Director Grimm

**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, February 13<sup>th</sup>, 2025, at 6:00 p.m.

**16. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:50 p.m.

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Shea Walter, Clerk of the Board

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Date



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

Thursday, February 13, 2025

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for January 2025

December 2024 vouchers totaled \$6,070,598.84. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 516,082.81
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 460,417.10
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 444,852.49
DEPT LABOR & INDUSTRIES	WORKER'S COMP	\$ 402,506.93
WORKDAY INC	SOFTWARE	\$ 369,880.84
COLEMAN OIL COMPANY LLC	FUEL	\$ 334,041.77
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 330,335.98
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 201,771.83
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 181,096.97
CDW GOVERNMENT INC.	COMPUTER SUPPLY	\$ 139,132.03
STATE OF WASHINGTON	MED INS PAYABLE	\$ 112,865.86
AVAAP USA LLC	CONTRACTED SERVICES	\$ 100,000.00
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 83,535.36
US BANK CORPORATE PAYMENT SYSTEMS	CREDIT CARD	\$ 79,735.82
KING COUNTY DIRECTORS ASSOCIATION	PURCHASING COOPERATIVE	\$ 50,790.35
BUSINESS RADIO INC	CONTRACTED SERVICES	\$ 47,541.17
EMPLOYMENT SECURITY DEPARTMENT	FMLA	\$ 41,503.39
WORKSPACE DEVELOPMENT LLC	OFFICE FURNITURE	\$ 37,753.79
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 36,491.31
WEX BANK	CONTRACTED SERVICES	\$ 34,055.10
NORTHWEST MOVERS CENTRAL LLC	SERVICES	\$ 30,105.00
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 28,237.21
CRYSTAL CRANES MEDIA	CONTRACTED SERVICES	\$ 28,000.00
WA STATE EMPLOYMENT SECURITY DEPT	WACARES	\$ 27,411.70
U S LINEN & UNIFORM	UNIFORMS	\$ 25,334.44
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 25,032.59
APPLE VALLEY BROADCASTING INC	MARKETING	\$ 23,378.00
EXPRESS SERVICES	CONTRACTED SERVICES	\$ 21,105.24
AVAIL TECHNOLOGIES INC	SOFTWARE	\$ 19,089.89
ROACH LAW OFFICES LLP	LEGAL SERVICES	\$ 18,997.00
TRANSPO GROUP USA INC	CONSULTING	\$ 18,260.79
GARDA CL NORTHWEST INC	ARMORED CAR SERV.	\$ 18,123.74
ALSC ARCHITECTS PS	A & E SERVICES	\$ 17,152.82
SIERRA ELECTRIC INC.	ELECTRICAL SERVICES	\$ 16,685.45
MCCURLEY INTEGRITY DEALERSHIPS LLC	PARTS, EQUIP., BUS A/C	\$ 16,649.82
TEAMSTERS UNION	UNION DUES	\$ 16,200.00
EDNETICS INC	PROFESSIONAL SERVICES	\$ 15,569.04
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 15,017.79
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 14,985.51
US ARMY CORPS OF ENGINEERS	EASEMENTS	\$ 13,400.00
COMMERCIAL TIRE	TIRES	\$ 12,991.38
CASCADE NATURAL GAS CORPORATION	HEATING EXPENSE	\$ 12,879.19
BRUTZMANS INC	OFFICE FURNITURE	\$ 12,707.07
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 12,532.19
PASCO TIRE FACTORY INC.	TIRES	\$ 12,294.58
SAS CONSULTING LLC	CONSULTING	\$ 11,700.00
P & F AUTOMOTIVE WAREHOUSE INC	PARTS EQUIP BUS A/C	\$ 11,608.93
B&H FOTO & ELECTRONICS CORP	PRINTER/PLOTTER/COPIER	\$ 11,415.41
ROMAINE ELECTRIC CORP	AUTO PARTS	\$ 10,611.48

Total Significant Vendors \$ 4,521,867.16

Payroll Total \$ 1,276,955.79

Total Non-Significant Vendors \$ 271,775.89

GRAND TOTAL \$ 6,070,598.84

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 [Jan 2025](#)

PAYROLL				
Check Register Number	Check Number / Number	Date of Issue	In the Amount	
501-25	ACH	1/4/2025	\$ 620,407.53	Payroll
502-25	ACH	1/24/2025	\$ 656,548.26	Payroll
Total			\$ 1,276,955.79	

\_\_\_\_\_  
AUTHORITY MEMBER  
2/13/2025

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 [Jan 2025](#).

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
100-25	ACH	1/2/2025	79,735.82	ACH
101-25	89499	89499 1/3/2025	1,316.07	MDSE
102-25	89500	89501 1/6/2025	33,246.19	MDSE
103-25	89502	89655 1/10/2025	722,762.85	MDSE
104-25	89582	89562 1/13/2025	(26,550.23)	VOID
105-25	89656	89663 1/13/2025	29,399.20	MDSE
106-25	ACH	1/10/2025	216,350.80	ACH
107-25	ACH	1/13/2025	332,262.90	ACH
108-25	ACH	1/14/2025	460,417.10	ACH
109-25	ACH	1/15/2025	34,055.10	ACH
110-25	89580	89580 1/21/2025	(4,675.50)	VOID
111-25	89664	89664 1/22/2025	175.11	MDSE
112-25	89665	89746 1/22/2025	1,050,616.75	MDSE
113-25	89566	89566 1/27/2025	(1,034.33)	VOID
114-25	ACH	1/17/2025	402,506.93	ACH
115-25	ACH	1/22/2025	1,052.49	ACH
116-25	ACH	1/24/2025	235,613.39	ACH
117-25	ACH	1/21/2025	6,000.00	ACH
118-25	ACH	1/27/2025	777.49	ACH
119-25	ACH	1/28/2025	18,043.65	ACH
121-25	89747	89831 1/28/2025	1,176,115.25	MDSE
122-25	ACH	1/29/2025	25,456.02	MDSE
<b>Total</b>			<b>\$ 4,793,643.05</b>	

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AUTHORITY MEMBER  
 2/13/2025

Jan 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 February 13, 2025.

**ACTION: As of this date, February 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	
501-25	ACH	1/4/2025	\$ 620,407.53	Payroll
502-25	ACH	1/24/2025	\$ 656,548.26	Payroll
<b>Total</b>			<b>\$ 1,276,955.79</b>	

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103-25	89502	89655 1/10/2025	722,762.85	MDSE
104-25	89582	89562 1/13/2025	(26,550.23)	VOID
105-25	89656	89663 1/13/2025	29,399.20	MDSE
106-25	ACH	1/10/2025	216,350.80	ACH
107-25	ACH	1/13/2025	332,262.90	ACH
108-25	ACH	1/14/2025	460,417.10	ACH
109-25	ACH	1/15/2025	34,055.10	ACH
110-25	89580	89580 1/21/2025	(4,675.50)	VOID
111-25	89664	89664 1/22/2025	175.11	MDSE
112-25	89665	89746 1/22/2025	1,050,616.75	MDSE
113-25	89566	89566 1/27/2025	(1,034.33)	VOID
114-25	ACH	1/17/2025	402,506.93	ACH
115-25	ACH	1/22/2025	1,052.49	ACH
116-25	ACH	1/24/2025	235,613.39	ACH
117-25	ACH	1/21/2025	6,000.00	ACH
118-25	ACH	1/27/2025	777.49	ACH
119-25	ACH	1/28/2025	18,043.65	ACH
121-25	89747	89831 1/28/2025	1,176,115.25	MDSE
122-25	ACH	1/29/2025	25,456.02	MDSE
<b>Total</b>			<b>\$ 4,793,643.05</b>	

Check Register Nos. 100-25 to 119-25, 121-25 to 122-25 and 501-25 to 502-25 in the total amount of: **\$ 6,070,598.84**

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

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 501-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 620,407.53</u>

PAYROLL DATE JANUARY 10, 2025

PURPOSE: PPE 01/04/2025 AMOUNT: \$620,407.53

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

*Julie Thompson*  
AUDITOR

1/16/2025  
DATE



## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 502-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 656,548.26</u>

PAYROLL DATE JANUARY 24, 2025

PURPOSE: PPE 01/18/2025 AMOUNT: \$656,548.26

“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

1/22/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 100-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/02/2025

PURPOSE:

00740 US BANK NOV	\$25,100.55
00740 US BANK DEC	\$54,635.27
TOTAL	\$79,735.82

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

Julie Thompson  
Julie Thompson (Jan 2, 2025 16:46 PST)

AUDITOR

Jan 2, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 101-25

CHECK NUMBERS 89499 to 89499

DATE 01/03/2025

PURPOSE APJAN25A VOUCHERS AMOUNT \$1,316.07

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

Julie Thompson  
Julie Thompson (Jan 7, 2025 11:19 PST)

AUDITOR

Jan 7, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 102-25

CHECK NUMBERS 89500 to 89501

DATE 01/06/2025

PURPOSE APJAN25B VOUCHERS AMOUNT **\$33,246.19**

"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 (Jan 14, 2025 07:00 PST)

AUDITOR

Jan 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 103-25

CHECK NUMBERS 89502 to 89655

DATE 01/10/2025

PURPOSE APJAN25C VOUCHERS AMOUNT \$722,762.85

"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 L. Thompson  
AUDITOR

1/14/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 104-25

CHECK NUMBERS 89582 to 89652

DATE 01/13/2025

PURPOSE A/P VOID CHECK AMOUNT (\$26,550.23)

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 (Jan 14, 2025 06:55 PST)

AUDITOR

Jan 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 105-25

CHECK NUMBERS 89656 to 89663

DATE 01/13/2025

PURPOSE APJAN25D VOUCHERS AMOUNT **\$29,399.20**

"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 (Jan 14, 2025 13:59 PST)

AUDITOR

Jan 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 106-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/10/2025

PURPOSE:

00441 MISSION SQUARE DEF COMP	\$2,597.00
00430 INTERNAL REVENUE SERVICE	\$209,817.44
00532 DEPRT OF RETIRMENT DCP	\$3,936.36
TOTAL	\$216,350.80

"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 (Jan 14, 2025 06:57 PST)

AUDITOR

Jan 14, 2025

DATE



BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 107-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/13/2025

PURPOSE:

00432 DEPT OF RETIREMENT PERS 2&3	\$330,335.98
00262 WA STATE SUPPORT REG	\$1,926.92
TOTAL	\$332,262.90

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

Julie Thompson  
Julie Thompson (Jan 14, 2025 06:58 PST)

AUDITOR

Jan 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 108-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/14/2025

PURPOSE:

00014 NW ADMIN WA TMSTRS	\$460,417.10
TOTAL	\$460,417.10

"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 (Jan 14, 2025 06:59 PST)

AUDITOR

Jan 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 109-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/15/2025

PURPOSE:

02072 WEX	\$34,055.10
TOTAL	\$34,055.10

"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 (Jan 21, 2025 13:40 PST)

AUDITOR

Jan 21, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 110-25

CHECK NUMBERS 89580 to 89580

DATE 01/21/2025

PURPOSE A/P VOID CHECK AMOUNT (\$4,675.50)

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 (Jan 21, 2025 13:39 PST)

Jan 21, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 111-25

CHECK NUMBERS 89664 to 89664

DATE 01/22/2025

PURPOSE APJAN25E VOUCHERS AMOUNT **\$175.11**

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

Julie Thompson  
Julie Thompson (Jan 23, 2025 14:01 PST)

AUDITOR

Jan 23, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 112-25

CHECK NUMBERS 89665 to 89746

DATE 01/22/2025

PURPOSE APJAN25F VOUCHERS AMOUNT **\$1,050,616.75**

"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 (Jan 23, 2025 14:02 PST)

AUDITOR

Jan 23, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 113-25

CHECK NUMBERS 89566 to 89566

DATE 01/27/2025

PURPOSE A/P VOID CHECK AMOUNT (\$1,034.33)

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 (Jan 28, 2025 12:52 PST)

AUDITOR

Jan 28, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 114-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/17/2025

PURPOSE:

00436 DEPT OF L&I	\$402,506.93
TOTAL	\$402,506.93

"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 (Jan 28, 2025 12:53 PST)

AUDITOR

Jan 28, 2025

DATE



BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 115-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/22/2025

PURPOSE:

01609 AW REHN & ASSOCIATES	\$1,052.49
TOTAL	\$1,052.49

"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 (Jan 28, 2025 12:54 PST)

AUDITOR

Jan 28, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 116-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/24/2025

PURPOSE:

00430 INTERNAL REVENUE SERVICE	\$226,602.56
01609 AW REHN & ASSOCIATES	\$1,052.49
00441 DC MISSION SQ RETIREMENT	\$2,663.28
00532 DEPT OF RETIREMENT SYS-DCP	\$5,295.06
TOTAL	\$235,613.39

"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 (Jan 28, 2025 12:56 PST)

AUDITOR

Jan 28, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 117-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/21/2025

PURPOSE:

02518 SOMETHING UNLIMITED	\$6,000.00
TOTAL	\$6,000.00

"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 (Jan 28, 2025 13:25 PST)

AUDITOR

Jan 28, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 118-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/27/2025

PURPOSE:

00414 WA DEPT OF REVENUE EXCISE TAX	\$777.49
TOTAL	\$777.49

"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 (Jan 28, 2025 13:12 PST)

AUDITOR

Jan 28, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 119-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 01/28/2025

PURPOSE:

00430 INTERNAL REVENUE SERVICES	\$8,432.49
00082 HRA VEBA TRUST	\$7,620.00
00627 SAMBA HOLDINGS	\$64.24
00262 WA ST SUPPORT REG CHILD SUPPORT	\$1,926.92
TOTAL	\$18,043.65

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

Julie Thompson  
Julie Thompson (Jan 28, 2025 13:27 PST)  
AUDITOR

Jan 28, 2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 120-25

CHECK NUMBERS 88992 to 88992

DATE 01/28/2025

PURPOSE A/P VOID CHECK AMOUNT (\$366.13)

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 (Jan 28, 2025 13:28 PST)

Jan 28, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 121-25

CHECK NUMBERS 89747 to 89831

DATE 01/28/2025

PURPOSE APJAN25G VOUCHERS AMOUNT **\$1,176,115.25**

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

Julie Thompson  
Julie Thompson (Jan 29, 2025 07:21 PST)

AUDITOR

Jan 29, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 122-25

CHECK NUMBERS 89832 to 89834

DATE 01/29/2025

PURPOSE APJAN25H VOUCHERS AMOUNT **\$25,456.02**

"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 08:41 PST)

AUDITOR

Feb 5, 2025

DATE



# Memorandum

---

Date: February 13, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: Authorizing the Adoption of the 2025 Annual Service Plan & Accompanying Title VI Service Equity Analysis

## **Background**

The 2025 Annual Service Plan (ASP) consists of service change recommendations that will continue to prioritize equity and emphasize efficiency by making changes to the fixed route network with the goal of providing faster, more frequent, and more reliable service. Additionally, staff conducted thorough cost-benefit analyses to uphold quality while remaining financially prudent when determining these recommendations. The majority of the recommended service changes will be implemented in June 2025 with a few routes starting in August 2025. The 2025 ASP was released for public comment on January 5, 2025.

## **Recommended Fixed Route Service Changes:**

### Route Eliminations:

- Route 268 – Eliminated; Pasco portions covered by new Route 68.

### New Routes:

- METRO 2x – New peak weekday service from 22nd Ave TC (Pasco) to Knight Street TC (Richland), no weekend service.
- Express 27x – New express service from Dayton TP (Kennewick) to Knight Street TC (Richland), Monday-Saturday service.
- Express 240x – New peak weekday express service from Queensgate TC (South Richland) to North Richland education/employment areas, no weekend service.
- Route 68 – New route covering Pasco portions of Route 268.

### Route Adjustments & Realignment:

- Route 41 – Eliminate unproductive portions, increased to 30-minute frequency and will only operate in clockwise direction
- Route 47 – Extend to segments of Route 41.
- Route 65 – Adjusted to better serve Pasco High School on 14th Ave.
- Route 67 – Extended to Burns Road and interlined with Route 68.
- Route 225 – Realigned to serve Sageview High School and surrounding areas near Burns Road.

### Service Interlining for Frequency Improvements:

- Routes 10 & 20 – Interlined for improved frequency on Route 10.

### Adjustments to Schedule:

- Saturday Evening Service Reductions – Decreased service on select routes with low ridership.

- Route 40 – Additional service after 8 PM on Saturdays.

#### **Recommended CONNECT Service Changes:**

- Explore opportunities for area growth to meet the increasing demand from riders by adding points of interest based on community growth and need, particularly in areas where fixed-route options are limited or unavailable
- Improving app functionality
- Monitor driver partners, ensuring contracted service provides comprehensive training and the necessary tools to deliver exceptional service consistently

#### **Recommended ADA/Dial-A-Ride Service Changes:**

- No changes planned. The goal is to improve current Dial-A-Ride (DAR) staffing levels. In instances where staffing shortages may temporarily affect the agency's ability to deliver seamless service, staff are using a third-party provider for assistance, which was implemented in early December 2024

#### **Recommended Vanpool/Rideshare Service Changes:**

- New vehicles continue to be introduced into service to replace aging fleet
- Creating educational videos

#### **Title VI Service Equity Analysis:**

It has been determined that service changes outlined in the 2025 ASP are considered a major service change per BFT's Major Service Change Policy, thus a Title VI Service Equity Analysis was required. BFT staff conducted a Title VI Service Equity Analysis, and it was concluded that none of the recommended changes will result in a disparate impact to minority populations or disproportionate burden to low-income populations was identified through the analysis based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. The recommended changes will result in a net increase in service for those impacted

#### **Labor & Vehicle Resources:**

Implementation of the 2025 ASP is estimated to require seven (7) additional operators for fixed route service in 2025. However, reaching the current approved headcount of 172 would suffice. Operations and Training staff will continue a hiring effort to address current labor shortages and work towards reaching the approved fixed route operator headcount

Fixed Route Vehicles Operated in Maximum Service (VOMS) are expected to grow from 51 to 57 on weekdays. The reason for this significant increase is the focus on providing more service during peak hours of the day. This expansion will be possible with BFT's current fleet size and will also help BFT reach Federal requirements around vehicle spare ratio, which should be no more than 20%

#### **Budget Impact – Revenue Hours:**

The 2025 ASP is anticipated to increase annual revenue hours by approximately 2,500. This equates to an approximate addition of \$377,000 to the annual budget based on the average cost per revenue hour of \$150.61. All service recommendations will be implemented in June with the exception of METRO 2x and Express 27x which will begin in August 2025, so prorated revenue hours are expected to decrease by approximately 2,160 in 2025, with a budget decrease of

approximately \$325,200. All resource increases needed to operate the 2025 ASP recommendations are included in the approved 2025 Operating Budget. BFT planning staff recommend increasing the budgeted vehicle revenue hours from 231,000 (2024) to 233,500 (2025). This accounts for a 1.1% increase in revenue hours on an annualized basis when compared to 2024 budgeted.

### **Public Comment:**

BFT conducted public outreach on the 2025 ASP through an online interactive map, customer service feedback, and open houses. Marketing promoted the comment period, and all feedback is included in the 2025 Service Equity Analysis. Below is a summary of key comments:

#### *Online Interactive Map:*

- Request for Sunday service on Route 65
- Request for weekend service to Pasco Flea Market due to long walking distances in summer
- Route 2x: one comment viewed it as a waste of resources, another supported a direct airport route

#### *Customer Service Feedback:*

- Three commendations for positive rider experiences, helpful drivers, and outreach efforts
- Concern about Route 170 changes increasing travel time from Prosser to Richland
- Concern that Queensgate Transit Center is isolated and primarily a parking lot

#### *Open Houses:*

##### **Pasco Library (January 7, 2025)**

- **Requests:** Bus stops on maps, extended phone hours for late Route 40 riders, online presentation slides.
- **Concerns:** Transit barriers for Prosser students, difficulty booking CONNECT for wheelchair users, need for ADA-compliant stops.
- **Questions:** Updates on Hanford service, removal of Canyon Lakes from ASP map, cost per revenue hour data

##### **Three Rivers Transit Center (Jan. 14, 2025)**

- **Concerns:** Route 41 realignment (Hood Ave & Ely St.), reduced frequency near Richland WinCo
- **Requests:** More frequent Route 240x service
- **Questions:** Fare increase possibility, METRO 2x bypassing CBC loop
- **Positive feedback:** Peak express service expansion, improved Route 47 frequency in East Kennewick

##### **Virtual Open House (Jan. 14, 2025):**

No public comments received

**Public Hearing:**

February 13 at 6 p.m. during the Board Meeting

*Location: Ben Franklin Transit Board Room located at 1000 Columbia Park Trail,  
Richland, WA 99352*

The complete 2025 ASP can be viewed on the BFT website at: <https://www.bft.org/about/annual-service-plan>

**Funding**

Budgeted:	Yes
Budget Source:	Operating Budget
Funding Source:	FTA, State, and Local

**Recommendation**

Authorize the Chief Executive Officer to adopt the 2025 Annual Service Plan and Title VI Service Equity Analysis

Forward as presented:

---

Thomas Drozt, Chief Executive Officer



BEN FRANKLIN  
**TRANSIT**

2025

# Annual Service Plan

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## 2024 Annual Service Plan

In January 2021, the Ben Franklin Transit (BFT) Board of Directors adopted the *Annual Service Plan (ASP) Policy*, establishing a framework to align service planning and delivery. This policy serves as a crucial tool in guiding budget decisions and managing annual labor requirements. The ASP is meticulously crafted through a collaborative effort incorporating input from both the community and BFT staff. During the ASP process, BFT systematically examines service data to uncover avenues for enhancing services and improving operational efficiencies. This rigorous analysis ensures that our transit services remain responsive to the evolving needs of our ridership all while maximizing the allocation of resources.

The 2024 ASP focused primarily on service efficiency, effectiveness, and reliability. Service change recommendations included the following:

- ☑ Removal of Route 110 due to areas of low ridership
- ☑ Creation of Routes 10 and 50 to cover productive portions of former Route 110
- ☑ Extension of Route 67 to increase connectivity to Chiawana HS and McLoughlin MS
- ☑ Implementation of Queensgate Transit Center connecting:
  - Route 170 – 60-minute peak service. No longer connecting with Knight Street Transit Center
  - Route 10 – 30-minute peak service
  - Route 123 – Additional bus on Sundays to extend the route and help with on-time performance. (Excluded direct service to the mall except on Sundays)
- ☑ Route 25 adjusted to capture missed sections on Wellsian Way due to Route 170 at Queensgate
- ☑ Proposed elimination of 123s with recommendations to continue service to further evaluate

BFT Board of Directors requested further analysis of Route 123s and additional marketing outreach efforts. During the school year, an extra loop by the schools was incorporated into the route to enhance service, accompanied by a focused marketing campaign. Despite these efforts, Figure 1 illustrates that the route did not experience an uptick in ridership.

Additional changes were incorporated in Fall 2024 in response to Route 123 overcrowding. Ridership on Route 123s saw a significant increase (+81%), almost doubling compared to the Aug.-Nov. timeframe from the year prior (Figure 2). The tripper will continue to be evaluated to provide potential relief for Route 123 and may also see additional changes since much of the ridership

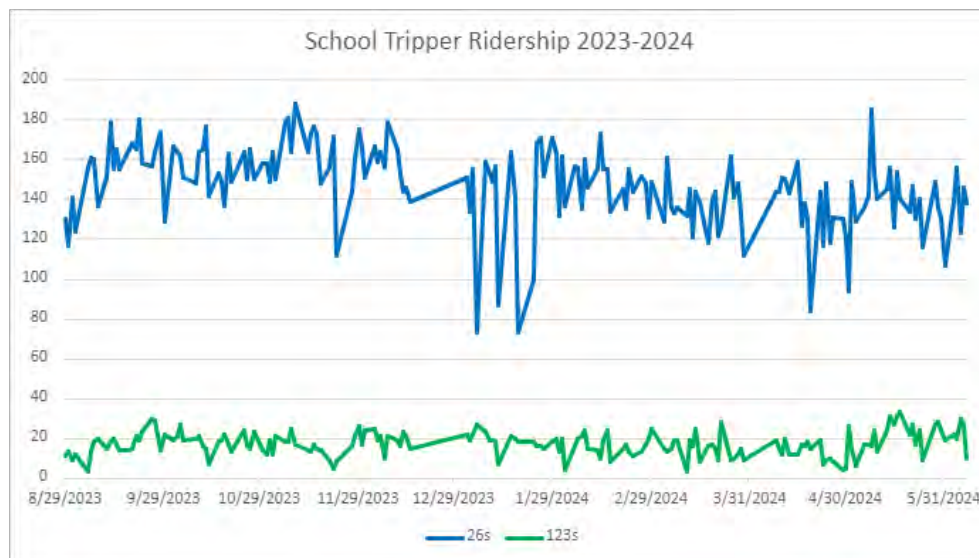
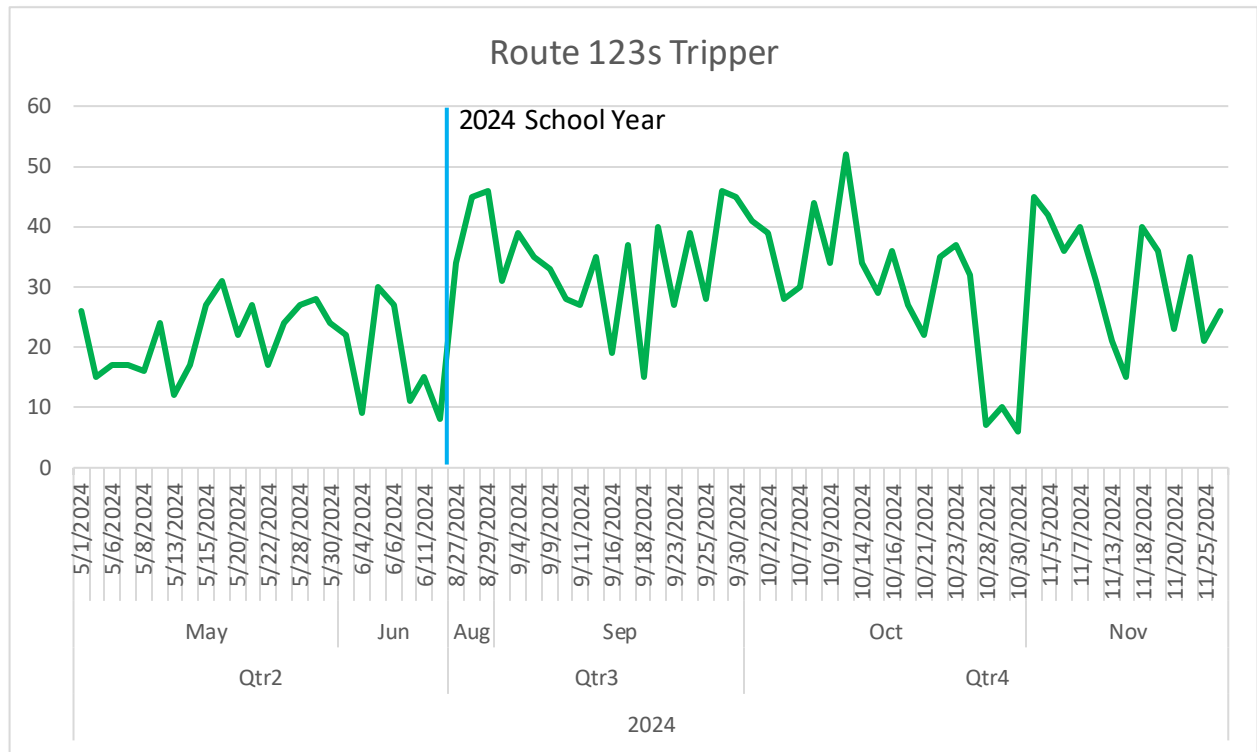


Figure 1: School Tripper Ridership



generated was specific to Route 123 overflow versus the South Richland ridership that the tripper was originally intended.

Figure 2: Route 123s School Tripper Ridership



The rollout of the 2024 ASP was delayed until August 2024 due to construction delays at Queensgate Transit Center. Further requests for efficiency from the BFT Board of Directors ahead of potential funding constraints from a November 2024 ballot measure, Initiative 2117, resulted in additional reductions to the planned rollout.

- ☑ Route 50 – 30-minute service on Saturday versus 15-minute service.
- ☑ Route 10 – Elimination of 30-minute peak service. 60-minute service all day instead.
- ☑ Route 67 – No extension

Considering I-2117 did not pass, BFT staff has worked to put together service recommendations that would account for a minimal increase in resources and address the service gaps that were not addressed when ~60% of planned service outlined in the 2024 ASP was not implemented.

Similar to the 2024 ASP, 2025 ASP recommendations align with a continued emphasis on efficiency, aligning with the BFT Board of Directors' directive to enhance the cost-effectiveness of system-wide services. Reducing travel time by providing more limited-stop, cross-town trips is also an intended outcome of the 2025 ASP service recommendations.

BFT has been utilizing HASTUS scheduling software provided through CSched for the past few years, and recently, the BFT Board approved CSched to review fixed route schedules to enhance on-time performance, schedule efficiency, and transit center connections. Once CSched completes its evaluation,

BFT staff will review the specific recommendations to ensure their practical applicability in the real world by implementing a slow rollout with a few routes starting in December 2024.

Additionally, all modes of service for BFT will be subject to a fare change in 2025. Plans are underway to implement a mobile ticketing solution as well. Mobile ticketing will provide a more expedited and tech-

friendly way of purchasing BFT transit passes. Currently, implementation of the new fare structure is being reassessed. BFT may need to make minor schedule adjustments to other routes and add, modify, or eliminate overload and tripper services based on demand.

## Fixed Route

In the development of the 2025 ASP, BFT staff rigorously gathered and analyzed data concerning ridership, demographics, and PTBA growth. Engaging both internal and external stakeholders was integral to ensuring rider/operator perspectives guided route optimization efforts. The overarching goal goes beyond mere efficiency prioritizing equity. Additionally, staff conducted thorough cost-benefit analyses to uphold quality while remaining financially prudent. Accessibility and inclusivity remained focal points, with staff advocating for initiatives benefiting all passengers. These efforts culminate in transparent communication of findings, aiming for an enhanced transit system serving the community at large. As part of the 2025 plan, staff have identified and are proposing the following changes:



### Recommended Service Change Key

For 2025, the recommended service changes are identified in red, green, and gray (Figure 3) throughout tables in this document to reflect the decrease and increase in service.

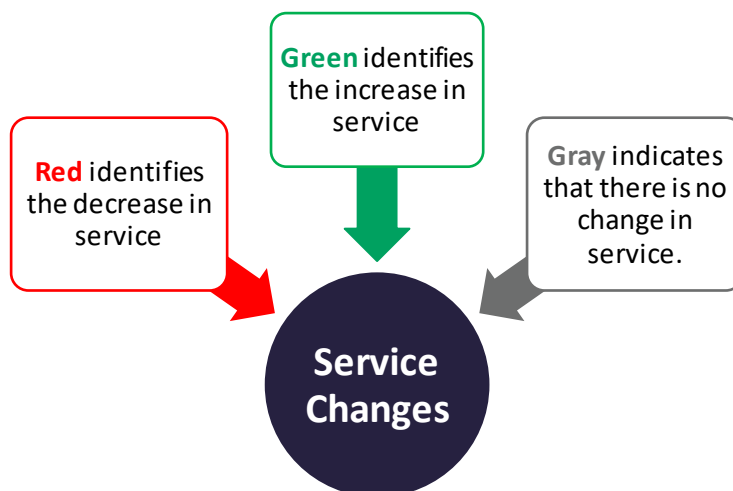


Figure 3: Service Change Key

## Express & Limited-Stop Service

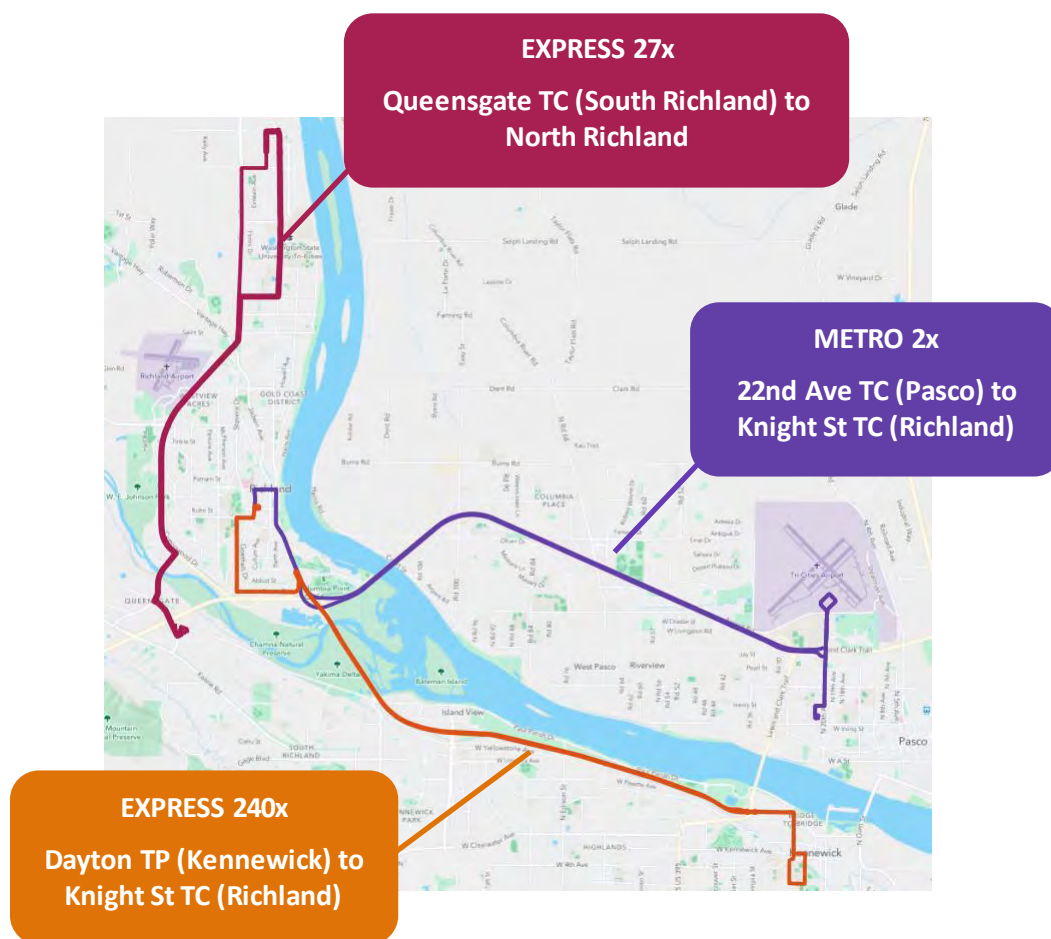
With the ongoing growth in the Tri-Cities area, the 2025 ASP focuses on improving METRO routes by introducing express service and establishing limited-stop routes to better connect cities and reduce travel time across the region. In March 2024, BFT applied for a grant through WSDOT's Regional Mobility Grant Program, which supports efforts to improve connectivity between counties, enhance access to regional population centers, and reduce transportation delays.

As part of these improvements, three new express routes will be introduced, with further details provided later in this document. Express service has been a long-standing request from the public. The grant and adjustments to other routes have allowed for these enhancements while maintaining a nearly neutral impact on revenue hours.

Please note the express route naming conventions may change prior to implementation. Additionally, Express Route 27x is contingent upon grant funding, expected to be awarded in May, with implementation planned for August 2025 along with Metro 2x.

Limited-stop service, where an express bus follows the same route as a local bus but stops only at designated locations, will be implemented for the Express routes. Discussions are also underway to extend this feature to METRO routes. This service enhancement improves the user experience by significantly reducing travel times.

Map 1: Proposed Express Routes



## METRO 2x

METRO 2x aims to provide a more direct connection between Richland and Pasco via the Knight Street Transit Center. It will include direct service to the Tri-Cities Airport and limited-stop service along the 20th Avenue corridor, serving key destinations such as Columbia Basin College and Safeway. The route's eastern terminus will be the 22nd Avenue Transit Center, offering 15-minute peak service on weekdays, with no service on Saturdays or Sundays. The name reflects its 15-minute METRO service and limited-stop express design.

METRO 2x will replace portions of Route 268, which will be discussed in detail later in this document. It will also maintain the current service levels between the Knight Street Transit Center and the 22nd Avenue Transit Center on weekdays.

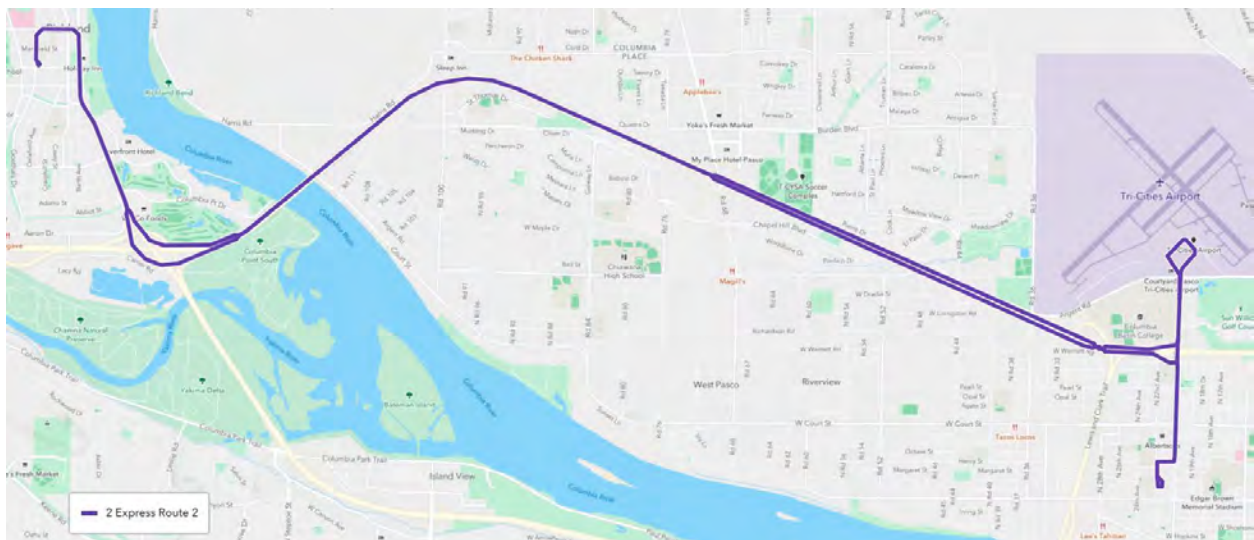
Although the elimination of Route 268 will reduce the Pasco-to-Richland connection to 30-minute frequency on Saturdays, METRO 1 will continue providing 20-minute service between Richland and Pasco via the Three Rivers Transit Center. Route 225 will also maintain 30-minute service on Saturdays, with the addition of direct service to the airport. This change replaces the previous routing through Saraceno Way at CBC.

### Recommendations for METRO 2x:

- ☑ 15-minute peak service on weekdays
- ☑ Limited stop service connecting Knight Street Transit Center (Richland) to Columbia Basin College and 22nd Avenue Transit Center (Pasco).

Table 1: METRO 2x Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	6 AM-9 AM 2 PM-6 PM	15	4	0	7,378
Saturday	No Service	N/A	0	0	0
Sunday	No Service	N/A	0	0	0



Map 2: Proposed METRO 2x



## EXPRESS 240x

EXPRESS 240x seeks to significantly reduce travel time between Dayton Transfer Point in Downtown Kennewick and Knight Street Transit Center in Richland. With the proposed removal of Route 41 along Fruitland and Columbia Dr., EXPRESS 240x will continue service to these areas.

### Recommendations for Express 240x:

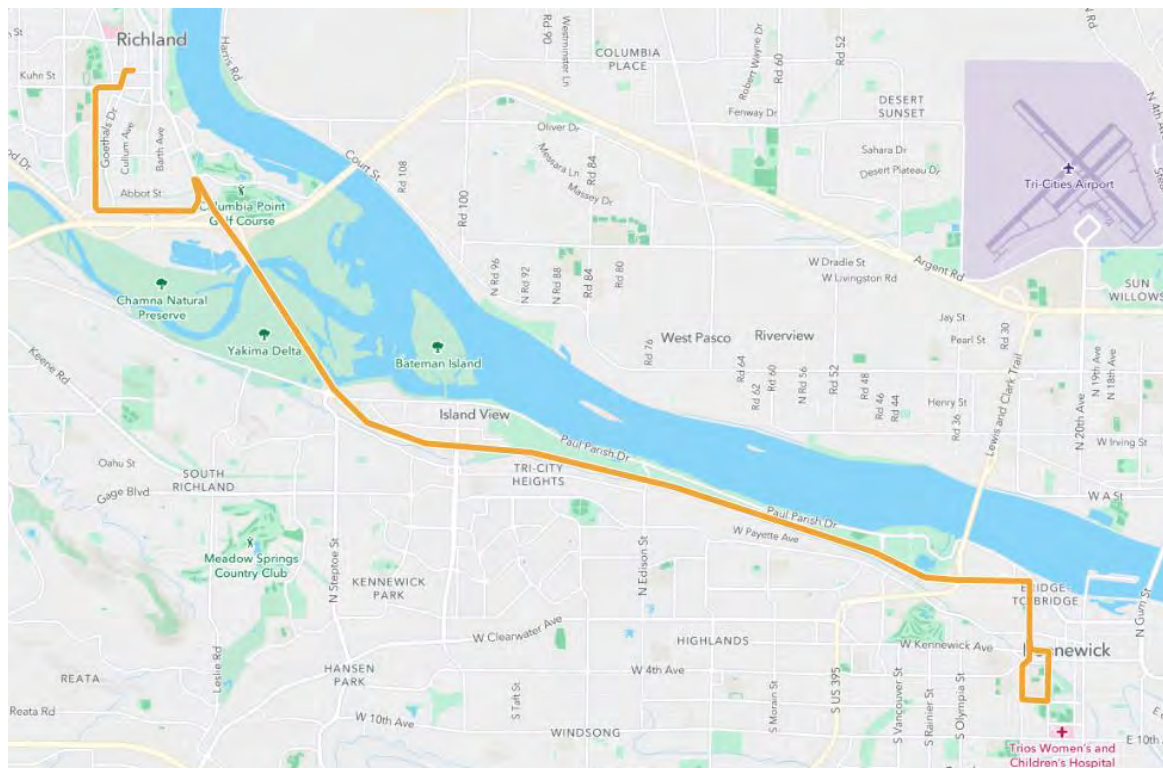
- ✓ 60-minute service Monday-Saturday
- ✓ Direct connection between Dayton Transfer Point and Knight Street Transit Center
- ✓ Maintain service along Fruitland St. and Columbia Dr. that would otherwise be left without service with proposed adjustments to Route 41.

Table 2: EXPRESS 240x Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	6 AM-8 PM	60	1	0*	3,655
Saturday	7 AM-7 PM	60	1	0*	693
Sunday	No Service	N/A	0	0	0

\*Portion of route covered by current 41 Revenue Hours

Map 3: Proposed Express 240x

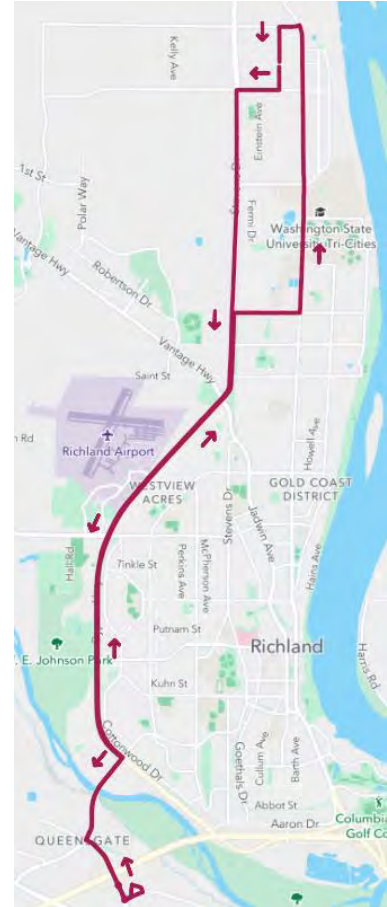


## EXPRESS 27x

EXPRESS 27x seeks to provide a direct connection between Queensgate Transit Center in South Richland with North Richland education and employment areas, such as Battelle, Hanford High School, and WSU Tri-Cities. Alignment is subject to change before implementation based on feedback from the intended user base. Express 27x is contingent upon grant funding and availability of local funds.

### Recommendations for EXPRESS 27x:

- ☑ 20-minute peak service on weekdays
- ☑ Limited-stop connection between Queensgate Transit Center and North Richland, servicing areas including Hanford High School, WSU Tri-Cities, and Battelle.



Map 4: Proposed EXPRESS 27x

Table 3: EXPRESS 27x Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	6 AM-9 AM 2 PM-6 PM	20	2	0	3,842
Saturday	No Service	N/A	0	0	0
Sunday	No Service	N/A	0	0	0

## Route 41

Route 41 will be shortened to a 30-minute one-way clockwise loop to cover residential areas and maintain a connection to Horse Heaven Hills Middle School. With the implementation of EXPRESS 240x, staff suggests removing Route 41 from Columbia Dr. and Fruitland St. Additional suggestions include removing service along Hood Ave. where riders can utilize frequent service along the Clearwater corridor. Redundant service also exists on Volland St. and Kennewick Ave. The Gum St. area will be removed from Route 41 and replaced with Route 47 for more frequent service. Due to low productivity on 45<sup>th</sup> Ave., staff suggests Route 41 be realigned to serve 36<sup>th</sup> Ave. instead.

These changes are based on feedback from our long-range transit planning consultant, Transpo, and align with our ongoing planning efforts. The resources generated by reducing inefficient service on Route 41 will be reallocated to support the proposed EXPRESS 240x.

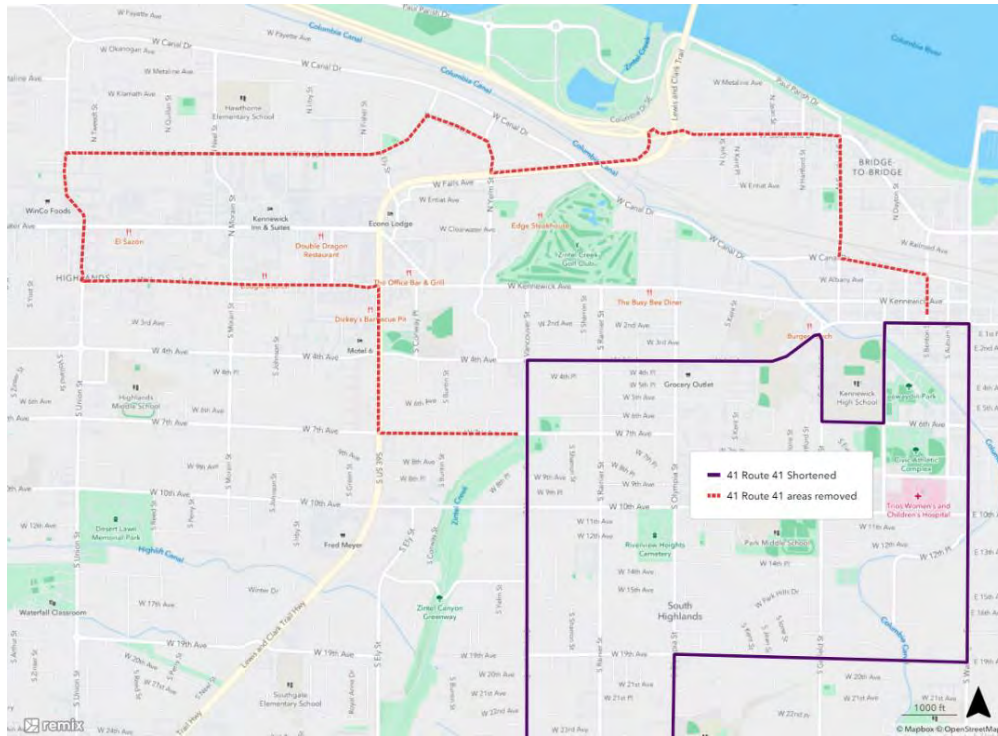
### Recommendations for Route 41:

- ☒ Clockwise loop with 30-minute service
- ☒ Eliminate areas with redundant coverage and low ridership:
  - Canal Dr.
  - Columbia Dr.
  - Fruitland St.
  - Hood Ave.
  - Kennewick Ave.
  - Union St.
  - W 7<sup>th</sup> Ave.
  - W 45<sup>th</sup> Ave.

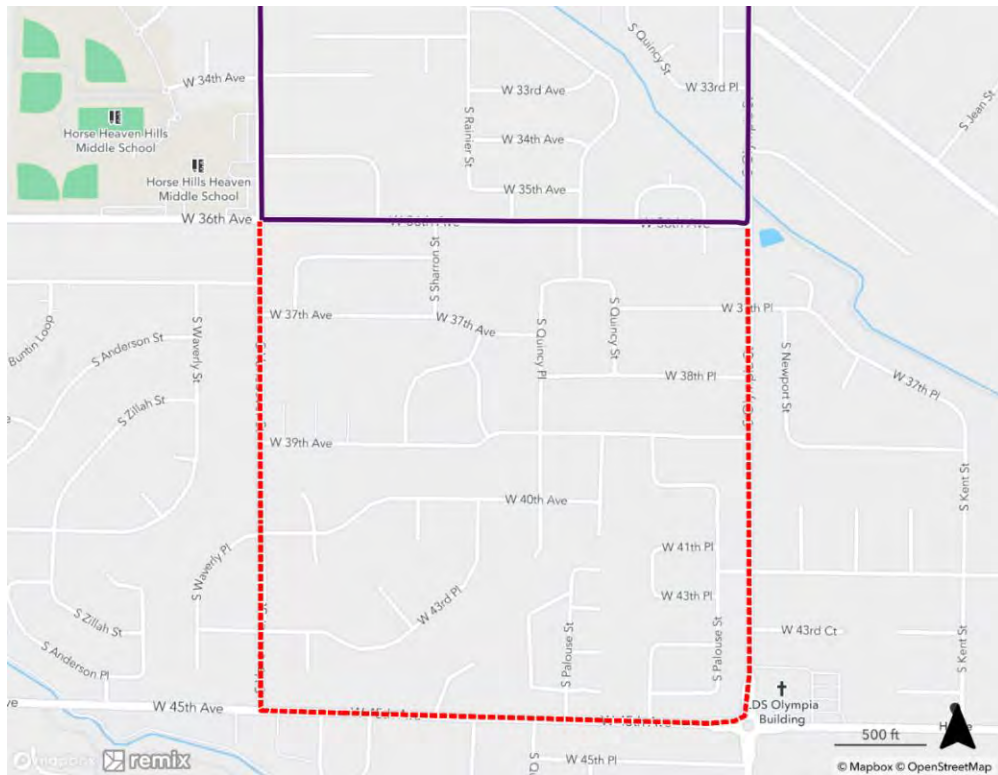
Table 4: Route 41 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	No Change	-1	6,955	3,518 (-3,451)
Saturday	No Change	No Change	-2	1,320	0 (-1,437)
Sunday	No Change	No Change	No Change	0	0

Map 5: Proposed Route 41 Adjustments

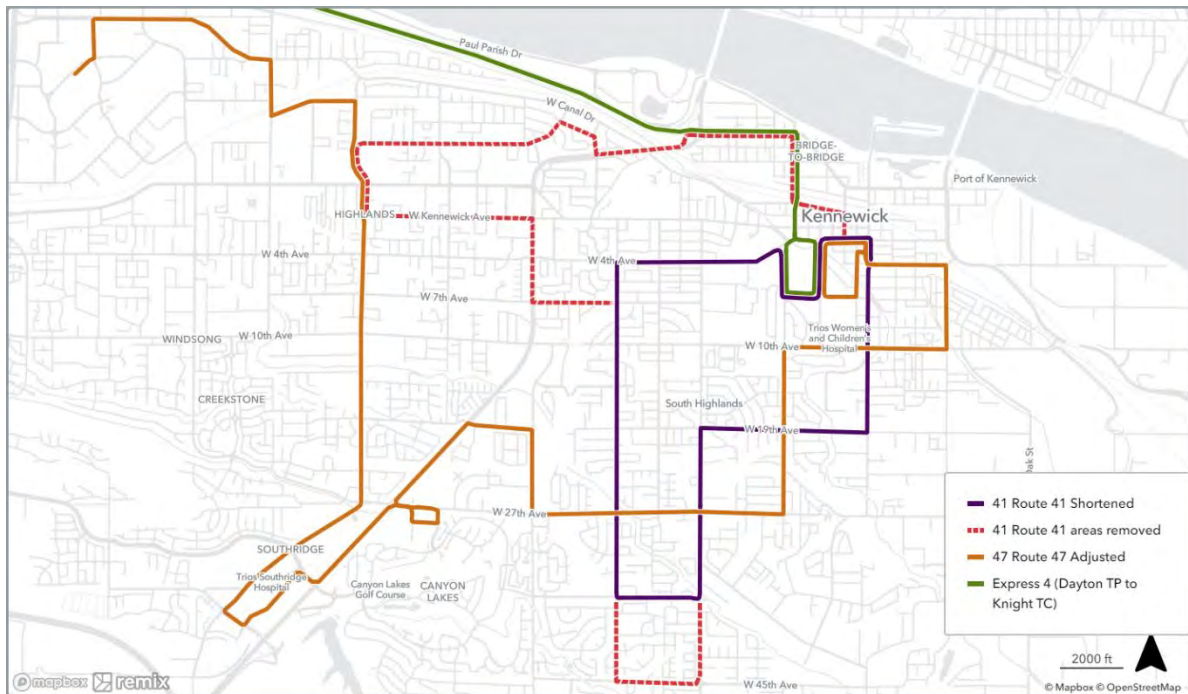


Map 6: Proposed Route 41 Adjustment – Removing 45th Ave. and realigning to 36th Ave.





Map 7: Proposed Route 41 & 47 Adjustments



## Route 47

The route will no longer include under-utilized segments of Canyon Lakes Dr. In East Kennewick, Route 47 will be modified to include 10<sup>th</sup> Ave. and Gum St., providing more frequent service to areas no longer served by Route 41 with negligible changes to revenue hours. Bus stops on 28<sup>th</sup> Ave. near Walmart will be re-evaluated; however, there are currently no plans to alter the bi-directional service.

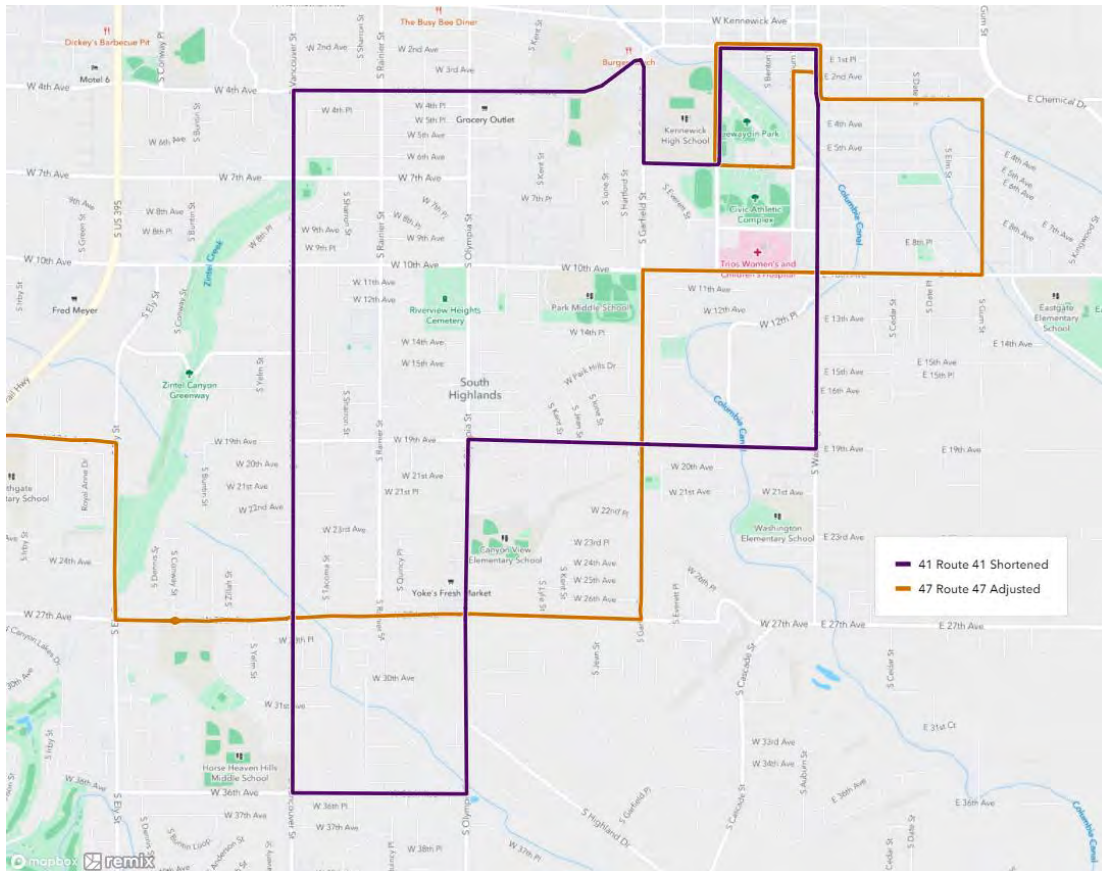
### Recommendations for Route 47:

- ☒ Removal of service on Canyon Lakes Dr. due to low productivity.
- ☒ More frequent coverage of 10<sup>th</sup> Ave., Gum St., and 3<sup>rd</sup> Ave. previously on Route 41.

Table 5: Route 47 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	No Change	No Change	0	0
Saturday	No Change	No Change	No Change	0	0
Sunday	No Change	No Change	No Change	0	0

Map 8: Proposed Route 41 & 47 Adjustments



## Route 65

Route 65 will be realigned to provide improved service to Pasco High School while maintaining close proximity to the new Orion High School. This change is in response to the Pasco School District's restructured boundaries, effective Fall 2025.

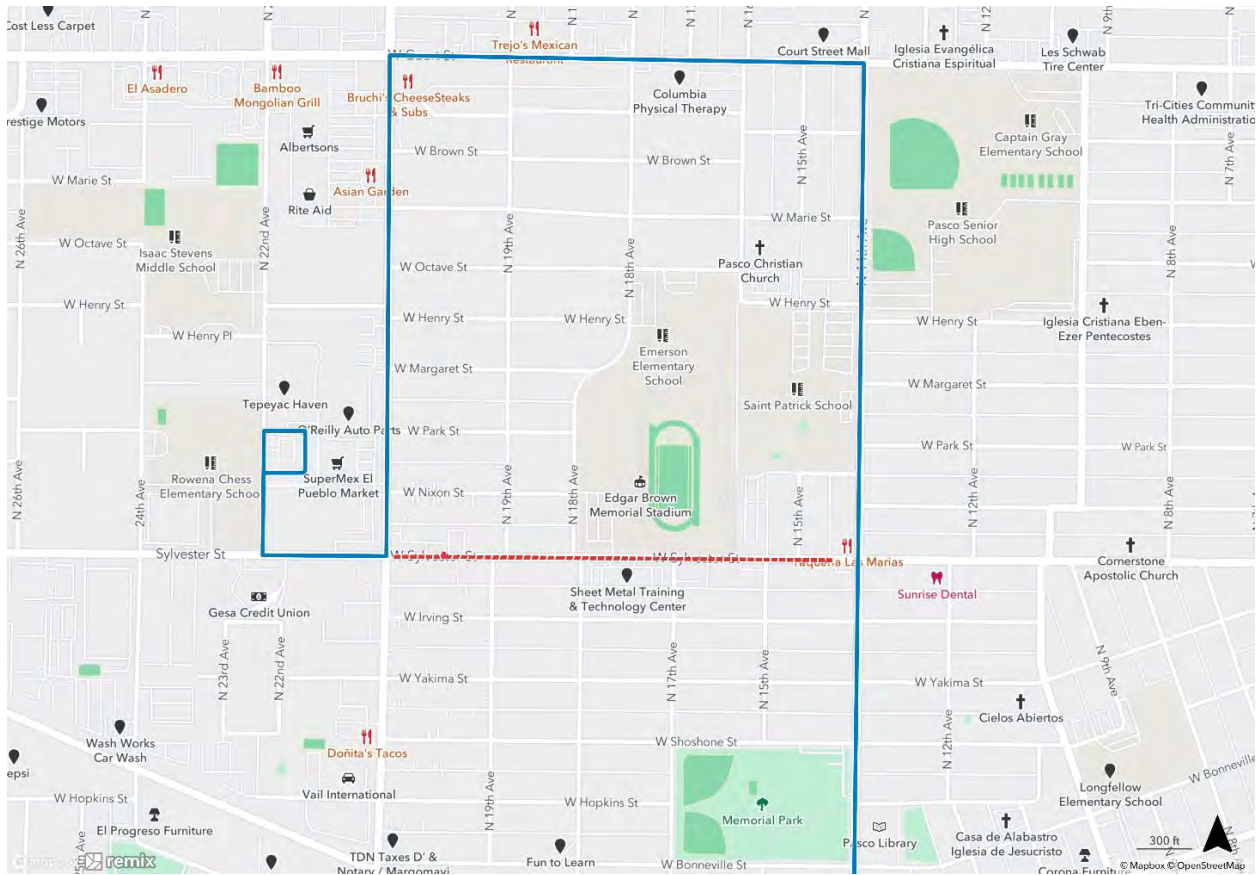
### Recommendations for Route 65:

- ☒ Adjust routing to better serve Pasco High School along 14<sup>th</sup> Ave.
- ☒ Provide bus stops as near as possible to Orion High School.

Table 6: Route 65 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	No Change	No Change	0	0
Saturday	7 AM to 7 PM	No Change	No Change	1529	1225 (-304)
Sunday	No Change	No Change	No Change	0	0

Map 9: Proposed Route 65



## West Pasco - Routes 67/68/268

With the implementation of METRO 2x, adjustments to West Pasco's bus routes are planned. Staff proposes extending Route 67 (Map 11) to better serve West Pasco by including portions of Burns Road, Broadmoor, Chapel Hill, and Road 84. Route 268 will be eliminated and replaced with Route 68 (Map 10), which will cover the Pasco portion of Route 268. Routes 67 and 68 will operate in a figure-8 pattern with bidirectional service at 30-minute frequencies on weekdays. After 8 PM on weekdays and all day on Saturdays, the Route 67 extension will operate in place of Route 68.

These route alignments will be further modified to integrate with the new West Pasco Transit Center.

### Recommended changes to West Pasco:

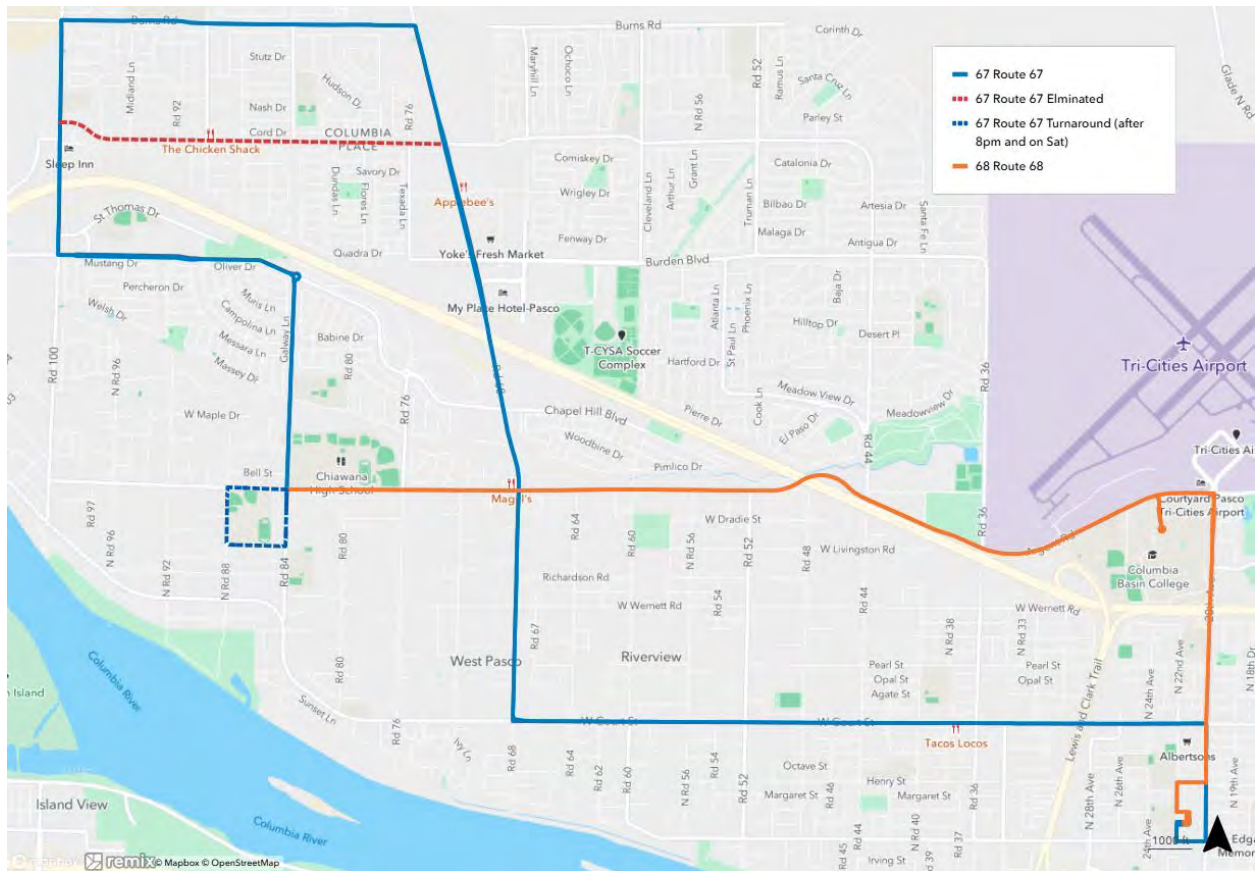
- ☒ Extending Route 67
  - Interlining mid-route with new Route 68.
- ☒ The Route 67/68 interline will operate until 8 PM on weekdays, after which the extended Route 67 will provide late evening service on weekdays and Saturdays.
- ☒ Removal of Route 268. Express 2 will help maintain the current Pasco-Richland connection frequency, in addition to Route 225 and METRO 1.
- ☒ Route 67 extension will require an additional bus that will in turn alleviate current on-time performance issues.

Table 7: Route 67/68 Proposed Service Change Data

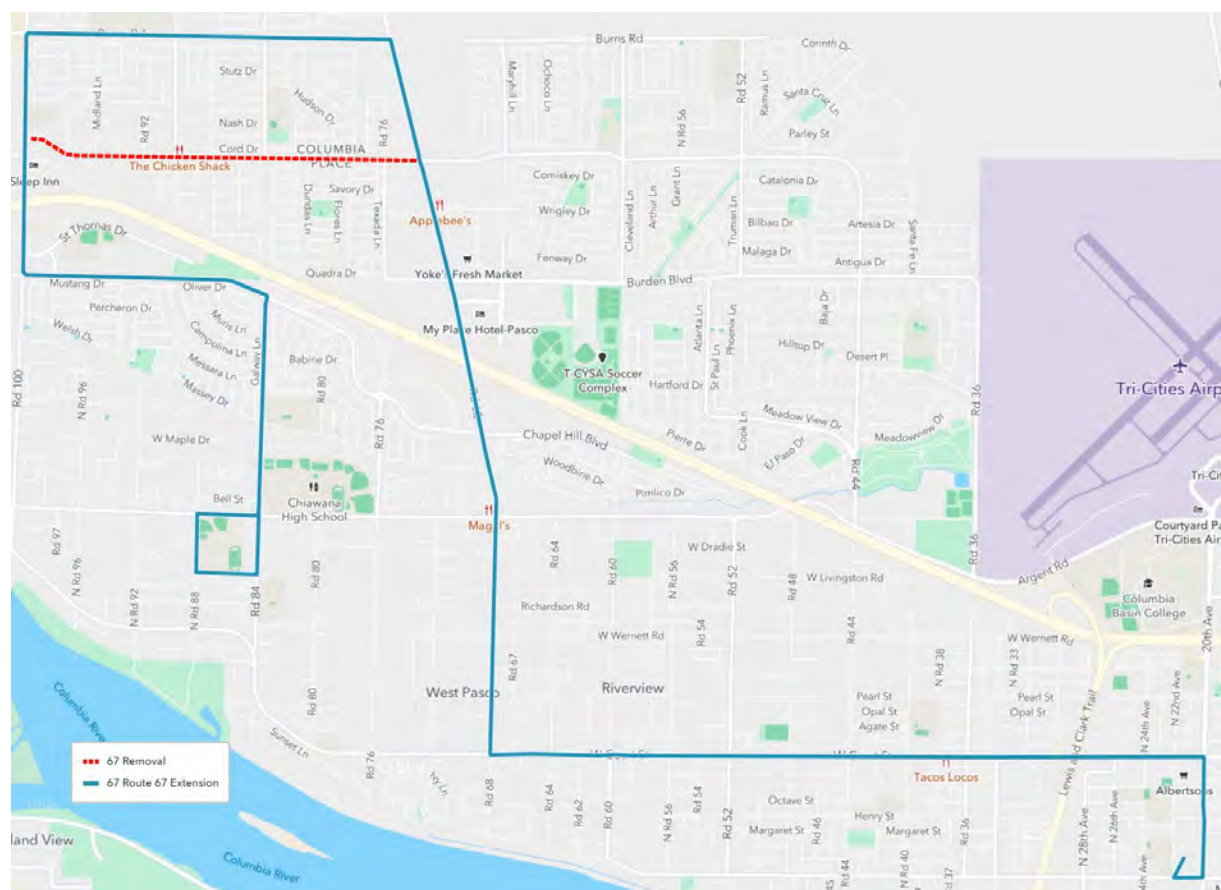
Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current Rt 67 & 268)	Annual Revenue Hour Estimate (Proposed Rt 67 & 68)
Weekday	6 AM-10 PM (8 PM-10 PM Rt 67 only)	30	4 (3 for Rt. 67 only)	18,526	15,300 (-3,226)
Saturday	7 AM-10 PM (Rt 67 only)	30	3	3,518	1,797 (-1,721)
Sunday	No Service				



Map 10: Proposed Route 67/68 Service Changes



Map 11: Proposed Route 67 Service Changes (Weekday routing after 8 PM and all-day Saturdays)



## Route 225

BFT staff propose extending Route 225 to serve the new Sageview High School and nearby areas. The extension would operate on weekdays until 8 PM, after which the route would revert to its current configuration. On Saturdays and Sundays, the route will also follow its existing alignment with the addition of direct service to the airport. This change replaces the previous routing through Saraceno Way at CBC.

Both eastbound and westbound trips will serve Sageview High School on the north side of Burns Road by traveling in a counterclockwise loop. The extension is designed to accommodate the growing residential areas on the east side of Road 68 and ensure convenient access to the new school.

The added service to Sageview High School will support students by providing access to employment opportunities, before- and after-school activities (including breakfast options), and Columbia Basin College's Running Start program.

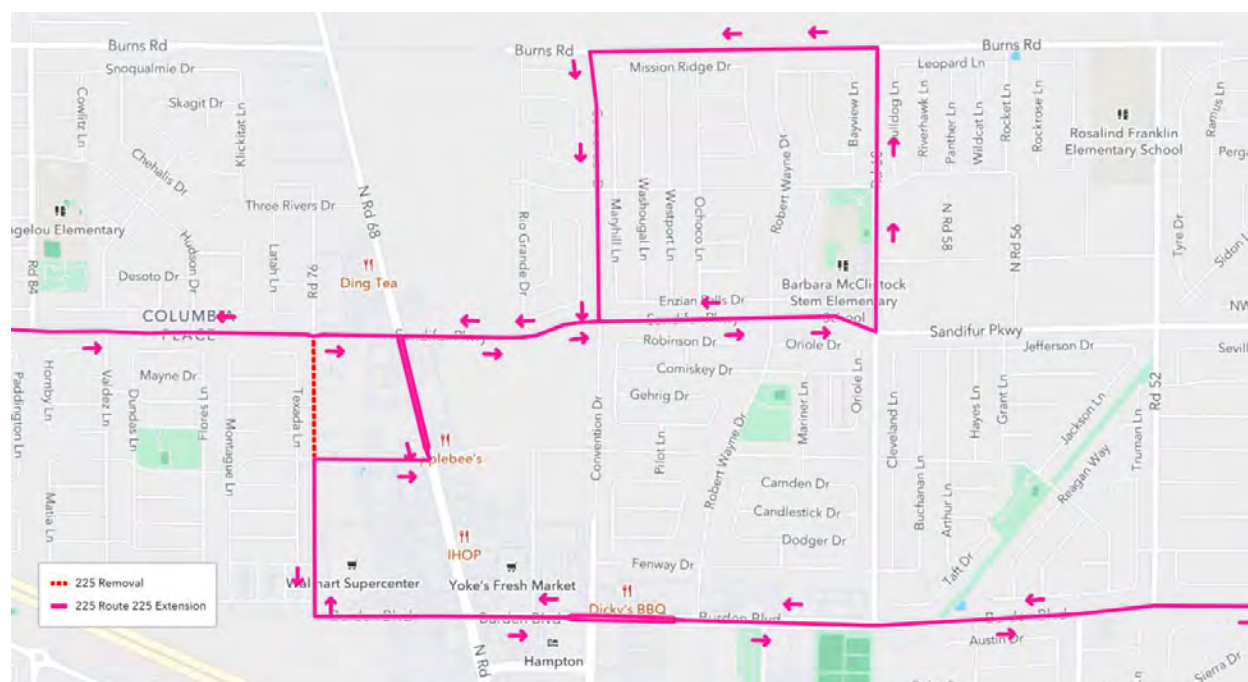
### Recommendations for Route 225 Extension:

- ☑ Route 225 extension to serve Burns Rd by Sageview High School and Barbara McClintock STEM Elementary.
- ☑ The extension will operate on weekdays until 8 PM. Current routing will resume after 8 PM on weekdays and all-day Saturdays and Sundays.

Table 8: Route 225 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	6 AM - 9 PM	30	3	12,300	15,997 (3,697)
Saturday	7 AM - 9 PM	30	3	2,352	2,352
Sunday	8 AM – 6 PM	30	3	1,611	1,611

Map 12: Proposed Route 225 Service Changes



### Routes 10 and 20 Interline

By interlining Routes 10 and 20, Route 10's frequency could increase from hourly to every 30 minutes without requiring additional resources. This adjustment would enhance connections at the Queensgate Transit Center and improve access along the route. Weekday end times for both routes would remain unchanged. As part of the Saturday evening changes, Route 20's frequency would be reduced to hourly on Saturdays after 7 PM.



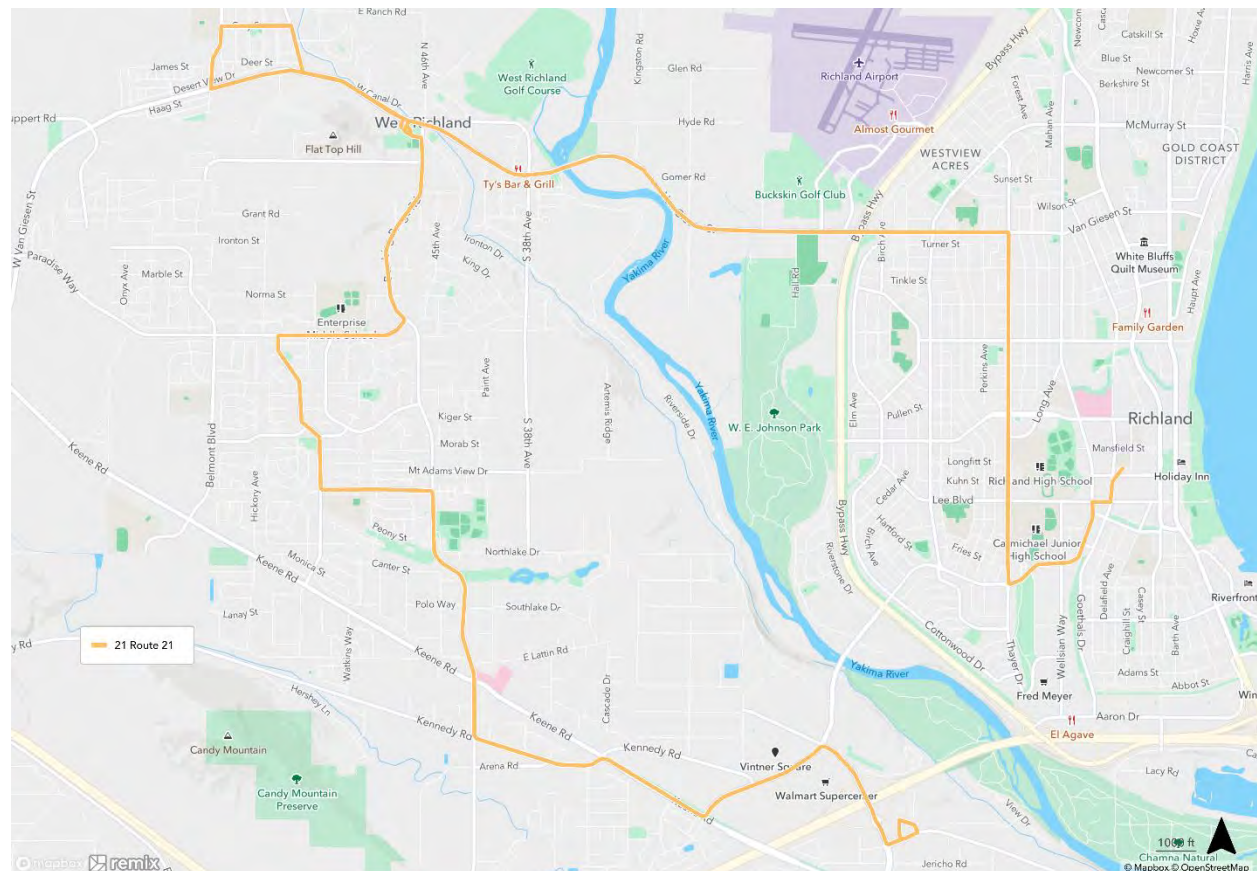
### Recommended changes:

- ☒ Utilize existing resources to increase frequency in current Route 10 areas.
- ☒ Provide better connections at Queensgate Transit Center.

Table 9: Routes 10 & 20 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	30	No Change	0	0
Saturday	No Change	Rt 10 & 20 @ 30 – Rt 20 only 60 after 7 PM	No Change	0	0
Sunday	No Change	No Change	No Change	0	0

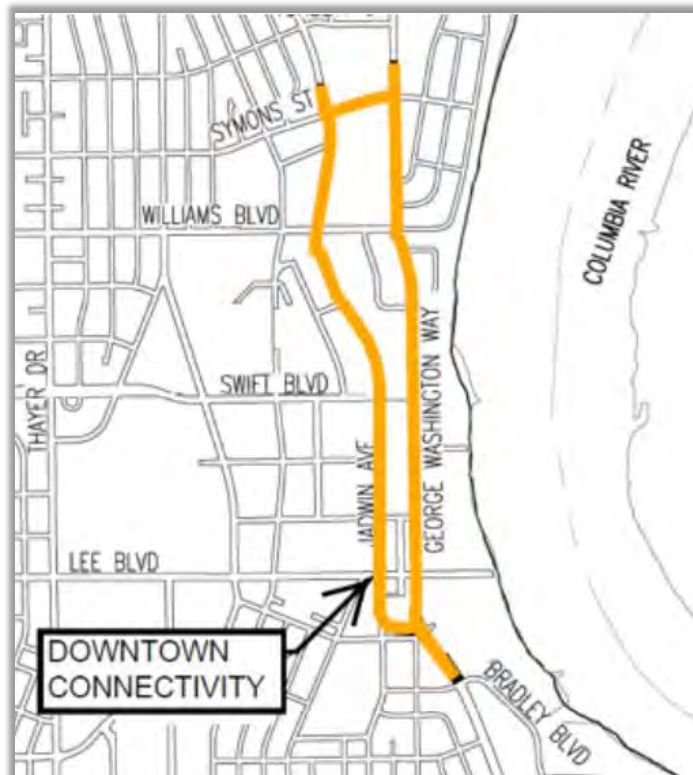
Map 13: Proposed Routes 10 & 20 Service Changes





## Routes 26 & 123 – Rerouting for Richland’s Downtown Couplet

Richland’s Downtown Connectivity Improvements project (Map 14) is planned to start construction in late spring 2025 with substantial elements completed in the late fall of 2026. This project will reconfigure a portion of Jadwin Ave. and George Washington Way into one-way streets, creating significant updates to Routes 26 and 123 with additional adjustments to routes approaching Knight Street Transit Center. With unknown timelines for implementation, the following are tentative plans and will be fully realized in the 2026 ASP. Detours during construction are to be expected and routing will be re-evaluated as needed.



Map 14: Richland’s Proposed Downtown Couplet

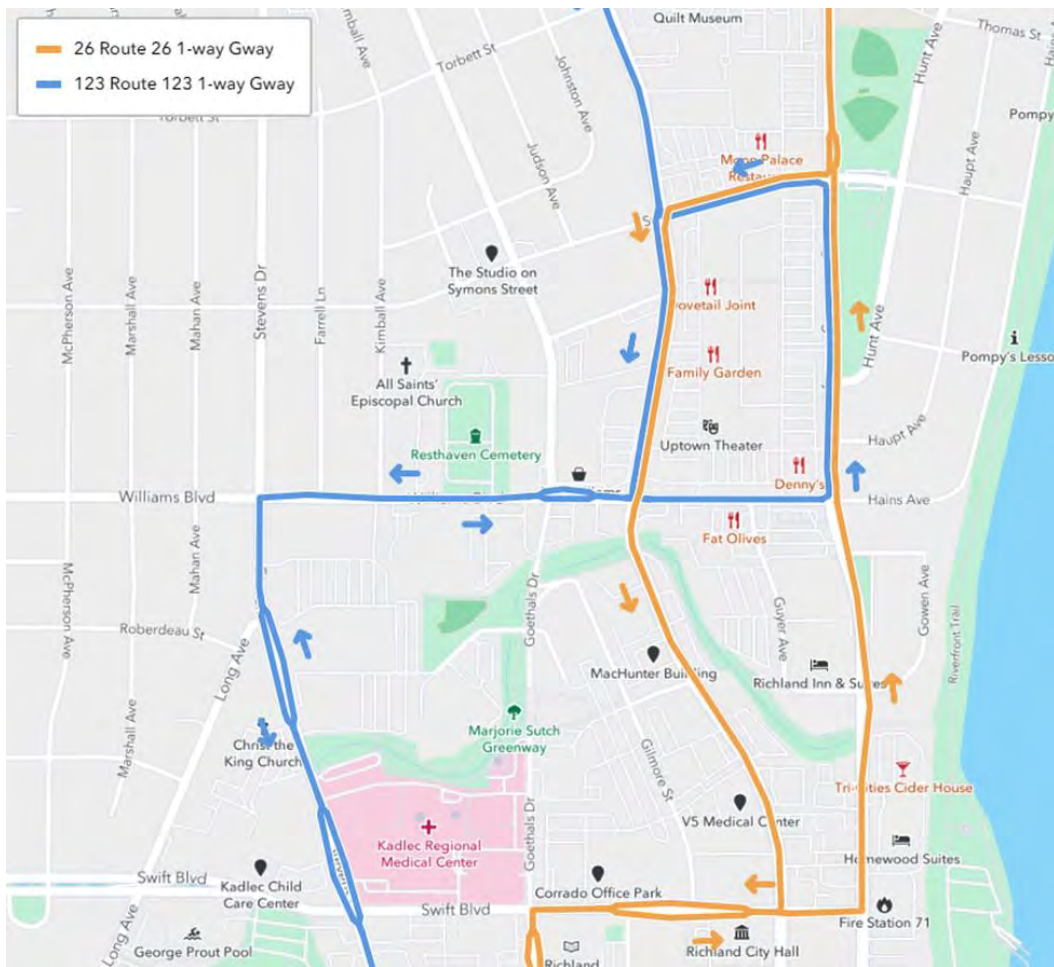
### Recommendations for Routes 26 and 123:

- ☒ Adjust Routes 26 and 123 to utilize George Washington Way when heading northbound and Jadwin Ave when heading southbound as indicated in Map 15.

Table 10: Routes 26 & 123 Proposed Service Change Data

Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	No Change	No Change	0	0
Saturday	No Change	No Change	No Change	0	0
Sunday	No Change	No Change	No Change	0	0

Map 15: Proposed Routes 26 & 123 Service Changes



## End-of-Day Adjustments

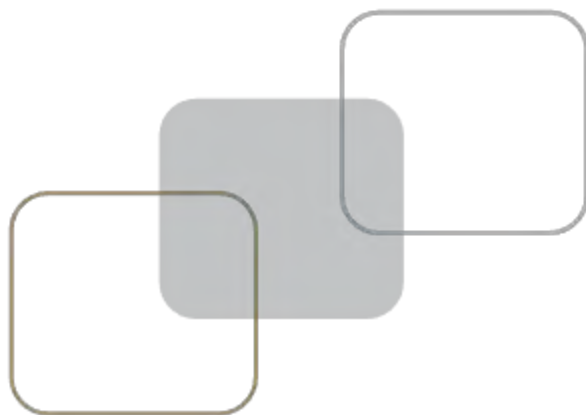
BFT staff evaluated routes with low ridership during evening hours and identified the final hour of service on many Saturday routes as an opportunity to reduce service due to low demand. The following are proposed changes to the Saturday evening service.

- ☑ Saturday evening changes:
  - Route 20 reduced to 60-minute frequency after 7 PM
  - Routes 10, 25, 26, 42, 48, 65, 67, and 170 end at 7 PM
  - Route 40 extended to 10 PM
    - This route has been identified as having high demand, necessitating expanded evening service to maintain coverage in areas where Routes 42 and 48 will see reduced evening service.

## Timetables & On-Time Performance

BFT staff will continue to evaluate timetables and on-time performance throughout the year to adjust as necessary for improved passenger experience and to maximize efficiency.

BFT contracted with CSched to review all time points throughout the day to match peak traffic periods. Implementation will be a slow rollout to test the accuracy. Routes 65 and 26 will start in December of 2024. Other routes will be adjusted if those prove to be successful.



## 2025 Fixed Route Service Change Summary

Route	Recommendations	Est. Vehicle Change	2025 ASP Est. Annual Rev Hour Change
METRO 2x	METRO route with limited-stop express service between Richland and Pasco	4	7,378
<a href="#">Route Express 240x</a>	Limited-stop express service between Richland and Kennewick	1	4,348
<a href="#">Route Express 27x</a>	Limited-stop express service between Queensgate and N Richland	2	3,842
Route 10	30-min. service (Rt. 20 interline). End at 7 PM on Saturdays.	0	1,419*
Route 20	Interline for increased frequency on Route 10. 60-min after 7 PM on Saturdays.	0	-1,639*
Route 26	End at 7 PM on Saturday	0	-226
Route 40	Extend to 10 PM on Saturday	0	104
Route 41	Route shortened to a 30-min one-way clockwise loop running weekday only	-1	-4,771
Route 42	End at 7 PM on Saturday	0	-208
Route 47	Route realignment to remove low ridership areas and provide more frequent service to some areas no longer covered by Rt. 41	0	84
Route 48	End at 7 PM on Saturday	0	-206
Route 50	End at 7 PM on Saturday	0	-104
Route 65	Route realignment to better serve Pasco High School. End route at 7 PM on Saturday.	0	-261
Route 67	30-min. mid-route interline with new Route 68 6 AM-8 PM weekdays. 2024 ASP extension after 8 PM weekdays and Saturdays. End at 7 PM on Saturdays.	1	2,240
Route 68	Mid-route interline with Route 67 every 30-min. 6 AM-8 PM weekdays only.	1	5,597
Route 170	End at 7 PM on Saturdays.	0	-104
Route 225	Extend to serve new Sageview High School 6 AM-8 PM weekdays. Current routing after 8 PM weekdays and all-day Sat. and Sun.	1	3,698
Route 268	Route eliminated.	-3	-12,784
Total		6	8,406

\*Combined total revenue hours from interline: -220.

## Other Changes

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### Dial-A-Ride

BFT will continue to provide reliable and accessible paratransit service throughout Benton and Franklin County within the PTBA. As BFT looks ahead to 2025, the primary focus remains on maintaining the high standards of service riders depend on. While there are no significant changes planned for the upcoming year, BFT recognizes the importance of addressing staffing challenges to uphold the quality of operations.

One of the key objectives for 2025 is to improve Dial-A-Ride (DAR) staffing levels. BFT understands that the dedication and expertise of staff directly impact the experience of riders. To achieve this goal, BFT will be implementing strategic measures to attract and retain qualified personnel, ensuring that there are a sufficient number of trained professionals to meet the demands of the paratransit service.

In instances where staffing shortages may temporarily affect the agency's ability to deliver seamless service, Via will be utilized to provide overflow services. The Operations team is empowered to assess the situation; and, if necessary, collaborate with Via for assistance. This approach will be utilized as needed and only as deemed essential to maintain service reliability and meet the needs of riders.

BFT trainers are actively engaged in refining the skills of drivers, providing them with tools to educate riders, and ensuring a consistent and positive experience for everyone. Through ongoing training initiatives, BFT aims to enhance communication, safety, and customer service standards. By investing in the continuous development of staff, the agency will be committed to ensuring that DAR remains a trusted and invaluable resource for the communities BFT serves.

### BFT CONNECT

As a pivotal component of BFT's transportation system, the BFT CONNECT service is designed to offer tailored solutions for riders by filling gaps in the existing transit network and provide flexible and on-demand transportation. The BFT CONNECT service is utilized to complement existing transit services and ensure that the community has reliable transportation options, especially in areas where fixed routes may not be available. The utilization of CONNECT is often based on various factors, including the passenger's starting point or destination, the time of travel, and the availability of fixed routes.

BFT's CONNECT service made significant strides in 2024 to enhance accessibility and convenience for riders. These improvements include the introduction of a new BFT CONNECT app designed to streamline the booking process and provide users with real-time information about their ride. Additionally, the integration of fare types was added to simplify the interface and accommodate various passes, ensuring a seamless experience for riders. In response to feedback and evolving community needs, additional points of interest were incorporated, allowing for greater coverage and flexibility in transportation options where transit is not normally available within the PTBA.

Looking ahead to 2025, BFT is committed to building upon these achievements and further improving the CONNECT service while ensuring that the fixed route is a primary source of transportation. In the coming year, BFT will explore opportunities for area growth to meet the increasing demand from riders.

Under the guidance of the BFT Board of Directors, potential expansions and enhancements will be carefully considered to ensure that CONNECT continues to serve riders who don't have access to fixed routes or when the service is unavailable. To gain valuable insights into customer satisfaction and preferences, a biannual customer survey will be rolled out via the app, allowing BFT to gather feedback and make data-driven decisions for service improvement. Additionally, there is a possibility of adding



new points of interest based on community growth and need, particularly in areas where fixed -route options are limited or unavailable.

Efforts will also be made to enhance the user experience by improving app functionality across different platforms, ensuring consistency and reliability for both Android and iPhone users. Furthermore, BFT remains committed to closely monitoring driver partners, ensuring the contracted service provides drivers with comprehensive training and the necessary tools to deliver exceptional service consistently. Through these initiatives and ongoing commitment to innovation and customer satisfaction, BFT's CONNECT service will continue to evolve and adapt to meet the dynamic transportation needs of the community, providing convenient, reliable, and accessible mobility solutions.

## Rideshare

BFT's Rideshare service, formerly known as Vanpool, underwent significant improvements in 2024 aimed at ensuring the continued comfort, safety, and efficiency of passengers' commutes. New vehicles were introduced to replace aging ones and to replenish the fleet after the sale of some vehicles during the challenges posed by the COVID-19 pandemic. These updates not only modernized the fleet but also reaffirmed BFT's commitment to providing reliable transportation solutions.

In anticipation of 2025, BFT is dedicated to further expanding the reach and impact of the Rideshare program. The primary focus will be on fostering the growth of Rideshare groups, nurturing a sense of community among commuters while alleviating traffic congestion and reducing environmental impact. By encouraging more individuals to join Rideshare groups, BFT aims to enhance transportation options and promote sustainable commuting practices across the service area. A review of the current fare structure will also take place.



In addition to growing Rideshare groups and refining fare structures, BFT will also embark on an initiative to create educational videos. These videos will serve as valuable resources, providing guidance and simplifying the process for new Rideshare groups and participants. By offering comprehensive educational materials, staff aim to empower passengers with the knowledge and tools they need to make informed decisions and maximize the benefits of shared rides.



## Looking into the Future

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As the Tri-Cities region continues to experience rapid growth, particularly in West Richland, the demand for expanded public transportation services is becoming increasingly evident. West Richland's ongoing residential and commercial development underscores the need for additional bus routes to serve these emerging areas. Enhanced service in this region would improve accessibility, connect residents to key destinations, and support the area's growth by providing a reliable alternative to driving.

Additionally, the need for new transfer centers in strategic locations is critical to improving regional connectivity and efficiency. In South Kennewick's Southridge area, a transfer center near Trios Southridge Hospital would better serve this growing community while enhancing access to healthcare, retail, and residential areas. Similarly, transfer centers in Benton City and Prosser would strengthen transit connections along the I-82 corridor, allowing for faster, more streamlined service between these communities and the rest of the Tri-Cities.

Pasco is also experiencing rapid growth, particularly in West Pasco, highlighting the need for a dedicated West Pasco Transit Center. Such a facility would serve as a vital hub for connecting residents to key destinations within the city and beyond. As the King City area and East Pasco's industrial and residential developments continue to expand, additional routes will be required to meet the growing demand for public transportation. Furthermore, there have been requests to extend service to Burbank and industrial sites in Wallula, creating new connections and enhancing regional mobility. Expansion of service area will be further evaluated in BFT's ongoing Long-Range Transit Plan, which is tentatively planned to be brought to the Board of Directors for approval in Q4 2025.

The Aerospace, Innovation, and Manufacturing (AIM) Center, a transformative project spearheaded by the Port of Pasco, represents a significant opportunity for transit expansion. Spanning 450 acres near the Tri-Cities Airport, the AIM Center will become a hub for innovation, community engagement, and economic development over the next two decades. Reliable transit service to this location will be essential to support the workforce and visitors it will attract. In addition, Pasco's residential growth, particularly in its northern neighborhoods, continues to drive the need for expanded bus services.

BFT plans to further define the PTBA expansion process in 2025 and identify areas currently outside of the PTBA that could potentially become part of our service area in the future such as Badger Canyon. These investments in public transportation infrastructure will not only address current needs but also position the region to accommodate future growth while reducing traffic congestion and improving mobility for residents across the area.

BFT looks forward to identifying the best ways to serve the many growing needs of our region as staff continue collaborating with Transpo and jurisdictional partners on BFT's long-range transit plan. The final document is expected to be completed in the fall of 2025.

## Title VI Service Equity Analysis

As a direct recipient of federal funds via the Federal Transit Administration (FTA), Ben Franklin Transit (BFT) is obligated to operate its programs and services without regard to race, color, and national origin in accordance with Title VI of The Civil Rights Act of 1964 and other applicable laws. To ensure compliance with federal policy, BFT is required to perform a Title VI analysis whenever any changes are made to the fixed route network which would be classified as a major service change. BFT defines a major service change as any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours. BFT considers a potential for a disproportionate burden or disparate impact when recommended changes for low-income and/or minority populations would result in said populations receiving the benefits of a change 20% less than or bearing the adverse effects 20% more than the area average.

It has been determined that some of the service changes outlined in the 2025 ASP are considered a major service change per BFT's Major Service Change Policy, thus a Title VI Service Equity Analysis was required. BFT staff conducted a Title VI Service Equity Analysis, and it was concluded that none of the recommended changes would result in a disparate impact on minority populations. In fact, minority populations are expected to substantially benefit from specific changes such as the Route 65 realignment that will provide direct service between East Pasco, the Court St commercial corridor, Pasco High School, and 22<sup>nd</sup> Ave Transit Center.

Discontinuation of Route 268 and the substantial decrease in coverage of Route 41 are major changes whose implementation could have adverse effects despite not exceeding the 20% threshold of BFT's Disparate Impact and Disproportionate Burden policies (see table/figure). In the case of Route 268, impacts of change will be mitigated by the implementation of Routes 68 and METRO 2x. Route 41's coverage area will be significantly reduced, but the route will now operate on half-hour headways, doubling frequencies for the majority of the day. Overall, the 2025 ASP service recommendations result in minority populations born the change 6.8% less than the service area average of 41.2%. Low-income populations

For additional information, please refer to the 2025 ASP Title VI Service Equity Analysis appendix.

Title VI Service Equity Analysis Results Summary		
	Low Income	Minority
Change Borne By	17.7%	34.4%
Area Average	11.4%	41.2%
Delta	6.3%	-6.8%



## Revenue

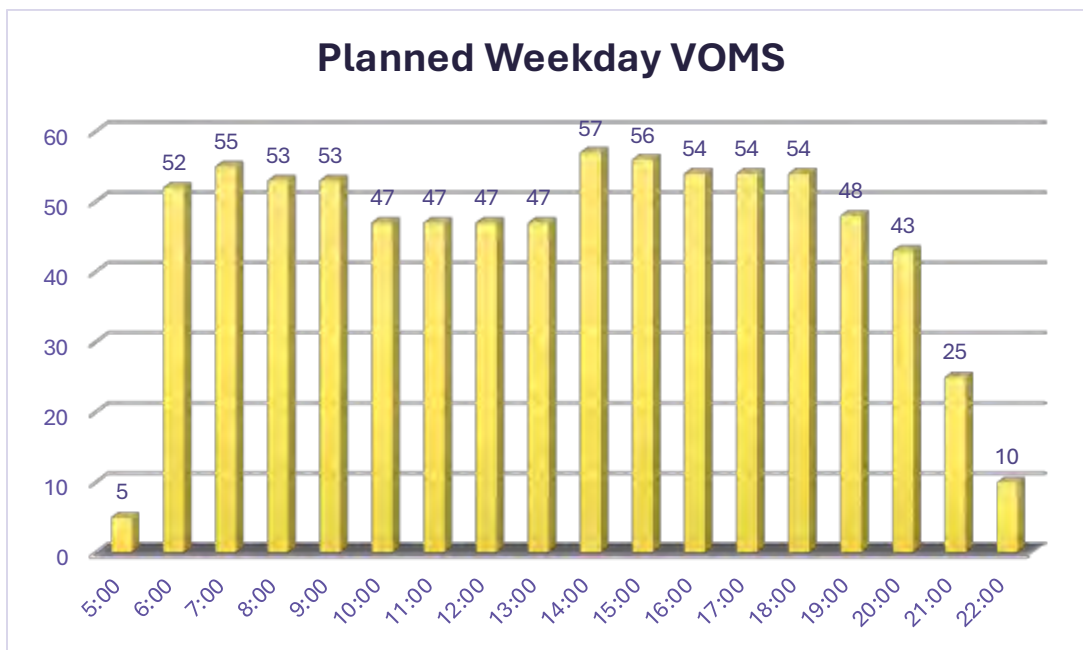
The 2025 ASP is anticipated to increase annual revenue hours by approximately 8,400. This equates to an approximate addition of \$1.25 Million to the annual budget given the current average cost per revenue hour of \$150.61. Service recommendations will be implemented in June and August, so prorated revenue hours are expected to increase by approximately 1,575 in 2025, with a budget increase of approximately \$250,000.

## Labor

Implementation of the 2025 ASP is estimated to require seven (7) additional operators for fixed route service in 2025. However, reaching the currently approved headcount of 172 would suffice. Operations and Training staff will continue a hiring effort to address current labor shortages and work towards reaching the approved fixed route operator headcount.

## Vehicle Utilization

Fixed Route Vehicles Operated in Maximum Service (VOMS) are expected to grow from 51 to 57 on weekdays. The reason for this significant increase is the focus on providing more service during peak hours of the day. This expansion will be possible with BFT's current fleet size and will also help BFT reach Federal requirements around vehicle spare ratio, which should be no more than 20%.



# Public Outreach

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## Outreach Initiatives

The 2025 ASP was open for an informal public comment period during the month of October 2024. Staff provided three opportunities for the community to provide feedback. Sessions were available in person and online. Planning staff also provided two internal open houses during the informal comment period to collect feedback from BFT staff.

The 2025 ASP was open for public comment from January 5, 2025, to February 13, 2025. Staff provided four opportunities for the community to provide feedback. Sessions were available in person and online.\*

### ❖ Open houses

- **January 7, 2025, at 6 p.m.** Pasco Mid-Columbia Library  
Location: 1320 W Hopkins St., Pasco, WA 99301
- **January 14, 2025, at 6 p.m.** Three Rivers Transit Center  
Location: 7109 W Okanogan Pl., Kennewick, WA 99336
- **January 15, 2025, at 12 p.m.** Virtual session only on Zoom\*

### Zoom link:

<https://us06web.zoom.us/j/85431965448?pwd=0as0Nv5y4Wz0pB6bND5BX1QrLigNSa.1>

**Meeting: 854 3196 5448**

**Passcode: 593265**

By phone: 253-205-0468 or (Toll Free) 877-853-5247

### ❖ Public hearing

- **February 13 at 6 p.m.** during the Board Meeting  
Location: Ben Franklin Transit Board Room located at 1000 Columbia Park Trail, Richland, WA 99352.

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

**Meeting: 989 6217 8731**

**Passcode: 833979**

By phone: 253-215-8782 or (Toll Free) 877-853-5247

### ❖ Feedback was also available in the following ways:

- ☐ Email input to [CustomerComment@bft.org](mailto:CustomerComment@bft.org)
- ☐ Call **Customer Service** at **509.735.5100**

Translation services were made available in Spanish. Outreach initiatives will be updated after the public comment period. In an effort to expand and modernize outreach to the community, BFT offered an interactive mapping system as a visual tool to gain customer feedback on the proposed route changes. The [interactive map](#) was available during the public comment period. User-friendly video instructions were available in English and in Spanish to help familiarize riders with utilizing the new tool.

## Public Feedback

### FINAL COMMENTS WILL BE ADDED AFTER THE PUBLIC OUTREACH PROCESS IS COMPLETE

Outreach efforts were conducted by BFT Planning staff. Marketing promoted the public comment period through various outlets. All comments and questions can be reviewed in the 2025 Service Equity Analysis. Summaries of the discussions are included below.

#### Online Interactive Map:

To date, the online comments requested Sunday service for Route 65 and weekend service to the Pasco Flea Market with concerns about walking such long distances in the summer. Two comments focused on Route 2x. One stated it was a waste of resources while the other said a direct route to the airport would be a great help for travelers.

#### Customer Service:

Customer Service received several comments. Three commendations and one concern pertaining to the 2024 ASP over changes to Route 170 that significantly increased travel from Prosser to Richland. It also stated the Queensgate Transit Center is not near anything useful, just a large expanse of parking. The commendations stated the following:

- I've been a regular transit rider for about a year now. I want to take a moment to share how much I've enjoyed my experience riding the bus during this time. The drivers are always so kind and professional, and it's clear they care about making the ride as smooth and enjoyable as possible. The main buses I use are the 123 and the 1.
- Yesterday I rode the bus with my 5-year-old as an alternative to driving. We invited a friend and her 4-year-old. The children enjoy the bus, and we'd like them to become familiar with transit before the world tells them that it's second-class transportation. We agree that it's a great way to experience and explore our community.

The final commendation resulted from a customer service representative at 22<sup>nd</sup> Ave Transit Center distributing flyers with information about the ASP 2025 open house. An elderly Spanish-speaking woman took a flyer and mentioned she would call if she had any questions, which she eventually did. She inquired about the proposed changes in Pasco. After reviewing the changes, she expressed her agreement and wanted to thank BFT. She shared that BFT is her primary way of getting around town since she doesn't drive or own a vehicle.

#### Open Houses:

BFT Staff conducted three open-house events. Two were in person and one was virtual.

- January 7, 2025, Pasco Library: one person attended from the public, and comments were received from the translator who was present at the event. An attendee provided several suggestions and concerns, including adding bus stops to maps, extending phone availability after Customer Service hours for late Route 40 riders, and posting presentation slides online. The need was emphasized to promote public transit for students, particularly in Prosser, where transportation is a barrier to higher education in the Tri-Cities. They also requested data on cost per revenue hour and expressed frustration with difficulties booking rides on CONNECT as a wheelchair user. Additionally, they asked for updates on Hanford service, ADA-compliant bus stops, and the removal of Canyon Lakes from the ASP map.

- January 14, 2025, Three Rivers Convention Center – four members of the public, two BFT employees, and the interpreter attended. Comments included concerns about the Route 41 alignment change impacting residents near Hood Ave and Ely St., the need for more frequent Route 240x service, and reduced frequency near Richland WinCo. They also questioned the possibility of a fare increase and the decision for METRO 2x to bypass the CBC loop. However, attendees were pleased with the expansion of peak express services and the improved 30-minute frequency for Route 47 in East Kennewick.
- January 14, 2025, Zoom. Five BFT employees and an interpreter attended the virtual open house. No comments were made regarding the ASP.



BEN FRANKLIN  
**TRANSIT**

2025

# **Title VI Service Equity Analysis**

2025 Annual Service Plan

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## EXECUTIVE SUMMARY

Per the stipulations outlined in Federal Transit Administration (FTA) Circular 4702.1B §4, Chap.4-10, Ben Franklin Transit (BFT) will prepare a Title VI service equity analysis, where applicable, of all major service and fare changes using current FTA guidance. This documentation will be submitted to FTA as well as kept on file at BFT. The analysis will evaluate the proposed changes and their impacts on minority and low-income populations within the BFT service area. The outline will include methods of outreach and public involvement strategies. BFT will also include activities utilized throughout the decision-making process to involve and inform minority, low-income, and limited English-speaking populations.

BFT staff are proposing several fixed-route service changes in the 2025 Annual Service Plan (ASP) that will qualify as a major service change per BFT's Major Service Change Policy. BFT defines a major service change as "any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours."

The recommendations included in the 2025 ASP will result in a redistribution of fixed route resources from unproductive times of the day to provide more direct and reliable service during peak hours.

Ben Franklin Transit's 2025 Annual Service Plan proposes a series of route modifications aimed at improving efficiency, increasing peak-period service, and enhancing cross-town connectivity. The most significant changes include the introduction of three new limited-stop express routes: METRO 2x, which will provide express service between Richland and Pasco, requiring 4 additional vehicles; Express 4, a limited-stop route between Richland and Kennewick, requiring 1 vehicle; and Express 7, connecting Queensgate to North Richland with 2 vehicles.

Several route realignments and service hour adjustments are proposed. Route 10 will increase to 30-minute service, interlining with Route 20, which will offer 60-minute frequency after 7 PM on Saturdays. Route 41 will be shortened to a 30-minute one-way clockwise loop operating on weekdays only, reducing 1 vehicle. Route 47 will be realigned to provide more frequent service to areas no longer covered by Route 41. Route 65 will be realigned to better serve Pasco High School, while several routes (Routes 26, 42, 48, 50, 65, 170) will end earlier on Saturdays at 7 PM, reflecting a shift in service demand.

Two new interlined routes, Route 67 and Route 68, will offer 30-minute service between 6 AM and 8 PM on weekdays. This adjustment requires 2 additional vehicles. Route 225 will be extended to serve the new Sageview High School from 6 AM to 8 PM on weekdays, requiring 1 additional vehicle. Conversely, Route 268 will be eliminated entirely, resulting in a reduction of 3 vehicles.

Overall, these changes require a net increase of 6 vehicles. The plan prioritizes efficient resource use, reallocating service from underperforming routes to high-demand areas and peak periods. These adjustments aim to reduce customer travel times, improve frequency on key routes, and better connect the region's main transit hub.

As proposed, the service changes will result in more than a 20% change in revenue hours and revenue miles/coverage area. A Title VI service equity analysis will be completed to understand the impacts of these changes and mitigate against any identified potential adverse effects. That said, the recommended service changes would result in an increase in service for all areas impacted.

Upon further analysis, it was concluded that none of the recommended changes will result in a disparate impact to minority populations or disproportionate burden to low-income populations based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. Adverse impacts are not expected, and the recommended changes will result in a net increase in service for those impacted.

For additional clarification and detail as to how BFT operates its programs without regard to race, color, national origin, refer to BFT's 2022 Title VI Program and Language Assistance Plan, which can be found at <https://www.bft.org/civil-rights/>.

## BFT MAJOR SERVICE CHANGE POLICIES

Title VI service and fare equity analyses will be conducted when proposed service changes constitute a major service change and exceed the quantitative threshold outlined in BFT's Major Service Change, Disproportionate Burden and Discriminatory Impact policies, which were updated by the BFT Board of Directors via Resolution 26-2014 (Appendix B PLN-113). Additional changes to the Disproportionate Burden and Discriminatory Impact Policy were made via the BFT Board of Directors' adoption of Resolution 47-2022 (Appendix A Title VI Program Update) detailed below.

### MAJOR SERVICE CHANGE POLICY

A major service change is defined as any change in service on any individual route that would **add or eliminate more than 20%** of the route revenue miles or route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects. An adverse effect is defined as a geographical or time-based reduction in service which includes but is not limited to a span of service changes, frequency changes, route segment elimination, re-routing, or route elimination.

### DISPARATE IMPACT POLICY

The purpose of this policy is to establish a threshold that identifies when adverse effects of a major service change or any fare change disproportionately affect members of a group identified by race, color, or national origin.

If the impact of a major service change proposal or any fare change proposal requires a minority population **to receive benefits 20% less or to bear adverse effects 20% more** than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact.

### DISPROPORTIONATE BURDEN POLICY

The purpose of this policy is to establish a threshold that identifies when the adverse effects of a major service change or any fare change disproportionately affect low-income populations.

If the impact of a major service change proposal or any fare change proposal requires a low-income population **to receive benefits 20% less or to bear adverse effects 20% more** than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

A disproportionate burden on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. The disproportionate burden on routes with segment elimination, re-routing, or route elimination will be determined on a route-by-route basis.

## SERVICE AREA DEMOGRAPHIC OVERVIEW

BFT provides public transportation services in Washington State across a 618-square mile Public Transit Benefit Area (PTBA) within Benton and Franklin counties. The PTBA includes the municipalities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser, and pockets of unincorporated areas in Benton and Franklin County. BFT's operation is accounted for under a single enterprise fund, which uses the same accrual accounting method as a private enterprise. BFT has no sub-recipients and does not pass FTA funds through to sub-recipients.

The estimated population of BFT's PTBA is 287,689 as of Fall 2024 (WA State Office of Financial Management). BFT's PTBA and surrounding areas consist of a diverse population of which 41.2% identify as a minority and 11.4% of the population has a household income at or below the federal poverty line (Figures 1 & 2).

Figure 1: Public Transit Benefit Area Minority Population Percentage

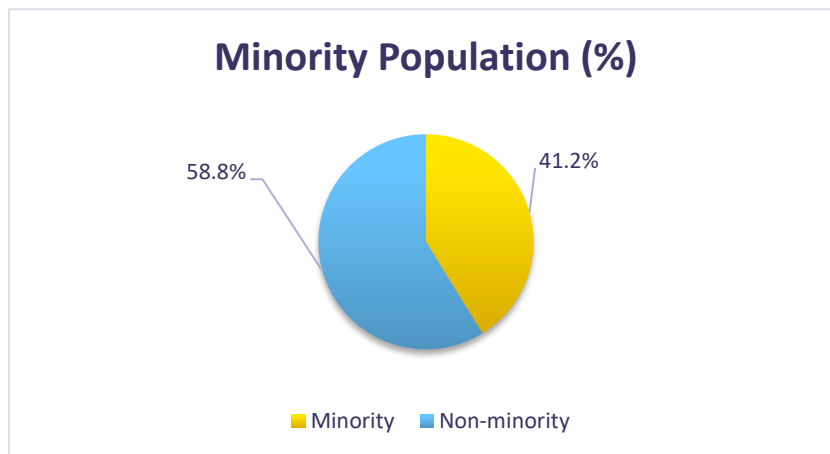
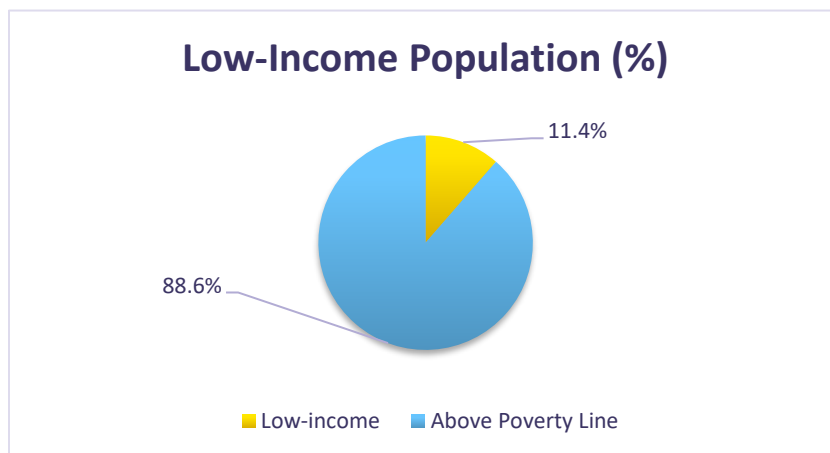
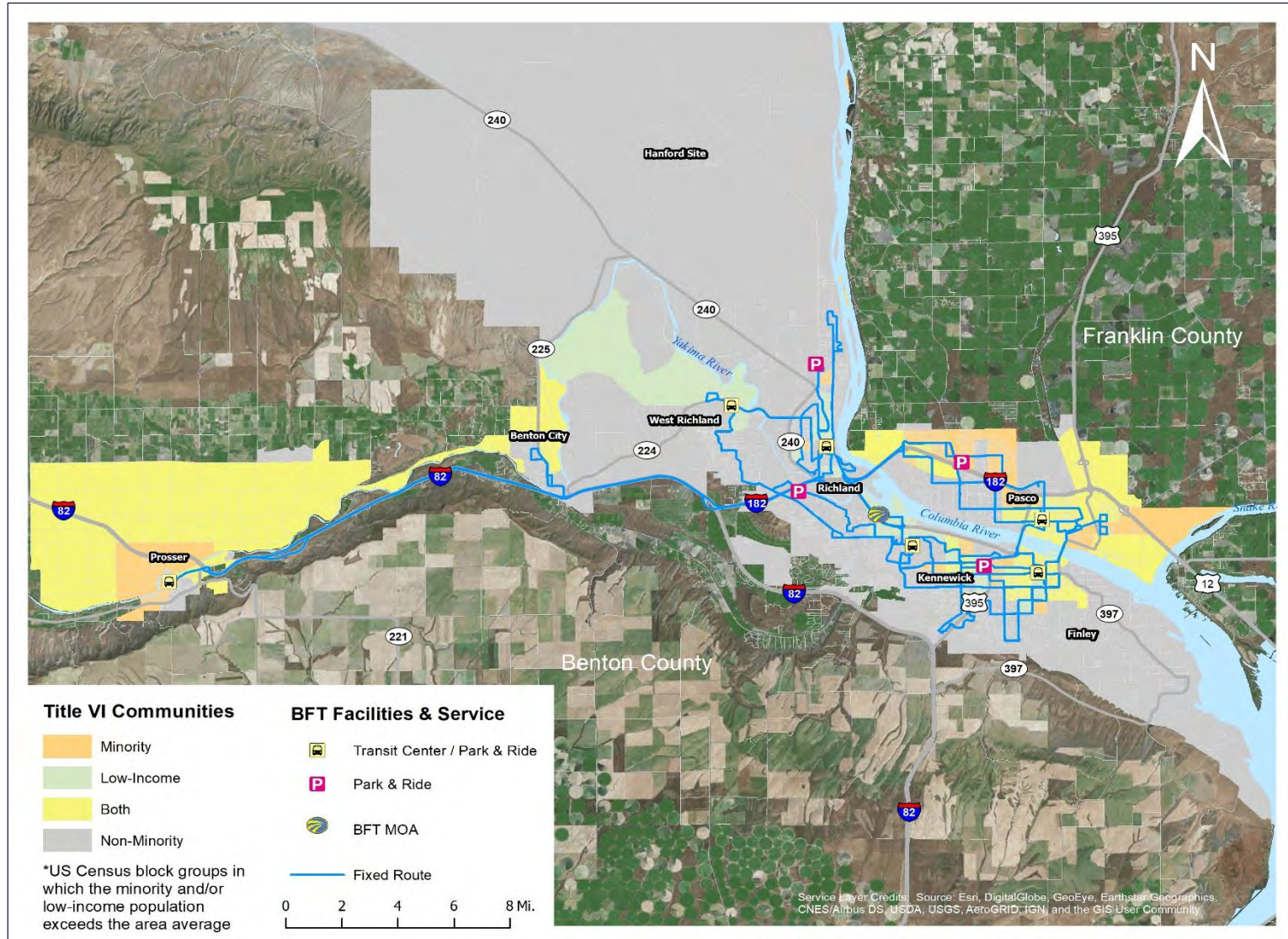


Figure 2: Public Transit Benefit Area Low-Income Population Percentage



Source: U.S. Census Bureau, 2018-2022 American Community Survey 5-Year Estimates

Map 1: PTBA Block Groups with Minority & Low-Income Populations Over Area Average (Title VI Program)



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

## METRO 2X IMPLEMENTATION

### RECOMMENDED METRO 2X MAJOR SERVICE CHANGE PROFILE

- ❖ Routing
  - Provides more direct, limited-stop service between Knight St Transit Center (Richland) and 22<sup>nd</sup> Ave Transit Center during peak times of the day
  - Maintains service to Richland, Columbia Basin College, and 20<sup>th</sup> Ave (Pasco)
  - Replaces productive portions of Route 268
- ❖ Frequency improvements
  - Peak service only (6-9 AM, 2-6 PM).
  - 15-minute peak service on weekdays between Knight St Transit Center (Richland) and 22<sup>nd</sup> Ave Transit Centers (Pasco)
  - No service on Saturdays or Sundays
- ❖ Travel Time Improvements
  - More direct service that reduces travel time between Richland and Pasco by approximately 15 minutes.
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disparate impacts anticipated
    - Changes borne by minorities are 14.8% above the service area average
  - Low-income – no disproportionate burdens expected
    - Changes borne by minorities are 8.9% above the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) are expected considering change born by minority and low-income populations do not exceed the area average by 20%.
- ❖ Implementation planned for August 2025

Table 1: METRO 2x Demographic Breakdown (New Service)

Recommended METRO 2x*	
<b>Total</b>	3,500
<b>Minority %</b>	58%
<b>Low-Income%</b>	21%

\*METRO 2x will cover productive areas of the Route 268 that will be eliminated

### METRO 2X ADDITION IMPACTS

Table 2: Metro 2x Frequency (New Service)

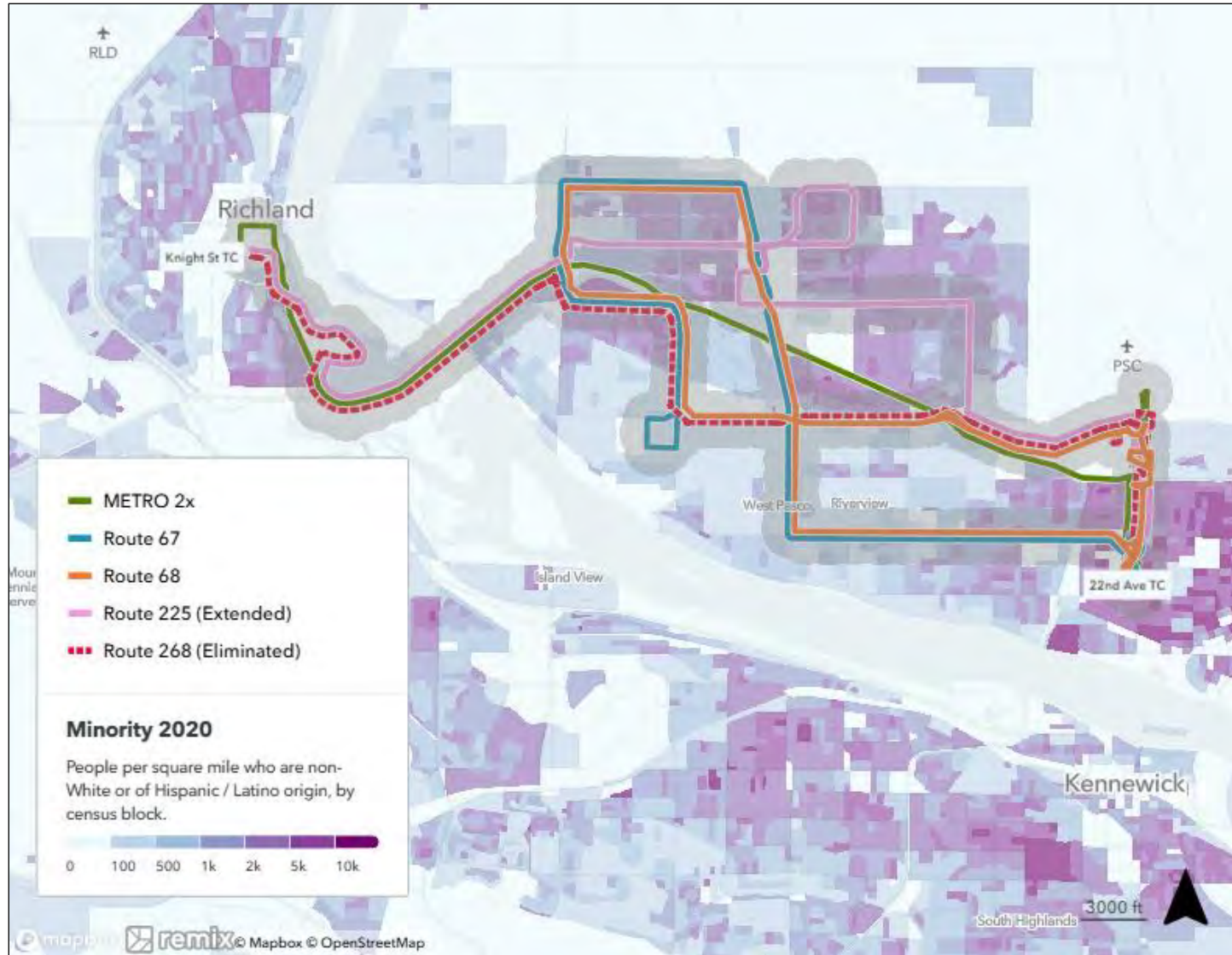
	Weekdays		Saturday		Sunday
	6 AM – 9 AM, 2 – 6 PM	10 AM- 1 PM, 7 PM – 10 PM	6:45 AM – 8:15 PM	8:15 PM – 10 PM	8 AM – 6:30 PM
<b>Metro 2x</b>	<b>15 (Peak)</b>	No Service	No Service	No Service	No Service

Table 3: Metro 2x Service Span (New Service)

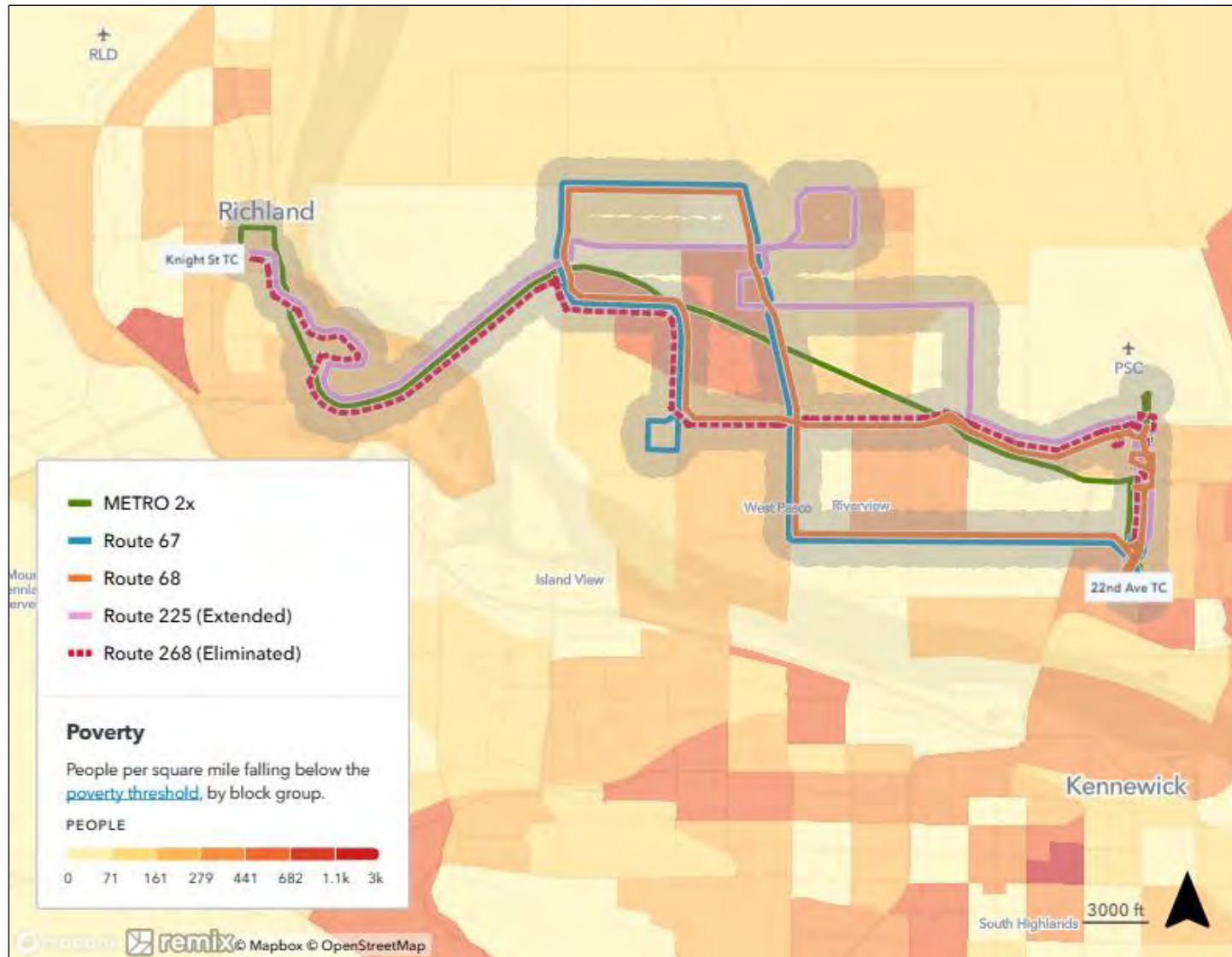
	Weekdays	Saturday	Sunday
<b>Metro 2x</b>	<b>6 AM – 9 AM, 2 – 6 PM</b>	No Service	No Service



Map 2: METRO 2x Implementation (Minority ¼ Mile Buffer)



Map 3: METRO 2x Implementation (Low-Income ½ Mile Buffer)





## ROUTE 10 FREQUENCY INCREASE OVERVIEW

### RECOMMENDED ROUTE 10 MAJOR SERVICE CHANGE PROFILE

- ❖ Interline with Route 20, increase frequency on Route 10 to 30 minutes, which was a service change originally planned for June 2024
- ❖ Less wait time at West Richland Transit Center, but connections between routes 10 and 20 will be improved due to interline
- ❖ No alignment change
- ❖ No service after 7:15 PM on Saturdays
- ❖ Considered major service change based on the increase in hours and miles
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disparate impact expected
    - Changes borne by minorities are 19% below the service area average, only 1% below the 20% disparate impact threshold
  - Low-income – no disproportionate burdens and mitigation needed
    - Changes borne by minorities are 3.5% below the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) are expected considering change born by minority and low-income populations do not exceed the area average by 20%
- ❖ No resource increase needed to double frequency, layover significantly reduced, and efficiency increased
- ❖ June 2025 implementation

Table 4: Route 10 Demographic Breakdown

	Current Route 10	Recommended Route 10
<b>Total</b>	6,100	6,100
<b>Minority %</b>	22%	22%
<b>Low-Income%</b>	4%	4%

## ROUTE 10 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

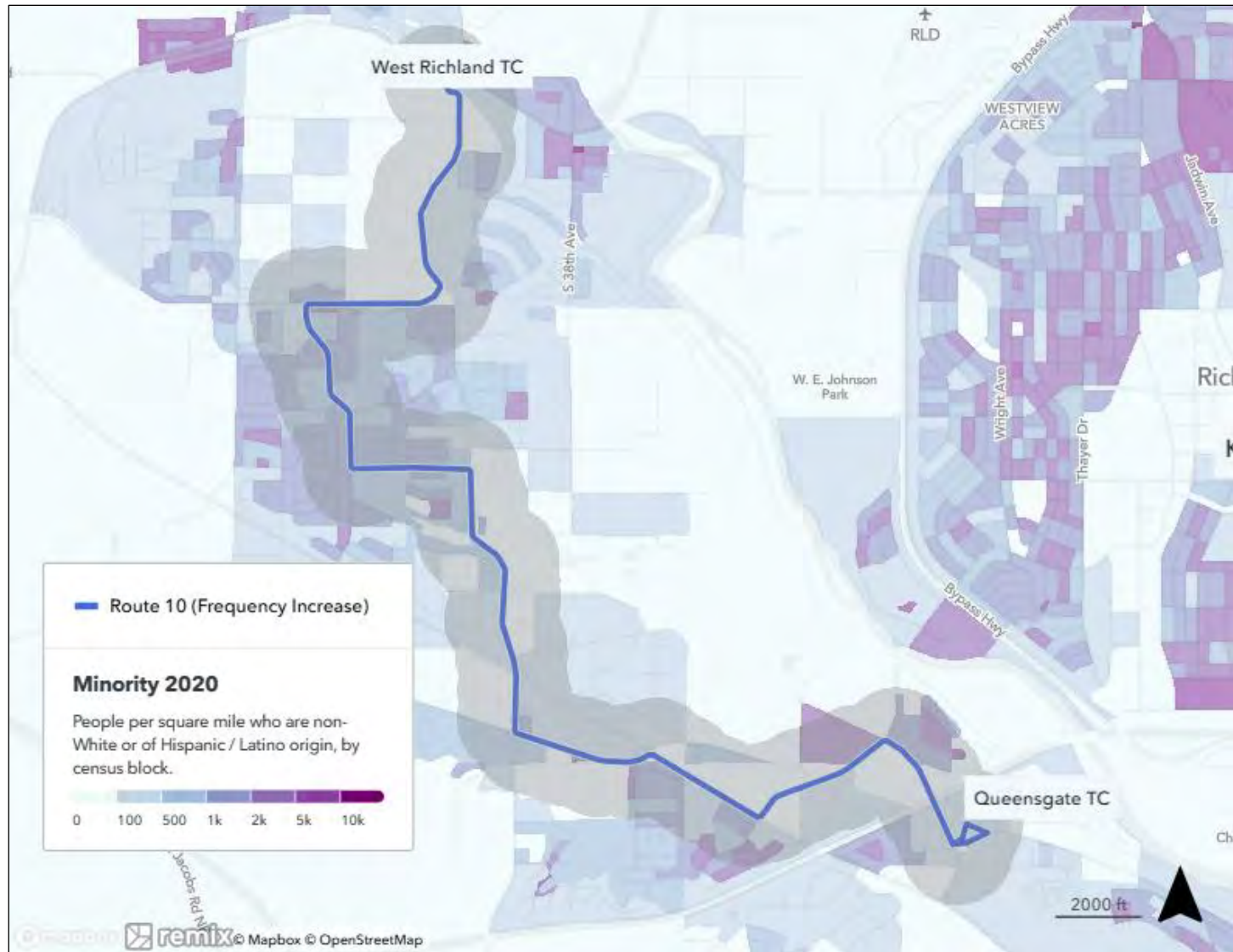
Table 5: Route 10 Frequency Changes

	Weekdays		Saturdays		Sunday
	6 AM – 7:30 PM	7:30 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
<b>Route 10</b>	30	No Service	30	No Service	No Service

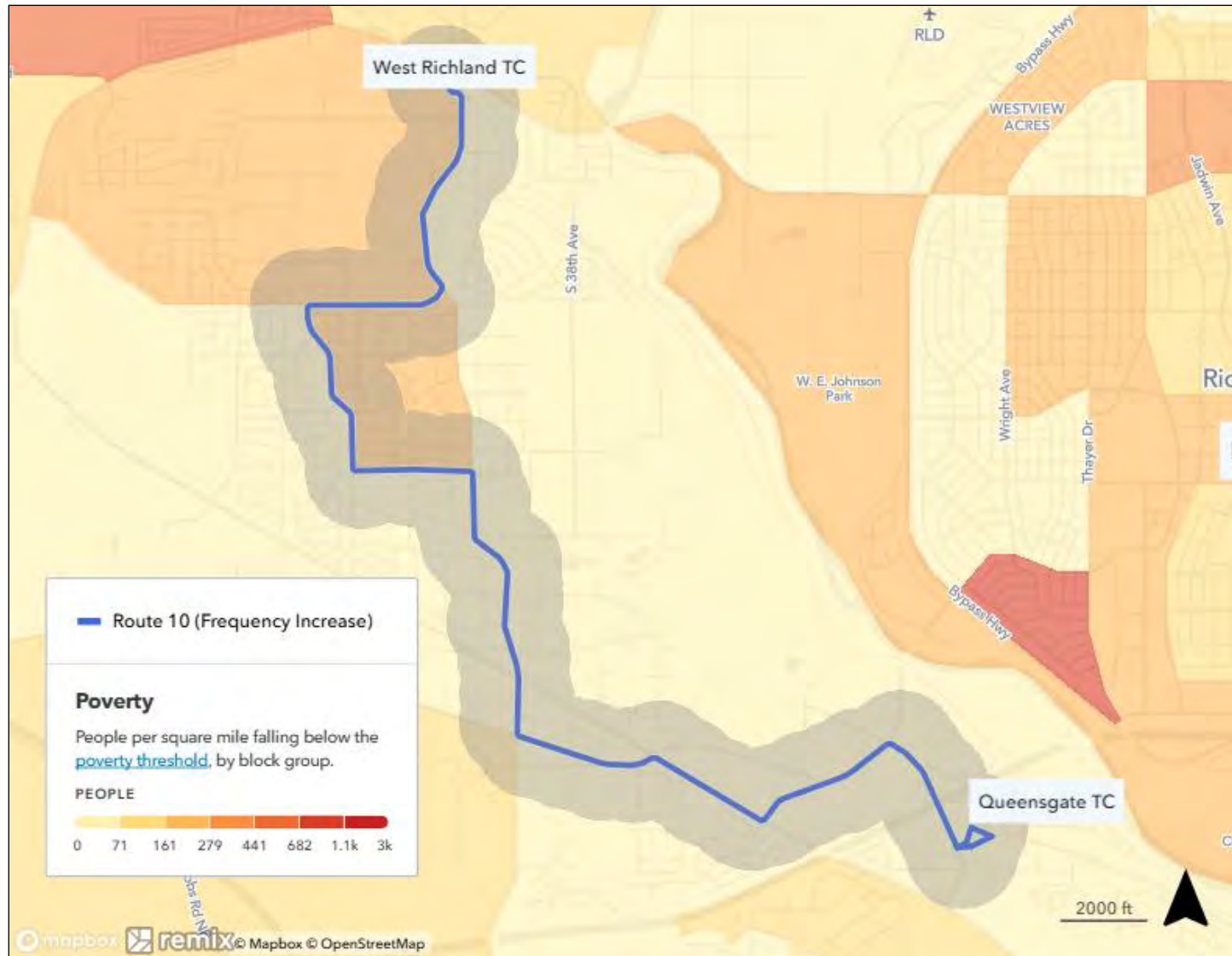
Table 6: Route 10 Service Span Changes

	Weekday	Saturday	Sunday
<b>Route 10</b>	6:15 AM – 7:15 PM	7:15 AM – 7:15 PM	No Service

Map 4: Route 10 Frequency Increase (Minority ¼ Mile Buffer)



Map 5: Route 10 Frequency Increase (Low-Income ¼ Mile Buffer)



## ROUTE 240x IMPLEMENTATION OVERVIEW

### RECOMMENDED ROUTE 240X MAJOR SERVICE CHANGE PROFILE

- ❖ New, limited-stop service between Dayton Street Transfer Point (Kennewick) and Knight St Transit Center (Richland)
- ❖ Operates Monday through Saturday on hourly frequencies
- ❖ Significantly reduces travel time between Downtown Kennewick and Downtown Richland
- ❖ Maintains service along Fruitland St. and Columbia Dr. that would otherwise be left without service with proposed adjustments to Route 41
- ❖ Provides 60-minute service to Aaron Dr and Wellsian Way in Richland
- ❖ Considered major service change due to the fact it is new service
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disparate impact expected
    - Changes borne by minorities are 1.9% less than the service area average
  - Low-income – no disproportionate burdens expected
    - Changes borne by minorities are 10.3% more than the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2025 implementation date if the infrastructure is in place

Table 7: Route 240x Demographic Breakdown (New Service)

Recommended Route 240x	
Total	4,800
Minority %	43%
Low-Income%	24%

## ROUTE 240X RECOMMENDED IMPLEMENTATION

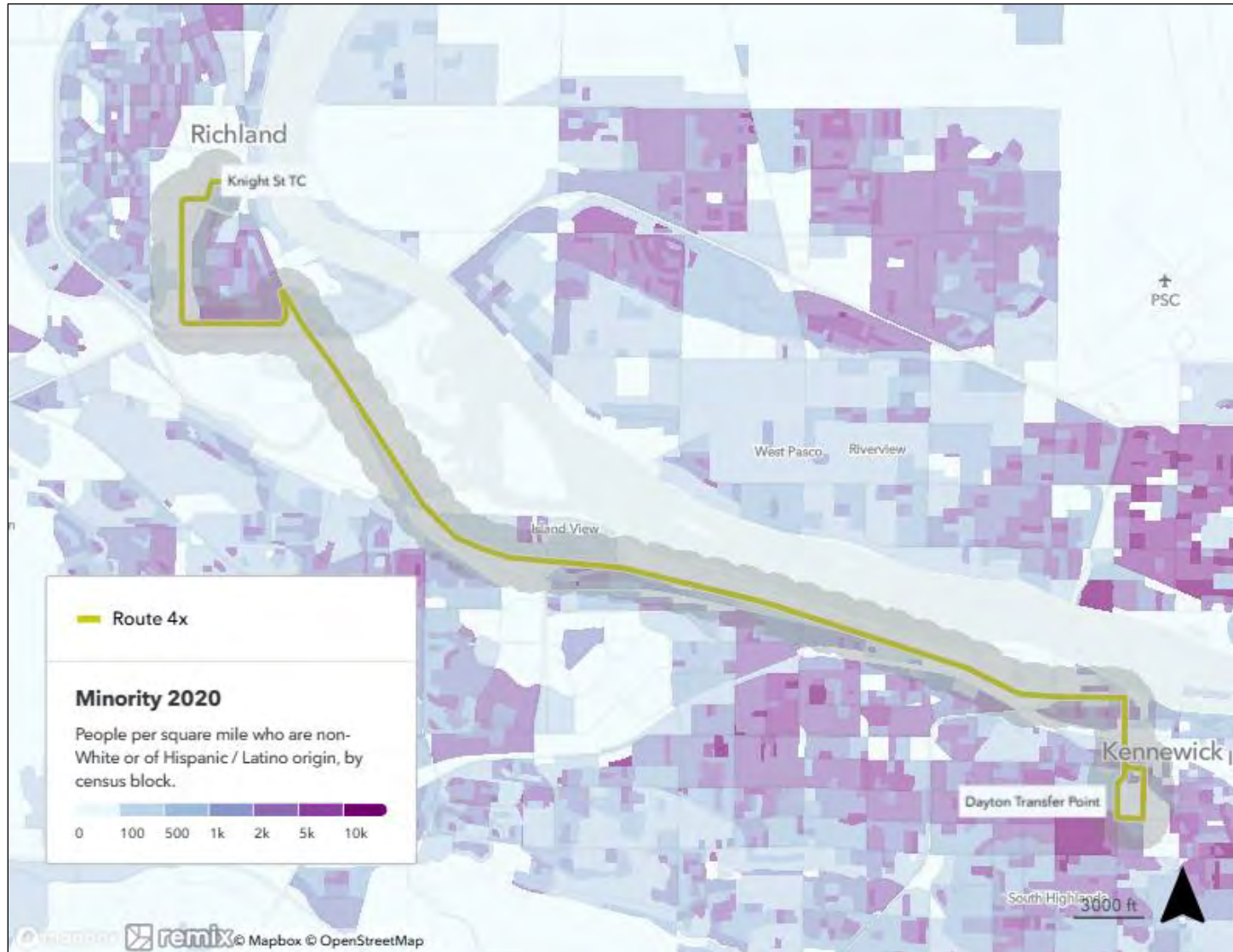
Table 8: Route 240x Frequency (New Service)

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
Route 4x	60	No Service	60	No Service	No Service

Table 9: Route 240x Service Span (New Service)

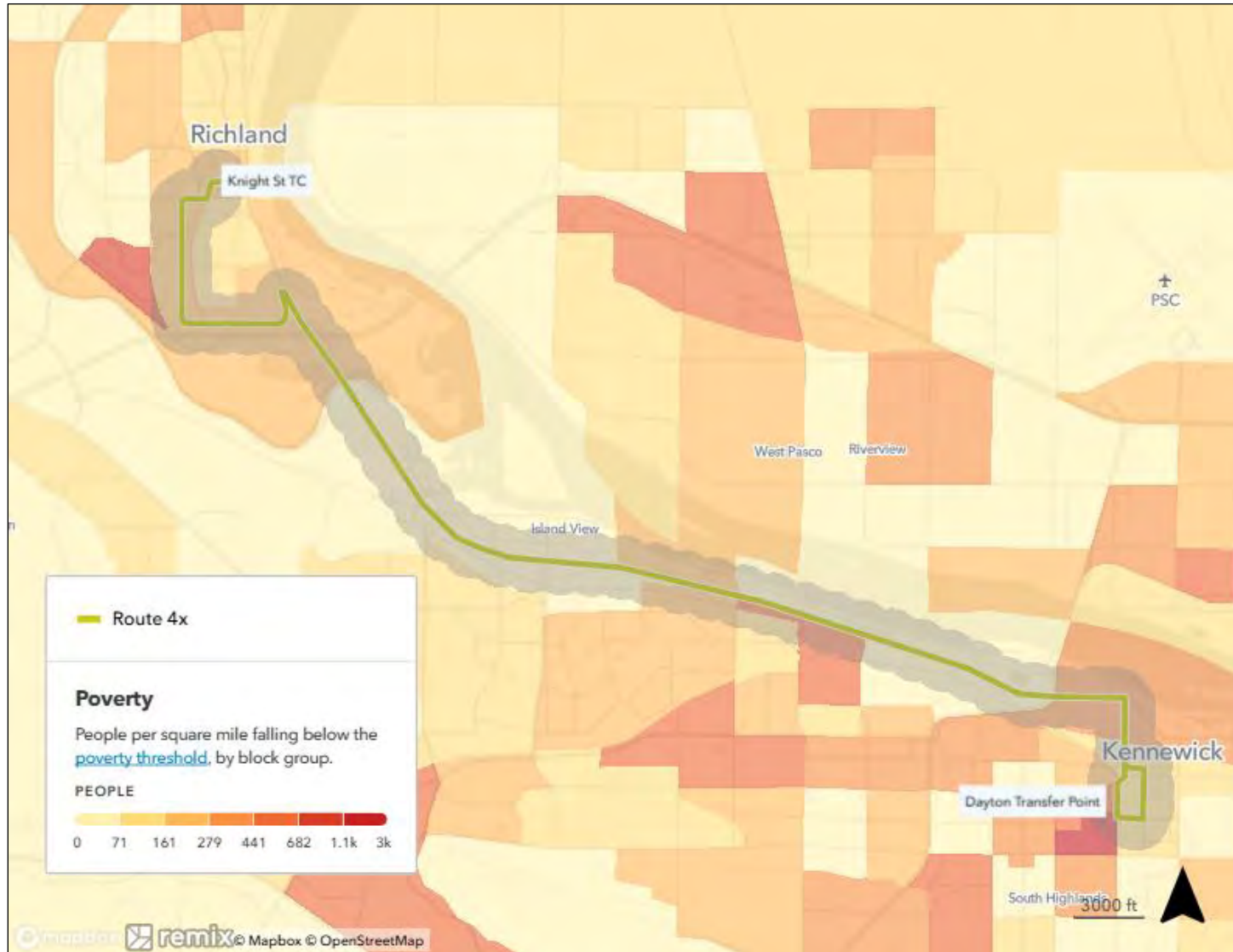
	Weekday	Saturday	Sunday
Route 4x	6 AM – 8 PM	7 AM – 7 PM	No Service

Map 6: Route 240x Implementation (Minority  $\frac{1}{4}$  Mile Buffer)





Map 7: Route 240x Implementation (Low-Income ¼ Mile Buffer)



## ROUTE 41 REALIGNMENT & FREQUENCY INCREASE OVERVIEW

### RECOMMENDED ROUTE 41 MAJOR SERVICE CHANGE PROFILE

- ❖ Realignment of route and reduction of coverage area
- ❖ Operation of clockwise loop only to cover residential areas
- ❖ Increase from 60-minute frequency to 30-minute frequency during most of the day
- ❖ Removal of service along Hood Ave. where riders can utilize frequent service along the Clearwater corridor
- ❖ Gum St. area will be removed from Route 41 and replaced with Route 47 (minor service change) for more frequent, 30-minute service
- ❖ 45<sup>th</sup> Ave section removed due to low productivity
- ❖ Elimination of Saturday service
- ❖ Considered major service change due to the fact it is new service
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disparate impact expected
    - Changes borne by minorities are 3.5% less than service area average
  - Low-income – no disproportionate burdens expected
    - Changes borne by minorities are 0.2% more than the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2025 implementation date if the infrastructure is in place

Table 10: Route 41 Demographic Breakdown

	Current Route 41	Recommended Route 41
<b>Total</b>	25,400	15,400
<b>Minority %</b>	42%	45%
<b>Low-Income%</b>	15%	17%

## ROUTE 41 RECOMMENDED REALIGNMENT & FREQUENCY INCREASE

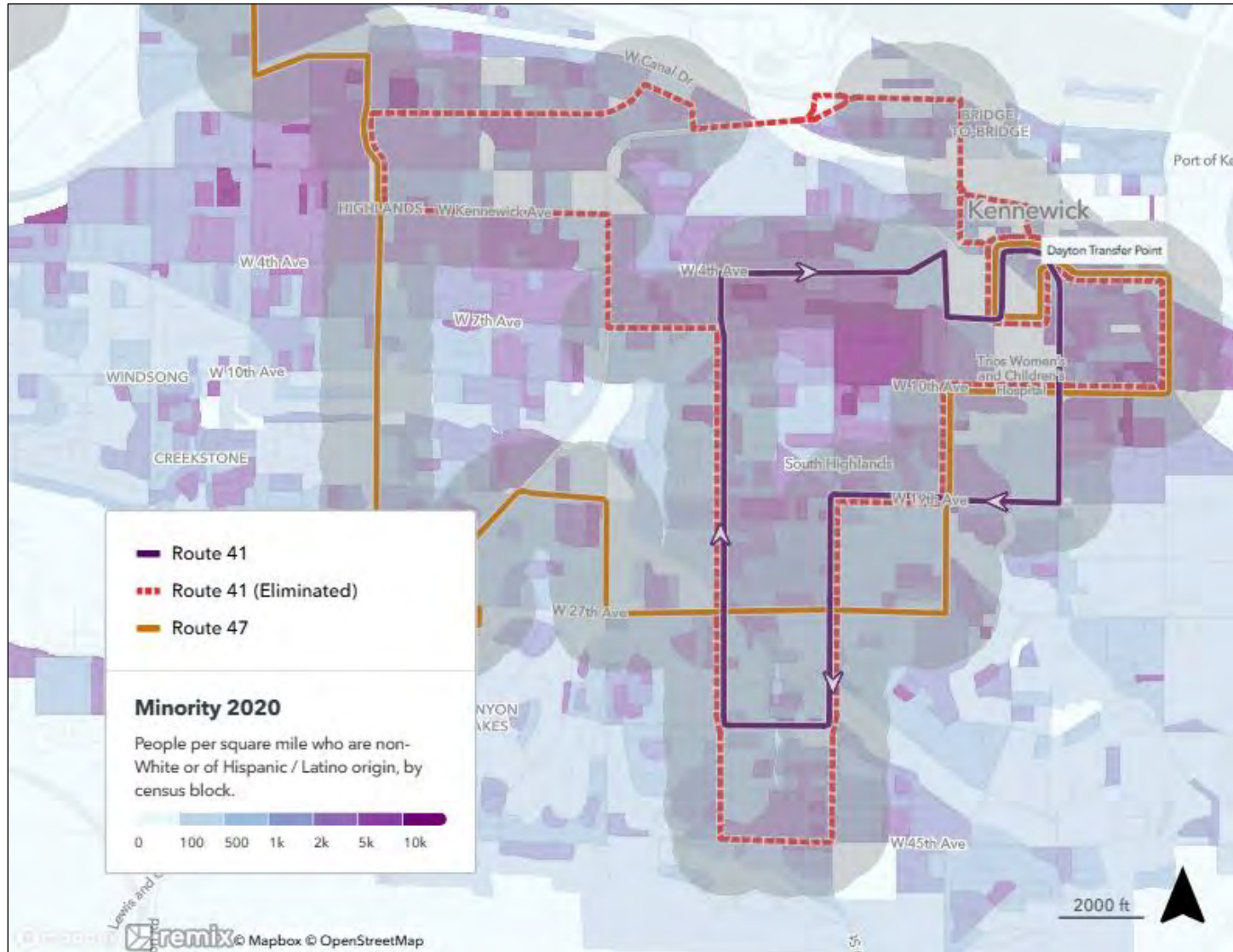
Table 11: Route 41 Frequency Changes

	Weekdays		Saturdays		Sunday
	6 AM – 7:30 PM	7:30 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
<b>Route 41</b>	30	No Service	No Service	No Service	No Service

Table 12: Route 41 Service Span Changes

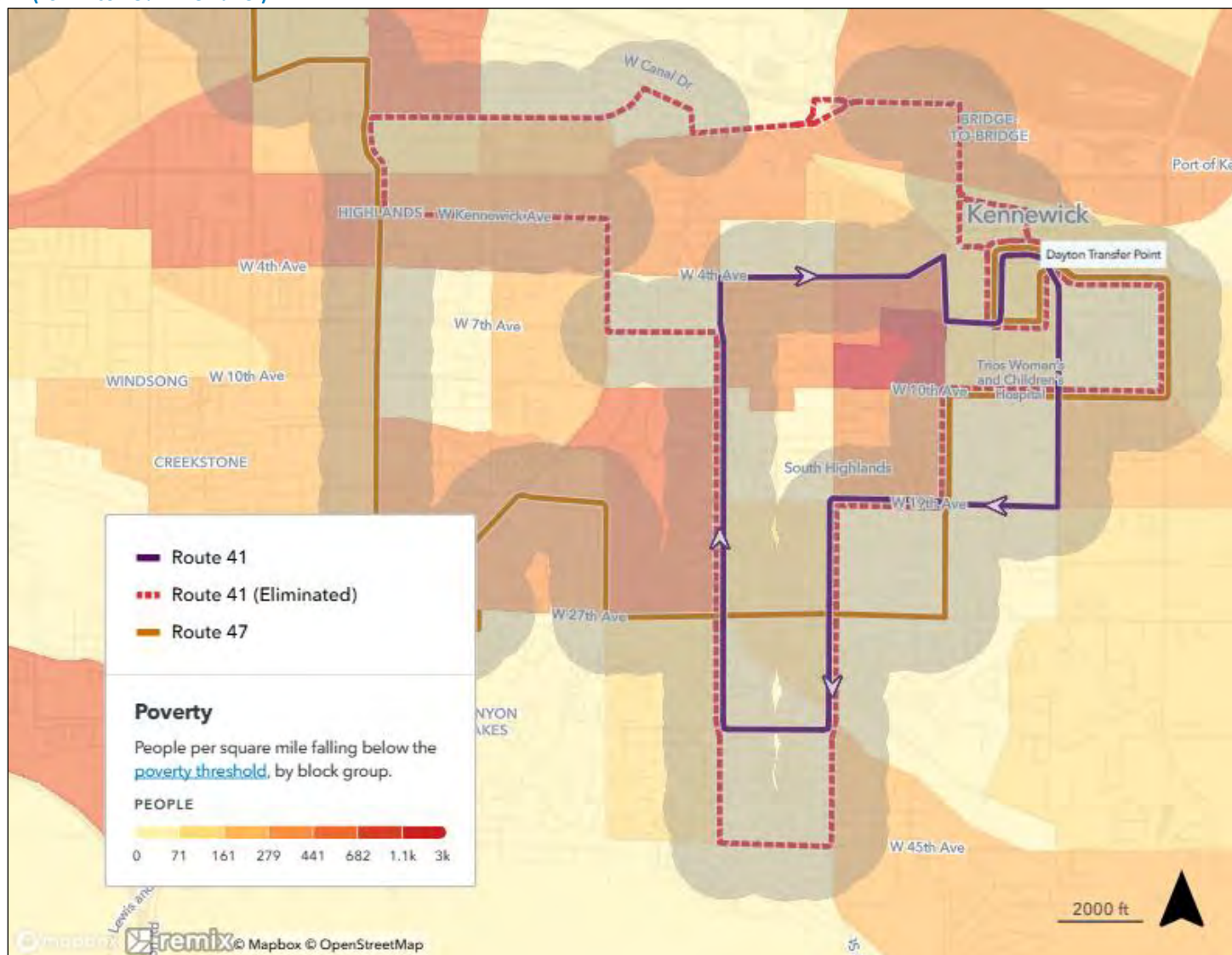
	Weekday	Saturday	Sunday
<b>Route 41</b>	6:00 AM – 7:30 PM	No Service	No Service

Map 8: Route 41 (Minority ¼ Mile Buffer)





**Map 9: Route 41 (Low-Income ¼ Mile Buffer)**



## ROUTES 67 & 68 IMPLEMENTATION OVERVIEW

### RECOMMENDED ROUTE 67 & 68 SERVICE CHANGE PROFILE

- ❖ Changes to Route 67 and implementation of Route 68 made to mitigate impacts of METRO 2x implementation and discontinuation of Route 268
- ❖ Adjustments to existing Route 67 and implementation of new Route 68 to better address service in West Pasco
- ❖ Extending Route 67
- ❖ Interlining mid-route with new Route 68.
- ❖ The Route 67/68 interline will operate until 8 PM on weekdays, after which the extended Route 67 will provide late evening service on weekdays and Saturdays.
- ❖ 30-minute service on weekdays on Route 68 until 8 PM, Route 67 only after 8 PM
- ❖ Route 67 only on Saturdays
- ❖ Considered major service change due to change in revenue miles and hours
- ❖ Potential Adverse Impacts on Title VI populations
  - Route 67 Minority - no disparate impacts expected
    - Changes borne by minorities are 19.1% more than the service area average, only 0.9% below the 20% disparate impact threshold
  - Route 67 Low-income – no disproportionate burdens expected
    - Changes borne by minorities are 0.2% more than the service area average
  - Route 68 Minority - no disparate impacts expected
    - Changes borne by minorities are 15.6% more than the service area average
  - Route 68 Low-income – no disproportionate burdens expected
    - Changes borne by minorities are 2.0% more than the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2025 implementation date if the infrastructure is in place

Table 13: Route 67 Demographic Breakdown

	Current Route 67	Recommended Routes 67 & 68
<b>Total</b>	11,277	15,119
<b>Minority %</b>	59%	57%
<b>Low-Income%</b>	11%	13%

## ROUTE 67 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

Table 14: Route 67 Frequency (No Changes)

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
<b>Route 67</b>	30	30	30	30	No Service

Table 15: Route 67 Service Span Changes (No Changes)

	Weekday	Saturday	Sunday
<b>Route 67</b>	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM	No Service

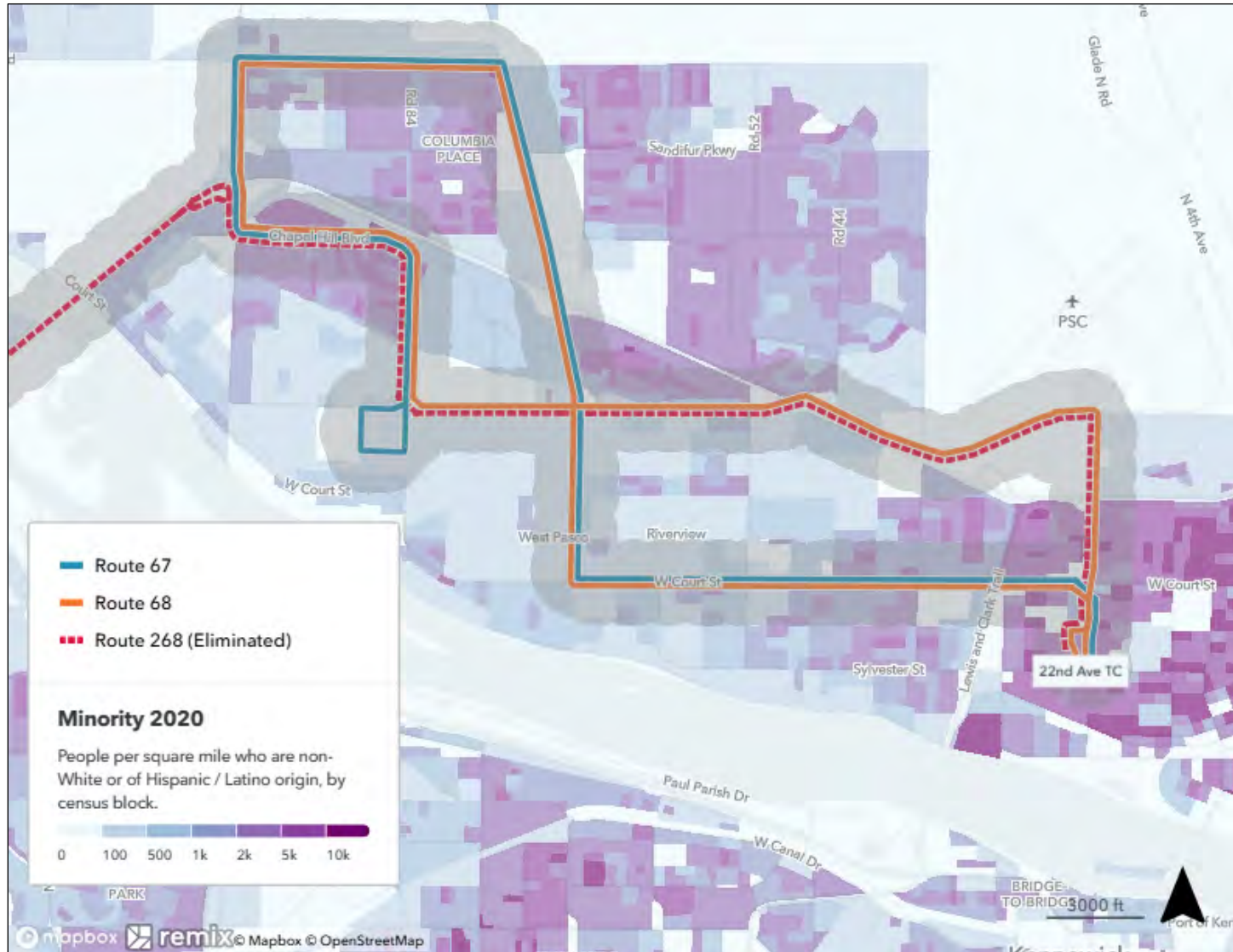
Table 16: Route 68 Frequency (No Changes)

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
<b>Route 68</b>	30	No Service	No Service	No Service	No Service

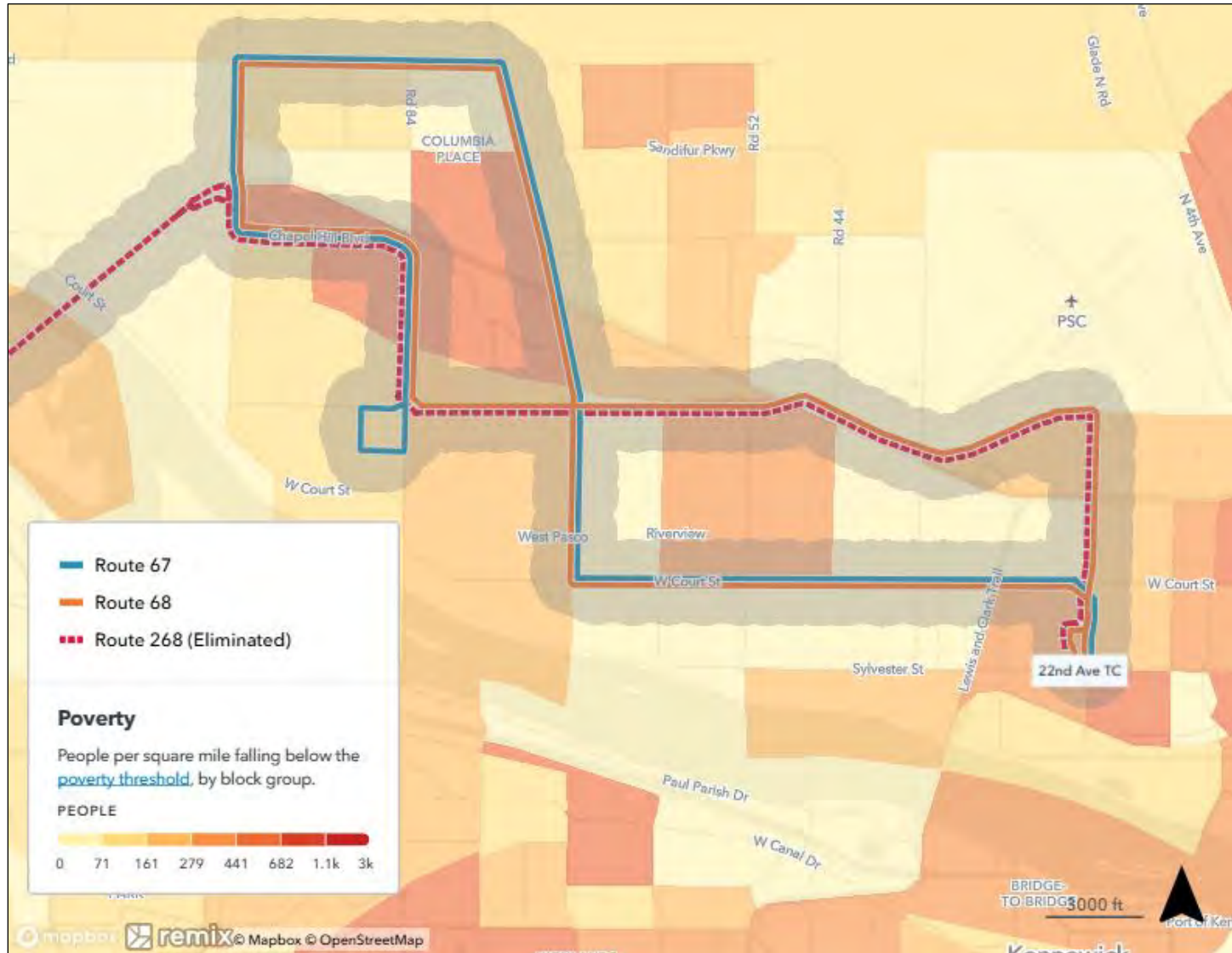
Table 17: Route 68 Service Span Changes (No Changes)

	Weekday	Saturday	Sunday
<b>Route 68</b>	6:00 AM – 8:00 PM	No Service	No Service

Map 10: Routes 67 & 68 Service Changes (Minority ¼ Mile Buffer)



Map 11: Routes 67 & 68 Service Changes (Low-Income ¼ Mile Buffer)



## ROUTE 225 EXTENSION OVERVIEW

### RECOMMENDED ROUTE 225 MAJOR SERVICE CHANGE PROFILE

- ❖ Adjustments to existing Route 225 to expand coverage and serve Sageview High School and surrounding areas
- ❖ Route extension will operate from 6 AM to 8 PM reverting to current routing after 8 PM and on Saturdays
- ❖ Considered major service change due to change in revenue miles and hours
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disproportionate burdens expected
    - Changes borne by minorities are 14.7% more than the service area average
  - Low-income – no disproportionate burdens anticipated
    - Changes borne by minorities are 2.2% less than the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2024 implementation date if the infrastructure is in place

Table 18: Route 225 Demographic Breakdown

	Current Route 225	Recommended Route 225
<b>Total</b>	14,925	17,529
<b>Minority %</b>	54%	55%
<b>Low-Income%</b>	10%	10.5%

## ROUTE 225 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

Table 19: Route 225 Frequency

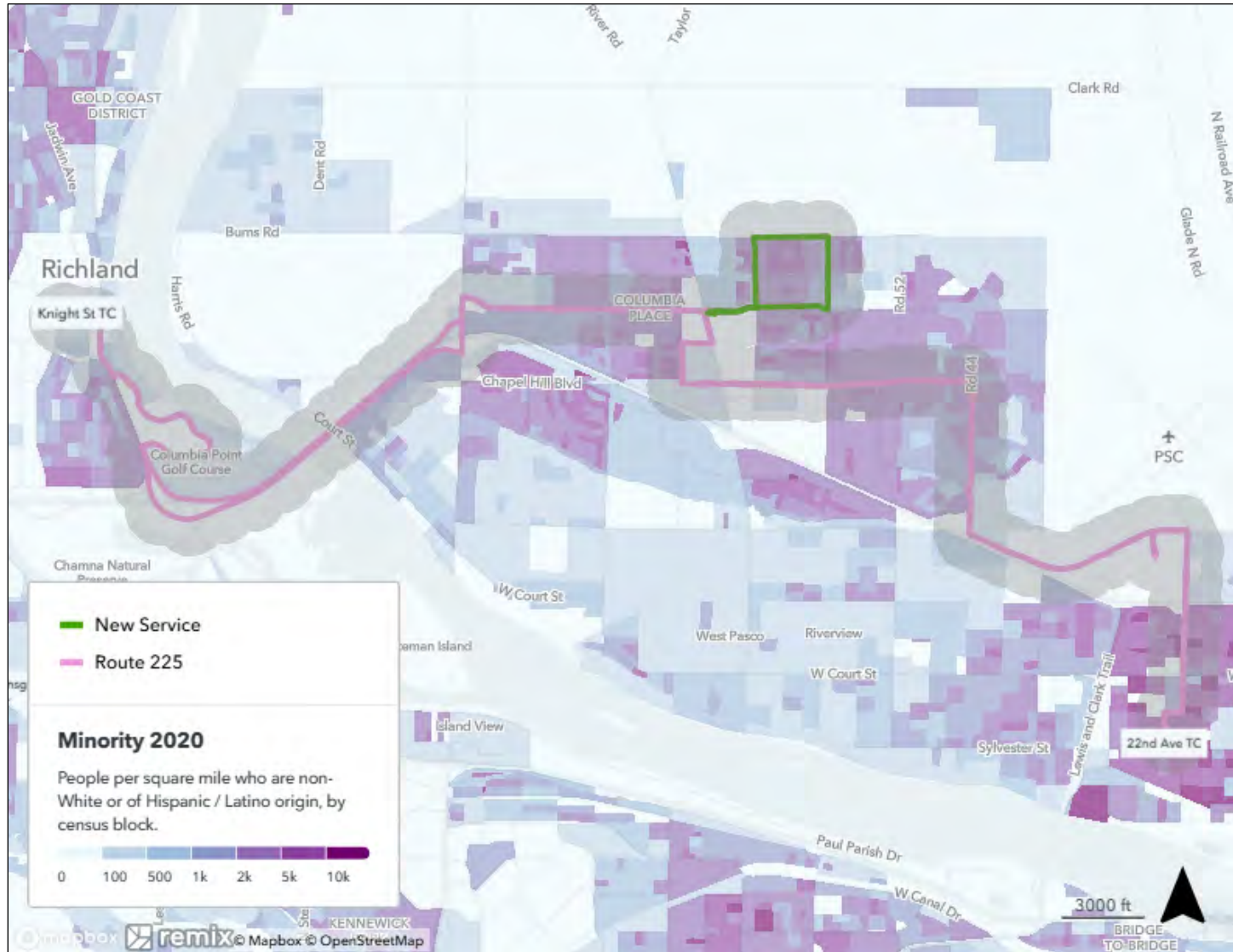
	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 8 PM	8 PM – 10 PM	8 AM – 6:30 PM
<b>Route 225</b>	30	30	30	30	30

Table 20: Route 225 Service Span Changes

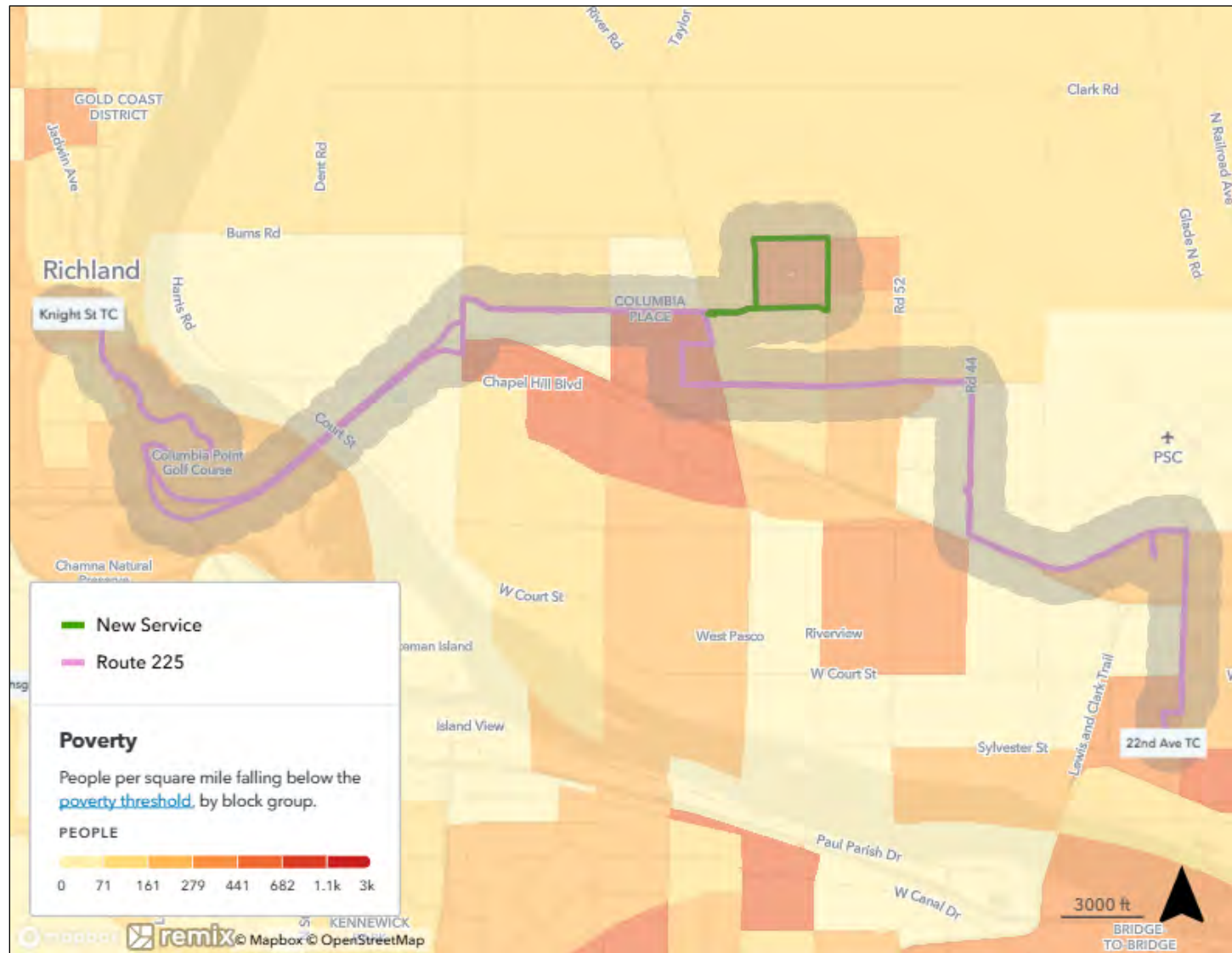
	Weekday	Saturday	Sunday
<b>Route 225</b>	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM	8:00 AM – 6:30 PM



Map 12: Route 225 Extension (Minority ¼ Mile Buffer)



Map 13: Route 225 Extension Low-Income ¼ Mile Buffer)





## ROUTE 268 ELIMINATION OVERVIEW

### RECOMMENDED ROUTE 268 MAJOR SERVICE CHANGE PROFILE

- ❖ Elimination of Route 268, with resources being reallocated to other routes that will provide same service levels and better serve West Pasco
- ❖ Adjustments to Route 67 and implementation of routes METRO 2x and Route 68 will provide similar levels of service, and better serve West Pasco by providing better circulation and movement between areas north and south of I-82
- ❖ New services being designed to be integrated into a future West Pasco Transit Center
- ❖ Proposed replacement services will provide more trips between Knight St (Richland) and 22<sup>nd</sup> Ave (Pasco)
- ❖ Considered major service change due to change in revenue miles and hours
- ❖ Potential Adverse Impacts on Title VI populations
  - Minority - no disparate impact expected
    - Changes borne by minorities are 3.5% more than the service area average
  - Low-income – no disproportionate burdens anticipated
    - Changes borne by minorities are 9.5% more than the service area average
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2025 elimination date

Table 21: Route 268 Demographic Breakdown

	Current Route 268	Recommended Route 268
<b>Total</b>	11,172	Covered by new routes
<b>Minority %</b>	51%	N/A
<b>Low-Income%</b>	15%	N/A

## ROUTE 268 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

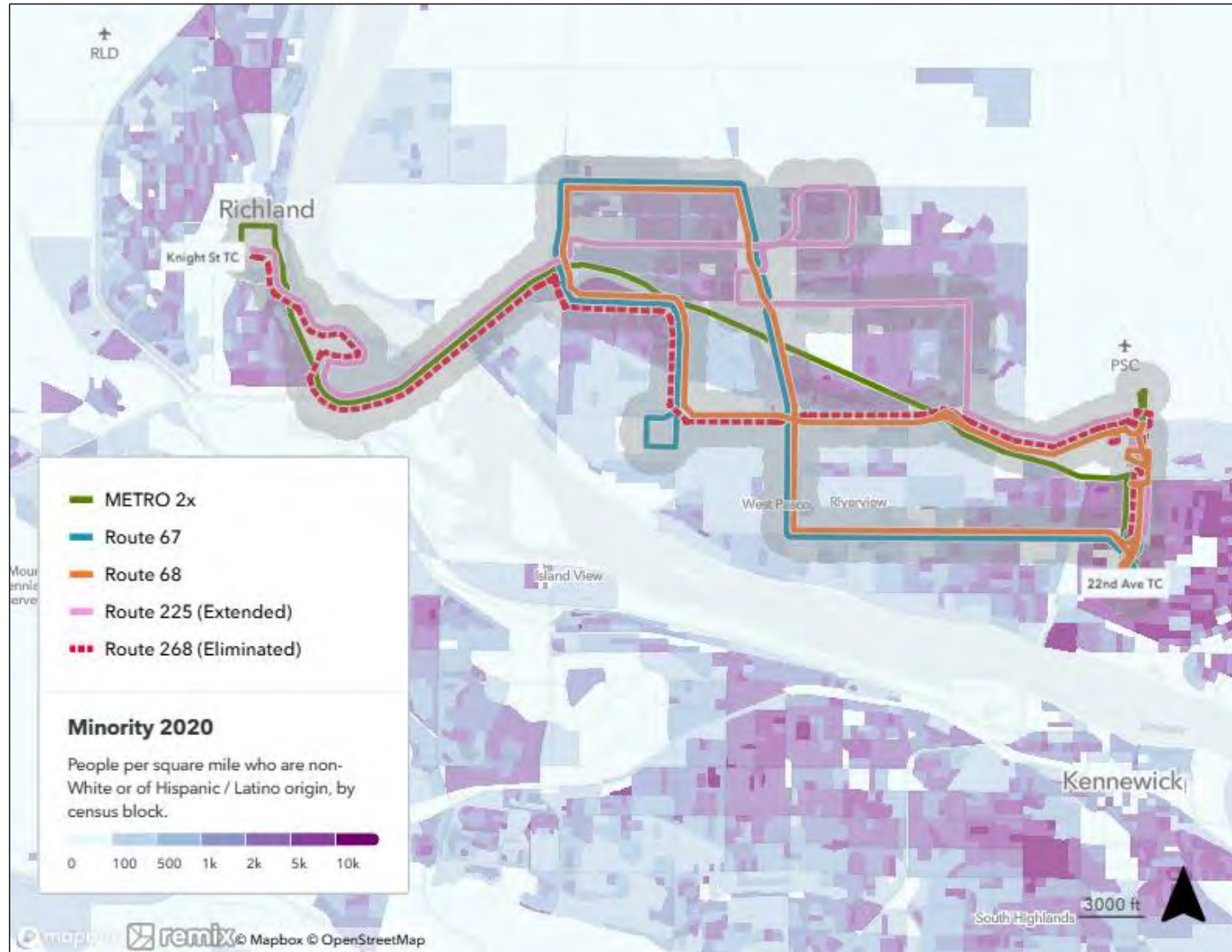
Table 22: Route 268 Frequency

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 8 PM	8 PM – 10 PM	8 AM – 6:30 PM
<b>Route 268</b>	<b>Eliminated</b>	<b>Eliminated</b>	<b>Eliminated</b>	<b>Eliminated</b>	<b>Eliminated</b>

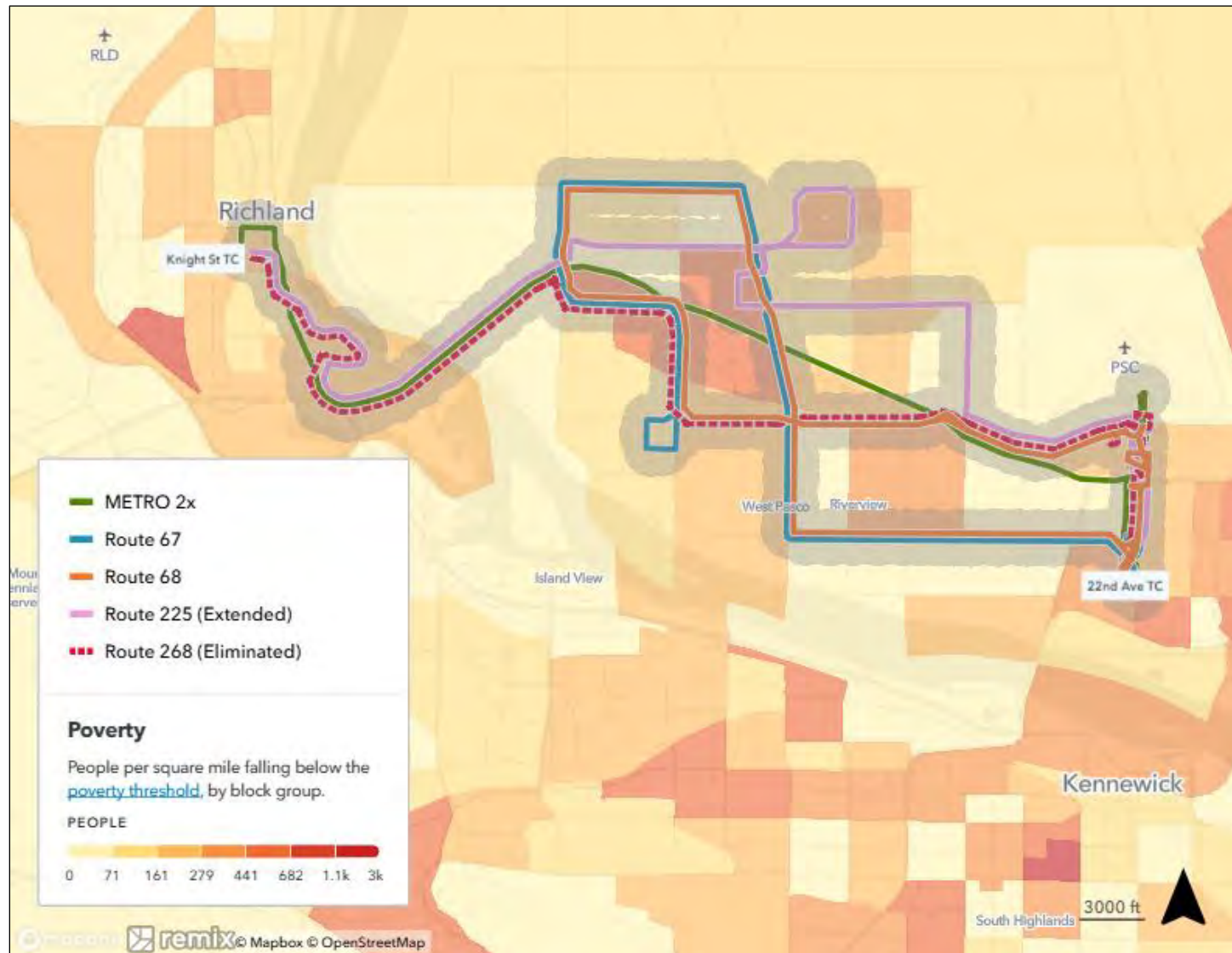
Table 23: Route 268 Service Span Changes

	Weekday	Saturday	Sunday
<b>Route 268</b>	<b>Eliminated</b>	<b>Eliminated</b>	<b>Eliminated</b>

Map 14: Route 268 Elimination (Minority ¼ Mile Buffer)



Map 15: Route 268 Elimination (Low-Income ¼ Mile Buffer)



## RECOMMENDED MINOR SERVICE CHANGES

The 2025 Annual Service Plan (ASP) includes minor schedule adjustments to several routes:

- ❖ Route 10 – Will be interlined with Route 20 to enable a resource-neutral frequency increase from hourly to 30 minutes. Service will end at 7 PM on Saturdays due to low productivity.
- ❖ Route 20 – Interline with Route 10 to provide increased frequency on Route 10. Decrease frequency from 30-minute to hourly service after 7 PM on Saturdays.
- ❖ Routes 26, 42, 50, and 170 – Service will end at 7 PM on Saturdays due to low productivity.
- ❖ Route 40 – Service will be extended to 10 PM on Saturdays.
- ❖ Route 47 – The route will be realigned to remove low-ridership areas and provide more frequent service to areas previously served by Route 41.
- ❖ Route 48 – Service will end at 7 PM on Saturdays, with high-productivity areas covered by Route 40 after 7 PM.
- ❖ Route 65 – The route will be realigned to better serve Pasco High School. Service will end at 7 PM on Saturdays.

In addition to these adjustments, BFT staff plan to implement pilot express services to provide more direct connections to large employment centers. These pilot services are still in the early planning stages and were not included in this service equity analysis.

BFT may also need to make minor schedule adjustments to other routes and modify, add, or eliminate overload and tripper services based on demand.

## 2025 ASP TITLE VI SERVICE EQUITY ANALYSIS RESULTS

This section presents the results of a service equity analysis conducted for the major service changes proposed in the 2025 Annual Service Plan. These changes include the implementation of the METRO 2X, the introduction of Route 240x, a frequency increase on Route 10, a reduction in the coverage area along with a frequency increase on Route 41, a reduction in service hours on Route 67, the introduction of a new Route 68, an extension of Route 225, and the elimination of Route 268.

Ben Franklin Transit (BFT) conducts service equity analyses to prevent adverse effects, disparate impacts, disproportionate burdens, and unfair treatment of minority and low-income populations within its service area. Specifically, BFT staff are required to “evaluate significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact.” This service equity analysis was conducted by BFT staff to assess the proposed service changes—excluding fare changes—in compliance with FTA Circular 4702.1B §4, Chap. 4-10.

In conclusion, the recommended service changes are expected to result in increased service and coverage while providing more direct connections between major population centers. These changes are anticipated to increase the number of residents living within walking distance of BFT’s fixed-route system and significantly reduce travel time between key system nodes. Although some areas will experience decreased service frequency or elimination, these areas have been identified as low-productivity zones. None of the recommended changes result in disparate impacts or disproportionate burdens under BFT’s policies; however, a few changes are near the established thresholds. As with all service changes, BFT will prioritize mitigation efforts to prevent potential adverse effects as the changes are implemented in 2025.

Any changes to route nomenclature between the approval and implementation of these service changes will be communicated to both the BFT Board of Directors and the public.

## SERVICE EQUITY ANALYSIS METHODOLOGY

BFT staff utilized Remix to conduct this service equity analysis. Remix has the capability to automatically generate a Title VI report (2017-2021 American Community Survey data) by comparing existing fixed routes to the proposed changes.

Remix implements the following methodology to provide accurate service equity analysis data:

1. Calculate low-income and minority population within 1/4 mile of current and proposed fixed route
  - a. For each route, build a shape that represents the area within a quarter mile of any of its route alignment
  - b. Intersect the catchment area with 2017-2021 ACS Census data. Get a list of block groups and the percentage overlap with each.
  - c. For each block group, take the percentage of overlap and multiply it by the block group's statistics
2. Compare the number of people-trips, before and after
  - a. Multiply the population near a route, times the number of trips it makes (per year), to get "people-trips"
  - b. Repeat for low-income and minority populations to get "low-income people-trips" and "minority people-trips"
  - c. Compare these numbers between the current and the proposed versions of the route, to get a set of people-trip differences. Remix compares current routes to proposed routes that have the same name.
3. Get the total difference in people-trips across the transit system
  - a. Repeat the process above for every route in the transit system
  - b. Sum the difference in people-trips. This will return three numbers: total difference in people-trips, the total difference in low-income people-trips, and the total difference in minority people-trips.
4. Calculate the change borne by low-income and minority populations
  - a. Divide the total difference in low-income people-trips by the total difference in people-trips to get the percentage of change borne by those with low-income
  - b. Repeat for minority people-trips
5. Compare the percentage change to the average in the service area
  - a. Calculate the average percentage of low-income and minority populations across the entire service area
  - b. Subtract from the change borne by those populations
  - c. Get two final numbers: the difference between the impact this set of transit changes had on low-income and minority populations compared to any average change

## SERVICE EQUITY ANALYSIS SUMMARY

Based on the service equity analysis results relating to the recommended service changes outlined in the 2025 ASP, BFT staff has concluded that no disparate impacts or disproportionate burdens will occur if the recommended service changes are implemented. This conclusion means that there will be no apparent adverse effects on minority or low-income populations resulting from the planned service changes outlined in the 2025 ASP (Table 24). In fact, if implemented, these service changes will result in a notable net gain of service to low-income and minority populations and will benefit all those who utilize BFT's fixed route system (Table 25).

Table 24: Service Equity Analysis Results

People-Trips Difference Total					
Change	People-Trips	Low-Income	Minority		
2025 ASP	+132,243,615	+23,396,372	+45,490,785		

	Low-Income	Minority
Change Borne By	17.7%	34.4%
Area Average	11.4%	41.2%
Difference	6.3%	-6.8%

Table 25: Disparate Impact & Disproportionate Burden Determination

Service Changes	Date Effective	Major Service Change	Disparate Impact	Disproportionate Burden
<b>METRO 2x</b>	August 2025	Yes	No	No
<b>Express 240x</b>	June 2025	Yes	No	No
<b>Express 27x</b>	August 2025	Demo	N/A	N/A
<b>Route 10</b>	June 2025	Yes	No	No
<b>Route 20</b>	June 2025	No	N/A	N/A
<b>Route 26</b>	June 2025	No	N/A	N/A
<b>Route 40</b>	June 2025	No	N/A	N/A
<b>Route 41</b>	June 2025	Yes	No	No
<b>Route 42</b>	June 2025	No	N/A	N/A
<b>Route 47</b>	June 2025	No	N/A	N/A
<b>Route 48</b>	June 2025	No	N/A	N/A
<b>Route 50</b>	June 2025	No	N/A	N/A
<b>Route 65</b>	June 2025	No	No	No
<b>Route 67</b>	June 2025	Yes	No	No
<b>Route 68</b>	June 2025	Yes	No	No
<b>Route 170</b>	June 2025	No	N/A	N/A
<b>Route 225</b>	June 2025	Yes	No	No
<b>Route 268</b>	June 2025	Yes	No	No



## MITIGATION EFFORTS

Although the recommended service changes in the 2025 Annual Service Plan (ASP) do not exceed Ben Franklin Transit's (BFT) 20% threshold for disparate impact or disproportionate burdens as outlined in the Agency's Major Service Change Policies, mitigation efforts will still be implemented to address potential concerns. This is particularly important for routes that come close to exceeding these thresholds, ensuring that no adverse effects disproportionately impact minority or low-income populations.

### KEY MITIGATION STRATEGIES

#### REALLOCATION OF SERVICE:

In cases where service is reduced or eliminated on certain routes, BFT has prioritized reallocating resources to other routes that will maintain or expand coverage in impacted areas. For example:

Service reductions on certain routes will often be offset by nearby routes that will either increase frequency or realign to provide coverage to affected areas.

#### ENHANCED CONNECTIVITY:

The service changes emphasize more direct connections between BFT's main transit centers, reducing travel times and improving access for riders. This network efficiency benefits all users, particularly those dependent on public transit.

#### POPULATION ACCESSIBILITY INCREASE:

The planned changes will increase the number of people living within ¼ mile walking distance of BFT's fixed-route services by approximately 5,500 residents. This expansion in accessibility will help offset any potential negative impacts of route-specific service reductions.

#### COMMUNITY ENGAGEMENT AND COMMUNICATION:

To ensure transparency and foster public trust, BFT will engage with affected communities to explain the rationale for these changes and outline available alternatives. This includes public meetings and outreach initiatives to share detailed route adjustments. Providing clear communication about any route nomenclature changes prior to implementation.

#### MONITORING AND ADJUSTMENTS POST-IMPLEMENTATION:

BFT will actively monitor the impact of these service changes to identify and address any unforeseen challenges. This includes conducting post-implementation reviews to ensure coverage needs are met. Considering adjustments to schedules, frequencies, or route alignments as needed based on rider feedback and demand trends.

#### SPECIAL FOCUS ON EQUITY CONCERNS:

For routes close to the disparate impact or disproportionate burdens thresholds, BFT will implement targeted measures such as:

Enhanced outreach to minority and low-income populations to ensure awareness of alternative services. Evaluating travel patterns and conducting follow-up equity analyses to confirm that affected riders are not disproportionately burdened.

By focusing on these mitigation efforts, BFT aims to ensure that the 2025 ASP service changes deliver broad benefits, including improved transit accessibility and connectivity, while minimizing potential adverse impacts to **specific communities**.

## PUBLIC OUTREACH & COMMENTS

### OUTREACH INITIATIVES

The 2025 ASP was open for an informal public comment period during the month of October 2024. Staff provided three opportunities for the community to provide feedback. Sessions were available in person and online. Planning staff also provided two internal open houses during the informal comment period to collect feedback from BFT staff.

The 2025 ASP was open for public comment from January 5, 2024, to February 13, 2025. Staff provided four opportunities for the community to provide feedback. Sessions were available in person and online.\*

#### ❖ Open houses

- **January 7, 2025, at 6 p.m.** Pasco Mid-Columbia Library  
Location: 1320 W Hopkins St., Pasco, WA 99301
- **January 14, 2025, at 6 p.m.** Three Rivers Transit Center  
Location: 7109 W Okanogan Pl., Kennewick, WA 99336
- **January 15, 2025, at 12 p.m.** Virtual session only on Zoom\*

#### Zoom link:

<https://us06web.zoom.us/j/85431965448?pwd=0as0Nv5y4Wz0pB6bND5BX1QrLigNSa.1>

**Meeting: 854 3196 5448      Passcode: 593265**

By phone: 253-205-0468 or (Toll Free) 833-928-4609

#### ❖ Public hearing

- **February 13 at 6 p.m.** during the Board Meeting  
Location: Ben Franklin Transit Board Room located at 1000 Columbia Park Trail, Richland, WA 99352.

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

**Meeting: 989 6217 8731      Passcode: 833979**

By phone: 253-215-8782      or      (Toll Free) 877-853-5247

#### ❖ Feedback was also available in the following ways:

- Email input to [CustomerComment@bft.org](mailto:CustomerComment@bft.org)
- Call **Customer Service** at **509.735.5100**

Translation services were made available in Spanish. Outreach initiatives will be updated after the public comment period. In an effort to expand and modernize outreach to the community, BFT offered an interactive mapping system as a visual tool to gain customer feedback on the proposed route changes. The [interactive map](#) was available during the public comment period. User-friendly video instructions were available in English and in Spanish to help familiarize riders with utilizing the new tool.



## **PUBLIC FEEDBACK**

**FINAL COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE**

## **PUBLIC FEEDBACK**

### **JANUARY 7 OPEN HOUSE**

- Stops need to be on the maps.
- Hanford service was mentioned back in October. Is there anything happening with it?
- With Route 40 going to 10 PM it would be helpful for someone to answer the phone after Customer Service goes home in case I miss my bus.
- Requested the slides be added to the website.
- Contact CBC to publicize public transit as an option for students, especially in outlying regions such as Prosser. Transportation is a barrier for many kids accessing higher education in Prosser and they would benefit from this knowledge.
- I would like to see the cost per revenue hour.
- There was no mention of DAR or Via in the presentation. I have had a lot of trouble booking a ride on CONNECT. I think it is because I use a wheelchair. I have not been able to book a ride in a year.
- Add Canyon Lakes removal to the map in the ASP.
- There were things mentioned in October that are not mentioned in the current. I am curious what happened to those such as Hanford service.
- Requested an update on the ADA-compliant bus stops.

### **JANUARY 14 OPEN HOUSE**

- Route 41 route alignment change will make things harder for people living in the area of Hood Ave and Ely St.
- Route 240x needs to be more frequent than every hour.
- Concern that the bus stops adjacent to Richland WinCo on Columbia Point Dr will now only have 30-minute frequency.
- Concern that the Board of Directors will increase fares in the coming year (not mentioned in the ASP).
- Concern that METRO 2x won't stop in the CBC loop.
- Attendees were happy about the peak express services, and glad that Route 47 will now serve parts of East Kennewick every 30 minutes during the majority of the day.

### **JANUARY 15 OPEN HOUSE (CONTINUED)**

There was no attendance from the public at this virtual open house. Several BFT staff were present but gave no comment on the service proposals.

## INTERACTIVE MAP

To date, the comments received through the interactive map requested expedited service, service to areas not currently served by fixed route, and additional improved service on weekends. Full comments are below.

Table 26: Interactive Map Comments

Route #	Comment	Latitude	Longitude

Route #	Comment	Latitude	Longitude
Route 65	I would like there to be service on Sundays.	46.24462119	-119.071689
N/A	When is service to the flea market going to be available on the weekend? We have to walk a far distance during the summer.	46.23124037	-119.0477877
METRO 2x	Waste of resources	46.24074865	-119.11811
METRO 2x	A direct route to the airport would be a great help for travelers. The current option walking from Argent is doable but awkward and not an easily noticeable option.	46.26138	-119.114153

## COMMENTS RECEIVED VIA CUSTOMER SERVICE

### FINAL COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE

Dear Ben Franklin Transit,

I've been a regular transit rider for about a year now. I want to take a moment to share how much I've enjoyed my experience riding the bus during this time. The drivers are always so kind and professional, and it's clear they care about making the ride as smooth and enjoyable as possible.

The main buses I use are the 123 and the 1.

Regarding Rt. 170:

The new bus routes have increased the time of travel from Prosser to Richland significantly. The Queensgate Transit Center is not near anything useful, just a large expanse of parking.

Friendly staff at BFT,

Yesterday I rode the bus with my 5yr old as an alternative to driving. We invited a friend and her 4yr old. The children enjoy the bus and we'd like them to become familiar with transit before the world tells them that it's second class transportation. We agree that it's a great way to experience and explore our community.

Customer Service Representative:

I was at 22nd TC last week passing out a flyer on the open house info for the ASP 2025. An elderly woman, Spanish speaking only, took one and wanted to call if she had questions, which she did. She asked about the proposed changes in Pasco. I went over them with her, and she agreed with the changes and wanted to say thank you to BFT. It's how she moves around town as she doesn't drive or have a vehicle.

**PUBLIC HEARING COMMENTS**

**COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE**

**BEN FRANKLIN TRANSIT  
RESOLUTION 02-2025**

**A RESOLUTION AUTHORIZING THE ADOPTION OF THE 2025 ANNUAL SERVICE PLAN & ACCOMPANYING TITLE VI SERVICE EQUITY ANALYSIS**

WHEREAS, Planning staff have worked with Operations, Finance, and Marketing as well as the public to identify needed service changes that are intended to improve accessibility and efficiency and have incorporated the recommended changes into the 2025 Annual Service Plan; and

WHEREAS, Planning staff have completed a review of the adopted 2025 operating budget and identified labor requirements for implementation of service changes outlined in the 2025 Annual Service Plan; and

WHEREAS, A Title VI Service Equity Analysis was completed since there were major service changes recommended; and

WHEREAS, Planning and Marketing staff published and advertised the draft document and incorporated public comments into the 2025 Annual Service Plan.

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

The Chief Executive Office is authorized to adopt the 2025 Annual Service Plan and implement the outlined recommendations as detailed.

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

ATTEST:

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Shea Walter, Clerk of the Board

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Will McKay, Chair

APPROVED AS TO FORM BY:

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Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT  
RESOLUTION 03-2025**

**A RESOLUTION ADOPTING THE 2025 TITLE VI SERVICE EQUITY ANALYSIS**

WHEREAS, Staff has concluded that the majority of fixed route service changes outlined within the 2025 Annual Service Plan (ASP) are a major service change based on BFT's *Major Service Change Policy*; and

WHEREAS, A Title VI Service Equity Analysis has been conducted to identify if the coming service changes may impose adverse effects on low-income population, but no adverse impacts are expected for the effected minority populations; and

WHEREAS, the results have been included in the 2025 Title VI Service Equity Analysis; and

WHEREAS, The Title VI Service Equity Analysis was released for a 30-day public comment period to meet federal and state funding compliance requirements; and

WHEREAS, Staff are evaluating comments from the public and a summary of the feedback will be included in the final ASP and 2025 Title VI Service Equity Analysis

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

The Chief Executive Officer is authorized to adopt the 2025 Title VI Service Equity Analysis and accept the findings within the document

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, February 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

## February 2025

1. 2024 Annual Review
2. 90-Day Procurement Outlook as of January 16, 2025
3. Sales Tax Comparison
4. 2025 Treasurer's Report

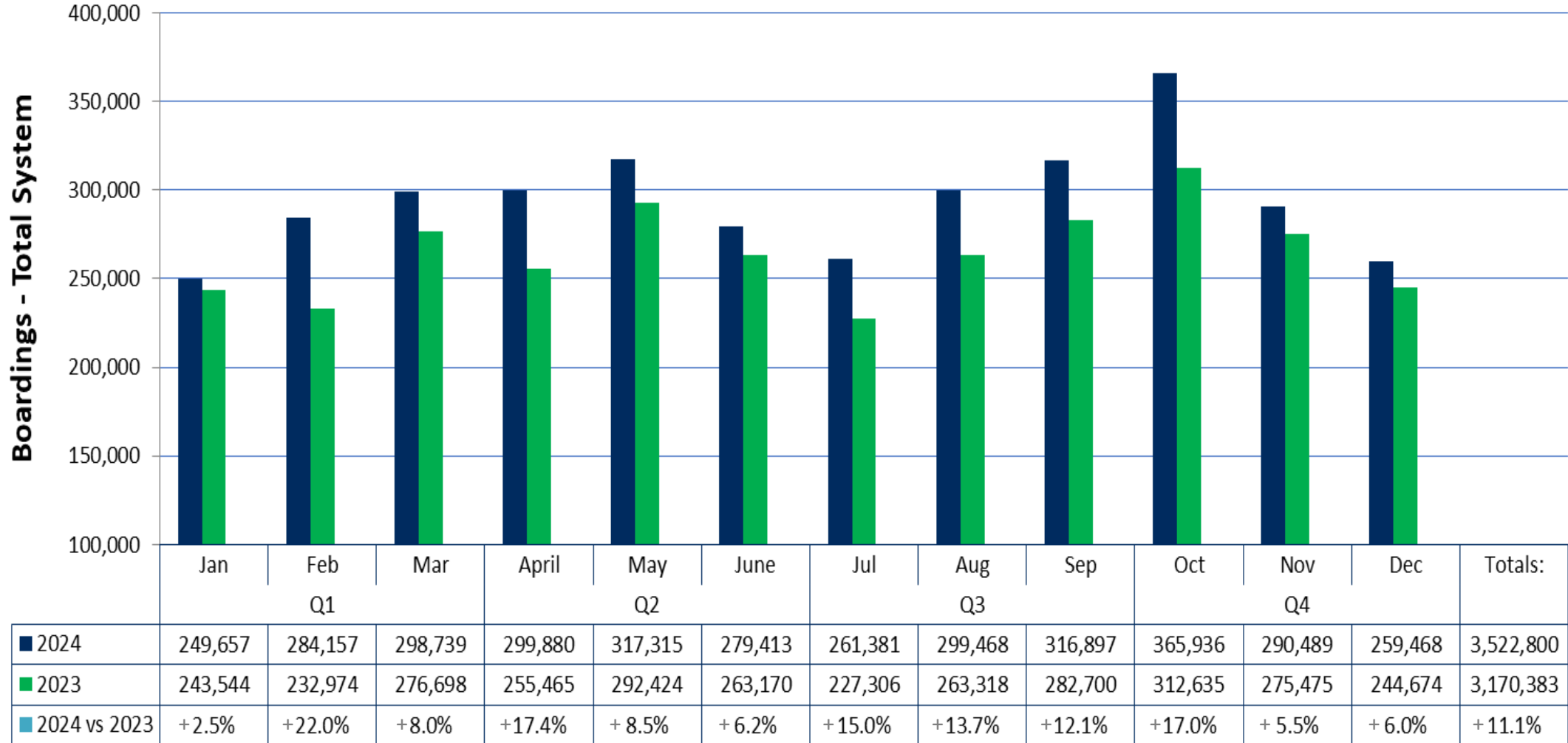
# 2024 Agency Performance





# 2024 Ridership

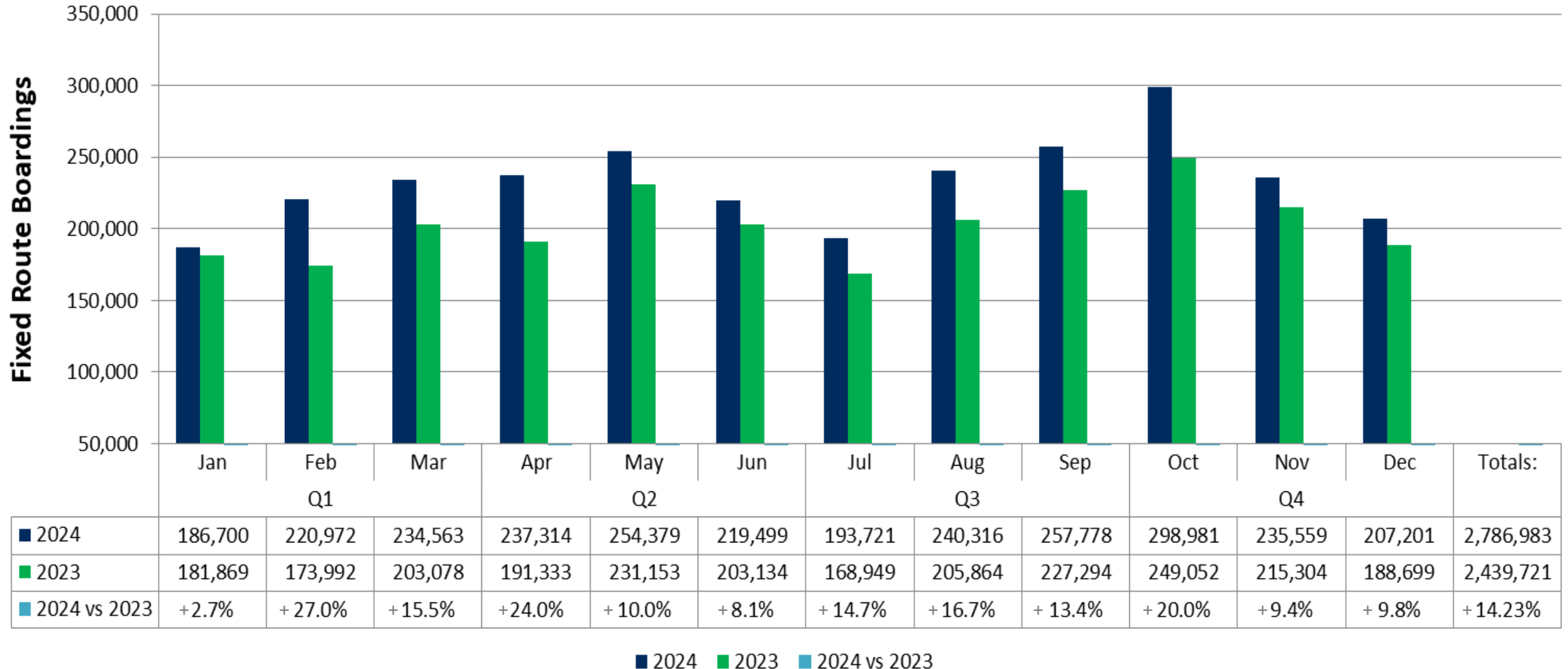
## Annual Total System Boardings



# Fixed Route Ridership



**Highlight: Year-over-year increase of 14.23%**

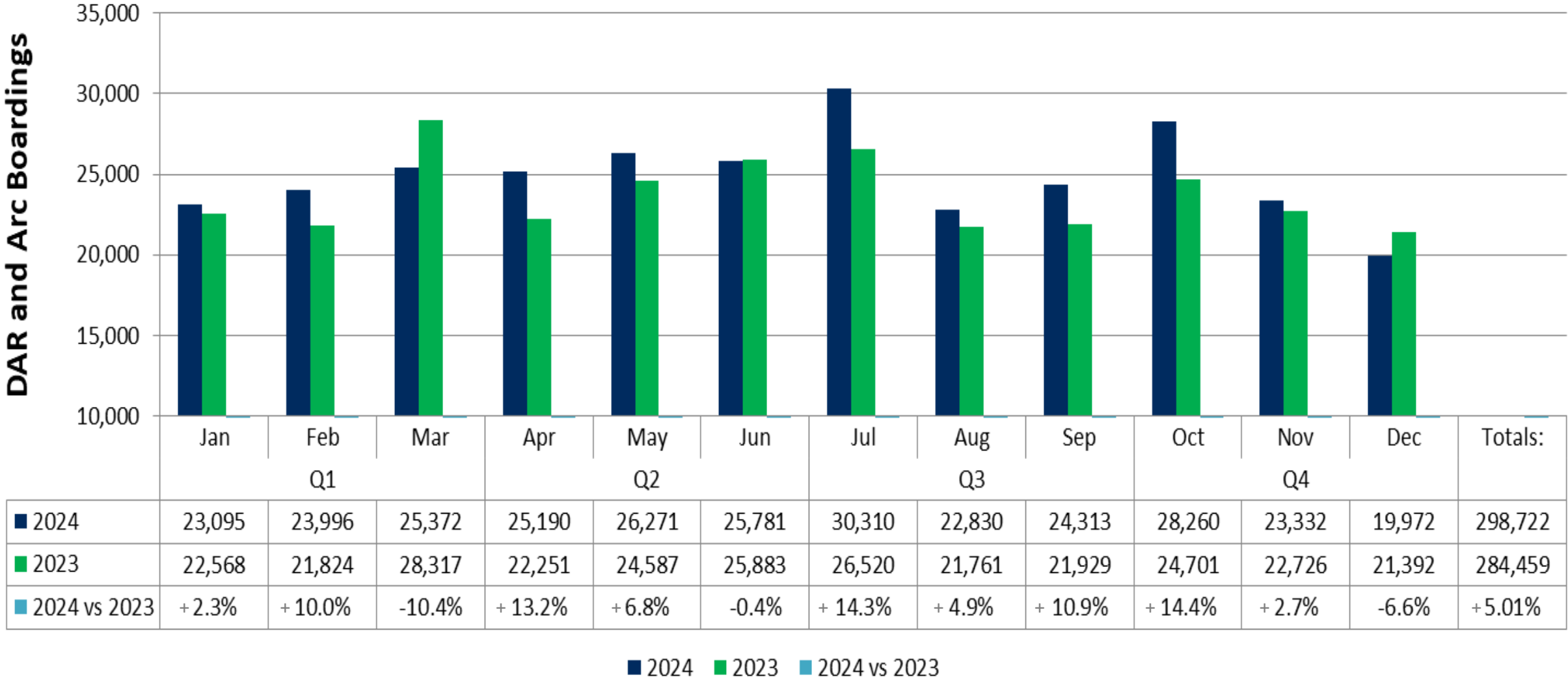


Click [HERE](#) to view trends from 2020 through 2025

# Dial-A-Ride Ridership



Highlight: Year-over-year increase of 5.01%

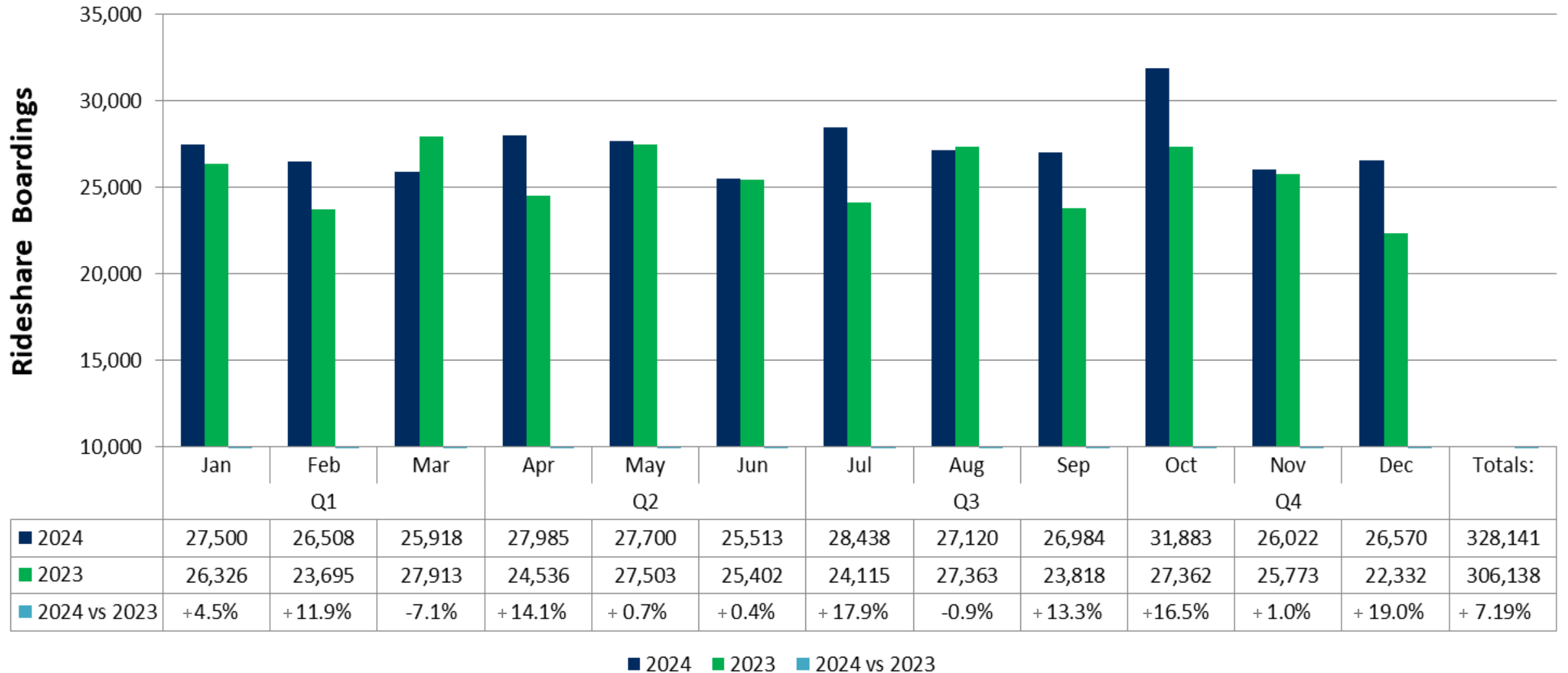


Click [HERE](#) to view trends from 2020 through 2025

# Rideshare Ridership



**Highlight: Year-over-year increase of 7.19%**

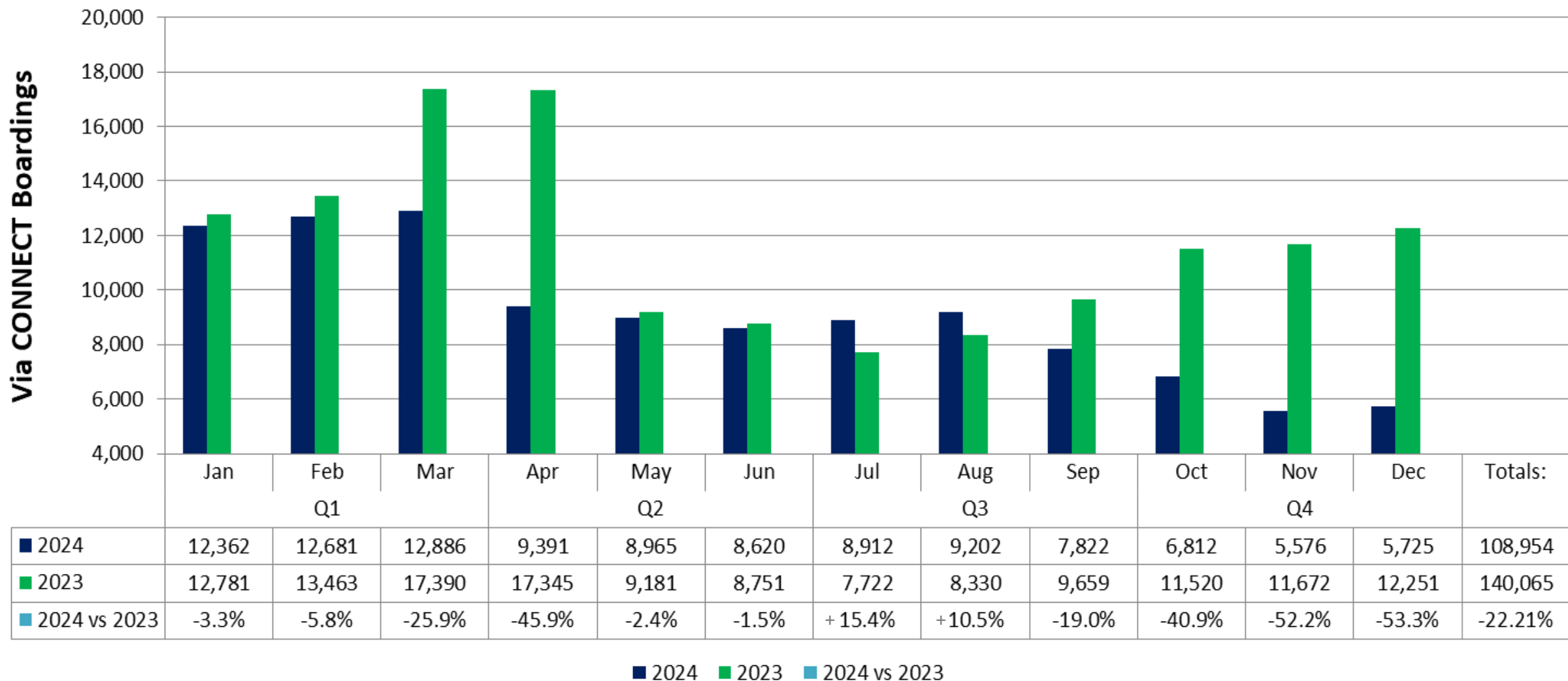


Click [HERE](#) to view trends from 2020 through 2025

# Via CONNECT Ridership



**Highlight: Year-over-year decrease of 22.21%**



Click [HERE](#) to view trends from 2020 through 2025

# On-Time Performance



## Fixed Route

1.0 OTP Performance	Monthly Goal	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
KPI 1.1 On-Time Arrivals	≥ 90%	▲ 90%	▼ 88%	▼ 85%	▼ 82%	▼ 84%	▼ 88%
KPI 1.2 Early Arrivals	≤ 7%	▲ 5%	▲ 5%	▲ 6%	▼ 8%	▼ 9%	▲ 6%
KPI 1.3 Late Arrivals	≤ 3%	▼ 5%	▼ 6%	▼ 9%	▼ 10%	▼ 7%	▼ 6%

## Dial-A-Ride

2.0 OTP Performance	Monthly Goal	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
KPI 2.1 On-Time Arrivals	≥ 95%	▲ 95%	▲ 97%	▲ 95%	▼ 94%	▲ 96%	▲ 97%
KPI 2.3 Late Arrivals	≤ 5%	▲ 5%	▲ 3%	▲ 5%	▼ 6%	▲ 4%	▲ 3%

## VIA Connect

Scheduled Arrival vs Actual Arrival (On Time is within 5 minutes). Completed rides only for both "Prebooked" and "On Demand" types.

3.0 OTP Performance	Monthly Goal	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024
KPI 3.1 On-Time Arrivals	≥ 90%	▲ 96%	▲ 95%	▲ 90%	▼ 86%	▲ 98%	▼ 73%
KPI 3.2 Early Arrivals	≤ 7%	▲ 2%	▲ 1%	▲ 7%	▼ 9%	▲ 1%	▼ 10%
KPI 3.3 Late Arrivals	≤ 3%	▲ 2%	▼ 4%	▼ 3%	▼ 5%	▲ 1%	▼ 16%



# THANK YOU



**BEN FRANKLIN**  
***TRANSIT***



As of: 1/16/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
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**In Progress**

**Color Code: Yellow - In Process**

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

**February**

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

<b>March</b>							

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

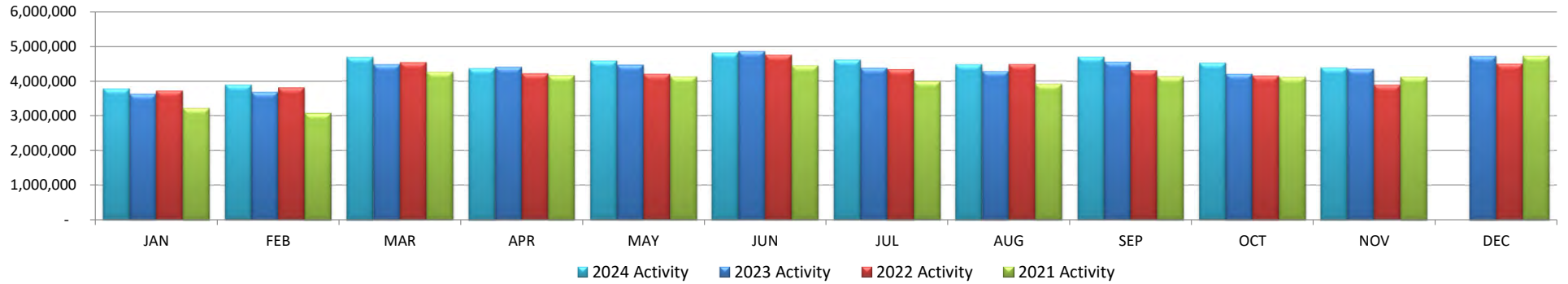
Acceptance of Capital Project: Administration Building HVAC	Capital	\$116,045	18 Months	IFB	NA	NA	X
Acceptance of Capital Project: Queens Gate Transit Center	Capital	\$3,322,802	24 Months	IFB	NA	NA	X

**April**

Award of Contract - Grant-Funded Bus Stop & Sidewalk Improvements	Capital	\$1,590,507	Up to 2 Years	IFB	2/25/2025	4/20/2025	X
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



### 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	4,724,583	48,787,667	\$ 48,787,667
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	\$ 47,233,756
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	-	1,553,910	
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%		3.3%	
% 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	\$ 48,436,000
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)		351,667	0.7%
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: February 13, 2025  
To: Ben Franklin Transit Board of Directors  
From: Finance Department  
Subject: Treasurer's Report - As of Jan 31, 2025

The Investment Position of Ben Franklin Transit as of the Close of Business on Jan 31, 2025 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.4507%	Open	\$ 54,600,420	59.0%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
<b>Subtotal Investments</b>			<b>54,600,420</b>	<b>59.0%</b>
Check Book Balance, Petty Cash, & Travel Account			* 37,996,469	41.0%
				100.0%
<b>Total Cash and Equivalents on Hand **</b>			<b>\$ 92,596,890</b>	
<b>Less Reserve Funds</b>				
Operating Reserves			(16,333,000)	
Fuel Reserves			(2,357,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
<b>Total Reserves</b>			<b>(33,890,000)</b>	
<b>Subtotal Funds Available</b>			<b>58,706,890</b>	
<b>Local Funds Obligated for Capital Projects (2024 - 2030)</b>	<b>Local Funds Approved Budget Authority</b>	<b>12 Month Estimated Outflows (*)</b>	<b>(25,247,047)</b>	
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)		
	<b>(91,114,934)</b>	<b>(25,247,047)</b>		
<b>Net Funds Available</b>			<b>\$ 33,459,843</b>	

\* 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 Jan 31, 2025

