



BOARD OF DIRECTORS REGULAR MEETING

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

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, Washington

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

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Shea Walter |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Citizens Advisory Network (CAN) | Dennis Kreutz |
| A. December 2024 Meeting Report (Page 5) | |
| 7. Recognitions | None |

8. Consent Agenda

A. December 16, 2024, Regular Board Meeting Minutes (*page 6*)

B. December Voucher Summary (*page 10*)

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. (*page 41*)

Kevin Sliger

10. Discussion & Informational Items

A. 2025 Annual Service Plan & Release for Public Comment (*Page 44*)

Kevin Sliger

i. Annual Service Plan Document (*Page 47*)

ii. Annual Service Plan Title VI Equity Analysis (*Page 77*)

iii. Annual Service Plan Presentation (*Page 115*)

B. Notice of Delay and Reassessment of Approved Fare Structure (*Page 132*)

Thomas Drozt/Brian Lubanski

11. Staff Reports & Comments

B. Legal Report

Jeremy J. Bishop

C. Chief Executive Officer's report (*Page 135*)

Thomas Drozt

12. Board Member Comments

13. Executive Session

14. Other

15. Next Meeting

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

16. Adjournment



REUNIÓN PERIÓDICA DE LA JUNTA DE DIRECTIVOS

Jueves 9 de enero 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.

ORDEN DEL DÍA

- | | |
|--|-----------------------|
| 1. Convocatoria a la reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Shea Walter |
| 3. Juramento de lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación del orden del día (<i>página 1</i>) | Presidente McKay |
| 6. Citizens Advisory Network (Red de asesoramiento para ciudadanos, CAN) | Edwin Frost |
| 7. Reconocimientos | |

8. Orden del día consensuado

- A. Actas de las reuniones periódicas de la Junta del 16 de diciembre de 2024 (*página 5*)
- B. Resumen de cupones de diciembre (*página 9*)

9. Elementos de acción

Resolución 01-2025: resolución por la que se autoriza al Chief Executive Officer Kevin Sliger (director general, CEO) a aceptar la finalización de la construcción del edificio de operaciones, contrato #1388, con Fowler General Construction, Inc. (*página 40*)

10. Conversación y apartados informativos

- A. Plan anual de servicios y publicación para comentarios públicos
de 2025 (*página 43*)Kevin Sliger
- B. Estructura de tarifasBrian Lubanski/Thomas Drozt

11. Informes y comentarios del personal

- A. Informe legalJeremy . Bishop
- B. Informe del Chief Executive Officer (director general)Thomas Drozt

12. Comentarios de los miembros de la Junta

13. Sesión ejecutiva

14. Otro

15. Próxima reunión

Reunión periódica de la Junta: jueves 13 de febrero de 2025, a las 6:00 p. m.

16. Se levanta la sesión

Report to BFT Board, January 2025

CITIZENS ADVISORY NETWORK REGULAR MEETING

Thursday December 19, 2024 6:00 p.m.

ATTENDANCE:

Can Members: 7

BFT Staff: 2

Guests: 4

NEW BUSINESS:

A. Presentation regarding Hydrogen Production for Clean Air Vehicles by:

Nirbhuy Arun

(Volunteer Intern at STARS Technology Corporation in Richland)

- a. Explained differences between Renewable Hydrogen and Steam- Methane production methods.
- b. Details of how Hydrogen powered vehicles greatly reduce particulate matter released into the atmosphere compared to carbon fuel powered vehicles.
- c. Discussed how Hydrogen powered vehicles operate better in colder climates than electric vehicles.
- d. Shared that SunLine Transit Agency in Thousand Palms CA has a fleet of hydrogen powered buses and will share information with other agencies. It was noted that SunLine has struggled to maintain their fleet using their existing hydrogen fueling station built and maintained by Nel Hydrogen.
- e. It was stated that a good study to reference for all types of vehicle power is: AC Transit's Zero Emission Transit Bus Technology Analysis by Stanford University.

I want to note that this very informational presentation was by a young man who is a nine-year-old student in the Quest Program at Lewis and Clark in Richland.

B. CAN Officers for 2025

Dennis Kreutz as Chair.

Vanessa Pruitt as Vice-Chair.

Dennis Kreutz as Temporary Secretary/Recorder.

Ed Frost as Past Chair.

C. Recruitment of CAN Members

- a. Janet Brett will have BFT post on BFT social media and local news outlets that CAN Member Applications are again being accepted.
- b. It was stressed by Dori Luzzo-Gilmour that the preference of the Recruitment Committee is that we find a high school student.

A. Meeting adjourned at: 7:40 PM



BOARD OF DIRECTORS REGULAR MEETING

Monday, December 16, 2024, at 6 p.m.

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, Washington

Meeting attendance options included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

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

Clerk of the Board Shea Walter asked the Board of Directors to state their name when their jurisdiction was called.

2. ROLL CALL

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

BFT Staff: Thomas Drozt, Shea Walter, Josh Rosas, Kevin Sliger, Anel Montejano, Michael Brown, Terry DeJuan, Julie Thompson, Brian Lubanski, Janet Brett, Marcus McCready, Rob Orvis, Kathryn Wall, Gabe Martin

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

A. Resolution 45-2024 Retirement of Kathy Rosinski

Director Sandretto moved to move Resolution 54-2024 to consent agenda. This Motion was seconded by Director Beauchamp and passed unanimously

7. CITIZENS ADVISORY NETWORK (CAN)

Mr. Edwin Frost presented and highlighted items in the minutes from their November 18, 2024, Citizens Advisory Network meeting.

8. CONSENT AGENDA

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

A. November 14, 2024, Regular Board Meeting Minutes

B. November Voucher Summary

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

9. ACTION ITEMS

A. Resolution 55-2024 A Resolution Authorizing the Chief Executive Officer (CEO) to Update BFT Policy ADM-105 Public use of Board Room and make Changes to the Policy in the future (page 57)

Director Bloom moved to approve Resolution 55-2024. This Motion was seconded by Director Sandretto and passed unanimously

B. Resolution 56-2024 A Resolution Authorizing the Chief Executive Officer to Declare Vehicle Surplus and Dispose of per Resolution 59-2018 (page 61)

Director Sandretto moved to approve Resolution 56-2024. This Motion was seconded by Director Bloom and passed unanimously

C. Resolution 57-2024 A Resolution Authorizing the Chief Executive Officer to Declare Surplus of Vanpool Vehicles (page 65)

Director Bloom moved to approve Resolution 57-2024. This Motion was seconded by Director Sandretto and passed unanimously

D. 2025 Operating Budget & Capital Budget

i. Budget Presentation (page 68)

Chief Executive Officer Thomas Drozt, Chief of Planning & Development Officer Kevin Sliger and Director of Finance and Accounting Julie Thompson the 2025 Budget for Board approval.

ii. Public Hearing per RCW 84.55.120

Mr. Dennis Kreutz requested more detail on 23.4 million, types of vehicles and 30.9 million for facilities MOA projects

iii. Resolution 58-2024 A Resolution Adopting the Fiscal Year 2025 Operating & Capital Budgets, and Authorizing the Chief Executive Officer to File all FY 2025 Federal and State Grants (page 82)

Director Bloom moved for approval of Resolution 58-2024. This motion was seconded by Director Becken and passed unanimously

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop had no updates and stated there will be a quick 10-minute Executive Session

B. Chief Executive Officer's Report

Chief Executive Officer Thomas Drozt thanked Edwin Frost for his kind words and thanked his BFT team. Mr. Drozt provided an update on budget delivery as promised and mentions BFT continues to do a deep dive in each department including insurance

Mr. Drozt also touched on KPI's stating BFT has a finished product and plans to post live data by January 2025. He also stated that BFT is updating the website with beta testing beginning January, also mentions staffing in Dial-A-Ride & upcoming Fixed Route classes.

Mr. Drozt introduces our newest Directors Michael Brown, Director of Transportation and Marcus McCreedy Director of Safety & Operations with a combined experience of over 25 years and provides a brief background for each.

Mr. Drozt informed Board of Directors that VIA is now up and running. Also, BFT Fleet is expecting two more electric buses in the near future with charging stations on site.

Mr. Drozt touches on recent BFT events such as the Richland and Kennewick Parades, BFT's

Holiday Open House and Operations building ribbon cutting is looking forward to next year.

12. BOARD MEMBER COMMENTS

Board comments were made.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.110
6:52 PM to 7:06 PM

14. OTHER

There were no other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, January 9, 2025, at 6:00 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 7:07 p.m.

Shea Walter, Clerk of the Board

Date



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

Thursday, January 9, 2025

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for December 2024

December 2024 vouchers totaled \$4,769,639.46. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 500,811.31
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 452,524.40
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 379,446.86
COLEMAN OIL COMPANY LLC	FUEL	\$ 335,057.85
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 313,255.39
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 216,812.85
STATE OF WASHINGTON	MED INS PAYABLE	\$ 114,415.21
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 99,685.39
WEX BANK	CONTRACTED SERVICES	\$ 72,130.81
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 50,515.21
WA STATE AUDITOR	SERVICES	\$ 45,179.68
STOEL RIVES LLP	LEGAL SERVICES	\$ 30,956.76
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 30,035.58
SAS CONSULTING LLC	CONSULTING	\$ 26,325.00
MUSTANG SIGNS LLC	DECALS	\$ 24,798.06
U S LINEN & UNIFORM	UNIFORMS	\$ 23,087.74
CITY OF RICHLAND	UTILITY	\$ 22,676.23
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 22,582.31
TRANSPO GROUP USA INC	CONSULTING	\$ 21,356.31
EXPRESS SERVICES	CONTRACTED SERVICES	\$ 19,512.94
TEAMSTERS UNION	UNION DUES	\$ 18,376.00
VERIZON WIRELESS	TELEPHONE	\$ 16,833.21
KPFF INC	CONSULTING	\$ 16,688.63
PLANETERIA MEDIA LLC	WEBSITE DEVELOPER	\$ 16,250.00
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 16,044.84
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 14,512.79
D'AMATO CONVERSANO INC PC	APPRAISAL SERVICES	\$ 14,497.38
CRYSTAL CRANES MEDIA	CONTRACTED SERVICES	\$ 14,000.00
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 12,754.65
APOLLO SHEET METAL INC.	SUPPLIES	\$ 12,659.43
JASPER ENGINE EXCHANGE INC.	SUPPLIES	\$ 12,359.16
ROMAINE ELECTRIC CORP	AUTO PARTS	\$ 11,679.70
CASCADE NATURAL GAS CORPORATION	HEATING EXPENSE	\$ 11,678.73
P & F AUTOMOTIVE WAREHOUSE INC	PARTS EQUIP BUS A/C	\$ 11,495.02
4IMPRINT INC	PROMOTIONAL	\$ 11,245.33
COMMERCIAL TIRE	TIRES	\$ 10,856.66
WENHA GROUP INC	CONSTRUCTION MANAGEMENT	\$ 10,752.41
TRAPEZE SOFTWARE GROUP INC	SOFTWARE	\$ 10,704.79

Total Significant Vendors	\$	3,044,554.62
Payroll Total	\$	1,386,191.67
Total Non-Significant Vendors	\$	338,893.17
GRAND TOTAL	\$	4,769,639.46

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 [Dec 2024](#)

PAYROLL				
Check Register Number	Check Number / Number	Date of Issue	In the Amount	
525-24	ACH	12/13/2024	\$ 707,914.96	Payroll
526-24	ACH	12/27/2024	\$ 678,276.71	Payroll
Total			\$ 1,386,191.67	

AUTHORITY MEMBER
1/9/2025

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 [Dec 2024](#).

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
182-24	89129	89201	12/2/2024	\$ 385,190.82	MDSE
190-24	ACH		12/2/2024	\$ 2,039.99	ACH
191-24	ACH		12/2/2024	\$ 72,130.81	ACH
192-24	ACH		12/3/2024	\$ 4,681.60	ACH
193-24	89202	89202	12/5/2024	\$ 155,408.59	MDSE
195-24	89203	89271	12/9/2024	\$ 433,772.57	MDSE
196-24	89143	89143	12/5/2024	\$ (61,341.42)	VOID
197-24	89272	89308	12/13/2024	\$ 163,532.11	MDSE
199-24	89309	89316	12/17/2024	\$ 15,625.09	MDSE
200-24	89317	89317	12/18/2024	\$ 2,000.00	MDSE
201-24	89318	89318	12/19/2024	\$ 36,731.54	MDSE
202-24	89319	89388	12/20/2024	\$ 288,665.38	MDSE
203-24	89389	89390	12/20/2024	\$ 6,746.88	MDSE
204-24	89391	89419	12/26/2024	\$ 115,544.55	MDSE
205-24	89420	89420	12/26/2024	\$ 249.50	MDSE
206-24	ACH		12/13/2024	\$ 1,011,102.12	ACH
207-24	ACH		12/20/2024	\$ 1,059.26	ACH
208-24	ACH		12/24/2024	\$ 807.27	ACH
209-24	ACH		12/26/2024	\$ 20,384.00	ACH
210-24	ACH		12/27/2024	\$ 246,592.85	ACH
211-24	ACH		12/14/2024	\$ 5,382.58	ACH
212-24	89421	89498	12/31/2024	\$ 469,913.55	ACH
213-24	ACH		12/30/2024	\$ 5,008.96	ACH
214-24	ACH		12/9/2024	\$ 2,219.19	ACH
Total				\$ 3,383,447.79	

AUTHORITY MEMBER
 1/9/2025

Dec 2024 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members January 9, 2025.

ACTION: As of this date, January 9, 2025, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
525-24	ACH	12/13/2024	\$ 707,914.96	Payroll
526-24	ACH	12/27/2024	\$ 678,276.71	Payroll
Total			\$ 1,386,191.67	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
182-24	89129 89201	12/2/2024	\$ 385,190.82	MDSE
190-24	ACH	12/2/2024	\$ 2,039.99	ACH
191-24	ACH	12/2/2024	\$ 72,130.81	ACH
192-24	ACH	12/3/2024	\$ 4,681.60	ACH
193-24	89202 89202	12/5/2024	\$ 155,408.59	MDSE
195-24	89203 89271	12/9/2024	\$ 433,772.57	MDSE
196-24	89143 89143	12/5/2024	\$ (61,341.42)	VOID
197-24	89272 89308	12/13/2024	\$ 163,532.11	MDSE
199-24	89309 89316	12/17/2024	\$ 15,625.09	MDSE
200-24	89317 89317	12/18/2024	\$ 2,000.00	MDSE
201-24	89318 89318	12/19/2024	\$ 36,731.54	MDSE
202-24	89319 89388	12/20/2024	\$ 288,665.38	MDSE
203-24	89389 89390	12/20/2024	\$ 6,746.88	MDSE
204-24	89391 89419	12/26/2024	\$ 115,544.55	MDSE
205-24	89420 89420	12/26/2024	\$ 249.50	MDSE
206-24	ACH	12/13/2024	\$ 1,011,102.12	ACH
207-24	ACH	12/20/2024	\$ 1,059.26	ACH
208-24	ACH	12/24/2024	\$ 807.27	ACH
209-24	ACH	12/26/2024	\$ 20,384.00	ACH
210-24	ACH	12/27/2024	\$ 246,592.85	ACH
211-24	ACH	12/13/2024	\$ 5,382.58	ACH
212-24	89421 89498	12/31/2024	\$ 469,913.55	ACH
213-24	ACH	12/30/2024	\$ 5,008.96	ACH
214-24	ACH	12/9/2024	\$ 2,219.19	ACH
Total			\$ 3,383,447.79	

Check Register Nos. 182-24, 190-24 to 193-24, 195-24 to 214-24 and 525-24 to 526-24 in the total amount of:

\$ 4,769,639.46

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 182-24

CHECK NUMBERS 89129 to 89201

DATE 12/02/2024

PURPOSE APDEC24A VOUCHERS AMOUNT **\$385,190.82**

"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 (Dec 3, 2024 10:27 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 190-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/02/2024

PURPOSE:

WA STATE SUPPORT	\$2,039.99
TOTAL	\$2,039.99

"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."


AUDITOR

12/05/2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 191-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/02/2024

PURPOSE:

WEX (OCT)	\$39,968.01
WEX (NOV)	\$32,162.80
TOTAL	\$72,130.81

"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."


AUDITOR

12/05/2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 192-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/03/2024

PURPOSE:

IRS PAYROLL TAXES	\$3,947.37
WENHA GROUP INC	\$734.23
TOTAL	\$4,681.60

"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 (Dec 10, 2024 06:53 PST)
AUDITOR

Dec 10, 2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 193-24

CHECK NUMBERS 89202 to 89202

DATE 12/05/2024

PURPOSE APDEC24B VOUCHERS AMOUNT **\$155,408.59**

"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 (Dec 5, 2024 14:36 PST)

AUDITOR

Dec 5, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 195-24

CHECK NUMBERS 89203 to 89271

DATE 12/09/2024

PURPOSE APDEC24C VOUCHERS AMOUNT **\$433,772.57**

"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 (Dec 10, 2024 08:18 PST)

AUDITOR

Dec 10, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 196-24

CHECK NUMBERS 89143

DATE 12/05/2024

PURPOSE A/P VOID CHECK AMOUNT (\$61,341.42)

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 (Dec 10, 2024 06:54 PST)

AUDITOR

Dec 10, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 197-24

CHECK NUMBERS 89272 to 89308

DATE 12/13/2024

PURPOSE APDEC24D VOUCHERS AMOUNT **\$163,532.11**

"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 (Dec 13, 2024 12:15 PST)

AUDITOR

Dec 13, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 199-24

CHECK NUMBERS 89309 to 89316

DATE 12/17/2024

PURPOSE APDEC24E VOUCHERS AMOUNT **\$15,625.09**

"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 (Dec 18, 2024 11:42 PST)

AUDITOR

Dec 18, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 200-24

CHECK NUMBERS 89317 to 89317

DATE 12/18/2024

PURPOSE APDEC24F VOUCHERS AMOUNT **\$2,000.00**

"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 (Dec 18, 2024 11:43 PST)

AUDITOR

Dec 18, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 201-24

CHECK NUMBERS 89318 to 89318

DATE 12/19/2024

PURPOSE APDEC24G VOUCHERS AMOUNT **\$36,731.54**

"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 (Dec 31, 2024 07:38 PST)

AUDITOR

Dec 31, 2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 202-24

CHECK NUMBERS 89319 to 89388

DATE 12/20/2024

PURPOSE APDEC24H VOUCHERS AMOUNT **\$288,665.38**

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

Julie Thompson
Julie Thompson (Dec 30, 2024 10:58 PST)

AUDITOR

Dec 30, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 203-24

CHECK NUMBERS 89389 to 89390

DATE 12/20/2024

PURPOSE APDEC24I VOUCHERS AMOUNT **\$6,746.88**

"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 (Dec 30, 2024 10:58 PST)

AUDITOR

Dec 30, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 204-24

CHECK NUMBERS 89391 to 89419

DATE 12/26/2024

PURPOSE APDEC24J VOUCHERS AMOUNT **\$115,544.55**

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

Julie Thompson
Julie Thompson (Dec 30, 2024 10:59 PST)

AUDITOR

Dec 30, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 205-24

CHECK NUMBERS 89420 to 89420

DATE 12/26/2024

PURPOSE APDEC24K VOUCHERS AMOUNT **\$249.50**

"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 (Dec 30, 2024 11:00 PST)

AUDITOR

Dec 30, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 206-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/13/2024

PURPOSE:

00014 N.W. ADMIN TRANSFER	\$436,580.40
00430 IRS	\$253,684.57
00432 DEPT OF RETIREMENT SYSTEMS	\$312,196.13
00441 ICMA RETIREMENT CORP	\$1,932.55
00441 DEPT OF RETIREMENT SYS DCP	\$3,649.36
01609 AW REHN	\$1,019.12
00262 WA STATE SUPPORT	\$2,039.99
TOTAL	\$1,011,102.12

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

Julie Thompson
Julie Thompson (Dec 31, 2024 07:39 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 207-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/20/2024

PURPOSE:

00432 DEPT OF RETIREMENT SYSTEMS	\$1,059.26
TOTAL	\$1,059.26

"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
Julie Thompson (Dec 31, 2024 07:42 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 208-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/24/2024

PURPOSE:

00414 STATE OF WA EXCISE TAX	\$807.27
TOTAL	\$807.27

"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 (Dec 31, 2024 07:42 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 209-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/26/2024

PURPOSE:

00014 N.W. ADMIN TRANSFER	\$15,944.00
00082 HRA VEBA TRUST	\$4,440.00
TOTAL	\$20,384.00

"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 (Dec 31, 2024 07:42 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 210-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/27/2024

PURPOSE:

00262 WA STATE SUPPORT	\$2,039.99
01609 AW REHN	\$1,019.23
00430 IRS TAX	\$238,170.41
00532 DEPT OF RETIREMENT SYS	\$3,938.67
00441 ICMA RETIREMENT CORP	\$1,424.55
TOTAL	\$246,592.85

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

Julie Thompson
Julie Thompson (Dec 31, 2024 07:41 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 211-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/14/2024

PURPOSE:

01609 A W REHN 8/9	\$717.93
01609 A W REHN 8/23	\$767.93
01609 A W REHN 9/6	\$767.93
01609 A W REHN 9/20	\$1,042.93
01609 A W REHN 10/4	\$1,042.93
01609 A W REHN 10/18	\$1,042.93
TOTAL	\$5,382.58

"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 16:53 PST)

Jan 2, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 212-24

CHECK NUMBERS 89421 to 89498

DATE 12/31/2024

PURPOSE APDEC24L VOUCHERS AMOUNT **\$469,913.55**

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

Julie Thompson
Julie Thompson (Jan 1, 2025 14:36 PST)

Jan 1, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 213-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/30/2024

PURPOSE:

00430 IRS TAXES PAYROLL	\$5,008.86
TOTAL	\$5,008.96

"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 (Dec 31, 2024 13:44 PST)

AUDITOR

Dec 31, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 214-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 12/09/2024

PURPOSE:

01609 A W REHN 11/01	\$1,042.93
01609 A W REHN 11/15	\$1,176.26
TOTAL	\$2,219.19

"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 2, 2025 16:32 PST)

AUDITOR

Jan 2, 2025

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 525-24

CHECK NUMBER
ACH TRANSFER

\$ 0.00
\$707,914.96

PAYROLL DATE December 13, 2024

PURPOSE: PPE 12/07/2024 AMOUNT: \$707,914.96

“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

12/12/2024
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-24

CHECK NUMBER

\$ 0.00

ACH TRANSFER

\$678,276.71

PAYROLL DATE December 27, 2024

PURPOSE: PPE 12/212024 AMOUNT: \$678,276.71

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

Julia Thompson
AUDITOR

12/24/2024
DATE

Memorandum

Date: January 9, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

RE: Resolution 01-2025 Recommendation to Accept the Operations Building Construction Contract #1388 with Fowler General Construction, Inc. as Complete

Background

After determining that the previous 8,400 sqft building was no longer functional, TCF Architecture received approval for the design phase of the Operations Expansion project during the board meeting on December 9, 2020. Originally constructed as the Administration & Operations Building in 1985-1986, the building was later renovated and renamed the Operations Building when a new Administration Building was built in 2010-2011. From 2021 through 2022, Ben Franklin Transit (BFT) staff explored several design options, considering two-story and three-story configurations. After discussions and guidance from the BFT Board of Directors (BOD), the final design was approved as a two-story structure, with the ability to add a third story in the future if needed.

During the board meeting on December 8, 2022, the BOD awarded the Operations Building Construction Contract #1388 to Fowler General Construction, Inc. via Resolution 71-2022. The approved contract budget amount was \$11,839,822 (including tax and full 10% change order authority) broken out in the first table below. With oversight from BFT's Construction Management firm, Wenaha Group, the project broke ground in February 2023 and was substantially completed in April 2024. Staff began moving into the new facility in July 2024 and completed the move by early August 2024. Between April and December 2024, staff and Wenaha Group have been working on final contract items and punch-list tasks. Punch list tasks are estimated to be completed in Q1 of 2025. The new facility provides essential workspace for the agency, and the project is considered to have been completed on time and under budget, as outlined below:

Contract Amount – excluding sales tax (CA)	\$ 9,902,000
Change Order Authority – 10% (CO)	\$ 990,200
Sales Tax (ST)	\$ 947,622
Potential Contract Value (CA + CO + ST = CV)	\$ 11,839,822

Contract Amount – excluding sales tax (CA)	\$ 9,902,000
Change Order Authority Used – ~7% of the 10% (COU)	\$ 709,751
Sales Tax Actual (STA)	\$ 923,223
Grand Total (CA + COU + STA = GT)	\$ 11,534,974
Completed Under BOD Approved Budget (CV – GT)	\$ 304,848

Funding

Budgeted: Yes

Budget Source: Capital

Funding Source: FTA (10.1%), Local (89.9%)

Project: FAC0017

Recommendation

Staff recommend the Board approve Resolution 01-2025, granting the Chief Executive Officer the authority to accept the Operations Building Construction Contract #1388 with Fowler General Construction, Inc. as complete. This approval includes the authority to release retainage, performance, and payment bonds in compliance with federal, state, and local regulations.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

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.

WHEREAS, The Board of Directors approved Resolution 71-2022 on December 8, 2022, to enter into a Contract with Fowler General Construction, Inc. for constructing the new operations building; and

WHEREAS, Fowler General Construction, Inc. reached substantial completion in April 2024, with oversight by staff and Wenaha Group. The quality of work performed was acceptable and the requested value for change orders has been reasonable; and

WHEREAS, The approved contract budget was \$11,839,822 (including sales tax and 10% change order authority). The total spent on the project including change orders and sales tax is \$11,534,974. The remaining budget is \$304,848;

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

The Chief Executive Officer is authorized to accept the Operations Building Construction Contract #1388 with Fowler General Construction, Inc. as complete and release retainage, performance, and payment bonds in compliance with the federal, state, and local requirements.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, January 9, 2025, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: January 09, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: 2025 Annual Service Plan Release for Public Comment - Informational

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 will be released for public comment on January 5, 2025.

Recommended Fixed Route Service Changes:

- METRO 2x – 22nd Ave TC (Pasco) to Knight Street TC (Richland)
 - Peak weekday service, no weekend service
- Express 4 – Dayton TP (Kennewick) to Knight Street TC (Richland)
 - Monday-Saturday service
- Express 7 – Queensgate TC (South Richland) to North Richland education/employment areas
 - Peak weekday service, no weekend service
- Eliminate unproductive portions and adjust Route 41
- Eliminate unproductive portions and move segments of Route 41 to Route 47
- Adjust Route 65 to better serve Pasco High School on 14th Ave
- Realign Route 67 to extend to Burns Road and interline with Route 68
- Eliminate Route 268 (connection from Richland to Pasco replaced by Express 2) to create Route 68 which covers the Pasco portions of Route 268
- Interline Routes 10 and 20 for improved frequency on Route 10
- Realign Route 225 to serve Sageview High School and surrounding areas in Pasco near Burns Road
- Schedule adjustments: Decreasing Saturday evening service on select routes with low ridership, adding Route 40 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. Our 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
- Expanding the reach and impact of the program by growing Rideshare groups and refining fare structures
- 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. A potential disproportionate burden to low-income populations was identified through the analysis based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. That said, adverse impacts are not expected due too little to low ridership in the impacted area. The recommended changes will result in a net increase in service for those impacted. For additional information, please refer to the 2025 ASP Title VI Service Equity Analysis appendix.

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 8,400. This equates to approximately an addition of \$1.25 million annual budgeted cost per revenue hour impact given the current average cost per revenue hour of \$150.61. All service recommendations will be implemented in June, so prorated revenue hours are expected to increase by approximately 1,575 in 2025, with a budget increase of approximately \$250,000. 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 1.0% increase in revenue hours in 2025, and a 3.7% increase on an annualized basis.

Public Comment:

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*

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 Draft 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

The 2025 ASP aims to encourage higher usage of the fixed route system by reducing low productivity service and reallocating resources to peak periods. There is no recommendation at this time. The public comment period ends on February 13, 2025, at the BFT Board meeting. Staff will conduct a public hearing prior to final board approval of the 2025 Annual Service Plan.

Forward as presented:

Thomas Drozt, Chief Executive Officer



BEN FRANKLIN
TRANSIT

2025

Annual Service Plan

Table of Contents

Tables	3
Maps	3
Figures	3
2024 Annual Service Plan	4
Fixed Route	6
Recommended Service Change Key.....	6
Express & Limited-Stop Service	7
METRO 2x.....	8
EXPRESS 4.....	9
EXPRESS 7.....	10
Route 41.....	11
Route 47.....	13
Route 65.....	14
West Pasco - Routes 67/68/268	16
Route 225.....	18
Routes 10 and 20 Interline.....	19
Routes 26 & 123 – Rerouting for Richland’s Downtown Couplet.....	21
End of Day Adjustments.....	23
Timetables & On-Time Performance	23
.....	23
2025 Fixed Route Service Change Summary.....	24
Other Changes	25
Dial-A-Ride	25
BFT CONNECT.....	25
Rideshare	26
Looking into the Future	27
Title VI Service Equity Analysis	28
Revenue	29
Labor	29
Vehicle Utilization	29
Public Outreach	30
Outreach Initiatives.....	30
Public Feedback	30

Tables

Table 1: METRO 2x Proposed Service Change Data.....	8
Table 2: EXPRESS 4 Proposed Service Change Data.....	9
Table 3: EXPRESS 7 Proposed Service Change Data.....	10
Table 4: Route 41 Proposed Service Change Data.....	11
Table 5: Route 47 Proposed Service Change Data.....	13
Table 6: Route 65 Proposed Service Change Data.....	14
Table 7: Route 67/68 Proposed Service Change Data	16
Table 8: Route 225 Proposed Service Change Data.....	19
Table 9: Routes 10 & 20 Proposed Service Change Data.....	20
Table 10: Routes 26 & 123 Proposed Service Change Data.....	21

Maps

Map 1: Proposed Express Routes	7
Map 2: Proposed METRO 2x	8
Map 3: Proposed Express 4.....	9
Map 4: Proposed EXPRESS 7	10
Map 5: Proposed Route 41 Adjustments.....	12
Map 6: Proposed Route 41 Adjustment – Removing 45th Ave. and realigning to 36th Ave.....	12
Map 7: Proposed Route 41 & 47 Adjustments	13
Map 8: Proposed Route 41 & 47 Adjustments	14
Map 9: Proposed Route 65	15
Map 10: Proposed Route 67/68 Service Changes.....	17
Map 11: Proposed Route 67 Service Changes (Weekday routing after 8 PM and all-day Saturdays).....	18
Map 12: Proposed Route 225 Service Changes	19
Map 13: Proposed Routes 10 & 20 Service Changes	20
Map 14: Richland’s Proposed Downtown Couplet	21
Map 15: Proposed Routes 26 & 123 Service Changes	22

Figures

Figure 1: School Tripper Ridership	4
Figure 2: Route 123s School Tripper Ridership.....	5
Figure 3: Service Change Key	6

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

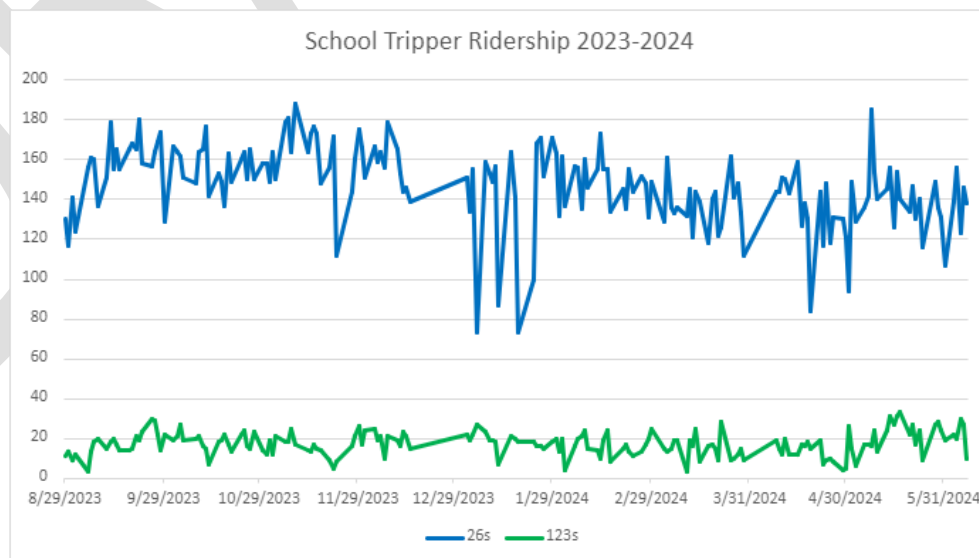
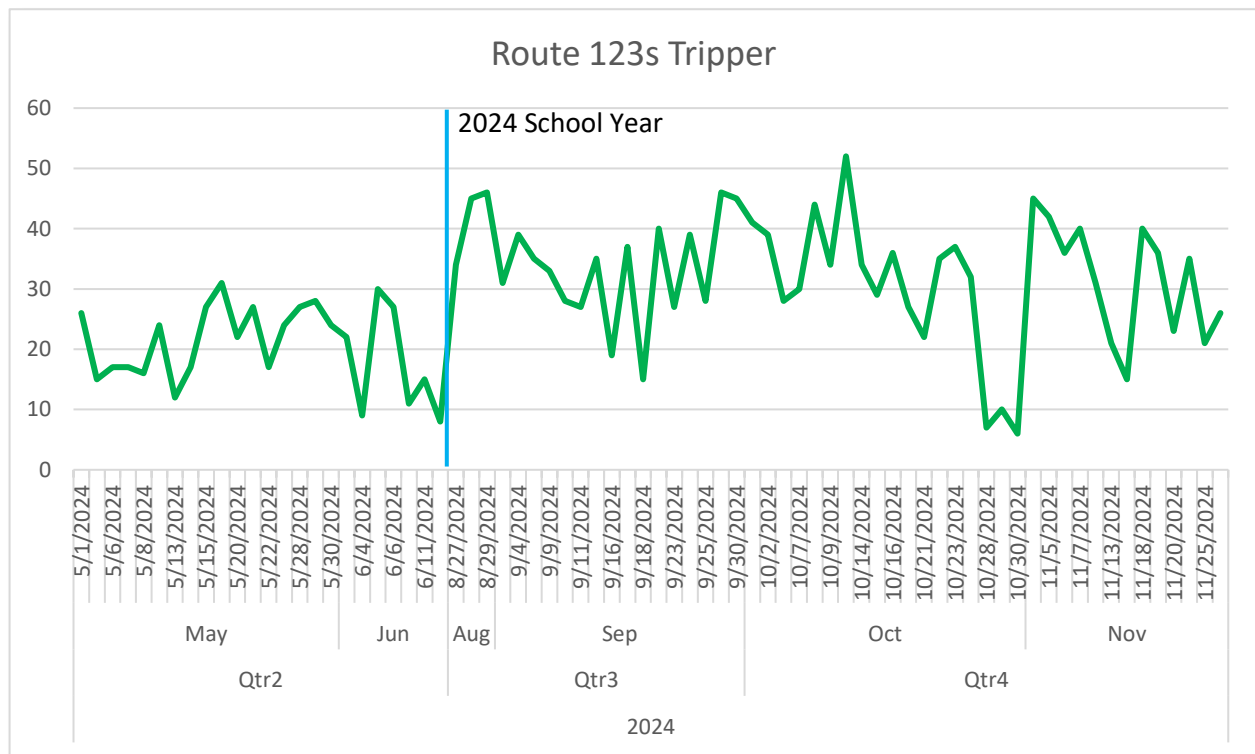


Figure 1: School Tripper Ridership

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 ensure 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.

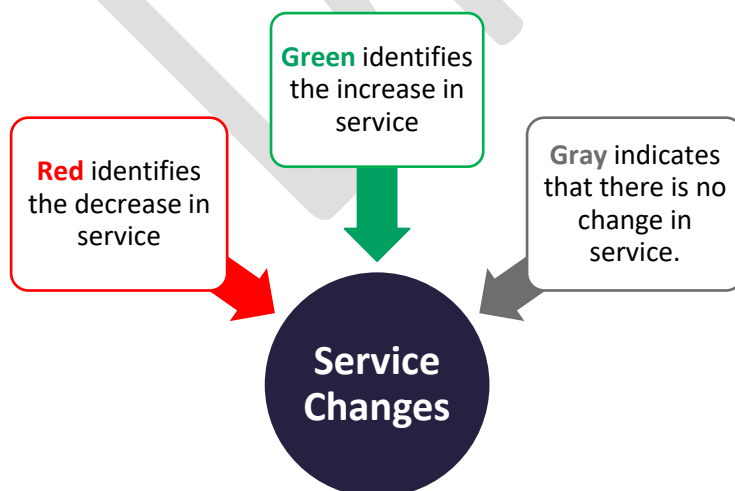


Figure 3: Service Change Key

Express & Limited-Stop Service

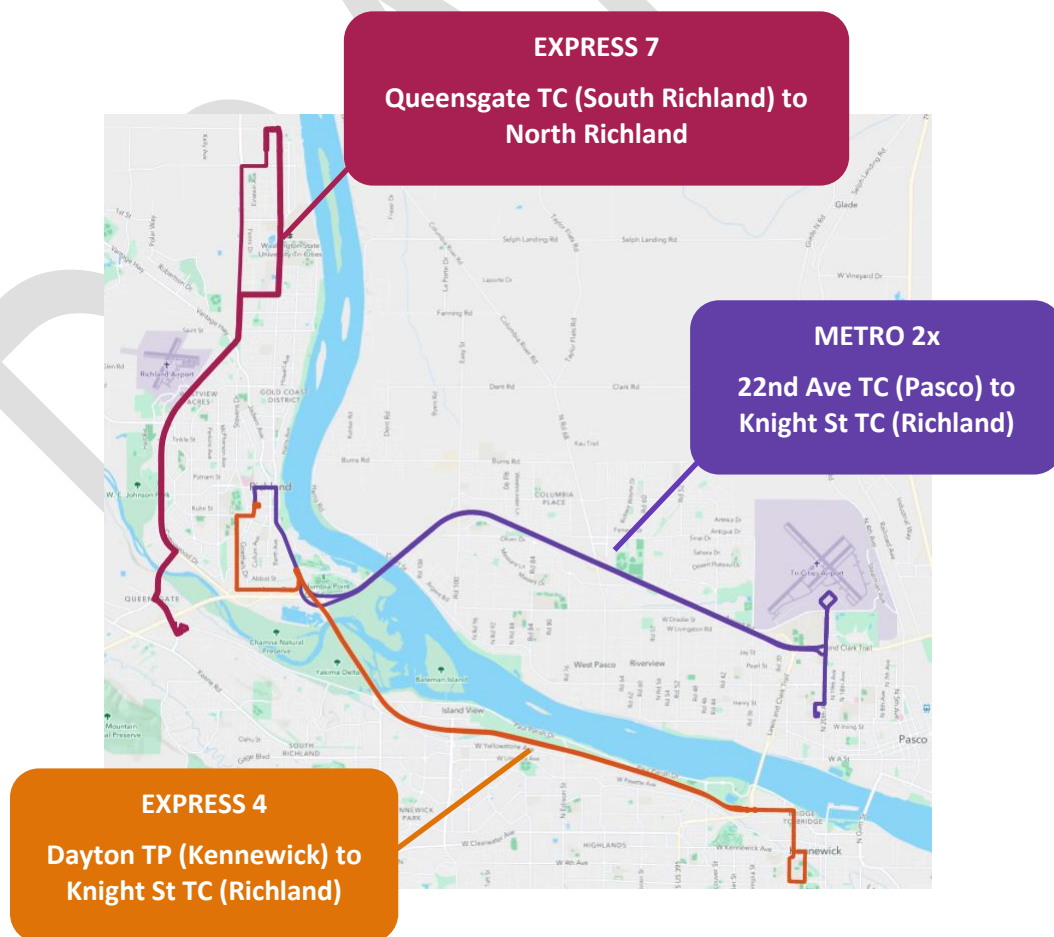
With the ongoing growth in the Tri-Cities area, the 2025 ASP focuses on improving METRO routes by introducing express service and establishing limited-stop routes to better connect cities and reduce travel time across the region. In March 2024, BFT applied for a grant through WSDOT's Regional Mobility 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 7 is contingent upon grant funding expected to be awarded in May, with implementation planned for August 2025.

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.

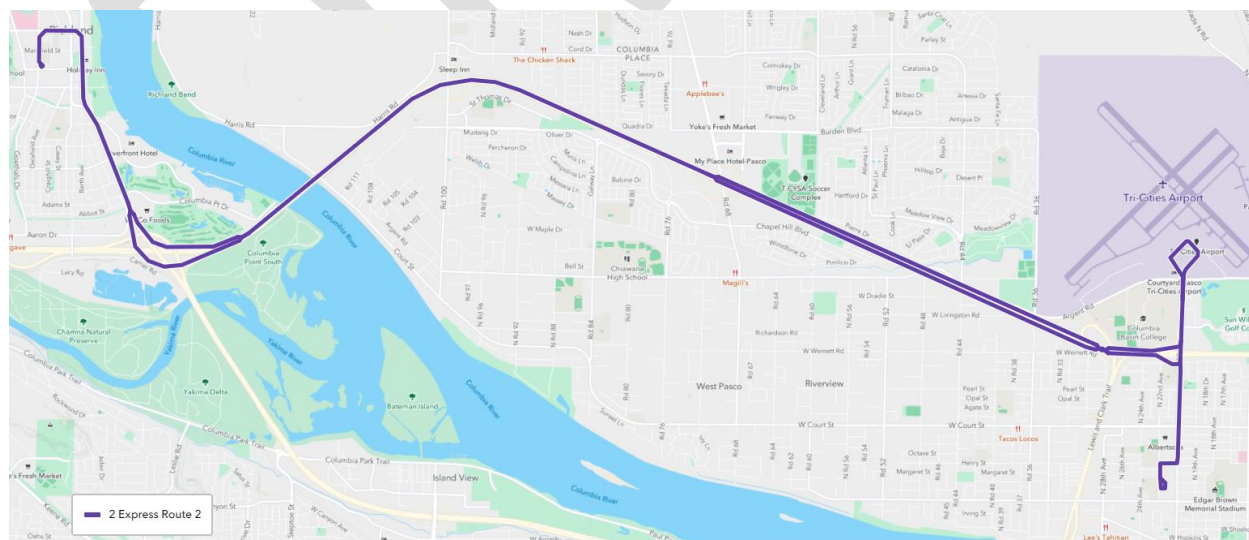
Although the elimination of Route 268 will reduce the Pasco-to-Richland connection to 30-minute frequency on Saturdays, METRO 1 will continue providing 20-minute service between Richland and Pasco via the Three Rivers Transit Center. Route 225 will also maintain 30-minute service on Saturdays, with the 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 4

EXPRESS 4 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 4 will continue service to these areas.

Recommendations for Express 4:

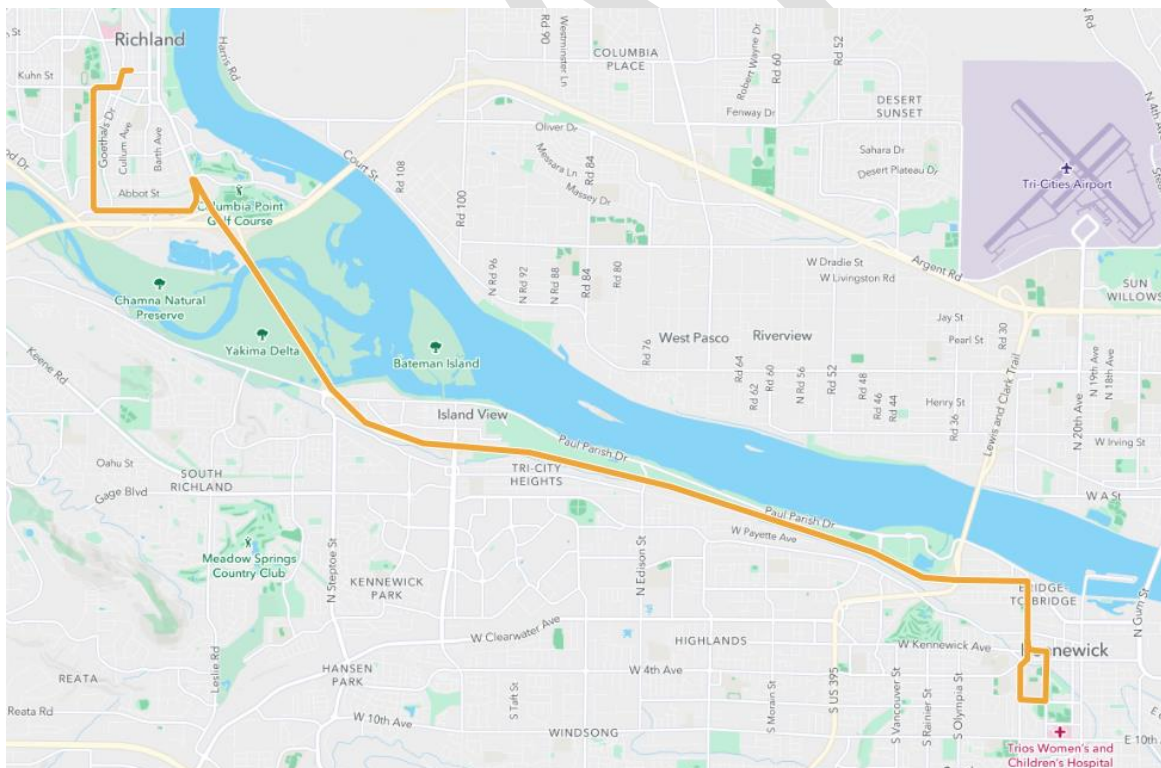
- ✓ 60-minute service Monday-Saturday
- ✓ Direct connection between Dayton Transfer Point and Knight Street Transit Center
- ✓ Maintain service along Fruitland St. and Columbia Dr. that would otherwise be left without service with proposed adjustments to Route 41.

Table 2: EXPRESS 4 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 4



EXPRESS 7

EXPRESS 7 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 7 is contingent upon grant funding and availability of local funds.

Recommendations for EXPRESS 7:

- ☑ 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.

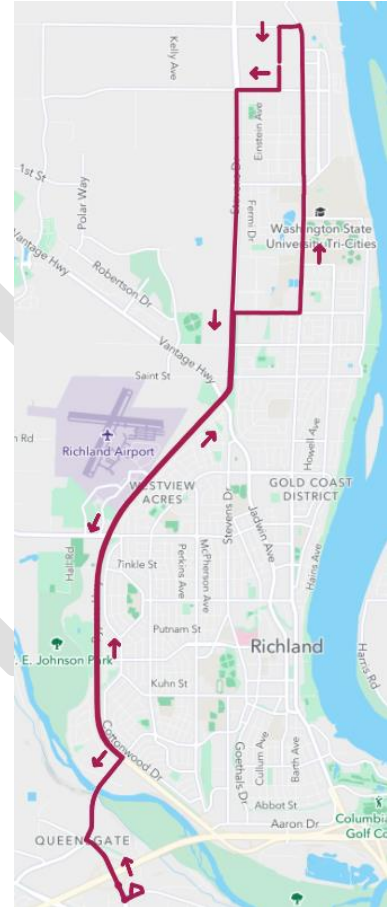


Table 3: EXPRESS 7 Proposed Service Change Data

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 4, 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 45th Ave., staff suggests Route 41 be realigned to serve 36th 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 4.

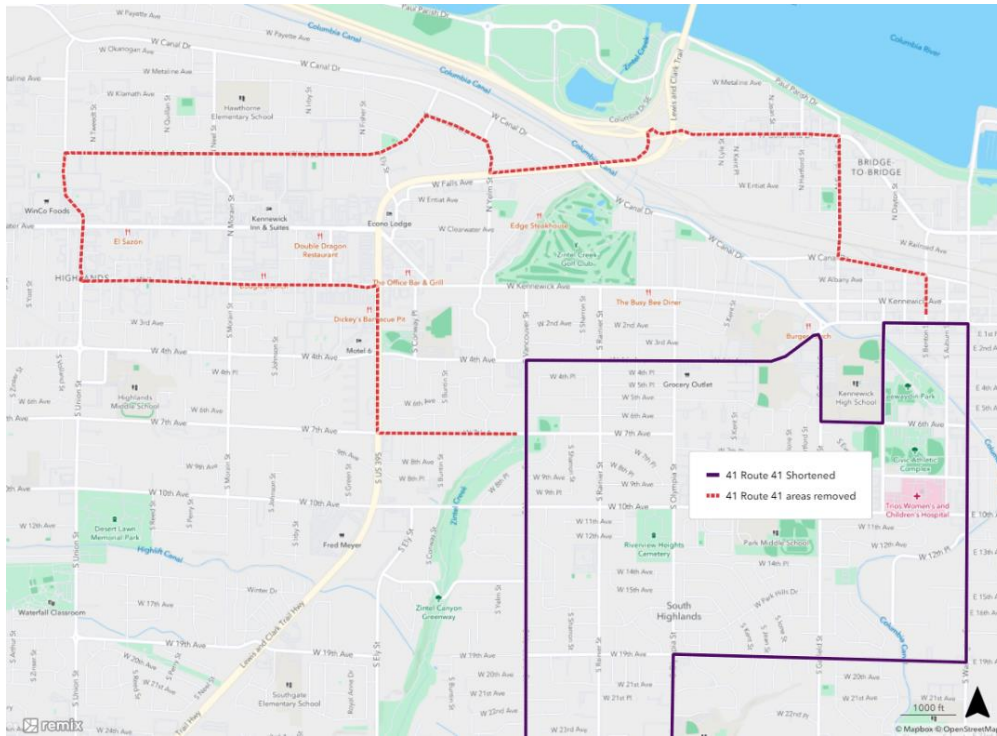
Recommendations for Route 41:

- ☒ 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 7th Ave.
 - W 45th Ave.

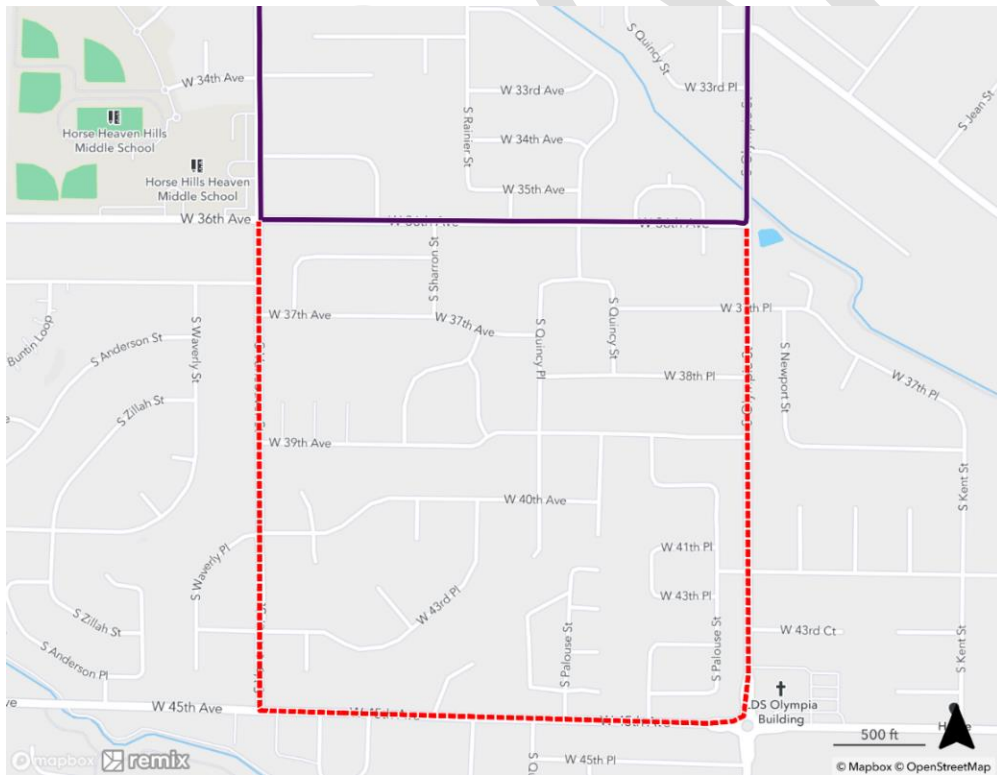
Table 4: Route 41 Proposed Service Change Data

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

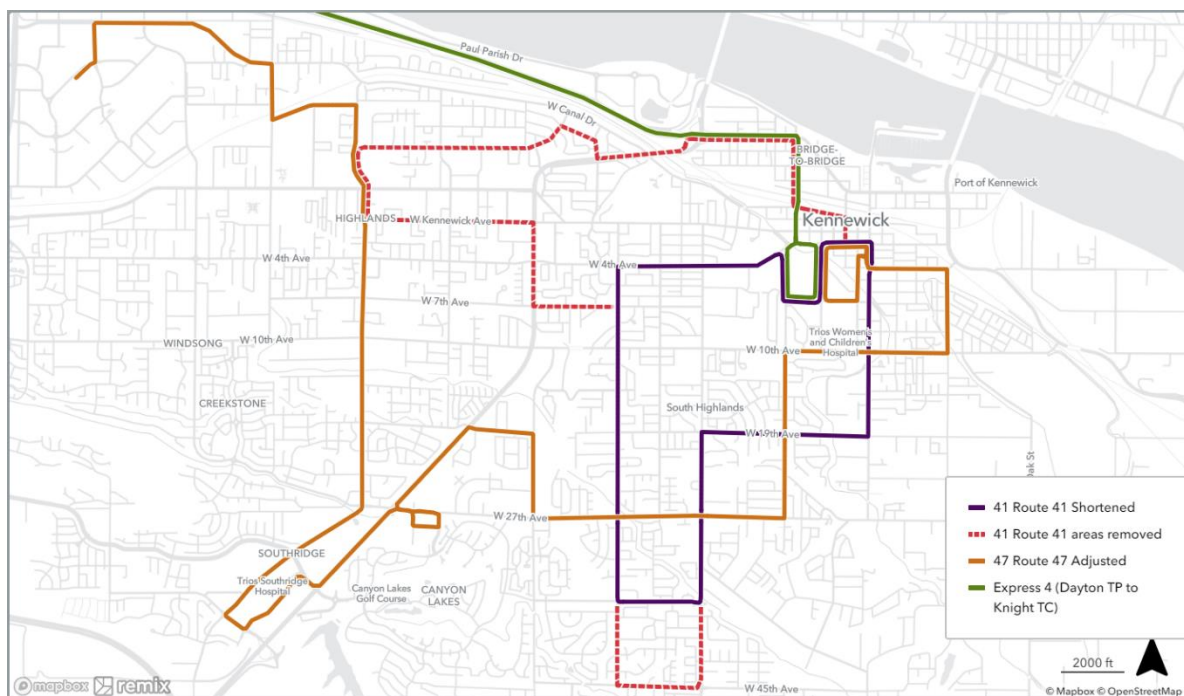
Map 5: Proposed Route 41 Adjustments



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 10th 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 28th Ave. near Walmart will be re-evaluated; however, there are currently no plans to alter the bi-directional service.

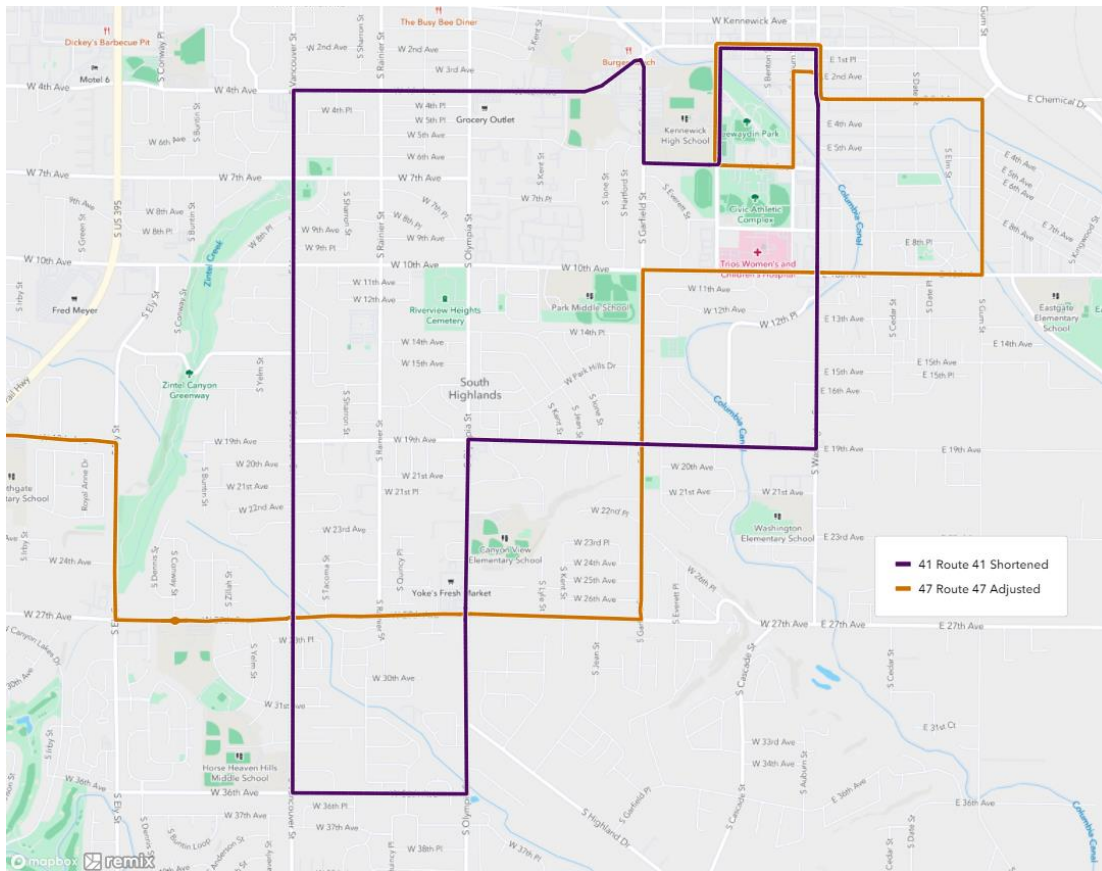
Recommendations for Route 47:

- ☒ Removal of service on Canyon Lakes Dr. due to low productivity.
- ☒ More frequent coverage of 10th Ave., Gum St., and 3rd 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.

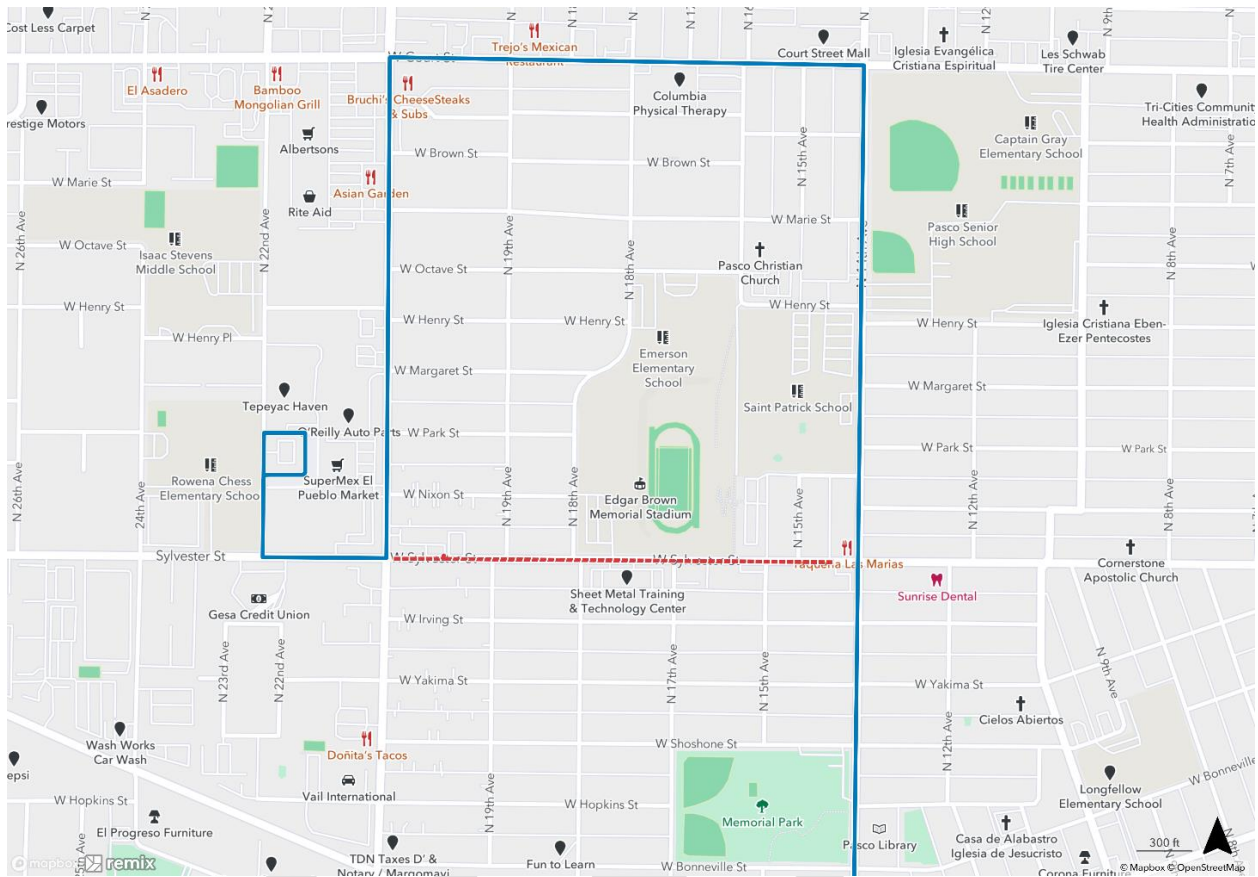
Recommendations for Route 65:

- ☒ Adjust routing to better serve Pasco High School along 14th 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.

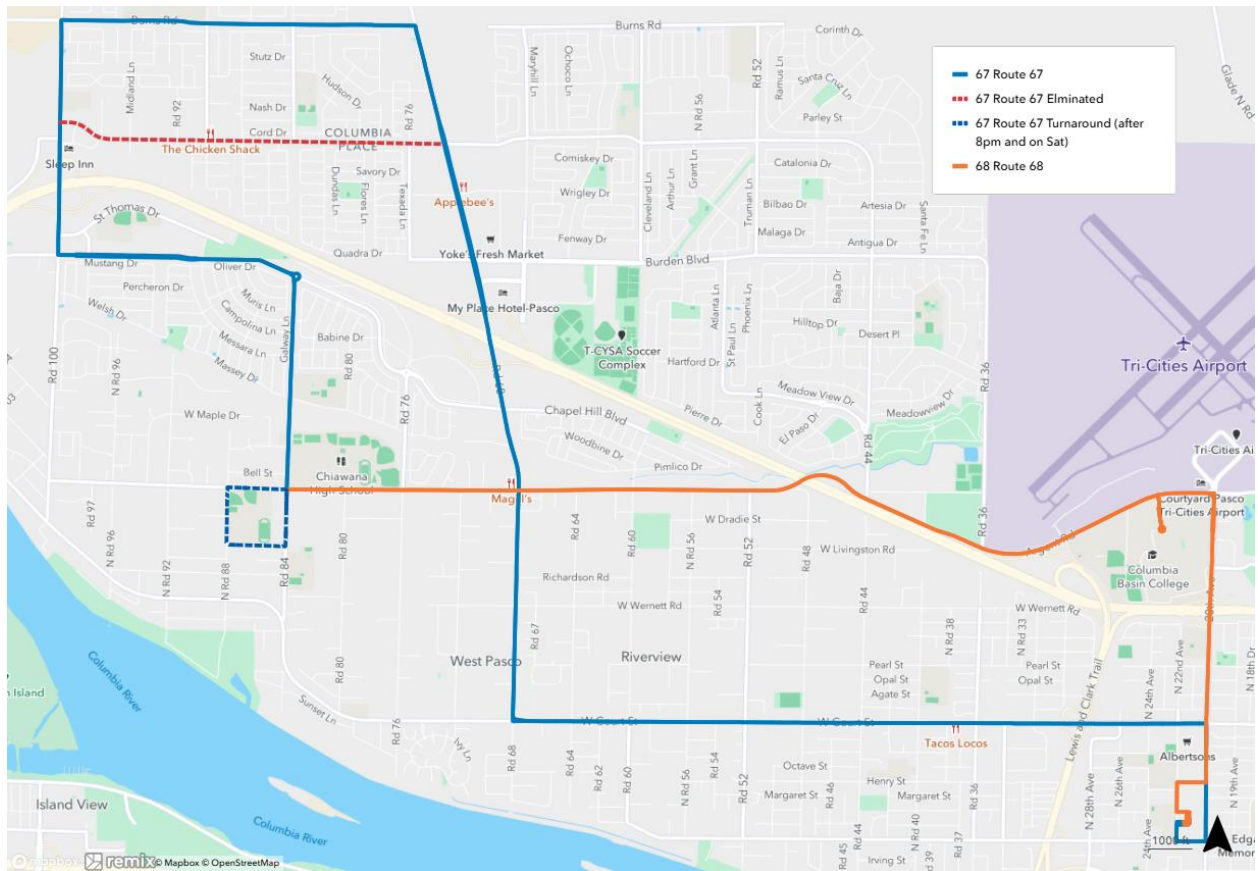
Recommended changes to West Pasco:

- ☒ 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.

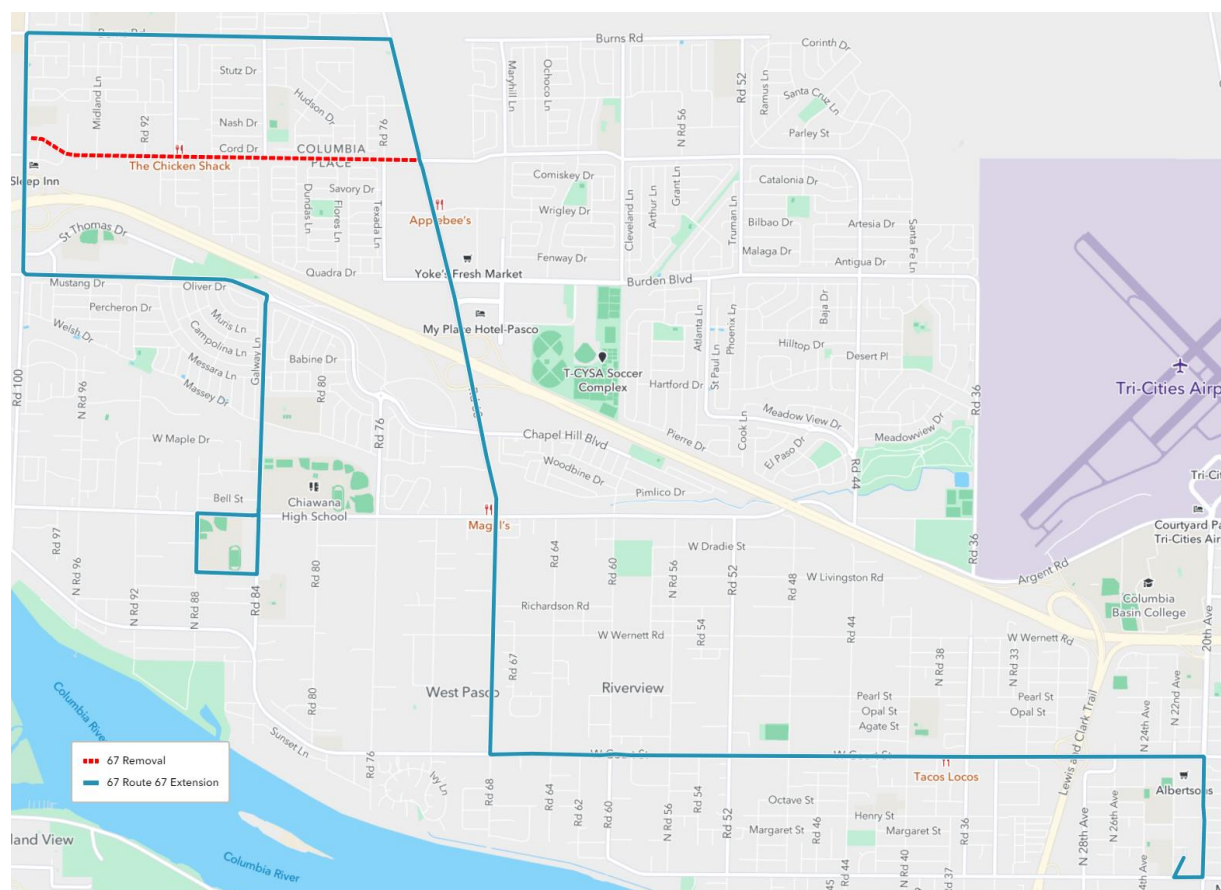
Table 7: Route 67/68 Proposed Service Change Data

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.

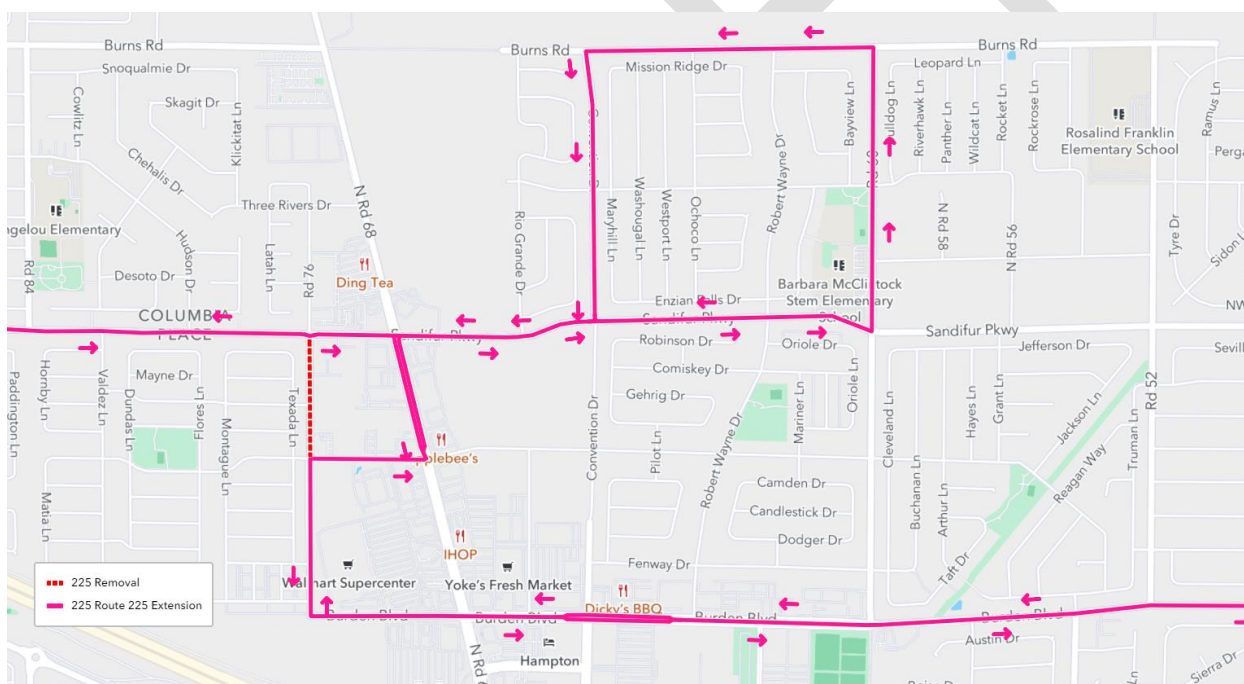
Recommendations for Route 225 Extension:

- ☑ 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.

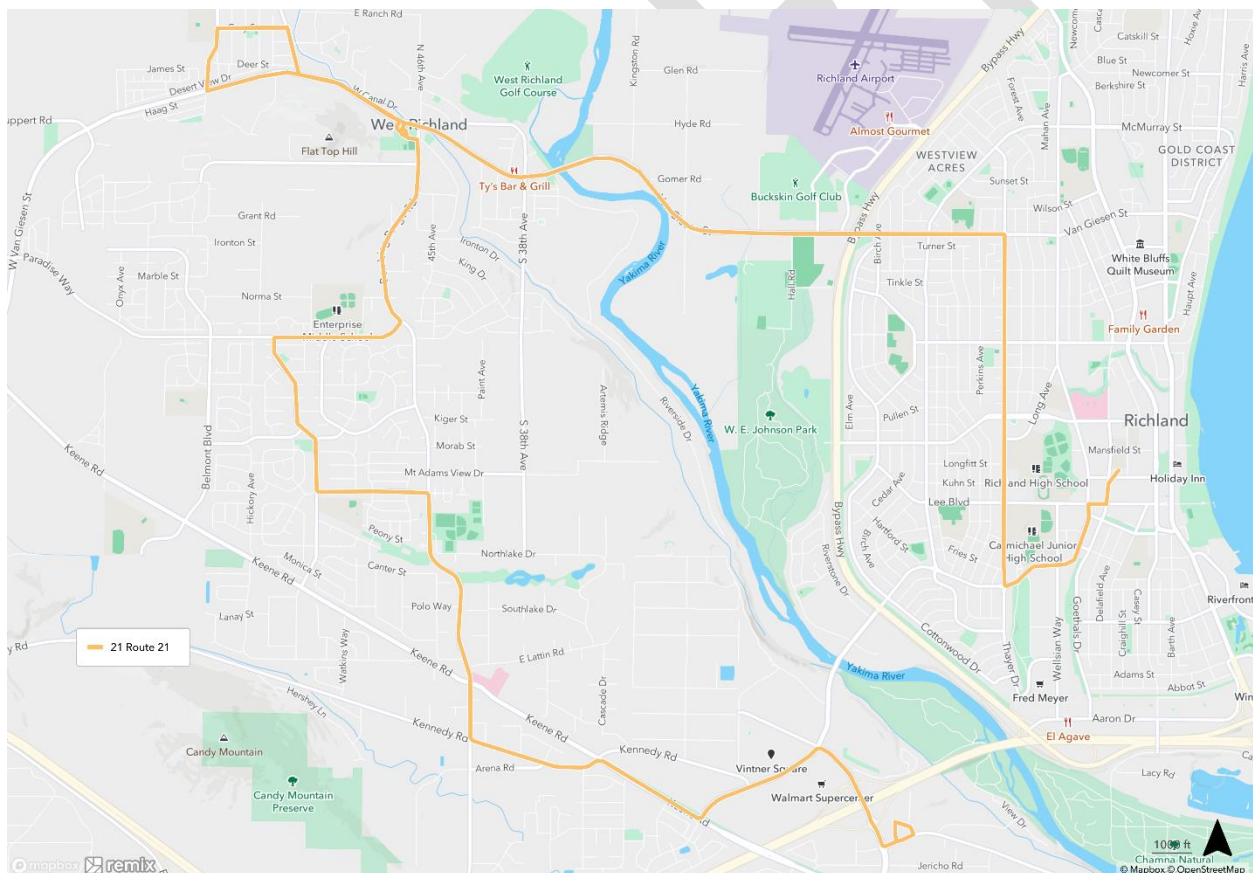
Recommended changes:

- ✓ 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

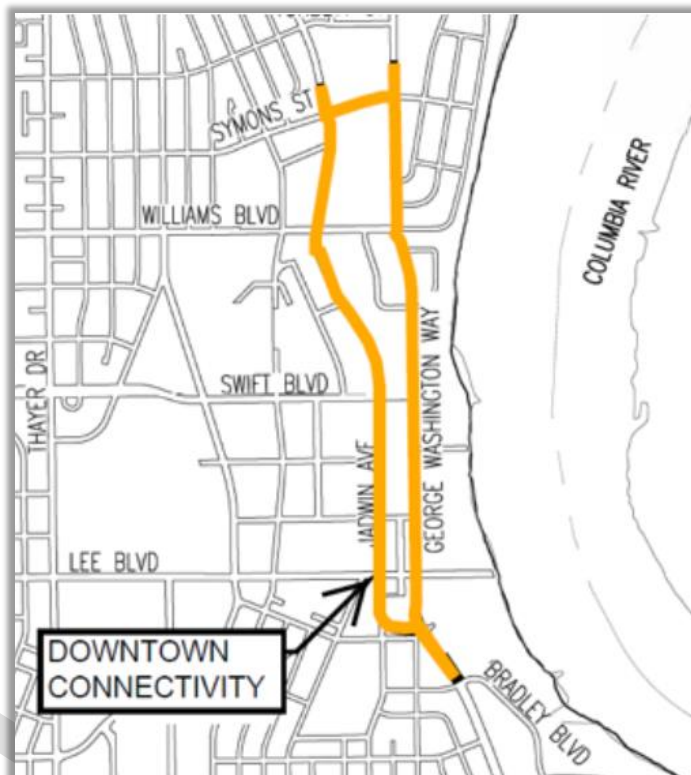
Service Window	Operating Hours	Headway (min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	No Change	30	No Change	0	0
Saturday	No Change	Rt 10 & 20 @ 30 – Rt 20 only 60 after 7 PM	No Change	0	0
Sunday	No Change	No Change	No Change	0	0

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

26 Route 26 1-way Gway

123 Route 123 1-way Gway

The map displays the proposed routes for the 26 and 123 bus lines in Pompano Beach. The 26 route (orange) and 123 route (blue) are shown as one-way gways. Key landmarks and streets include:

- Streets:** McPherson Ave, Marshall Ave, Mahan Ave, Stevens Dr, Farrell Ln, Kimball Ave, Torbett St, Judson Ave, Williams Blvd, Roberdeau St, Long Ave, Swift Blvd, George Prout Pool, Corrado Office Park, Glimore St, Goethals Dr, Hains Ave, Gowen Ave, Haupt Ave, and Hunt Ave.
- Landmarks:** The Studio on Symons Street, All Saints' Episcopal Church, Resthaven Cemetery, Marjorie Sutch Greenway, Kadlec Regional Medical Center, Kadlec Child Care Center, Chris the King Church, Uptown Theater, Family Garden, Lovetail Joint, Denny's, Fat Olives, MacHunter Building, Richland Inn & Suites, Tri-ities Cider House, Homewood Suites, Fire Station 71, Richland City Hall, and Pompey's Lesson.
- Other Features:** Quilt Museum, Mingo Palace Restaurant, and a large green area on the right side of the map.

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
Route 4x	Limited-stop express service between Richland and Kennewick	1	4,348
Route 7x	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

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

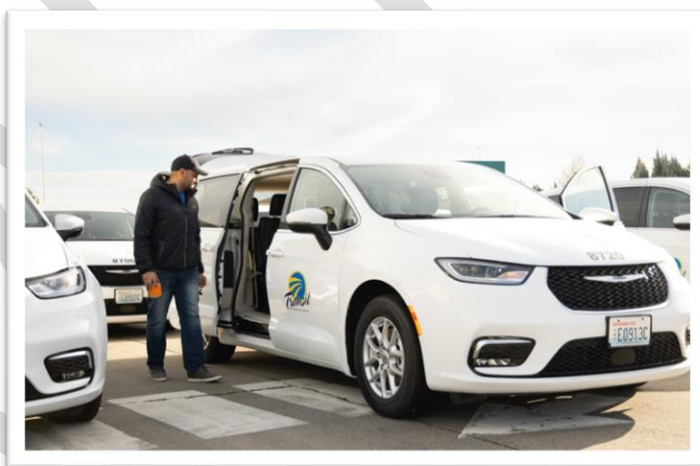
new points of interest based on community growth and need, particularly in areas where fixed-route options are limited or unavailable.

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

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 22nd 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

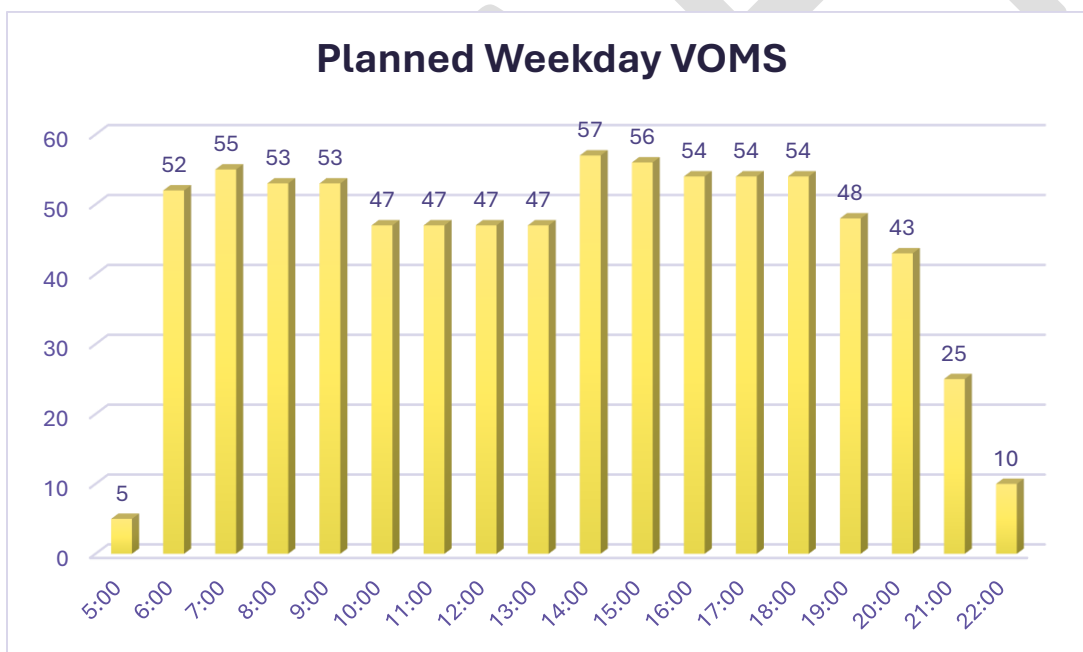
The 2025 ASP is anticipated to increase annual revenue hours by approximately 8,400. This equates to an approximate addition of \$1.25 Million to the annual budget given the current average cost per revenue hour of \$150.61. Service recommendations will be implemented in June and August, so prorated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

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
- ☐ 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

COMMENTS WILL BE ADDED AFTER THE PUBLIC OUTREACH PROCESS IS COMPLETE



BEN FRANKLIN
TRANSIT

2025

Title VI Service Equity Analysis

2025 Annual Service Plan

Table of Contents	
TABLES.....	ii
FIGURES.....	ii
MAPS.....	ii
APPENDICES	iii
EXECUTIVE SUMMARY	1
BFT MAJOR SERVICE CHANGE POLICIES.....	2
Major Service Change Policy	2
Disparate Impact Policy	2
Disproportionate Burden Policy.....	2
SERVICE AREA DEMOGRAPHIC OVERVIEW	4
METRO 2X IMLEMNTATION	6
Recommended METRO 2x Major Service Change Profile.....	6
ROUTE 10 FREQUENCY INCREASE OVERVIEW	9
Recommended Route 10 MAJOR Service Change Profile.....	9
ROUTE 4x IMPLEMENTATION OVERVIEW.....	12
Recommended Route 4x MAJOR Service Change Profile	12
ROUTE 41 REALIGNMENT & FREQUENCY INCREASE OVERVIEW.....	15
Recommended Route 41 MAJOR Service Change Profile.....	15
ROUTES 67 & 68 IMPLEMENTATION OVERVIEW	18
Recommended Route 67 & 68 Service Change Profile.....	18
ROUTE 225 EXTENSION OVERVIEW	22
Recommended Route 225 MAJOR Service Change Profile.....	22
ROUTE 268 ELIMINATION OVERVIEW.....	25
Recommended Route 268 MAJOR Service Change Profile.....	25
RECOMMENDED MINOR SERVICE CHANGES.....	28
2025 ASP TITLE VI SERVICE EQUITY ANALYSIS RESULTS	28
Service Equity Analysis Methodology	30
SERVICE EQUITY ANALYSIS SUMMARY	31
Mitigation Efforts.....	32
PUBLIC OUTREACH & COMMENTS	33
Outreach Initiatives.....	33
Public Feedback	34
Public Feedback	34

TABLES

Table 1: METRO 2x Demographic Breakdown (New Service)	6
Table 2: Metro 2x Frequency (New Service)	6
Table 3: Metro 2x Service Span (New Service)	6
Table 4: Route 10 Demographic Breakdown	9
Table 5: Route 10 Frequency Changes	9
Table 6: Route 10 Service Span Changes	9
Table 7: Route 4x Demographic Breakdown (New Service)	12
Table 8: Route 4x Frequency (New Service)	12
Table 9: Route 4x Service Span (New Service)	12
Table 10: Route 41 Demographic Breakdown	15
Table 11: Route 41 Frequency Changes	15
Table 12: Route 41 Service Span Changes	15
Table 13: Route 67 Demographic Breakdown	18
Table 14: Route 67 Frequency (No Changes)	18
Table 15: Route 67 Service Span Changes (No Changes)	18
Table 16: Route 68 Frequency (No Changes)	19
Table 17: Route 68 Service Span Changes (No Changes)	19
Table 18: Route 225 Demographic Breakdown	22
Table 19: Route 225 Frequency	22
Table 20: Route 225 Service Span Changes	22
Table 21: Route 268 Demographic Breakdown	25
Table 22: Route 268 Frequency	25
Table 23: Route 268 Service Span Changes	25
Table 24: Service Equity Analysis Results	31
Table 25: Disparate Impact & Disproportionate Burden Determination	31
Table 26: Interactive Map Comments	34

FIGURES

Figure 1: Public Transit Benefit Area Minority Population Percentage	4
Figure 2: Public Transit Benefit Area Low-Income Population Percentage	4

MAPS

Map 1: PTBA Block Groups with Minority & Low-Income Populations Over Area Average (Title VI Program)	5
Map 2: METRO 2x Implementation (Minority ¼ Mile Buffer)	7
Map 3: METRO 2x Implementation (Low-Income ¼ Mile Buffer)	8
Map 4: Route 10 Frequency Increase (Minority ¼ Mile Buffer)	10
Map 5: Route 10 Frequency Increase (Low-Income ¼ Mile Buffer)	11
Map 6: Route 4x Implementation (Minority ¼ Mile Buffer)	13
Map 7: Route 4x Implementation (Low-Income ¼ Mile Buffer)	14
Map 8: Route 41 (Minority ¼ Mile Buffer)	16
Map 9: Route 41 (Low-Income ¼ Mile Buffer)	17
Map 10: Routes 67 & 68 Service Changes (Minority ¼ Mile Buffer)	20
Map 11: Routes 67 & 68 Service Changes (Low-Income ¼ Mile Buffer)	21

Map 12: Route 225 Extension (Minority ¼ Mile Buffer)	23
Map 13: Route 225 Extension Low-Income ¼ Mile Buffer)	24
Map 14: Route 268 Elimination (Minority ¼ Mile Buffer).....	26
Map 15: Route 268 Elimination (Low-Income ¼ Mile Buffer)	27

APPENDICES

APPENDIX A - Resolution 26-2014 – PLN-113 Public Involvement Policy



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.

DRAFT

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

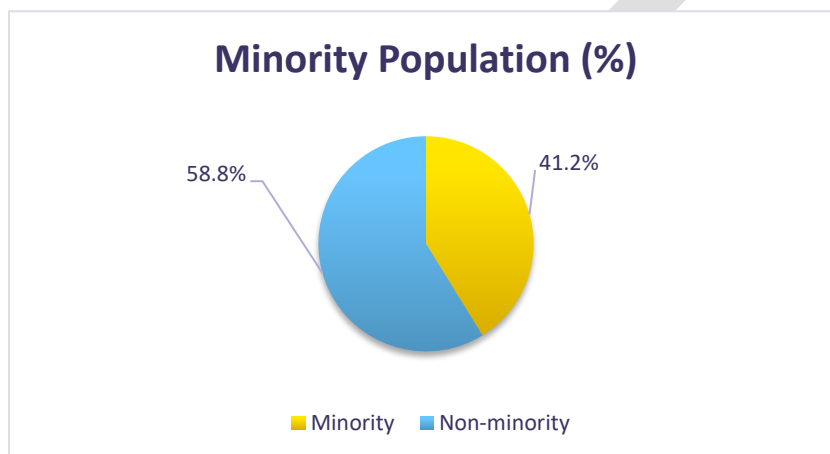
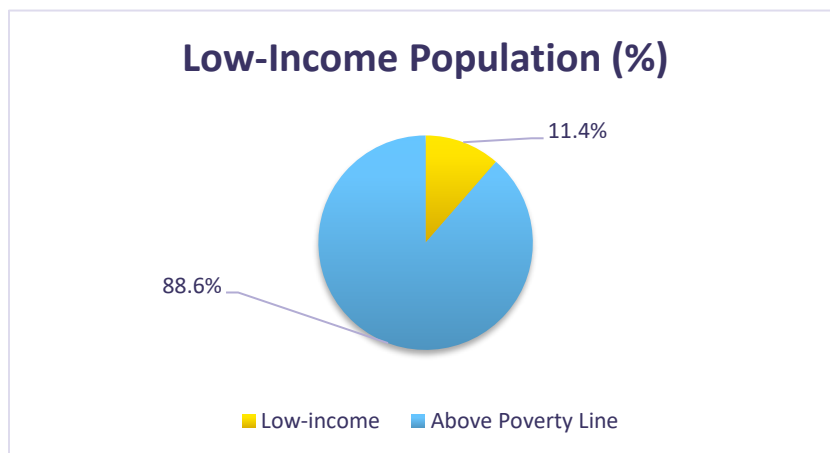
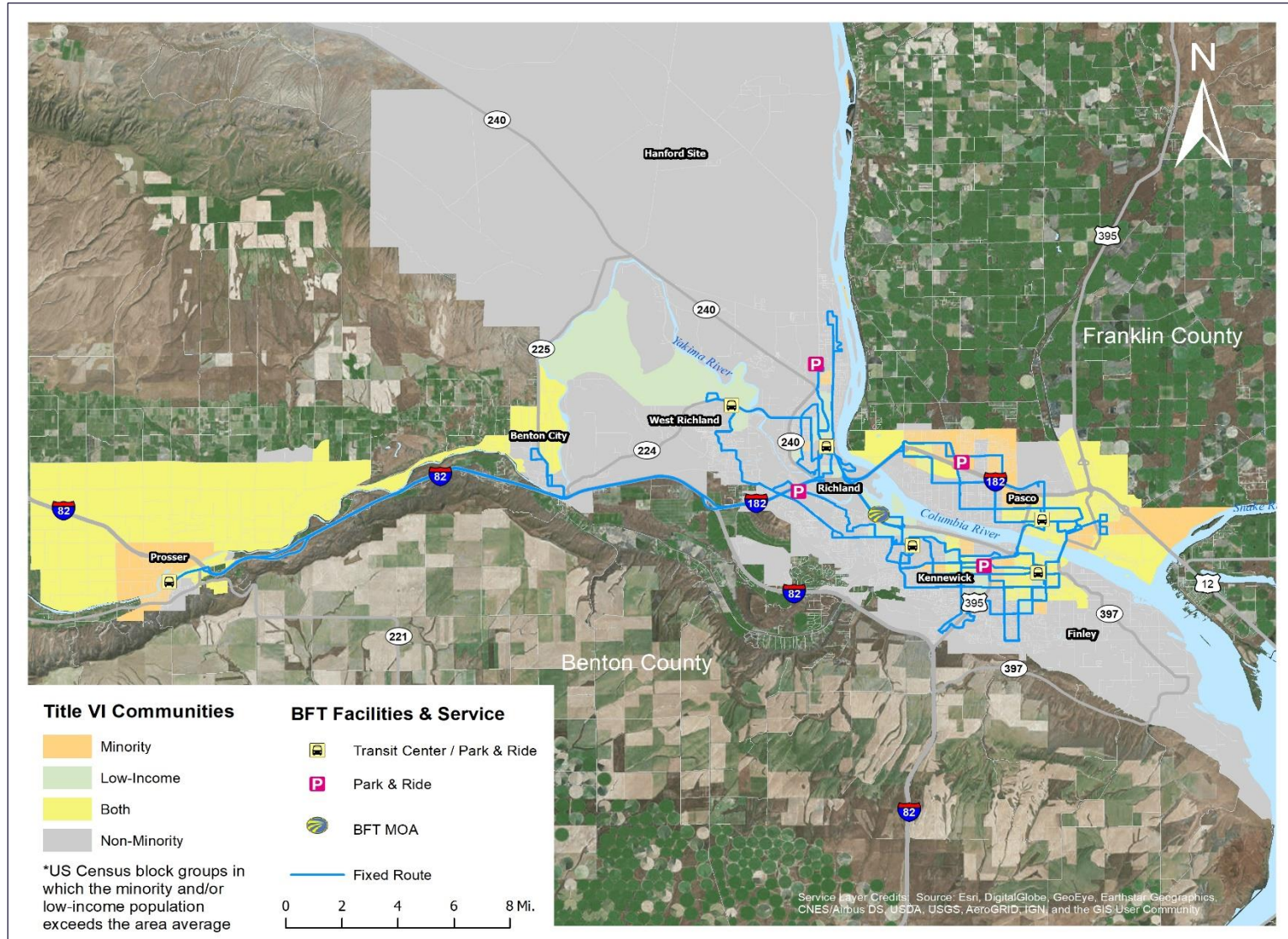


Figure 2: Public Transit Benefit Area Low-Income Population Percentage



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 22nd Ave Transit Center during peak times of the day
 - Maintains service to Richland, Columbia Basin College, and 20th 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 22nd 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 June 2025

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

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

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

METRO 2X ADDITION IMPACTS

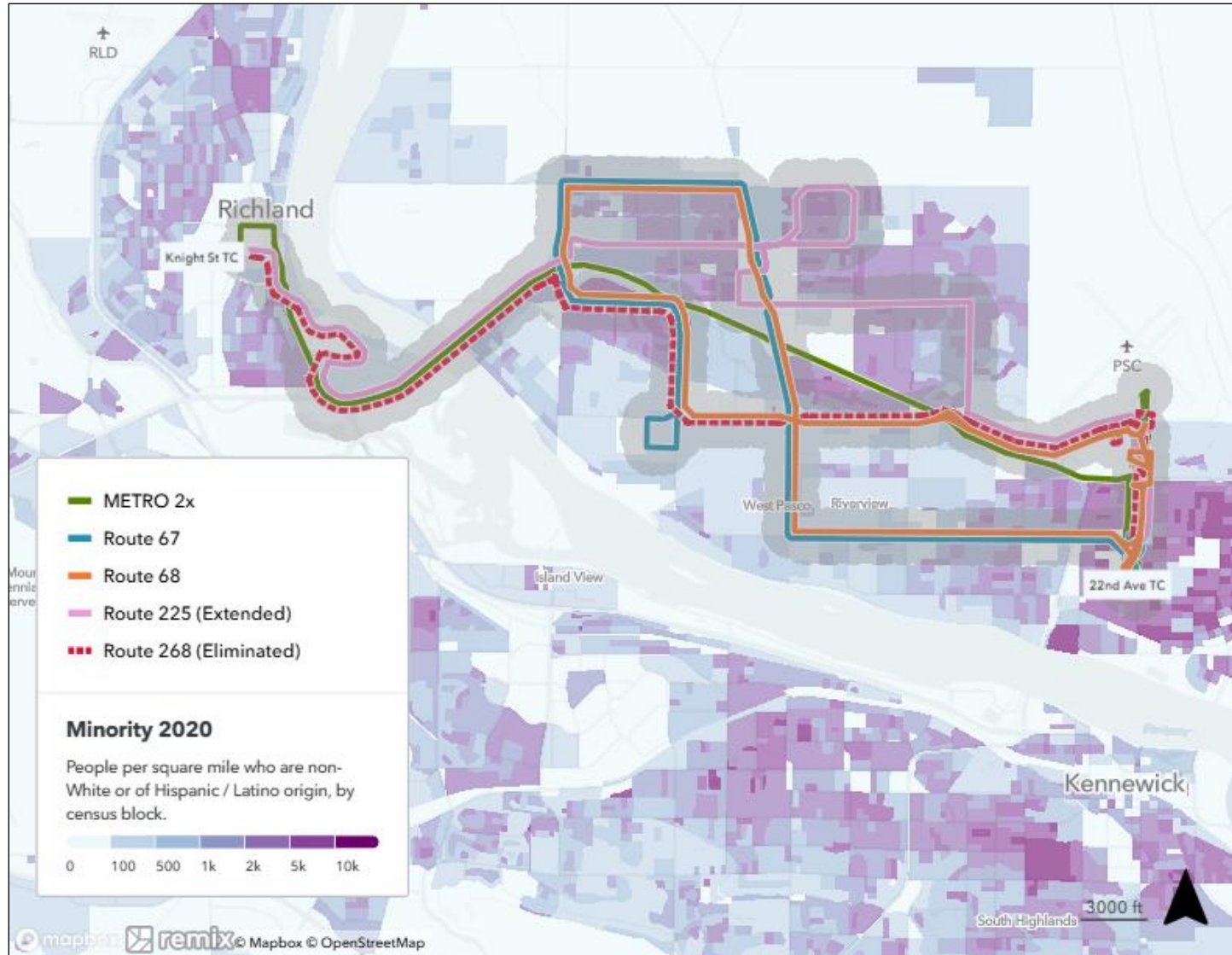
Table 2: Metro 2x Frequency (New Service)

	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
Metro 2x	15 (Peak)	No Service	No Service	No Service	No Service

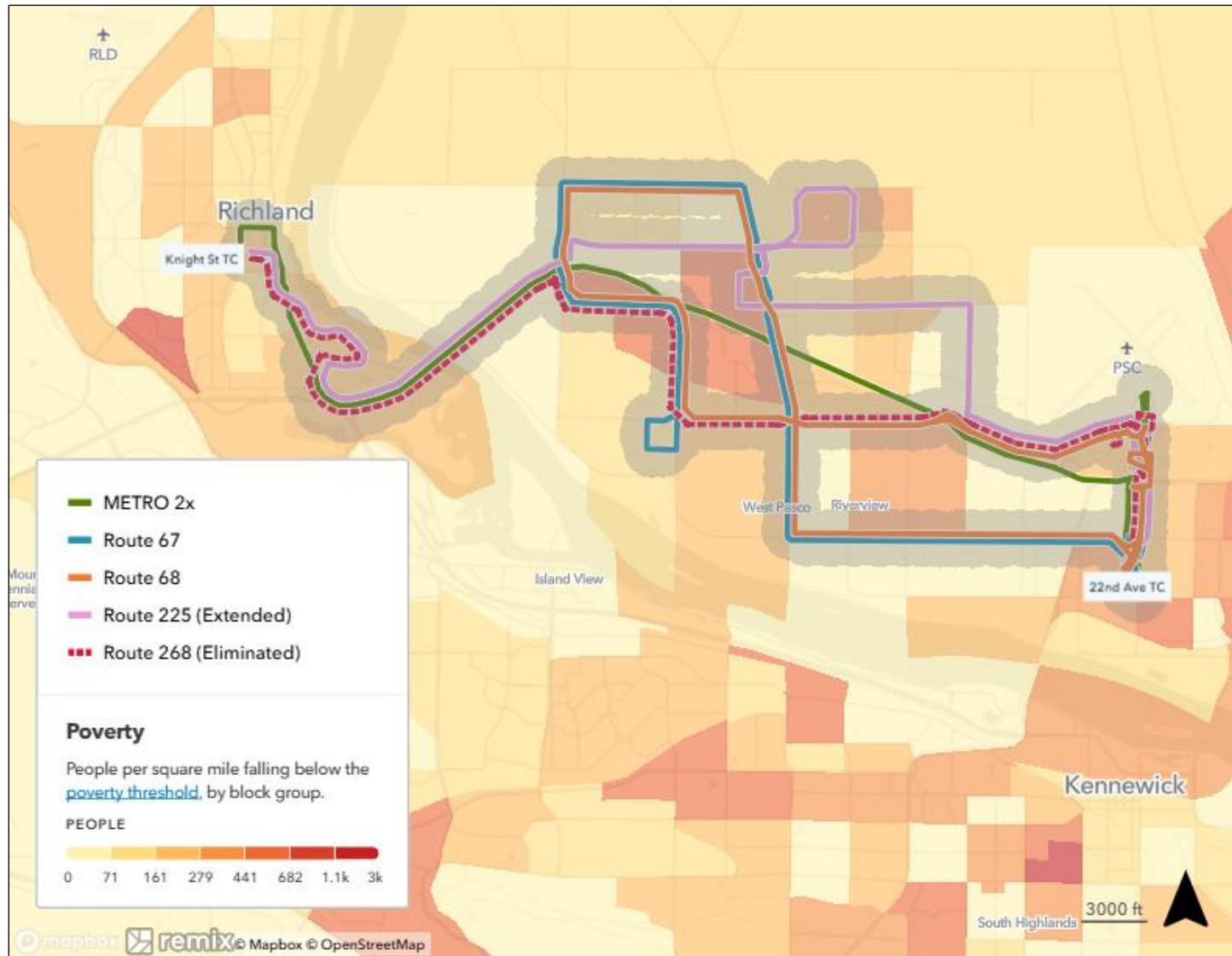
Table 3: Metro 2x Service Span (New Service)

	Weekdays	Saturday	Sunday
Metro 2x	6 AM – 9 AM, 2 – 6 PM	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
Total	6,100	6,100
Minority %	22%	22%
Low-Income%	4%	4%

ROUTE 10 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

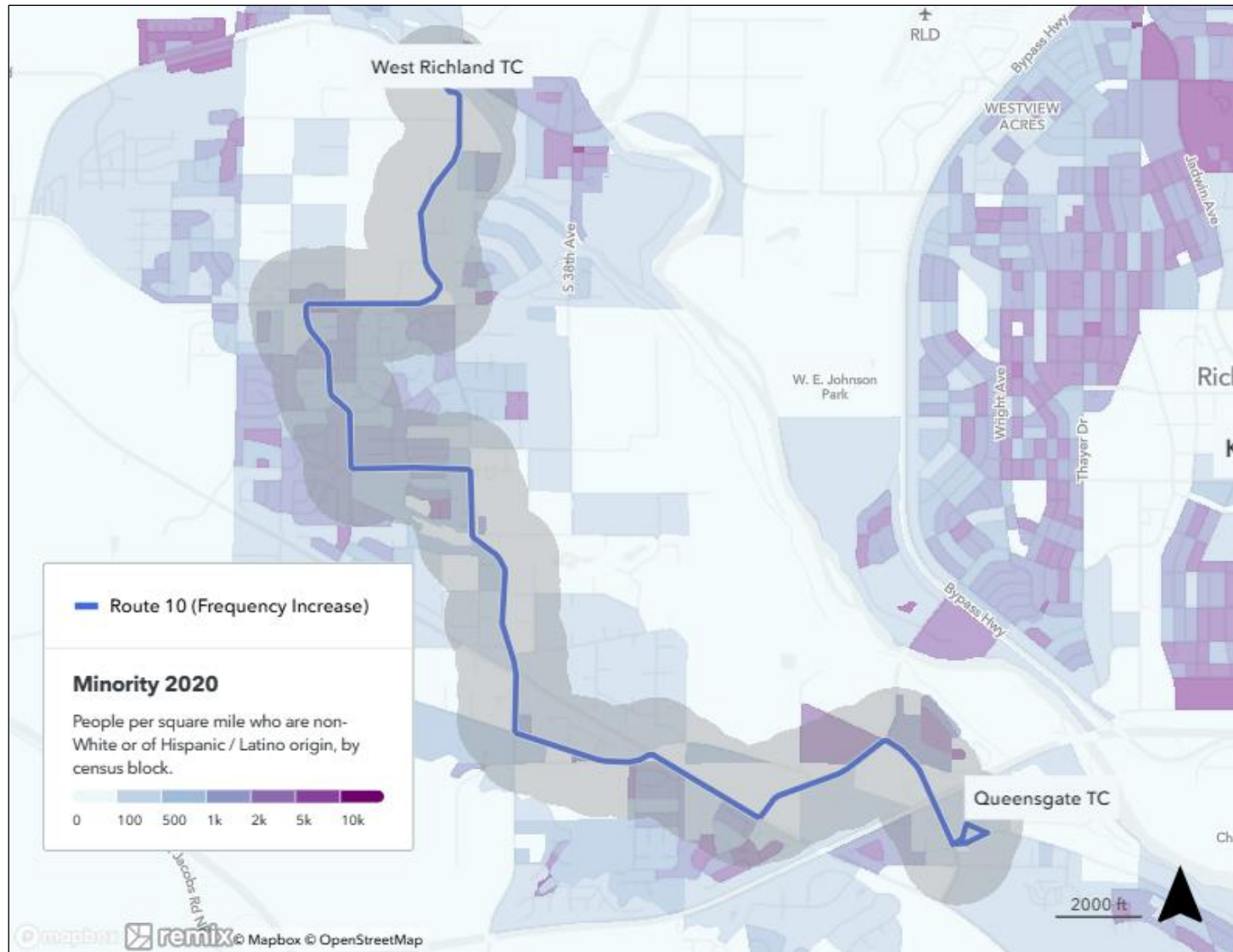
Table 5: Route 10 Frequency Changes

	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
Route 10	30	No Service	30	No Service	No Service

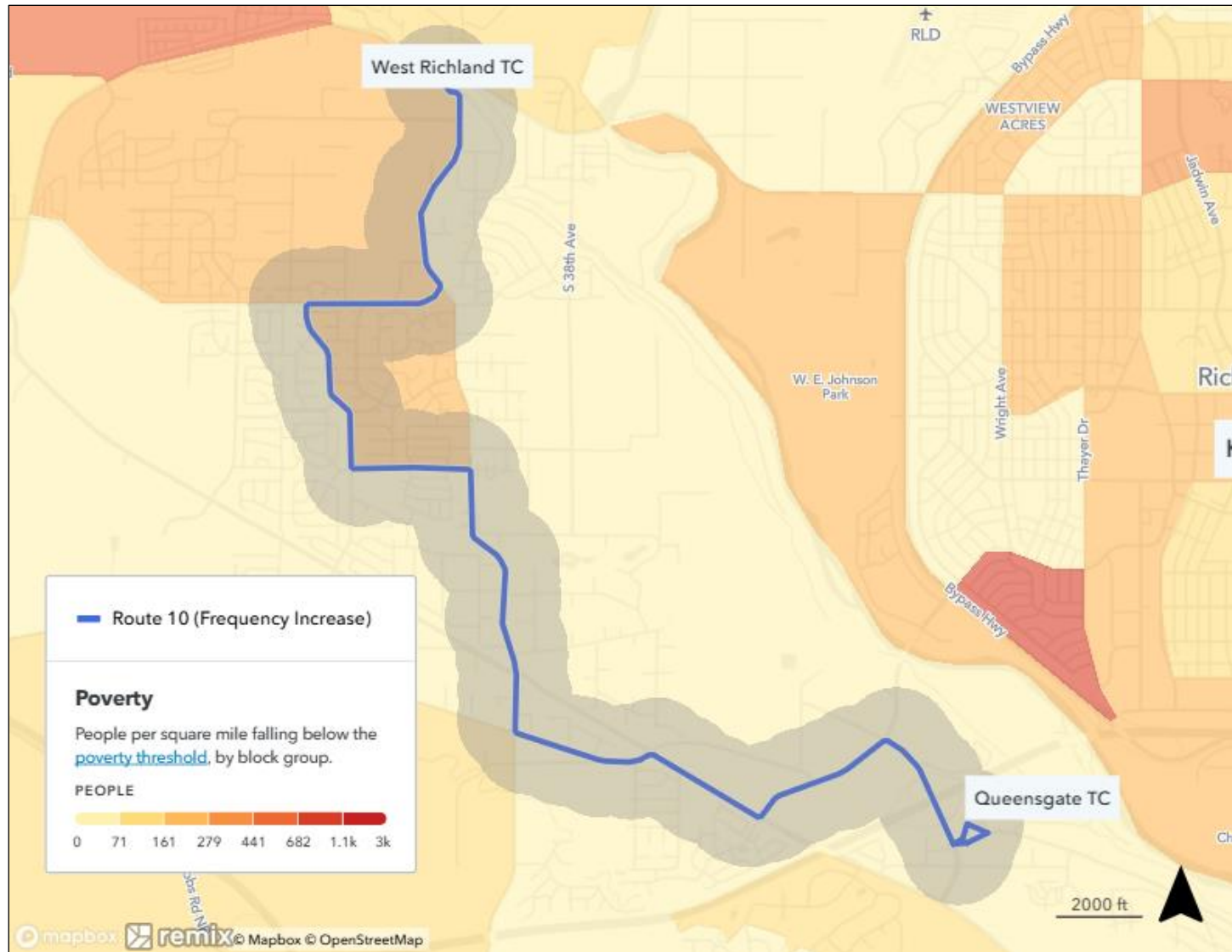
Table 6: Route 10 Service Span Changes

	Weekday	Saturday	Sunday
Route 10	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 4x IMPLEMENTATION OVERVIEW

RECOMMENDED ROUTE 4X 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 Wy 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 4x Demographic Breakdown (New Service)

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

ROUTE 4X RECOMMENDED IMPLEMENTATION

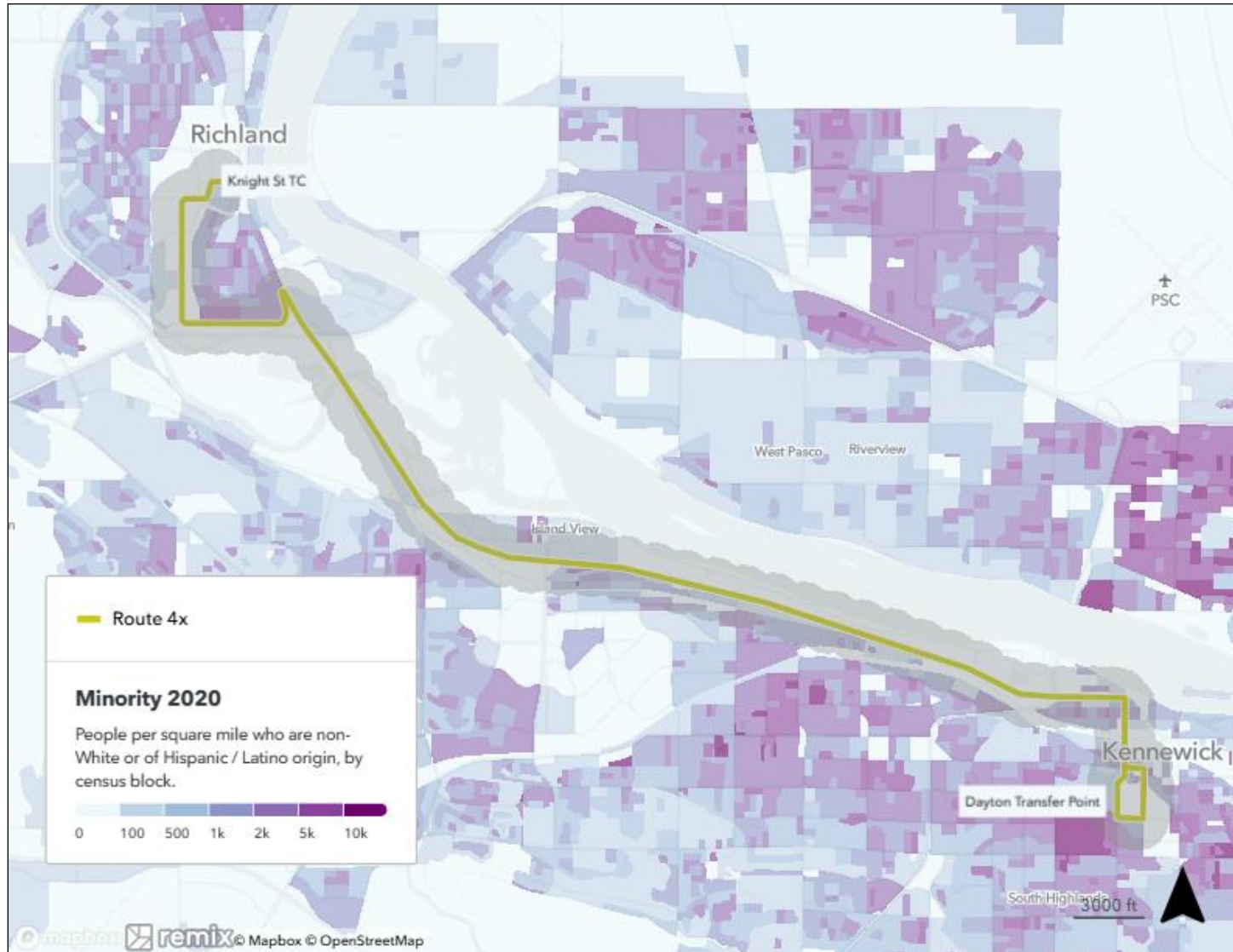
Table 8: Route 4x Frequency (New Service)

	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

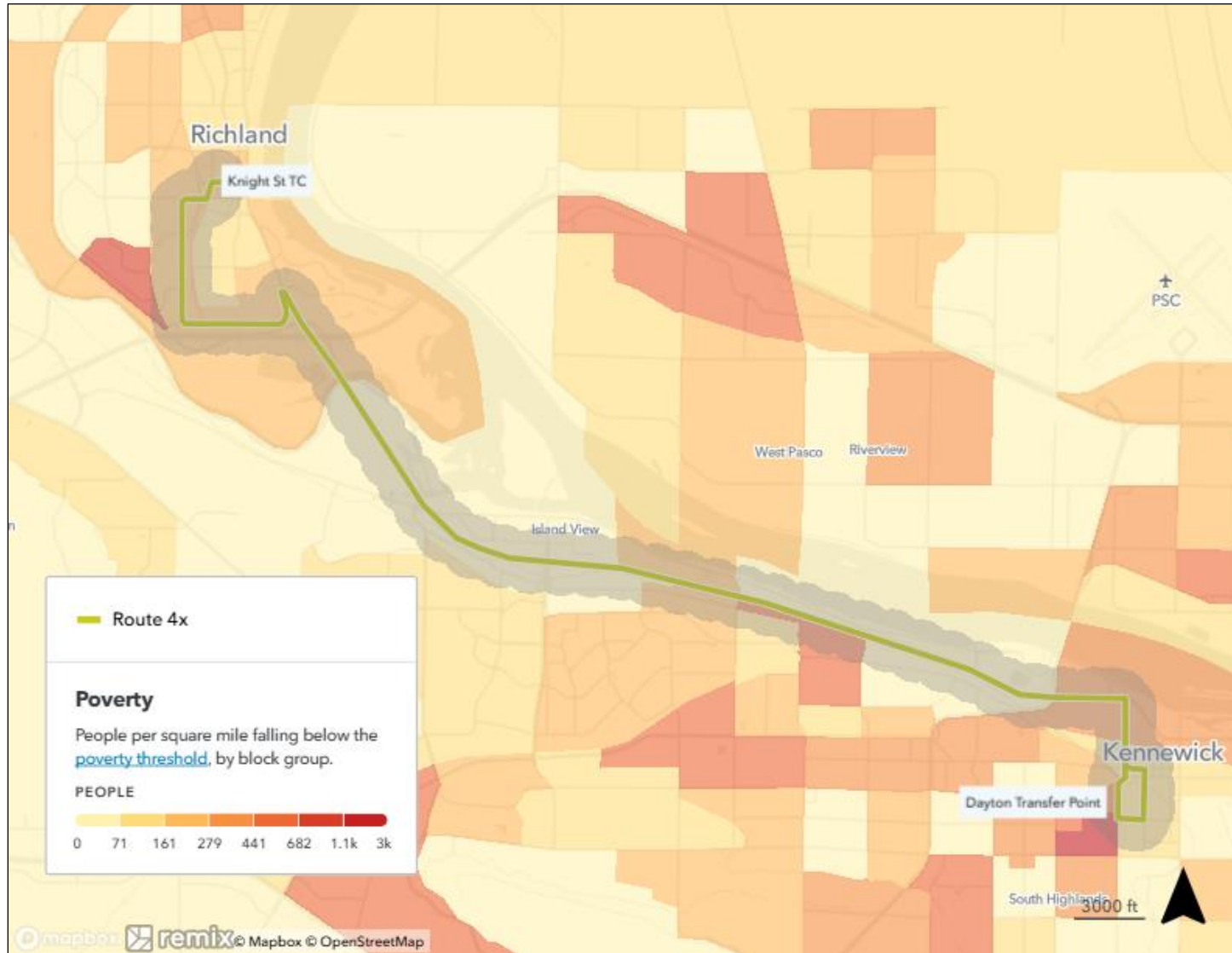
Table 9: Route 4x Service Span (New Service)

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

Map 6: Route 4x Implementation (Minority ¼ Mile Buffer)



Map 7: Route 4x 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
- ❖ 45th 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
Total	25,400	15,400
Minority %	42%	45%
Low-Income%	15%	17%

ROUTE 41 RECOMMENDED REALIGNMENT & FREQUENCY INCREASE

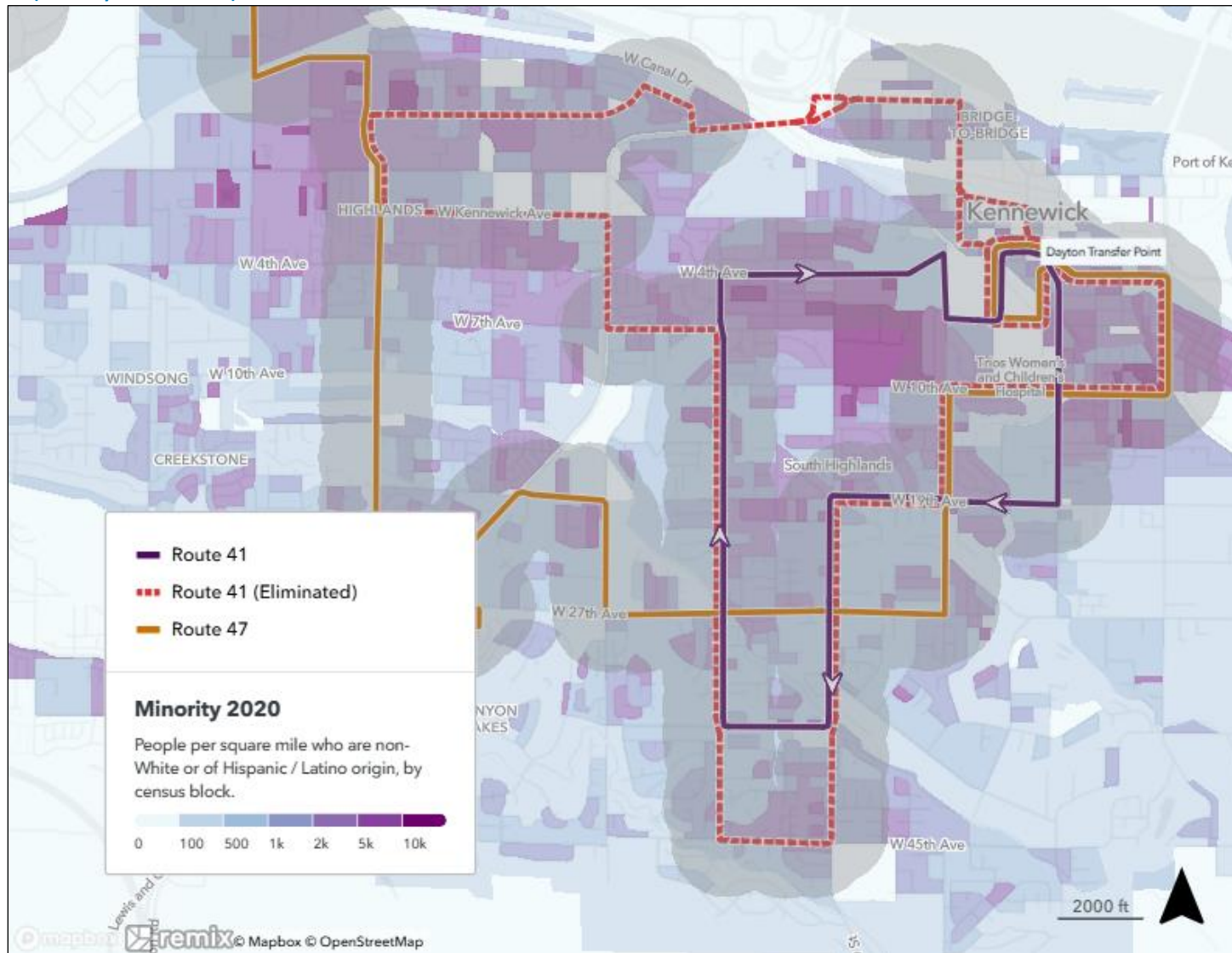
Table 11: Route 41 Frequency Changes

	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
Route 41	30	No Service	No Service	No Service	No Service

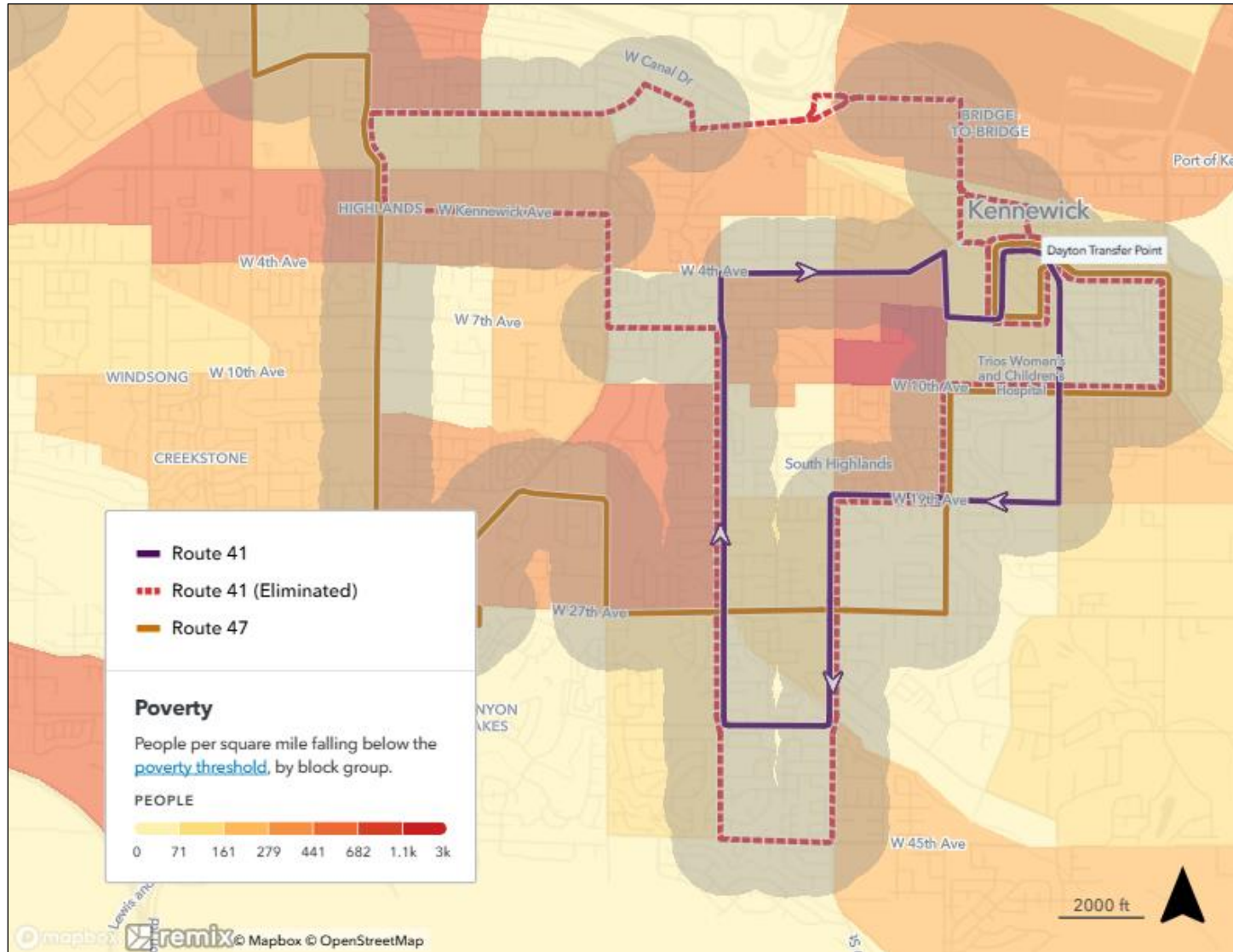
Table 12: Route 41 Service Span Changes

	Weekday	Saturday	Sunday
Route 41	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 Route 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
Total	11,277	15,119
Minority %	59%	57%
Low-Income%	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
Route 67	30	30	30	30	No Service

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

	Weekday	Saturday	Sunday
Route 67	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM	No Service

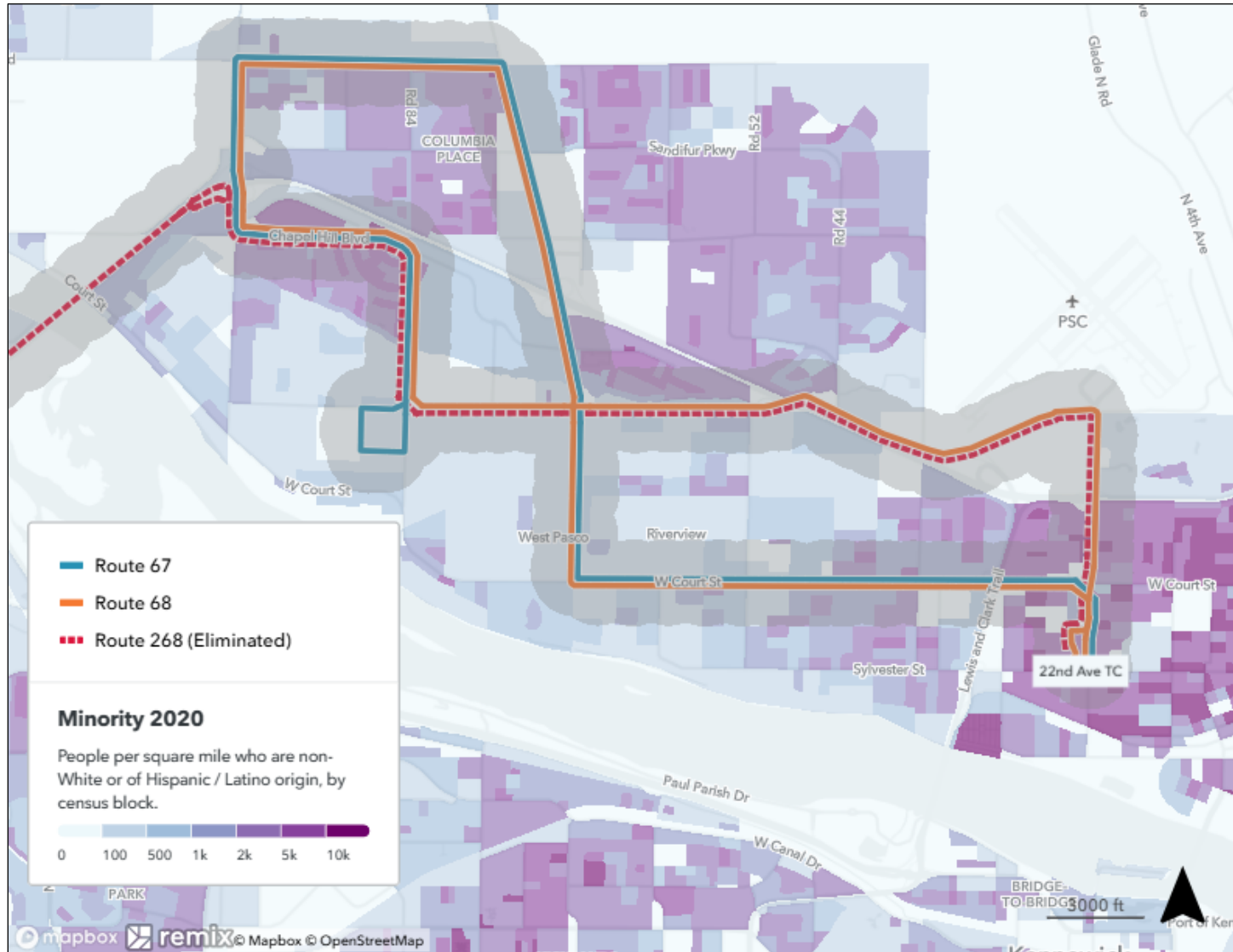
Table 16: Route 68 Frequency (No Changes)

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

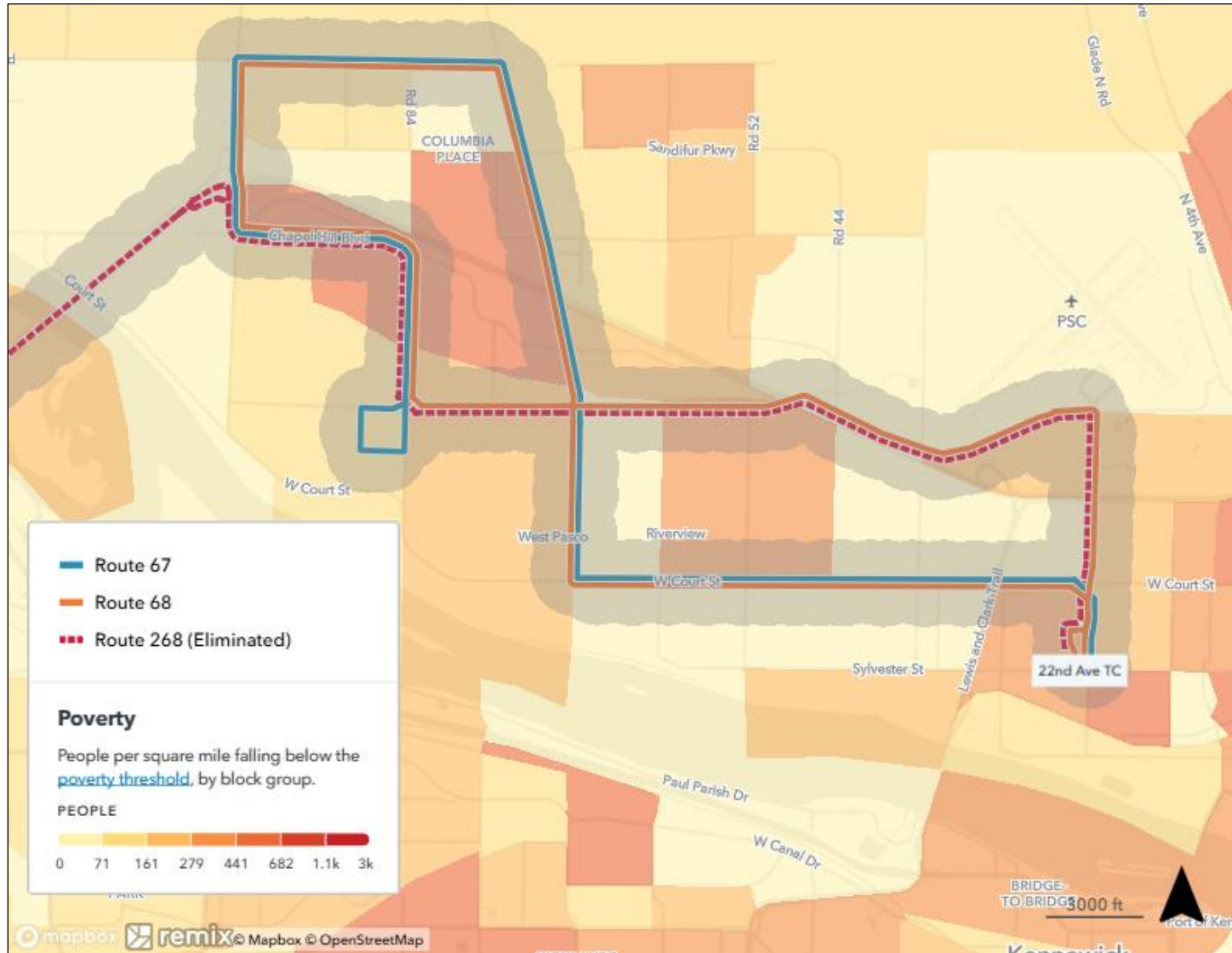
Table 17: Route 68 Service Span Changes (No Changes)

	Weekday	Saturday	Sunday
Route 68	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
Total	14,925	17,529
Minority %	54%	55%
Low-Income%	10%	10.5%

ROUTE 225 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

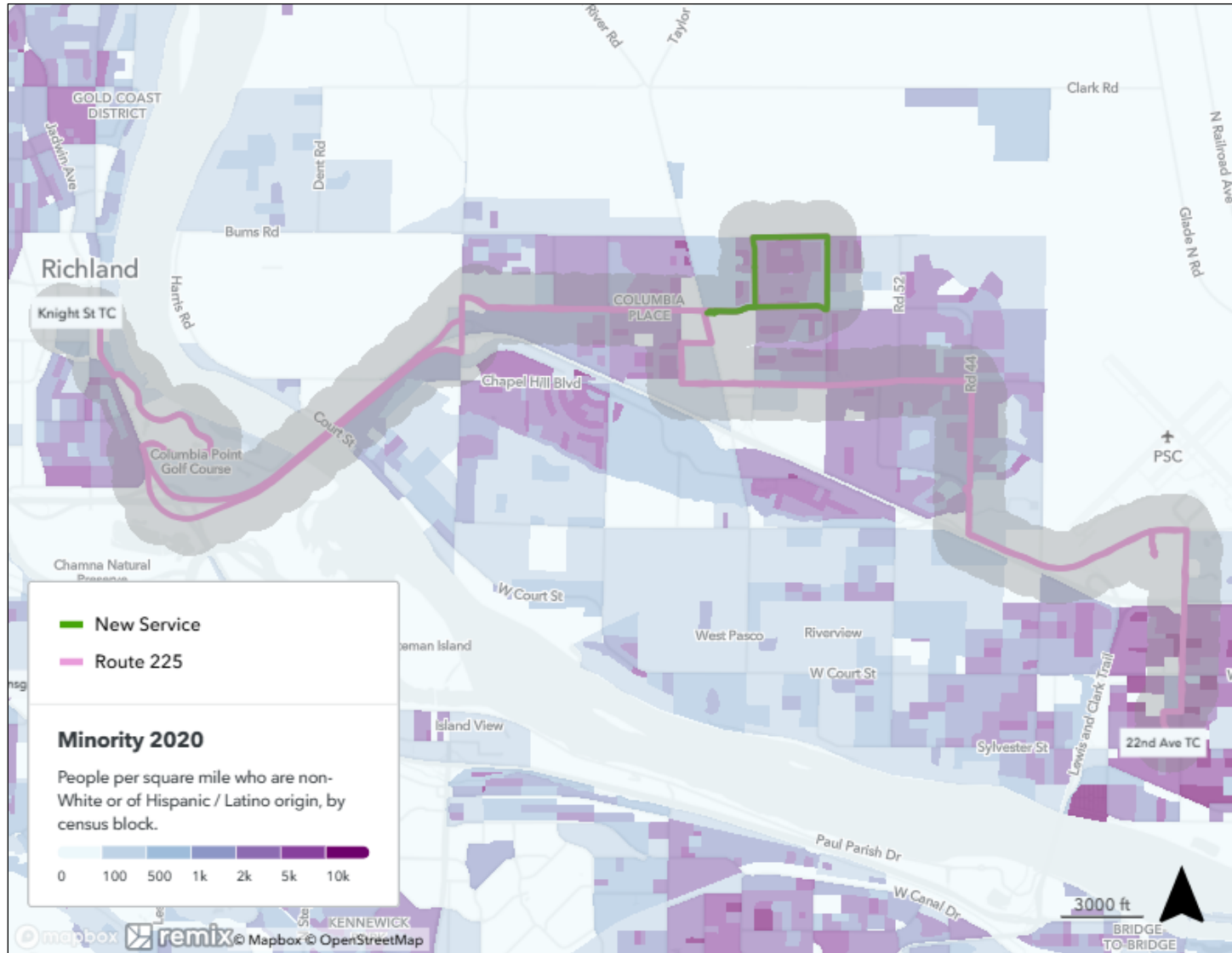
Table 19: Route 225 Frequency

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 8 PM	8 PM – 10 PM	8 AM – 6:30 PM
Route 225	30	30	30	30	30

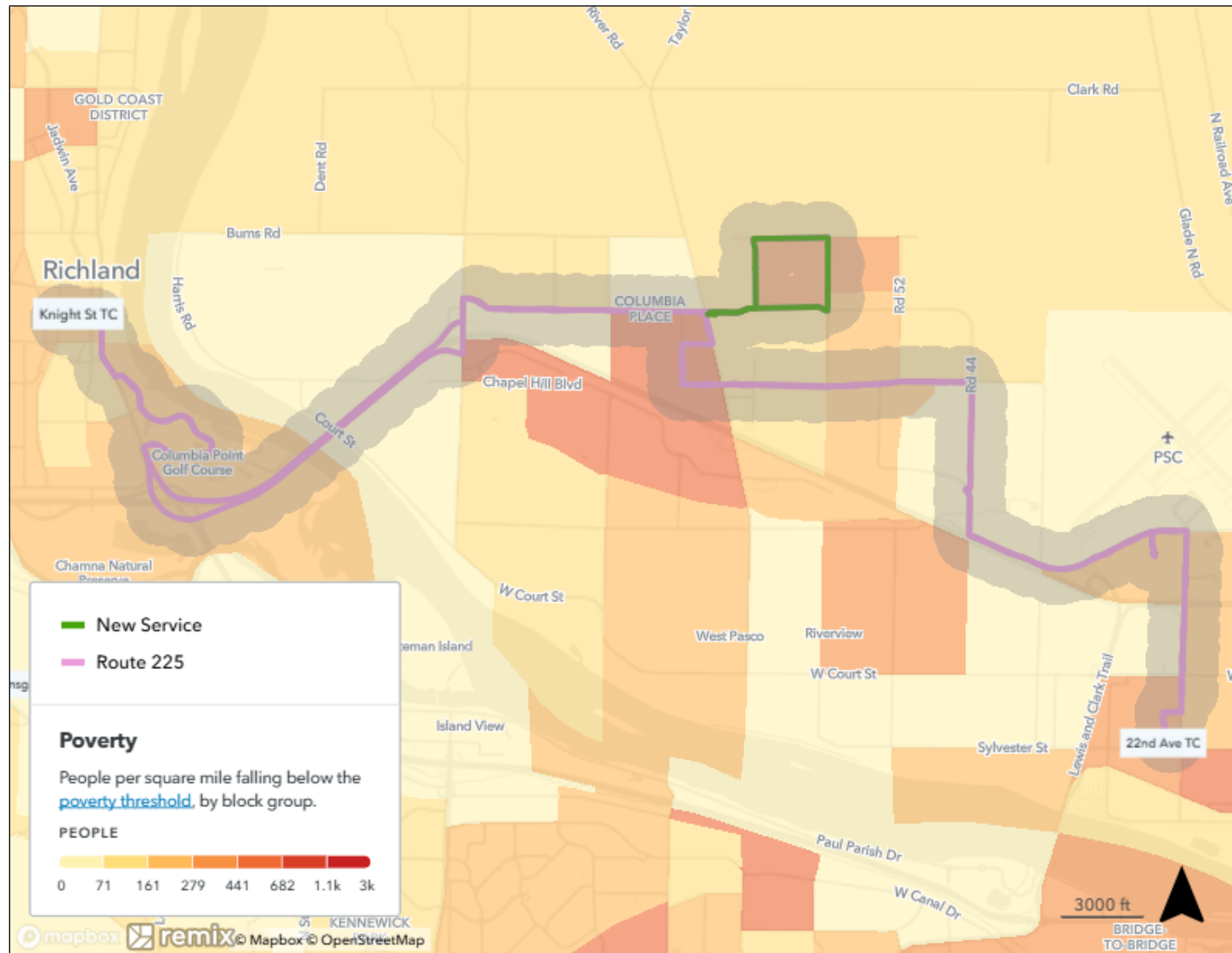
Table 20: Route 225 Service Span Changes

	Weekday	Saturday	Sunday
Route 225	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 22nd 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
Total	11,172	Covered by new routes
Minority %	51%	N/A
Low-Income%	15%	N/A

ROUTE 268 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

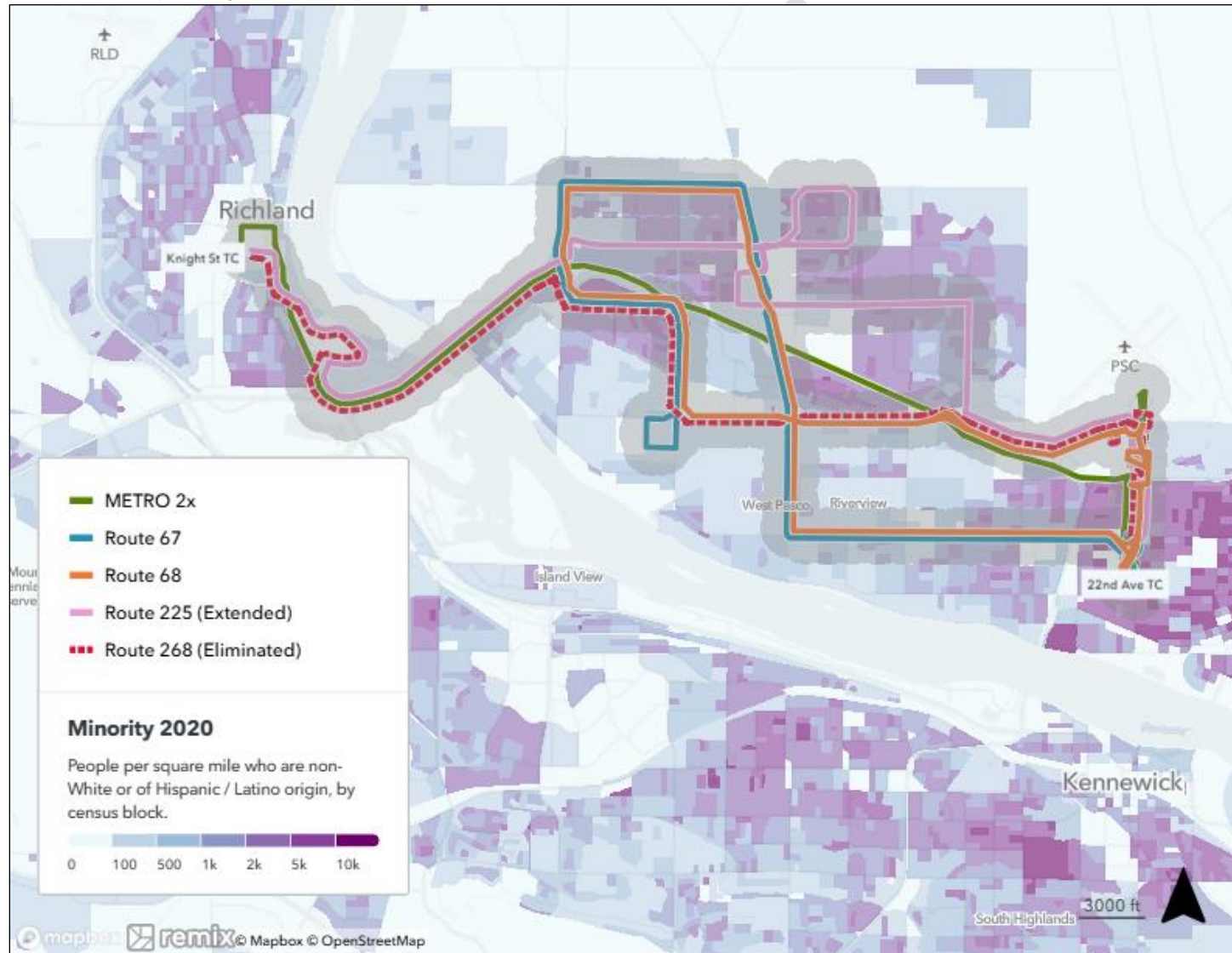
Table 22: Route 268 Frequency

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 8 PM	8 PM – 10 PM	8 AM – 6:30 PM
Route 268	Eliminated	Eliminated	Eliminated	Eliminated	Eliminated

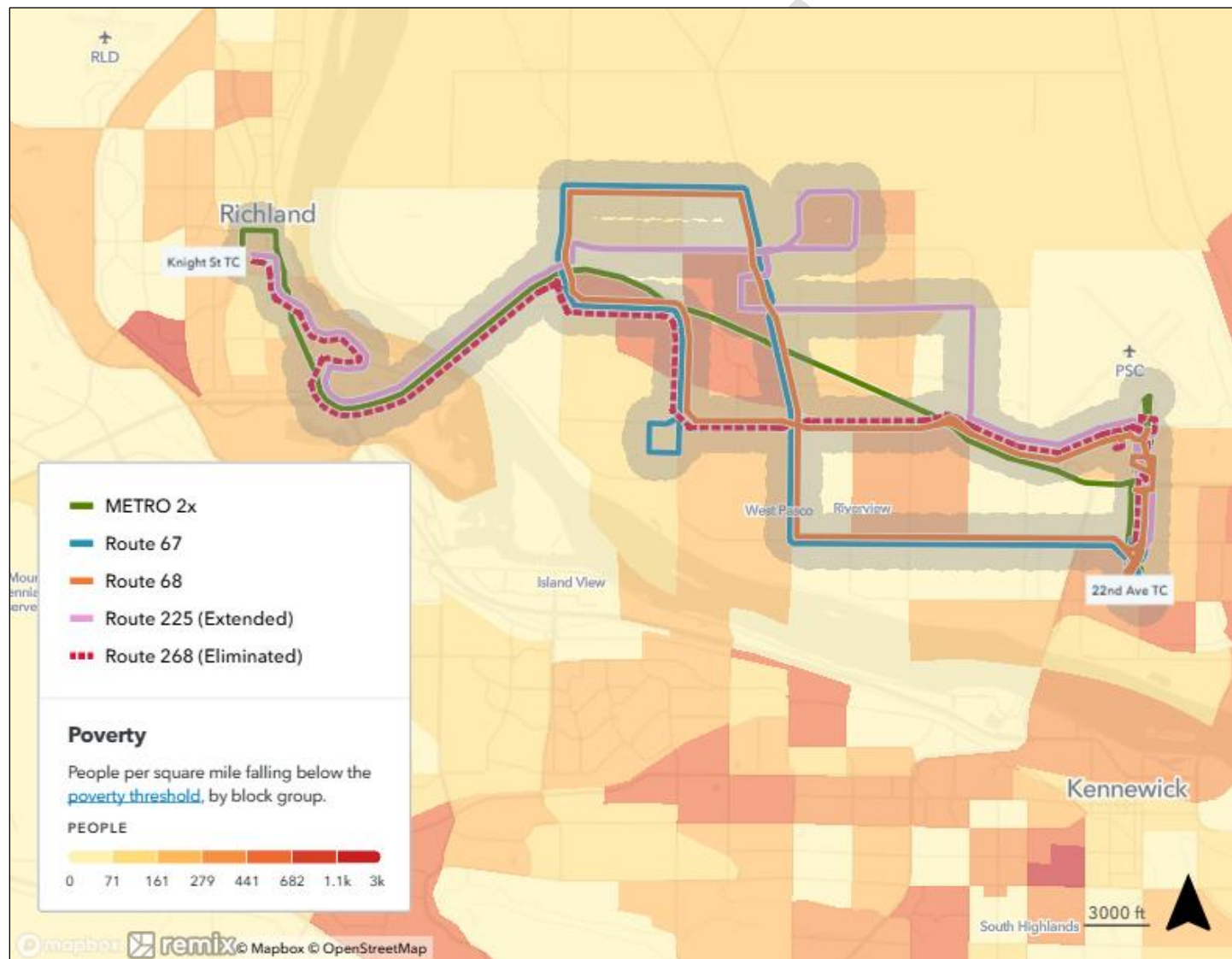
Table 23: Route 268 Service Span Changes

	Weekday	Saturday	Sunday
Route 268	Eliminated	Eliminated	Eliminated

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 4X, 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.

DRAFT

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
METRO 2x	June 2025	Yes	No	No
Route 4x	June 2025	Yes	No	No
Route 7x	August 2025	Demo	N/A	N/A
Route 10	June 2025	Yes	No	No
Route 20	June 2025	No	N/A	N/A
Route 26	June 2025	No	N/A	N/A
Route 40	June 2025	No	N/A	N/A
Route 41	June 2025	Yes	No	No
Route 42	June 2025	No	N/A	N/A
Route 47	June 2025	No	N/A	N/A
Route 48	June 2025	No	N/A	N/A
Route 50	June 2025	No	N/A	N/A
Route 65	June 2025	No	No	No
Route 67	June 2025	Yes	No	No
Route 68	June 2025	Yes	No	No
Route 170	June 2025	No	N/A	N/A
Route 225	June 2025	Yes	No	No
Route 268	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
- 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

COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE

PUBLIC FEEDBACK

- JANUARU 7 OPEN HOUSE
- JANUARY 14 OPEN HOUSE
- JANUARY 15 OPEN HOUSE (CONTINUED)

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. Staff will evaluate these requests in the 2025 ASP when infrastructure and staffing are in place.

Table 26: Interactive Map Comments

Route #	Comment	Latitude	Longitude

COMMENTS RECEIVED VIA PLANNING EMAIL

COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE

PUBLIC HEARING COMMENTS

COMMENTS WILL BE ADDED AFTER PUBLIC OUTREACH PROCESS IS COMPLETE



BEN FRANKLIN
TRANSIT

2025

Annual Service Plan

OVERVIEW



2025 ASP Information

- Feedback & Data Collection
- Service Change Recommendations
- Resource Needs
- Title VI Results
- Timeline

Analysis Tools

Hopthru

- Ridership (APC)
- Boardings by Stop
- Alightings by Stop
- Ridership by Time of Day
- Travel Patterns

Streets Reports

- Ridership (MDT)
- On-Time Performance
- Fixed Route Data
- Insight

Remix

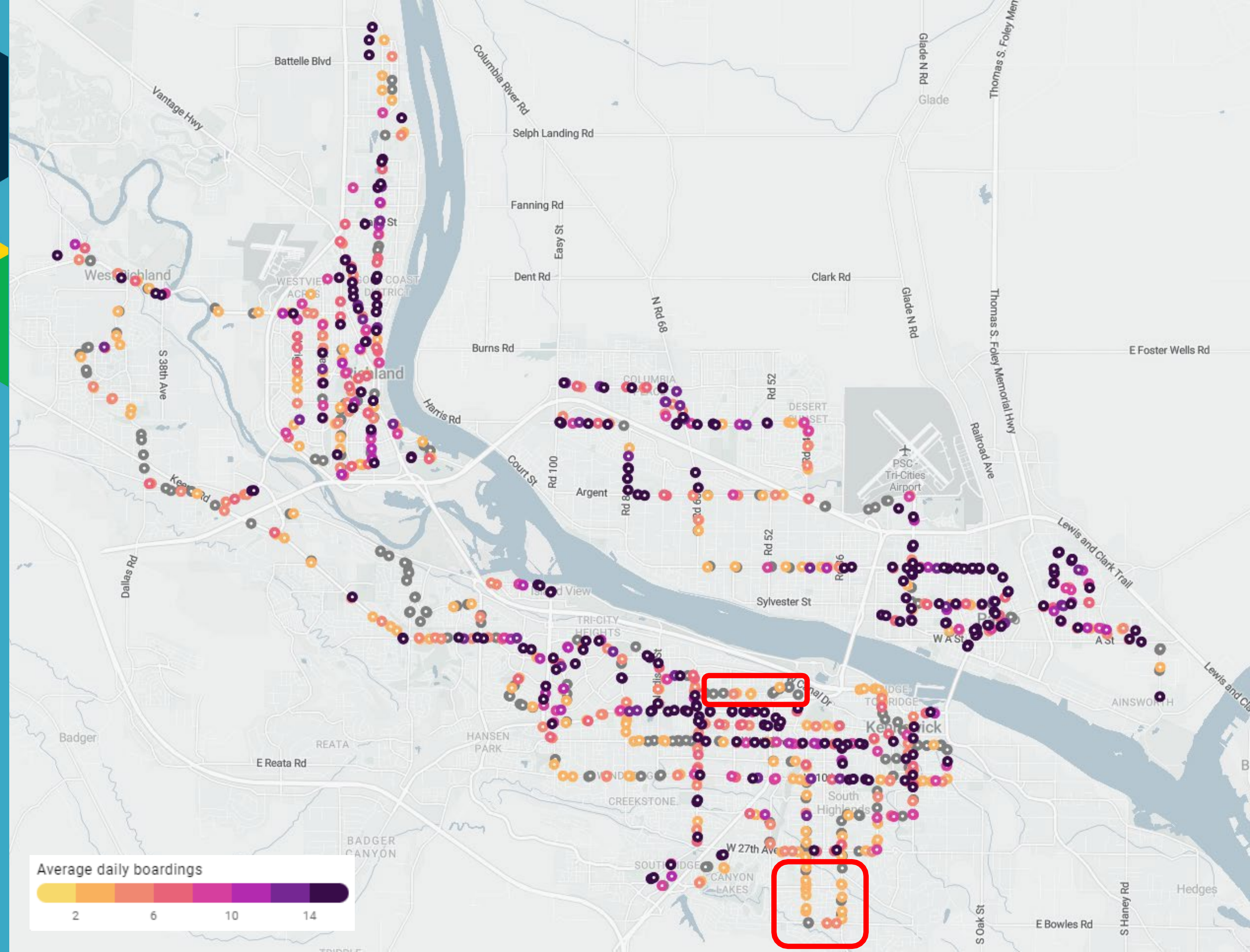
- Route Design
- Demographics
- Ridership Projections
- Title VI Equity Analysis
- Scheduling

Feedback

- Internal Feedback
 - Workshops with Internal Staff
- External Feedback
 - Survey Efforts
 - Released Concepts During Summer 2024
 - Customer Comments
 - Consultant Input (Transpo)

Hopthru

- Ridership by Stop
- Boarding & Alighting



Remix

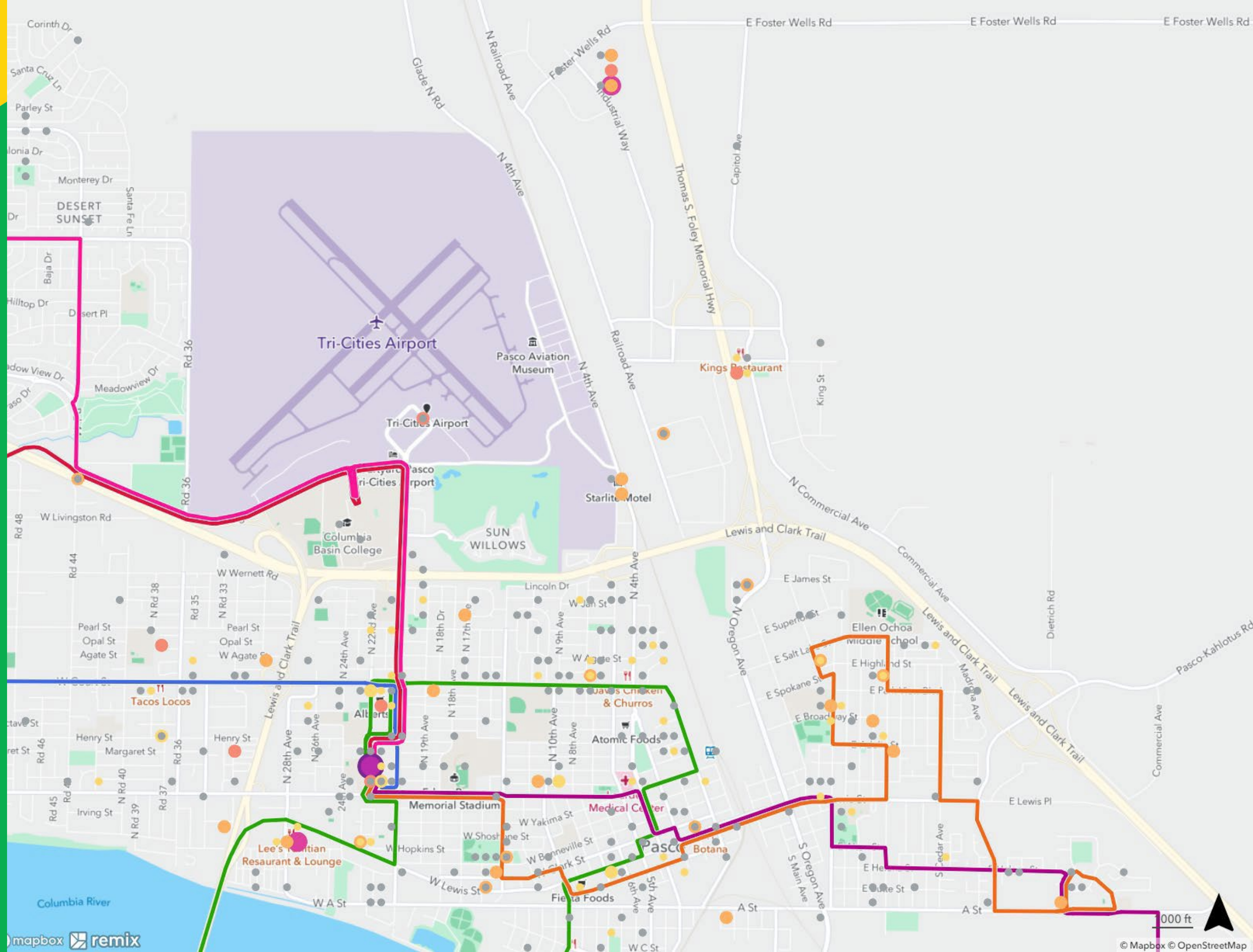
- Demographics
- Route Design
- CONNECT

Via Quarterly Rides

Quarterly Via ride data in Tri-Cities
Washington, USA

Quarter: 2023-12-25

Type: Rides



Feedback Overview (Internal & External)

Presenter Notes
2025-01-08 22:47:34

These themes suggest a strong focus on enhancing accessibility, frequency, and infrastructure to meet rider expectations. People appreciated the transit system's reliability, helpful drivers, clean buses, accessible fares, convenient routes, and amenities like bike racks and digital tools. They also valued specific route improvements, free rides for kids, and community-focused changes like adjustments for schools and proposed express routes.

Most Noted Requests

- 1. Service Hours & Frequency:** A strong demand for longer service hours (evenings, weekends, and Sundays) and more frequent buses (15–30-minute intervals).
- 2. Route-Specific Concerns:** Consistent feedback about timing, connections, and better service coverage for specific areas or routes.
- 3. Infrastructure Improvements:** A recurring need for more benches, shelters, and accessible stops.
- 4. Driver Safety & Training:** Concerns about safe driving practices and adequate break/recovery time.

Appreciation

- 1. Reliable Service:** Buses generally run on time and provide essential transportation.
- 2. Helpful Drivers:** Drivers are courteous, professional, and helpful.
- 3. Cleanliness:** Buses are consistently clean and well-maintained.
- 4. Convenience:** Routes cover major areas, and tools like the Transit app and online pass ordering add value.
- 5. Affordability:** Accessible fares and free rides for kids are well-received.
- 6. Amenities:** Bike racks and the new reader board configuration were highlighted.
- 7. Specific Routes:** Positive feedback for improvements to specific routes, like the 225 extension and Express routes, including adjustments for student riders.
- 8. Community Engagement:** Appreciation for community outreach and recent changes, like the proposed express routes.

2025 ASP

Recommendations

- 1 > EXPRESS SERVICE
- 2 > ROUTE ADJUSTMENTS
- 3 > RESOURCE OVERVIEW

EXPRESS SERVICE

METRO 2x

- Limited stop service between Richland and Pasco, including Columbia Basin College and Tri-Cities Airport.
- 15-minute weekday peak service

Express 4

- Direct connection between Dayton Transfer Point and Knight St. Transit Center
- 60-minute service M-Sa

Express 7

- Limited stop service between Queensgate Transit Center and North Richland
- 20-minute weekday peak service

EXPRESS 7

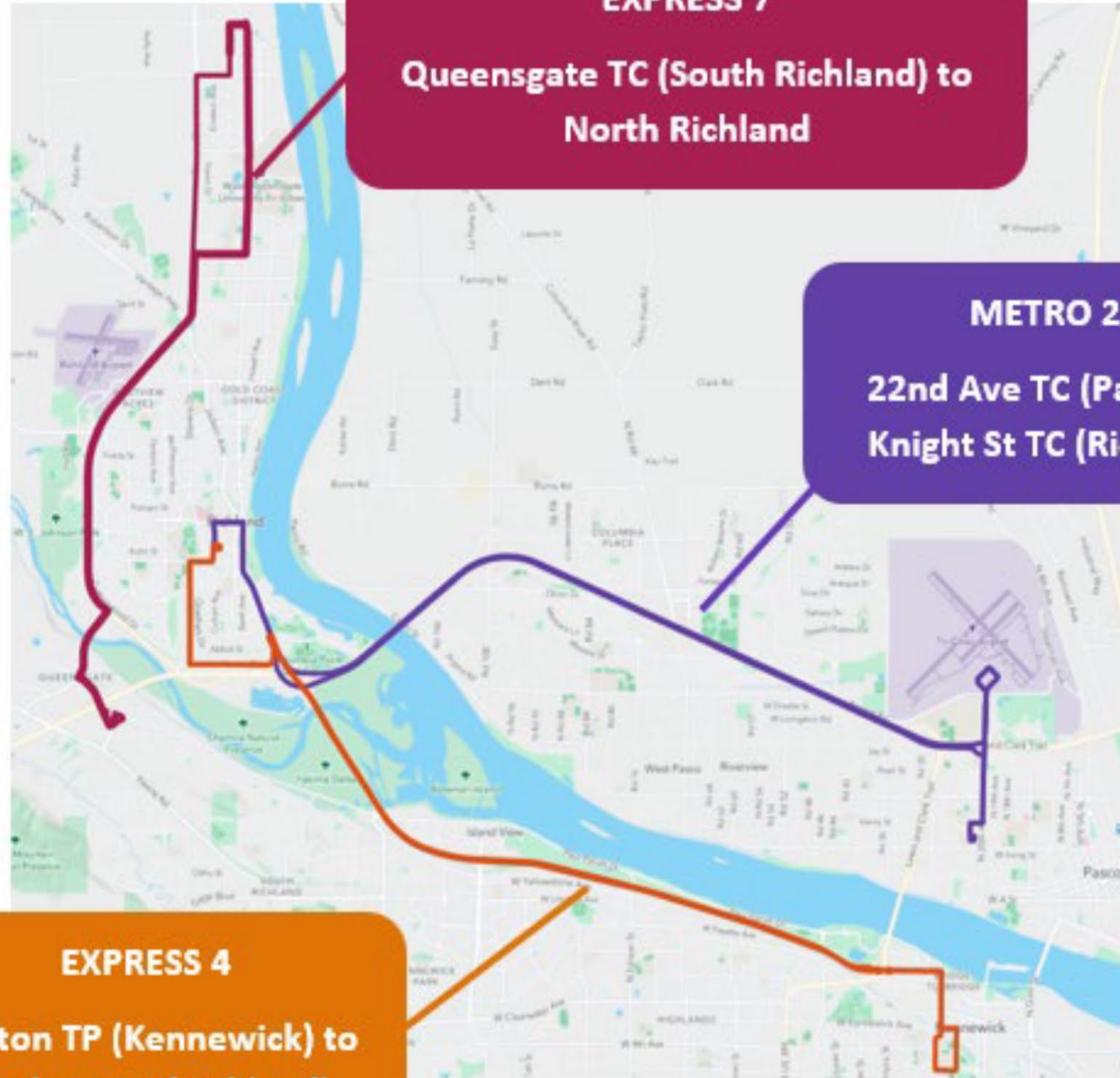
Queensgate TC (South Richland) to
North Richland

METRO 2x

22nd Ave TC (Pasco) to
Knight St TC (Richland)

EXPRESS 4

Dayton TP (Kennewick) to
Knight St TC (Richland)



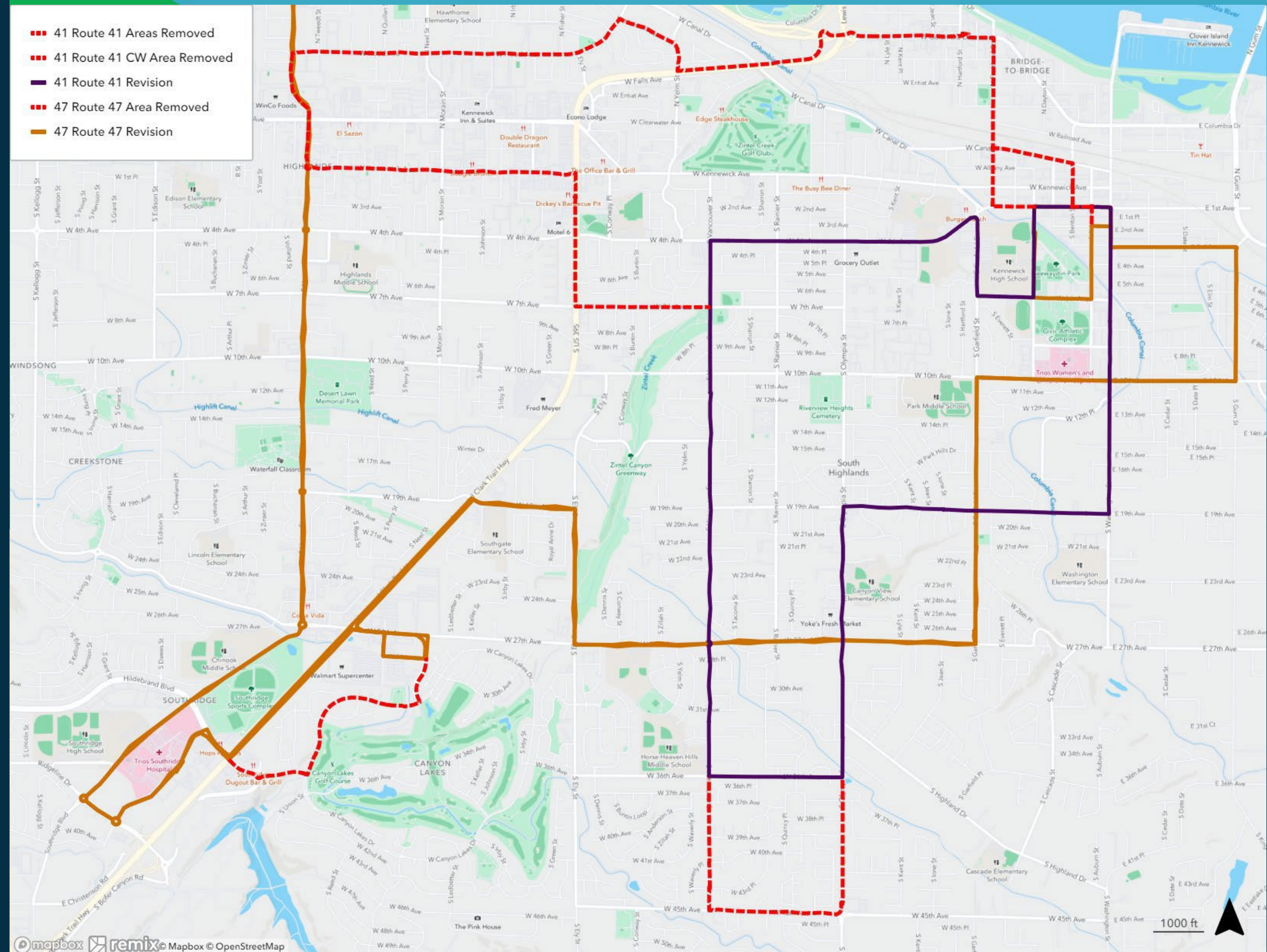
ROUTE ADJUSTMENTS

Route 41 shortened into a 1-way clockwise loop.

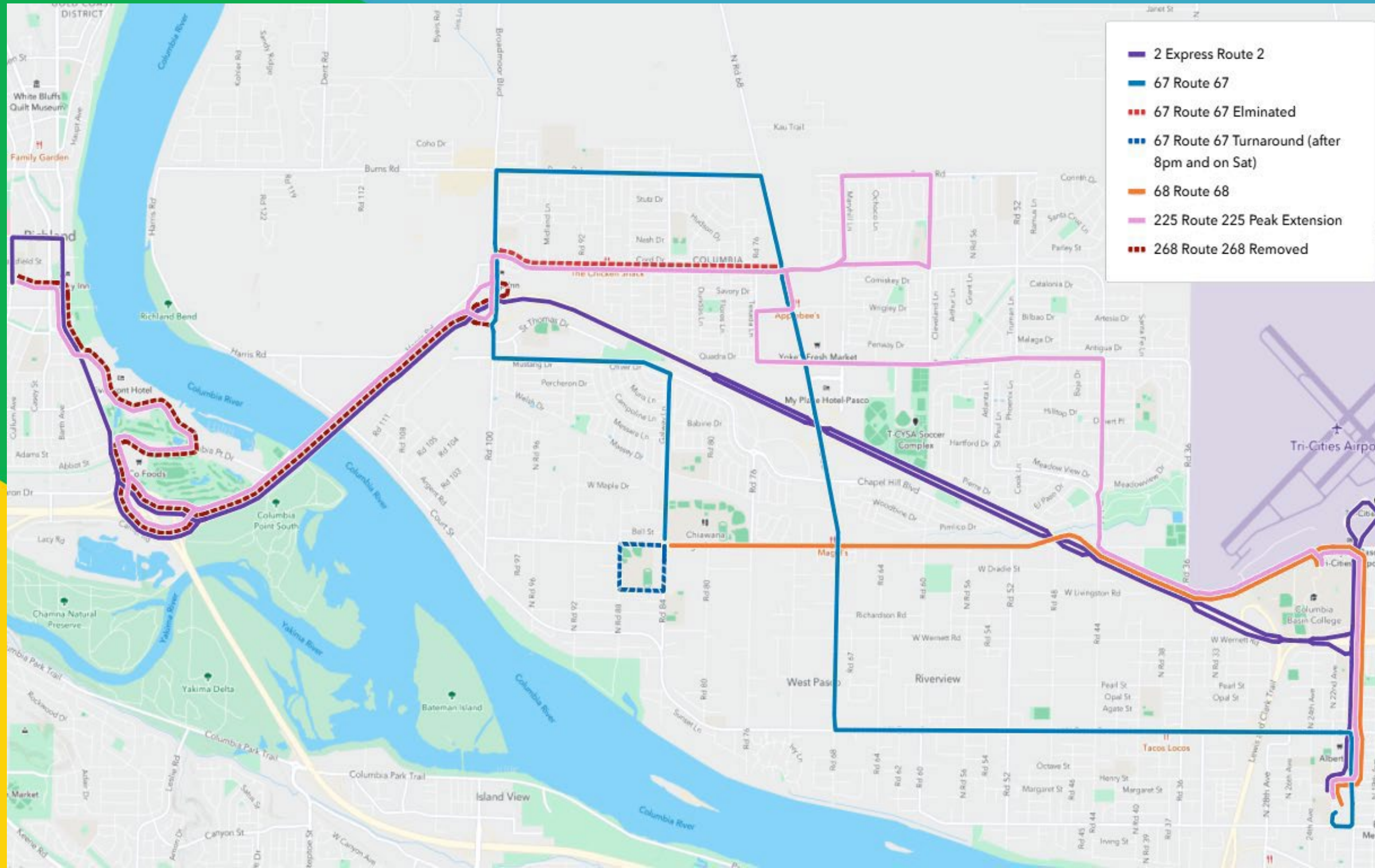
- Remove low ridership and redundant coverage areas.
- Provide 30-minute frequency to areas kept.

Route 47 rerouted in East Kennewick and Southridge areas

- Provide more frequent service to productive areas (10th Ave & Gum St.) removed from Route 41.
- Remove low ridership area in Canyon Lakes



ROUTE ADJUSTMENTS PASCO



Route 67 extension

- 6 am-10 pm Weekdays, 7 am-7 pm Sat.
- Coverage along Burns Rd between Rd 68 and 100
- Service to Ray Reynolds Middle School and high-density housing

Route 68 (interline with 67 extension)

- 6 am-8 pm Weekdays
- Continue coverage to West Pasco section of Route 268

Route 225 extension

- 6 am-8 pm M-F, resumes current routing after 8 pm and on weekends
- Service to Sageview High School

Route 268 elimination

- West Pasco still covered by Route 68
- Richland-Pasco connection frequency maintained during peak times with Express 2.
- Columbia Point Drive area still covered by Route 225



RECOMMENDED MINOR SERVICE CHANGES

Route 10

- Routes 10 and 20 will interline to enable a resource-neutral frequency increase to 30 minutes. Service will end at 7 PM on Saturdays due to low productivity.

Route 20

- Routes 10 and 20 will interline to improve Route 10's frequency. Saturday service lowered to every 60 minutes after 7 PM to maintain connection to West Richland.

Route 26, 42, 50, and 170

- Service will end at 7 PM on Saturdays due to low productivity.

Route 40

- Saturday service on Routes 42 and 48 will end at 7 PM due to low productivity. Route 40 will extend until 10 PM on Saturdays to provide coverage to high ridership areas.

Route 47

- Realigned to remove low-ridership areas and provide more frequent service to areas previously served by Route 41

Route 48

- Saturday service will end at 7 PM, with high-productivity areas covered by Route 40 after 7 PM.

Route 65

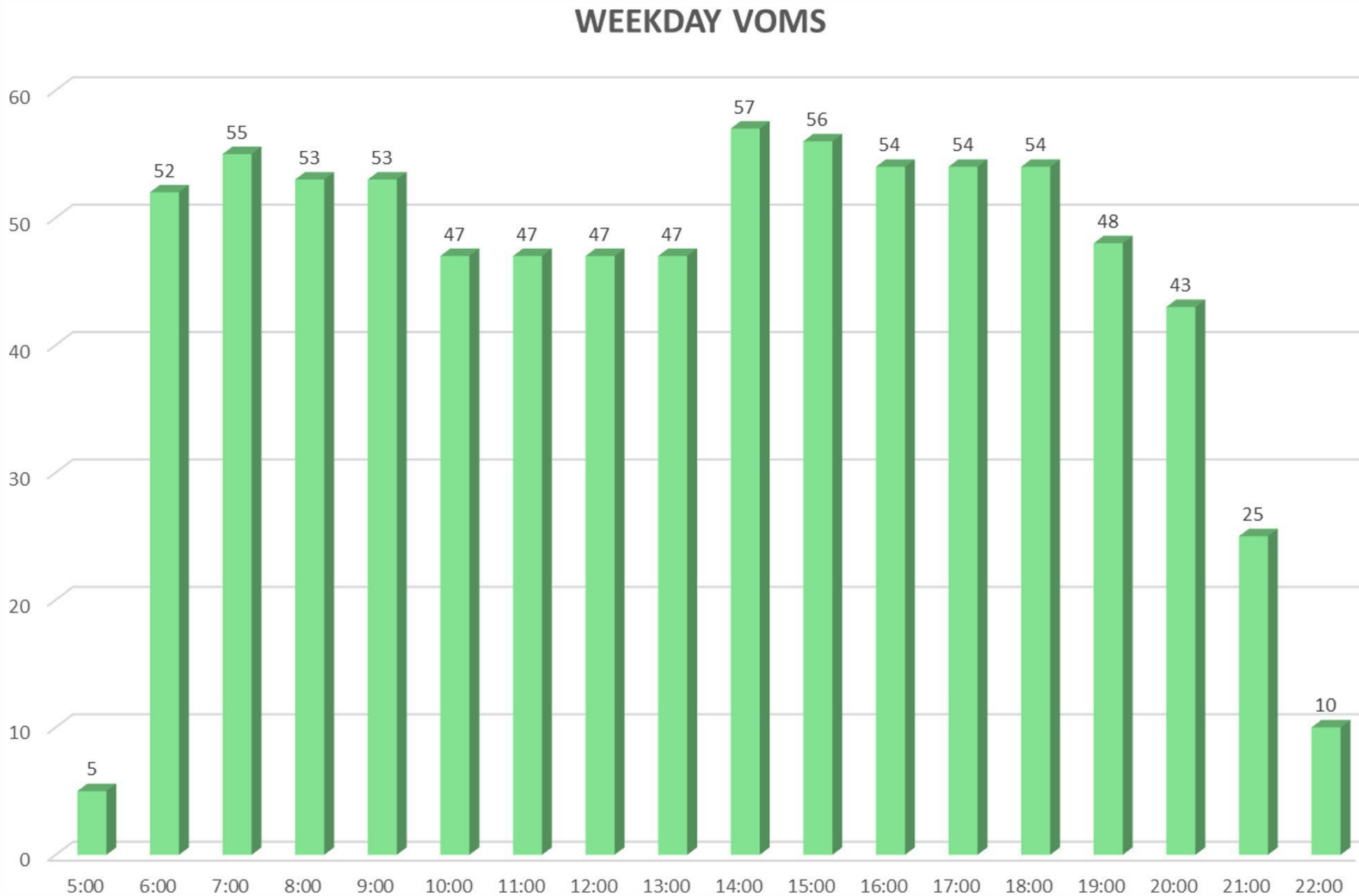
- Realigned to better serve Pasco High School. Saturday service will end at 7 PM.

ASP 2025 RESOURCES

Vehicle Revenue Hour Change

Service	Jurisdiction	Change	% Change
METRO 2x	Pasco/Richland	METRO route with limited-stop express service between Richland and Pasco	3.3%
Route 4x	Kennewick/ Richland	Limited-stop express service between Richland and Kennewick	1.9%
Route 7x	Richland	Limited-stop express service between Queensgate and North Richland	1.7%
Route 10	Richland/West Richland	30-min. service (Rt. 20 interline). End at 7 PM on Saturdays	0.6%
Route 20	Richland/West Richland	Interline for increased frequency on Route 10. 60-min after 7 PM on Saturdays	-0.7%
Route 40	Kennewick	Extend to 10 PM on Saturdays	0.05%
Route 41	Kennewick	Reducing coverage of unproductive areas and increasing to a 30-min. one-way clockwise loop running weekdays only	-2.1%
Route 47	Kennewick	Route realignment to remove low ridership areas and provide more frequent service to some areas no longer covered by Rt. 41	0.04%
Route 65	Pasco	Route realignment to better serve Pasco High School. End route at 7 PM on Saturday	-0.1%
Route 67	Pasco	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	1.0%
Route 68	Pasco	Mid-route interline with Route 67 every 30-min. 6 AM-8 PM weekdays only	2.5%
Route 225	Pasco/Richland	Extend to serve new Sageview High School 6 AM-8 PM weekdays. Current routing after 8 PM weekdays and all day on weekends	1.6%
Route 268	Pasco/Richland	Route eliminated	-5.7%
Minor Changes		Routes 26, 42, 48, 50, and 170 will end at 7 PM on Saturdays	-0.4%
		TOTAL	3.7%

ASP 2025 RESOURCES



Resource Needs:

- Reallocate resources to peak times
- Addition of six (6) more buses during peak
- Reduction of unproductive service after 7 PM and Saturdays
- Total of seven (7) Operators needed
- Can be addressed through approved 172 headcount

Title VI Service Equity Analysis Data

People-Trips Difference Total

Change - 2025 ASP

People-Trips - +132,243,615

Low-Income - +23,396,372

Minority - +45,490,785

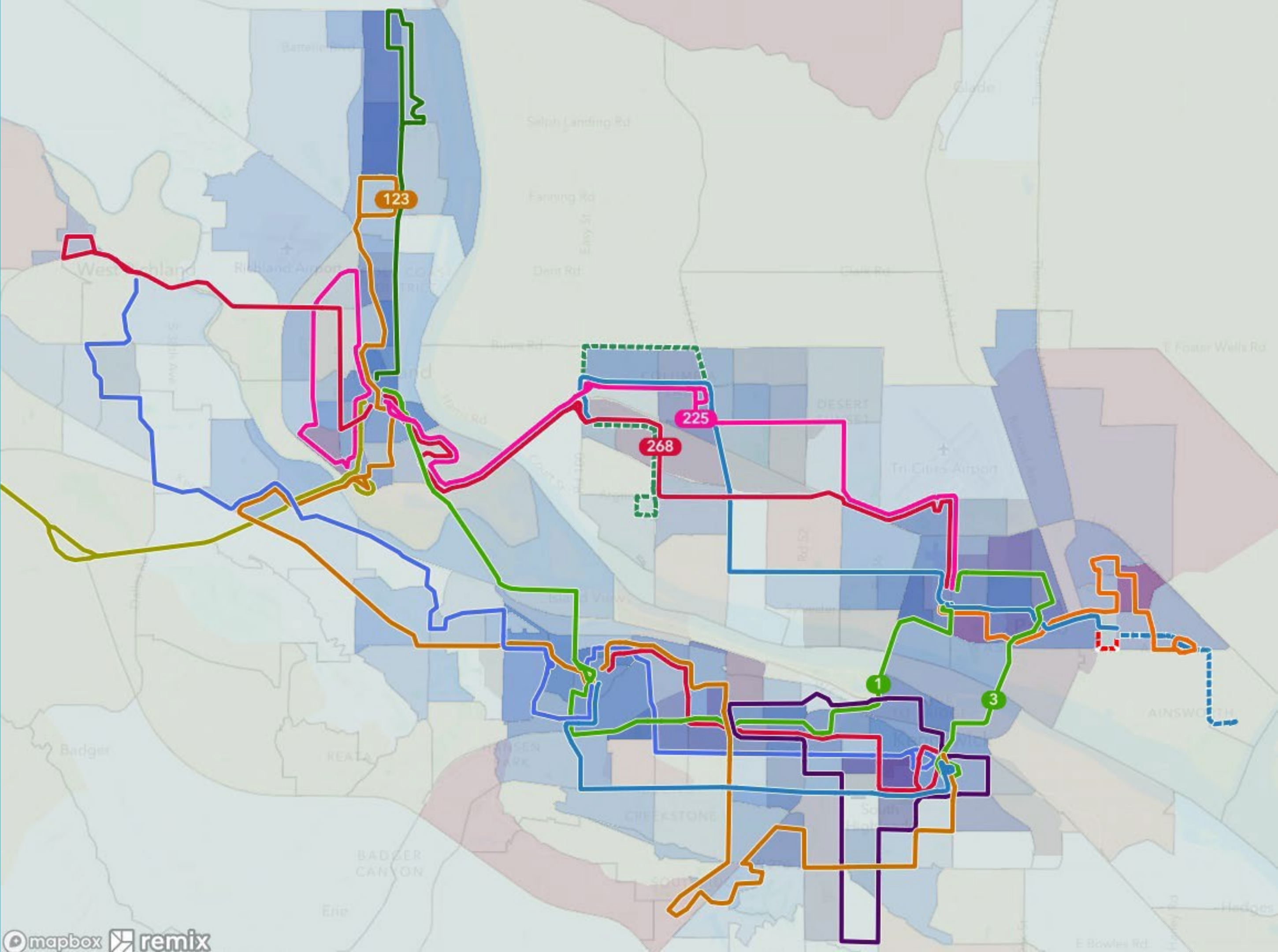
Service Changes	Date Effective	Major Change	Service	Disparate Impact	Disproportionate Burden
METRO 2x	June 2025	Yes		No	No
Route 4x	June 2025	Yes		No	No
Route 7x	August 2025	Demo		N/A	N/A
Route 10	June 2025	Yes		No	No
Route 20	June 2025	No		N/A	N/A
Route 26	June 2025	No		N/A	N/A
Route 40	June 2025	No		N/A	N/A
Route 41	June 2025	Yes		No	No
Route 42	June 2025	No		N/A	N/A
Route 47	June 2025	No		N/A	N/A
Route 48	June 2025	No		N/A	N/A
Route 50	June 2025	No		N/A	N/A
Route 65	June 2025	No		No	No
Route 67	June 2025	Yes		No	No
Route 68	June 2025	Yes		No	No
Route 170	June 2025	No		N/A	N/A
Route 225	June 2025	Yes		No	No
Route 268	June 2025	Yes		No	No



Demographics

Density Distribution

- Minority
- Low-Income
- Commuter Travel Patterns



2025 Annual Service Plan Process





BEN FRANKLIN
TRANSIT

Questions?

Memorandum

Date: January 9, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: Notice of Delay and Reassessment of Approved Fare Structure

Background

In September 2021, Ben Franklin Transit (BFT) launched the Comprehensive Fare Study, engaging BFT Board committees, the Board of Directors, and the public to define goals for a new fare structure. Following these discussions and public open houses, the Board directed staff to proceed with a fare structure option that:

- Maximizes ridership opportunities by maintaining nominal/minimal fares.
- Adopts a “Tech Lite” approach to fare collection, emphasizing mobile ticketing and payments to minimize digital infrastructure costs.

With this direction, BFT staff and consultants (Four Nines) refined recommendations and initiated public outreach, including feedback from BFT’s Citizens Advisory Network and written public comments. The final proposal incorporated the following:

- Reduced fares: Single rides are set at \$1, and monthly passes at \$10 for fixed-route, General Demand, and CONNECT services.
- Elimination of transfers on fixed routes, requiring non-pass holders to pay \$1 for each boarding.
- Demand Area Response (DAR) fares maintained: Premium single rides and ticket books priced at \$1.50, \$3.00, \$12.00, and \$25.00.
- Continued free and discounted programs: Youth Ride Free, Senior Passes, Veteran Passes, and higher education pass programs (e.g., WSU Tri-Cities, Columbia Basin College).

The Board approved the new fare structure in February 2024, with plans to implement it by Summer 2024. However, implementation was delayed in July 2024, primarily due to uncertainties surrounding Initiative 2117.

Delayed Implementation & Revaluation

The implementation of the new fare structure, initially scheduled for Summer 2024, faced delays due to uncertainties surrounding I-2117. This proposed initiative had significant implications for BFT's operational funding, potentially reducing it by approximately \$5.9 million annually if passed. Additionally, I-2117 would have eliminated the requirement for BFT to offer the Youth Ride Free program to qualify for Transit Support Grant funding.

Given these uncertainties, BFT's Interim General Manager recommended postponing the implementation of the fare structure and stated that the recommended fare structure would be revealed in January 2025. This delay allowed BFT staff to assess the potential financial impacts of I-2117 and determine whether adjustments to the proposed fare structure would be necessary to sustain operations.

BFT staff were directed to revisit and reassess the fare structure in January 2025 to ensure a thoughtful approach. This reevaluation will consider the outcome of I-2117 and any new financial or operational considerations, ensuring that the fare structure aligns with BFT's long-term goals and funding stability.

Next Steps

BFT will collaborate with fare consultants to reassess the approved fare structure and propose updates to better align with operational and financial realities.

To ensure any proposed changes are well-informed and effective, the following factors will be considered:

- Ridership Growth: Determining the impact of lower fares on ridership increases.
- Financial Impact: Evaluating how reduced fare revenues affect BFT's overall budget and operations.
- Transfer Costs: Addressing potential challenges with costly trips that require one or more transfers, ensuring fare adjustments minimize barriers for riders.

These considerations will shape the recommendations presented to the Board later this year, with the goal of balancing affordability, ridership growth, and financial sustainability.

Public Outreach & Feedback

Staff will continue to reassess the originally proposed and approved fare structure, make adjustments, and present recommendations to the Board in the coming months. Any changes to the approved fare structure will require an additional public comment period and Title VI fare equity analysis.

Funding

Budgeted: This is expected to have a nominal decrease on revenue and an increase on expenses related to the approved 2025 Operating Budget.

Budget Source: N/A

Funding Source: N/A

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.

Forwarded as presented:

Thomas Drozt, Chief Executive Officer



BEN FRANKLIN TRANSIT
BOARD OF DIRECTORS
CEO REPORT
January 09, 2025



Agenda

- Kennewick Fire Department - December 12th, 2024
- Holiday Vendor Donation – December 17th, 2024
- Van-Me-Down Project - December 19th, 2024
- Bus Operator Graduations – January 3rd, 2025



Bus Dispatch

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.



**Ben Franklin Transit bus used
as warming shelter at
Kennewick apartment fire.**



Holiday Open House Donation

Ben Franklin Transit made a generous donation to the Tri-Cities Food Bank in the form of unclaimed hams immediately following the Holiday Open House.





Van-Me-Down

On Thursday, December 19, 2024, Ben Franklin Transit was pleased to present a 12-Seater van to the Benton-Franklin Workforce Development Council (BFWDC) as part of our Van-Me-Down program.



Graduation

Congratulations to

- Fixed Route Operators
 - Chris Cole
 - Javier Delgado
 - Sumner Stone
- Mechanics
 - Hatsatahn Firth
 - Toby Losey
 - Adrian Zavala





Additional Board Information

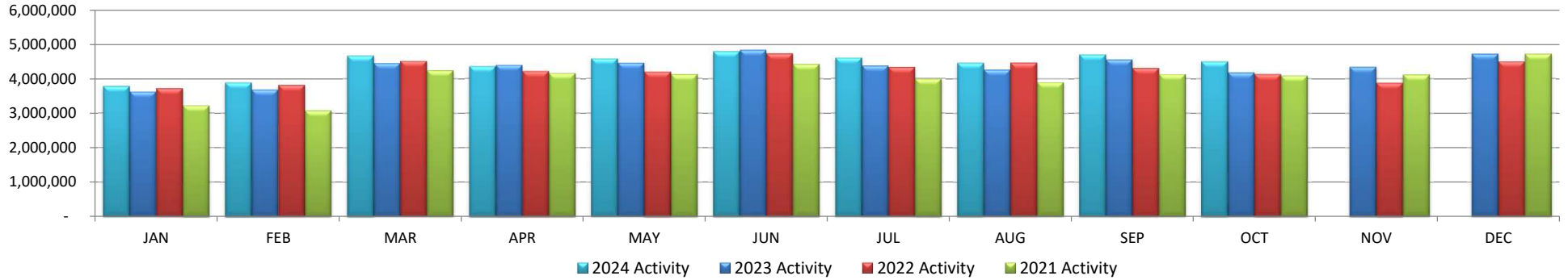
January 2025

1. 90-Day Procurement Outlook as of December 22, 2024
2. Sales Tax Comparison

As of: 12/22/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
January							
Color Code: Green - Recommendation for Award							
Acceptance of Capital Project: Operations Building	Capital	\$11,413,865	23 Months	IFB	NA	NA	X
February							
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
March							
Award of Contract - Grant-Funded Bus Stop & Sidewalk Improvements	Capital	\$1,590,507	Up to 2 Years	IFB	1/25/2025	3/20/2025	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			44,398,837	\$ 44,398,837
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	\$ 42,883,836
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	-	-	1,515,001	
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%			3.5%	
% 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	\$ 43,977,000
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			421,837	1.0%
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%