



BOARD OF DIRECTORS REGULAR MEETING

**Monday, December 16, 2024, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington**

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

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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

AGENDA

- | | |
|--|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Shea Walter |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Citizens Advisory Network (CAN) | Edwin Frost |
| 7. Recognitions | |
| A. Resolution 54-2024 Retirement of Vicki Cox (page 5) | Shawna Munyan |

8. Consent Agenda

- A. November 14, 2024, Regular Board Meeting Minutes (*page 6*)
- B. November Voucher Summary (*page 10*)

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*) Rob Orvis
- B. Resolution 56-2024 A Resolution Authorizing the Chief Executive Officer to Declare Vehicles Surplus and Dispose of per Resolution 59-2018 (*page 61*) Terry DeJuan
- C. Resolution 57-2024 A Resolution Authorizing the Chief Executive Officer to Declare Surplus of Vanpool Vehicles (*page 65*) Terry DeJuan
- D. 2025 Operating & Capital Budget Julie Thompson
 - i. Budget Presentation (*page 68*)
 - ii. Public Hearing per RCW 84.55.120
 - 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*)

10. Staff Reports & Comments

- E. Legal Report Jeremy Bishop
- F. Chief Executive Officer's report Thomas Drozt

11. Board Member Comments

12. Executive Session

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, January 9, 2025, at 6:00 p.m.

15. Adjournment



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

Lunes 16 de diciembre de 2024 a las 6 p. m.

Ben Franklin Transit Boardroom

1000 Columbia Park Trail, Richland, Washington

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

Enlace para la reunión:

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

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

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

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

ORDEN DEL DÍA

- | | |
|---|-----------------------|
| 1. Convocatoria a la reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Shea Walter |
| 3. Juramento de lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación del orden del día (página 1) | Presidente McKay |
| 6. Citizens Advisory Network (CAN) | Edwin Frost |
| 7. Reconocimientos | |
| Resolución 54-2024 Jubilación de Vicki Cox (página 5) | Shawna Munyan |

8. Orden del día consensuado

- A. Actas de las reuniones periódicas de la Junta del 14 de noviembre de 2024 (*página 6*)
- B. Resumen de cupones de noviembre (*página 10*)

9. Elementos de acción

- A. Resolución 55-2024 Resolución que autoriza al Director General (CEO) a Actualice la política de BFT ADM-105 Uso público de la sala de juntas y realice cambios en el La política en el futuro (*página 57*) Rob Orvis
- B. Resolución 56-2024 Resolución que autoriza al Director General a declarar Excedentes y Disposición de Vehículos según Resolución 59-2018 (*página 61*) Terry DeJuan
- C. Resolución 57-2024 Resolución que autoriza al Jefe del Ejecutivo El oficial declarará el excedente de vehículos Vanpool (*página 65*) Terry DeJuan
- D. Presupuesto Operativo y de Capital 2025 Julie Thompson
 - i. Presentación del presupuesto (*página 68*)
 - ii. Audiencia Pública según RCW 84.55.120
 - iii. Resolución 58-2024 Una Resolución que adopta los presupuestos operativos y de capital del año fiscal 2025 y autoriza al Director Ejecutivo a presentar todas las subvenciones federales y estatales del año fiscal 2025 (*página 82*)

10. Informes y comentarios del personal

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

11. Comentarios de los miembros de la Junta

12. Sesión ejecutiva

13. Otro

14. Próxima reunión

Reunión periódica de la Junta: jueves 9 de enero de 2025, a las 6:00 p. m.

15. Se levanta la sesión

**BEN FRANKLIN TRANSIT
RESOLUTION 54-2024**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
VICKI COX'S YEARS OF SERVICE**

WHEREAS, Vicki Cox has served our community for the last 16 years as a Ben Franklin Transit (BFT) coach operator. We would like to thank Vicki for her many years of service and positive impact on our customers, the agency, and her fellow employees; and

WHEREAS, Vicki Cox submitted a letter of retirement to BFT with an effective date of November 29, 2024;

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

1. Vicki Cox served BFT and the Tri-Cities community as a coach operator for sixteen (16) years
2. The Ben Franklin Transit Board of Directors affirms the recognition of Coach Operator Vicki Cox for her professional efforts on behalf of the employees, customers, and agency. Vicki, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Monday, December 16, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 14, 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, Brian Lubanski, Joshua Rosas, Kevin Sliger, Shea Walter, Shane Anderson, Wayne Welle, Julie Thompson, Anel Montejano, Jeff Lahti, Solomon Torelli, Caleb Suttle, Vanessa Flores

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.

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 requested Item 6A to be moved to the Consent Agenda. Director Bloom moved to approve the modified agenda, and Director Becken seconded the motion. It passed unanimously.

6. RECOGNITIONS

A. Resolution 45-2024 Retirement of Kathy Rosinski

Director Bloom moved to move Resolution 45-2024 to consent agenda.

7. CITIZENS ADVISORY NETWORK (CAN)

Mr. Dennis Kreutz presented and highlighted items in the minutes from their October 21, 2024, Citizens Advisory Network meeting.

8. CONSENT AGENDA

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

A. October 10, 2024, Regular Board Meeting Minutes

B. October Voucher Summary

C. Resolution 46-2024 A Resolution Adopting the Revised BFT Fare Policy to include Free Passes and Tickets to the “Poor” and “Infirm”

Director Didier requested Item C of the Consent Agenda be pulled for discussion. Director Didier moved for approval of items 8A-F of the Consent Agenda excluding 8C for separate discussion, plus the addition of 6A. This motion was seconded by Director Sandretto and passed unanimously.

D. Resolution 47-2024 A Resolution Authorizing the Chief Executive Officer to enter into a Three-Year contract with CDW-G for Microsoft Office 365, Windows Network Server, and SQL Server Licenses Utilizing King County Directors’ Association (KCDA) Contract AEPA #22-G.

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

F. Resolution 49-2024 A Resolution Authorizing the Chief Executive Officer to Extend Contract for Janitorial Services with Buenavista Services

Director Bloom moved for approval of Item 8C of the Consent Agenda. This motion was seconded by Director Maier and passed unanimously

9. ACTION ITEMS

- A. Resolution 50-2024 A Resolution Authorizing the Chief Executive Officer to enter a contract with Nomad Transit LLC, dba Via (VIA), utilizing 791 Purchasing Cooperative's contract #791202309002G**

Chief Planning & Development Officer Kevin Sliger presented a resolution for Board approval to enter into contract with Nomad Transit LLC, dba Via utilizing 791 Purchasing Cooperative contract

Director Bloom moved for approval of Resolution 50-2024. . This motion was seconded by Director Didier and passed unanimously

10. DISCUSSION & INFORMATION ITEMS

- A. Third Quarter 2024 Agency Performance Report**

Chief Planning & Development Officer Kevin Sliger presented the Third Quarter 2024 Performance Report, highlighting ridership, capital projects, marketing, community outreach, fair and rodeo ridership.

11. STAFF REPORTS & COMMENTS

- A. Legal Report**

BFT Legal Counsel Jeremy Bishop stated he has been working on some complex contracts with BFT Staff from the ERP software implementation to the Via contract.

- B. Chief Executive Officer's Report**

Chief Executive Officer Thomas Drozt addressed the Board and provided an update on the Finance Department. He stated staff has been working diligently to provide the 2025 budget proposal by November 27, 2024.

Mr. Drozt presented KPI's for Dial-A-Ride highlighting on time performance, late trips, missed trips and average passenger trip duration. He also presented KPI's for Rideshare explaining unlinked passenger trips, average daily UPT's per rideshare, average riders per rideshare, number of active vanpool riders, active vans in service and greenhouse gas reduction. He touched on the KPI's for Facilities explaining contracted building janitorial performance score, transit center maintenance score and on-time preventative maintenance. He presented KPI's for fixed route consisting of on-time performance, late departures, in-service early departures and missed trips.

He touched on Dial-A-Ride and Fixed Route operator graduates.

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

He addressed the concern of drug use on buses and if there is anything we can do to protect the drivers. Mr. Drozt stated we are not able to deny service until an individual puts another passenger in harm's way or is causing any type of safety issue to the bus operator.

12. BOARD MEMBER COMMENTS

Board comments were made.

13. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(b) and RCW 42.30.110(1)(b) for 30 minutes. The Board recessed at 7:15 p.m. and returned to open session at 7:45 p.m. with no decisions made and extended Executive Session for ten (10) minutes. The Board returned to open session at 7:57 p.m. and extended Executive Session. The Board returned to open session at 8:11 p.m.

Director Bloom moved for approval of the Collective Bargaining Agreements Between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Fixed Route Dispatchers, Dial-A-Ride Dispatchers & Scheduling Specialists and Training Instructors. Director Becken seconded the motion. The motion passed 8-1 with Directors Grimm, Beauchamp, Maier, Bauman, McKay, Becken, Bloom and Sandretto voting in favor and Director Didier voting against.

14. OTHER

There were no other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, December 12, 2024, at 6:00 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 8:12 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

Monday, December 16, 2024

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for November 2024

November 2024 vouchers totaled \$5,555,859.64. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	VP VANS	\$ 673,433.72
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 433,325.60
CLARY LONGVIEW LLC	VEHICLES	\$ 346,872.00
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 334,089.74
TRAPEZE SOFTWARE GROUP INC	SOFTWARE	\$ 308,008.01
GOODMAN AND MEHLENBACHER	CONSTRUCTION	\$ 300,643.08
STATE OF WASHINGTON	MED INS PAYABLE	\$ 297,660.14
COLEMAN OIL COMPANY LLC	FUEL	\$ 189,928.63
ARC OF THE TRI-CITIES INC	CONTRACT SERVICES	\$ 78,981.44
US BANK CORPORATE PAYMENT SYSTEMS	VEHICLES	\$ 52,548.76
COURVAL SCHEDULING INC	SOFTWARE LICENSE	\$ 41,245.00
TRANSCO GROUP USA INC	CONSULTING	\$ 37,229.79
EMPLOYMENT SECURITY DEPARTMENT	PAYROLL TAX SERVICES	\$ 35,353.81
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 34,313.46
PLANETERIA MEDIA LLC	WEBSITE DEVELOPER	\$ 33,800.00
U S LINEN & UNIFORM	UNIFORMS	\$ 24,465.74
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 21,139.64
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 18,964.80
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 16,533.48
TEAMSTERS UNION	UNION DUES	\$ 16,175.50
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 15,017.79
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 14,584.88
GARDA CL NORTHWEST INC	ARMORED CAR SERV.	\$ 10,710.69
SCHETKY N.W. SALES INC.	PARTS, EQUIP., BUS A/C	\$ 10,681.20

Total Significant Vendors	\$	3,345,706.90
Payroll Total	\$	1,968,625.80
Total Non-Significant Vendors	\$	241,526.94
GRAND TOTAL	\$	5,555,859.64

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 **Nov 2024**

PAYROLL				
Check Register Number	Check Number / Number	Date of Issue	In the Amount	
522-24	ACH	11/1/2024	\$ 642,191.90	Payroll
523-24	ACH	11/15/2024	\$ 651,964.13	Payroll
524-24	ACH	11/29/2024	\$ 674,469.77	Payroll
Total			\$ 1,968,625.80	

AUTHORITY MEMBER
12/16/2024

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

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
136-24	ACH	11/13/2024	\$ 115,624.00	ACH
151-24	88885 88949	11/1/2024	\$ 335,308.86	MDSE
152-24	888951 88951	11/1/2024	\$ 590.00	MDSE
153-24	ACH	11/1/2024	\$ 173,436.00	ACH
154-24	88952 88958	11/5/2024	\$ 310,568.81	MDSE
155-24	88959 89002	11/7/2024	\$ 273,602.29	MDSE
156-24	84656 84656	11/13/2024	\$ (80.70)	MDSE
157-24	89003 89072	11/15/2024	\$ 453,303.67	MDSE
158-24	89073 89086	11/19/2024	\$ 340,310.74	MDSE
159-24	88980 88980	11/18/2024	\$ (274.54)	Void
160-24	88988 88988	11/18/2024	\$ (34,313.46)	Void
161-24	88990 88990	11/18/2024	\$ (495.26)	Void
162-24	88986 88986	11/18/2024	\$ (4,400.00)	Void
163-24	88972 88972	11/18/2024	\$ (223.00)	Void
164-24	88979 88979	11/18/2024	\$ (200.00)	Void
165-24	88959 88959	11/18/2024	\$ (1,550.00)	Void
166-24	88989 88989	11/18/2024	\$ (581.58)	Void
167-24	88981 88981	11/18/2024	\$ (88.86)	Void
168-24	89031 89031	11/18/2024	\$ (7,262.50)	Void
169-24	88966 88966	11/18/2024	\$ (120.00)	Void
170-24	88991 88991	11/18/2024	\$ (11,978.97)	Void
171-24	88993 88993	11/18/2024	\$ (202.15)	Void
173-24	ACH	11/6/2024	\$ 3,454.46	ACH
174-24	ACH	11/13/2024	\$ 52,548.76	ACH

175-24	ACH		11/15/2024	\$	230,145.17	ACH
176-24	ACH		11/18/2024	\$	330,649.16	ACH
177-24	ACH		11/19/2024	\$	433,593.71	ACH
178-24	ACH		11/1/2024	\$	4,507.09	ACH
179-24	89087	89087	11/25/2024	\$	5,540.00	MDSE
180-24	89088	89127	11/25/2024	\$	113,384.00	MDSE
181-24	89128	89128	11/26/2024	\$	41,245.00	MDSE
183-24	Cashier's Check		11/20/2024	\$	202.15	MDSE
185-24	ACH		11/1/2024	\$	220,200.13	ACH
186-24	ACH		11/22/2024	\$	6,332.10	ACH
187-24	ACH		11/25/2024	\$	884.63	ACH
188-24	ACH		11/27/2024	\$	4,260.00	ACH
189-24	ACH		11/29/2024	\$	230,479.89	ACH
194-24	88968	89002		\$	(31,165.76)	Void
			Total	\$	3,587,233.84	

AUTHORITY MEMBER
12/16/2024

Oct 2024 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members [December 16, 2024](#).

ACTION: As of this date, [December 16, 2024](#), I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
522-24	ACH	11/1/2024	\$ 642,191.90	Payroll
523-24	ACH	11/15/2024	\$ 651,964.13	Payroll
524-24	ACH	11/29/2024	\$ 674,469.77	Payroll
Total			\$ 1,968,625.80	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
136-24	ACH	11/13/2024	\$ 115,624.00	ACH
151-24	88885 88949	11/1/2024	\$ 335,308.86	MDSE
152-24	888951 88951	11/1/2024	\$ 590.00	MDSE
153-24	ACH	11/1/2024	\$ 173,436.00	ACH
154-24	88952 88958	11/5/2024	\$ 310,568.81	MDSE
155-24	88959 89002	11/7/2024	\$ 273,602.29	MDSE
156-24	84656 84656	11/13/2024	\$ (80.70)	MDSE
157-24	89003 89072	11/15/2024	\$ 453,303.67	MDSE
158-24	89073 89086	11/19/2024	\$ 340,310.74	MDSE
159-24	88980 88980	11/18/2024	\$ (274.54)	Void
160-24	88988 88988	11/18/2024	\$ (34,313.46)	Void
161-24	88990 88990	11/18/2024	\$ (495.26)	Void
162-24	88986 88986	11/18/2024	\$ (4,400.00)	Void
163-24	88972 88972	11/18/2024	\$ (223.00)	Void

164-24	88979	88979	11/18/2024	\$	(200.00)	Void
165-24	88959	88959	11/18/2024	\$	(1,550.00)	Void
166-24	88989	88989	11/18/2024	\$	(581.58)	Void
167-24	88981	88981	11/18/2024	\$	(88.86)	Void
168-24	89031	89031	11/18/2024	\$	(7,262.50)	Void
169-24	88966	88966	11/18/2024	\$	(120.00)	Void
170-24	88991	88991	11/18/2024	\$	(11,978.97)	Void
171-24	88993	88993	11/18/2024	\$	(202.15)	Void
173-24	ACH		11/6/2024	\$	3,454.46	ACH
174-24	ACH		11/13/2024	\$	52,548.76	ACH
175-24	ACH		11/15/2024	\$	230,145.17	ACH
176-24	ACH		11/18/2024	\$	330,649.16	ACH
177-24	ACH		11/19/2024	\$	433,593.71	ACH
178-24	ACH		11/1/2024	\$	4,507.09	ACH
179-24	89087	89087	11/25/2024	\$	5,540.00	MDSE
180-24	89088	89127	11/25/2024	\$	113,384.00	MDSE
181-24	89128	89128	11/26/2024	\$	41,245.00	MDSE
183-24	Cashier's Check		11/20/2024	\$	202.15	MDSE
185-24	ACH		11/1/2024	\$	220,200.13	ACH
186-24	ACH		11/22/2024	\$	6,332.10	ACH
187-24	ACH		11/25/2024	\$	884.63	ACH
188-24	ACH		11/27/2024	\$	4,260.00	ACH
189-24	ACH		11/29/2024	\$	230,479.89	ACH
194-24	88968	89002		\$	(31,165.76)	Void

Total \$ 3,587,233.84

Check Register Nos. 136-24, 151-24 to 189-24, 194-24 and 522-24-524-24 in the total amount **\$ 5,555,859.64**

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

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 522-24

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$642,191.90</u>

PAYROLL DATE November 1, 2024

PURPOSE: PPE 10/26/2024 AMOUNT: \$642,191.90

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

Julie Thompson
AUDITOR

11/07/2024
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 523-24

CHECK NUMBER
ACH TRANSFER

\$ 0.00
\$651,964.13

PAYROLL DATE November 15, 2024

PURPOSE: PPE 11/09/2024 AMOUNT: \$651,964.13

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

Julie Thompson
AUDITOR

11/13/2024
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 524-24

CHECK NUMBER
ACH TRANSFER

\$ 0.00
\$674,469.77

PAYROLL DATE November 29, 2024

PURPOSE: PPE 11/23/2024 AMOUNT: \$674,469.77

“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

11/23/2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 136-24

ACH WIRE TRANSFERS

DATE BATCH CREATED IN BANK: 11/13/2024

DATE BANK PROCESSED TO VENDOR: 11/14/2024

PURPOSE:

BUD CLARY LONGVIEW	\$115,624.00
TOTAL	\$115,624.00

"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 (Nov 14, 2024 06:52 PST)

AUDITOR

Nov 14, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 151-24

CHECK NUMBERS 88885 to 88949
DATE 11/01/2024

PURPOSE APNOV24A VOUCHERS AMOUNT \$335,308.86

"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 (Nov 14, 2024 06:50 PST)

AUDITOR

Nov 14, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 152-24

CHECK NUMBERS 88951 to 88951
DATE 11/01/2024

PURPOSE APNOV24B VOUCHERS AMOUNT \$590.00

"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 (Nov 14, 2024 06:50 PST)

AUDITOR

Nov 14, 2024

DATE

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

CHECK REGISTER NUMBER: 153-24

ACH WIRE TRANSFERS

DATE BATCH CREATED IN BANK: 11/01/2024

DATE BANK PROCESSED TO VENDOR: 11/05/2024

PURPOSE:

BUD CLARY LONGVIEW	\$173,436.00
TOTAL	\$173,436.00

"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 (Nov 14, 2024 06:51 PST)

AUDITOR

Nov 14, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 154-24

CHECK NUMBERS 88952 to 88958
DATE 11/05/2024

PURPOSE APNOV24C VOUCHERS AMOUNT \$310,568.81

"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."

Julie Thompson
Julie Thompson (Nov 14, 2024 06:51 PST)

AUDITOR

Nov 14, 2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 155-24

CHECK NUMBERS 88959 to 89002
DATE 11/07/2024

PURPOSE APNOV24D VOUCHERS AMOUNT \$273,602.29

"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 (Nov 14, 2024 06:52 PST)

AUDITOR

Nov 14, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 156-24

CHECK NUMBERS 84656

DATE 11/13/2024

PURPOSE A/P VOID CHECK AMOUNT (\$80.70)

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 (Nov 14, 2024 06:55 PST)

AUDITOR

Nov 14, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 157-24

CHECK NUMBERS 89003 to 89072
DATE 11/15/2024

PURPOSE APNOV24E VOUCHERS AMOUNT \$453,303.67

"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 (Nov 20, 2024 18:11 PST)

AUDITOR

Nov 20, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 158-24

CHECK NUMBERS 89073 to 89086
DATE 11/19/2024

PURPOSE APNOV24F VOUCHERS AMOUNT **\$340,310.74**

"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 (Nov 20, 2024 18:12 PST)

AUDITOR

Nov 20, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 159-24

CHECK NUMBERS 88980

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$274.54)

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 (Nov 20, 2024 18:05 PST)

AUDITOR

Nov 20, 2024

DATE

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 160-24

CHECK NUMBERS 88988

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$34,313.46)

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 (Nov 20, 2024 18:05 PST)

Nov 20, 2024

AUDITOR

DATE

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 161-24

CHECK NUMBERS 88990

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$495.26)

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 (Nov 20, 2024 18:05 PST)

AUDITOR

Nov 20, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 162-24

CHECK NUMBERS 88986

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$4,400.00)

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 (Nov 20, 2024 18:05 PST)

AUDITOR

Nov 20, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 163-24

CHECK NUMBERS 88972

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$223.00)

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 (Nov 20, 2024 18:05 PST)

AUDITOR

Nov 20, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 164-24

CHECK NUMBERS 88979

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$200.00)

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 (Nov 20, 2024 18:05 PST)

Nov 20, 2024

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 165-24

CHECK NUMBERS 88959

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$1,550.00)

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 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 166-24

CHECK NUMBERS 88989

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$581.58)

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 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 167-24

CHECK NUMBERS 88981

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$88.86)

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 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 168-24

CHECK NUMBERS 89031

DATE 11/18/2024

PURPOSE A/P VOID CHECK AMOUNT (\$7,262.50)

Vendor required separate checks for invoices.

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

Julie Thompson
Julie Thompson (Dec 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 169-24

CHECK NUMBERS 88966

DATE 11/19/2024

PURPOSE A/P VOID CHECK AMOUNT (\$120.00)

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 3, 2024 11:52 PST)

Dec 3, 2024

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 170-24

CHECK NUMBERS 88991

DATE 11/19/2024

PURPOSE A/P VOID CHECK AMOUNT (\$11,978.97)

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 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 171-24

CHECK NUMBERS 88993

DATE 11/19/2024

PURPOSE A/P VOID CHECK AMOUNT (\$202.15)

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 3, 2024 11:52 PST)

AUDITOR

Dec 3, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 173-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/06/2024

PURPOSE:

DRS PAYMENT – DCP 00532	\$3,454.46
TOTAL	\$3,454.46

"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 (Nov 26, 2024 06:37 PST)

AUDITOR

Nov 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 174-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/13/2024

PURPOSE:

US BANK CC	\$25,092.15
US BANK CC	\$27,456.61
TOTAL	\$52,548.76

"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 4, 2024 14:12 PST)

AUDITOR

Dec 4, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 175-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/15/2024

PURPOSE:

PAYROLL TAXES 00430	\$225,441.12
MISSION SQUARE 00441	\$2,687.14
WA STATE SUPPORT 00262	\$2,016.91
TOTAL	\$230,145.17

"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 (Nov 26, 2024 06:37 PST)

AUDITOR

Nov 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 176-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/18/2024

PURPOSE:

DRS PAYMENT-DCP 00532	\$2,891.52
DRS PAYMENT-PERS 00432	\$327,757.64
TOTAL	\$330,649.16

"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 (Nov 26, 2024 06:37 PST)

AUDITOR

Nov 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 178-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/01/2024

PURPOSE:

MISSION SQUARE DEF COMP 00441	\$2,490.18
WA STATE SUPPORT 00262	\$2,016.91
TOTAL	\$4,507.09

"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 (Nov 26, 2024 06:37 PST)

AUDITOR

Nov 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 179-24

CHECK NUMBERS 89087 to 89087

DATE 11/25/2024

PURPOSE APNOV24G VOUCHERS AMOUNT **\$5,540.00**

"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 (Nov 26, 2024 06:37 PST)

AUDITOR

Nov 26, 2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 180-24

CHECK NUMBERS 89088 to 89127

DATE 11/25/2024

PURPOSE APNOV24H VOUCHERS AMOUNT **\$113,384.00**

"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 (Nov 26, 2024 06:38 PST)

AUDITOR

Nov 26, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 181-24

CHECK NUMBERS 89128 to 89128

DATE 11/26/2024

PURPOSE APNOV24I VOUCHERS AMOUNT **\$41,245.00**

"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 3, 2024 11:53 PST)

AUDITOR

Dec 3, 2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 183-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/20/2024

PURPOSE:

TENN CHILD SUPPORT	\$202.15
(CERTIFIED CHECK USED)	
TOTAL	\$202.15

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

Julie Thompson
Julie Thompson (Dec 4, 2024 14:11 PST)

AUDITOR

Dec 4, 2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 185-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/01/2024

PURPOSE:

IRS	\$220,200.13
	\$220,200.13
TOTAL	

"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: 186-24

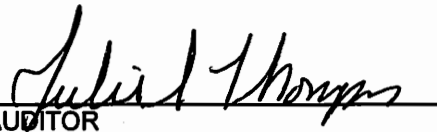
ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/22/2024

PURPOSE:

DEPT OR RETIREMENT SYSTEMS	\$6,332.10
TOTAL	\$6,332.10

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


AUDITOR

12/05/2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 187-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/25/2024

PURPOSE:

STATE OF WA EXCISE TAX	\$884.53	
TOTAL	\$884.53	

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


AUDITOR

12/05/2024
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 188-24

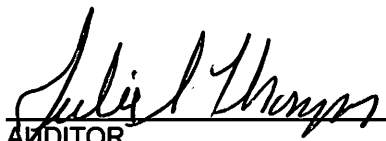
ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/27/2024

PURPOSE:

HRA VEBA TRUST	\$4,260.00
TOTAL	\$4,260.00

"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."



AUDITOR

12/05/2024

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 189-24

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK: 11/29/2024

PURPOSE:

IRS	\$227,792.47
ICMA RETIREMENT CORP	\$2,687.42
TOTAL	\$230,479.89

"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 171-24

CHECK NUMBERS 88968 88982 88985 89002

DATE 11/26/2024

PURPOSE A/P VOID CHECK AMOUNT (\$31,165.76)

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 6, 2024 15:17 PST)

AUDITOR

Dec 6, 2024

DATE

Memorandum

Date: December 16, 2024

To: Thomas Drozt, Chief Executive Officer

From: Rob Orvis, Director Contract & Purchasing

Re: Authorize the Chief Executive Officer (CEO) to adopt the attached updated “Public Use of BFT Meeting Room” policy ADM-105 and be authorized to make changes to the policy as required in the future.

Background

Ben Franklin Transit’s (BFT) policy ADM-105 "Public Use of BFT’s Meeting Room” is needing to be updated. There are three areas of the policy staff is requesting to be updated:

- 1) Eliminate the Three Rivers Transit Center space as being available for public meetings. The space has been repurposed for additional works areas and storage over the last few years.
- 2) Update General Manager reference to Chief Executive Officer.
- 3) Authorize the CEO to approve changes to the policy in the future as required. ADM-105 policy was approved by the Board in 2011 and requires Board approval to make changes to the policy.

Funding

Budgeted: N/A
Budget Source: N/A
Funding Source: N/A

Recommendation

Authorize the Chief Executive Officer to adopt the updated Public Use of BFT’s Meeting Room, policy ADM-105 as per attached and to authorized to make future policy changes as required.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

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

WHEREAS, Ben Franklin Transit's policy ADM-105 is needed to be updated; and

WHEREAS, staff is requesting authorization to update BFT policy ADM-101 for Public use of BFT's Board Room as attached; and

WHEREAS, authorize the CEO to make changes to BFT policy ADM-101 as required in the future.

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

The Chief Executive Officer is authorized to update BFT Policy ADM-105 Public Use of BFT's Board Room as listed in the attached and authorized to make changes to the policy in the future as required.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Monday, December 16, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Policy Number:	ADM-105	PURPOSE: Ben Franklin Transit (BFT) has <u>one</u> two meeting room <u>s</u> available for public use. The meeting room <u>s</u> is <u>are</u> located at 1000 Columbia Park Trail, Richland, Washington, and 7109 W. Okanogan Place, Kennewick, Washington.
Section:	ADMINISTRATION	
Effective:	03.11.2011	
Reference:	8000 R1	
<u>Chief Executive Officer General Manager Approval:</u>		
Revision Number	Effective Date	Description of Change
NEW	03.11.2011	Initial Adoption (new policy)
#1 N/A	06.14.2021	Policy number updated from 8000 to ADM-105. No change to content.
<u>#2</u>	<u>12/16/2024</u>	<u>Remove Three Rivers meeting room and change G.M to CEO</u>

1. Use of Ben Franklin Transit's Meeting Rooms by the Public

Ben Franklin Transit (BFT) has ~~one two~~ meeting rooms available for public use. The meeting rooms are located at 1000 Columbia Park Trail, Richland, Washington, ~~and 7109 W. Okanogan Place, Kennewick, Washington.~~

As a community service, BFT 's meeting rooms may be available to the public if they are not in use for the conduct of BFT 's business. As a public agency, BFT limits the use of its meeting rooms to non-profit associations, public agencies, municipal corporations, and charitable organizations. A responsible person, 21 years or older, must be in attendance for the entire meeting.

Rooms are available on a first come, first served basis.

Organizations that have a political or religious affiliation will not be allowed. The meeting room shall not be made available to any organization where admission is being charged or a compulsory collection is taken where the intent of the event is to acquire private gain in any form.

The primary purpose of the meeting rooms is to conduct BFT business. As such, BFT needs take priority over uses by any other organization regardless of the date of the reservation for use. BFT will attempt to give reasonable notice of its intent to use the building. Organizations that choose to use the meeting room do so with the understanding that scheduled meetings may be canceled unilaterally by BFT.

Meeting rooms may not be scheduled more than one year in advance.

Administration meeting room may be used during normal business hours, Monday-Friday from 8:00AM – 5:00PM or later if BFT supervisory or designated administrative staff are still occupying the lower level of the building.

~~Three Rivers meeting room may be used during normal business hours, Monday-Friday from 6:00AM – 6:00PM.~~

The meeting rooms are not available on BFT designated holidays without consent of the ~~General Manager~~ Chief Executive Officer (CEO).

Meeting rooms may be used after hours or on weekends if a BFT staff member who is at least at a supervisory level, is present. Special BFT meetings, facilitated by a designated administrative assistant will also be allowed.

Granting permission for the use of the facility does not imply BFT endorsement of the organization permitted to use the meeting rooms.

BFT is not responsible for accidents, injuries or loss of property resulting from an organization's use of Ben Franklin facilities and property. A signed waiver to this effect may be required.

Failure to follow this policy may jeopardize future use of the facilities by the offending organization at the discretion of BFT.

2. User Organization's Responsibility

Prepare and set up tables and chairs and put them back in storage, or in the configuration they were found in, after the meeting.

Bring own necessary equipment, i.e., audio/visual needs.

Any use of BFT equipment, facilities, or supplies shall need the approval of the General Manager and an agreement to reimburse BFT for any costs incurred.

Refreshments are allowed but organization must clean all counter tops, tables, chairs and any carpet spills and remove all garbage and trash.

An inspection may be made after use, and actual costs for damages or cleaning may be charged at BFT's discretion. If meeting room is left in disarray a minimum deposit of \$100 may be required for all future use. If the costs to repair or cleanup are not paid the organization shall not be allowed use of the facility until such costs are paid.

3. Restrictions on Uses

In compliance with Washington State Law, no smoking is allowed inside the building or within 25 feet of any entrances or exits to BFT property.

No alcoholic beverages are allowed inside the facilities or on BFT property. No firearms are allowed inside the facility or on BFT property.

No use of BFT's audio/visual equipment without prior consent and a signed agreement from BFT management.

Except for service animals, no animals are allowed inside or outside of BFT facilities. No fire is allowed inside the facilities or on BFT property.

To reserve the BFT Administration Building meeting room, located at 1000 Columbia Park Trail in Richland, contact the Executive Assistant at (509) 734-5117. Maximum occupancy is: 100 people.

~~To reserve the Three Rivers Transit Center meeting room, located at 7109 W. Okanogan Place in Kennewick, contact Christy Watts at (509) 734-5109. Maximum occupancy is: 35 people.~~

Memorandum

Date: December 16, 2024

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Sr Manager of Fleet Maintenance

Re: Resolution 56-2024 Authorizing the Chief Executive Officer to Declare Vehicles as Surplus and Dispose of Per Resolution 59-2018

Background

The following vehicles were involved in accidents and have been deemed totaled by Ben Franklin Transit and the Washington State Transit Insurance Pool (WSTIP). Ben Franklin Transit will receive payment from WSTIP for their evaluated values minus the \$5,000.00 deductible per vehicle. WSTIP will arrange for the disposal of the vehicles.

	<u>Federal Replacement Standard</u>	<u>BFT Replacement Standard</u>
Bus:	12 yrs. or 500,000 miles	14 yrs. or 550,000 miles
DAR:	7 yrs. or 200,000 miles	9 yrs. or 250,000 miles
Vans:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles
Nonrevenue:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles

Vehicle #	Year	Make	Model	Mileage	Condition	Date Accident	Value
5002	2016	GILLIG	Trolley	434,920	Totaled	8/28/2024	\$ 245,928.00
7049	2020	Chevrolet	Eldorado	119,697	Totaled	10/24/2024	\$ 50,414.00
8602	2014	Dodge	Grand Caravan	111,429	Totaled	9/24/2024	\$ 8,990.00
8642	2017	Chevrolet	Express 3500	78,066	Totaled	9/4/2024	\$ 21,397.00
8690	2019	Dodge	Grand Caravan	74,997	Totaled	10/3/2024	\$ 13,289.00

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 56-2024 authorizing the Chief Executive Officer to declare the above vehicles as surplus and dispose of per Resolution 59-2018.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 56-2024

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICE TO DECLARE VEHICLES SURPLUS AND DISPOSE OF PER RESOLUTION 59-2018

WHEREAS, Ben Franklin Transit (BFT) owns five (5) vehicles deemed surplus; and

WHEREAS, BFT staff have determined that said vehicles is totaled due to damage from an accident; and

WHEREAS, Resolution 59-2018 established the sale of surplus items.

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

1. The Chief Executive Officer is authorized to declare the identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The Chief Executive Office is authorized to dispose of the vehicles per Resolution 59-2018.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Monday, December 16, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT A

List of Surplus Vehicles

Vehicle	Year	Make	Model	VIN	Seats/Length	Mileage	Condition	Date Accident
5002	2016	GILLIG	Trolley	15GGB2714G1187386	35 ft	434,920	Totaled	8/28/2024
7049	2020	Chevrolet	Eldorado	1HA6GUBG9LN004042	11/3 Psgr	119,697	Totaled	10/24/2024
8602	2014	Dodge	Grand Caravan	2C4RDGBG1ER432429	7 Psgr	111,429	Totaled	9/24/2024
8642	2017	Chevrolet	Express 3500	1GAZGPFGXH1193286	15 Psgr	78,066	Totaled	9/4/2024
8690	2019	Dodge	Grand Caravan	2C4RDGBG8KR654932	7 Psgr	74,997	Totaled	10/3/2024

Memorandum

Date: December 16, 2024

To: Thomas Drozt, Chief Executive Officer

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

RE: Resolution 57-2024 Declaring Vehicles Listed in Exhibit 'A' as Surplus and Approving Disposal in Accordance with Resolution 59-2018.

Background

The Vanpool Department currently has two (2) vehicles that, according to Ben Franklin Transit's Fleet Management Plan and Replacement Cycle, have reached or surpassed their expected useful life and are due for removal from service.

Federal Replacement Standard

Bus: 12 yrs – 500,000 miles

DAR: 5 yrs – 150,000 miles

Vans: 5 yrs – 100,000 miles

Maint: 5 yrs – 100,000 miles

BFT Replacement Standard

14 yrs – 550,000 miles

7 yrs – 200,000 miles

7 yrs – 150,000 miles

7 yrs – 150,000 miles

Vans: Two (2) vans scheduled for replacement.

Vehicle #	Year	Make	Model	Mileage	Condition
6116	2009	Toyota	Sienna	133,813	Poor
8465	2008	Chevy	Express	125,232	Poor

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 57-2024 Declaring Vehicles Listed in Exhibit 'A' as Surplus and Approving Disposal in Accordance with Resolution 59-2018.

Forwarded as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 57-2024

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DECLARE VEHICLES IDENTIFIED IN EXHIBIT “A” AS SURPLUS AND APPROVING DISPOSAL IN ACCORDANCE WITH RESOLUTION 59-2018.

WHEREAS, Ben Franklin Transit (BFT) owns two (2) vehicles, and

WHEREAS, BFT Staff has determined that said vehicles are no longer needed, and

WHEREAS, Resolution 59-2018 established the sale of Surplus items.

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

1. Ben Franklin Transit formally adopts the attached list of Surplus Vehicles, identified as Exhibit 'A' (List of Surplus Vehicles), which is incorporated into this Resolution by reference.
2. The Chief Executive Officer is authorized to dispose of the vehicles in accordance with Resolution 59-2018.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Monday, December 16, 2024, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT “A”

List of Surplus Vehicles

Vehicle #	Year	Make	Model	Vin#	Size	Mileage	Condition
6116	2009	Toyota	Sienna	5TDZK23C19S285868	7	133,813	Poor
8465	2008	Chevy	Express	1GAHG35K381227921	12	125,232	Poor



BEN FRANKLIN TRANSIT

Proposed 2025 Operating and Capital Budgets
Board of Directors Meeting
December 16, 2024



2025 Operating and Capital Budget

Agenda

- Budget Overview
- Headcount
- Planned Service
- Revenue Projections
- Operating Expense by Category
- Operating Expense by Department
- Capital Budget Authority
- Overall Budget Summary



Budget Overview

Revenue

- 1.4% sales tax growth over 2024 projected
- 3.0% sales tax growth over 2023 actuals

Labor

- Labor is 66.5% of the overall budget
- No increase in headcount

Expenses

- Non-Labor expenses are 33.5% of the overall budget
- Decrease in fuel by 20.0%
- Decrease in rentals by 53.4%
- Increases to insurance and utilities by 39.0%

Planned Service

- 6.7% increase over all service modes

Capital Improvement Plan

- Requesting budget authority for existing projects
- New project requests to be presented in Spring 2025



Headcount

	2022 Budget	2023 Budget	2024 Budget	2025 Proposed	Difference
Operations (Fixed Route & Dial-A-Ride)	310	307	306	305	(1)
Rideshare (formerly Vanpool)	4	4	4	6	2
Maintenance	49	49	49	52	3
Human Resources	7	6	6	6	-
Planning & Service Development	9	9	9	10	1
Customer Service/Marketing	17	12	14	13	(1)
Safety & Security/Training	10	8	7	8	1
Executive/Administrative Services	21	23	23	18	(5)
Total Workforce	427	418	418	418	-

- Budgeted labor and benefits increased by \$1.8M (4.2%)
- Budgeted wage increases
 - Represented staff are in alignment with corresponding CBAs
 - Non-Represented staff in alignment with approved Employee Handbook

Planned Service

Service Mode	2023A	2024B	2025B	2024B vs. 2025B
Fixed Route (MB/DO)				
Hours (VRH)	220,091	231,000	233,500	1.08%
Miles (VRM)	3,513,119	3,600,000	3,750,000	4.17%
Boardings (UPTs)	2,439,721	2,700,000	2,945,000	9.07%
Dial-A-Ride (DR/DO)				
Hours (VRH)	101,934	108,000	114,000	5.56%
Miles (VRM)	1,704,662	1,800,000	1,875,000	4.17%
Boardings (UPTs)	234,982	250,000	260,000	4.00%
ARC (DR/PT)				
Hours (VRH)	8,814	14,000	14,000	0.00%
Miles (VRM)	151,448	200,000	200,000	0.00%
Boardings (UPTs)	49,305	80,000	80,000	0.00%
Rideshare (VP/DO)				
Hours (VRH)	40,936	53,000	56,500	6.60%
Miles (VRM)	1,828,042	2,300,000	2,450,000	6.52%
Boardings (UPTs)	306,138	370,000	385,000	4.05%
CONNECT (DT/PT)				
Hours (VRH)	49,496	56,000	56,000	0.00%
Miles (VRM)	999,601	1,100,000	1,275,000	15.91%
Boardings (UPTs)	140,065	210,000	140,000	-33.33%

- **Fixed Route:** Minimal increase to accommodate more express, limited-stop services, reducing travel time for cross-town and regional trips.
- **ADA Dial-A-Ride:** Increase to accommodate rising ridership trends observed in 2024.
- **ARC & CONNECT:** Service levels remain unchanged, with CONNECT incorporating budget for ADA Dial-A-Ride overflow.
- **Rideshare:** Growth driven by new group demand and fleet expansion.



Revenue Projections

	2022 Actual	2023 Actual	2024 Straight-Lined Forecast	2024 Budget	2024F vs 2024B	2025 Proposed Budget	2024B vs 2025B
Fares & Contracted Services	1,700,755	1,789,440	1,928,325	1,225,000	36.5%	1,799,200	46.9%
Sales Tax - Operating	48,366,852	21,967,667	30,551,576	43,809,548	-43.4%	46,869,013	* 7.0%
State Operating Grants	1,328,095	10,925,713	3,736,644	7,000,000	-87.3%	10,300,000	47.1%
Federal Operating Grants	-	-	4,700,702	9,800,000	-108.5%	3,385,835	-65.5%
CARES\CRRSSA\ARP Grants	14,047,498	9,518,473	5,161,297	-	100.0%	-	0.0%
Miscellaneous	1,368,539	3,259,428	2,621,689	1,808,840	31.0%	2,980,000	64.7%
Operating Revenues	66,832,467	47,460,721	48,700,233	63,668,388	-30.7%	65,334,048	2.7%

* This represents the amount of Sales Tax being utilized towards Operating Expenditures, not the total Sales Tax expected.



Operating Expense By Category

	Actual 2023	Budget 2023	YTD Actual 2024	Straight-line - Forecast 2024	Budget 2024	Proposed 2025	Change 2025B to 2024B	Change % 2025B to 2024B
Salaries & Wages	20,964,007	25,119,316	14,900,157	19,866,876	27,864,461	29,209,600	1,345,139	4.8%
Benefits	10,367,538	14,003,511	10,323,311	13,764,415	13,814,838	14,226,400	411,562	3.0%
Total Labor	31,331,545	39,122,827	25,223,468	33,631,291	41,679,299	43,436,000	1,756,701	4.2%
Services	2,430,127	3,960,610	1,807,417	2,409,890	4,498,110	5,309,548	811,438	18.0%
Fuel & Lubricants	4,168,441	5,095,638	2,946,601	3,928,802	6,151,303	4,632,663	(1,518,640)	-24.7%
Tires & Tubes	296,015	310,089	230,470	307,293	322,031	311,074	(10,957)	-3.4%
Materials/Supplies	3,158,969	3,606,780	1,712,226	2,282,968	3,726,419	3,900,684	174,264	4.7%
Utilities	412,231	409,944	275,371	367,162	410,763	475,880	65,117	15.9%
Insurance	1,133,414	1,141,880	1,027,265	1,369,687	1,403,598	1,725,847	322,249	23.0%
Contracted Services	3,760,853	3,995,000	2,830,110	3,773,480	4,043,441	4,300,000	256,559	6.3%
Rentals	234,695	84,189	137,045	182,727	245,481	114,455	(131,026)	-53.4%
Miscellaneous	534,431	1,311,561	335,200	446,933	1,162,942	1,127,897	(35,045)	-3.0%
Total Non-Labor	16,129,175	19,915,691	11,301,706	15,068,942	21,964,089	21,898,048	(66,041)	-0.3%
Total Operating Expenses	47,460,721	59,038,518	36,525,175	48,700,233	63,643,387	65,334,048	1,690,660	2.7%



Operating Expense By Department

	Actual 2023	Budget 2023	YTD Actual 2024	Straight-line - Forecast 2024	Budget 2024	Proposed 2025	Change 2025B to 2024B	Change % 2025B to 2024B
Fixed Route	19,779,984	23,515,686	15,656,571	20,875,428	25,532,578	26,717,481	1,184,903	4.6%
DAR	10,095,033	13,523,514	7,983,309	10,644,411	13,759,157	14,501,476	742,319	5.4%
Rideshare (formerly Vanpool)	1,493,763	1,784,291	1,045,148	1,393,531	1,900,209	2,095,450	195,242	10.3%
Maintenance	2,825,066	3,617,484	2,353,436	3,137,915	4,029,968	4,049,261	19,293	0.5%
Directly Operated Transportation	34,193,847	42,440,975	27,038,464	36,051,285	45,221,912	47,363,669	2,141,757	4.7%
Purchased Transportation - Connect & Overflow	2,911,666	2,774,800	1,983,233	2,644,311	3,123,468	3,303,500	180,032	5.8%
Purchased Transportation - ARC	1,042,885	1,522,515	1,021,481	1,361,974	1,206,280	1,290,879	84,600	7.0%
Purchased Transportation	3,954,551	4,297,315	3,004,714	4,006,285	4,329,748	4,594,379	264,631	6.1%
Human Resources	1,391,285	1,827,956	1,100,304	1,467,071	2,020,709	1,818,414	(202,295)	-10.0%
Planning & Service Development	1,234,236	1,580,217	890,677	1,187,569	1,878,083	1,770,090	(107,993)	-5.8%
Customer Service/Marketing	1,756,486	1,938,559	1,132,784	1,510,378	2,389,013	2,303,787	(85,226)	-3.6%
Safety & Security/Training	867,754	1,070,397	543,067	724,089	967,295	1,246,720	279,425	28.9%
Executive/Administrative Services	4,062,563	5,883,099	2,815,167	3,753,555	6,836,629	6,236,989	(599,640)	-8.8%
Administration	9,312,324	12,300,228	6,481,997	8,642,663	14,091,728	13,376,000	(715,728)	-5.1%
Total Operating Expenditures	47,460,721	59,038,518	36,525,175	48,700,233	63,643,388	65,334,048	1,690,660	2.7%



Capital Budget Authority

Board Approved Capital Budget Authority	\$	129,276,486
---	----	-------------

Fleet Program		14,300,000
---------------	--	------------

Facilities Program		5,993,524
--------------------	--	-----------

Transit Technologies		216,262
----------------------	--	---------

MOA Campus		950,000
------------	--	---------

		<hr/>
		21,459,786
		<hr/>

Proposed 2025 Capital Budget	\$	150,736,272
-------------------------------------	-----------	--------------------

- Requesting budget authority for existing projects
- New project requests to be presented Spring 2025



Capital Expenditures & Obligations

Capital Project Categories	2024	Approved Capital Budget Authority	Projected 2025 Utilization
Fleet	27,601,664	41,901,664	23,407,567
Facilities	58,315,707	64,309,231	27,306,893
Equipment	1,750,000	1,750,000	1,650,000
Transit Technologies	10,694,115	10,910,377	2,475,689
Planning / Studies	520,000	520,000	300,000
Other	4,450,000	4,450,000	2,475,000
MOA Campus	25,945,000	26,895,000	3,628,882
	<u>129,276,486</u>	<u>150,736,272</u>	<u>61,244,031</u>



Capital Projects

Fleet - \$23.4M (to be ordered in 2025)

- Approved fleet replacements for all modes per replacement schedules
- Expansion vehicles for Rideshare program

Facilities & MOA Campus - \$30.9M

- Maintenance facility upgrades such as paint booth, automated fluid system, and vehicle wash
- Passenger amenities upgrades, transit center renovations and improvements, and West Pasco land acquisition
- MOA campus improvements and Facility Maintenance Building



Capital Projects (cont.)

Equipment - \$1.6M

- Fixed Route midlife overhauls and maintenance equipment

Transit Technologies - \$2.5M

- Fare collections program and mobile ticketing, records management system, and access control for MOA and Three Rivers

Planning/Studies & Other - \$2.8M

- Long-Range Transit Development Plan, and Strategic Plan
- Enterprise Resource Planning (ERP) System, and website



Overall Budget Summary

	Total	Operating	Capital
Revenues:			
Fares	\$ 1,799,200	\$ 1,799,200	\$ -
Sales Tax	53,518,800	46,869,013	6,649,787
Miscellaneous	2,980,000	2,980,000	-
Total Local	58,298,000	51,648,213	6,649,787
Total State Grants	25,109,999	10,300,000	14,809,999
Total Federal Grants	3,385,835	3,385,835	-
Total Revenues	86,793,834	65,334,048	21,459,786
Expenditures:			
Operating Expenditures	65,334,048	65,334,048	-
Capital Expenditures	21,459,786	-	21,459,786
Total Expenditures	86,793,834	65,334,048	21,459,786



2025 Operating and Capital Budget

Thank you!

Memorandum

Date: December 16, 2024

To: Thomas Drozt, Chief Executive Officer

From: Julie Thompson, Director of Finance and Accounting

RE: Resolution 58-2024 – Adopt the FY 2025 Operating and Capital Budgets and Authorize the Chief Executive Officer to file all FY 2025 Federal and State Grants

Background

The proposed calendar year 2025 Operating and Capital Budget for Ben Franklin Transit (BFT) is a balanced budget of \$65,334,048. The Capital Budget is a proposed net increase of \$21,459,786, for a total Capital Budget of \$86,793,834.

Recommendation

Staff recommends the Board approve Resolution 58-2024 and adopt the 2025 Operating and Capital Budgets as presented in Exhibit A to be effective for BFT January 1, 2025. Staff also recommends the Board delegate authority to the Chief Executive Officer to file the Fiscal Year 2025 federal and state grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

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**

WHEREAS, the governing authority of Ben Franklin Transit is required by law to adopt a budget for FY 2025 prior to incurring expenses in FY 2025; and

WHEREAS, staff provided the Board the budget document and has considered Board comments; and

WHEREAS, public hearing conducted during the December 16, 2024, Board meeting; and

WHEREAS, Exhibit A, attached to this resolution, shows a detailed breakdown of the operating and capital budget proposals discussed.

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

- 2) the Board hereby adopts the FY 2025 Operating and Capital Budget (which is attached to this Resolution as Exhibit A and incorporated herein by reference) for Ben Franklin Transit effective January 1, 2025; and
- 3) the Board hereby authorizes the Chief Executive Officer to file the FY 2025 Federal and State grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available for BFT.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Monday, December 16, 2024, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

JeremyJ. Bishop, Legal Counsel

Exhibit A.

	Total	Operating	Capital
Revenues:			
Fares	\$ 1,799,200	\$ 1,799,200	\$ -
Sales Tax	53,518,800	46,869,013	6,649,787
Miscellaneous	2,980,000	2,980,000	-
Total Local	58,298,000	51,648,213	6,649,787
Total State Grants	25,109,999	10,300,000	14,809,999
Total Federal Grants	3,385,835	3,385,835	-
Total Revenues	86,793,834	65,334,048	21,459,786
Expenditures:			
Fixed Route	\$ 26,717,481	\$ 26,717,481	\$ -
DAR	14,501,476	14,501,476	-
Rideshare (formerly Vanpool)	2,095,450	2,095,450	-
Maintenance	4,049,261	4,049,261	-
Purchased Transportation - VIA	3,303,500	3,303,500	-
Purchased Transportation - ARC	1,290,879	1,290,879	-
Human Resources	1,818,414	1,818,414	-
Planning & Service Development	1,770,090	1,770,090	-
Customer Service/Marketing	2,303,787	2,303,787	-
Safety & Security / Training	1,246,720	1,246,720	-
Executive/Administrative Services	6,236,989	6,236,989	-
Total Operating Expenditures	65,334,048	65,334,048	-
Fleet Program	14,300,000	-	14,300,000
Facilities Program	5,993,524	-	5,993,524
Equipment	-	-	-
Transit Technologies	216,262	-	216,262
Transit Security & Safety	-	-	-
Planning / Studies	-	-	-
Other	-	-	-
MOA Campus	950,000	-	950,000
Total Capital Expenditures	21,459,786	-	21,459,786
Total Expenditures	86,793,834	65,334,048	21,459,786



Additional Board Information

December 2024

1. 90-Day Procurement Outlook as of November 22, 2024
2. Treasurer's Report
3. BFT Sales Tax Information

As of: 11/22/2024	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
December							
Color Code: Green - Recommendation for Award							
January							
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
Acceptance of Capital Project: Operations Building	Capital	\$11,413,865	24 Months	IFB	NA	NA	X
February							
Award of Contract - Grant-Funded Bus Stop & Sidewalk Improvements	Capital	\$1,590,507	Up to 2 Years	IFB	10/10/2024	2/20/2025	X



Ben Franklin Transit Treasurer's Report

Date: December 12, 2024

To: Ben Franklin Transit Board of Directors

From: Finance Department

Subject: Treasurer's Report - As of Nov 30, 2024

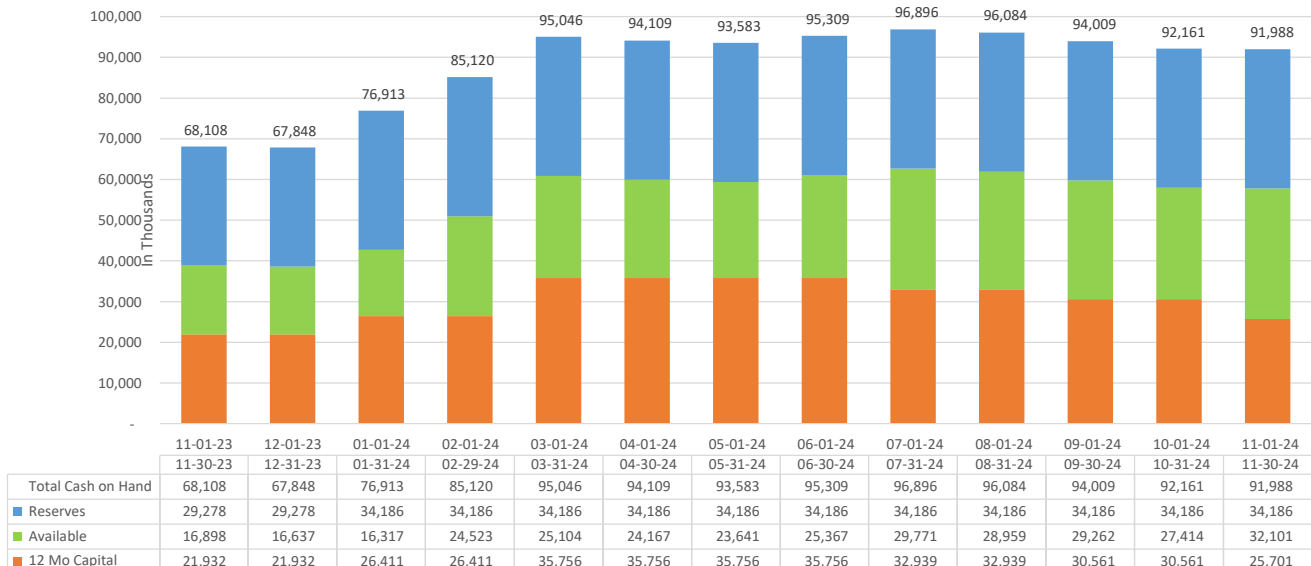
The Investment Position of Ben Franklin Transit as of the Close of Business on Nov 30, 2024 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.7251%	Open	\$ 54,183,035	58.9%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
Subtotal Investments			54,183,035	58.9%
Check Book Balance, Petty Cash, & Travel Account			* 37,805,011	41.1%
				100.0%
Total Cash and Equivalents on Hand **			\$ 91,988,046	
Less Reserve Funds				
Operating Reserves			(15,910,000)	
Fuel Reserves			(3,076,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
Total Reserves			(34,186,000)	
Subtotal Funds Available			57,802,046	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Budget Authority	12 Month Estimated Outflows (*)	(25,700,895)	
Fleet Vehicles	(21,812,225)	(6,660,719)		
Facilities - Transit Centers & Amenities	(44,908,726)	(11,605,050)		
Facilities - MOA Campus	(10,572,217)	(2,264,627)		
Technology	(7,993,792)	(2,414,206)		
Other	(6,281,821)	(2,756,293)		
	(91,568,781)	(25,700,895)		
Net Funds Available			\$ 32,101,151	

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

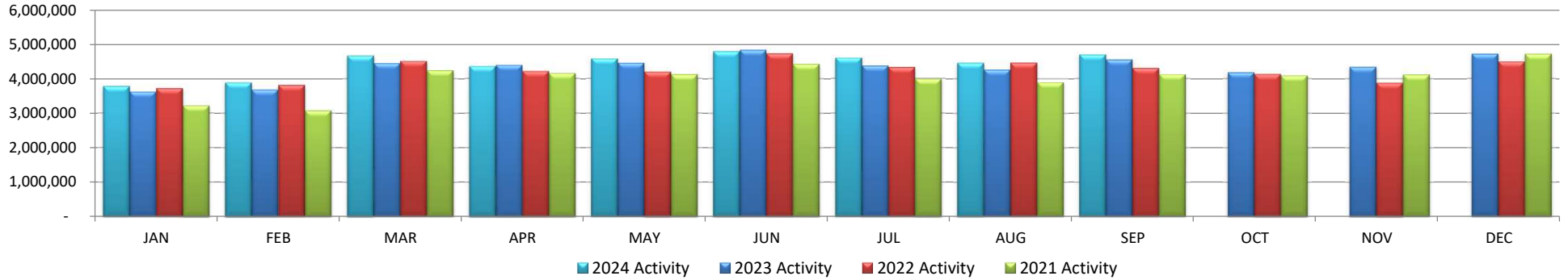
** 2023 to 2025 Washington State Transit Support Grants & Special Needs Awarded \$14.1 million; Due to uncertainty around I-2117 drawdowns through July 31, 2024 total \$11.3 million to cover Operating expenses.

Total Cash & Investments (in thousands) as of Nov 30, 2024





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				39,888,613	\$ 39,888,613
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	\$ 38,692,669
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	-	-	-	1,195,944	
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%				3.1%	
% 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	\$ 39,681,000
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				207,613	0.5%
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%