



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday, April 10<sup>th</sup>, 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**

---

- |   |                  |
|---|------------------|
| <b>1. Convene Board Meeting</b>                       | Chair Will McKay |
| <b>2. Roll Call</b>                                   | Shea Walter      |
| <b>3. Pledge of Allegiance</b>                        | Chair McKay      |
| <b>4. Public Comments</b>                             | Chair McKay      |
| <b>5. Approval of Agenda</b>                          | Chair McKay      |
| <b>6. Citizens Advisory Network (CAN)</b>             | Dennis Kreutz    |
| <b>A. March 17<sup>th</sup>, 2025, Meeting Report</b> |                  |
| <b>7. Recognitions</b>                                |                  |
| No Recognitions                                       |                  |

## **8. Consent Agenda**

**A.** March 13<sup>th</sup>, 2025, Regular Board Meeting Minutes

**B.** March Voucher Summary

**C.** Resolution 06-2025 A Resolution Authorizing the Chief Executive Officer to Accept the Queensgate Transit Center Construction Contract #1383 with GAME Construction, Inc. As Complete Kevin Sliger

**D.** Resolution 09-2025 A Resolution Authorizing the Chief Executive Officer to Award Contract for Employment and Labor Legal Services To Ogden Murphy Wallace Mackenzie Miller

**E.** Resolution 11-2025 A Resolution Authorizing the Chief Executive Officer to Enter into a Contract with and Approved Auto Dealership(s) Utilizing Washington State Contract #28423 to Purchase up to Three (3) Service Trucks Terry DeJuan

## **9. Action Items**

**A.** Resolution 10-2025 A Resolution Authorizing the Chief Executive Officer to Enter into a Contract with Modell Commercial Vehicles To Purchase Thirty-Six (36) Dial-A-Ride Vehicles Utilizing Washington State Contract #16719-02 Terry DeJuan

## **10. Informational Items**

A. Long-Range Transit Plan & Strategic Plan Development	Kevin Sliger/Heidi Ganum
B. Notification of Upcoming Bids & Requests for Proposal	Provided in Packet
C. Sales Tax Comparison	Provided in Packet
D. 2025 Treasurer's Report	Provided in Packet

## **11. Staff Reports & Comments**

A. Legal Report	Jeremy J. Bishop
B. Chief Executive Officer's Report	Thomas Drozt

## **12. Board Member Comments**

## **13. Executive Session**

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

## **14. Other**

## **15. Next Meeting**

Regular Board Meeting – Thursday, May 8<sup>th</sup>, 2025, at 6:00 p.m.

## **16. Adjournment**



**REUNIÓN PERIÓDICA  
DE LA JUNTA DE DIRECTIVOS**  
**Jueves 10 de abril de 2025, a las 6:00 p. m.**  
**Sala de juntas de Ben Franklin Transit**  
**1000 Columbia Park Trail, Richland, Washington**

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

**Enlace para la reunión:**

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

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

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

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

---

## **ORDEN DEL DÍA**

---

- |   |                       |
|---|-----------------------|
| <b>1. Convocar reunión de la Junta</b>  | Presidente Will McKay |
| <b>2. Pasar lista</b>   | Shea Walter           |
| <b>3. Juramento de lealtad</b>  | Presidente McKay      |
| <b>4. Comentarios públicos</b>  | Presidente McKay      |
| <b>5. Aprobación del orden del día</b>  | Presidente McKay      |
| <b>6. Citizens Advisory Network (Red de asesoramiento para ciudadanos, CAN)</b> | Dennis Kreutz         |
| <b>A. Informe de la reunión del 17 de marzo de 2025</b>                         |                       |

## **7. Reconocimientos**

Sin reconocimientos

## **8. Orden del día consensuado**

A. Actas de las reuniones periódicas de la Junta del 13 de marzo de 2025

B. Resumen de cupones de marzo

C. Resolución 06-2025: una Resolución que autoriza al director general a aceptar la construcción del Proyecto del Centro de Tránsito de Queensgate como completada Kevin Sliger

D. Resolución 09-2025: una Resolución que autoriza al director general a adjudicar un contrato de servicios legales laborales a Ogden Murphy Wallace Mackenzie Miller

E. Resolución 11-2025: una Resolución que autoriza al director general a celebrar un contrato con un concesionario de automóviles aprobado, mediante el Contrato n.º 28423 del estado de Washington, para la compra de hasta tres (3) camiones de servicio Terry DeJuan

## **9. Elementos de acción**

A. Resolución 10-2025: una Resolución que autoriza al director general a celebrar un contrato con Modell Vehículos Comerciales para comprar treinta y seis (36) vehículos Dial-A-Ride mediante el Contrato n.º 16719-02 del estado de Washington Terry DeJuan

## **10. Apartados informativos**

A. Actualización del plan de tránsito a largo plazo y dirección estratégica Kevin Sliger/Heidi Ganum

B. Próximas ofertas y peticiones de propuestas

C. Comparación del impuesto sobre las ventas

B. Informe del tesorero

## **11. Informes y comentarios del personal**

A. Informe jurídico Jeremy J. Bishop

B. Informe del director general Thomas Drozt

## **12. Comentarios de los miembros de la Junta**

## **13. Sesión ejecutiva**

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

## **14. Otro**

**15. Próxima reunión**

Reunión periódica de la Junta: jueves 8 de mayo de 2025, a las 6:00 p. m.

**16. Se levanta la sesión**



## **BOARD OF DIRECTORS REGULAR MEETING**

**Thursday March 13<sup>th</sup>, 2025, at 6 p.m.**

**Ben Franklin Transit Boardroom**

**1000 Columbia Park Trail, Richland, Washington**

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

---

### **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 after their jurisdiction was called.

#### **2. ROLL CALL**

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

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

**Legal Counsel:** Jeremy J. 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 Maier and passed unanimously*

**6. RECOGNITIONS**

Resolution 05-2025 Retirement of Mary Gatrell

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

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

Mr. Dennis Kreutz presented and highlighted items in the minutes from their February 17<sup>th</sup>, 2025, Citizens Advisory Network meeting.

**8. CONSENT AGENDA**

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

A. February 13<sup>th</sup>, 2025, Regular Board Meeting Minutes

B. February Voucher Summary

*Vice Chair Bauman moved to approve the Consent Agenda. This Motion was seconded by Director Bloom and passed unanimously*

**9. ACTION ITEMS**

No Action Item

**10. STAFF REPORTS & COMMENTS**

**A. Legal Report**

BFT Legal Counsel Jeremy Bishop had no updates

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

Chief Executive Officer Thomas Drozt Briefed Directors on Public Facing KPI's in the following departments, Fixed Route, Dial-A-Ride, Rideshare. Safety and Maintenance.

Thoms Drozt talked About Attending the Recent Legislative Conference and Mentioned a few Items Discussed like the Recently Passed Budget Cuts made by the State.

Thomas Touched on Fare Structure, working with 4Nines to Dial in this Change. He also Introduced BFT's New CFO Alex Smith and Closed with Recognition of Miguel Mora, Facilities Team Member and how he Helped a Passenger with Ensuring his Medical Needs were Taken Care of on His Day Off.

**12. BOARD MEMBER COMMENTS**

Board comments were made

**13. EXECUTIVE SESSION**

No Executive Session was held

**14. OTHER**

There were no other agenda items

**15. NEXT MEETING**

The next meeting will be held Thursday, April 10<sup>th</sup>, 2025, at 6:00 p.m.

**16. ADJOURNMENT**

Chair McKay adjourned the meeting at 6:42 PM

---

Shea Walter, Clerk of the Board

---

Date





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

Thursday, April 10, 2025

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for March 2025

March 2025 vouchers totaled \$3,819,848.61. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 466,203.09
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 463,631.30
COLEMAN OIL COMPANY LLC	FUEL	\$ 316,005.79
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 193,892.99
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 114,719.19
STATE OF WASHINGTON	MED INS PAYABLE	\$ 102,541.56
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 86,189.88
EMPLOYMENT SECURITY DEPARTMENT	FMLA	\$ 85,519.27
WEX BANK	CONTRACTED SERVICES	\$ 36,371.87
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 32,107.87
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 30,460.88
GOVERNMENT JOBS.COM INC	APPLICANT TRACKING	\$ 26,929.50
CITY OF RICHLAND	UTILITY	\$ 23,457.26
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 20,017.77
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 19,655.84
STARK DESIGN LLC	DECALS	\$ 18,146.48
DELL MARKETING LP	COMPUTER EQUIPMENT	\$ 17,079.39
TEAMSTERS UNION	UNION DUES	\$ 16,770.50
GARDA CL NORTHWEST INC	ARMORED CAR SERV.	\$ 15,960.50
SOMETHING UNLIMITED	CONSULTING	\$ 14,812.50
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 14,511.47
STACY A SHORT	CONSULTING	\$ 13,650.00
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 13,430.20
MUSTANG SIGNS LLC	DECALS	\$ 12,513.51
IRIS GROUP HOLDINGS LLC	PROFESSIONAL SERVICES	\$ 12,388.59
PATRIOT ENVIRONMENTAL SERVICES INC	CONTRACTED SERVICES	\$ 12,181.53
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 11,627.89
DEPT OF RETIREMENT SYSTEMS - DCP	EMP DEFERRED COMP	\$ 11,610.59

Total Significant Vendors	\$ 2,202,387.21
Payroll Total	\$ 1,341,568.80
Total Non-Significant Vendors	\$ 275,892.60
<b>GRAND TOTAL</b>	<b>\$ 3,819,848.61</b>

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 [Mar 2025](#)

PAYROLL				
Check Register Number	Check Number / Number	Date of Issue	In the Amount	
505-25	ACH	3/7/2025	\$ 659,252.16	Payroll
506-25	ACH	3/21/2025	\$ 682,316.64	Payroll
Total			\$ 1,341,568.80	

\_\_\_\_\_  
AUTHORITY MEMBER  
4/10/2025

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 Mar 2025.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number		Date of Issue	In the Amount	
144-25	ACH		3/3/2025	36,371.87	ACH
145-25	90164	90227	3/7/2025	502,943.01	MDSE
146-25	ACH		3/7/2025	249,529.78	ACH
149-25	90228	90277	3/13/2025	191,030.74	MDSE
150-25	90278	90278	3/14/2025	14,812.50	MDSE
151-25	90265	90265	3/14/2025	(0.17)	VOID
152-25	90279	90279	3/17/2025	1,350.00	MDSE
153-25	90280	90356	3/20/2025	433,817.64	MDSE
154-25	90357	90358	3/21/2025	665.16	MDSE
155-25	ACH		3/13/2025	33,670.41	ACH
156-25	ACH		3/14/2025	51,848.86	ACH
157-25	ACH		3/19/2025	463,631.30	ACH
158-25	ACH		3/21/2025	257,176.45	ACH
159-25	90359	90424	3/28/2025	220,148.45	MDSE
160-25	90425	90426	3/31/2025	12,206.53	MDSE
161-25	ACH		3/25/2025	8,340.00	ACH
162-25	ACH		3/27/2025	1,035.19	ACH
163-25	90362	90362	3/28/2025	(245.31)	VOID
164-25	90380	90380	3/28/2025	(52.60)	VOID

**Total      \$    2,478,279.81**

---

AUTHORITY MEMBER  
 4/10/2025

Mar 2025 vouchers audited and certified by Ben Franklin Transit's auditing officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, have been recorded on a listing which has been emailed to the Board members April 10, 2025.

**ACTION: As of this date, April 10, 2025, I, \_\_\_\_\_**  
move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
505-25	ACH	3/7/2025	\$ 659,252.16	Payroll
506-25	ACH	3/21/2025	\$ 682,316.64	Payroll
<b>Total</b>			<b>\$ 1,341,568.80</b>	

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
144-25	ACH	3/3/2025	36,371.87	ACH
145-25	90164 90227	3/7/2025	502,943.01	MDSE
146-25	ACH	3/7/2025	249,529.78	ACH
149-25	90228 90277	3/13/2025	191,030.74	MDSE
150-25	90278 90278	3/14/2025	14,812.50	MDSE
151-25	90265 90265	3/14/2025	(0.17)	VOID
152-25	90279 90279	3/17/2025	1,350.00	MDSE
153-25	90280 90356	3/20/2025	433,817.64	MDSE
154-25	90357 90358	3/21/2025	665.16	MDSE
155-25	ACH	3/13/2025	33,670.41	ACH
156-25	ACH	3/14/2025	51,848.86	ACH
157-25	ACH	3/19/2025	463,631.30	ACH
158-25	ACH	3/21/2025	257,176.45	ACH
159-25	90359 90424	3/28/2025	220,148.45	MDSE
160-25	90425 90426	3/31/2025	12,206.53	MDSE
161-25	ACH	3/25/2025	8,340.00	ACH
162-25	ACH	3/27/2025	1,035.19	ACH
163-25	90362 90362	3/28/2025	(245.31)	VOID
164-25	90380 90380	3/28/2025	(52.60)	VOID
<b>Total</b>			<b>\$ 2,478,279.81</b>	

Check Register Nos. 144-25 to 146-25, 149-25 to 164-25 and 505-25 to 506-25 in the total amount of: **\$ 3,819,848.61**

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 144-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK: 03/03/2025

PURPOSE:

02072 WEX	\$36,371.87
TOTAL	\$36,371.87

"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 (Mar 5, 2025 15:09 PST)

AUDITOR

Mar 5, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 145-25

CHECK NUMBERS 90164 TO 90227

DATE 3/7/2025

PURPOSE APMAR25A VOUCHERS AMOUNT \$502,943.01

"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 (Mar 10, 2025 10:06 PDT)

AUDITOR

Mar 10, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 146-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 3/7/2025

PURPOSE:

00441	ICMA RETIREMENT DC	\$2,660.82
00286	TEAMSTER DUES	\$8,413.75
01609	AW REHN FSA	\$1,135.49
00532	DRS DCP	\$5,486.38
00430	IRS TAX	\$229,721.83
00262	WA DCS	\$2,111.51
<b>TOTAL</b>		<b>\$249,529.78</b>

"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 (Mar 10, 2025 10:10 PDT)

AUDITOR

Mar 10, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 149-25

CHECK NUMBERS 90228 TO 90277

DATE 3/13/2025

PURPOSE APMAR25B VOUCHERS AMOUNT \$191,030.74

"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 (Mar 14, 2025 14:31 PDT)

AUDITOR

Mar 14, 2025

DATE



BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 150-25

CHECK NUMBERS 90278 TO 90278

DATE 3/14/2025

PURPOSE APMAR25C VOUCHERS AMOUNT \$14,812.50

"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 (Mar 14, 2025 14:35 PDT)

AUDITOR

Mar 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 151-25

CHECK NUMBERS 90265 TO 90265

VOID DATE 3/14/2025

CHECK DATE(S) 3/13/2025

PURPOSE AP VOID CHECK(S) AMOUNT \$ (0.17)

"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 (Mar 14, 2025 14:37 PDT)

AUDITOR

Mar 14, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 152-25

CHECK NUMBERS 90279 TO 90279

DATE 3/17/2025

PURPOSE APMAR25D VOUCHERS AMOUNT \$1,350.00

"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 (Mar 19, 2025 06:38 PDT)

\_\_\_\_\_  
AUDITOR

Mar 19, 2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 153-25

CHECK NUMBERS 90280 TO 90356

DATE 3/20/2025

PURPOSE APMAR25E VOUCHERS AMOUNT \$433,817.64

"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 (Mar 21, 2025 12:22 PDT)  
\_\_\_\_\_  
AUDITOR

Mar 21, 2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 154-25

CHECK NUMBERS 90357 TO 90358

DATE 3/21/2025

PURPOSE APMAR25F VOUCHERS AMOUNT \$665.16

"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 (Mar 21, 2025 12:18 PDT)

AUDITOR

Mar 21, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      155-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK      3/13/2025

PURPOSE:

01887	EMPLMNT SECURITY DEPT	\$33,670.41
<b>TOTAL</b>		<b>\$33,670.41</b>

"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 (Mar 24, 2025 07:08 PDT)

AUDITOR

Mar 24, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 156-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 3/14/2025

PURPOSE:

01887 MPLMNT SECURITY DEPT	\$51,848.86
<b>TOTAL</b>	<b>\$51,848.86</b>

"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 (Mar 24, 2025 07:08 PDT)

AUDITOR

Mar 24, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      157-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK      3/19/2025

PURPOSE:

00014   NW ADMIN ACCT	\$463,631.30
<b>TOTAL</b>	<b>\$463,631.30</b>

"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 (Mar 21, 2025 15:27 PDT)

\_\_\_\_\_  
AUDITOR

Mar 21, 2025

\_\_\_\_\_  
DATE



BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 158-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 3/21/2025

PURPOSE:

01609	AW REHN	\$1,135.49
00532	DPT RETIREMENT SYS	\$6,124.21
00441	MISSION SQR	\$2,644.14
00430	IRS PAYROLL TAXES	\$236,481.26
00286	TEAMSTERS 839	\$8,356.75
00262	WA DCS	\$2,434.60
<b>TOTAL</b>		<b>\$257,176.45</b>

"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 (Mar 21, 2025 15:29 PDT)

AUDITOR

Mar 21, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 159-25

CHECK NUMBERS 90359 TO 90424

DATE 3/28/2025

PURPOSE APMAR25G VOUCHERS AMOUNT \$220,148.45

"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 (Mar 28, 2025 13:46 PDT)  
AUDITOR

Mar 28, 2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 160-25

CHECK NUMBERS 90425 TO 90426

DATE 3/31/2025

PURPOSE APMAR25H VOUCHERS AMOUNT \$12,206.53

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

Julie Thompson  
Julie Thompson (Apr 1, 2025 6:35 PDT)

AUDITOR

Apr 1, 2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      161-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK      3/25/2025

PURPOSE:

00082    HRA VEBA TRUST	\$8,340.00
<b>TOTAL</b>	<b>\$8,340.00</b>

"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 (Apr 1, 2025 6:36 PDT)  
\_\_\_\_\_  
AUDITOR

Apr 1, 2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 162-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 3/27/2025

PURPOSE:

00414 DOR EXCISE TAX	\$1,035.19
<b>TOTAL</b>	<b>\$1,035.19</b>

"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 (Apr 1, 2025 4:37 PDT)  
AUDITOR

Apr 1, 2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 163-25

CHECK NUMBERS 90362 \_\_\_\_\_

VOID DATE 3/31/2025

CHECK DATE(S) 3/28/2025

PURPOSE	<u>AP VOID CHECK(S)</u>	AMOUNT	<u>\$ (245.31)</u>
---------	-------------------------	--------	--------------------

"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 (Apr 1, 2025 6:41 PDT)

AUDITOR

Apr 1, 2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 164-25

CHECK NUMBERS 90380 \_\_\_\_\_

VOID DATE 3/31/2025

CHECK DATE(S) 3/28/2025

PURPOSE	<u>AP VOID CHECK(S)</u>	AMOUNT	<u>\$ (52.60)</u>
---------	-------------------------	--------	-------------------

"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 (Apr 1, 2025 06:41 PDT)

AUDITOR

Apr 1, 2025

DATE

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 505-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 659,252.16</u>

PAYROLL DATE MARCH 7, 2025

PURPOSE: PPE 03/01/2025 AMOUNT: \$ 659,252.16

“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  
AUDITOR

3/06/2025  
DATE



## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 506-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 682,316.64</u>

PAYROLL DATE MARCH 21, 2025

PURPOSE: PPE 03/15/2025 AMOUNT: \$ 682,316.64

“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

3/19/2025  
DATE

# Memorandum

---

Date: April 10<sup>th</sup>, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: Resolution 06-2025 Recommendation to Accept the Queensgate Transit Center Construction Contract #1383 with GAME Construction, Inc. as Complete

## **Background**

The Ben Franklin Transit (BFT) Board of Directors awarded the construction contract for the Queensgate Transit Center project to Goodman and Mehlenbacher Enterprise, Inc. in December 2022, at the regular Board meeting. The Queensgate Transit Center Construction began on May 10<sup>th</sup>, 2023, and GAME, Inc. reached substantial completion in October 2024, with oversight by staff and Wenaha Construction Management.

The project was to construct a multi-modal transit hub that expanded the reach of BFT services to underserved communities in Richland, West Richland, Benton City, and Prosser. Funding was approved in the capital budget for this project in the amount of \$6,353,626.

The project was completed on time and under budget, as listed below:

GAME contract amount	KPFF Architecture Costs	Wenaha CM Costs	Permits & Advertising Costs	Total	Project Budget	Remaining
\$3,352,975	\$1,074,040	\$255,267	\$62,396	\$5,131,975	\$6,353,626	\$1,221,650

## **Funding**

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Local and State Funding

Project: FAC0022C

## **Recommendation**

Staff recommend the Board approve Resolution 06-2025, granting the Chief Executive Officer the authority to accept the Queensgate Transit Center Construction Contract #1383 with Goodman and Mehlenbacher Enterprise, 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 06-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ACCEPT THE  
QUEENSGATE TRANSIT CENTER CONSTRUCTION CONTRACT #1383 WITH GAME  
CONSTRUCTION, INC. AS COMPLETE**

WHEREAS, The Board of Directors approved Resolution 72-2022 on December 8, 2022, to enter into a contract with Goodman & Mehlenbacher Enterprise, Inc., for construction of Queensgate Transit Center; and

WHEREAS, Goodman & Mehlenbacher Enterprise, Inc. reached substantial completion on October 1<sup>st</sup>, 2024, with oversight by staff and Wenaha Construction Management. The quality of work performed was acceptable; and

WHEREAS, The original contract amount with change orders totaled \$3,352,975 (sales tax not included).

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

The Chief Executive Officer is authorized to accept Contract #1383 with Game Construction, INC. as complete and release retainage, performance, and payment bonds once the state has approved the release of retainage funds.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 10<sup>th</sup>, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Shea Walter, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

# **Memorandum**

---

Date: April 10<sup>th</sup>, 2025

To: Thomas Drozt, Chief Executive Officer

From: Mackenzie Miller, Director of Human Resources

Re: Resolution 09-2025 Authorizing the Award of Employment and Labor Legal Services to Ogden Murphy Wallace (OMW)

## **Background**

Ben Franklin Transit (BFT) staff recognizes the need for multiple Employment and Labor Legal Services Firms to support the agency in addition to the current contract with Summit Law, due to the increase in new Bargaining Units at BFT. BFT's current contract with Karr Tuttle Campbell for Labor Relations and Employment Law Services ended on March 31<sup>st</sup>, 2025. BFT employs approximately 418 full-time and part-time personnel including administrative staff and represented employees. BFT currently has six bargaining agreements, with two new units bargaining first contracts this year. The units are represented by Teamster's Local 839 and Teamster's Local 760.

All represented employees at BFT have access to interest arbitration under state law. BFT must comply with relevant state and federal laws in its dealings with employees, and as a recipient of federal transportation grant funds, BFT must also comply with regulations of the Federal Transit Administration.

Legal Services provided by the firms will be on an as-needed basis. As a result, annual estimates of the number of legal hours required depend on the specific legal issues BFT must manage.

In the past ten years, BFT has required legal services on a wide range of matters, covering all aspects of labor relations including collective bargaining, counseling regarding employee discipline and grievances, defending arbitrations, defending unfair labor practices (ULPs) before the Public Employment Relations Commission (PERC), drafting or reviewing last chance, settlement agreements and side letters, and day to day counseling with respect to BFT's rights and obligations under the Collective Bargaining Agreement.

Additionally, BFT has required legal services on employer/employee relations from hire to termination, regarding compliance with the Fair Labor Standards Act (FSLA) Family Medical Leave Act (FMLA) Americans with Disabilities Act (ADA), Equal Employment Opportunity Commission (EEOC), Employment Retirement Security Act (ERISA), Consolidated Omnibus Budget Reconciliation Act (COBRA) and other employment laws not listed. We may seek legal counsel to advise on Washington

State Public Employer matters, public disclosure, internal investigations, separation agreements, discrimination and harassment claims, and wrongful discharge claims that may lead to a lawsuit.

The additional firm will provide lead attorneys to represent dealings with BFT and experienced attorneys who shall take the lead in representing BFT in litigation. They will also supply counsel on various subjects including but not limited to:

Public sector labor law includes grievance arbitration, interest arbitration, contract negotiations, and related matters before PERC.

Coordination with BFT General Counsel on overlapping matters to assure the agency and its management receive the best available information and advice.

### **Procurement Background**

BFT staff released the Request for Proposals for Employment and Labor Legal Services to be advertised in the Tri-City Herald and posted on OpenGov's web portal, which sent notification to 327 potential bidders.

BFT received three (3) proposal(s) and two (2) law firms were determined to be responsive and responsible. During evaluations of the proposals, BFT was notified by Karr Tuttle Campbell that the attorneys listed in their proposal were moving to Ogden Murphy Wallace on April 1<sup>st</sup>, 2025. Ogden Murphy Wallace was the other firm that submitted a proposal that was determined to be responsive and responsible. To be able to complete evaluations that include ratings based on the experience of the firm's attorneys, BFT requested the best and final offerors (BAFO) from both firms.

BFT only received a BAFO from Ogden Murphy Wallace and did not receive a response from Karr Tuttle Campbell as required in the request of the BAFO's, thereby eliminating Karr Tuttle Campbell from consideration. After staff reviewed the BAFO from Ogden Murphy Wallace, BFT determined that Ogden Murphy Wallace would meet or exceed expectations for Employment and Labor Legal Services.

Estimated yearly cost is \$102,080 or \$510,400 over the possible full five-year term.

### **Funding**

Budgeted: Yes

Budget Source: Operating

Funding Source: Local

**Recommendation**

Authorize the Chief Executive Officer to award the contract for Employment and Labor Legal Services to Ogden Murphy Wallace, for a two (2) year term with the option to extend up to three (3) additional years.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT  
RESOLUTION 09-2025**

**A RESOLUTION TO AUTHORIZE THE CHIEF EXECUTIVE OFFICER TO AWARD  
CONTRACT FOR EMPLOYMENT AND LABOR LEGAL SERVICES TO OGDEN  
MURPHY WALLACE**

WHEREAS, Ben Franklin Transit (BFT) staff recognize an increased need for Employment and Labor Legal Services to support the agency; and

WHEREAS, BFT issued a Request for a Proposal (RFP) for firms to provide proposals for employment and labor legal services; and

WHEREAS, BFT received two (2) proposals that were determined to be responsive and responsible. BFT requested best and final offers from both firms and only Ogden Murphy Wallace provided the required best and final offer, thereby eliminating the other firm; and

WHEREAS, Funding for the services will be provided from local operating budget.

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

The Chief Executive Officer is authorized to enter into Contract #1518 with Ogden Murphy Wallace for two (2) years, with the option to extend for up to three (3) additional years.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 10<sup>th</sup>, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Shae Walter, Clerk of the Board

\_\_\_\_\_  
Will McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

# Memorandum

---

Date: April 10, 2025

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Senior Manager, Fleet Maintenance

RE: A Resolution Authorizing the Chief Executive Office to Enter into a Contract with any Approved Auto Dealership(s) Utilizing Washington State Contract #28423 to Purchase up to Three (3) Service Trucks

## **Background**

Ben Franklin Transit (BFT) is in need of three (3) service trucks to replace two (2) current vehicles that are beyond useful life and add one (1) to the fleet. The trucks will be used to support Fleet and Facilities maintenance response to road calls and other service needs.

Funding is approved in BFT's 2025 Capital Budget for these purchases under projects FLT0036 and FLT0041. Staff are asking that the number of trucks purchased under Capital Improvement Project FLT0036 be increased from one (1) to two (2) without any change in the budgeted amount.

BFT can purchase three (3) service trucks from an authorized auto dealership utilizing the Washington State contract #28423. The Washington State contract enables agencies to take advantage of the State's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

Qty. of Vehicles	Total
Up To 3	Up to \$288,429

## **Funding**

Budgeted: Yes

Budget Source: Capital

Funding Source: Local Funding – Project: FLT0036 and FLT0041

## **Recommendation**

Authorize the Chief Executive Officer to Enter into a Contract with authorized auto dealership(s) from the Washington State Contract to Purchase up to Three (3) Service Trucks Utilizing Washington State Contract #28423 and to increase the number of trucks in FLT0036 to two (2).

Forward as presented:

---

Thomas Drozt, Chief Executive Officer



**BEN FRANKLIN TRANSIT  
RESOLUTION 11-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICE TO ENTER INTO A CONTRACT WITH ANY APPROVED AUTO DEALERSHIP(S) UTILIZING WASHINGTON STATE CONTRACT #28423 TO PURCHASE UP TO THREE (3) SERVICE TRUCKS**

WHEREAS, BFT has a need for three (3) service trucks to replace two (2) current trucks that are beyond useful life and add one (1); and

WHEREAS, Washington State has a multi-year contract in place for service vehicles, and BFT has an Interlocal agreement in place to utilize Washington State Contracts; and

WHEREAS, the three (3) service trucks are approved capital projects and would be locally funded.

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

1. The Chief Executive Officer is authorized to enter a contract with any authorized auto dealership on the Washington State Contract to purchase up to three (3) service trucks utilizing Washington State Contract #28423 in an amount not to exceed \$288,429, which includes sales tax, and make-ready costs.
2. The number of vehicles to be listed in Capital Improvement Project FLT0036 be increased to two (2).

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 10, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Shea Walter, Clerk of the Board

\_\_\_\_\_  
William McKay, Chair

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy J. Bishop, Legal Counsel

# Memorandum

---

Date: April 10<sup>th</sup>, 2025

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Sr Manager of Fleet Maintenance

Re: Resolution Authorizing the Chief Executive Officer to Enter into a Contract with Model1 Commercial Vehicles to Purchase up to Thirty-Six (36) Paratransit Vehicles Utilizing Washington State Contract #06719-02

## **Background**

Ben Franklin Transit's Dial-A-Ride department has thirty-six (36) 2014 - 2018 vehicles averaging 200,715 miles. The purchase of up to thirty-six (36) replacement vehicles will ensure safe operations and alleviate the high maintenance costs associated with maintaining an older fleet.

### Federal Replacement Standard

Bus: 12 yrs. or 500,000 miles  
DAR: 7 yrs. or 200,000 miles  
Vans: 4 yrs. or 100,000 miles  
Non-Revenue: 4 yrs. or 100,000 miles

### BFT Replacement Standard

14 yrs. or 550,000 miles  
9 yrs. or 250,000 miles  
7 yrs. or 150,000 miles  
7 yrs. or 150,000 miles

BFT has the opportunity to purchase StarTrans Senator II paratransit vehicles from Model1 Commercial Vehicles through Washington State contract #06719-02. The Washington State contract enables agencies to take advantage of the State's purchasing power. In doing so, BFT saves staff time and costs associated with preparing and administering vehicle procurements.

Funding is approved in BFT's 2025 Capital Budget for these purchases under projects FLT0031, FLT0034, FLT0039 and FLT0045.

## **Funding**

Budgeted: Yes

Budget Source: Capital Project #FLT0031, FLT0034, FLT0039 and FLT0045

Funding Source: Federal and Local Funds

Qty. of Vehicles	Total
Up To 36	Up to \$6,564,708

Total cost includes vehicle and all BFT make ready costs.

**Recommendation**

Authorize the Chief Executive Office to enter into a contract with Modell Commercial Vehicles to purchase up to thirty-six (36) paratransit vehicles utilizing Washington State Contract #06719-02.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 10-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH MODEL1 COMMERCIAL VEHICLES TO PURCHASE UP TO THIRTY-SIX (36) DIAL-A-RIDE VEHICLES UTILIZING WASHINGTON STATE CONTRACT #06719-02**

WHEREAS, BFT has a need for up to thirty-six (36) Dial-A-Ride vehicles to replace current vehicles that are beyond useful life; and

WHEREAS, Washington State has a multi-year contract in place for vehicles, and BFT has an Interlocal agreement in place to utilize Washington State Contracts; and

WHEREAS, the vehicles are approved capital projects and would be Federally and locally funded.

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

The Chief Executive Office is authorized to enter into a contract with Modell Commercial Vehicles to purchase up to thirty-six (36) vehicles utilizing Washington State Contract #06719-02 in an amount not to exceed \$6,564,708.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting to be held Thursday, April 10<sup>th</sup>, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

---

Shea Walter, Clerk of the Board

---

Will McKay, Chair

APPROVED AS TO FORM BY:

---

Jeremy J. Bishop, Legal Counsel



# Additional Board Information

## April 2025

1. Long-Range Transit Plan & Strategic Direction Update
2. 90-Day Procurement Outlook as of March 20, 2025
3. Sales Tax Comparison
4. 2025 Treasurer's Report

# Moving Transit Forward

Long Range Transit Plan  
Plan Development Update



# Agency Resources

## Vehicles

**71**   
**Buses**  
(51 maximum operating at a time)

**96**   
**Dial-A-Ride vehicles**  
(61 maximum operating at a time)

**201**   
**Rideshare vehicles**  
(155 maximum operating at a time)

## Facilities

**900+**   
**Bus stops**

**6**   
**Transit centers**

**9**   
**Facilities owned**

## Budget

**\$65M** **Operating budget**   
**\$23M** **Capital budget**

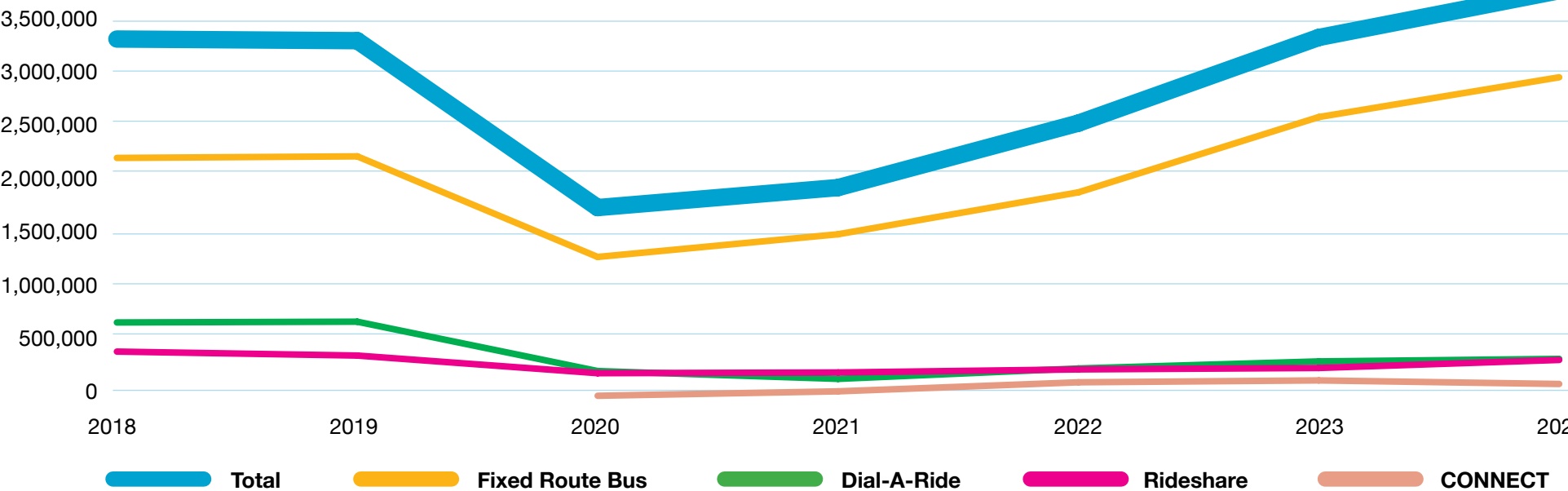
## Staff

**369**   
**Employees**

## Passenger Trips

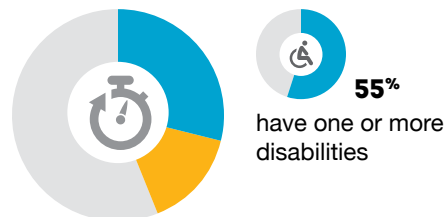
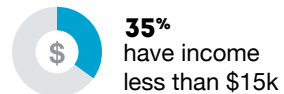
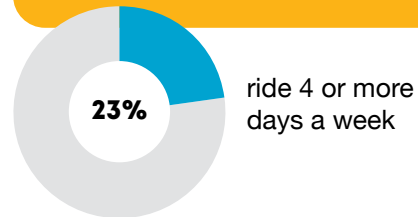
**3.5M** **Total passenger trips**  
**2.8M** **Fixed Route Bus**  
**318,844** **Dial-A-Ride**  
**328,141** **Rideshare**  
**108,954** **CONNECT**

## Passenger Trips Over Time by Mode



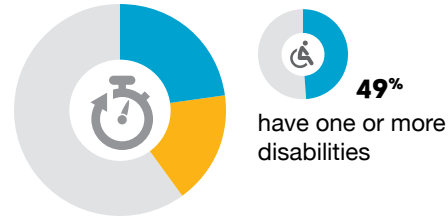
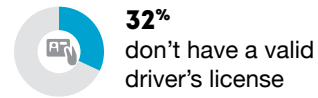
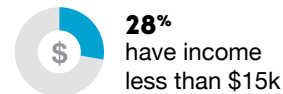
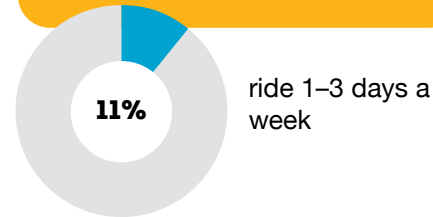
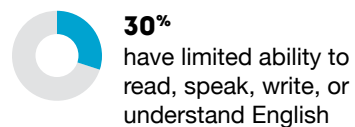
# Who did we hear from?

In late 2024, over 500 people completed a survey to share their experiences with BFT services. Of the survey respondents:



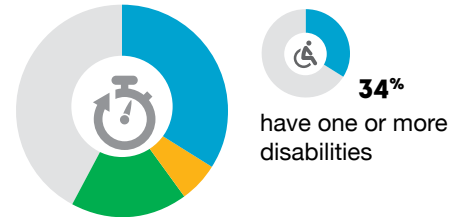
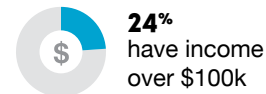
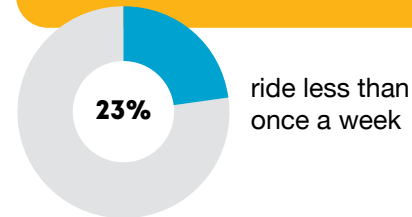
**29%** employed full time

**15%** part-time



**23%** employed full time,

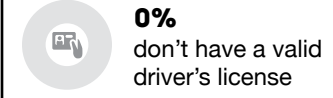
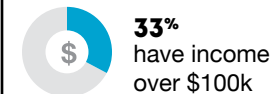
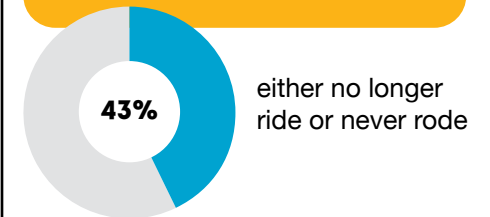
**17%** part-time



**34%** employed full time

**6%** part-time

**18%** retired



**39%** employed full time

**5%** part-time

**17%** retired



# What prevents you from using BFT services or from using them more often?

## Frequent Riders



- 1 the buses don't come often enough
- 2 services do not go where I need to go
- 3 the route is too long or I have to transfer

## Regular Riders



- 1 the buses don't come often enough
- 2 the route is too long or I have to transfer
- 3 services do not go where I need to go

## Occasional Riders



- 1 the buses don't come often enough
- 2 services do not go where I need to go
- 3 the route is too long or I have to transfer

## Non-Riders



- 1 I drive my own car
- 2 the buses don't come often enough
- 3 the route is too long or I have to transfer / service does not come close enough to my home (tied)

# How would you improve BFT services?

- 1 buses come more often
- 2 buses run later on Sundays
- 3 buses run later on weekdays and on Saturdays (tied)

- 1 buses come more often
- 2 buses run earlier on weekdays
- 3 buses run later on weekdays and on Sundays (tied)

- 1 buses come more often
- 2 buses run earlier on weekdays
- 3 buses run later on weekdays and more routes operate on Sunday (tied)

- 1 buses come more often
- 2 buses run earlier on weekdays
- 3 more bus stops have amenities (for example, shelters, benches, and trash cans)

# Strategic Directions



## Getting the Service Right

BFT provides the right mode of service at the right time and place.



## Working Better Together



BFT's internal and external relationships and processes are strong and support BFT's ongoing improvement and success.



## Making Every Dollar Count

BFT invests its resources (staff time, physical assets, and funding) to meet agency and community goals efficiently and effectively.

# Rider Experience

	 Getting the Service Right	 Working Better Together	 Making Every Dollar Count
Buses come more frequently on key routes	●		●
Buses start running earlier in the morning and run later at night	●		●
More routes operate on Sundays	●		●
Key corridors have faster, more direct bus service with fewer stops	●		
Riders have better access to information, more customer service options, and more fare payment options	●	●	●
More bus stops have amenities (for example, shelters, benches, and trash cans)	●	●	
Add services and facilities to meeting growing needs in the BFT service area	●	●	●
Riders feel more safe and secure on the bus, getting to and from the bus stops and transit centers, and waiting at bus stops and transit centers	●	●	

# BFT Organizational Improvement



**Getting the  
Service Right**



**Working Better  
Together**



**Making Every  
Dollar Count**

Implement Service Standards	●	●	●
Improve comprehensiveness of Transit Asset Management Plan and standardize planning process	●	●	●
Improve comprehensiveness of Bus Stop Guidelines	●	●	
Develop Technology Plan		●	●
Develop Alternative Fuels Transition Plan		●	●
Develop clear, standardized process for developing, funding, and implementing plans	●	●	●
Establish up-to-date, comprehensive, procedures, data and evaluation processes, and financial processes	●	●	●
Invest in employee recruitment, training, and retention	●	●	●

# Local, Regional, and State Partnerships



**Getting the  
Service Right**



**Working Better  
Together**



**Making Every  
Dollar Count**

Establish regular coordination with jurisdictional partners through quarterly meetings



Establish regular coordination with neighboring transit agencies through Regional Transit Advisory Committee

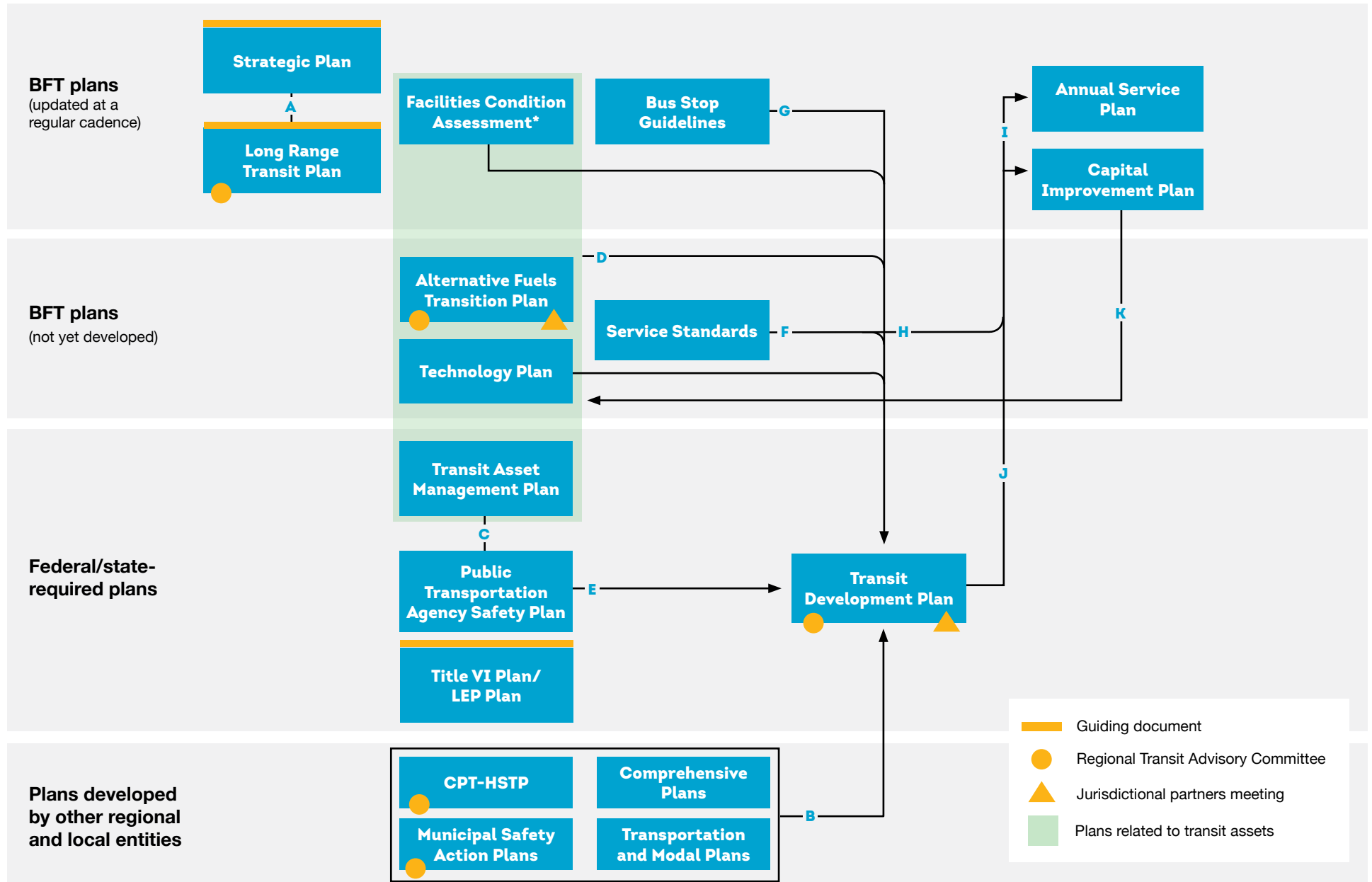


Strengthen BFT relationship with major employers



Develop standardized process for evaluating and implementing PTBA changes





\*Going forward, facilities condition assessment should be incorporated into the Transit Asset Management Plan.

# Plan Development Timeline

## Phase 1 Current System & Vision

- Project kickoff May 2024
- Public outreach July–August 2024
- Partner presentations August 2024–January 2025
- Existing conditions and gaps & needs August 2024–December 2024
- Strategic direction developed December 2024–January 2025

## Phase 2 Recommendations *\*We are here.*

- Draft recommendations developed January–March 2025
- Jurisdictional partner workshop April 2025
- Public outreach May–June 2025

## Phase 3 Long-Range Transit Plan

- Draft plan developed June–July 2025
- Jurisdictional partner workshop August 2025
- Public comment on draft plan September–October 2025
- Plan adoption November 2025

As of: 4/3/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
-----------------	--------	----------------	---------------	--------------	------------------------	----------------------	---------------------------

**In Progress**

**Color Code: Yellow - In Process**

Bus Wash System Replacement (Equipment only)	Capital	\$500,000	6 Months	WA State Contract	NA	5/15/2025	X
On-Demand Paratransit Route Scheduling & Management Software	Capital	\$500,000	Up to 5 Years	RFP	3/28/2025	8/10/2025	X
Electric Vehicle Charging System Installation	Capital	\$110,000	6 Months	IFB	3/28/2025	6/10/2025	X

<b>April</b>							
--------------	--	--	--	--	--	--	--

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

Acceptance of Capital Project: Queens Gate Transit Center	Capital	\$3,352,975	24 Months	IFB	NA	NA	X
Award - Employment Law & Labor Law Legal Services	Operating	\$510,400	Up to 5 years	RFP	1/10/2025	4/20/2025	X

<b>May</b>							
------------	--	--	--	--	--	--	--

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

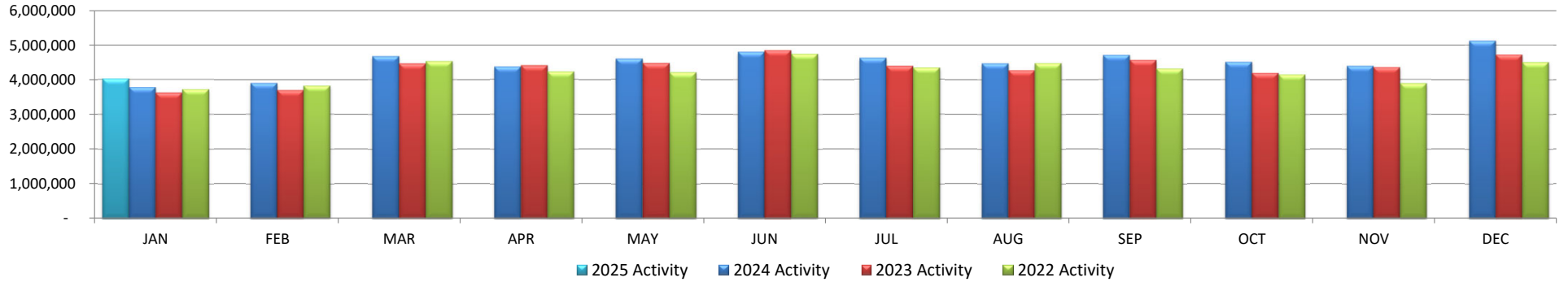
Acceptance of Capital Project: Administration Building HVAC Project	Capital	\$116,045	18 Months	IFB	NA	NA	X
Bus Wash System Replacement (Equipment only)	Capital	\$500,000	6 Months	WA State Contract	NA	5/15/2025	X

<b>June</b>							
Electric Vehicle Charging System Installation	Capital	\$110,000	6 Months	IFB	3/28/2025	6/10/2025	X





### BFT Sales Tax Comparison 2022 to YTD 2025



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2025 Activity	4,028,139												4,028,139	\$ 4,028,139
2024 Activity	3,779,941	3,890,902	4,676,729	4,364,050	4,587,567	4,803,116	4,610,109	4,470,339	4,705,860	4,510,224	4,388,830	5,121,953	53,909,620	\$ 3,779,941
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	
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	
Chg 25 to 24	248,198	-	-	-	-	-	-	-	-	-	-	-	248,198	
Chg 24 to 23	158,549	205,504	214,187	(40,116)	125,875	(42,619)	234,062	194,299	146,203	319,057	38,909	397,370	1,951,280	
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	(201,724)	244,609	48,307	457,583	219,885	1,063,471	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
% Chg 25 to 24	6.6%												6.6%	
% Chg 24 to 23	4.4%	5.6%	4.8%	-0.9%	2.8%	-0.9%	5.3%	4.5%	3.2%	7.6%	0.9%	8.4%	3.8%	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%	1.2%	11.8%	4.9%	2.1%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
2025 Budget	3,738,700	3,748,300	4,690,300	4,528,500	4,529,100	4,965,400	4,499,800	4,484,000	4,607,600	4,403,500	4,381,400	4,942,200	53,518,800	\$ 3,738,700
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	\$ 3,717,000
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	
Vs. 2025 Budget	289,439												289,439	7.7%
Vs. 2024 Budget	62,941	107,902	92,729	(149,950)	14,567	(163,884)	125,109	87,339	30,860	214,224	(70,170)	393,953	745,620	1.7%
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	5.8%



## Ben Franklin Transit Treasurer's Report

Date: April 10, 2025

To: Ben Franklin Transit Board of Directors

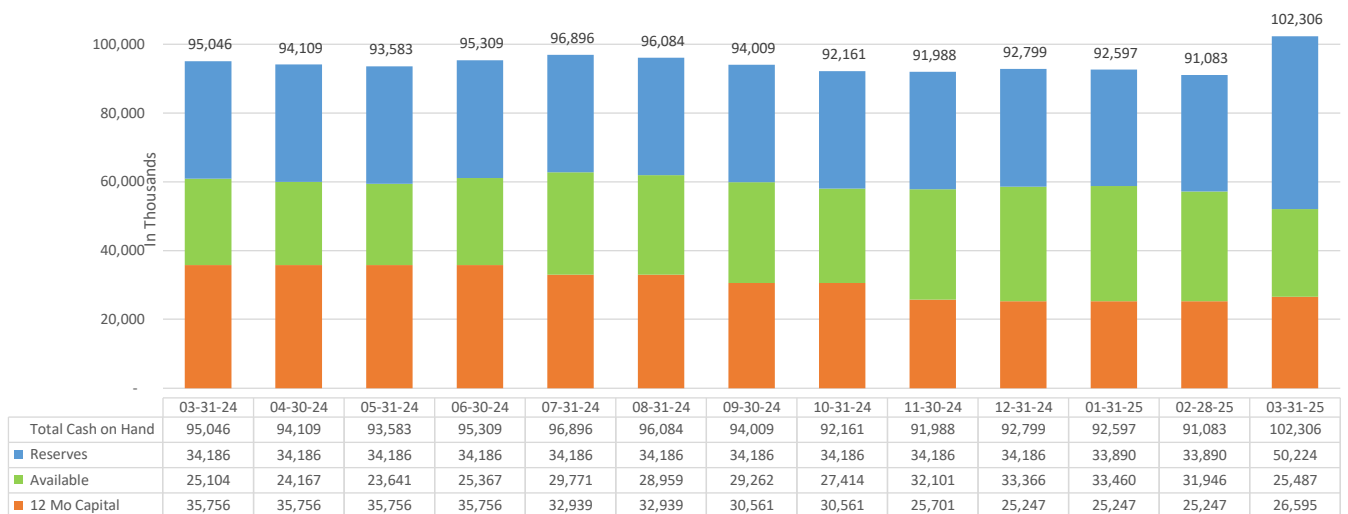
From: Finance Department

Subject: Treasurer's Report - As of Mar 31, 2025

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

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.3994%	Open	\$ 54,990,580	53.8%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
<b>Subtotal Investments</b>			<b>54,990,580</b>	<b>53.8%</b>
Check Book Balance, Petty Cash, & Travel Account			47,315,503	46.3%
				100.0%
<b>Total Cash and Equivalents on Hand</b>			<b>\$ 102,306,083</b>	
<b>Less Reserve Funds</b>				
Operating Reserves			(32,667,000)	
Fuel Reserves			(2,357,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
<b>Total Reserves</b>			<b>(50,224,000)</b>	
<b>Subtotal Funds Available</b>			<b>52,082,083</b>	
<b>Local Funds Obligated for Capital Projects (2024 - 2030)</b>	<b>Local Funds Approved Remaining Budget Authority</b>	<b>12 Month Estimated Outflows</b>	<b>(26,595,028)</b>	
Fleet Vehicles	(10,837,638)	(6,592,721)		
Facilities - Transit Centers & Amenities	(40,119,096)	(11,294,814)		
Equipment	(1,407,982)	(1,347,981)		
Facilities - MOA Campus	(11,202,782)	(2,260,088)		
Technology	(8,141,086)	(2,414,206)		
Other	(3,710,495)	(2,685,218)		
	<b>(75,419,079)</b>	<b>(26,595,028)</b>		
<b>Net Funds Available</b>			<b>\$ 25,487,055</b>	

Total Cash & Investments (in thousands) as of Mar 31, 2025





**BEN FRANKLIN**  
**TRANSIT**

# Chief Executive Officer Report

- APTA CEO Conference
- Meals on Wheels
- Save the Trees
- Transit Employee Appreciation Week
- Smith Systems Defensive Driving Program
- Partnership with Workforce Development Council
- 2 Electric Buses
- Install Charging System
- Veterans Project
- Thank you, Directors