



BOARD OF DIRECTORS REGULAR MEETING

Thursday, May 8, 2025, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington

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

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Shea Walter |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda | Chair McKay |
| 6. Citizens Advisory Network (CAN) | Dennis Kreutz |
| A. April 21, 2025, Meeting Report | |
| 7. Recognitions | |
| A. Resolution 12-2025 A Resolution Recognizing Ben Franklin
Transit Employee Frank Moreno Years of Service | Michael Lohmann |
| 8. Consent Agenda | |
| A. April 10, 2025, Regular Board Meeting Minutes | |
| B. April Voucher Summary | |

- C. Resolution 13-2025 A Resolution Authorizing the Chief Executive Officer to Declare Vehicles in Exhibit “A” as Surplus and Dispose Of Per BFT Policy FIN-108

Terry DeJuan

9. Action Items

- A. Resolution 14-2025 A Resolution Authorizing the Chief Executive Officer Authority to Award the Benton County Fairground Project

Kevin Sliger

- B. Resolution 15-2025 A Resolution Authorizing the Chief Executive Officer to Execute the Optional 2-Year Contract Extension and to Increase the not-to-exceed Amount of Contract #1354 with KPFF Consulting Engineers (KPFF)

Kevin Sliger

- C. Resolution 16-2025 Approve an Increase to Capital Project FAC0002O Vehicle Wash from \$800,000 to \$1,000,000 and Authorize the Chief Executive Officer to Purchase a Vehicle Wash System Utilizing Washington State Contract #25923

Kevin Sliger

10. Informational Items

- A. Progressive Design Build Feasibility

Heath Gardner

- B. 2025 Quarter 1 Performance Report

Kevin Sliger

- C. Upcoming Bids and Requests for Proposals

Provided in Packet

- D. Sales Tax Comparison

Provided in Packet

- E. 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

14. Other

15. Next Meeting

Regular Board Meeting – Thursday, June 12, 2025, at 6:00 p.m.

16. Adjournment



JUNTA DE DIRECTIVOS REUNIÓN PERIÓDICA

Jueves, 8 de mayo 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 / 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. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pasar lista | Shea Walter |
| 3. Juramento de lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación del orden del día | Presidente McKay |
| 6. Citizens Advisory Network (Red de asesoramiento para ciudadanos, CAN) | Dennis Kreutz |
| A. Informe de la reunión del 21 de abril de 2025 | |
| 7. Reconocimientos | |
| A. Resolución 12-2025: resolución que reconoce los años de servicio de Frank Moreno, empleado de Ben Franklin Transit | Michael Lohmann |
| 8. Orden del día consensuado | |
| A. Actas de las reuniones periódicas de la Junta del 10 de abril de 2025 | |

B. Resumen del vale de abril

C. Resolución 13-2025: una resolución por la que se autoriza al director general a declarar vehículos en el Anexo “A” como Excedente y Eliminación según la política de BFT FIN-108 Terry DeJuan

9. Elementos de acción

A. Resolución 14-2025: una resolución por la que se autoriza al director general a adjudicar el Fairground Project del condado de Benton Kevin Sliger

B. Resolución 15-2025: una resolución por la que se autoriza al director general a ejecutar la prórroga opcional de 2 años del contrato y a aumentar el importe no superable del contrato n.º 1354 con KPFF Ingenieros asesores (KPFF) Kevin Sliger

C. Resolución 16-2025: aprobar un aumento del proyecto de capital FAC0002O para el lavado de vehículos de \$800,000 a \$1,000,000 y autorizar al director general la compra de un sistema de lavado de vehículos que utiliza el Contrato del estado de Washington n.º 25923 Kevin Sliger

10. Apartados informativos

A. Viabilidad del método de diseño-construcción progresivo Heath Gardner

B. Informe de desempeño del primer trimestre de 2025 Kevin Sliger

C. Aviso de próximas ofertas y peticiones de propuestas Incluido en el paquete

D. Comparación del impuesto sobre las ventas Incluido en el paquete

E. Informe del tesorero de 2025 Incluido en el paquete

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

14. Otro

15. Próxima reunión

Reunión periódica de la Junta: jueves, 12 de junio de 2025, a las 6:00 p. m.

16. Se levanta la sesión

**BEN FRANKLIN TRANSIT
RESOLUTION 12-2025**

A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE FRANK MORENO YEARS OF SERVICE

WHEREAS, Frank Moreno spent Thirty-One (31) years at Ben Franklin Transit serving the community, Frank was a Dial-A-Ride Driver for Five (5) years, a Scheduler & Dispatcher for Ten (10) years and a Transportation Supervisor for Sixteen (16) years. Frank understood what providing exceptional customer service was, and always made sure customers' needs were met. Ben Franklin Transit appreciates the time and dedication Frank provided to the organization and the community. BFT wishes him the best in all future endeavors; and

WHEREAS, Frank Moreno submitted a notice of retirement to BFT with an effective date of May 1, 2025.

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

1. Frank Moreno served Ben Franklin Transit and the Tri-Cities communities well in all his assigned positions for Thirty-One (31) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Frank Moreno, Transportation Supervisor, for his professional effort on behalf of the agency, its employees, and its customers.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 8, 2025, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Shea Walter, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BEN FRANKLIN TRANSIT

BOARD OF DIRECTORS REGULAR MEETING

Thursday April 10, 2025, at 6 p.m.
Ben Franklin Transit Boardroom
1000 Columbia Park Trail, Richland, Washington

Notice: 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 had been 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	Absent
Teamsters Union 839	Traci Bronson	Union Representative	Present

Present: Thomas Drozt, Shea Walter, Joshua Rosas, Kevin Sliger, Alex Smith, Samantha Miller, Michaela Dimas, Michael Brown, Rob Orvis, Julie Thompson, Terry Dejuan, Gabe Martin, Kathryn Wall, Marcus McCready, Janet Brett, Shawna Munyan, Portia Bennett.

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 Becken and passed unanimously

6. CITIZENS ADVISORY NETWORK (CAN)

Dori Luzzo presented and highlighted items in the minutes from their March 17, 2025, Citizens Advisory Network meeting.

7. RECOGNITIONS

No Recognitions were made

8. CONSENT AGENDA

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

A. March 13, 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.

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

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

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

9. ACTION ITEMS

- A. Resolution 10-2025 A Resolution Authorizing the Chief Executive Officer to Enter into a Contract with Model1 Commercial Vehicles to Purchase Thirty-Six (36) Dial-A-Ride Vehicles Utilizing Washington State Contract #16719-02

Director Bauman moved to approve Resolution 10-2025. This Motion was seconded by Director Maier and passed unanimously

10. STAFF REPORTS & COMMENTS

- A. Chief of Planning & Development, Kevin Sliger & guest Heidi Gunum presented the Long-Range Transit Plan & Strategic Plan Development

B. Legal Report

BFT Legal Counsel Jeremy J. Bishop announced there will be Executive Session to go over Collective Bargaining and Pending Litigation.

C. Chief Executive Officer's Report

Chief Executive Officer, Thomas Drozt, presented Cost per Passenger calculations for Fixed Route.

12. BOARD MEMBER COMMENTS

Board comments were made

13. EXECUTIVE SESSION

Executive Session was held under RCW 42.30140(4)(b) collective Bargaining.

Director Bauman moved to approve Resolution 07-2025. This Motion was seconded by Director Bloom and passed unanimously

Director Bauman moved to approve Resolution 08-2025. This Motion was seconded by Director Grimm and passed unanimously

14. OTHER

There were no other agenda items

15. NEXT MEETING

The next meeting will be held Thursday, May 8, 2025, at 6:00 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 7:12 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, May 8, 2025

To: Ben Franklin Board of Directors

From: Julie Thompson, Director of Finance and Accounting

RE: Vouchers for April 2025

April 2025 vouchers totaled \$7,146,729.45. An analysis of the vouchers had the following significant vendor payment amounts:

JT

Vendor	Description	Amount
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 2,149,215.27
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 475,324.50
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 472,328.44
DEPT LABOR & INDUSTRIES	WORKER'S COMP	\$ 455,827.75
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 276,509.21
COLEMAN OIL COMPANY LLC	FUEL	\$ 254,002.67
AVAAP USA LLC	CONTRACTED SERVICES	\$ 225,000.00
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 184,630.27
CLARY LONGVIEW LLC	VEHICLES	\$ 140,637.00
FOWLER GENERAL CONSTRUCTION INC	CONSTRUCTION	\$ 126,685.31
STATE OF WASHINGTON	MED INS PAYABLE	\$ 99,661.38
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 94,312.24
ARC OF THE TRI-CITIES INC	CONTRACTED SERVICES	\$ 80,045.64
KPFF INC	CONSULTING	\$ 74,943.27
WEX BANK	CONTRACTED SERVICES	\$ 39,066.72
TRANSPO GROUP USA INC	CONSULTING	\$ 30,956.98
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 27,755.89
STARK DESIGN LLC	DECALS	\$ 22,435.06
PATRIOT ENVIRONMENTAL SERVICES INC	CONTRACTED SERVICES	\$ 22,270.15
HEART AND HUNTER INC	CONTRACTED SERVICES	\$ 19,250.49
DELL MARKETING LP	COMPUTER EQUIPMENT	\$ 17,604.73
U S LINEN & UNIFORM	UNIFORMS	\$ 17,029.66
TEAMSTERS UNION	UNION DUES	\$ 16,260.50
STACY A SHORT	CONSULTING	\$ 15,551.25
BUSINESS RADIO INC	SERVICES	\$ 15,269.88
SIERRA ELECTRIC INC.	ELECTRICAL SERVICES	\$ 14,299.83
SOMETHING UNLIMITED	CONSULTING	\$ 14,250.00
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 13,706.00
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 13,464.36
DEPT OF RETIREMENT SYSTEMS - DCP	EMP DEFERRED COMP	\$ 12,835.18
ROACH & BISHOP LAW LLP	LEGAL SERVICES	\$ 12,795.50
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 12,221.39
KIRK'S AUTOMOTIVE INC	SUPPLIES	\$ 11,023.00
SWIFTLY INC	SOFTWARE	\$ 10,868.92
AMAZON CAPITAL SERVICES	SERVICES	\$ 10,763.69
VERIZON WIRELESS	SERVICES	\$ 10,552.67
MUSTANG SIGNS LLC	DECALS	\$ 10,540.65
P & F AUTOMOTIVE WAREHOUSE INC	PARTS EQUIP BUS A/C	\$ 10,397.20

Total Significant Vendors	\$ 5,510,292.65
Payroll Total	\$ 1,358,087.90
Total Non-Significant Vendors	\$ 278,348.90
GRAND TOTAL	\$ 7,146,729.45

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 [Apr 2025](#)

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
507-25	ACH	4/7/2025	\$ 679,191.50 Payroll
508-25	ACH	4/18/2025	\$ 678,896.40 Payroll
Total			\$ 1,358,087.90

AUTHORITY MEMBER
5/08/2025

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 [Apr 2025](#).

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
165-25	90427 90504	4/3/2025	448,521.59 MDSE
166-25	ACH ACH	4/9/2025	936,161.21 ACH
167-25	90505 90555	4/10/2025	179,302.09 MDSE
168-25	90556 90640	4/18/2025	943,338.39 MDSE
169-25	ACH ACH	4/8/2025	2,104,766.00 ACH
170-25	ACH ACH	4/4/2025	254,593.76 ACH
171-25	ACH ACH	4/17/2025	276,509.21 ACH
172-25	ACH ACH	4/18/2025	255,104.39 ACH
173-25	ACH ACH	4/21/2025	2,053.80 ACH
174-25	ACH ACH	4/22/2025	39,129.00 ACH
175-25	90641 60720	4/25/2025	349,162.11 MDSE
Total			\$ 5,788,641.55

AUTHORITY MEMBER
 5/08/2025

Apr 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 May 08, 2025.

ACTION: As of this date, May 08, 2025, I, _____
move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
507-25	ACH	4/7/2025	\$ 679,191.50	Payroll
508-25	ACH	4/18/2025	\$ 678,896.40	Payroll
Total			\$ 1,358,087.90	

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
165-25	90427 90504	4/3/2025	448,521.59	MDSE
166-25	ACH ACH	4/9/2025	936,161.21	ACH
167-25	90505 90555	4/10/2025	179,302.09	MDSE
168-25	90556 90640	4/18/2025	943,338.39	MDSE
169-25	ACH ACH	4/8/2025	2,104,766.00	ACH
170-25	ACH ACH	4/4/2025	254,593.76	ACH
171-25	ACH ACH	4/17/2025	276,509.21	ACH
172-25	ACH ACH	4/18/2025	255,104.39	ACH
173-25	ACH ACH	4/21/2025	2,053.80	ACH
174-25	ACH ACH	4/22/2025	39,129.00	ACH
175-25	90641 60720	4/25/2025	349,162.11	MDSE
Total			\$ 5,788,641.55	

Check Register Nos. 165-25 to 175-25 and 507-25 to 508-25 in the total amount of: **\$ 7,146,729.45**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 165-25

CHECK NUMBERS 90427 TO 90504

DATE 4/3/2025

PURPOSE APAPR25A VOUCHERS AMOUNT \$448,521.59

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

Julie Thompson
Julie Thompson (Apr 4, 2025 5:21 PDT)

AUDITOR

Apr 4, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 166-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/9/2025

PURPOSE:

00014	NW ADMIN WA TMSTRS	\$475,324.50
00430	IRS	\$5,008.96
00436	DEPT OF LABOR & INDST	\$455,827.75
TOTAL		\$936,161.21

"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 22, 2025 17:07 PDT)

Apr 22, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 167-25

CHECK NUMBERS 90505 TO 90555

DATE 4/10/2025

PURPOSE APAPR25B VOUCHERS AMOUNT \$179,302.09

"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 (Apr 11, 2025 14:52 PDT)

AUDITOR

Apr 11, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 168-25

CHECK NUMBERS 90556 TO 90640

DATE 4/18/2025

PURPOSE APAPR25C VOUCHERS AMOUNT \$943,338.39

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

Julie Thompson
Julie Thompson (Apr 23, 2025 06:56 PDT)

AUDITOR

Apr 23, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 169-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/ 8 /2025

PURPOSE:

000212	GILLIG INC	\$1,052,383.00
000212	GILLIG INC	\$1,052,383.00
TOTAL		\$2,104,766.00

"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 (Apr 9, 2025 10:16 PDT)

AUDITOR

Apr 9, 2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 170-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/4/2025

PURPOSE:

00286	TMST UNION LOCAL 839	\$8,170.50
00430	IRS	\$233,606.98
00441	ICMA MISSION SQ	\$2,656.98
00532	DPT RETIREMENT SYS	\$6,220.40
01609	AW REHN	\$1,596.60
00262	WA ST CHILD SUPPORT	\$2,342.30
TOTAL		\$254,593.76

"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 (Apr 24, 2025 06:45 PDT)

AUDITOR

Apr 24, 2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 171-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/17/2025

PURPOSE:

00432 DPT RETIREMENT SYS	\$276,509.21
TOTAL	\$276,509.21

"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 23, 2025 07:01 PDT)

AUDITOR

Apr 23, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 172-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/18/2025

PURPOSE:

01609	AW REHN	\$1,596.60
00532	DEPT RTRMT DEFERRED	\$6,614.78
00441	ICMA MISSION SQ	\$2,650.13
00430	IRS	\$233,712.50
00286	TMST UNION LOCAL 839	\$8,090.00
00262	WA ST CHILD SUPPORT	\$2,440.38
TOTAL		\$255,104.39

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

Julie Thompson
Julie Thompson (Apr 23, 2025 08:35 PDT)

AUDITOR

Apr 23, 2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 173-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/21/2025

PURPOSE:

02555 BOON ADMIN/METLIFE	\$2,053.80
TOTAL	\$2,053.80

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

Julie Thompson
Julie Thompson (Apr 23, 2025 08:35 PDT)

Apr 23, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 174-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 4/22/2025

PURPOSE:

00627	SAMBA SAFETY	\$62.28
02072	WEX	\$39,066.72
TOTAL		\$39,129.00

"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 (Apr 23, 2025 08:41 PDT)

Apr 23, 2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 175-25

CHECK NUMBERS 90641 TO 90720

DATE 4/25/2025

PURPOSE APAPR25D VOUCHERS

AMOUNT \$349,162.11

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

Julie Thompson
Julie Thompson (May 1, 2025 4:6:49 PDT)

AUDITOR

May 1, 2025

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 507-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 679,191.50</u>

PAYROLL DATE APRIL 4, 2025

PURPOSE: PPE 03/29/2025 AMOUNT: \$ 679,191.50

"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
AUDITOR

4/16/2025
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 508-25

CHECK NUMBER	\$ 0.00
ACH TRANSFER	<u>\$ 678,896.40</u>

PAYROLL DATE APRIL 18, 2025

PURPOSE: PPE 04/12/2025 AMOUNT: \$ 678,896.40

“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

4/21/2025
DATE

Memorandum

Date: May 8, 2025

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet Maintenance

Re: Resolution 13-2025 Authorizing the Chief Executive Officer to Declare Vehicles Listed in Exhibit "A" as Surplus and Dispose of Per BFT Policy FIN-108

Background

Ben Franklin Transit (BFT) needs to dispose of vehicles in Exhibit "A" that are beyond their useful life. All vehicles listed meet or exceed both federal and BFT replacement standards. As the vehicles are taken out of service, they will be disposed of following BFT Policy FIN-108 allowing disposal of surplus property that has met the useful life expectancy.

	<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

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 13-2025 authorizing the Chief Executive Officer to declare vehicles listed in Exhibit "A" as surplus and dispose of per BFT Policy FIN-108.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 13-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DECLARE
VEHICLES LISTED IN EXHIBIT “A” AS SURPLUS AND DISPOSE OF PER BFT
POLICY FIN-108**

WHEREAS, BFT has a need to surplus property; and

WHEREAS, BFT staff have determined that said vehicles are beyond useful life; and

WHEREAS, BFT Policy FIN-108 establishes the disposal of surplus items.

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

1. The Chief Executive Office 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 Officer is authorized to dispose of the vehicles per BFT Policy FIN-108.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 8, 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

EXHIBIT A

Vehicle #	Model Year	Vehicle Age (YRS)	Make / Model	VIN	Mileage	Condition
6039	1995	30	FORD F350 4 X 4	2FDKF38F4SCA49159	81,703	Poor
6055	2004	21	DODGE CARAVAN	1D8GP24R45B119424	127,603	Poor
6069	2008	17	FORD TAURUS X	1FMDK02W28GA43136	106,705	Fair
6072	2008	17	FORD TAURUS X	1FMDK02W38GA43131	122,112	Poor-Fair
6073	2008	17	FORD TAURUS X	1FMDK02W58GA43129	154,273	Poor-Fair
6074	2008	17	FORD TAURUS X	1FMDK02W18GA43130	201,203	Transmission Failure
6075	2008	17	FORD TAURUS X	1FMDK02W98GA43134	184,527	Poor-Fair
6076	2008	17	FORD TAURUS X	1FMDK02W08GA43135	198,650	Transmission Failure
6077	2008	17	FORD TAURUS X	1FMDK02W38GA43128	209,755	Transmission Failure
6078	2008	17	FORD TAURUS X	1FMDK02W58GA43132	178,720	Engine Issues
6079	2008	17	FORD TAURUS X	1FMDK02W48GA43137	209,407	Poor-Fair
6080	2005	20	DODGE CARAVAN	2D8GP44L15R181923	157,502	Poor-Fair
6083	2006	19	DODGE CARAVAN	1D4GP24R86B680549	127,298	Poor-Fair
6090	2007	18	FORD FREESTAR	2FMDA51617BA15058	150,619	Poor-Fair
6096	2004	21	CHEVY EXPRESS	1GAHG39U741247613	183,772	Poor-Fair
6097	2008	17	CHEVY EXPRESS	1GAHG39KX81230535	173,729	Poor-Fair
6100	2005	20	DODGE CARAVAN	2D8GP44L65R544880	118,309	Poor-Fair
6111	2010	15	DODGE CARAVAN	2D4RN5D15AR435633	126,693	Poor-Fair
6112	2010	15	DODGE CARAVAN	2D4RN5D13AR405434	122,689	Poor-Fair
6113	2009	16	TOYOTA SIENNA	5TDZK23C29S285863	143,888	Poor-Fair
6115	2008	17	CHEVY EXPRESS	1GAHG39K581229888	144,343	Poor-Fair
6117	2009	16	TOYOTA SIENNA	5TDZK23CX9S286114	168,103	Poor-Fair
6118	2009	16	TOYOTA SIENNA	5TDZK23C89S286127	170,484	Poor-Fair
6119	2010	15	DODGE CARAVAN	2D4RN5D17AR405436	139,192	Poor-Fair
6120	2010	15	DODGE CARAVAN	2D4RN5D17AR435634	157,131	Transmission Failure
6121	2010	15	DODGE CARAVAN	2D4RN5D10AR405438	160,539	Poor-Fair
6122	2010	15	DODGE CARAVAN	2D4RN5D15AR405435	142,041	Poor-Fair
6123	2010	15	DODGE CARAVAN	2D4RN5D19AR405437	139,175	Transmission Failure
6124	2010	15	DODGE CARAVAN	2D4RN5D12AR405439	147,586	Poor-Fair
6125	2010	15	DODGE CARAVAN	2D4RN5D1XAR405429	153,956	Poor-Fair
6126	2010	15	DODGE CARAVAN	2D4RN5D11AR405433	153,269	Poor-Fair
6127	2010	15	DODGE CARAVAN	2D4RN5D19AR435635	125,731	Transmission Failure
6128	2010	15	DODGE CARAVAN	2D4RN5D1XAR405432	145,319	No Start Issues
6129	2010	15	DODGE CARAVAN	2D4RN5D18AR405428	138,464	Poor-Fair
6130	2010	15	DODGE CARAVAN	2D4RN5D18AR405431	139,859	Poor-Fair
6131	2010	15	DODGE CARAVAN	2D4RN5D16AR405430	83,945	Transmission Failure

Memorandum

Date: May 8, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

Re: Resolution 14-2025 Authorizing the Chief Executive Officer Authority to Award the Benton County Fairground Project

Background

Ben Franklin Transit (BFT) is seeking approval to increase the CEO's approval limit of \$100,000 and enter into a contract for improvements to the southwest entrance of the Benton County Fairgrounds, located on Fairway Street in Kennewick, Washington (Exhibit A). The Benton Franklin Fair & Rodeo is a yearly event that BFT serves and supports every summer. The southwest entrance that transit operates is in need of improvements to enhance Americans with Disabilities Act (ADA) accessibility and functionality. This proposed project qualifies as a passenger amenities upgrade and will be funded through local funds.

Description of Work

As part of the scope, the existing fencing in the area will be demolished and replaced with new fencing that allows for a more efficient layout and expanded space for bus maneuvering and staging (Exhibit B). The passenger loading area will be significantly expanded and resurfaced to accommodate additional bus bays, improving overall passenger flow and operational efficiency. These improvements aim to improve ADA access and streamline transit service access to the fairgrounds and enhance overall rider experience. A high-level conceptual plan is provided in *Figure 1* to illustrate the general layout and design intent. This plan will be further refined throughout the ongoing design and engineering process, in close coordination with Benton County and other project partners.



Figure 1- Fair & Rodeo Passenger Platform Concept

Timeline

BFT is actively working with project engineers (KPFF), Benton County, the City of Kennewick, and Benton Franklin to expedite the planning and implementation of this project. The goal is to complete the improvements in time for this year's Fair & Rodeo, which is planned for August 19th through the 23rd. Staff members are coordinating closely with all stakeholders to ensure the project moves forward quickly and efficiently to meet the seasonal deadline. We are asking the board to give authority to the CEO to enter into a contract worth up to \$500,000 to continue to move quickly with this project.

Funding

Budgeted: Yes

Budget Source: Capital Budget (FAC0015)

Funding Source: Local

Recommendation

Authorizing the Chief Executive Officer to award the Benton County Fairground project to a contractor for up to \$500,000.

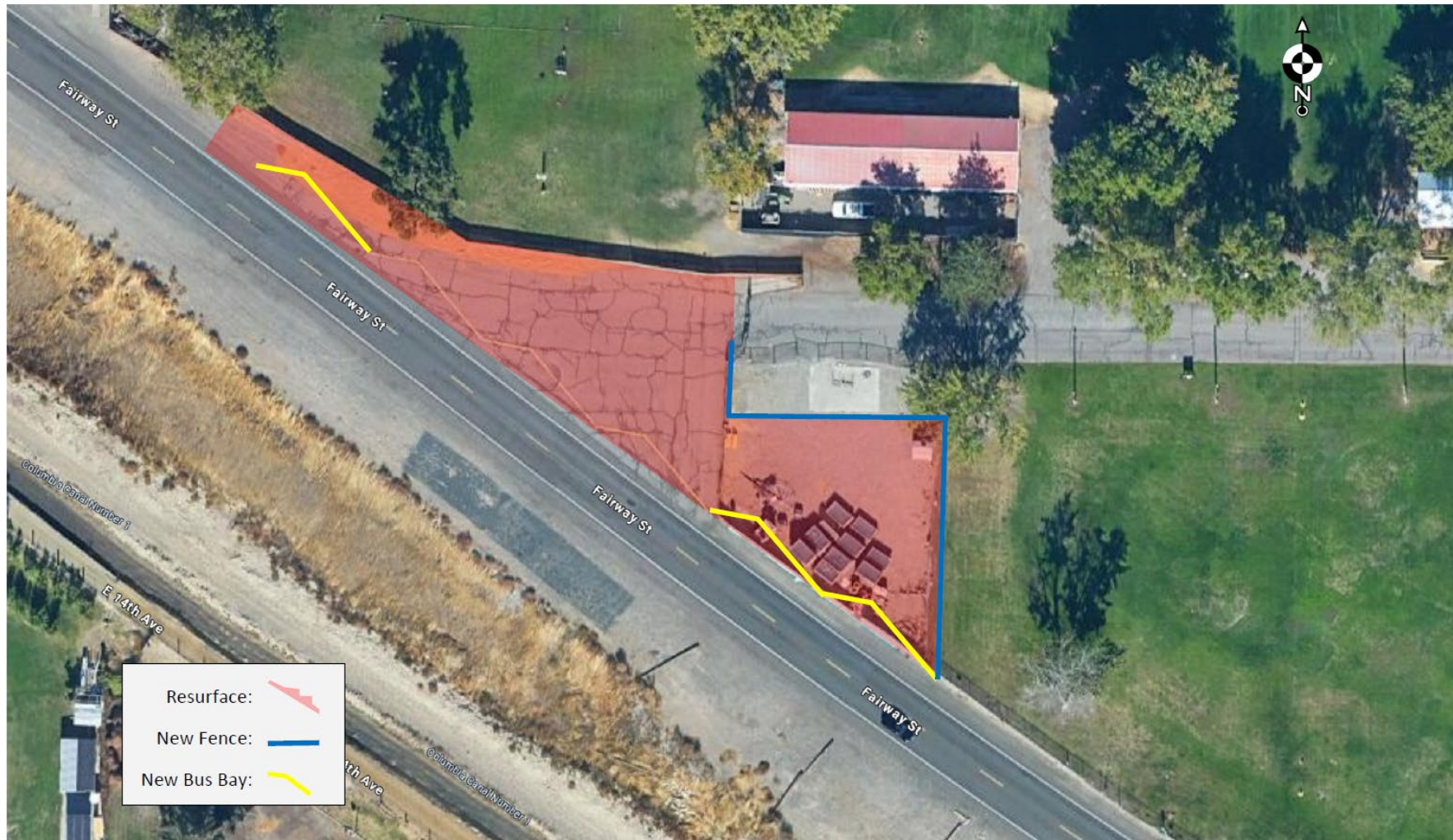
Forward as presented:

Thomas Drozt, Chief Executive Officer

Exhibit A
CITY OF KENNEWICK, BENTON COUNTY, WASHINGTON
A PORTION OF TAX PARCEL 1-0780-100-0002-002



EXHIBIT B
Ben Franklin Transit Passenger Platform Improvement Location



**BEN FRANKLIN TRANSIT
RESOLUTION 14-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER AUTHORITY
TO AWARD THE BENTON COUNTY FAIRGROUND PROJECT**

WHEREAS, the Chief Executive Officer currently has authority to award contracts up to \$100,000 without Board approval; and

WHEREAS, the Benton County Fairground project is expected to exceed \$100,000; and

WHEREAS, staff members are coordinating closely with all stakeholders to ensure the project moves forward quickly and efficiently to meet the seasonal deadline.

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

1. The Chief Executive Officer has been given authorization to execute a contract for the Benton County Fairgrounds project exceeding \$100,000 up to \$500,000.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 08, 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: May 8, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

Re: Resolution 15-2025 Authorization of Executing Option for the Additional Contract Years, and to Increase the Not-To-Exceed Amount of Contract #1354 with KPFF Consulting Engineers (KPFF)

Background

KPFF was awarded the On-Call Transit Passenger Facilities Architecture & Engineering's Services contract at the August 11, 2022, board meeting. Initial scoping of work included architecture and engineering services for site location, land acquisition, planning (including environmental documentation), and design for transit centers, park-and-ride lots, major bus stops, and other improvements. The scope includes both new facilities and modifications or upgrades to existing facilities. A significant portion of the work includes grant-funded transit centers and passenger accessibility improvement projects to BFTs frequent service corridors.

All projects/task orders related to the contract include:

- Location assessments and concept plans
- Land acquisition support
- Planning, environmental, and preliminary design
- Final design, construction documents, and bid support
- Construction Administration support

To Date, the work being performed by KPFF includes the following:

Project Location	Project	Phase	Task Order Budget	Status
Richland	Queensgate Transit Center	Construction Administration	\$ 485,048	In Progress
Pasco	Downtown Pasco Transit Center	Study/Concept Design	\$ 356,003	Closed
Pasco	West Pasco Traffic	Concept Design Input	\$ 12,908	Closed
Kennewick, Pasco, Richland	Update to BFT Bus Stop Design Standards	Engineering	\$ 67,344	In Progress
Kennewick, Pasco, Richland	CCA Frequent Service Corridor	Study/Concept Design	\$ 461,458	In Progress
Pasco	22 nd Ave Transit Center	Study/Concept Design	\$ 490,954	In Progress
Kennewick	Benton County Fairground Improvements	Engineering	\$ 49,946	In Progress
Total			\$ 1,923,661	

Pending work includes the following to complete started projects:

Project Location	Project	Phase	<i>Estimated Cost</i>
Kennewick, Pasco, Richland	Property Use Agreements	Final & Execution	<i>\$ 85,000</i>
Kennewick, Pasco, Richland	CCA Frequent Service Corridor	Final Design, Construction Documents, Bid Support	<i>\$ 1,100,000</i>
Kennewick, Pasco, Richland	CCA Frequent Service Corridor	Construction Administration Support	<i>\$ 450,000</i>
Pasco	22 nd Ave Transit Center	Final Design, Construction Documents, Bid Support	<i>\$ 1,000,000</i>
Pasco	22 nd Ave Transit Center	Construction Administration Support	<i>\$ 300,000</i>
Pasco	West Pasco Transit Center	Engineer Estimate	<i>\$ 65,000</i>
Total			<i>\$ 3,000,000</i>

BFT would like to finish the projects that have been started by KPFF. The initial contract was for three (3) years with a not-to-exceed amount of \$2,500,000 with the option for BFT to execute two (2) additional years, and for the Board to increase the contract NTE amount to \$3,500,000, which would not be enough to cover all the contracted scoped work.

Staff requests an increase in the contract not-to-exceed amount by \$3,500,000 for the existing task orders and future work expected to occur through the end of the contract term as part of BFT's adopted Capital Improvement Program (CIP).

This request increases the not-to-exceed amount of the total contract. Each task order awarded remains subject to BFT's procurement policy.

Funding

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Federal Transit Administration, Washington State DOT, and Local

Recommendation

Authorization to execute the optional two (2) year extension and to increase the not-to-exceed amount of Contract #1354 by \$3,500,000.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 15-2025**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE THE OPTIONAL 2-YEAR CONTRACT EXTENSION AND TO INCREASE THE NOT-TO-EXCEED AMOUNT OF CONTRACT #1354 WITH KPFF CONSULTING ENGINEERS (KPFF)

- WHEREAS, BFT Board of Directors approved Contract #1354 with KPFF Consulting Engineers (KPFF) on August 11, 2022, for an amount not to exceed \$2,500,000 to provide certain types of architecture and engineering services on a project or task order basis; and
- WHEREAS, BFT currently has Task Orders in place that total \$1,923,661 and have pending Task Orders with an estimated total of \$3,000,000 to complete open projects; and
- WHEREAS, an increase in the budget authorization is required to complete existing approved projects, and future projects that may be identified on an as-needed basis; and
- WHEREAS, BFT staff requests that the not-to-exceed amount of Contract #1354 be increased by \$3,500,000 through the remaining contract term and executing the optional two (2) year contract extension that would end on September 1, 2027.

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

1. The Chief Executive Officer is authorized to execute the optional two (2) year extension on Contract #1354 with KPFF.
2. The Chief Executive Officer is authorized to increase the Contract #1354 with KPFF by \$3,500,000 for Passenger Facilities Architecture & Engineering Services.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held May 8, 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: May 08, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: Approve an Increase to Capital Project FAC0002O Vehicle Wash system from \$800,000 to \$1,000,000. And Authorize the Chief Executive Officer to Purchase a Vehicle Wash System from Mohawk Lifts LLC

Background

Current wash systems were installed in 2007 and have exceeded their useful life. FTA Useful Life Standards list bus washing equipment as having a 10-year life expectancy. Breakdowns are costly and cause delays in workflow. Improper detergent dispensing can cause damage to vehicle finishes and lessens the useful life of consumables such as brushes. Additionally, outdated wash system design increases the possibility of vehicle damage.

Ben Franklin Transit has the option to utilize Washington State Contract #25923 to purchase a Westmatic 4 Brush Transit Master Drive Through Wash system. This new wash system will be capable of washing all vehicle types, allowing BFT to repurpose the former small vehicle wash bay for use as an IT bus upgrade bay. BFT will request an invitation for bids to have the bus wash system installed. BFT will bring a memo and resolution for recommendation to award to the Board of Directors in July or August.

The increased funding amount for the project will cover both the cost of the lift and installation, as well as the additional scope of work required to renovate the current small vehicle wash into a usable IT bus bay.

Funding

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Local and Federal Funding

Project: FAC0002O

Recommendation

BFT staff recommend utilizing the Washington State Contract #25923 to purchase one (1) Vehicle Wash system from Mohawk Lifts LLC.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 16-2025**

APPROVE AN INCREASE TO CAPITAL PROJECT FAC0002O VEHICLE WASH FROM \$800,000 TO \$1,000,000. AND A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO PURCHASE A VEHICLE WASH SYSTEM UTILIZING WASHINGTON STATE CONTRACT #25923

WHEREAS, BFT has a need for replacing both of the current vehicle wash systems on campus, and

WHEREAS, BFT has the option to use Washington State Contract #25923 to purchase vehicle washes, and

WHEREAS, the cost for purchasing the vehicle wash is \$493,563, and

WHEREAS, the 2025 Capital Budget includes \$450,000 for the replacement of the vehicle wash, and

WHEREAS, the scope of the project shall now include additional work on the small vehicle bay that requires a greater budget of \$1,000,000 for the total project.

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

1. The Chief Executive Officer is authorized to sign a Purchase Order for one (1), Vehicle Wash, from Mohawk Lifts LLC, in the amount not to exceed \$542,919, which includes sales tax and a 10% change order authority.
2. The Capital Budget for FAC0002O (2025) is approved for an increase from \$800,000 to \$1,000,000.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, May 08, 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



BEN FRANKLIN
TRANSIT

Additional Information
May 2025

- A. Progressive Design Build Feasibility_Heath Gardner
- B. 2025 Quarter 1 Performance Report_Kevin Sliger
- C. Upcoming Bids and Requests for Proposals
- D. Sales Tax Comparison
- E. 2025 Treasurer's Report



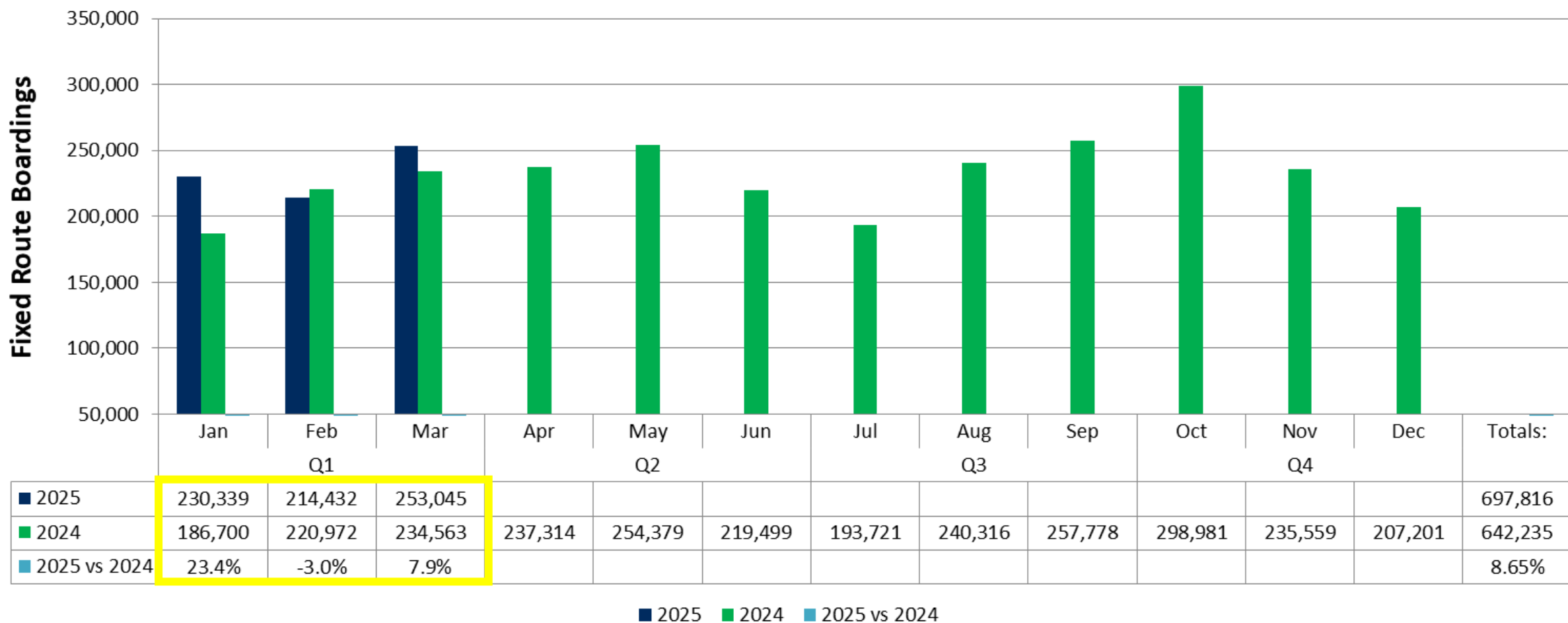
**BEN FRANKLIN
TRANSIT**

Q1 2025 Agency Performance



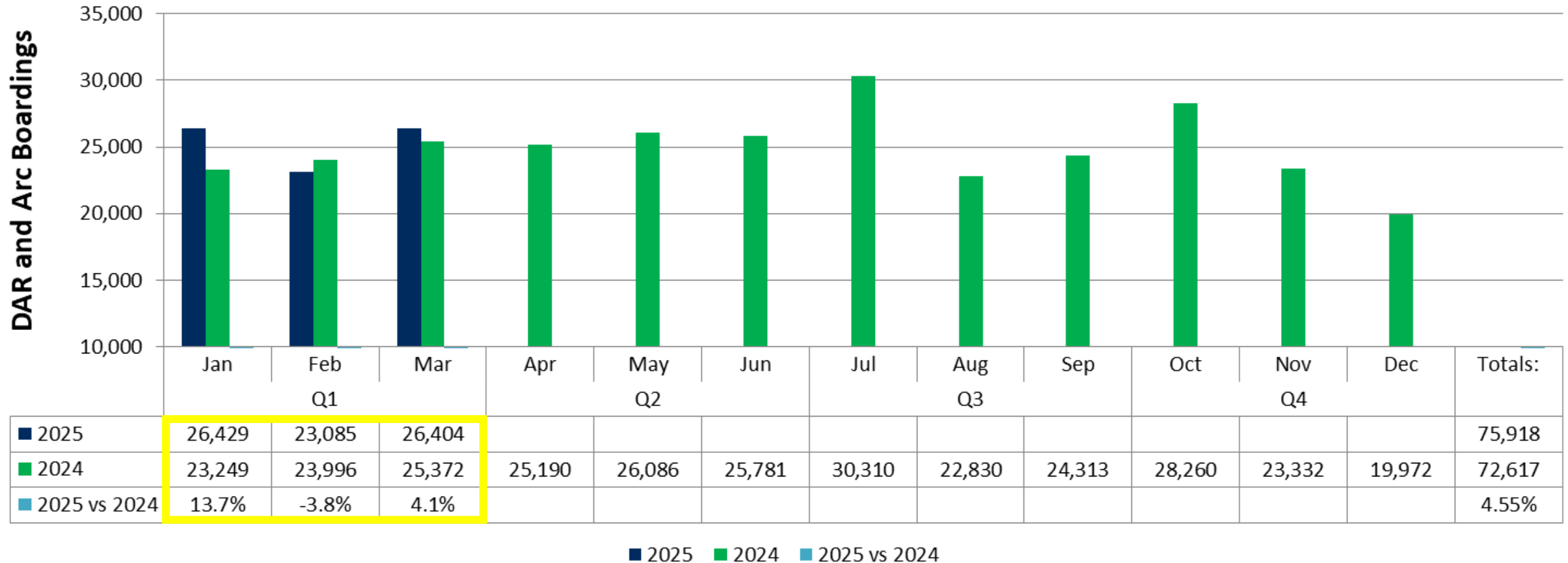
Fixed Route Ridership

Highlight: 8.7% Increase compared to Q1 2024



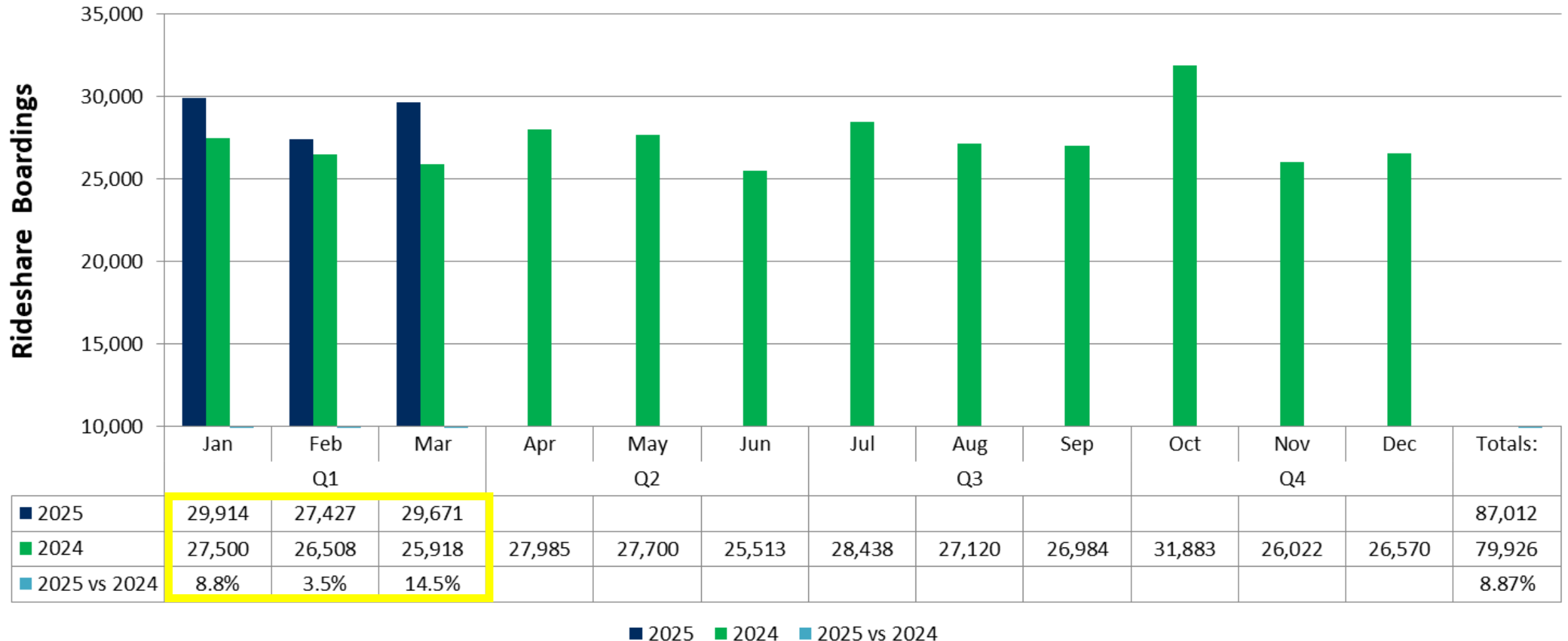
Dial-A-Ride Ridership

Highlight: 4.6% Increase compared to Q1 2024



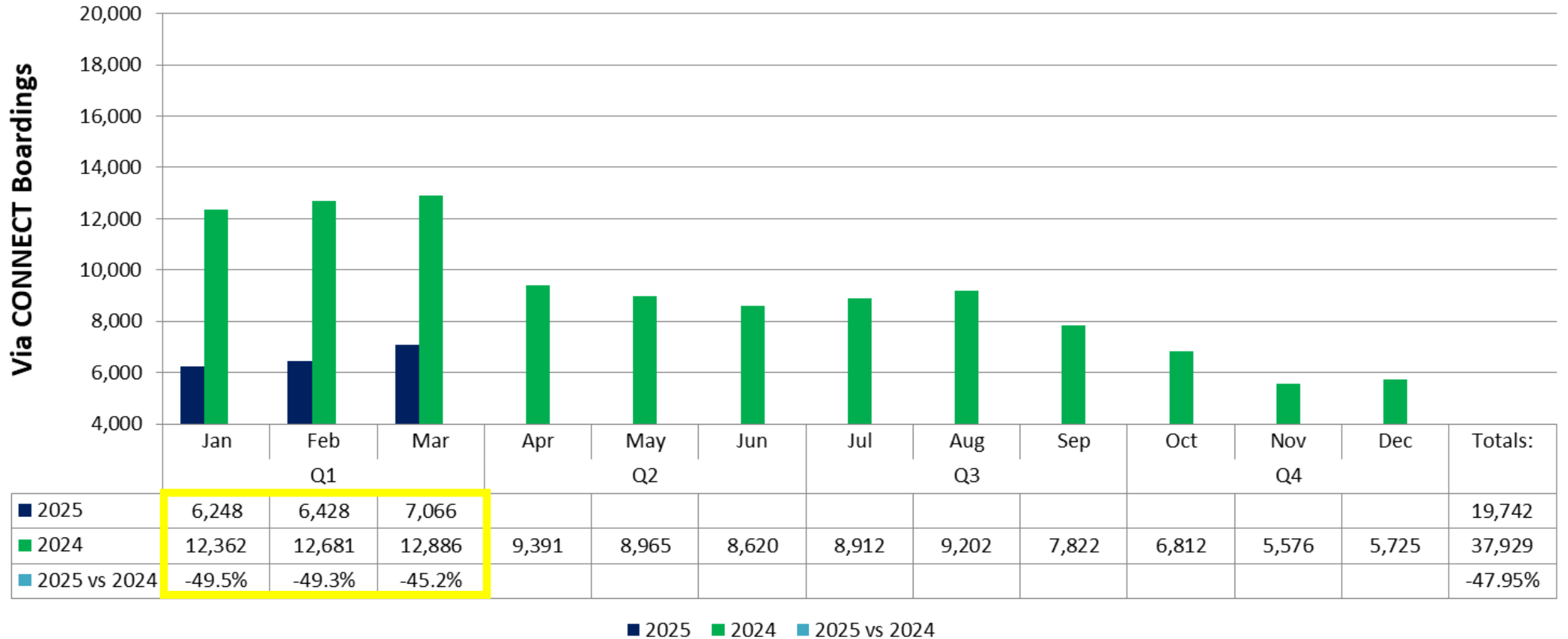
Rideshare Ridership

Highlight: 8.9% Increase compared to Q1 2024



Via CONNECT Ridership

Highlight: 48% Decrease compared to Q1 2024

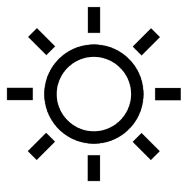
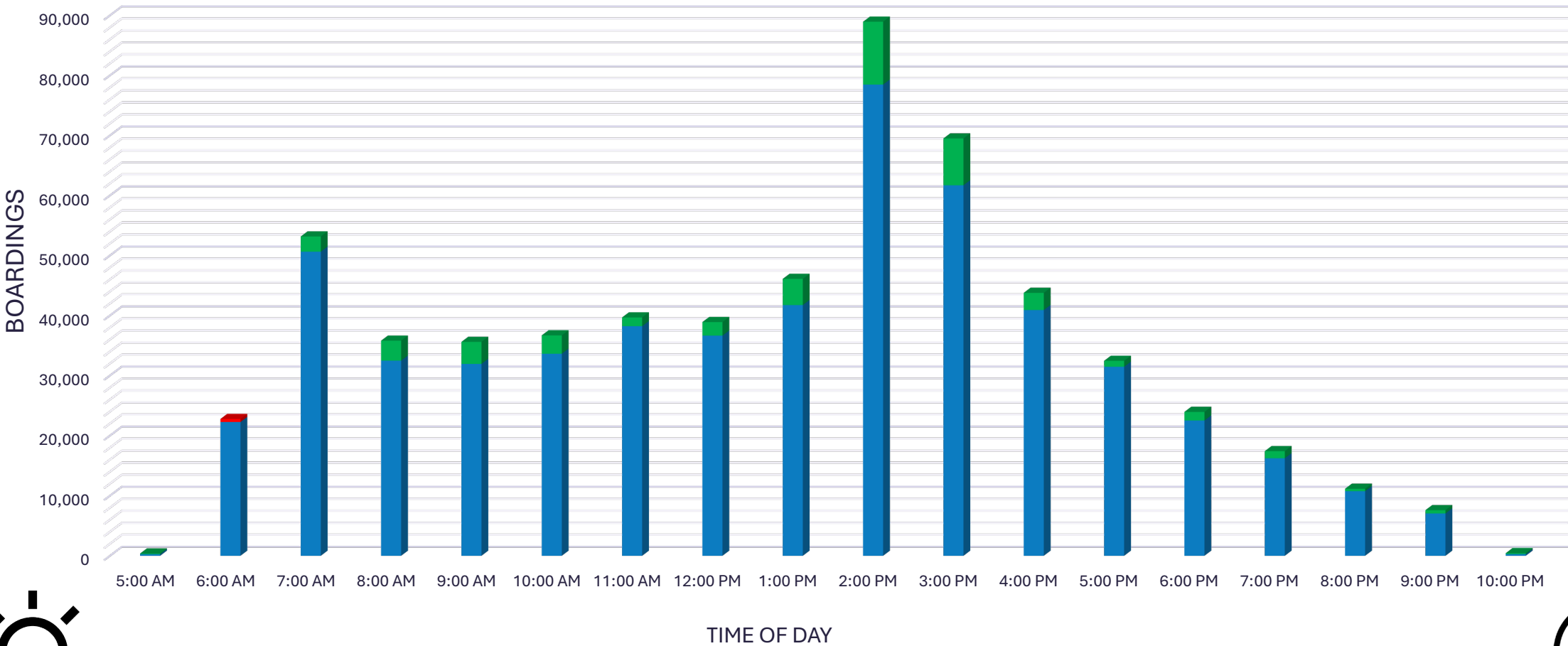


Weekday Ridership Increases by Time of Day

Fixed Route



■ 2024 ■ 2025 Increase ■ 2025 Decrease



On-Time Performance



Fixed Route

1.0 OTP Performance	Monthly Goal	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
KPI 1.1 On-Time Arrivals	≥ 90%	▲ 90%	▼ 89%	▲ 90%	■	■	■
KPI 1.2 Early Arrivals	≤ 3%	▼ 5%	▼ 4%	▲ 2%	■	■	■
KPI 1.3 Late Arrivals	≤ 7%	▲ 5%	▲ 7%	▼ 8%	■	■	■

Dial-A-Ride

2.0 OTP Performance	Monthly Goal	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
KPI 2.1 On-Time Arrivals	≥ 95%	▲ 97%	▲ 97%	▲ 97%	■	■	■
KPI 2.3 Late Arrivals	≤ 5%	▲ 3%	▲ 3%	▲ 3%	■	■	■

Via CONNECT

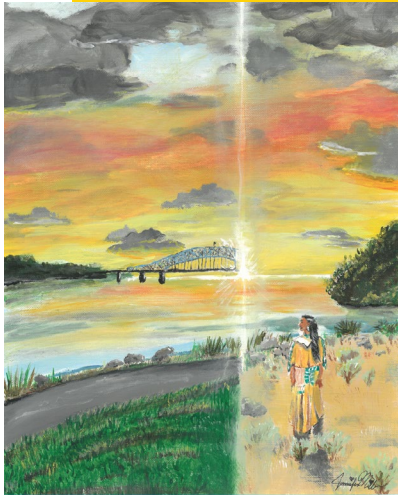
Scheduled Arrival vs Actual Arrival (On Time is within 5 minutes). Completed rides only for both "Prebooked" and "On Demand" types.

3.0 OTP Performance	Monthly Goal	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025
KPI 3.1 On-Time Arrivals	≥ 90%	▲ 100%	▼ 70%	▲ 98%	■	■	■
KPI 3.3 Late Arrivals	≤ 7%	■ 0%	▼ 27%	▲ 2%	■	■	■
KPI 3.2 Early Arrivals	≤ 3%	■ 0%	▲ 3%	▲ 0%	■	■	■

Q1 Marketing & Outreach Update


January

- Fixed Route Driver Graduation
- Senior Passes Distribution at Meals on Wheels Begins
- Q1 Bus Shelter Art Show Begins



 *Glimpse Into the Future*
Jennifer Miller



 *Rosie the Riveters*
Soleil Olivera Hernández



February

- Rose Parks/Transit Equity Day Observed



- Union Gospel Mission Outreach
- APTA Marketing, Communications & Customer Experience Workshop

March

- Fixed Route Driver Graduation
- Transit Employee Appreciation Week



BEN FRANKLIN
TRANSIT

Transit Employee Appreciation Week



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THANK
YOU



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As of: 4/24/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Mobile Ticketing Services	Operating	\$195,000	Up to 5 Years	RFP	5/1/2025	8/30/2025	X
On-Demand Paratransit Route Scheduling & Management Software	Capital	\$500,000	Up to 5 Years	RFP	5/1/2025	8/10/2025	X
Electric Vehicle Charging System Installation	Capital	\$110,000	6 Months	IFB	3/28/2025	6/10/2025	X

May							
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Color Code: Green - Recommendation for Award							
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Westmatic Bus Wash System Replacement (Equipment only)	Capital	\$542,919	6 Months	WA State Contract	NA	5/12/2025	X
Pre-Authorization for the CEO to Award a Contract up to \$500,000 on the Benton County Fair Grounds Improvement Project	Capital	\$500,000	3 Months	IFB	5/25/2025	6/25/2025	X

June							
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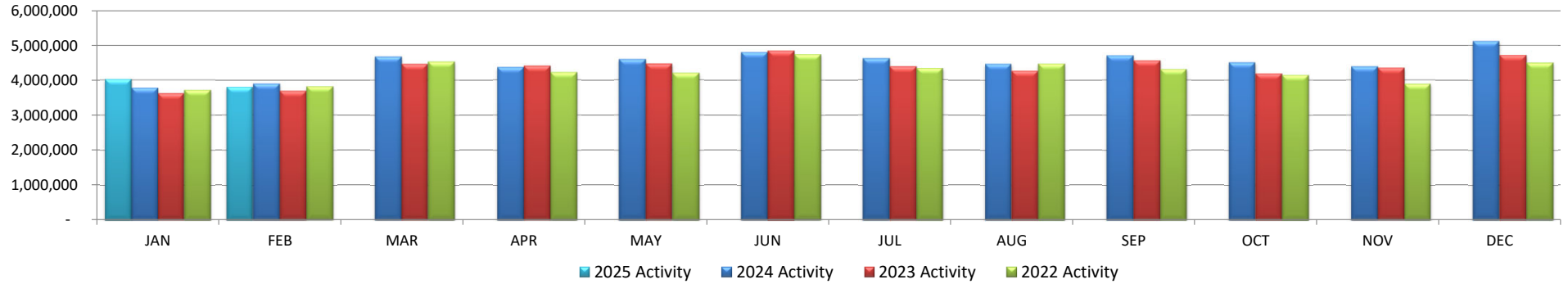
Color Code: Grey - Future Procurement Awards

Acceptance of Capital Project: Administration Building HVAC Project	Capital	\$116,045	18 Months	IFB	NA	NA	X
Electric Vehicle Charging System Installation	Capital	\$110,000	6 Months	IFB	3/28/2025	6/10/2025	X

July							



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	3,801,594											7,829,733	\$ 7,829,733
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	\$ 7,670,844
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	(89,308)	-	-	-	-	-	-	-	-	-	-	158,890	
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%	-2.3%											2.1%	
% 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	\$ 7,487,000
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	\$ 7,500,000
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	53,294											342,733	4.6%
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	2.3%
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: May 8, 2025
To: Ben Franklin Transit Board of Directors
From: Finance Department
Subject: Treasurer's Report - As of Apr 30, 2025

The Investment Position of Ben Franklin Transit as of the Close of Business on Apr 30, 2025 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.3933%	Open	\$ 55,189,145	54.9%
US Bank Commercial Paper Sweep Acct	0.0000%	Open	-	0.0%
Subtotal Investments			55,189,145	54.9%
Check Book Balance, Petty Cash, & Travel Account			45,372,475	45.1%
				100.0%
Total Cash and Equivalents on Hand			\$ 100,561,620	
Less Reserve Funds				
Operating Reserves			(32,667,000)	
Fuel Reserves			(2,357,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
Total Reserves			(50,224,000)	
Subtotal Funds Available			50,337,620	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Remaining Budget Authority	12 Month Estimated Outflows	(26,595,028)	
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)		
	(75,419,079)	(26,595,028)		
Net Funds Available			\$ 23,742,592	

Total Cash & Investments (in thousands) as of Apr 30, 2025

