



# **BEN FRANKLIN TRANSIT**

## **BOARD OF DIRECTORS REGULAR MEETING**

Thursday, September 11, 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***

**Meeting Link:**

**[Join Meeting](#)**

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

**Meeting ID: 989 6217 8731 / Password: 833979**

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If you'd like to share your thoughts with the Board in writing or speak during the Public Comments section of a Board meeting, please fill out and submit [this form](#). If you plan to speak at the meeting, you'll have up to **three minutes** to talk about items on the agenda or other topics that fall under the authority of the Ben Franklin Transit Board of Directors. To make sure written comments are received by the Board before the meeting, please send them at least **24 hours in advance**. The Public Comments section is usually limited to **30 minutes in total**, unless the Board decides to allow more time. **Priority will be given to those who sign up in advance.**

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## **AGENDA**

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- |  |                  |
|--|------------------|
| <b>1. Convene Board Meeting</b>  | Chair Will McKay |
| <b>2. Roll Call</b>  | Hilary Carlson   |
| <b>3. Pledge of Allegiance</b>   |                  |
| <b>4. Public Comments</b>  |                  |
| <b>5. Approval of the Agenda (page 1)</b>  |                  |
| <b>6. Citizens Advisory Network (CAN) Report (page 3)</b>                                | Erik Watkins     |
| <b>7. Recognitions</b>   |                  |
| A. Resolution 27-2025, Retirement of Hugh Coffelt (page 16)                              | Joshua Rosas     |
| B. Resolution 28-2025, Recognizing BFT's Employees of the Year – Team Category (page 17) | Thomas Drozt     |

C. Resolution 29-2025, Recognizing BFT's Employee of the Year – Support Staff Member Category *(page 18)* Thomas Drozt

D. Resolution 30-2025, Recognizing BFT's Employee of the Year – Operator Category *(page 19)* Thomas Drozt

**8. Consent Agenda**

A. August 14, 2025, Regular Board Meeting Minutes *(page 20)*

B. August Voucher Summary *(page 23)*

C. Resolution 31-2025, Authorization to Declare Vehicles Listed in Exhibit A as Surplus *(page 50)*

D. Resolution 32-2025, Authorization to Declare Old and Failed Information Technology Items as Surplus *(page 54)*

E. Resolution 33-2025, Authorization to Accept Server Room HVAC Project as Complete *(page 61)*

F. Resolution 34-2025, Recommendation to Award the Vehicle Service Pit Upgrades *(page 63)*

**9. Information & Discussion Items**

A. 2025 Benton Franklin Fair & Rodeo Update *(page 66)* Kevin Sliger

**10. Staff Reports & Comments**

A. Legal Report Jeremy J. Bishop

B. Chief Executive Officer's Report Thomas Drozt

**11. Board Member Comments**

**12. Executive Session**

**13. Other**

**14. Next Meeting**

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

**15. Adjournment**

# Ben Franklin Transit Citizens Advisory Network REGULAR MEETING MINUTES

Monday August 18, 2025 6:00 p.m. – 7:30 p.m.  
BFT Administration Building - Board Room 1000 Columbia Park Trail, Richland, WA

## 1. Convene CAN Meeting: 6:00 PM

## 2. Attendance: 2 Min

Representing	Name	Position	Attendance
CAN MEMBER	DENNIS KREUTZ	CHAIR – RECORDING SECRETARY	PRESENT
CAN MEMBER	ED FROST	PAST CHAIR	PRESENT
CAN MEMBER	DORI LUZZO-GILMOUR	RECRUITMENT COMMITTEE CHAIR	PRESENT
CAN MEMBER	AMBER WISSENBACH	MEMBER	ABSENT
CAN MEMBER	BERNIE VINHER	MEMBER	PRESENT
CAN MEMBER	BILL BARLOW	MEMBER	ZOOM
CAN MEMBER	BRANDON HARBO	MEMBER	PRESENT
CAN MEMBER	BROOKLYN HUFSTADER	MEMBER	ABSENT
CAN MEMBER	ERIK WATKINS	MEMBER	PRESENT
CAN MEMBER	FRANK CUTA	RECRUITMENT COMMITTEE	ABSENT
CAN MEMBER	LAURIE PRICE	MEMBER	PRESENT
CAN MEMBER	NAYELI ARANDA	MEMBER	ABSENT
CAN MEMBER	ULISES NAVARRO	MEMBER	ABSENT
BFT STAFF	KEVIN SLIGER	PLANNING AND PROJECT MGMNT	PRESENT
BFT STAFF	ALEX SMITH	CFO	PRESENT

## 3. Comments by Guests: 5 Min.

None

## 4. July 2025 Meeting MINUTES Approval: 2 Min.

Discussion: None

Motion to Approve the Minutes by: Dori Luzzo-Gilmour

Second to Approve the Minutes by: Brando Harbo

Minutes Approved Unanimously by a Voice Vote: YES

## 5. Old Business: 10 Min.

A. A follow-up from March regarding having High Schools students as CAN Members.

1. Report by Laurie Price on having High School Students attend CAN Meetings.

MINUTES: Laurie reported that the policy of the High Schools is to not restrict students from participating in any activities after normal school hours.

She recommended that we set a minimum age of 16 years old, and require parent or guardian signed approval for students under the age of 18.

## 6. New Business: 45 Min.

A. Report of the August BFT Board Meeting – Erik Watkins

MINUTES: Erik reported that the majority of the Board Meeting was taken up by Staff presentation and Board discussion of the Transit Development Plan.

Another topic of discussion was whether it would be more economical to have free fare rather than pay for fares collection and associated expenses. BFT is to get back to the Board with a report on cost of fare collection.

- B. Public Comments generally have to be made at the beginning of the Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board.  
Status Update of CAN Recommendation: Subcommittee – Brandon Harbo, Dennis Kreutz  
MINUTES: A draft of a proposed Recommendation was distributed and discussed. It was recommended that the draft be simplified and presented to the CAN in the September meeting.
- C. Presentation of proposed modifications to the existing CAN Standing Rules for discussion by CAN Members: Subcommittee – Frank Cuta, Dennis Kreutz  
MINUTES: A draft was distributed and discussed. There were a few minor word corrections and Dennis Kreutz requested that the changes be reviewed by Frank Cuta and the draft be presented to the CAN in the September meeting.
- D. Proposal to fill the positions of Vice Chairperson and Recorder / Secretary.  
MINUTES: After some discussion it was recommended that this be done in December.
- E. BFT presented an update on the status of Frank Cuta's input regarding selection criteria used during BFT Bus purchases: Hilary Carlson notes provided to Dennis Kreutz  
MINUTES:
1. Drivers don't like the equipment box next to the seats.
    1. This box in the current DAR vehicles is part of the Chevrolet Stability Control System and is not moveable. The new vehicles will not have this as we are ordering Ford vehicles.
  2. Need Wi-Fi on all Dial-A-Rides.
    1. We are in the process of bringing on and implementing new Dial-A-Ride software. We are exploring the solution for Wi-Fi on these vehicles alongside the new software or what a reasonable retrofit solution would look like without excess use of taxpayer dollars.
  3. Non-stick flooring.
    1. Flooring has an ASTM D 2047 anti-slip rating.
  4. Better seats.
    1. We did change the seats slightly by removing the pillow top seat cushion for cleaning purposes and the back of the seat will be solid and not be split in the middle. We specify a vinyl seating material for easy cleaning and disinfecting when we have to deal with bodily fluids.
  5. All jump seats on the right.
    1. The vehicles on order will have 3 sets of jump seats on the right side to allow for a 4<sup>th</sup> wheelchair location if needed. There are no seats on the left side in the 3 wheelchair locations.
  6. There is a shoulder restraint issue, they should be adjustable, not fixed.
    1. The vehicles on order will have T-track along the top of the wall above the windows to allow for the shoulder restraint to be moved forward and backwards as needed providing more adjustment.
- F. Next CAN Meeting Proposed Agenda Items:  
MINUTES:
- a. BFT to present 2025-2031 Transit Development Plan as approved by Board in August Board Meeting.
  - b. CAN Subcommittee provide status of CAN Recommendation regarding Washington House Bill 1418 allowing two non-elected transit-using voting members on the BFT Board of Directors.

- c. Public Comments generally have to be made at the beginning of the Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board. Status Update of CAN Recommendation: – Brandon Harbo, Dennis Kreutz
- d. Presentation of proposed modifications to the existing CAN Standing Rules for discussion by CAN Members: Subcommittee – Frank Cuta, Dennis Kreutz

**7. BFT Board / BFT Staff Comments: 10 Min.**

MINUTES:

BFT Kevin Sliger showed a slide with the new fixed routes stops on Kennewick Avenue.

**8. CAN Member Comments: 10 Min.**

MINUTES:

Ed Frost asked for status of BFT issuing a printed fixed route schedule. Kevin Sliger responded that it was not likely to be done.

Dennis Kreutz requested that BFT CFO Alex Smith update CAN on the status of BFT posting the 2024 Financial Report. Alex responded that it was being audited by the State and he expects it to be available on the website by September 15.

Dori Luzzo-Gilmour reported that her family participated in the Art In The Park free rides program and that it was very appreciated by the riders she talked to. Kevin Sliger reported that this year there were about 3,000 rides provided.

Erik Watkins inquired whether BFT would be participating in the area wide planning to Transit Orient Development. Kevin Sliger stated that BFT was actively involved.

**9. Assign CAN Member to Attend next Board Meeting: 1 Min.**

Board Meeting September 11, 2025

6:00 PM

BFT Board Room

CAN Member Assigned: Dennis Kreutz

**10. Next CAN Meeting: 1 Min.**

Monday September 15, 2025

6:00 p.m.

BFT Board Room

**11. ADJOURN:**

A. Meeting adjourned at: 7:35 PM

## **AGENDA ITEM – 6B**

The BFT Citizen Advisory Network (CAN) is tasked in CAN Standing Rules – Section 1.1.a to assist BFT by serving as an advisory body to BFT Management and to the BFT Board of Directors. In that capacity the following recommendation is offered.

### **CAN Recommendation 2025-03                      September 11, 2025** **Public Comment in Board Meetings after BFT Presentation**

#### **Issue:**

Public Comments during BFT Board Meetings generally have to be made at the beginning of the Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board. Although the Board does ask for Public Comments after some Agenda Items it is normally not the practice to do so unless those items are associated with an ongoing Public Comment period.

An example of a recent Agenda Item would be the presentation to the Board of Resolution 14-2025 authorizing the Chief Executive Officer Authority to Award the Benton County Fairground Project. Additionally, the Resolution requested that the CEO be given the authority to award this contract up to \$500,000 (normal amount is a maximum of \$100,000) without Board approval.

The plan was available to the public a day prior to the Board Meeting in the Board Package. It was two slides with very little information provided. The plan was then presented by BFT Staff in the Board Meeting without an opportunity for Public Comment after the presentation was made.

The Board approved the Resolution, but the work was subsequently cancelled due to additional scope being discovered that would have significantly increased the cost.

#### **Recommendation:**

The Citizen Advisory Network recommends that Public Comment be allowed subsequent to BFT's Staff Presentation to the Board, but prior to Board voting on an issue, for the following:

- a. Schedule changes
- b. Fare or rate changes
- c. Fare collection methods
- d. Route modifications
- e. Capital expense approval or modifications that are in excess of +-\$100K
- f. Operational changes modifications that are in excess of +-\$100K

The Citizen Advisory Network recommends that BFT Staff provide more detailed information in the Board Package and do so in a timely manner that allows for review and comment by the public. It is recommended that for those items shown above that they be listed in the Board Agenda in a section titled "Next Board Meeting Proposed Agenda Items", and that specific information be included in a Board Package available to the public on the BFT Website a minimum of 48 hours prior to the Board Meeting.

# AGENDA ITEM – 6C

## BEN FRANKLIN TRANSIT

[Edited as follows:

[Original Text:

**Citizens Advisory Network Standing Rules**

[Revised Text:

**Citizens Advisory Network Bylaws**

[End of Edit

(Revised DRAFT 03 August 18, 2025)

### **PURPOSE**

[Edited as follows:

[Original Text:

The purpose of this document is to define the duties of the Citizens Advisory Network (CAN) and adopt rules for the transaction of business of the CAN.

[Revised Text:

This document defines the responsibilities of ...

[End of Edit

### **MISSION STATEMENT**

It is the mission of the Ben Franklin Transit (BFT) Citizens Advisory Network to advocate for public transit and to serve as a resource to BFT management and Board of Directors in accomplishing the BFT mission and goals.

## **SECTION 1 – CAN SCOPE AND MEMBERSHIP**

### **SECTION 1.1 - SCOPE**

The Citizens Advisory Network shall assist BFT in the following capacities:

[Edited as follows:

[Original Text:

a) Serve as an advisory body to BFT management and Board of Directors, all actions or recommendations of the CAN are strictly advisory.

[Revised Text:

a) Serve as an advisory body to BFT management and Board of Directors.

[End of Edit

b) Promote and communicate the transit's goals and objectives to the public.

c) Represent interests of the community and assist BFT staff and Board in meeting transit's goals.

d) Expand awareness of the public's perception of BFT activities.

e) Speak on behalf of constituents when commenting on transit's plans, policies, and services.

f) The CAN is not intended to be a complaint resolution or appeals board.

[Edited as follows:

[Insert New Text:

g) All actions or recommendations of the CAN are strictly advisory.

[End of Edit

## **SECTION 1.2 - COMPOSITION**

a) The CAN shall be composed of no less than nine (9) and no more than fifteen (15) members.

b) CAN Members shall serve without compensation except reimbursement for expenses as may be approved by the BFT Board.

## **SECTION 1.3 - MEMBERSHIP SELECTION PROCESS**

a) CAN membership shall reflect the demographics of BFT's Public Transportation Benefit Area (PTBA); reside within that area; and strive for broad, inclusive, and diverse representation.

[Edited as follows:

[Original Text:

b) Applicants being considered for membership are to be reviewed by BFT management prior to being interviewed by the CAN Recruitment Committee.

[Revised Text:

b) Applicants being considered for membership are to be reviewed and approved by BFT management prior to being interviewed by the CAN Recruitment Committee

[End of Edit

c) BFT staff cannot serve as members of the CAN.

[Edited as follows:

[Original Text:

d) CAN membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

Areas of Representative Interest:

Fixed-Route Rider Individuals with no car, rides to work

Dial-A-Ride Rider Unconditional rider, conditional rider

Vanpool/Contracted Services Vanpool rider/driver, CONNECT user

Business/Chambers of Commerce Tri-Cities Regional Chamber or other Chambers

Human Service Organizations:

• Medical Community Representative • Tri-City Community Health, dialysis centers

• Mental Health Community Provider • Lourdes Counseling Center, other mental health agencies

• Senior/Disabled Provider • Adult day care, home health care agencies

• Other • WorkFirst, DCYF, DSHS, children's centers

Major Employer Representative PNNL, other top 10 employers

Student Riders/High School & College Ethnic Community Organizations

Transit Supporters Retired BFT employees, former BFT Board members

Law Enforcement Community Liaison Officer

Educational Agency Representative ESD staff, school district staff, college staff

Economic Development/Tourism TRIDEC, Tri-Cities Visitor & Convention Bureau

Recreational/Bicycling/Pedestrian Advocate Bicycle clubs, 3 Rivers Bicycle Coalition

Clean Air/Good Roads/Energy Advocate Benton Clean Air Agency

[Revised Text: Delete Section d) in its entirety:

[End of Edit

#### **SECTION 1.4 - APPOINTMENTS TO THE CAN**

a) The BFT Board of Directors shall have the power to appoint or remove any CAN member at

any time it is deemed essential to maintain the integrity of the overall CAN function and to

maintain balanced community representation.

b) A CAN member shall be appointed for a two-year term and may reapply for additional two-year terms.

[Edited as follows:

[Original Text:

c) Upon completion of a two-year term, CAN members shall relinquish their position unless the General Manager has confirmed reappointment for another two-year term.

[Revised Text:

c) Upon completion of a two-year term, CAN Members shall relinquish their membership unless the BFT CEO, or their representative for such a purpose, has confirmed reappointment for another two-year term.

[End of Edit

d) BFT management may develop, subject to Board review, further rules related to seating of

members and terms of service as necessary and appropriate to facilitate BFT's needs.

e) The first two-year term for CAN members during a calendar year will commence the

following January 1. The CAN member will be a voting member of the Network following

the date their application is approved by the CAN membership.

f) CAN members representing any of the Chambers of Commerce, TRIDEC, and the Tri-Cities

Visitor & Convention Bureau shall serve at the discretion of the appointing organization except as provided in item a) above.  
g) CAN members who are unable to complete their term may submit their resignation to the Secretary/Recorder.

[Edited as follows:

[Add new section h):

h) A CAN Member who fails to attend in person or virtually, without an excused absence by the CAN Chair, for three consecutive monthly CAN Meetings shall automatically forfeit their CAN membership.

[End of Edit

[Edited as follows:

[Original Text:

i) The General Manager, or a representative appointed by the General Manager for such a purpose, shall serve as a nonvoting member of the CAN and act as the primary liaison between the CAN Chair and BFT.

[Revised Text:

i) The BFT CEO, or their representative for such a purpose, shall serve ....

[End of Edit

j) At no time while serving on the CAN shall CAN members represent themselves as employees or consultants of BFT.

### **SECTION 1.5 - CONFLICTS OF INTEREST**

Any CAN member having an interest in a matter being considered by the CAN which would tend to prejudice his or her actions in opposition to BFT's mission and goals shall so indicate and refrain from deliberations or voting upon such matter. In addition, should circumstances arise, each CAN member shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine: i.e., that all parties to an argument are to receive equal treatment.

### **SECTION 1.6 - TRANSPORTATION PASSES**

As noted in Section 1.2.b, CAN members shall serve without compensation; however, each CAN member shall always be entitled to a free fare transportation pass for use on all BFT services for their individual use during their term of appointment as a member of the Network.

a) Said pass privilege shall serve as a principal means whereby a CAN member can observe and be informed in connection with their duties and responsibilities to BFT. While using

BFT services and participating in the community, CAN members accept an inherent responsibility to present a positive reflection of BFT.

- b) CAN members are not allowed to share their CAN member BFT pass.
- c) Misuse of transportation privileges will result in termination of the free pass privilege for the current year. Misuse or unauthorized use of transportation privileges exceeding a single incident may result in permanent termination of this privilege and/or the person's removal from the CAN.
- d) Any transit pass provided for CAN members shall be returned at the expiration of the CAN member's final term of office.
- e) One replacement pass will be issued per calendar year.
- f) For an additional lost or destroyed free transportation pass, a charge of \$10.00 will be assessed.

## **SECTION 2 - MEETINGS**

### **SECTION 2.1 - CAN REGULAR MEETINGS**

- a) Unless cancelled in advance by the CAN Executive Committee, the CAN members shall meet at least once per month. The date and time of the CAN Regular Meeting shall be agreed on by members at the previous CAN meeting.
- b) In-person attendance by all CAN members is highly encouraged; however, BFT shall provide accommodation for both in-person and virtual attendance at all CAN meetings.

[Edited as follows:

[Original Text:

- c) BFT's General Manager or his/her representative must receive an agenda one week in advance of all meetings.

[Revised Text:

- c) BFT's CEO, or their representative for such a purpose, ...

[End of Edit

- d) Voting by CAN members participating remotely shall be allowed.
- e) A Quorum shall consist of a majority of the currently appointed CAN members.

[Edited as follows:

[Original Text:

- f) The rules contained in Robert's Rules of Order shall govern the CAN meetings in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.

[Revised Text:

... not inconsistent with these Bylaws.  
[End of Edit

## **SECTION 2.2 - SPECIAL MEETINGS**

a) Special meetings may be held if requested by the CAN Chair.

[Edited as follows:

[Original Text:

## **SECTION 3 - POWERS AND DUTIES**

[Revised Text:

## **SECTION 3 - POWERS AND RESPONSIBILITIES**

[End of Edit

The CAN, at the direction of BFT management, may be authorized and empowered to act in an information-gathering and fact-finding role for BFT and shall maintain appropriate confidentiality regarding issues shared by staff or the Board. Any action or recommendation of this committee is strictly advisory. In addition, the CAN is further empowered and authorized to assist BFT management as follows:

- a) To review significant policy decisions under consideration by BFT management including major service changes, fare policy, budget adoption or changes, the development of public and customer facilities, and such other issues or concerns that may impact on the public and customer relations of Ben Franklin Transit and to make recommendations regarding these issues and concerns.
- b) To support efforts to improve public understanding and confidence in the benefits of using public transportation.
- c) To increase recognition of the role public transportation plays in economic vitality and traffic congestion relief in the BFT service area.
- d) To support and help facilitate the efforts to improve communication with community and local business leaders concerning the impact of BFT programs.
- e) To review ridership and customer service programs to identify and recommend practices and technologies that increase ridership and improve customer services.
- f) To identify and recommend programs, practices, and technologies that assist riders in the use of Fixed Route, Dial-A-Ride (DAR), CONNECT, General Demand, and Vanpool services.
- g) To provide a forum for discussion of local public transportation issues and to foster a better understanding of the issues between users and non-users of the system.
- h) The CAN is an advisory group and, therefore, it is strictly understood that all actions and

recommendations made by the CAN are advisory only and do not constitute an action or obligation of the BFT Board of Directors or of any BFT employees. In this capacity, the CAN is not authorized to act as an agent of BFT or to contract or incur any obligations on behalf of BFT.

#### **SECTION 4 – ELECTIONS AND TERMS OF OFFICE FOR OFFICERS**

The CAN shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. The CAN shall adopt rules for the transaction of CAN business and shall keep written records of its meetings, transactions, findings, and determinations, which shall become public records.

##### **SECTION 4.1 – OFFICERS**

Officers of the CAN shall consist of a Chair, Vice Chair, Secretary/Recorder, and Past Chair, and such other officers as may be needed, to be elected by the CAN at the last meeting of each calendar year, or as needed, to serve a one-year term commencing January 1 of each year. The duties of officers shall be as follows:

###### **a) Chair**

- Determine meeting dates

[Edited as follows:

[Original Text:

- Determine meeting topics in coordination with BFT General Manager or his/her representative

[Revised Text:

- Determine meeting topics in coordination with BFT CEO or their representative

[End of Edit

- Preside over all meetings
- Develop meeting agenda in coordination with the Secretary/Recorder
- Act as spokesperson for the CAN, interacting with BFT management as requested
- Preserve order and decorum and decide all questions of order
- Attend or appoint the Vice Chair or other CAN member to represent the CAN at monthly BFT Board meetings
- Provide leadership and direction for the CAN
- Perform other duties as may be requested from time to time by the CAN or BFT management
- Shall oversee a nomination in October for the CAN to select a slate of proposed officers for the following year

- Be removed as Chair by vote of a majority of the CAN and/or a BFT Board directive

**b) Vice Chair**

- Have the powers and perform the duties of the Chair in the absence or inability of the Chair to serve
- Perform other such duties from time to time as may be requested by the Chair

**c) Recording Secretary**

- Keep a record of proceedings, have charge of all records, and perform other administrative support as needed. The record of the CAN meetings shall be provided to the BFT Board of Directors.

**d) Past Chair**

- Serve as a nonvoting officer, acting in an advisory role to the other officers

## **SECTION 5 – COMMITTEES**

### **SECTION 5.1 - RECRUITMENT COMMITTEE**

A three-person Recruitment Committee, one of which shall be the Vice Chair, shall be appointed by the Chair by the second regularly scheduled meeting of the calendar year and shall serve for one year. Their duties shall be to assist in the recruitment and recommendation of CAN members and officers.

### **SECTION 5.2 - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Chair, Vice Chair, Secretary/Recorder, and Past Chair, with BFT General Manager, or appropriate representative, as a nonvoting member. The Executive Committee shall meet at the discretion of the CAN Chair to develop and recommend ways to meet the CAN's goals for accomplishing identified projects.

### **SECTION 5.3 - OTHER COMMITTEES**

The CAN shall have the ability to form such other committees as needed and appropriate. Subcommittees shall report their activities to the CAN and to the BFT Board on a regular basis.

## **SECTION 6 - AMENDMENTS**

[Edited as follows:

[Original Text:

Recommendations of amendments to these Standing Rules can be approved at any regular meeting of the CAN by a two-thirds vote of the total current CAN membership, provided the

proposed amendment was submitted in writing at the previous regular meeting.  
All amendments  
to the Standing Rules of the BFT CAN must be approved by the BFT Board of  
Directors.

[Revised Text:

Recommendations of amendments to these Bylaws...

All amendments to the Bylaws ...

[End of Edit

DRAFT

**BEN FRANKLIN TRANSIT  
RESOLUTION 27-2025**

**A RESOLUTION RECOGNIZING THE RETIREMENT OF HUGH COFFELT AND HIS  
8 YEARS OF SERVICE**

WHEREAS, Hugh Coffelt has served our community for the last eight (8) years as a Ben Franklin Transit (BFT) coach operator. We would like to thank Hugh for his many years of service and positive impact on our customers, the agency, and his fellow employees; and

WHEREAS, Hugh Coffelt submitted his notice of retirement to BFT with an effective date of August 16, 2025;

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

1. Hugh Coffelt served BFT and the Tri-Cities community as a coach operator for eight (8) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Coach Operator Hugh Coffelt for his professional efforts on behalf of the agency, its employees, and its customers. BFT wishes Hugh the best in all his future endeavors and congratulates him on his retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 28-2025**

**A RESOLUTION RECOGNIZING BFT’S EMPLOYEES OF THE YEAR—TEAM CATEGORY: BRITTANY ARCHIBALD, BRIAN LUBANSKI, ALEJANDRO OLEA, JANET WILLIAMSON, AND HEATHER WILLOUGHBY OF THE MARKETING AND COMMUNICATIONS TEAM.**

WHEREAS, Ben Franklin Transit employees submitted nominations for BFT Employee of the Year stating what the person has done to make Ben Franklin Transit a better transit system and explaining how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

WHEREAS, BFT Resolution 44-2006 adopted November 9, 2006, established Employee Recognition Policy 1111; and

WHEREAS, The Employee of the Year Award winner in the Team Category is the Marketing and Communications Team;

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

1. The Ben Franklin Transit Board of Directors affirms the selection of the Employee of the Year Team Category Award winner Brittany Archibald, Brian Lubanski, Alejandro Olea, Janet Williamson, and Heather Willoughby of the Marketing and Communications Team.
2. The Team Category winner was honored at the 2025 Washington State Public Transportation Conference on August 13, 2025.
3. The Team Category winners will receive and split a cash award of \$1500.00.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 29-2025**

**A RESOLUTION RECOGNIZING BFT'S EMPLOYEE OF THE YEAR – SUPPORT  
STAFF MEMBER CATEGORY: NOE JIMENEZ, FACILITIES SUPPORT SPECIALIST**

WHEREAS, Ben Franklin Transit employees submitted nominations for BFT Employee of the Year stating what the person has done to make Ben Franklin Transit a better transit system and explaining how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

WHEREAS, BFT Resolution 44-2006 adopted November 9, 2006, established Employee Recognition Policy 1111; and

WHEREAS, The Employee of the Year Award winner in the Support Staff Member Category is Noe Jimenez, Facilities Support Specialist;

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

1. The Ben Franklin Transit Board of Directors affirms the selection of the Support Category Award winner Noe Jimenez, Facilities Support Specialist.
2. The Support Staff Member Category Award winner was honored at the 2025 Washington State Public Transportation Conference on August 13, 2025.
3. The Support Category Award winner will receive a cash award of \$500.00.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 30-2025**

**A RESOLUTION RECOGNIZING BFT'S EMPLOYEE OF THE YEAR – OPERATOR  
CATEGORY: LYNN FLEMING, COACH OPERATOR**

WHEREAS, Ben Franklin Transit employees submitted nominations for BFT Employee of the Year stating what the person has done to make Ben Franklin Transit a better transit system and explaining how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

WHEREAS, BFT Resolution 44-2006 adopted November 9, 2006, established Employee Recognition Policy 1111; and

WHEREAS, The Employee of the Year Award winner in the Operator Category is Lynn Fleming, Coach Operator;

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

1. The Ben Franklin Transit Board of Directors affirms the selection of the Operator Category Award winner: Lynn Fleming, Coach Operator.
2. The Operator Category Award winner was honored at the 2025 Washington State Public Transportation Conference on August 13, 2025.
3. The Operator Category Award winner will receive a cash award of \$500.00.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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



## BOARD OF DIRECTORS REGULAR MEETING

Thursday, August 14, 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*

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### MINUTES

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#### 1. CONVENE BOARD MEETING

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

Acting Clerk of the Board Janet Williamson 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	John Trumbo	Alternate	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	Present
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Jeff Lahti	Alternate	Present

**Present:** Thomas Drozt, Hilary Carlson, Brian Lubanski, Joshua Rosas, Kevin Sliger, Alex Smith, Janet Williamson

**Legal Counsel:** Jeremy J. Bishop

**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.

Brenda Sayler, a resident of Kennewick, spoke about her son's Dial-A-Ride service issues.

No written public comments were received.

**5. APPROVAL OF AGENDA**

Chair McKay asked for a motion to approve the agenda.

*Director Maier moved to approve the agenda; the motion was seconded by Director Bloom and passed unanimously.*

**6. CITIZENS ADVISORY NETWORK (CAN) REPORT**

CAN member Erik Watkins explained that the minutes of the July 21 meeting were included in the Board packet, but the CAN requested this item remain on the agenda as a placeholder for future business.

**7. RECOGNITION**

**A. Resolution 24-2025 Retirement of Phouveune Sounthonephom**

Chief Operations Officer Joshua Rosas paid tribute to retired Mechanic I Phou Sounthonephom, who was not present. He retired in June after over 40 years of service to BFT.

*Director Bauman moved to approve Resolution 24-2025; the motion was seconded by Director Bloom and passed unanimously.*

**8. CONSENT AGENDA**

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

**A. July 17, 2025, Regular Board Meeting Minutes**

**B. July Voucher Summary**

**C. Resolution 25-2025, Authorization to Execute Option for the Additional Contract Years and to Increase the Not-to-Exceed Amount of Contract #1375 with Wenaha Group**

*Director Maier moved to approve Consent Agenda Items A-C. The motion was seconded by Director Bloom and passed unanimously.*

**9. ACTION ITEM**

**A. Resolution 26-2025, Adoption of the 2025-2031 Transit Development Plan**

Chief Planning & Development Officer Kevin Sliger presented the updated 2025-2031 Transit Development Plan for Board approval. After the presentation, Chair McKay opened a public hearing to receive public comments on the plan. No public comments were made, and then the public hearing was closed.

*Director Bloom moved to approve Resolution 26-2025. The motion was seconded by Director Maier and passed with 8 votes in favor and 1 against.*

## **10. INFORMATION & DISCUSSION ITEMS**

### **A. Q2 Performance Report**

Mr. Sliger presented the Q2 Performance Report, highlighting ridership data and marketing outreach.

### **B. Memorandum Regarding the Utilization of Progressive Design-Build Method of Construction of the Facilities Maintenance Building**

Senior Project Manager Steven Frazier presented an informational memorandum on the progressive design-build method of construction, which will be used on the Facilities Maintenance Building project.

## **11. STAFF REPORTS & COMMENTS**

### **A. Legal Report**

No legal report was provided.

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

Chief Executive Officer Thomas Drozt gave a "Then and Now" presentation to Board members covering the agency's accomplishments since his hire date one year ago.

## **12. BOARD MEMBER COMMENTS**

Board member comments were made.

## **13. EXECUTIVE SESSION**

No Executive Session was held.

## **14. OTHER**

There were no other items.

## **15. NEXT MEETING**

The next meeting will be held Thursday, September 11, 2025, at 6:00 p.m.

## **16. ADJOURNMENT**

Chair McKay adjourned the meeting at 7:38 p.m.

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Janet Williamson, Acting Clerk of the Board

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Date



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

Thursday, September 11, 2025

To: Ben Franklin Board of Directors

From: Kevin Hebdon, Accounting Manager *KH*

RE: Vouchers for August 2025

August 2025 vouchers totaled \$5,346,554.90. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 563,178.86
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 478,749.70
COLEMAN OIL COMPANY LLC	FUEL	\$ 406,527.50
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 285,094.67
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 232,669.27
ARC OF THE TRI-CITIES INC	PURCHASED TRANSPORTATION	\$ 152,285.87
STATE OF WASHINGTON	MED INS PAYABLE	\$ 129,680.28
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 117,090.56
EMPLOYMENT SECURITY DEPARTMENT	FMLA	\$ 110,968.81
AVIDEX INDUSTRIES LLC	CONTRACTED SERVICES	\$ 89,703.16
KPFF INC	CONSULTING	\$ 73,114.70
SUMMIT LAW GROUP	LEGAL EMP RELATIONS	\$ 65,695.58
NORTHWEST GOLF CARS, INC	CONTRACTED SERVICES	\$ 60,928.06
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 60,791.14
TYCO INDUSTRIAL LLC	CONSTRUCTION	\$ 50,166.82
ALSC ARCHITECTS PS	A & E SERVICES	\$ 47,345.11
WEX BANK	CONTRACTED SERVICES	\$ 42,033.74
WA STATE EMPLOYMENT SECURITY DEPT	WACARES	\$ 41,403.99
CHRISTENSEN INC	DIESEL EXHAUST FLUID	\$ 32,351.73
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 32,231.57
NBS PROMOS INC.	MARKETING	\$ 22,725.39
CDW GOVERNMENT INC.	COMPUTER SUPPLY	\$ 21,644.89
CITY OF RICHLAND	UTILITY	\$ 21,135.79
OGDEN MURPHY WALLACE PLLC	LEGAL SERVICES	\$ 20,654.20
GARDA CL NORTHWEST INC	SERVICES	\$ 19,268.79
TEAMSTERS UNION	UNION DUES	\$ 18,098.25
4IMPRINT INC	PROMOTIONAL	\$ 17,810.29
THE PRINT GUYS INC	PRINTING	\$ 17,541.03
TRANSPO GROUP USA INC	CONSULTING	\$ 16,774.93
DEPT OF RETIREMENT SYSTEMS - DCP	EMP DEFERRED COMP	\$ 15,832.28
VERIZON WIRELESS	SERVICES	\$ 15,737.80
TRACKIT LLC	SOFTWARE	\$ 15,595.00
SOMETHING UNLIMITED	CONSULTING	\$ 15,225.00
MCCURLEY INTEGRITY DEALERSHIPS LLC	PARTS, EQUIP., BUS A/C	\$ 14,865.92
ROACH & BISHOP LAW LLP	LEGAL SERVICES	\$ 14,679.50
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 13,464.36
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 13,435.77
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 12,707.80
WENHA GROUP INC	CONSTRUCTION MANAGEMENT	\$ 11,989.35

Total Significant Vendors \$ 3,391,197.46

Payroll Total \$ 1,610,007.29

Total Non-Significant Vendors \$ 345,350.15

GRAND TOTAL \$ 5,346,554.90

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 [August 2025](#)

PAYROLL					
Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
516-25	80988	80991	8/8/2025	\$ 20,894.49	Payroll
516-25	ACH	ACH	8/8/2025	\$ 780,541.50	Payroll
517-25	ACH	ACH	8/22/2025	\$ 808,571.30	Payroll
Total				\$ 1,610,007.29	

\_\_\_\_\_  
AUTHORITY MEMBER  
9/11/2025

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 [August 2025](#).

**ACCOUNTS PAYABLE**

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
227-25	91587	91646	8/1/2025	338,606.59	MDSE
229-25	91647	91648	8/7/2025	66,258.37	MDSE
230-25	ACH	ACH	8/4/2025	2,216.80	ACH
231-25	91649	91650	8/8/2025	2,445.63	MDSE
232-25	91651	91713	8/8/2025	354,390.05	MDSE
233-25	ACH	ACH	7/18/2025	75,633.00	ACH
234-25	91714	91778	8/15/2025	397,876.03	MDSE
235-25	91779	91847	8/22/2025	659,299.27	MDSE
236-25	ACH	ACH	8/13/2025	478,749.70	ACH
237-25	ACH	ACH	8/15/2022	299,585.43	ACH
238-25	ACH	ACH	8/8/2025	420,761.30	ACH
239-25	ACH	ACH	8/18/2025	42,033.74	ACH
240-25	ACH	ACH	8/19/2025	544.11	ACH
241-25	ACH	ACH	8/20/2025	190.13	ACH
242-25	ACH	ACH	8/22/2025	307,961.98	ACH
243-25	91728	91733	8/15/2025	(113,125.08)	VOID
244-25	91770	91770	8/15/2025	(4,971.25)	VOID
245-25	85470	85470	9/15/2023	(123.10)	VOID
246-25	91804	91804	8/22/2025	(100.00)	VOID
247-25	91848	91902	8/29/2025	473,023.98	MDSE
248-25	ACH	ACH	8/28/2025	10,800.83	ACH

**Total      \$    3,736,547.61**

\*voids removed from total

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AUTHORITY MEMBER  
 9/11/2025

August 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 [September 11, 2025](#).

**ACTION:** As of this date, [September 11, 2025](#), I, \_\_\_\_\_ move that the following checks be approved for payment:

#### **PAYROLL**

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
516-25	80988	80991	8/8/2025	\$ 20,894.49	Payroll
516-25	ACH	ACH	8/8/2025	\$ 780,541.50	Payroll
517-25	ACH	ACH	8/22/2025	\$ 808,571.30	Payroll
<b>Total</b>				<b>\$ 1,610,007.29</b>	

#### **ACCOUNTS PAYABLE**

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
227-25	91587	91646	8/1/2025	338,606.59	MDSE
229-25	91647	91648	8/7/2025	66,258.37	MDSE
230-25	ACH	ACH	8/4/2025	2,216.80	ACH
231-25	91649	91650	8/8/2025	2,445.63	MDSE
232-25	91651	91713	8/8/2025	354,390.05	MDSE
233-25	ACH	ACH	7/18/2025	75,633.00	ACH
234-25	91714	91778	8/15/2025	397,876.03	MDSE
235-25	91779	91847	8/22/2025	659,299.27	MDSE
236-25	ACH	ACH	8/13/2025	478,749.70	ACH
237-25	ACH	ACH	8/15/2022	299,585.43	ACH
238-25	ACH	ACH	8/8/2025	420,761.30	ACH
239-25	ACH	ACH	8/18/2025	42,033.74	ACH
240-25	ACH	ACH	8/19/2025	544.11	ACH
241-25	ACH	ACH	8/20/2025	190.13	ACH
242-25	ACH	ACH	8/22/2025	307,961.98	ACH
243-25	91728	91733	8/15/2025	(113,125.08)	VOID
244-25	91770	91770	8/15/2025	(4,971.25)	VOID
245-25	85470	85470	9/15/2023	(123.10)	VOID
246-25	91804	91804	8/22/2025	(100.00)	VOID
247-25	91848	91902	8/29/2025	473,023.98	MDSE
248-25	ACH	ACH	8/28/2025	10,800.83	ACH
<b>Total</b>				<b>\$ 3,736,547.61</b>	

Check Register Nos. [227-25](#) and [229-25](#) to [248-25](#) and [516-25](#), [517-25](#) in the total amount of: **\$ 5,346,554.90**

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      227-25

CHECK NUMBERS                91587      TO      91646

DATE                                8/1/2025

PURPOSE                         APAUG25A VOUCHERS

AMOUNT                         \$338,606.59

"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 (Aug 3, 2025 15:01:23 PDT)  
AUDITOR

08/03/2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      229-25

CHECK NUMBERS                91647      TO      91648

DATE                                8/7/2025

PURPOSE                         APAUG25B VOUCHERS

AMOUNT                         \$66,258.37

"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 (Aug 7, 2025 13:49:35 PDT)  
AUDITOR

08/07/2025  
DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 230-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/4/2025

PURPOSE:

02555 BOON ADMIN METLIFE	\$2,216.80
<b>TOTAL</b>	<b>\$2,216.80</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 (Aug 7, 2025 13:50:49 PDT)  
AUDITOR

08/07/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      231-25

CHECK NUMBERS                91649      TO      91650

DATE                                8/8/2025

PURPOSE                          APAUG25C VOUCHERS

AMOUNT                          \$2,445.63

"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 (Aug 18, 2025 05:18:18 PDT)  
AUDITOR

08/18/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER     232-25

CHECK NUMBERS                91651     TO     91713

DATE                                8/8/2025

PURPOSE                          APAUG25D VOUCHERS

AMOUNT                           \$354,390.05

"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 (Aug 18, 2025 05:23:56 PDT)  
AUDITOR

08/18/2025  
DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 233-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 7/18/2025

PURPOSE:

00740 US BANK	\$75,633.00
<b>TOTAL</b>	<b>\$75,633.00</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  
AUDITOR

8/18/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      234-25

CHECK NUMBERS                91714      TO      91778

DATE                                8/15/2025

PURPOSE                         APAUG25E VOUCHERS

AMOUNT                          \$397,876.03

"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 (Aug 25, 2025 11:39:14 PDT)  
AUDITOR

08/25/2025  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      235-25

CHECK NUMBERS                91779      TO      91847

DATE                                8/22/2025

PURPOSE                         APAUG25F VOUCHERS

AMOUNT                          \$659,299.27

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

*Julie Thompson*  
Julie Thompson (Aug 26, 2025 08:34:35 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 236-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/13/2025

PURPOSE:

00014 NW ADMIN WA TMSTRS TRST	\$478,749.70
<b>TOTAL</b>	<b>\$478,749.70</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 (Aug 26, 2025 08:37:02 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 237-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/15/2025

PURPOSE:

00432 DEPT OF RETIREMENT PERS	\$284,360.43
02518 SOMETHING UNLIMITED	\$15,225.00
<b>TOTAL</b>	<b>\$299,585.43</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 (Aug 26, 2025 08:39:46 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 238-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/8/2025

PURPOSE:

00720 IRS PAYROLL TAXES	\$278,287.92
01609 AW REHN	\$1,596.60
00532 DEPT OF RETIREMENT DCP	\$8,147.92
01887 EMPLOYMENT SECURITY DPT	\$77,611.38
00441 ICMA MISSIONG SQUARE	\$3,037.47
00286 TEAMSTERS UNION	\$9,041.75
02436 WA STATE EMPLOY SECURTY	\$41,403.99
00262 WA STATE CHILD SUPPORT	\$1,634.27
<b>TOTAL</b>	<b>\$420,761.30</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 (Aug 25, 2025 11:46:14 PDT)

08/25/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 239-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/18/2025

PURPOSE:

02072 WEX	\$42,033.74
<b>TOTAL</b>	<b>\$42,033.74</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 (Aug 26, 2025 08:51:14 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 240-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/19/2025

PURPOSE:

00432 DEPT OF RETRMNT PERS 2&3	\$544.11
<b>TOTAL</b>	<b>\$544.11</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 (Aug 26, 2025 08:52:28 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 241-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/20/2025

PURPOSE:

00432 DEPT OF RETRMNT PERS 2&3	\$190.13
<b>TOTAL</b>	<b>\$190.13</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 (Aug 26, 2025 08:53:32 PDT)

AUDITOR

08/26/2025

DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 242-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/22/2025

PURPOSE:

00430 IRS PAYROLL TAXES	\$284,890.94
01609 AW REHN FSA	\$1,596.60
00286 UNION DUES LOCAL 839	\$9,056.50
00441 ICMA MISSION SQUARE	\$3,059.15
00532 DEPT OF RETRMNT DCP	\$7,684.36
00262 WA STATE CHILD SUPPORT	\$1,674.43
<b>TOTAL</b>	<b>\$307,961.98</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 (Aug 26, 2025 08:50:08 PDT)

08/26/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      243-25

CHECK NUMBERS                91728 & 91733

VOID DATE                      8/22/2025

CHECK DATE(S)                8/15/2025

AMOUNT                        (\$113,125.08)

PURPOSE                        AP VOID CHECK(S)

"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 (Aug 26, 2025 12:03:20 PDT)  
\_\_\_\_\_  
AUDITOR

08/26/2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER      244-25

CHECK NUMBERS                      91770

VOID DATE                              8/25/2025

CHECK DATE(S)                      8/15/2025

AMOUNT                                (\$4,971.25)

PURPOSE                              AP VOID CHECK(S)

"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 (Aug 25, 2025 11:52:47 PDT)  
\_\_\_\_\_  
AUDITOR

08/25/2025  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 245-25

CHECK NUMBERS 85470

VOID DATE 8/25/2025

CHECK DATE(S) 09/15/2023

AMOUNT (\$123.10)

PURPOSE AP VOID CHECK(S)

"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 (Aug 26, 2025 08:32:44 PDT)  
AUDITOR

08/26/2025  
DATE

# CHECK REGISTER CERTIFICATION

## ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 246-25

CHECK NUMBERS 91804

VOID DATE 8/28/2025

CHECK DATE(S) 8/22/2025

AMOUNT (\$100.00)

PURPOSE AP VOID CHECK(S)

"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."

*Alex Smith*

\_\_\_\_\_  
AUDITOR

09/05/2025

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER      **247-25**

CHECK NUMBERS                **91848**      TO      **91902**

DATE                                **8/29/2025**

PURPOSE                         **APAUG25E VOUCHERS**

AMOUNT                         **\$473,023.98**

"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."

*Alex Smith*

\_\_\_\_\_  
AUDITOR

09/05/2025

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 248-25

**ACH WIRE TRANSFERS**

DATE EFFECTIVE IN BANK 8/28/2025

PURPOSE:

00082 HRA VEBA TRUST	\$9,840.00
00414 ST OF WA EXCISE TAX	\$960.83
<b>TOTAL</b>	<b>\$10,800.83</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."

*Alex Smith*

09/05/2025

AUDITOR

DATE

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 516-25

CHECK NUMBER 00080988 - 00080991

\$ 20,894.49

ACH TRANSFER

\$ 780,541.50

PAYROLL DATE

AUGUST 8, 2025

PURPOSE: PPE 08/02/2025

AMOUNT: \$ 801,435.99

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

Julie Thompson  
AUDITOR

8/07/2025  
DATE

## CHECK REGISTER CERTIFICATION

### PAYROLL

CHECK REGISTER NUMBER 517-25

CHECK NUMBER  
ACH TRANSFER

\$  
\$ 808,571.30

PAYROLL DATE

AUGUST 22, 2025

PURPOSE: PPE 08/16/2025

AMOUNT: \$ 808,571.30

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



AUDITOR

9/4/25

DATE

# Memorandum

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Date: September 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet & Facilities Maintenance

Re: Resolution 31-2025 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 the vehicles in Exhibit A that are beyond their useful life (UL). 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.

	<b><u>Federal Replacement Standard</u></b>	<b><u>BFT Replacement Standard</u></b>
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 31-2025 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 31-2025**

**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, Ben Franklin Transit (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 Officer is authorized to declare the identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The Chief Executive 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, September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting 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
6086	2007	18	CHEVY EXPRESS	1GAHG39U771212056	184,767	Poor
6099	2004	21	CHEVY EXPRESS	1GAHG39U741244842	183,987	Engine Issues-Window
6149	2008	17	CHEVY EXPRESS	1GAHG39K781228175	108,363	Fair
6150	2008	17	CHEVY EXPRESS	1GAHG39K481228814	158,640	Fair
8380	2008	17	CHEVY EXPRESS	1GAHG35K981229334	124,190	Fair
8392	2008	17	CHEVY EXPRESS	1GAHG35K281228347	148,429	Fair
8396	2008	17	CHEVY EXPRESS	1GAHG35K581230125	108,604	Fair
8415	2008	17	CHEVY EXPRESS	1GAHG39K781228015	133,863	Fair
8417	2008	17	CHEVY EXPRESS	1GAHG39K481228280	109,366	Fair
8429	2008	17	CHEVY EXPRESS	1GAHG35K081229920	118,984	Fair
8430	2008	17	CHEVY EXPRESS	1GAHG35K881230359	123,606	Fair
8439	2008	17	CHEVY EXPRESS	1GAHG39K181228429	130,156	Fair
8444	2008	17	CHEVY EXPRESS	1GAHG39K081228650	164,650	Fair
8446	2008	17	CHEVY EXPRESS	1GAHG39K581229163	158,544	Fair
8452	2008	17	CHEVY EXPRESS	1GAHG35K181229425	139,204	Fair
8453	2008	17	CHEVY EXPRESS	1GAHG35K481229936	136,941	Fair
8454	2008	17	CHEVY EXPRESS	1GAHG35K981229916	119,166	Fair
8467	2008	17	CHEVY EXPRESS	1GAHG35K181229022	119,372	Fair
8478	2009	16	CHEVY EXPRESS	1GAHG35K191155585	130,276	Fair
8527	2009	16	CHEVY EXPRESS	1GAHG35K091149759	108,033	Fair
8539	2013	12	DODGE CARAVAN	2C4RDGBG6DR731879	101,278	Fair
8541	2013	12	DODGE CARAVAN	2C4RDGBG5DR731890	125,643	Fair
8542	2013	12	DODGE CARAVAN	2C4RDGBG7DR731891	110,772	Fair

Vehicle #	Model Year	Vehicle Age (Yrs)	Make / Model	Vin #	Mileage	Condition
8546	2013	12	DODGE CARAVAN	2C4RDGBG1DR731885	111,559	Fair
8547	2013	12	DODGE CARAVAN	2C4RDGBG3DR731886	126,077	Fair
8548	2013	12	DODGE CARAVAN	2C4RDGBG9DR731892	137,782	Fair
8550	2013	12	DODGE CARAVAN	2C4RDGBG6DR731882	134,061	Fair
8553	2013	12	DODGE CARAVAN	2C4RDGBG9DR731889	139,628	Fair
8574	2014	11	CHEVY EXPRESS	1GAZG1FG9E1207574	114,173	Fair
8577	2014	11	CHEVY EXPRESS	1GAZG1FG9E1206702	96,528	Fair
8578	2014	11	CHEVY EXPRESS	1GAZG1FG1E1206063	86,901	Fair
8579	2014	11	CHEVY EXPRESS	1GAZG1FG4E1205344	170,868	Fair
8581	2014	11	CHEVY EXPRESS	1GAZG1FGXE1205817	150,136	Fair
8582	2014	11	CHEVY EXPRESS	1GAZG1FG4E1205926	121,246	Fair
8583	2014	11	CHEVY EXPRESS	1GAZG1FG4E1206591	127,586	Fair
8584	2014	11	CHEVY EXPRESS	1GAZG1FG0E1205499	161,928	Fair
8585	2014	11	CHEVY EXPRESS	1GAZG1FG0E1207575	145,772	Fair
8586	2014	11	CHEVY EXPRESS	1GAZG1FG3E1207084	105,815	Fair
8587	2014	11	CHEVY EXPRESS	1GAZG1FG9E1206683	95,045	Fair
8590	2014	11	CHEVY EXPRESS	1GAZG1FG4E1207210	103,217	Fair
8623	2017	8	CHEVY EXPRESS	1GAZGPFG9H1192730	203,432	Fair
8624	2017	8	CHEVY EXPRESS	1GAZGPFG2H1194724	186,068	Fair
8634	2017	8	CHEVY EXPRESS	1GAZGPFG5H1193695	120,375	Transmission Issues
9041	2010	15	CHEVY EXPRESS	1GA2GYDG0A1175993	156,054	Engine Issues
E1	2013	12	GILLIG LOW FLOOR	1D9BT4EAXDR249025	37,430	Poor

# Memorandum

---

Date: September 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Joshua Rosas, Chief Operations Officer

Re: Resolution 32-2025 Authorizing the Chief Executive Officer to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

## **Background**

Resolution 62-2014 states that Ben Franklin Transit (BFT) shall dispose of surplus IT items including switches, monitors, cabling, vehicle radios, server rails, and servers at the discretion of the General Manager, now known as the Chief Executive Officer. The process will include a brief item description and asset number if applicable. Value of surplus items is nominal, beyond useful life, have failed and have no market or residual value. Surplus items may be sold through a live or online auction with no minimum bid or at a reduced rate to a charitable organization. BFT staff have determined the property to be beyond repair and useful use.

As a data security precaution, all hard drives will be removed from computer systems and will be disposed of through a separate destructive process. This effectively renders all computers inoperable and valueless. As such, they will not be able to be disposed of through auction or other sales processes.

## **Funding**

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

## **Recommendation**

Staff recommends approval of Resolution 32-2025 authorizing the Chief Executive Officer to declare old and failed information technology items as surplus and dispose of per Resolution 62-2014.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 32-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO DECLARE THE ITEMS IDENTIFIED ON EXHIBIT A: “LIST OF SURPLUS INFORMATION TECHNOLOGY ITEMS” AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014**

WHEREAS, Ben Franklin Transit (BFT) owns Information Technology computing items;

WHEREAS, Information Technology computing items will wear out and fail in the normal course of their useful life; and

WHEREAS, The items on the attached Exhibit A are beyond useful life or have failed and have no market or residual value;

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

1. The Chief Executive Officer is authorized to declare the identified Information Technology items surplus (which is attached to this resolution as Exhibit A: List of Surplus Information Technology Items and incorporated herein by reference).
2. The Chief Executive Officer is authorized to dispose of items listed on Exhibit A: List of Surplus Information Technology Items per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, September 11, 2025 at 1000 Columbia Park Trail, Richland Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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

**“EXHIBIT A”**  
**Ben Franklin Transit**

**Exhibit A: List of Surplus Information Technology Items**

<b>Qty</b>	<b>Asset</b>	<b>Name / Product #</b>	<b>Device Type</b>	<b>Manufacturer</b>	<b>Model / Serial Number</b>	<b>Reason</b>
1	None	C67363	Standup Thermometers	Pacific Office Automation	LD-A1Temp-Device	No longer needed COVID
1	None	C67364	Standup Thermometers	Pacific Office Automation	LD-A1Temp-Device	No longer needed COVID
1	None	C67365	Standup Thermometers	Pacific Office Automation	Clearscan G-7000	No longer needed COVID
1	None	AC-CNC-180241	Sanitizing UVC Cabinet	Tequipment	AC-CNC-180241	No longer needed COVID
1	50765	LASAHCBLL2201651	Old Board Room Television	VIZIO	E55OVL	Antiquated / Replaced
1	50766	LASAHCBLL2201650	Old Board Room Television	VIZIO	E55OVL	Antiquated / Replaced
6	None	25S9	Auxiliary Lock	Schlage	25S9	Antiquated / Replaced
2	None	CVBS	CCTV Monitoring Device	Tester	CVBS	Antiquated / Replaced
11	None	INS-3AF-I-G	Network Bridge	Ubiquiti	INS-3AF-I-G	Antiquated / Replaced
1	None	Explorer DX-HD	Vehicle DVR	SEON	EV1606296028	Antiquated / Replaced
1	None	Explorer DX-HD	Vehicle DVR	SEON	EV1405221392	Antiquated / Replaced
1	None	Explorer DX-HD	Vehicle DVR	SEON	EV1708045140	Antiquated / Replaced
3	None	Screenscape	Display Wireless Adaptor	Intel	003-140134	Antiquated / Replaced
14	None	Li-ion Battery Pack	Portable Replacement Battery	Kenwood	KNB-57L	Antiquated / Replaced
4	None	UHF FM Transceiver	Portable Radio	Kenwood	TK-3140-1	Antiquated / Replaced
9	None	UHF FM Transceiver	Portable Radio	Kenwood	TK-3200L	Antiquated / Replaced
1	None	MM170001401324	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160393500731	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160393500737	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM170001400358	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160425300727	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160393501877	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160938800458	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM180276901133	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160393500755	Network Router	Ericson	IBR600B	Antiquated / Replaced

Qty	Asset	Name / Product #	Device Type	Manufacturer	Model / Serial Number	Reason
1	None	Missing	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	Missing	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160438800120	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	MM160425300704	Network Router	Ericson	IBR600B	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501330	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501253	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501154	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00056	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501153	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501365	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501329	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501364	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501326	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501252	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00041	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501251	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501327	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501152	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00024	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00051	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00052	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00053	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00054	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00055	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00032	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4501155	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00035	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00034	Antiquated / Replaced

Qty	Asset	Name / Product #	Device Type	Manufacturer	Model / Serial Number	Reason
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00033	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00061	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00062	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00063	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00064	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00065	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00013	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00016	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00017	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00018	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00019	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00020	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00026	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00027	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00028	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00029	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00030	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00042	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00043	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00044	Antiquated / Replaced
1	None	Nexedge NX-8150	Vehicle Radio	Kenwood	B4A00045	Antiquated / Replaced
1	None	10885	Copy, Scan, Fax Machine	Monica Minolta	A79K011009942	Antiquated / Replaced
2	None	IL7370003	Control Boxes Old Electronic Badges	ILCO Inican	075-027256-011	Antiquated / Replaced
2	None	700845	Video Hard drive	REI	700845	Antiquated / Replaced
1	None	XM3000LVNC	Backup Battery	APC	XM3000LVNC	Antiquated / Replaced
1	51290	R3A031	Backup Battery	APC	R3A031	Antiquated / Replaced
1	None	5876	Portable Radio	Johnson Co	58764A357A	Antiquated / Replaced
4	None	KSC-35	Portable Radio Charger	Kenwood	KSC-35	Antiquated / Replaced

Qty	Asset	Name / Product #	Device Type	Manufacturer	Model / Serial Number	Reason
1	None	EW100G3	Microphone	Sennheiser	EW100G3	Antiquated / Replaced
1	None	63069	Audio Cabinet	Lowell Manufacturing Co.	1259-42	Antiquated / Replaced
1	None	6501334	Audio Mixer/Controls	Creston Electronics Inc	4644350	Antiquated / Replaced
1	None	DN-V210	DVD Player	Denon	7076600288	Antiquated / Replaced
2	None	EW100G3	Microphone Input/output Device	Shure	EW100G3	Antiquated / Replaced
1	None	V2.1	Mobile Data Terminals	Mentor Engineering	01-04080093	Antiquated / Replaced
1	None	V2.1	Mobile Data Terminals	Mentor Engineering	01-04080094	Antiquated / Replaced
1	51262	5H7NW12	Server	Dell	5H7NW12	Antiquated / Replaced
1	None	C4Q9N83	Server	Quantum	C4Q9N83	Antiquated / Replaced
1	51184	Archiver	Message Archiver	Barracuda		Antiquated / Replaced
1	Server	Server	Server	Dell	17WZZL2	Antiquated / Replaced
1	52198	48 Port Switch	Cisco	NID233185P8	NID233185P8	Antiquated / Replaced
1	None	48 Port Switch	Cisco	NID211986AG	NID211986AG	Antiquated / Replaced
1	52197	48 Port Switch	Cisco	NID233184RN	NID233184RN	Antiquated / Replaced
32	None	IT Server Rails	Rack Rails for Servers	King Slide	Assorted	Antiquated / Replaced
1	52772	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51508	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51472	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52725	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52683	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52779	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52778	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52244	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51533	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51611	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52301	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52761	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	52521	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced

Qty	Asset	Name / Product #	Device Type	Manufacturer	Model / Serial Number	Reason
1	52470	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51308	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51542	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51485	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51641	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51488	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51423	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	51418	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
13	None	Dell Monitor	Computer Monitor	DELL	P2419H	Antiquated / Replaced
1	None	Avaya 9650	Desktop Phone	Avaya	10FA23004114	Antiquated / Replaced
7	None	Alarm Controls	Alarm Control Button Entry Door	Mulberry	TS-50TG	Antiquated / Replaced
1	None	HID Card Printer	Badge Card Printer	Fargo Card Printers	X001800-1	Antiquated / Replaced
35	None	Ethernet cable	Assortment of Cables	CommScope	15ft cable	Antiquated / Replaced
1	52165	HL-L3270CDW	Printer	Brother Technologies	U65176C9N265907	Antiquated / Replaced
1	51287	PowerEdge 520	Server	Dell	HR3DR22	Antiquated / Replaced
1	None	Monitor U2722D	Computer Monitor	Dell	JUDLT83	Broken/ Replaced
4	None	Logitech k350	Computer keyboard	Logitech	SC81716	Antiquated / Replaced
10	None	Dell Battery Charger	Assortment of Chargers	Dell	N/A	Antiquated / Replaced

# **Memorandum**

---

Date: September 11th, 2025

To: Thomas Drozt, Chief Executive Officer

From: Shane Anderson, Director of Facilities Maintenance and Special Projects

Re: Resolution 33-2025 Recommendation to Accept the Server Room HVAC Replacement Project as Complete

## **Background**

The Ben Franklin Transit Board of Directors awarded the replacement of the Administration Building Server Room HVAC project to JRT Mechanical, Inc. on May 12, 2022 at the regular Board meeting per Resolution 33-2022. The HVAC replacement began on February 15, 2024, and JRT Mechanical, Inc. reached substantial completion on August 1, 2025, with oversight of BFT staff.

The project was to design a new HVAC system for the administration server room. The new server room HVAC will keep the server equipment cooled and all server equipment operating efficiently, minimizing down time of key servers.

The project was completed behind schedule and on budget.

## **Funding**

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: Local Funding

Project: FAC0005J

## **Recommendation**

Staff recommends the Board approve Resolution 33-2025 authorizing the Chief Executive Officer to accept the Server Room HVAC Replacement project as complete. Accepting the project as complete includes authority to release retainage, performance, and payment bonds in compliance with federal, state, and local requirements.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 33-2025**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ACCEPT THE  
REPLACEMENT OF THE HEATING, VENTILATION, AND AIR CONDITIONING  
(HVAC) MAINTENANCE BUILDING PROJECT AS COMPLETE**

WHEREAS, The Board of Directors approved Resolution 33-2022 on May 12, 2022, to enter into a contract with JRT Mechanical, Inc. for replacement of the server room HVAC; and

WHEREAS, JRT Mechanical, Inc. reached substantial completion on August 1, 2025, with oversight by staff. The quality of work performed was acceptable; and

WHEREAS, The original project amount was \$161,749 (including sales tax);

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

The Chief Executive Officer is authorized to accept the Server Room HVAC Replacement project 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, September 11, 2025 at 1000 Columbia Park Trail, Richland Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

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

APPROVED AS TO FORM BY:

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

# **Memorandum**

---

Date: September 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Shane Anderson, Director of Facilities & Special Projects

RE: Resolution 34-2025 Recommendation to Award the Vehicle Service Pit Upgrades (Lump Sum Priced) to Goodman & Mehlenbacher Enterprises, Inc.

## **Background**

The service pits in the bus maintenance bays are used to perform required preventative and corrective maintenance service and repair. The finishes are original to the 1984 build and in need of refinishing. The flooring slopes away from current drainage making it difficult to thoroughly clean surfaces, and current oil waste tanks and lines need replaced to prevent leakage. Installing pit cover/fall protection will ensure maintenance staff safety while pits are not in use. Replacement LED lighting will provide well-lit areas for staff to safely work.

## **Upgrades to Service Pits and Installing Pit Covers**

The project involves comprehensive upgrades to the existing vehicle service pits located in the east end of the Maintenance Building. The objective is to enhance functionality, safety, and efficiency by improving infrastructure, lighting and safety measures while ensuring compliance with industry standards and regulations. The engineer's estimated cost for this project is \$1,157,317.

## **Bids**

BFT staff solicited bids for Vehicle Service Pit Upgrades by advertising in multiple bid centers, advertised in the Tri-City Herald, posted on BFT's website and, the IFB was sent to over five hundred potential Contractors, utilizing MRSC Small Works Roster.

BFT received two (2) responsive and responsible bids, with Goodman & Mehlenbacher Enterprises, Inc., d/b/a GAME Inc. being the lowest bidder at \$1,038,500. One (1) other bid was withdrawn by the Contractor, through the Claim of Error. The Contractor had miscalculated the number of pit-covers and the use tax. The withdrawn bid was substantially lower than the other two (2) bids.

## **Cost of Bids**

<b>Contractor</b>	<b>Bids (does not include sales tax)</b>
<b>Goodman &amp; Mehlenbacher Enterprises, Inc., d/b/a GAME, Inc.</b>	<b>\$1,038,500</b>
<b>Bestebreuer Bros. Const., Inc.</b>	<b>\$1,133,000</b>

**Funding**

Budgeted: Yes

Budget Source: Capital (FAC0002M - Pits)

Funding Source: Local

**Recommendation**

Authorize the award of Vehicle Service Pit Upgrades (Lump Sum Priced) Contract in the amount not to exceed \$1,194,275 to Goodman & Mehlenbacher Enterprises, Inc., d/b/a GAME, Inc.

Forward as presented:

---

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT**

**RESOLUTION 34-2025**

**A RESOLUTION AUTHORIZING THE AWARD OF THE VEHICLE SERVICE PIT UPGRADES CONTRACT TO GOODMAN & MEHLENBACHER ENTERPRISE, INC., DBA GAME, INC.**

WHEREAS, BFT staff advertised and requested bids for the vehicle service pit upgrades and received two (2) responsive and responsible bids; and

WHEREAS, the lowest responsive and responsive bid was \$1,038,500 from Goodman & Mehlenbacher Enterprise, Inc., d/b/a GAME, Inc; and

WHEREAS, the funding for the project will be provided by local funding within the Capital Budget;

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

1. The Chief Executive Officer is authorized to enter into a Contract #1563 with Goodman & Mehlenbacher Enterprise, Inc., d/b/a GAME Inc. in the amount of \$1,194,275 not including sales tax, and this amount includes change order authorization up to 15%.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, September 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Hilary Carlson, Acting Clerk of the Board

\_\_\_\_\_  
Will McKay, Chairman

APPROVED AS TO FORM BY:

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

# Memorandum

Date: September 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

Re: 2025 Benton Franklin County Fair and Rodeo Service Highlights (Informational)

## **Background**

Each year, Ben Franklin Transit (BFT) partners with the Benton Franklin Fair & Rodeo to generate more ridership while reducing traffic congestion for fairgoers. This years' service, sponsored by Central Plateau Cleanup Company CPCCo, was provided free of charge to riders.

BFT operated six (6) routes on various increments dependent on the location leaving from:

- Lampson Stadium (Kennewick)
- Kamiakin High School (Kennewick)
- HAPO Center (Pasco)
- 22nd Avenue (Pasco)
- Knight Street (Richland)
- Queensgate (Richland)

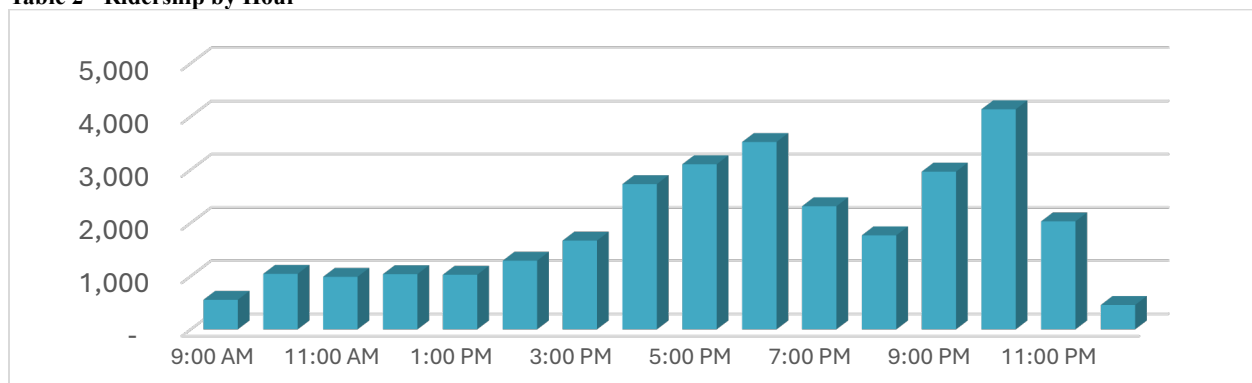
## **Fixed Route Performance**

In 2025, ridership increased by 26.7% while using 13.7% fewer vehicles compared to 2024.

**Table 1 - Fixed Route Ridership by Origin**

<b>Ridership</b>	<b>2024</b>	<b>2025</b>	<b>25 vs 24</b>
22nd	3,242	3,526	8.8%
HAPO	4,092	5,280	29.0%
Kamiakin	3,647	4,094	12.3%
Knight St	3,044	3,028	-0.5%
Lampson	7,763	11,193	44.2%
Queensgate	2,426	3,566	47.0%
<b>TOTAL</b>	<b>24,214</b>	<b>30,687</b>	<b>26.7%</b>

**Table 2 - Ridership by Hour**



### **ADA Dial-A-Ride (DAR)**

DAR ridership to and from the Fair & Rodeo increased by 42% in 2025 when compared to 2024.

**Table 3 - DAR Ridership**

	<b>2024</b>	<b>2025</b>	<b>25 vs 24</b>
Tuesday	14	28	100%
Wednesday	35	44	26%
Thursday	47	69	47%
Friday	16	38	138%
Saturday	28	20	-29%
<b>Total</b>	<b>140</b>	<b>199</b>	<b>42%</b>

### **Other Resources & Total Costs**

BFT allocated significant staff hours and resources to ensure smooth operations during the 2025 Benton Franklin Fair & Rodeo. Key departments such as Facilities, Marketing, and Operations contributed over 1,200 combined working hours in support of Operators, Drivers, Supervisors, and Ambassadors that ensured a great experience was provided to the public. Notable reductions in advertising costs and other services contributed to significant cost savings in 2024. Overall, BFT's Fair & Rodeo service is estimated to cost \$147,201 in total.

**Table4 - Cost of Service**

<b>2024</b>	<b>2025</b>	<b>24 vs 25</b>
\$150,017	\$147,201	-2%

Overall, BFT's 2024 Fair & Rodeo service cost approximately 2% less than it did in 2024.

# 2025 Fair & Rodeo Performance



# Fair & Rodeo Service Overview



**Fair &  
Rodeo  
Service  
2025**

# Fair & Rodeo Ridership By Location



## Fixed-Route Shuttle

RIDERSHIP	2024	2025	'25 vs '24
22 <sup>nd</sup> Ave	3,242	3,526	+8.8%
HAPO	4,092	5,280	+29.0%
Kamiakin	3,647	4,094	+12.3%
Knight St	3,044	3,028	-0.5%
Lampson	7,763	11,193	+44.2%
Queensgate	2,426	3,566	+47.0%
TOTAL	24,214	30,687	+26.7%

30,687

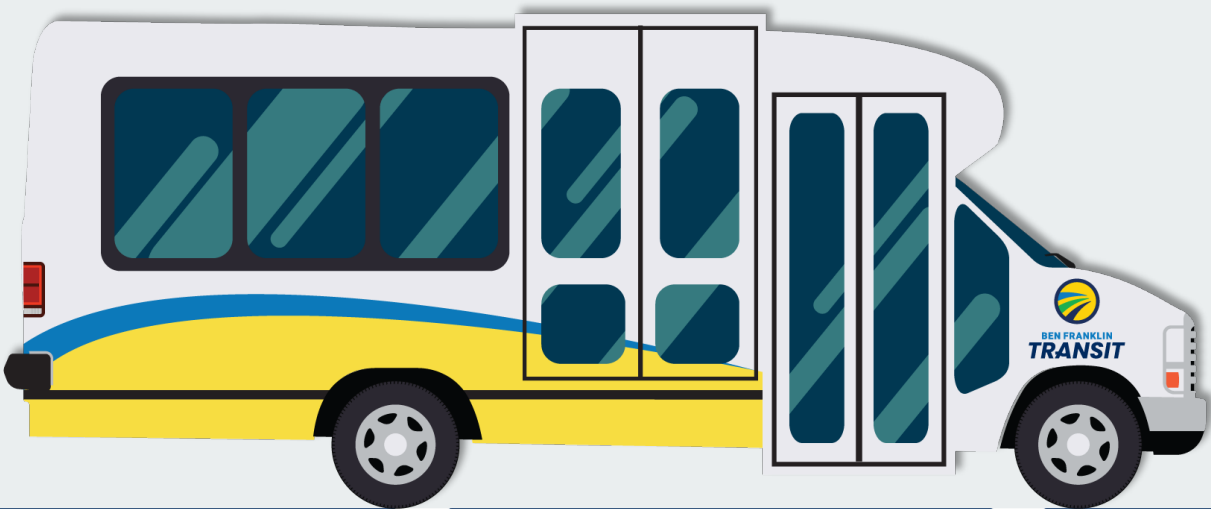
Number of passengers who rode BFT shuttles to the Benton Franklin Fair

26.7%

Percent increase of ridership  
For 2025 vs 2024

# Fair & Rodeo Ridership By Day

## Dial-A-Ride



199

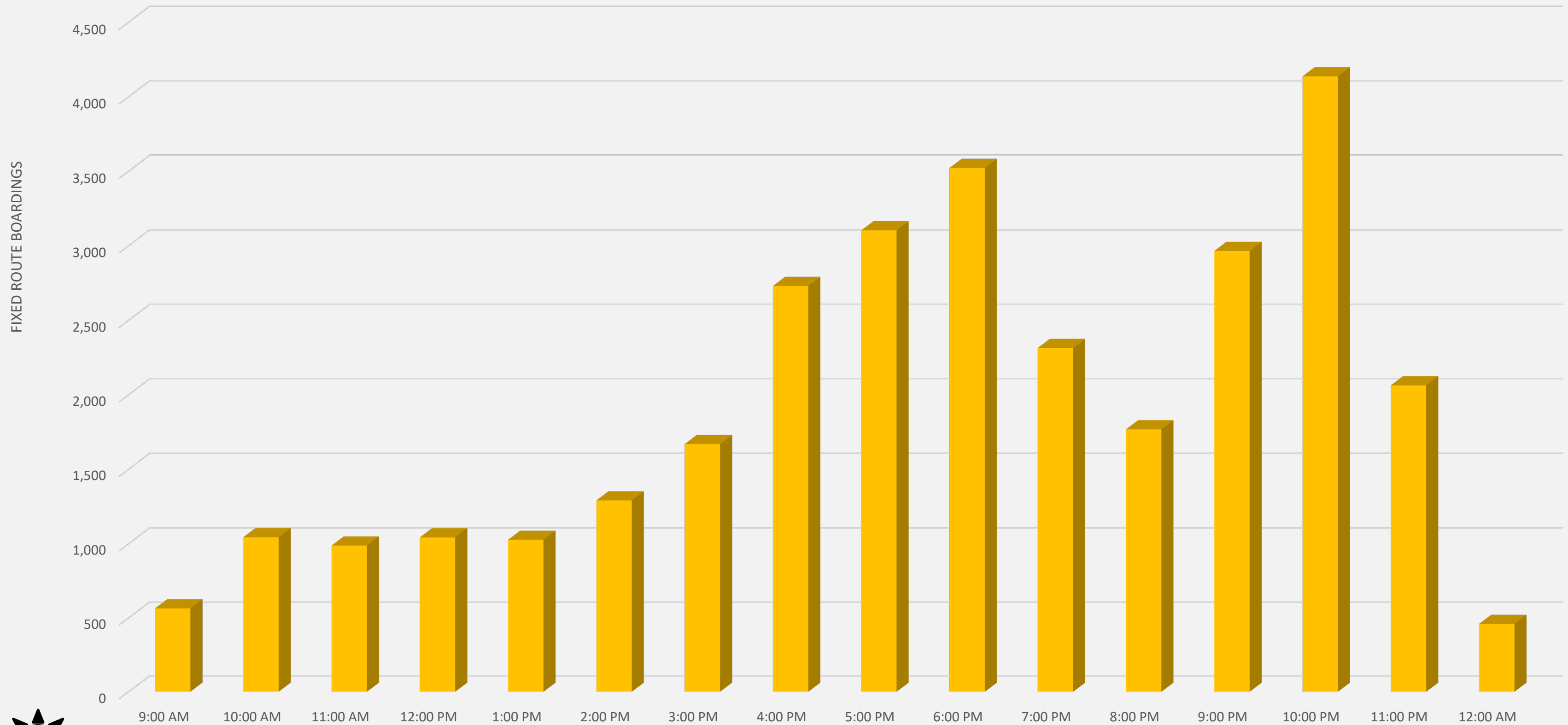
Number of passengers who rode  
Dial-A-Ride to the Benton Franklin Fair

42.1%

Percent increase of ridership  
For 2025 vs 2024

RIDERSHIP	2024	2025	'25 vs '24
Tuesday	14	28	+100.0%
Wednesday	35	44	+25.7%
Thursday	47	69	+46.8%
Friday	16	38	+137.5%
Saturday	28	20	-28.6%
TOTAL	140	199	+42.1%

# Fair & Rodeo Ridership By Hour



# Cost & Future Considerations

## Costs

2024	2025	'24 vs '25
\$150,017	\$147,201	-2%



## Future Considerations

- Fairground Platform Improvements
- Additional Locations (e.g. add shuttle from Southridge area)
- Better Connections for Prosser & Benton City Fairgoers
- Continued & Expanded Tour Guide Program

# Questions?



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





# **BEN FRANKLIN TRANSIT**

## **Additional Board Information September 2025**

- 1. Board Executive Committee Meeting Minutes of September 4, 2025**
- 2. Upcoming Bids and Requests for Proposals**
- 3. August 2025 Sales Tax Comparison**
- 4. August 2025 Treasurer's Report**
- 5. August 2025 Grants Summary**



# **BEN FRANKLIN TRANSIT**

## **BOARD EXECUTIVE COMMITTEE MEETING**

Thursday, September 4, 2025 – 4 p.m.

GM Conference Room

1000 Columbia Park Trail, Richland, Washington

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

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## **MINUTES**

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**Committee Members Present:** Will McKay, Kurt Maier, David Sandretto

**Committee Member Absent:** Stephen Bauman

**Legal Counsel Present:** Jeremy Bishop

**BFT Staff:** Thomas Drozt, Mike Brown, Hilary Carlson, Brian Lubanski, Marcus McCready, Rob Orvis, Joshua Rosas, Kevin Sliger, Alex Smith, Shane Anderson and Terry DeJuan

### **1. Convene Committee Meeting**

Board Chair Will McKay convened the meeting at 4:06 p.m.

### **Proposed Board Agenda Action Items**

#### **2. Resolution XX-2025, Authorization to Declare Vehicles Listed in Exhibit A as Surplus**

Senior Manager of Fleet Services, Terry DeJuan, presented a resolution asking for authorization to declare vehicles listed in Exhibit A as surplus. This item was moved to the Board agenda as a Consent Agenda item.

#### **3. Resolution XX-2025, Authorization to Declare Old and Failed Information Technology Items as Surplus**

Joshua Rosas, Chief Operations Officer, presented a resolution asking for authorization to declare old and failed information technology items as surplus. This item was moved to the Board agenda as a Consent Agenda item.

#### **4. Resolution XX-2025, Authorization to Accept the Server Room HVAC Project as Complete**

Director of Facilities Maintenance and Special Projects, Shane Anderson, presented a resolution asking for authorization to accept the server room HVAC project as complete. This item was moved to the Board agenda as a Consent Agenda item.

#### **5. Resolution XX-2025, Recommendation to Award the Vehicle Service Pit Upgrades**

Mr. Anderson presented a resolution recommending the award of the Vehicle Service Pit

Upgrades be awarded to Goodman & Mehlenbacher Enterprises, Inc. Committee Members agreed to move this item to the Consent Agenda.

- 6. Resolution XX-2025, Recognizing BFT's Employees of the Year – Team Category**  
Chief Executive Officer, Thomas Drozt, presented a resolution memorializing the Employees of the Year – Team Category as the Marketing & Communications Team. The Board will recognize these team members at the Board Meeting.
- 7. Resolution XX-2025, Recognizing BFT's Employee of the Year – Support Staff Member Category**  
Mr. Drozt presented a resolution memorializing the Support Staff Specialist Employee of the Year as Noe Jimenez, Facilities Support Specialist. The Board will recognize Mr. Jimenez at the Board Meeting.
- 8. Resolution XX-2025, Recognizing BFT's Employee of the Year – Operator Category**  
Mr. Drozt presented a resolution memorializing the Operator Category Employee of the Year as Lynn Fleming, Coach Operator. The Board will recognize Mrs. Fleming at the Board Meeting.

#### **Additional Documents in Executive Committee Packet**

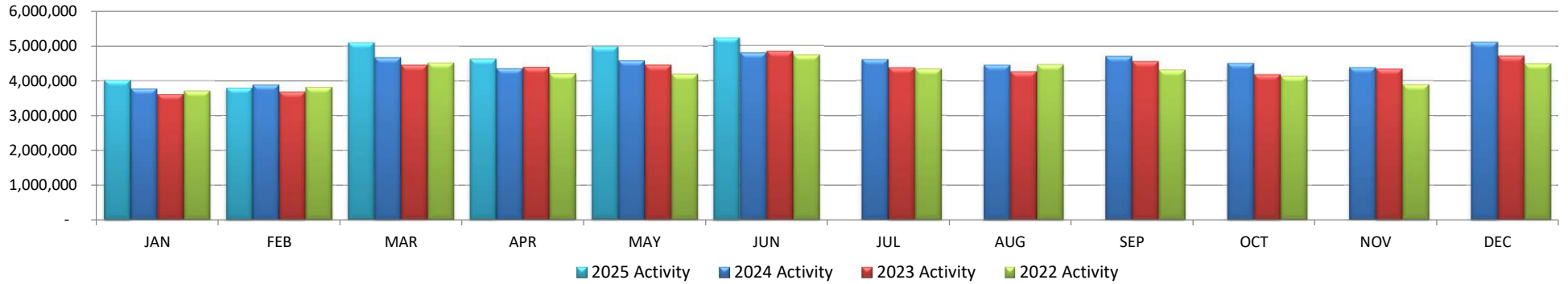
- 9. Notification of Upcoming Bids and Requests for Proposals**  
Director of Contracts and Purchasing Rob Orvis presented the monthly report on upcoming procurement activities.
- 10. Other**  
There were no other agenda items.
- 11. Adjourn**  
The meeting was adjourned at 4:23 p.m.

**Next Executive Committee Meeting – Thursday, October 2, 2025, at 4 p.m.**

As of: 8/20/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
<b>In Progress</b>							
<b>Color Code: Yellow - In Process</b>							
On-Demand Paratransit Route Scheduling & Management Software	Capital	\$2,000,000	Up to 10 Years	RFP	5/12/2025	10/20/2025	X
Maintenance Building Vehicle Pits Lighting & Safety Improvement Project	Capital	\$1,000,000	6 months	IFB	7/10/2025	10/20/2025	X
Facility Building Progressive Design Build	Capital	\$4,400,000	12 Months	RFQ/RFP	8/13/2025	11/15/2025	X
<b>September</b>							
<b>Color Code: Green - Recommendation for Award</b>							
Authorization to extend ALSC #1377 for A & E services an additional one year and increase contract amount from \$2,500,000 to \$4,000,000	Capital	\$1,500,000	1 Year	NA	NA	NA	X
Acceptance of Capital Project: Administration Building HVAC Project	Capital	\$116,045	24 Months	IFB	NA	NA	X
<b>October</b>							
<b>Color Code: Grey - Future Procurement Awards</b>							
Award: On-Demand Paratransit Route Scheduling & Management Software	Capital	\$2,000,000	Up to 10 Years	RFP	5/12/2025	10/20/2025	X
Maintenance Building Vehicle Pits Lighting & Safety Improvement Project	Capital	\$1,000,000	6 months	IFB	7/10/2025	10/20/2025	X
<b>November</b>							
Award of the Facility Building Progressive Design Build Contract	Capital	\$4,400,000	12 Months	RFQ/RFP	8/13/2025	11/15/2025	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	3,801,594	5,109,334	4,638,629	4,990,190	5,237,821							27,805,708	\$ 27,805,708
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	\$ 26,102,305
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)	432,605	274,580	402,623	434,705	-	-	-	-	-	-	1,703,402	
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%	9.3%	6.3%	8.8%	9.1%							6.5%	
% 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	\$ 26,200,300
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	\$ 26,138,000
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	419,034	110,129	461,090	272,421							1,605,408	6.1%
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	-0.1%
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: September 11, 2025

To: Ben Franklin Transit Board of Directors

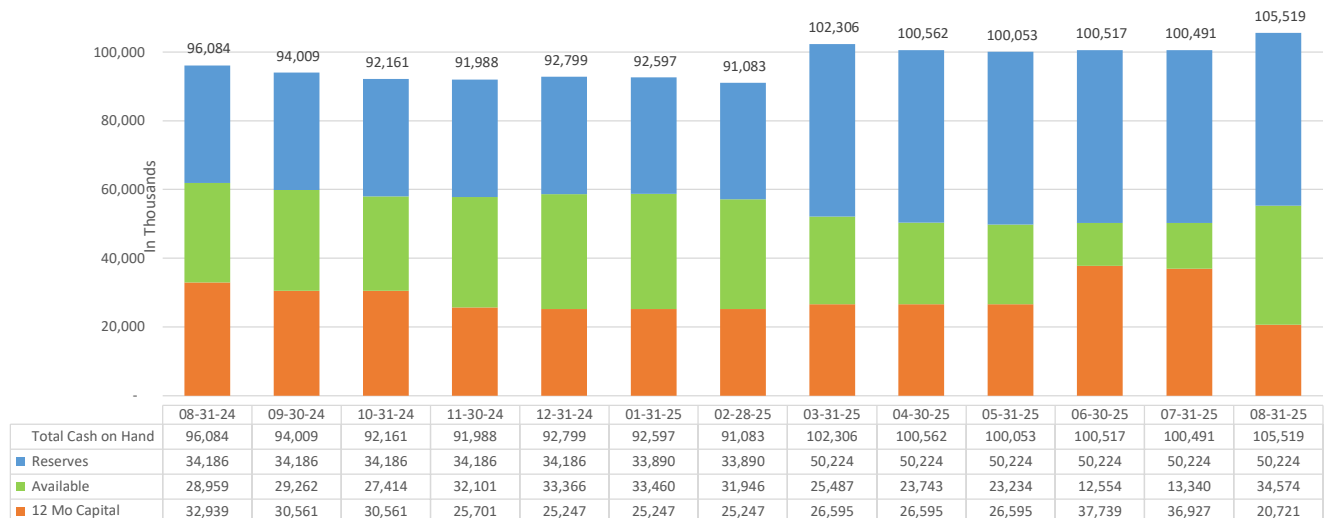
From: Finance Department

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

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

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.3814%	Open	\$ 92,384,416	87.6%
<b>Subtotal Investments</b>			<b>92,384,416</b>	<b>87.6%</b>
Check Book Balance, Petty Cash, & Travel Account			13,134,502	12.5%
				100.0%
<b>Total Cash and Equivalents on Hand</b>			<b>\$ 105,518,917</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>55,294,917</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>(20,721,411)</b>	
Fleet Vehicles	(12,456,227)	(440,728)		
Facilities - Transit Centers & Amenities	(56,844,610)	(9,662,995)		
Equipment	(1,963,873)	(1,491,500)		
Facilities - MOA Campus	(10,686,214)	(1,319,837)		
Technology	(7,234,496)	(4,174,792)		
Other	(8,480,423)	(3,631,559)		
	<b>(97,665,843)</b>	<b>(20,721,411)</b>		
<b>Net Funds Available</b>			<b>\$ 34,573,506</b>	

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



## GRANTS SUMMARY

Source	Grant	Total Awards	Total Funds Available
Federal			
	5307	62,797,282	50,102,456
	5310	2,016,397	2,016,397
	5339	<u>3,361,098</u>	<u>2,886,799</u>
	<b>Total Federal</b>	<b>68,174,777</b>	<b>55,005,652</b>
State			
	Formula Grants	13,947,411	13,725,366
	RMG Grants	6,845,000	6,592,883
	Rideshare Grants	958,207	933,015
	Move Ahead WA Grants	<u>3,400,000</u>	<u>3,306,417</u>
	<b>Total State</b>	<b>25,150,618</b>	<b>24,557,681</b>
Other			
	WSTIP	<u>53,802</u>	<u>5,000</u>
	<b>Total Other</b>	<b>53,802</b>	<b>5,000</b>
<b>Total Grants</b>		<b>93,379,197</b>	<b>79,568,333</b>

Pending	Grant	Year	Total Requested
Other-Federal			
	NEA - Art Bus Wraps	2026	<u>60,000</u>
	<b>Total Other-Federal</b>		<b>60,000</b>
<b>Total Pending</b>			<b>60,000</b>

## FEDERAL GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
5307	2018	6,515,735	98,210
5307	2019	6,471,622	4,351,828
5307	2020	6,689,922	5,017,442
5307	2021	6,704,521	5,885,055
5307	2022	8,593,081	6,927,520
5307	2023	8,729,975	8,729,975
5307	2024	9,283,725	9,283,725
5307	2025	9,808,701	9,808,701
TOTAL 5307			50,102,456
			50,102,456
5310	2018	176,938	176,938
5310	2019	183,530	183,530
5310	2020	192,711	192,711
5310	2021	203,019	203,019
5310	2022	294,460	294,460
5310	2023	310,451	310,451
5310	2024	326,922	326,922
5310	2025	328,366	328,366
TOTAL 5310			2,016,397
			2,016,397
5339	2022	777,766	303,467
5339	2023	799,085	799,085
5339	2024	862,035	862,035
5339	2025	922,212	922,212
TOTAL 5339			2,886,799
			2,886,799
TOTAL FED FUNDS		68,174,777	55,005,652

## STATE GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
Transit Support	2025-2027	7,109,914	6,887,869
Special Needs	2025-2027	6,837,497	6,837,497
			-
			-
<b>TOTAL FORMULA</b>			<b>13,725,366</b>
			13,725,366
RMG - W. Pasco	2025-2027	3,713,000	3,644,629
RMG - 22nd Ave	2025-2027	1,852,000	1,668,254
RMG - Peak Serv.	2025-2027	1,280,000	1,280,000
			-
			-
<b>TOTAL RMG GRANTS</b>			<b>6,592,883</b>
			6,592,883
PT Rideshare	2025-2027	542,700	542,700
RS Subsidy	2025-2027	415,507	390,315
			-
			-
<b>TOTAL RIDESHARE GRANTS</b>			<b>933,015</b>
			933,015
Long Range Corridor	2025-2033	3,400,000	3,306,417
		-	-
			-
			-
<b>TOTAL MAWA GRANTS</b>			<b>3,306,417</b>
<b>TOTAL STATE FUNDS</b>		<b>25,150,618</b>	<b>24,557,681</b>

## OTHER GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
WSTIP - Tech	2025	48,802	-
WSTIP - Risk Mngt.	2025	5,000	5,000
			-
			-
TOTAL WSTIP			5,000
			5,000
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL			-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL			-
			-
TOTAL STATE FUNDS			5,000

PENDING GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL REQUESTED	TOTAL FUNDS PENDING
NEA - Federal	2026	60,000	60,000
		-	-
			-
			-
TOTAL OTHER		60,000	60,000
			60,000
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL STATE		-	-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL FEDERAL		-	-
			-
TOTAL PENDING AWARDS		60,000	60,000