



BEN FRANKLIN TRANSIT

BOARD OF DIRECTORS REGULAR MEETING

Thursday, October 9, 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

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.**

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Hilary Carlson |
| 3. Pledge of Allegiance | |
| 4. Public Comments | |
| 5. Approval of the Agenda (page 1) | |
| 6. Citizens Advisory Network (CAN) Report (page 3) | Dennis Kreutz |
| 7. Consent Agenda | |
| A. September 11, 2025, Regular Board Meeting Minutes (page 6) | |
| B. September Voucher Summary (page 10) | |
| C. Resolution 35-2025, Retirement of Diane Miller (page 36) | |

D. Resolution 36-2025, Authorization to Declare Old and Failed Information Technology Items as Surplus *(page 37)*

8. Action Items

A. Resolution 37-2025, Authorization to Reallocate Funds
Within the Capital Improvement Plans *(page 44)* Kevin Sliger

9. Information & Discussion Items

A. Introducing Zeck Board Software Hilary Carlson

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, November 14, 2025, at 6:00 p.m.

15. Adjournment

Ben Franklin Transit Citizens Advisory Network Regular Meeting MINUTES

Monday September 15, 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	ZOOM
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	PRESENT
CAN MEMBER	ERIK WATKINS	MEMBER	ABSENT
CAN MEMBER	FRANK CUTA	RECRUITMENT COMMITTEE	PRESENT
CAN MEMBER	LAURIE PRICE	MEMBER	PRESENT
CAN MEMBER	NAYELI ARANDA	MEMBER	ABSENT
CAN MEMBER	ULISES NAVARRO	MEMBER	ABSENT
BFT STAFF	HILARY CARLSON	CHIEF OF STAFF	PRESENT
BFT STAFF	ALEX SMITH	CFO	PRESENT

3. Comments by Guests: 5 Min.

Doug Hester – Asked if he could get feedback from BFT regarding why smaller fixed route buses are not being used. Doug stated that he has previously requested information from BFT but has not received a response.

BFT – Hilary Carlson stated that she will have someone from BFT Management get back to Doug ASAP.

Mr. Hester was advised by CAN that if he submits a Customer Comment, he should request a BFT Customer Comment Tracking ID Number be assigned.

4. August 2025 Meeting MINUTES Approval: 2 Min.

Minutes were not available in print format to review, postponed until October.

5. Old Business: 10 Min.

6. New Business: 45 Min.

A. Report of the September BFT Board Meeting – Dennis Kreutz

1. Ben Franklin County Fair ridership report:

- Fixed Route from Park and Ride locations: 30,687 - Up 27% over 2024
- DAR: 199 – Up 42% over 2024
- Total Cost: \$147,201 – Down 2% from 2024

2. Legal Report:

- RCW allowing two non-elected voting members on Board after Jan. 1, 2026

BFT Counsel Jeremy Bishop advised Board regarding new RCW that allows the Board to appoint two non-elected voting Board Members. He stated that he sees three viable options that he will detail to the Board in the October Meeting

Option 1: Discuss process to appoint the two members during the October, November, and December Board Meeting.

Option 2: Delay discussions until after a new Board is in place in February 2026.

Option 3: Delay discussions until February 2027.

Discussion by CAN Members resulted in a consensus that Option 3 should not be adopted by the Board

3. Chief Executive Report:

a. Key Performance Indicators were reviewed.

A. Public Comments generally have to be made at the beginning of the

B. Board Meeting rather than after an Agenda Item has been presented by BFT Staff to the Board.

Subcommittee – Brandon Harbo, Dennis Kreutz

CAN Member discussion resulted in a request to reword the Recommendation and present in the October CAN Meeting.

C. The Revised Standing Rules will be present in the October CAN Meeting.

D. Presentation of a proposal for a CAN Recommendation to be presented to BFT Board regarding adding two non-elected Board Members to be done in October CAN Meeting.

Subcommittee – Dori Luzzo-Gilmour, Frank Cuta, Erik Watkins

E. Next CAN Meeting Proposed Agenda Items:

a. Public Comments in Board Meeting Recommendation by subcommittee.

b. Standing Rules change presentation by subcommittee.

c. Adding two non-elected Board members Recommendation by subcommittee.

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

A. Distribution of new BFT Boarding Passes to CAN Members

Status is unknown, BFT – Hilary Carlson will check on them.

B. Display BFT Swag handed out at the Ben Franklin County Fair

Status is unknown, BFT – Hilary Carlson will check

8. CAN Member Comments: 10 Min.

Laurie Price commended BFT on the ease and speedy processing of DAR Eligibility for students.

Brooklyn Hufstader commented on the fixed route buses she rides being behind schedule on a regular basis, which results in her missing connections to work.

BFT – Hilary Carlson will have someone contact Brooklyn for specifics.

Frank Cuta expressed gratitude to BFT that so many ParaTransit Driver as being hired and trained.

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

Board Meeting October 9, 2025 6:00 PM BFT Board Room
CAN Member Assigned: Bernie Vinther, with Brandon Harbo as backup

10. Next CAN Meeting: 1 Min.

Monday October 20, 2025 6:00 p.m. BFT Board Room

11. ADJOURN:

A. Meeting adjourned at: 7:02 PM

DRAFT



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 included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

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

Acting Clerk of the Board Hilary Carlson asked the Board of Directors to state their name after their jurisdiction had been called.

2. ROLL CALL

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

Present: Thomas Drozt, Hilary Carlson, Brian Lubanski, Joshua Rosas, Kevin Sliger, Alex Smith
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.

No written public comments were received, and no oral public comments were made. Chair McKay then closed public comments.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

A CAN report was not given.

7. RECOGNITION

A. Resolution 27-2025 Retirement of Hugh Coffelt

Chief Operations Officer Joshua Rosas paid tribute to retired coach operator Hugh Coffelt, who was not present. He retired in August after eight years of service at BFT.

Director Bloom moved to approve Resolution 27-2025; the motion was seconded by Director Sandretto and passed unanimously.

B. Resolution 28-2025 Recognizing BFT's Employee of the Year – Team Category

Chief Executive Officer Thomas Drozt paid tribute to the BFT Marketing & Communications Team that received the Team of Year Award and was recognized at the WSDOT Wall of Fame Banquet.

Director Sandretto moved to approve Resolution 28-2025; the motion was seconded by Director Becken and passed unanimously.

C. Resolution 29-2025 Recognizing BFT's Employee of the Year – Support Staff

Mr. Drozt paid tribute to BFT Facilities Support Specialist, Noe Jimenez, who received the Employee of the Year - Support Staff Member Award and was recognized at the WSDOT Wall of Fame Banquet.

Director Sandretto moved to approve Resolution 29-2025; the motion was seconded by Director Becken and passed unanimously.

D. Resolution 30-2025 Recognizing BFT's Employee of the Year – Operator

Mr. Drozt paid tribute to BFT Coach Operator, Lynn Fleming, who received the Employee of the Year - Operator Award and was recognized at the WSDOT Wall of Fame Banquet.

Director Sandretto moved to approve Resolution 30-2025; 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. August 14, 2025, Regular Board Meeting Minutes

B. August Voucher Summary

C. Resolution 31-2025, Authorization to Declare Vehicles Listed in Exhibit A as Surplus

D. Resolution 32-2025, Authorization to Declare Old and Failed Information Technology Items as Surplus

E. Resolution 33-2025, Authorization to Accept Server Room HVAC Project as Complete

F. Resolution 34-2025, Recommendation to Award the Vehicle Service Pit Upgrades

Director Sandretto moved to approve Consent Agenda Items A-F. The motion was seconded by Director Bloom and passed unanimously.

9. INFORMATION & DISCUSSION ITEMS

A. 2025 Benton Franklin Fair & Rodeo Update

Chief Planning & Development Officer Kevin Sliger presented an update of the 2025 Fair & Rodeo service, highlighting increased ridership.

10. STAFF REPORTS & COMMENTS

A. Legal Report

Legal Counsel Jeremy Bishop presented two items: the **CEO goal review process**, to be finalized with CEO Thomas Drozt in December; and a discussion on **RCW 36.57A.050**, which takes effect January 1, 2026. This statutory change allows the Board to elect to add two non-employee, transit-using members from the public. Mr. Bishop will follow up on the board composition decision at the next meeting.

B. Chief Executive Officer's Report

Mr. Drozt provided an update on ridership by jurisdiction and reviewed BFT's Key Performance Indicators (KPIs), noting the agency's continued success.

11. BOARD MEMBER COMMENTS

Board member comments were made.

12. EXECUTIVE SESSION

No Executive Session was held.

13. OTHER

There were no other items.

14. NEXT MEETING

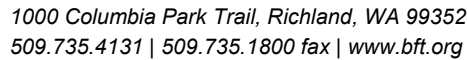
The next meeting will be held Thursday, October 9, 2025, at 6:00 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:39 p.m.

Hilary Carlson, Acting Clerk of the Board

Date



To: Ben Franklin Board of Directors
From: Kevin Hebdon, Accounting Manager
RE: Vouchers for September 2025

[illegible]

Total Significant Vendors	\$	2,966,753.61
Payroll Total	\$	1,622,352.37
Total Non-Significant Vendors	\$	311,965.86
GRAND TOTAL	\$	4,901,071.84

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 [September 2025](#)

PAYROLL

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount
-----------------------------	-----------------	-----------------	------------------	------------------

518-25	ACH	ACH	9/5/2025	\$ 820,720.17 Payroll
519-25	ACH	ACH	9/19/2025	\$ 801,632.20 Payroll

Total	\$ 1,622,352.37
--------------	------------------------

AUTHORITY MEMBER
10/9/2025

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**
 Benton County, Washington, do hereby certify that the merchandise or services herein specified have
 been received and that the following checks are approved for payment for the month of **September 2025**.

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount
249-25	91903	91903	9/2/2025	50.00
251-25	91904	91968	9/5/2025	320,308.60
252-25	91969	91969	9/9/2025	4,971.25
253-25	91970	91970	9/15/2025	137,662.25
254-25	ACH		9/5/2025	310,904.06
255-25	91971	91973	9/18/2025	1,535.50
256-25	91974	92070	9/19/2025	344,223.77
257-25	ACH		9/16/2025	498,832.90
258-25	ACH		9/18/2025	282,855.45
259-25	ACH		9/19/2025	279,321.21
260-25	92071	92151	9/29/2025	621,121.44
261-25	ACH		9/22/2025	15,502.63
262-25	ACH		9/23/2025	367.99
263-25	ACH		9/25/2025	1,750.67
264-25	ACH		9/30/2025	49,937.79
265-25	ACH		9/26/2025	9,768.75
266-25	92152	92152	9/29/2025	1,800.00
267-25	92153	92153	9/30/2025	390,173.46
268-25	ACH		9/20/2025	7,631.75

Total \$ 3,278,719.47

*voids removed from total

AUTHORITY MEMBER
 10/9/2025

September 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 October 9, 2025.

ACTION: As of this date, October 9, 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	
518-25	ACH	ACH	9/5/2025	\$ 820,720.17	Payroll
519-25	ACH	ACH	9/19/2025	\$ 801,632.20	Payroll
Total				\$ 1,622,352.37	

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount
249-25	91903	91903	9/2/2025	50.00
251-25	91904	91968	9/5/2025	320,308.60
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253-25	91970	91970	9/15/2025	137,662.25
254-25	ACH		9/5/2025	310,904.06
255-25	91971	91973	9/18/2025	1,535.50
256-25	91974	92070	9/19/2025	344,223.77
257-25	ACH		9/16/2025	498,832.90
258-25	ACH		9/18/2025	282,855.45
259-25	ACH		9/19/2025	279,321.21
260-25	92071	92151	9/29/2025	621,121.44
261-25	ACH		9/22/2025	15,502.63
262-25	ACH		9/23/2025	367.99
263-25	ACH		9/25/2025	1,750.67
264-25	ACH		9/30/2025	49,937.79
265-25	ACH		9/26/2025	9,768.75
266-25	92152	92152	9/29/2025	1,800.00
267-25	92153	92153	9/30/2025	390,173.46
268-25	ACH		9/20/2025	7,631.75
Total				\$ 3,278,719.47

Check Register Nos. 249-25 and 251-25 to 268-25 and 516-25, 517-25 in the total amount of: **\$ 4,901,071.84**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 249-25

CHECK NUMBERS 91903 TO 91903

DATE 9/2/2025

PURPOSE APSEP25A VOUCHERS

AMOUNT \$50.00

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

Alex Smith
AUDITOR

09/29/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 250-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 8/18/2025

PURPOSE:

00740 US BANK AUGUST PAYMENT	\$43,515.16
00740 US BANK JULY PARTIAL PAYMNT	\$1,169.32
TOTAL	\$44,684.48

"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

9/9/25

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 251-25

CHECK NUMBERS 91904 TO 91968

DATE 9/5/2025

PURPOSE APSEP25B VOUCHERS

AMOUNT \$320,308.60

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

Alex Smith
AUDITOR

09/29/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 252-25

CHECK NUMBERS 91969 TO 91969

DATE 9/9/2025

PURPOSE APSEP25C VOUCHERS

AMOUNT \$4,971.25

"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

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER **253-25**

CHECK NUMBERS **91970** TO **91970**

DATE **9/15/2025**

PURPOSE **APSEP25D VOUCHERS**

AMOUNT **\$137,662.25**

"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

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 254-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/5/2025

PURPOSE:

00262 WA CHILD SUPPORT DCS	\$1,674.43
00286 UNION DUES TEAMSTERS 839	\$9,078.13
00441 ICMA MISSION SQUARE	\$3,057.87
00430 IRS	\$288,000.15
00532 DEPT OF RETIREMENT	\$7,496.88
01609 AW REHN	\$1,596.60
TOTAL	\$310,904.06

"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

09/29/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 255-25

CHECK NUMBERS 91971 TO 91973

DATE 9/18/2025

PURPOSE APSEP25E VOUCHERS

AMOUNT \$1,535.50

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

Alex Smith

AUDITOR

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 256-25

CHECK NUMBERS 91974 TO 92070

DATE 9/19/2025

PURPOSE APSEP25F VOUCHERS

AMOUNT \$344,223.77

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

Alex Smith

AUDITOR

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 257-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/16/2025

PURPOSE:

00014 NW ADMIN TMSTERS WL TRST	\$498,832.90
TOTAL	\$498,832.90

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

Alex Smith

AUDITOR

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 258-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/18/2025

PURPOSE:

00432 DRS	\$282,855.45
TOTAL	\$282,855.45

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

Alex Smith

AUDITOR

09/30/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 259-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/19/2025

PURPOSE:

00430 IRS PAYROL TAX	\$279,321.21
TOTAL	\$279,321.21

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

Alex Smith

AUDITOR

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 260-25

CHECK NUMBERS 92071 TO 92151

DATE 9/29/2025

PURPOSE APSEP25G VOUCHERS

AMOUNT \$621,121.44

"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

09/29/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 261-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/22/2025

PURPOSE:

00262 WA ST CHILD SUPPORT DCS	\$1,674.43
00286 UNION DUES TMSTERS 839	\$9,159.13
01609 AW REHN	\$1,596.60
00441 ICMA MISSION SQUARE	\$3,072.47
TOTAL	\$15,502.63

"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."

Alex Smith

09/29/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 262-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/23/2025

PURPOSE:

00432 DRS	\$367.99
TOTAL	\$367.99

"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."

<i>Alex Smith</i>	09/29/2025
AUDITOR	DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 263-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/25/2025

PURPOSE:

00414 WA ST USE & EXCISE TAX	\$1,750.67
TOTAL	\$1,750.67

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

Alex Smith

AUDITOR

09/29/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 264-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/30/2025

PURPOSE:

00082 HRA VEBA TRUST	\$10,020.00
02555 BOON ADMIN METLIFE EM BNFTS	\$1,401.80
02555 BOON ADMIN METLIFE EM BNFTS	\$1,222.50
02072 WEX	\$37,293.49
TOTAL	\$49,937.79

"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

09/29/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 265-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/26/2025

PURPOSE:

02518 SOMETHING UNLIMITED	\$9,768.75
TOTAL	\$9,768.75

"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

09/29/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 266-25

CHECK NUMBERS 92152 TO 92152

DATE 9/29/2025

PURPOSE APSEP25H VOUCHERS

AMOUNT \$1,800.00

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

Alex Smith

AUDITOR

09/30/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 267-25

CHECK NUMBERS 92153 TO 92156

DATE 9/30/2025

PURPOSE APSEP25I VOUCHERS

AMOUNT \$390,173.46

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

Alex Smith

AUDITOR

09/30/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 268-25

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 9/20/2025

PURPOSE:

00532 DRS	\$7,631.75
TOTAL	\$7,631.75

"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

10/02/2025

AUDITOR

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 518-25

CHECK NUMBER
ACH TRANSFER

\$
\$ 820,720.17

PAYROLL DATE

SEPTEMBER 5, 2025

PURPOSE: PPE 08/30/2025 AMOUNT: \$ 820,720.17

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



AUDITOR

9/4/25

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 519-25

CHECK NUMBER

\$

ACH TRANSFER

\$ 801,632.20

PAYROLL DATE

SEPTEMBER 19, 2025

PURPOSE: PPE 09/13/2025

AMOUNT: **\$801,632.20**

“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

9/24/2025

DATE

**BEN FRANKLIN TRANSIT
RESOLUTION 35-2025**

**A RESOLUTION RECOGNIZING THE RETIREMENT OF DIANE MILLER AND HER
28 YEARS OF SERVICE**

WHEREAS, Diane Miller has served our community for the last twenty-eight (28) years as a Ben Franklin Transit (BFT) Dial-A-Ride driver. We would like to thank Diane for her over two decades of service and positive impact on our customers, the agency, and her fellow employees; and

WHEREAS, Diane Miller submitted her notice of retirement to BFT with an effective date of September 20, 2025;

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

1. Diane Miller served BFT and the Tri-Cities community as a Dial-A-Ride driver for twenty-eight (28) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Dial-A-Ride driver Diane Miller for her professional efforts on behalf of the agency, its employees, and its customers. BFT wishes Diane the best in all her future endeavors and congratulates her on her retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held October 9, 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: October 9, 2025

To: Thomas Drozt, Chief Executive Officer

From: Joshusa Rosas, Chief Operations Officer

Re: Resolution 36-2025 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 brief item description, 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 36-2025 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 36-2025**

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, October 9, 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

Qty	Asset #	Name Product #	Device Type	Manufacturer	Model / Serial Number	Reason
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068003	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-6293027	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130026	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-6293046	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130022	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130037	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130039	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130038	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130028	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130032	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130035	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130030	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068009	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068010	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068015	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068050	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068042	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7068011	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130031	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-6293011	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130032	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130041	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-7130029	INOP
1	N/A	4.3 T4010X-1	Ranger Mobile Data Terminal	Trapeze	31-6293050	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192045	INOP

1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192026	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192048	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192024	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192011	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192041	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192017	INOP
1	N/A	R44-V110T-00	Ranger Mobile Data Terminal	Trapeze	32-9192029	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-23163011	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-8003029	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-19241006	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-19241007	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-20065015	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-19240039	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-9192022	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-20065025	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-20065020	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-19220032	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-20065020	INOP
1	N/A	R44-V110T-01	Ranger Mobile Data Terminal	Trapeze	32-20065025	INOP
1	N/A	R44-V110T-02	Ranger Mobile Data Terminal	Trapeze	32-23163002	INOP
1	N/A	R44-V110T-02	Ranger Mobile Data Terminal	Trapeze	32-22234019	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-8142049	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-7053059	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-7053022	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-8009017	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-8009016	INOP
2	N/A	TBOX-100000	TBOX	Trapeze	30-7053042	INOP
3	N/A	TBOX-100000	TBOX	Trapeze	30-8211003	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-23159014	INOP
1	N/A	TBOX-100000	TBOX	Trapeze	30-22199017	INOP

17	N/A	BulletM2-HP	Video Drive Network Connector	Ubiquiti Networks	BulletM2-HP	Antiquated
1	N/A	CQ903A	Interior Camera	Seon Design Inc	CV1402052623R	INOP
1	N/A	19-57969-147	Interior Camera	Seon Design Inc	CV1710160776	INOP
2	N/A	None	Interior Camera	Seon Design Inc	None	INOP
1	N/A	19-57969-148	Interior Camera	Seon Design Inc	CV1605210107R	INOP
1	N/A	CQ903A	Interior Camera	Seon Design Inc	CV1506250217	INOP
1	N/A	CQ903A	Interior Camera	Seon Design Inc	CV1712300038	INOP
1	N/A	19-57969-148	Interior Camera	Seon Design Inc	CV1605210117R	INOP
1	N/A	CQ904A	Interior Camera	Seon Design Inc	CV15662204098	INOP
1	N/A	19-57969-148	Interior Camera	Seon Design Inc	CV1506220439R	INOP
1	N/A	RR-CIR236	Interior Camera	Apollo Video Technology	M9100572	Antiquated
1	N/A	RR-CIR225	Interior Camera	Apollo Video Technology	M9100248	Antiquated
1	N/A	HD3W04EI	Exterior Camera	Seon Design Inc	CPG190718095	INOP
1	N/A	CHW8PD04E	Exterior Camera	Seon Design Inc	TP1704070041	INOP
1	N/A	CA1003EI	Exterior Camera	Seon Design Inc	CVW2106140089	INOP
1	N/A	CA1004EI	Exterior Camera	Seon Design Inc	CP1812310154	INOP
1	N/A	CHW702E	Exterior Camera	Seon Design Inc	TP1408130241	INOP
1	N/A	CHW8PDO4E	Exterior Camera	Seon Design Inc	TP1707050059	INOP
1	N/A	CHW804E	Exterior Camera	Seon Design Inc	TP1702030355	INOP
1	N/A	CA1004EI	Exterior Camera	Seon Design Inc	CP1705110647	INOP
1	N/A	CHW8PDO4E	Exterior Camera	Seon Design Inc	TP1702170866	INOP
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393500758	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM170001400356	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM180276901132	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160438800455	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM180005900938	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM1604253000495	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM170001400195	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160438800115	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM170001400353	Antiquated

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1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160438800453	Antiquated
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1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393500756	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160438800117	Antiquated
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1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393500738	Antiquated
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1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393501871	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160438800460	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393500734	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393501880	Antiquated
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1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393501873	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393501878	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM160393501876	Antiquated
1	N/A	IBR600B-LP4	Cradlepoint	Ericsson	MM180276901139	Antiquated
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1	N/A	IBR600C-150M-D	Cradlepoint	Ericsson	WA222000670827	Antiquated
1	N/A	IBR600C-150M-D	Cradlepoint	Ericsson	WA222000670833	Antiquated
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1	N/A	IBR600C-150M-D	Cradlepoint	Ericsson	WA222000670820	Antiquated
1	N/A	IBR600C-150M-D	Cradlepoint	Ericsson	WA222000670826	Antiquated
1	N/A	TM260	Wall Clock	Time Machines	B26003180035	INOP

Memorandum

Date: October 9, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

Re: Resolution 37-2025 Authorizing a Reallocation of Funds Within the Capital Improvement Program

Background

In July 2025, the BFT Board of Directors approved the 2025-2031 Capital Improvement Plan (CIP) totaling **\$205,273,771**. This comprehensive plan included dedicated funding for two maintenance facility projects: the **Facility Maintenance Building (FAC0023)**, budgeted at **\$5,575,000**, and the **Fleet Maintenance Base (FAC0030)**, budgeted at **\$6,000,000**.

As part of the Progressive Design Build (PDB) process currently being utilized for the Facility Maintenance Building, BFT elicited a preliminary cost estimate by our A&E firm to determine the overall budget necessary for completing the project. Due to the timing required for submission of the Transit Development Plan (TDP), BFT did not have an early cost estimate until after the approval of the TDP. This initial cost estimate received stated that the total project could cost up to \$9,600,000.

To optimize our budget and prioritize projects that align with both BFT's and the public's current needs, **BFT is requesting the authority to move up to, and not to exceed \$4,000,000 from FAC0030 to FAC0023**. This amount meets ALSC's early cost estimate. Although this authority grants the ability to transfer up to \$4 million to cover the initial estimate, our goal is to spend less. The Progressive Design-Build (PDB) process is designed for **cost optimization**. Through collaboration with our selected contractor during the Validation period, we will establish a **Guaranteed Maximum Price (GMP)** that meets our facility needs while rigorously minimizing final project costs. Requesting this authority early is a proactive measure to **mitigate potential delays** and maintain the momentum of our PDB schedule.

It should also be stated that FAC0030 is currently an inactive project, and the funds remaining in the project for use in 2028 will be utilized to determine necessity, agency impact, and viability of alternatives. Most notably, the addition and completion of other approved projects within the Capital Improvement Plan may meet the needs that the original Fleet Maintenance Base was intended to fulfill.

The overall impact to BFT's Capital Improvement Plan budget is non-existent; the overall approved budget will remain at \$205,273,771, and overall expenditures between the two projects will remain at a total of \$11,575,000. The tables below illustrate the overall budgetary changes.

BUDGET REALLOCATION BETWEEN FAC0030 AND FAC0023

Proposed Changes	Project Budget	Proposed Budget	Variance
FAC0023 - Facility Maintenance Building	5,575,000	9,575,000	4,000,000
FAC0030 - Fleet Maintenance Base	6,000,000	2,000,000	(4,000,000)
Net Change	11,575,000	11,575,000	-

Recommendation

Authorize the Chief Executive Officer the authority to reallocate an amount up to, and not to exceed \$4,000,000 from FAC0030 to FAC0023, with the direction that BFT will make all efforts to reduce total project cost and Guaranteed Maximum Price throughout the validation period to the maximum extent practicable.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 37-2025**

**A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO
REALLOCATE \$4,000,000 FROM FAC0030, FLEET MAINTENANCE BASE, TO
FAC0023, FACILITIES MAINTENANCE BUILDING.**

WHEREAS, the BFT Board of Directors approved a total CIP amount from 2025-2031 of \$205,273,771; and

WHEREAS, FAC0030 requires review of project necessity and scope; and

WHEREAS, the approved overall Capital Budget shall remain fixed at \$205,273,771; and

WHEREAS, FAC0023, the Facilities Maintenance Building requires additional funds to meet agency needs and prove an effective project;

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

1. The Chief Executive Officer is authorized to shift \$4,000,000 from FAC0030 to FAC0023 as needed.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held October 9, 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

Additional Board Information

October 2025

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



BEN FRANKLIN TRANSIT

BOARD EXECUTIVE COMMITTEE MEETING

Thursday, October 2, 2025 – 12 p.m.

GM Conference Room

1000 Columbia Park Trail, Richland, Washington

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

MINUTES

Committee Members Present: Will McKay, Stephen Bauman, David Sandretto

Committee Member Absent: Kurt Maier

Legal Counsel Present: Jeremy Bishop

BFT Staff: Thomas Drozt, Mike Brown, Hilary Carlson, Steven Frazier, Brian Lubanski, Marcus McCready, Rob Orvis, Joshua Rosas, Michaela Dimas, and Alex Smith

1. Convene Committee Meeting

Board Chair Will McKay convened the meeting at 12:00 p.m.

Proposed Board Agenda Action Items

2. Resolution XX-2025, Retirement of Diane Miller

Chief of Operations Joshua Rosas shared that Dial-A-Ride driver Diane Miller retired in September after serving our community as a DAR driver for 28 years. Diane Miller will receive her lifetime bus pass but did not want to attend the board meeting to be recognized. Committee members agreed to move this item to the Consent Agenda.

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. Committee members agreed to move this item to the Consent Agenda.

4. Resolution XX-2025, Authorization to Reallocate Funds within the Capital Improvement Plan

Senior Project Manager Steven Fraizer presented a resolution asking for authorization to reallocate up to and not to exceed \$4,000,000 from FAC0030 to FAC0023. This item was moved to the Board agenda as an Action Item.

Additional Documents in Executive Committee Packet

5. Notification of Upcoming Bids and Requests for Proposals

Director of Contracts and Purchasing Rob Orvis presented the monthly report on upcoming procurement activities.

6. Other

There were no other agenda items.

7. Adjourn

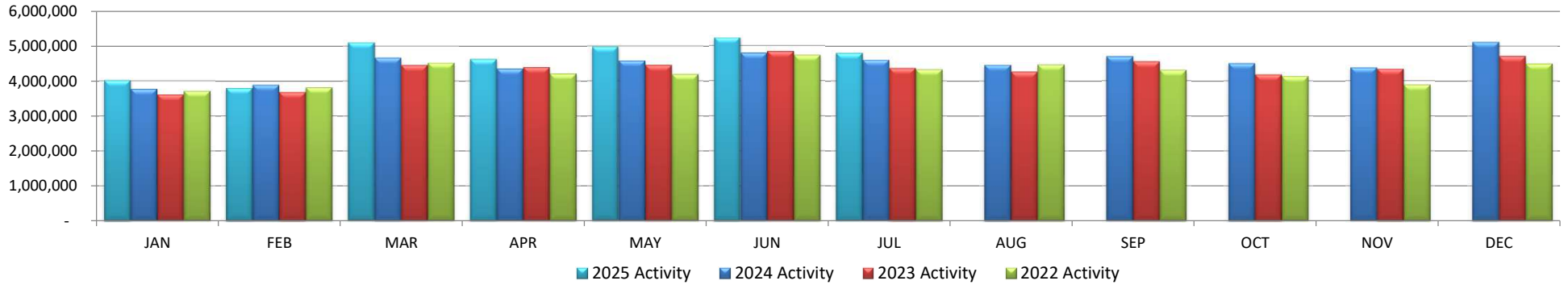
The meeting was adjourned at 12:39 p.m.

Next Executive Committee Meeting – Thursday, November 6, 2025, at 4 p.m.

As of: 9/22/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
On-Demand Paratransit Route Scheduling & Management Software	Capital	\$2,000,000	Up to 10 Years	RFP	5/12/2025	11/20/2025	X
Facility Building Progressive Design Build	Capital	\$4,400,000	12 Months	RFQ/RFP	8/13/2025	12/15/2025	X
Operations Daily Scheduling & Time Keeping Solution Software RFP	Capital	\$1,725,000	Up to 10 Years	RFP	9/10/2025	1/20/2026	X
October							
Color Code: Green - Recommendation for Award							
November							
Color Code: Grey - Future Procurement Awards							
Award - On-Demand Paratransit Route Scheduling & Management Software	Capital	\$2,000,000	Up to 10 Years	RFP	5/12/2025	11/20/2025	X
December							
Award - Facility Building Progressive Design Build Contract	Capital	\$4,400,000	12 Months	RFQ/RFP	8/13/2025	12/15/2025	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	4,806,653	4,470,339	4,705,860	4,510,224	4,388,830	5,121,953	32,612,361	\$ 32,612,361
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	\$ 30,712,415
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	196,543	-	-	-	-	-	1,899,946	
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%	4.3%						6.2%	
% 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	\$ 30,700,100
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	\$ 30,623,000
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	306,853						1,912,261	6.2%
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	0.3%
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	5.8%



Ben Franklin Transit Treasurer's Report

Date: October 9, 2025

To: Ben Franklin Transit Board of Directors

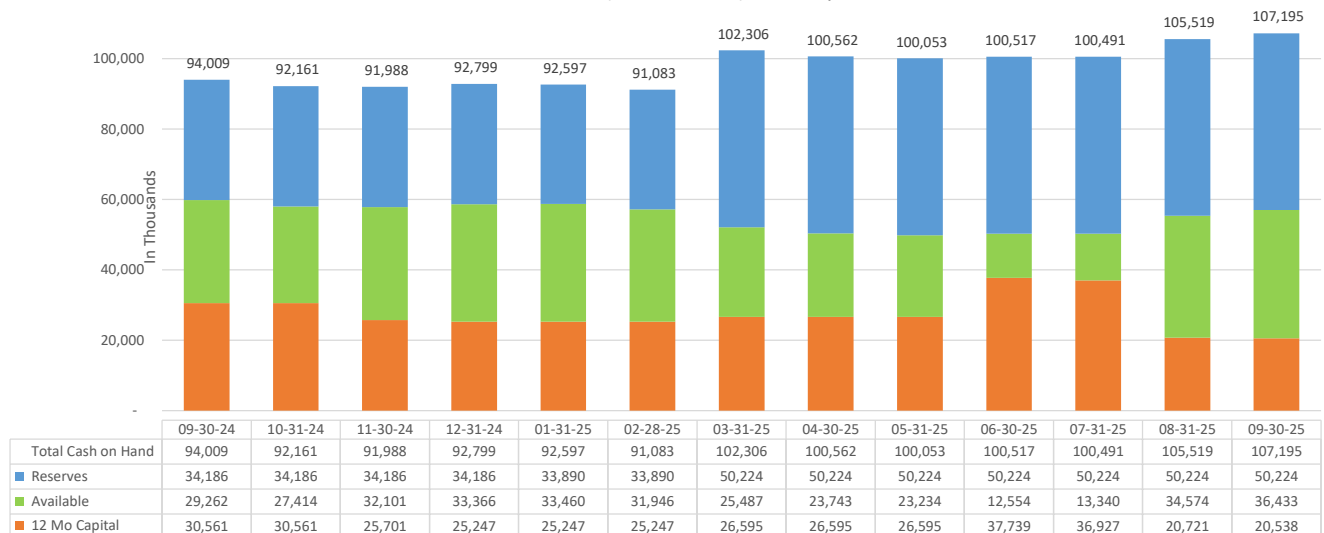
From: Finance Department

Subject: Treasurer's Report - As of Sep 30, 2025

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

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.2906%	Open	\$ 92,710,214	86.5%
Subtotal Investments			92,710,214	86.5%
Check Book Balance, Petty Cash, & Travel Account			14,484,726	13.5%
				100.0%
Total Cash and Equivalents on Hand			\$ 107,194,940	
Less Reserve Funds				
Operating Reserves			(32,667,000)	
Fuel Reserves			(2,357,000)	
Fleet Replacement Reserves			(8,450,000)	
Non-Fleet Capital Reserves			(6,750,000)	
Total Reserves			(50,224,000)	
Subtotal Funds Available			56,970,940	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Remaining Budget Authority	12 Month Estimated Outflows	(20,537,964)	
Fleet Vehicles	(13,556,273)	(440,728)		
Facilities - Transit Centers & Amenities	(61,882,434)	(9,600,819)		
Equipment	(1,850,115)	(1,420,480)		
Facilities - MOA Campus	(10,665,013)	(1,298,636)		
Technology	(7,222,221)	(4,162,517)		
Other	(8,463,648)	(3,614,784)		
	(103,639,704)	(20,537,964)		
Net Funds Available			\$ 36,432,976	

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



GRANTS SUMMARY

Source	Grant	Total Awards	Total Funds Available
Federal			
	5307	62,797,282	49,668,856
	5310	2,016,397	2,016,397
	5339	<u>3,361,098</u>	<u>2,886,799</u>
	Total Federal	68,174,777	54,572,052
State			
	Formula Grants	13,947,411	13,452,521
	RMG Grants	6,845,000	6,592,883
	Rideshare Grants	958,207	907,051
	Move Ahead WA Grants	<u>3,400,000</u>	<u>3,306,417</u>
	Total State	25,150,618	24,258,872
Other			
	WSTIP	<u>53,802</u>	<u>5,000</u>
	Total Other	53,802	5,000
Total Grants		93,379,197	78,835,924

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

FEDERAL GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
5307	2018	6,515,735	98,210
5307	2019	6,471,622	3,918,228
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			49,668,856
			49,668,856
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	54,572,052

STATE GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
Transit Support	2025-2027	7,109,914	6,615,024
Special Needs	2025-2027	6,837,497	6,837,497
			-
			-
TOTAL FORMULA		13,947,411	13,452,521
			13,452,521
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
			-
			-
TOTAL RMG GRANTS		6,845,000	6,592,883
			6,592,883
PT Rideshare	2025-2027	542,700	542,700
RS Subsidy	2025-2027	415,507	364,351
			-
			-
TOTAL RIDESHARE GRANTS		958,207	907,051
			907,051
Long Range Corridor	2025-2033	3,400,000	3,306,417
		-	-
			-
			-
TOTAL MAWA GRANTS		3,400,000	3,306,417
TOTAL STATE FUNDS		25,150,618	24,258,872

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
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL STATE			-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL FEDERAL			-
			-
TOTAL PENDING AWARDS		60,000	60,000