



BEN FRANKLIN TRANSIT

BOARD OF DIRECTORS REGULAR MEETING

Thursday, December 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

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 | Pauline Escalera |
| 3. Pledge of Allegiance | |
| 4. Public Comments | |
| 5. Approval of the Agenda | |
| 6. Citizens Advisory Network (CAN) Report (page 3) | Dennis Kreutz |
| 7. Consent Agenda | |
| A. November 13, 2025, Regular Board Meeting Minutes (page 6) | |
| B. November Voucher Summary (page 10) | |
| C. Resolution 44-2025 Award EAM Software Contract (page 28) | Joshua Rosas |

D. Resolution 45-2025 Authorizing Chief Executive Officer to Declare Surplus Vehicles (*page 31*)

E. Resolution 46-2025 Renewing and Removing CAN Members (*page 34*)

F. Resolution 47-2025 Updating the CAN Standing Rules (*page 38*)

G. Resolution 48-2025 Amend Resolution 60-2018 (*page 45*)

8. Action Items

H. Resolution 49-2025 Award of Progressive Design Build Contract for the Facilities Maintenance Building (*page 54*) Kevin Sliger

I. Resolution 50-2025 CAN Recommendation for Public Comment (*page 58*) Dennis Kreutz

J. Resolution 51-2025 Authorizing the 2026 Operating and Capital Budgets (*page 61*) Thomas Drozt

9. Information & Discussion Items

A. Release of 2026 Annual Service Plan for Public Comment 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, January 15, 2025, at 6:00 p.m.

15. Adjournment

Ben Franklin Transit Citizens Advisory Network Regular Meeting Minutes

Monday November 17, 2025 6:00 p.m. – 7:30 p.m.

BFT Administration Building – Room 304 1000 Columbia Park Trail, Richland, WA

[Join the meeting via Zoom](#)

Meeting ID: 881 6167 9988

1. Convene CAN Meeting: 6:03 PM

2. Attendance: 2 Min

CAN MEETING ATTENDANCE: P=PRESENT, R=REMOTE, A=ABSENT, E=EXCUSED
2025

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Amber Wissenbach	-	-	-	A	A	A	A	A	A	A	A	
Bernie Vinther	P	P	P	P	P	P	P	P	P	A	P	
Bill Barlow	-	-	-	P	P	A	A	R	R	P	A	
Brandon Harbo	-	-	-	-	-	P	P	P	P	P	P	
Brooklyn Hufstader	P	A	R	R	R	A	R	A	P	R	R	
Dennis Kreutz	P	P	P	P	P	R	P	P	P	P	P	
Dori Luzzo-Gilmour	R	A	P	P	E	R	R	P	R	R	A	
Ed Frost	P	P	P	P	P	P	P	P	P	P	P	
Erik Watkins	-	-	-	-	-	P	P	P	R	P	P	
Frank Cuta	P	P	P	P	P	A	P	E	P	P	P	
Laurie Price	P	R	R	P	P	A	E	P	P	R	R	
Nayeli Aranda	A	A	A	R	A	A	A	R	A	A	A	
Ulises Navarro	A	R	A	A	E	A	R	A	A	A	A	

Representing Name

Position

BFT STAFF PAULINE ESCALERA
BFT STAFF KEVIN SLIGER
BFT STAFF GABE MARTIN

CEO REPRESENTATIVE
CHIEF PLANNING AND DEVELOPMENT
MANAGER, TRANSIT PLANNING

3. Comments by Guests: 5 Min.

None

4. October 2025 Meeting Minutes Approval: 2 Min.

Discussion: Change CAN Comments by Erik Watkins to reflect Homecoming not Prom

Motion to Approve the Minutes (as Amended) by: Erik Watkins

Second to Approve the Minutes by: Ed Frost

Minutes Approved Unanimously by a Voice Vote: YES

5. Old Business: 1 Min.

None

6. New Business: 50 Min.

A. Report of the November BFT Board Meeting – Brandon Harbo

1. One member of the public made a Public Comment in support of allowing two non-elected members on the BFT Board.

2. CAN presented CAN Recommendation 2025-03 that recommends that the Board allow Public Comment on major issues, after the BFT Staff made a presentation to the Board but prior to the Board voting.

3. CAN presented CAN Recommendation 2025-02 that recommends that the Board vote to allow two non-elected, voting, members to be added to the Board.

3. Board voted to not allow any non-elected, voting, Board Members.

4. Board requested that BFT Staff prepare for them a report detailing the cost savings that might be realized if Free Fares were implemented in comparison to anticipated income for Fares collected at the current rate.

5. BFT Staff made a presentation of the 2026 Annual Service Plan.

B. Election of CAN Officers to assume positions January 1, 2026
Per Standing Rules Section 4.1.a the CAN Chair "Shall oversee a nomination in October for the CAN to select a slate of proposed officers for the following year".

a. Nominees for Chair: Dennis Kreutz
Approval by vote: YES

C. BFT Presentation of the 2026 Annual Service Plan – Kevin Sliger

D. CAN Discussed recommending to BFT CEO Representative that they present a recommendation to the Board to remove CAN Members that have not been attending on a regular basis. Dennis Kreutz will provide those names to Hilary Carlton this week.

E. Next CAN Meeting Proposed Agenda Items:

- a.
- b.
- c.

7. BFT Board / BFT Staff Comments: 5 Min.

8. CAN Member Comments: 7 Min.

1. Brooklyn Hufstader – Concerned about gaps in service due to Fixed Rout bus schedules not allowing time to make connections.

Brooklyn pointed out that she had brought this issue up during the September CAN Meeting but never was contacted by BFT Staff.

She brought it up again in the October CAN Meeting but was never contacted by BFT Staff.

Brooklyn stated that she has been keeping an accurate record of the connection issues she has experienced and would like to share it with BFT Staff.

Kevin Sliger stated that he would address the issue.

2. Ed Frost – Brought another issue concerning Fixed Route connections.
When a connection is missed this often results in a 30 minute delay before the rider being able to get on the connecting route.
This is not only inconvenient in that appointments or work schedule are affected, but it can be extremely uncomfortable in adverse weather conditions.
After discussion the CAN Members requested that BFT initiate a Key Performance Indicator (KPI) for missed route connections.
It was pointed out that this should be available from the collected data currently available via the Ranger system.
This will be put into a CAN Recommendation.

3. Dennis Kreutz – Requested that BFT either show, or additionally show, the KPI's in quantity of riders affected not just percentages.
An example would be the number of DAR late pick ups, late delivery, and missed rides.
This will be put into a CAN Recommendation.

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

Board Meeting December 11, 2025

6:00 PM

BFT Board Room

CAN Member Assigned: Dennis Kreutz

10. Next CAN Meeting: 1 Min.

Monday December 15, 2025

6:00 p.m.

BFT Admin Room 304

11. ADJOURN:

A. Meeting adjourned at: 7:30 PM



BOARD OF DIRECTORS REGULAR MEETING

Thursday, November 13, 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	Absent
City of Richland	Kurt Maier	Director	Present
City of West Richland	Richard Bloom	Director	Present
Franklin County #2	Stephen Bauman	Vice Chair	Present
Franklin County #1	Clint Didier	Director	Absent
Benton County	Will McKay	Chair	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Tracy Bronson	Union Representative	Present

Present: Thomas Drozt, Hilary Carlson, Brian Lubanski, Joshua Rosas, Kevin Sliger, Pauline Escalera

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.

One written public comment was received, and one oral public comment was made.

Chair McKay then closed public comments.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

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

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

CAN member Brandon Harbo presented a report on the October 20, 2025, Citizens Advisory Network Meeting.

7. CONSENT AGENDA

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

A. October 9, 2025, Regular Board Meeting Minutes

B. October Voucher Summary

C. Resolution 38-2025, GCB 2139 Agreement (314 Agreement) Amendment

D. Resolution 39-2025, Authorizing Board Approval of Personnel Policy Changes

E. Resolution 40-2025 Authorizing the Chief Executive Officer to Approve Policy Changes

F. Resolution 41-2025 Authorization to Amend Contract #1507 with CDW-G

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

8. ACTION ITEMS

A. Resolution 42-2025, Recommending RideCo US Inc. for the Award
Of the On-Demand Paratransit Route Scheduling & Management
Software & Hardware Solution

Presented by Director of Transportation, Michael Brown

Director Bauman moved to approve Resolution 42-2025, Recommending RideCo US Inc. for the Award of the On-Demand Paratransit Route Scheduling & Management Software & Hardware Solution. This motion was second by Director Maier and passed unanimously.

B. Resolution 43-2025, A Resolution Regarding Appointment of Non-Elected Transit Using Members to the Board of Directors of Ben Franklin Transit

Presented by Legal Counsel, Jeremy J. Bishop

Director Bauman moved to approve Resolution 43-2025, A Resolution Regarding Appointment of Non-Elected Transit Using Members to the Board of Directors of Ben Franklin Transit. This motion was second by Director Becken. This motion was not passed unanimously with six board members who approved and two board members who denied.

9. INFORMATION & DISCUSSION ITEMS

10. WSTA Presentation

Presented by Justin Leighton, CEO WSTA

11. Proposed 2026 Operating and Capital Budgets

Presented by CEO, Thomas Drozt

12. 2026 Annual Service Plan Update

Presented by Chief Planning & Development Officer, Kevin Sliger

13. Q3 Performance Report 2026 Annual Service Plan Update

Presented by Chief Planning & Development Officer, Kevin Sliger

14. Bus Stop Improvement Program Update

Presented by Chief Planning & Development Officer, Kevin Sliger

15. STAFF REPORTS & COMMENTS

A. Legal Report

No report was made.

B. Chief Executive Officer's Report

No report was made.

16. BOARD MEMBER COMMENTS

Board member comments were made.

17. EXECUTIVE SESSION

Executive Session was held under RCW 42.30.110.1(G)

18. OTHER

There were no other items.

19. NEXT MEETING

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

20. ADJOURNMENT

Chair McKay adjourned the meeting at 8:08 p.m.

Pauline J Escalera

Pauline Escalera, Clerk of the Board

11.13.25

Date



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

Thursday, December 11, 2025

To: Ben Franklin Board of Directors

From: Kevin Hebdon, Accounting Manager *KH*

RE: Vouchers for November 2025

November 2025 vouchers totaled \$4,910,228.34. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 578,636.12
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 509,072.50
COLEMAN OIL COMPANY LLC	FUEL	\$ 304,352.15
DEPT OF RETIREMENT SYSTEMS	PERS PAYABLE	\$ 289,926.96
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 264,452.25
TRAPEZE SOFTWARE GROUP INC	SOFTWARE	\$ 232,656.06
STATE OF WASHINGTON	MED INS PAYABLE	\$ 140,474.97
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 113,625.77
KPFF INC	CONSULTING	\$ 72,839.97
US BANK CORPORATE PAYMENT SYSTEMS	SOFTWARE	\$ 49,555.25
WEX BANK	CONTRACTED SERVICES	\$ 42,271.60
CORWIN OF PASCO LLC	PARTS, EQUIP., BUS A/C	\$ 41,646.48
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 31,024.61
WENAH GROUP INC	CONSTRUCTION MANAGEMENT	\$ 30,392.36
TITAN CHEMICAL TRANSFER SOLUTIONS, LLC	SUPPLIES	\$ 27,792.42
ALSC ARCHITECTS PS	A & E SERVICES	\$ 25,593.94
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 24,802.40
Anthony Halim	SERVICE	\$ 22,011.11
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 21,715.33
EXPRESS SERVICES	CONSULTING	\$ 19,277.21
4IMPRINT INC	PROMOTIONAL	\$ 17,795.03
TEAMSTERS UNION	UNION DUES	\$ 17,693.50
BRIDGESTONE AMERICAS INC	TELEPHONE	\$ 17,222.91
DEPT OF RETIREMENT SYSTEMS - DCP	EMP DEFERRED COMP	\$ 12,955.65
VERIZON WIRELESS	SERVICES	\$ 11,816.83
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 10,999.45
GARDA CL NORTHWEST INC	ARMORED CAR SERV.	\$ 10,639.64
U S LINEN & UNIFORM	UNIFORMS	\$ 10,234.93
CITY OF RICHLAND	UTILITY	\$ 10,163.68
Total Significant Vendors		\$ 2,961,641.08
Payroll Total		\$ 1,652,810.13
Total Non-Significant Vendors		\$ 295,777.13
GRAND TOTAL		\$ 4,910,228.34

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 **November 2025**

PAYROLL				
Check Register Number	Check Number	Check Number	Date of Issue	In the Amount
523-25	ACH	ACH	11/14/2025	\$ 810,677.83 Payroll
524-25	ACH	ACH	11/28/2025	\$ 842,132.30 Payroll
			Total	\$ 1,652,810.13

AUTHORITY MEMBER
12/11/2025

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 **November 2025**.

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
286-25	92528	92582	11/7/2025	424,250.44	MDSE
287-25	92583	92665	11/14/2025	310,103.18	MDSE
288-25	ACH	ACH	11/14/2025	1,110,604.30	ACH
289-25	92666	92714	11/21/2025	212,448.22	ACH
290-25	ACH	ACH	11/20/2025	8.81	ACH
291-25	ACH	ACH	11/21/2025	29,372.96	ACH
292-25	ACH	ACH	11/24/2025	44,961.10	ACH
293-25	92715	92715	11/24/2025	140,474.97	MDSE
294-25	ACH	ACH	11/26/2025	313,975.03	ACH
295-25	92716	92783	11/26/2025	624,663.95	MDSE
296-25	92598	92598	11/14/2025	(3,000.00)	VOID
297-25	ACH	ACH	11/18/2025	49,555.25	ACH

Total \$ 3,257,418.21

*voids and prior period removed from total

AUTHORITY MEMBER
 12/11/2025

November 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 **December 11, 2025**.

ACTION: As of this date, December 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	
523-25	ACH	ACH	11/14/2025	\$ 810,677.83	Payroll
524-25	ACH	ACH	11/28/2025	\$ 842,132.30	Payroll
Total				\$ 1,652,810.13	

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
286-25	92528	92582	11/7/2025	424,250.44	MDSE
287-25	92583	92665	11/14/2025	310,103.18	MDSE
288-25	ACH	ACH	11/14/2025	1,110,604.30	ACH
289-25	92666	92714	11/21/2025	212,448.22	ACH
290-25	ACH	ACH	11/20/2025	8.81	ACH
291-25	ACH	ACH	11/21/2025	29,372.96	ACH
292-25	ACH	ACH	11/24/2025	44,961.10	ACH
293-25	92715	92715	11/24/2025	140,474.97	MDSE
294-25	ACH	ACH	11/26/2025	313,975.03	ACH
295-25	92716	92783	11/26/2025	624,663.95	MDSE
296-25	92598	92598	11/14/2025	(3,000.00)	VOID
297-25	ACH	ACH	11/18/2025	49,555.25	ACH
Total				\$ 3,257,418.21	

Check Register Nos. **286-25 to 297-25 and 523-25 to 524-25** in the total amount of: **\$ 4,910,228.34**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 286-25


CHECK NUMBERS 92528 TO 92582

DATE 11/7/2025

PURPOSE APNOV25A VOUCHERS

AMOUNT \$424,250.44

"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."


Thomas Drozt (Nov 8, 2025 02:59:06 PST)
AUDITOR

11/08/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER **287-25**

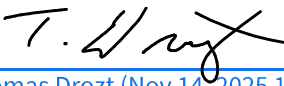
CHECK NUMBERS **92583** TO **92665**

DATE **11/14/2025**

PURPOSE **APNOV25B VOUCHERS**

AMOUNT **\$310,103.18**

"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."


Thomas Drozt (Nov 14, 2025 15:27:15 PST)
AUDITOR

11/14/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 288-25


ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/14/2025

PURPOSE:

00014 N.W. ADMIN TRANSFER	\$509,072.50
00262 WA STATE CHILD SUPPORT	\$1,443.67
00286 TEAMSTERS UNION	\$8,785.75
00414 STATE OF WA TAX	\$1,480.43
00430 IRS PAYROL TAX	\$285,411.11
00432 DEPT OF RETIREMENT - DRS	\$289,926.96
00441 ICMA MISSION SQUARE	\$5,969.79
00532 DEPT OF RETIREMENT - DCP	\$7,026.99
01609 AW REHN	\$1,409.10
02672 COMMITTEE FOR DRIVE	\$78.00
TOTAL	\$1,110,604.30

"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."



Thomas Drozt (Nov 14, 2025 15:24:18 PST)

11/14/2025

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER **289-25**


CHECK NUMBERS **92666** TO **92714**

DATE **11/21/2025**

PURPOSE **APNOV25C VOUCHERS**

AMOUNT **\$212,448.22**

"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."


Thomas Drozt (Nov 24, 2025 05:21:17 PST)
AUDITOR

11/24/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 290-25


ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/20/2025

PURPOSE:

00532 DEPT OF RETIREMENT	\$8.81
TOTAL	\$8.81

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


Thomas Drozt (Nov 24, 2025 05:19:59 PST)
AUDITOR

11/24/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 291-25


ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/21/2025

PURPOSE:

02633 ANTHONY HALIM	\$22,011.11
02518 SOMETHING UNLIMITED	\$7,361.85
TOTAL	\$29,372.96

"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."


Thomas Drozt (Nov 24, 2025 05:19:29 PST)
AUDITOR

11/24/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 292-25

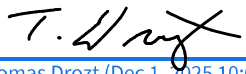
ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/24/2025

PURPOSE:

02555 METLIFE BOON ADMIN DEC	\$1,287.70
02555 METLIFE BOON ADMIN NOV	\$1,401.80
02072 WEX	\$42,271.60
TOTAL	\$44,961.10

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


Thomas Drozt (Dec 1, 2025 10:00:04 PST)
AUDITOR

12/01/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 293-25

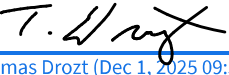
CHECK NUMBERS 92715 TO 92715

DATE 11/24/2025

PURPOSE APNOV25D VOUCHERS

AMOUNT \$140,474.97

"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."


Thomas Drozt (Dec 1, 2025 09:59:42 PST)
AUDITOR

12/01/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 294-25

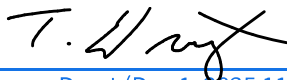
ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/26/2025

PURPOSE:

01609 AW REHN	\$1,409.10
02672 NATIONAL DRIVE	\$78.00
00532 DEPT OF RETIREMENT DCP	\$5,919.85
00441 ICMA MISSION SQUARE	\$2,984.64
00430 IRS	\$293,225.01
00286 UNION DUES TMSTRS	\$8,907.75
00262 WA DCS CHILD SUPPORT	\$1,450.68
TOTAL	\$313,975.03

"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."


Thomas Drozt (Dec 1, 2025 11:22:45 PST)

AUDITOR

12/01/2025

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER **295-25**

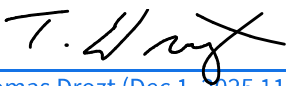
CHECK NUMBERS **92716** TO **92783**

DATE **11/26/2025**

PURPOSE **APNOV25E VOUCHERS**

AMOUNT **\$624,663.95**

"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."


Thomas Drozt (Dec 1, 2025 11:22:06 PST)
AUDITOR

12/01/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 296-25

CHECK NUMBERS 92598


VOID DATE 11/26/2025

CHECK DATE(S) 11/14/2025

AMOUNT \$3,000.00

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."


Thomas Drozt (Dec 1, 2025 10:01:10 PST)
AUDITOR

12/01/2025
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 297-25


ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 11/18/2025

PURPOSE:

00740 US BANK NOV 2025	\$49,555.25
TOTAL	\$49,555.25

"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."


Thomas Drozt (Dec 4, 2025 15:01:06 PST)
AUDITOR

12/04/2025
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 523-25

CHECK NUMBER

\$

ACH TRANSFER

\$ 810,677.83

PAYROLL DATE

NOVEMBER 14, 2025

PURPOSE: PPE 11/08/2025

AMOUNT: \$ 810,677.83

"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."


Thomas Drozt (Nov 12, 2025 18:40:39 PST)

AUDITOR

12/11/2025

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 524-25

CHECK NUMBER

\$

ACH TRANSFER

\$ 842,132.30

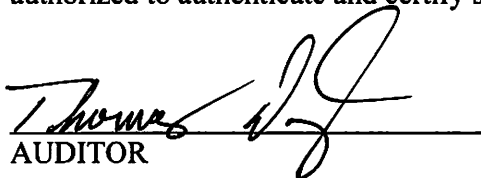
PAYROLL DATE

NOVEMBER 28, 2025

PURPOSE: PPE 11/22/2025

AMOUNT: \$842,132.30

"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

12/1/2025
DATE

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer (CEO)

From: Joshua Rosas, Chief Operations Officer

Re: Authorize the CEO to approve Contract #1555 with AssetWorks, Inc. utilizing U.S. General Services Administration (GSA) Cooperative Contract #GS-35F-317GA for Enterprise Asset Management (EAM) Software.

Background

In April 2024, the BFT Board of Directors approved implementing a new Enterprise Business System with Workday, Inc., replacing the legacy Fleet-Net platform for accounting, finance, payroll, and purchasing. While Fleet-Net will continue to support maintenance operations during the transition, Workday does not provide a full asset management solution. With Fleet-Net vendor support ending in June 2025, BFT must identify a suitable replacement that integrates with Workday to maintain operational continuity and reporting requirements.

In May 2025, Procurement began researching potential EAM solutions using Cooperative Contracts. Staff from Fleet, Procurement, IT, and Executive leadership attended presentations from AssetWorks, Inc. and RTA, which included platform demonstrations and opportunities for follow-up questions to evaluate the software solutions. BFT staff have negotiated with AssetWorks, Inc. to integrate implementation to coordinate with the current Workday ERP implementation timeline.

A key factor in our decision was AssetWorks' ability to support the agency's KPI goals and enhance transparency in reporting. Included are more than 350 out-of-the-box reports and an ad hoc reporting tool, allowing the agency to track performance, assess asset health, plan for replacements, and make informed budgeting and operational decisions. AssetWorks also provides automated preventive maintenance, streamlined defect reporting, and predictive maintenance tools to reduce road calls, missed trips, and rider impacts. The platform supports comprehensive asset planning, maintenance, and lifecycle management, helping the agency increase vehicle uptime, reduce service cancellations, extend asset life, and improve overall planning and budgeting outcomes.

Pricing:

Five Year Outlook	
Year 1 (Implementation and Training)	\$182,654.12
Year 2 (Maintenance and Support)	\$31,719.91
Year 3 (Maintenance and Support)	\$33,623.10
Year 4 (Maintenance and Support)	\$35,640.48
Year 5 (Maintenance and Support)	\$37,778.91
Subtotal	\$321,419.52
10% Change Order Authority	\$32,141.65
5-Year Contract Subtotal	\$353,558.17
Tax (8.7%)	\$30,759.56
Total	\$384,317.73

Funding:

Budgeted: Yes

Budget Source: Capital Project OTH0001A and Operating

Funding Source: Local Funds

Recommendation

BFT staff request that the Board of Directors approve a contract with AssetWorks, Inc. for an initial term of three (3) years, with the option to extend the contract up to one (1) additional year in each of years four (4) and five (5), to continue software maintenance and hosting services. The total cost for the contract, including the optional extensions, shall not exceed \$384,317.73, which includes applicable sales tax and ten percent (10%) Change Order Authority.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 44-2025**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER (CEO) TO APPROVE CONTRACT #1555 BY WAY GSA COOPERATIVE CONTRACT GS-35F-317GA WITH ASSETWORKS, INC. FOR ENTERPRISE ASSET MANAGEMENT SOFTWARE SYSTEM IMPLEMENTATION AND SUPPORT.

WHEREAS, In April of 2024, The Board of Directors approved the replacement of the current legacy system (FleetNet) with Workday Inc. as the new Enterprise Resource System; and

WHEREAS a comprehensive Enterprise Asset Management (EAM) software system is needed to support the operation and management of BFT's fleet and other critical assets; and

WHEREAS, AssetWorks, Inc. has been identified as the most suitable provider to meet BFT's Enterprise Asset Management software needs; and

Whereas cost for the up to five (5) year contract extension is \$384,317.73, including sales tax and 10% Change Order Authority.

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

The CEO is authorized to approve Contract #1555, under Cooperative Agreement (GSA Contract GS-35F-317GA), with AssetWorks, Inc. for a period of up to five (5) years for Enterprise Asset Management software system maintenance and hosting services, at a total cost not to exceed \$384,317.73, including a 10% change order authority.

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

ATTEST:

Pauline Escalera, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Terry DeJuan, Senior Manager of Fleet Maintenance

Re: Resolution 45-2025 Authorizing the Chief Executive Officer to Declare Vehicle Listed in Exhibit "A" as Surplus and Dispose of Per BFT Policy FIN-108

Background

Vehicle 6109, a 2020 Ford Ranger was involved in an accident on 8/18/2025 and has been deemed totaled by Ben Franklin Transit (BFT) and the Washington State Transit Insurance Pool (WSTIP). BFT will receive payment from WSTIP for the evaluated values minus \$5,000.00 deductible. WSTIP will arrange for the disposal of the vehicle.

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 45-2025 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 45-2025**

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

WHEREAS, BFT has a need to surplus totaled vehicle 6109; and

WHEREAS, BFT staff and the Washington State Transit Insurance Pool have determined that said vehicle is beyond repair; and

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

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

1. The Chief Executive Office is authorized to declare the identified vehicle surplus (which is attached to this Resolution as Exhibit “A”, List of Surplus Vehicle, 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, December 11, 2025, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, 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
6109	2020	5	Ford Ranger	1FTER4FH0LLA52182	18,913	Totaled

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Hilary Carlson, Chief of Staff

RE: Resolution 46-2025 Renewing Terms of Citizen's Advisory Network (CAN) Members to Serve through December 31, 2027 and Removing Inactive CAN Members

Background

As of the November 17, 2025 meeting of the Citizen's Advisory Network (CAN), six (6) members' terms are set to expire on December 31, 2025.

In accordance with the CAN Standing rules adopted through Resolution 36-2023, Section 1.4 (b) (c) *(B) A CAN member shall be appointed for a two-year term and may reapply for additional two-year term. (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.*

Four (4) members opted in for another 2-year term and require CEO approval.

Dennis Kreutz
Bernie Vinther
Frank Cuta
Laurie Price

Two (2) current members did not opt-in for another two-year term.

Dori Luzzo-Gilmour
Ed Frost

Section 4 of the CAN Standing Rules outline the officer appointment process. In the November meeting of 2025, the CAN appointed officers for 2026. Effective January 1, 2026 officers will be as follows:

Frank Cuta, Recording Secretary
Brandon Harbo, Vice Chair
Dennis Kreutz, Chair
Vacant, Past Chair

Furthermore, two CAN members have been found inactive, attending two or fewer CAN meetings in 2025; in accordance with Section 1.4 of the CAN Standing Rules *the BFT Board of Directors has the power to remove CAN members as deemed essential to maintain the integrity of the overall CAN function.*

Amber Wissenbach
Ulises Navarro

Recommendation

Staff recommends the Board of Directors approve the removal of the two inactive CAN members listed herein to maintain the integrity of the overall CAN function and to maintain balanced community representation.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 46-2025**

A RESOLUTION RENEWING TERMS OF CITIZEN’S ADVISORY NETWORK (CAN) MEMBERS TO SERVE THROUGH DECEMBER 31, 2027 AND REMOVING INACTIVE CAN MEMBERS

WHEREAS, on October 6, 2016 the Ben Franklin Transit (BFT) Board of Directors by Resolution 59-2016 instructed BFT staff to establish a Citizen's Advisory Network (CAN) to provide for community representation and input to the Board of Directors; and;

WHEREAS, CAN standing rule revisions adopted by Resolution 36-2023 state the committee shall be composed of no less than nine (9) and no more than fifteen (15) members; and;

WHEREAS, six (6) current member terms are set to expire December 31, 2025 and four (4) members have opted into a second term through December 31, 2027; and;

WHEREAS, staff recommends the removal of two inactive CAN members.

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

1. The Board approve the removal of two inactive CAN members.

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

ATTEST:

Pauline Escalera, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Ben Franklin Transit Board of Directors
Attn.: Hilary Carlson

November 17, 2025

Re: CAN Standing Rules, Section 1.4 Appointments to the CAN, subsection b)
b) A CAN member shall be appointed for a two-year term and may reapply for additional two-year terms.

Pursuant to the referenced CAN Standing Rules the following current CAN Members hereby Reapply for an additional two-year term for the years 2026-27.

Dennis Kreutz
Bernie Vinther
Frank Cuta
Laurie Price

Two existing CAN Members, Dori Luzzo-Gilmour and Ed Frost will not be reapplying for membership. The CAN wishes to extend its appreciation to Dori and Ed for their contribution to the Citizens Advisory Network during their two-years and 10 Months of dedicated service.

Respectfully,
Dennis Kreutz
Chair, Citizens Advisory Network

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Hilary Carlson, Chief of Staff

RE: Resolution 47-2025, Authorizing the Citizen Advisory Network (CAN) Standing Rules be Updated

Background

The Citizens Advisory Network (CAN) is a committee of public transit advocates who serve as a resource to the BFT Board and the General Manager in accomplishing the transit's mission and goals.

CAN reviewed the Network's Standing Rules in their regular meeting dated October 20, 2025, and is now presenting a revised version seeking Board approval; redline changes provided in attached Exhibit "A". This is the first request to modify the Rules since 2023.

The proposed amended language includes:

- Updating the name of the General Manager to the Chief Executive Officer
- Adding language that if CAN members fail to attend three consecutive meetings, they automatically forfeit their CAN membership standing; the only mechanism in place now is BFT Board of Directors action.

Recommendation

Staff recommends the Board approve the changes outlined in Exhibit "A" to the CAN Standing Rules.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 47-2025**

**A RESOLUTION UPDATING THE CITIZEN ADVISORY NETWORKS (CAN)
STANDING RULES**

WHEREAS, Ben Franklin Transit (BFT) can effectively utilize community involvement to advocate for transportation needs.

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

1. The Chief Executive Officer is authorized to adopt the revised Citizens Advisory Network Standing Rules.

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

ATTEST:

Pauline Escalera, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

BEN FRANKLIN TRANSIT Citizens Advisory Network Standing Rules

PURPOSE

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

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:

- a) Serve as an advisory body to BFT management and Board of Directors; ~~all actions or recommendations of the CAN are strictly advisory.~~
- 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.
- g) ~~All actions or recommendations of the CAN are strictly advisory.~~

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.
- b) Applicants being considered for membership are to be reviewed ~~and approved~~ by BFT management prior to being interviewed by the CAN Recruitment Committee.
- c) ~~BFT Board Members and~~ BFT staff cannot serve as members of the CAN.
- d) ~~CAN Members cannot serve as BFT Board Members.~~
- e) 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.

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.

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

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.

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.~~

i) The ~~General Manager, BFT CEO, or their representative for such a purpose, 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.

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.
- c) BFT's ~~CEO, or their representative for such a purpose, General Manager or his/her representative~~ must receive an agenda one week in advance of all meetings.
- d) Voting by CAN members participating remotely shall be allowed.
- e) A Quorum shall consist of a majority of the currently appointed CAN members.
- 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.

SECTION 2.2 - SPECIAL MEETINGS

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

SECTION 3 - POWERS AND ~~DUTIES~~ RESPONSIBILITIES

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
- Determine meeting topics in coordination with BFT ~~General Manager~~ CEO or his/
her their Representative for such a purpose.
- 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~~ December 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

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.

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Hilary Carlson, Chief of Staff

RE: Authorization to Amend Resolution 60-2018, Updating the Van-Me-Down Program and Application Process

Background

Through resolution 60-2018 the Shared Transportation Program was replaced by the Ben Franklin Transit Van-Me-Down program. The Van-Me-Down program sells surplus passenger and lift equipped vehicles through an application process to non-profit 501(c)3 organizations within the BFT Public Transportation Benefit Area (PTBA).

Organizations complete an application which is scored by BFT staff to determine which organizations will be awarded the opportunity to purchase one of the surplus vans. Applications are reviewed on the following criteria:

<u>Criteria</u>	<u>Weight</u>
1. Demonstrate Community Need	50%
2. Clarity and Quality of Application	25%
3. Coordination of Services	25%

Since inception, the Van-Me-Down program has been managed and administered by the manager of Vanpool (NKA Rideshare).

Program Updates

The administration of the Van-Me-Down Program has been transferred to the BFT Executive Office. Furthermore, the application process has been digitized from a paper format to an electronic form, which is accessible on the BFT website for direct submission to the Program's designated email inbox. Application review shall occur on a semi-annual basis, with the resulting sale of surplus vehicles contingent upon current availability. The details of these modifications are contained within the revised "Exhibit A".

Recommendation

Staff's recommendation is to amend Resolution 60-2018 with the updated and revised attached Exhibit A.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 48-2025

A RESOLUTION AMENDING RESOLUTION 60-2018 UPDATING THE VAN-ME-DOWN PROGRAM AND APPLICATION PROCESS

WHEREAS, Ben Franklin Transit (BFT) has the Van-Me-Down Program; and

WHEREAS, BFT Staff receives requests from non-profit organizations to purchase surplus vehicles; and

WHEREAS, the surplus vehicles could provide transportation needs to members of organization that BFT currently is unable to provide service to.

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

1. Exhibit "A" attached to Resolution 60-2018 is amended.
2. The Van-Me-Down Program is updated in accordance with Exhibit "A" attached hereto and referenced herein.
3. The Van-Me-Down Program shall be administered by the Executive Office at Ben Franklin Transit.

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

ATTEST:

Pauline Escalera, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Van-Me-Down Program

Ben Franklin Transit (BFT) identifies vans for surplus and auction through a scheduled vehicle replacement cycle. These identified vans that have reached their FTA mandated useful life are instead sold for \$250 to 501(c)3 non-profit organizations. By granting surplus vans to non-profit community groups these vans purchased with federal, state and/or local money can be repurposed to provide specific transportation services in our community that are outside the scope of regular transit services for these agencies.

Vans identified as surplus are due to high mileage, while they are well maintained to high standards, they have significant wear-and-tear. Before vans are released to the community, each van will be sent through a detailed inspection. Vans that do not meet safety standards are excluded from the Van-Me-Down Program.

Definitions of Terminology Used in This Document

501(c)3 Status: A 501(c)3 Status is a designation issued by the Internal Revenue Service. A 501(c)3 nonprofit is exempt from federal income tax if it has these purposes: charitable, religious, educational, scientific, literary, testing for public safety, fosters amateur sports competition, or prevents cruelty to children or animals. A 501(c)3 is also able to receive grants. *Proof of 501(c)3 status must be provided, such as a certificate from the IRS or Washington State.*

Primary Applicant: The primary applicant is the lead agency applying. Vehicle title, if awarded, will be in the primary applicant's name.

Public Transportation Benefit Area (PTBA): The PTBA serves Prosser, Benton City, West Richland, Richland, Kennewick, Pasco and some unincorporated areas of Benton and Franklin Counties. A map of the PTBA can be found on the BFT website.

Surplus Vehicles: Surplus vehicles are commuter and lift equipped vehicles no longer in service for a variety of reasons. Examples of these vehicles may include 7, 12, 15 passenger vans and Dial-A-Ride style vehicles with wheelchair lifts.

Eligibility and Selection Criteria

Eligibility

All non-profit agencies with 501(c)3 status, who primarily serve residents of the PTBA are eligible. The PTBA serves Prosser, Benton City, West Richland, Richland, Kennewick, Pasco and some unincorporated areas of Benton and Franklin Counties. **Questions about eligibility, limits of the PTBA and other questions about the program should be directed to: Executive Office, Van-Me-Down Program, at (509) 734-5117.**

Other Rules and Requirements:

- Vehicles must be used for a transportation-related purpose for citizens who reside within BFT's PTBA.
- Only one vehicle will be awarded per agency/organization per application cycle. If there are more vans than applicants, agencies with additional needs will be awarded additional equipment based upon scoring from the application selection process.
- Applicants must include clear designation of the primary applicant who will be named as buyer on vehicle title, if selected as a recipient.
- Applicants must provide proof of 501(c)3 status such as a copy of the IRS 501(c)3 non-profit certification.
- Successful applicants will be required to sign an agreement relating to the exchange of vehicles for transit-related services. A sample agreement is included in this packet.
- Successful applicants will be required to submit a report one year from the bill of sale date documenting how the vehicle has been used to Ben Franklin Transit. The report must include miles traveled, number of days used, and the number of rides given.

Application Submission

The official Program application is now an **electronic form** accessible at the following URL: [\[https://www.bft.org/giving-back-to-our-community/\]](https://www.bft.org/giving-back-to-our-community/).

A **reference copy** of the application form is attached hereto **Exhibit "A"**.

Accommodations for applicants unable to submit the form electronically are available by calling the Ben Franklin Transit Executive Office at 508-734-5117.

Submission Requirements

Applicants must complete all sections of the application with maximal detail and accuracy to effectively convey the following information:

1. A comprehensive profile of the applying agency.
2. The specific proposed use and operational plan for a Van-Me-Down vehicle, should one be awarded.
3. How this grant will mitigate or offset existing transportation challenges currently impacting the agency's mission and services.

Program Schedule and Availability

An updated schedule outlining key dates for the application submittal process and current **van availability** will be formally posted on the BFT website.

Application Selection Criteria Summary

The selection process is competitive, involves a review and evaluation using the criteria identified below.

<u>CRITERIA:</u>	<u>WEIGHT:</u>
1. Demonstrated Community Benefit	50%
2. Clarity and Quality of Application	25%
3. Coordination of Services	25%

Selection Criteria

1. Demonstrated Community Benefit

Explain clearly the scope and nature of your agency’s transportation need and what data you will support that need. Include what transportation service you currently utilize and what other transportation options are available to your organization. How will your organization coordinate with other programs to get maximum use.

2. Clarity and Quality

Applications will be rated on content, clarity, presentation and quality of application proposal – based on legibility, completeness, provision of data and clear definition of transportation needs and planned vehicle use.

3. Service Coordination

Describe how your current and proposed service coordinates with public and private transportation services in the area to ensure broad community benefit. Note any identified gaps in transportation to your service area and/or service population.

Ben Franklin Transit Van-Me-Down Application

Selection Criteria

50% Community Benefit
25% Clarity and Quality of Application
25% Coordination with Other Services

Applicant Information

Organization Name: *

Organization Representative's Name and Title: *

Organization Representative's Contact Information: *

Phone:

Email: *

Application

What transportation problem are you trying to solve? *

Include:

- Who you will serve
- Where and how often the van will be used
- What type of service you will provide

How many passenger trips do you expect to provide in the next year? *

One passenger trip = 1 round trip for 1 person

Example: 4 riders x 52 Sundays = 208 passenger trips

Who will you transport using the van? *

Examples: seniors, youth, low-income, disabled, general public

What mode of transportation are you using now to meet your organization's needs? *

a) How many vehicles do you need?

b) What type/size of vehicle do you need?

Do BFT's existing bus or Dial-A-Ride services meet your needs?

*

☐ Yes ☐ No

Do you coordinate transportation with other community programs? *

Briefly describe how

Do you coordinate transportation with BFT services? *

Briefly describe how.

Certification

☐ I certify the information in this application is true and accurate and that this agency/organization can adequately operate, maintain, and insure the vehicle for which this application is being made. *

Organization Representative's Signature *

Please sign this form by typing in your full name.

Date Application Signed *

mm/dd/yyyy 

Upload your 501(c)(3) documentation: *

Click [HERE](#) for more information about 501(c)(3)



Drop your files here

[Browse](#)

☐ Send me a copy of my responses

Submit

[Privacy Policy](#) [Report Abuse](#)

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning & Development Officer

RE: Award of Progressive Design-Build Build Contract for the Facilities Maintenance Building to Bouten Construction Company & ALSC Architects

Background

Ben Franklin Transit (BFT) received approval from the Project Review Committee (PRC) on July 24, 2025, to utilize the Progressive Design-Build (PDB) delivery method for the Facilities Maintenance Building project. PDB is an alternative project delivery approach authorized under RCW 39.10 that differs significantly from traditional Design-Bid-Build (DBB).

Under DBB, design is fully completed prior to contractor selection, which often limits the effort that can be collaborated on and can lead to cost and schedule challenges, especially when change orders arise. By contrast, PDB brings the contractor on board early, during the design phase, fostering a highly collaborative relationship between the designer, builder, and owner.

Over the past few months, BFT and Wenaha Group staff have worked to advance the procurement process, culminating in the selection of the recommended lead firm and their partners to execute the design and construction of the planned Facilities Maintenance Building through the PDB process.

Request for Qualifications Process and Evaluation Summary

The Request for Qualifications (RFQ) for the Facilities Maintenance Building Progressive Design-Build project was issued on August 13, 2025. Legal advertisements were published on OpenGov.com as well as in the Tri-City Herald and the Seattle Daily Journal of Commerce to ensure broad industry awareness.

On August 21, 2025, at 10:00 AM, BFT hosted a virtual project information meeting that was open to all interested parties. Over the course of the RFQ period, three addendums were issued to provide supplemental information and responses to questions submitted by prospective proposers.

A selection committee was established to review and evaluate Statements of Qualifications (SOQs) and subsequent proposals in accordance with the RFQ and RFP criteria. The team consisted of the following members and advisors:

Team Members

Kevin Sliger – Chief Planning and Development Officer

Shane Anderson – Director of Facilities Maintenance and Special Projects

Joshua Rosas – Chief Operations Officer

Advisors to the Team

Rob Orvis – Director of Contracts & Purchasing

Heath Gardner – Wenaha Group

Jake Hartwig – Wenaha Group

BFT received eleven (11) SOQs via email submission on September 15, 2025. The selection committee met to review, score, and discuss each submission using the evaluation criteria established in the RFQ. The resulting scores are outlined below:

Proposer	Team Organization	Projects of Similar Scope	Innovation in Facility Functionality	Project Controls and Transparency	Total
Bouten	9	19	9	9	46
CB	5	10	5	5	25
Chervenell	6	13	6	8	33
DGR Grant	5	13	5	5	28
Fowler	8	18	8	9	43
HHJ	5	12	5	5	27
Kirby Nagelhout	5	12	6	7	30

Final Proposal Evaluation and Recommendation

Based on the evaluation of all eleven RFQ responses, the selection committee advanced the two highest scoring teams, Fowler General Construction (partnered with Meier Architecture) and Bouten Construction (partnered with ALSC Architects) to the next phase of the procurement process. These teams were invited to participate in interviews and submit additional proposal materials through a Request for Proposal (RFP) process.

RFP documents were distributed to the finalists on October 8, 2025, with proposals due on October 30, 2025.

Confidential individual meetings were held with each team on October 14, 2025. These meetings were not scored separately, but committee members considered their observations in scoring the written proposals.

Two addenda were issued that provided minor clarifications requested by the finalists.

Written proposals were received from both finalists before the deadline on October 30, 2025. In accordance with instructions, price proposals were submitted in separate sealed envelopes. These separate envelopes were received by Rob Orvis and held to be opened only after the proposal scoring was completed.

The selection committee met to discuss the proposals and assign consensus scoring in accordance with the requirements in the RFP documents. Resulting scores are as follows:

Request for Proposal Response Scores (Without Price Factor)

Finalist	Management Approach	GMP Development Plan	Innovation in Design	Innovation in Construction Management	Total
Bouten	24	24	23	23	94
Fowler	23	23	24	24	94

Once final scoring of the written responses was complete, price proposals were opened and scored using the formula specified in the RFP. Adding the price factor resulted in the following final totals:

Cumulative RFP Response Scores (With Price Factor)

Finalist	SOQ	RFP	Price Factor	Final Score
Bouten	46	94	20	160
Fowler	43	94	20	157

The highest-ranking firm was determined to be the team of Bouten and ALSC. Key strengths that distinguish between the Bouten and ALSC team include:

- Current and past experience with projects of similar scope and size that were directly relevant to this project.
- Demonstrated understanding of the project goals and challenges, with clear and well-presented ideas on how to exceed goals and address challenges.
- Strong presence within the local community.
- Clear and practical approach to management through target value design (TVD).
- Well documented history of successful collaboration as a team on similar projects.

Next Steps

BFT will next move into the Validation and Design Development phase, where BFT, Bouten, and ALSC will work together to confirm the project scope, schedule, and budget and establish a Guaranteed Maximum Price (GMP). Once this work is complete, the Board will have the opportunity to review and approve the GMP. After Board approval, Bouten and ALSC will proceed into Final Design and Construction and carry the project through to closeout. A preliminary timeline includes:

- **December 2025** – Contract award to Bouten and ALSC
- **February 2026** – Completion of Validation phase and Board approval of GMP
- **Late February – March 2026** – Begin Final Design and Construction
- **December 2026 (tentative)** – Project completion

This schedule will be reviewed and finalized during the Validation phase. The Board's review and approval of the Guaranteed Maximum Price will be a key milestone before construction begins.

Funding

Budgeted: Yes

Budget: Capital Budget

Funding Source: Local

Recommendation

BFT staff recommends that the Board authorize the Chief Executive Officer to award and execute the Progressive Design Build contract with Bouten and ALSC Architects to design and construct the BFT's planned Facilities Maintenance Building.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 49-2025**

A RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO AWARD A PROGRESSIVE DESIGN-BUILD BUILD CONTRACT FOR THE FACILITIES MAINTENANCE BUILDING TO BOUTEN CONSTRUCTION COMPANY & ALSC ARCHITECTS

WHEREAS Ben Franklin Transit (BFT) is undertaking the Facilities Maintenance Building project and has elected to utilize the Progressive Design-Build (PDB) delivery method to promote collaboration, cost certainty, and schedule efficiency; and

WHEREAS, BFT staff issued a Request for Qualifications (RFQ) on August 13, 2025, and received eleven (11) responses, which were reviewed and scored by a selection committee; and

WHEREAS, based on the RFQ evaluation, Fowler/Meier and Bouten/ALSC were shortlisted and invited to participate in the Request for Proposals (RFP) phase, including confidential individual meetings, submission of written proposals, and price proposals; and

WHEREAS evaluation of the written proposals and price proposals resulted in Bouten and ALSC Architects receiving the highest cumulative score.

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

The Chief Executive Officer is authorized to enter into a Progressive Design-Build contract with Bouten and ALSC Architects for the Facilities Maintenance Building project in accordance with the Guaranteed Maximum Price and terms outlined in the procurement documents.

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

ATTEST:

Pauline Escalera, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Hilary Carlson, Chief of Staff

RE: Citizen Advisory Network (CAN)'s Recommendation for Public Comments in the Board Meeting

Background

The Ben Franklin Transit (BFT) Board of Directors allow for public comment to be made at the beginning of a Regular Board Meeting.

RCW 42.30.240 states *“the governing body of a public agency shall provide an opportunity at or before every regular meeting at which final action is taken for public comment.”* RCW 42.30.240 does not dictate the specific guidelines for public comment that an agency should abide by, but rather that *an opportunity at or before [...] final action is taken* shall be provided.

The standard procedure is to reserve public comments for the start of the BFT Board Meeting, before any agenda items are presented by staff. However, the Board has occasionally exercised its discretion to open an item for public comment immediately after its presentation. This flexibility is generally reserved for items that are already part of an ongoing public comment outreach effort.

Recommendation

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

- Schedule changes
- Fare or rate changes
- Fare collection methods
- Route modifications
- Capital expense approval or modifications that are in excess of + or - \$1,000,000
- Operational changes modifications that are in excess of + or - \$100,000

The Citizen Advisory Network recommends that for those issues listed above BFT Staff provide more detailed information in the Board Package that is posted to the BFT website prior to the Board Meeting so that Public can be prepared to comment.

Forward as presented:

Thomas Drozt, Chief Executive Officer

BEN FRANKLIN TRANSIT

RESOLUTION 50-2025

A RESOLUTION AUTHORIZING PUBLIC COMMENT AFTER BFT STAFF PRESENTATIONS TO THE BOARD OF DIRECTORS

WHEREAS, The Citizen Advisory Network advocates public transit and serves as a resource to BFT management and Board of Directors in accomplishing the BFT mission and goals; and

WHEREAS, Section 1.1 of the Citizen Advisory Network's Standing Rules defines the advisory bodies scope as "speaking on behalf of constituents when commenting on transit's plans, policies, and services"; and

WHEREAS, RCW 42.30.240 does not dictate the process of public comment in a public agency's regular board meeting.

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

1. The Board of Directors will allow for public comment to be made after BFT Staff Presentations to the Board of Directors in a Regular Board Meeting.

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

ATTEST:

Pauline Escalera, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

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 October 20, 2025
Public Comment in Board Meetings after BFT Presentation

Issue:

Public Comments during BFT Board Meetings generally have been required 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.

The Board has in the past has generously opened up Agenda Items for Public Comments after some Items are presented to the Board, but it is normally not the practice to do so unless those items are associated with an ongoing Public Comment outreach period.

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 + or - \$1,000,000
- f. Operational changes modifications that are in excess of + or - \$100,000

The Citizen Advisory Network recommends that for those issues listed above BFT Staff provide more detailed information in the Board Package that is posted to the BFT website prior to the Board Meeting so that Public can be prepared to comment.

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Thomas Drozt, Chief Executive Officer

RE: Resolution 51-2025, Authorize the Chief Executive Officer to Adopt the Proposed 2026 Operating and Capital Budgets

Background

The proposed calendar year 2026 Operating and Capital Budget for Ben Franklin Transit (BFT) was prepared and submitted to the Board of Directors on November 13, 2025. The proposed Operating Budget is \$71.3MM. The Capital Budget is a proposed net increase of \$25.9MM, for a total Capital Budget of \$97.1MM.

RCW 84.55.120 requires that Special Purpose Districts, such as Ben Franklin Transit, hold a public hearing on revenue sources for the district's following year's current expense budget. BFT meets this requirement by presenting the budget at two separate Board of Directors meetings and allowing for public comment.

On November 11, 2025, BFT made the proposed 2026 Operating and Capital Budget available to the public for additional comments.

Recommendation

Staff recommends the Board approve Resolution 51-2025 and adopt the 2026 Operating and Capital Budgets as presented in Exhibit A to be effective January 1, 2026. Staff also recommend the Board delegate authority to the Chief Executive Officer to file the Fiscal Year 2026 federal and state grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available to BFT.

Forward as presented:

Thomas Drozt, Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 51-2025**

**RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2026 OPERATING AND
CAPITAL BUDGETS, AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO
FILE ALL FY 2023 FEDERAL AND STATE GRANTS**

WHEREAS, The bylaws of Ben Franklin Transit require the submission of a budget to the Board of Directors; and

WHEREAS, The Board was presented the preliminary budget on November 13, 2025, which was subsequently open to public review and comments; and

WHEREAS, Staff has considered Board and public comments; and

WHEREAS, A detailed breakdown of the operating and capital budget proposals is attached.

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

1. That the Board hereby adopts the FY 2026 Operating and Capital Budgets as outlined in Exhibit A;
2. That the Board hereby authorizes the Chief Executive Officer to file the FY 2026 federal and state grants in an amount not to exceed BFT's apportionment sufficient to claim all available current and prior year funds available for BFT.

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

ATTEST:

Pauline Escalera, Clerk of the Board

William McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Budget Overview

Exhibit A

Figures in \$MMs

	Total	Operating	Capital
Fares & Contracted Svcs	\$1.9	\$1.9	-
Sales Tax	57.0	35.0	22.1
Investments	3.4	3.4	-
Total Local	62.3	40.2	22.1
Total State Grants	11.8	10.5	1.3
Total Federal Grants	12.5	10.0	2.5
Total Revenues¹	\$86.5	\$60.7	\$25.9
Operating Expenditures ²	\$71.3	\$71.3	-
Capital Expenditures	25.9	-	25.9
Total Expenditures	\$97.1	\$71.3	\$25.9
Reserve Account	(\$10.6)	(\$10.6)	\$0.0

(1) Total revenues are estimated projections

(2) Operating expenditures represent cash outflows and exclude Depreciation, Amortization, and impact of GASB pension adjustment

- **Total 2026 revenues of \$86.5MM**, with ~70% supporting operations and ~30% for capital projects.
- **Sales tax remains the primary funding source**, accounting for ~66% of total revenues.
- **Operating Expenditures total \$71.3MM**, with ~70%, labor-related, which includes investments to hire and retain operators as well as improve service reliability.
- Non-labor growth reflects continued spending on **technology, safety, and fleet maintenance**.
- Total **\$25.9MM capital program**, focuses on **facilities modernization, MOA campus improvements, and fleet replacements**.

Memorandum

Date: December 11, 2025

To: Thomas Drozt, Chief Executive Officer

From: Kevin Sliger, Chief Planning and Development Officer

Re: 2026 Annual Service Plan Release for Public Comment - Informational

Background

The 2026 Annual Service Plan (ASP) consists of service change recommendations that will continue to prioritize equity and emphasize efficiency by making changes to the fixed route network with the goal of providing faster, more frequent, and more reliable service. The majority of the recommended service changes will be implemented in June 2026 with a few routes starting in August 2026. The 2026 ASP was released for public comment on November 16, 2025.

Recommended Fixed Route Service Changes:

Overload/Tripper Service Adjustments

Resource Reductions:

- Route 26s: Monitor and potentially remove one AM and PM tripper due to low ridership.
- Route 123s: Remove the AM tripper, retain PM tripper but eliminate the Leslie Road segment.

Resource Additions:

- Additional resources needed on Routes 3 and 40 during peak times.
- Implement an Amazon employee shuttle aligned with shift times.

Event Service Expansion

- Support for the 2026 World Cup Fan Zone in Pasco (June–July 2026).
- Continue service for the Prosser Balloon Rally.
- Weekend shuttle from Downtown Pasco to the Pasco Flea Market.

New and Modified Services

- Route 61: Weekday service to the western A St. area and neighborhood surrounding the Columbia Basin Veterans Center between Ainsworth and A St.
- Pasco Aquatics Center Shuttle: Weekday and Saturday service from the 22nd Ave Transit Center via shuttle. Addition of modified Route 67 on Sunday to serve the new facility.
- Richland Downtown Loop: Planning for route adjustments ahead of Spring 2026 construction.

Recommended CONNECT Service Changes:

- Reassess BFT's agreement with Via Inc. and conduct a comprehensive study to improve efficiency and reduce redundancies between CONNECT and the fixed-route system.

Recommended ADA/Dial-A-Ride Service Changes:

- Focus on implementing same-day ride options for ADA-eligible passengers to improve flexibility and accessibility.

Recommended Rideshare Service Changes:

- Continue to grow the Rideshare program through WSDOT-funded subsidy programs for State employees and integrate new vehicles into the fleet to support expansion and reliability.

Title VI Service Equity Analysis:

BFT conducted a Title VI Service Equity Analysis in accordance with federal requirements to ensure equitable delivery of transit services. The only 2026 ASP modification meeting the definition of a major service change is the introduction of Route 61, which increases service in Pasco neighborhoods with high concentrations of minority and low-income residents and adds direct access to the Columbia Basin Veterans Center. The analysis found no disparate impacts to minority populations, no disproportionate burdens to low-income populations, and no adverse effects requiring mitigation. Instead, the change represents a significant service increase, with 85.5% of benefits gained by minority populations and 23.3% to low-income populations. BFT remains committed to equitable service planning and ongoing monitoring across its service area.

Labor & Vehicle Resources:

Implementation of the 2026 ASP is estimated to require one (1) additional operator for fixed route service in 2026, resulting in a final headcount of approximately 173. Operations and Training staff will continue a hiring effort to address current labor shortages and work towards reaching the approved fixed route operator headcount.

Fixed Route Vehicles Operated in Maximum Service (VOMS) are expected to grow from 57 to 62 on weekdays. The reason for this significant increase is the focus on providing more service during peak hours of the day. This expansion will be possible with BFT's current fleet and utilization of the contingency fleet.

Public Comment:

The 2025 ASP was open for public comment from January 5, 2024, to February 13, 2025. Staff provided four opportunities for the community to provide feedback. Sessions were available in person and online. *

Open Houses:

December 4, 2025, at 5:30 p.m. Pasco Mid-Columbia Library
Location: 1320 W Hopkins St., Pasco, WA 99301

December 9, 2025, at 12 p.m. Virtual session only on Zoom

December 16, 2025, at 12 p.m. Three Rivers Transit Center
Location: 7109 W Okanogan Pl., Kennewick, WA 99336

Public Hearing:

January 15, 2026, at 6 p.m. during the Board Meeting
Location: Ben Franklin Transit Board Room located at 1000 Columbia Park Trail, Richland, WA 99352

The complete Draft 2025 ASP can be viewed on the BFT website at: <https://www.bft.org/plans-reports/>

Funding

Budgeted:	Yes
Budget Source:	Operating Budget
Funding Source:	FTA, State, and Local

Recommendation

The 2026 ASP aims to focus on reallocating service to where it is most needed, removing low-ridership trips, adding targeted pilot services, and adjusting routes to stay aligned with community needs and upcoming changes. There is no recommendation at this time. The public comment period ends on January 15, 2026, at the BFT Board meeting. Staff will conduct a public hearing prior to final board approval of the 2026 Annual Service Plan.

Forward as presented:

Thomas Drozt, Chief Executive Officer



BEN FRANKLIN ***TRANSIT***

2026 Annual Service Plan

Analysis Tools

Hopthru

- Ridership (APC)
- Boardings by Stop
- Alightings by Stop
- Ridership by Time of Day
- Travel Patterns

Remix

- Route Design
- Demographics
- CONNECT Ridership Analysis
- Title VI Equity Analysis

Route Profiles

- Ridership
- On-Time Performance
- Route Productivity

Feedback

- Internal Workshops
- Survey Efforts
- Customer Comments
- Consultant Input



2026 ASP Recommendations

1. Columbia Basin Veterans Service (Route 61)
2. Support for Special Events
3. Pasco Aquatics Center Pilot Shuttle
4. Pasco Flea Market Service Pilot
5. Additional Minor Service Changes



BEN FRANKLIN
TRANSIT

Recommended Minor Service Changes



“**Tripper**” service to address **overcrowding**



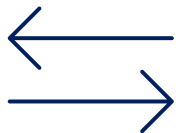
Discontinue low-ridership trips (**Routes 123s and 26s**)



Realign routes for **Richland Downtown** loop



Adjust service to better serve **Amazon** warehouse



Additional minor **route alignment** and **schedule adjustments** as needed



BEN FRANKLIN
TRANSIT

Title VI Service Equity Analysis Data

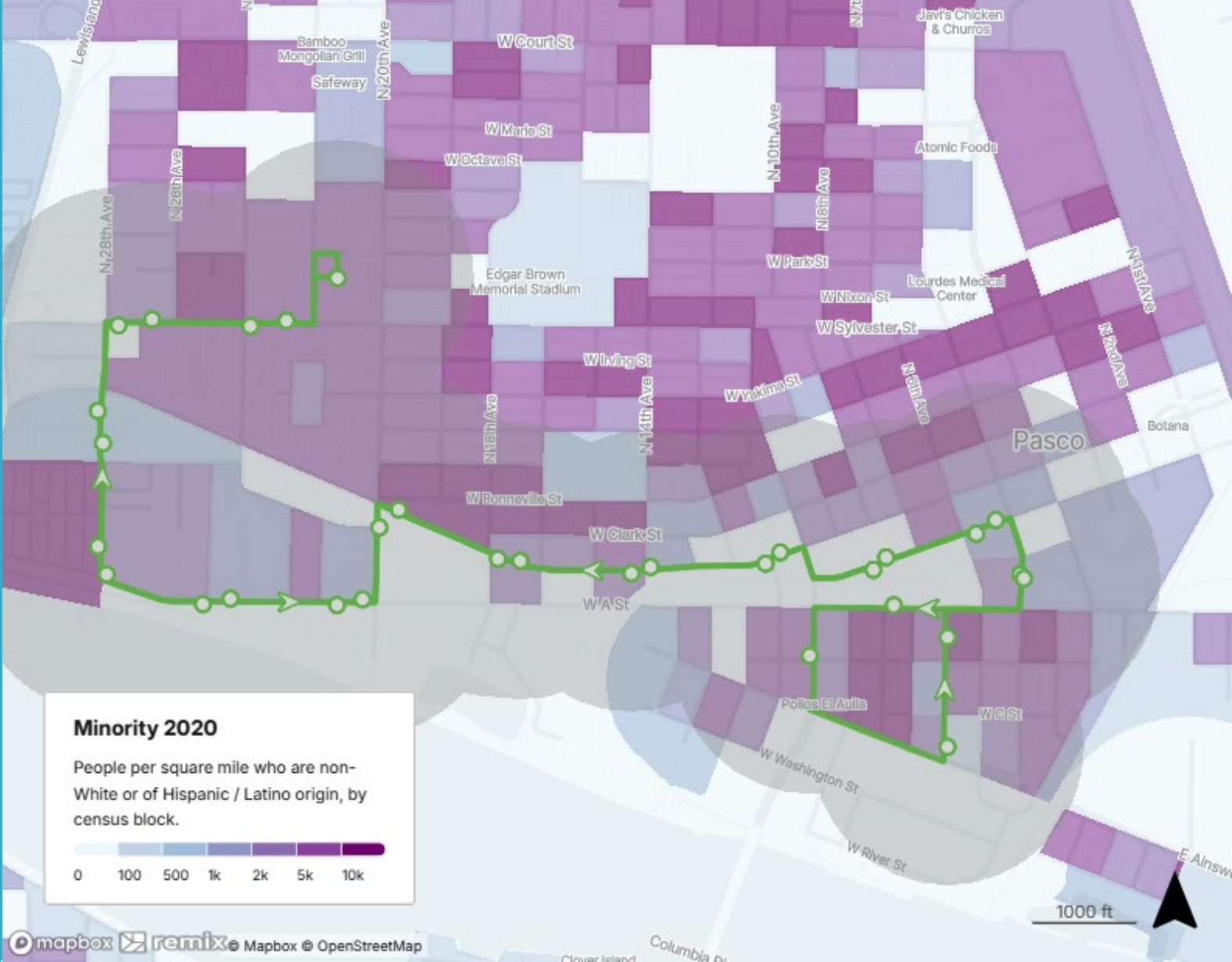
People-Trips Difference Total

Change - 2026 ASP

People-Trips - +68,458,320

Low-Income - +15,953,334

Minority - +58,556,925



Service Changes	Date Effective	Major Change	Service	Disparate Impact	Disproportionate Burden
Route 61	June 2026	Yes		No	No

Future Needs and Opportunities



Improved **Sunday service**



Longer **service span** on weekdays and weekends



Frequency improvements to address demand and overcrowding

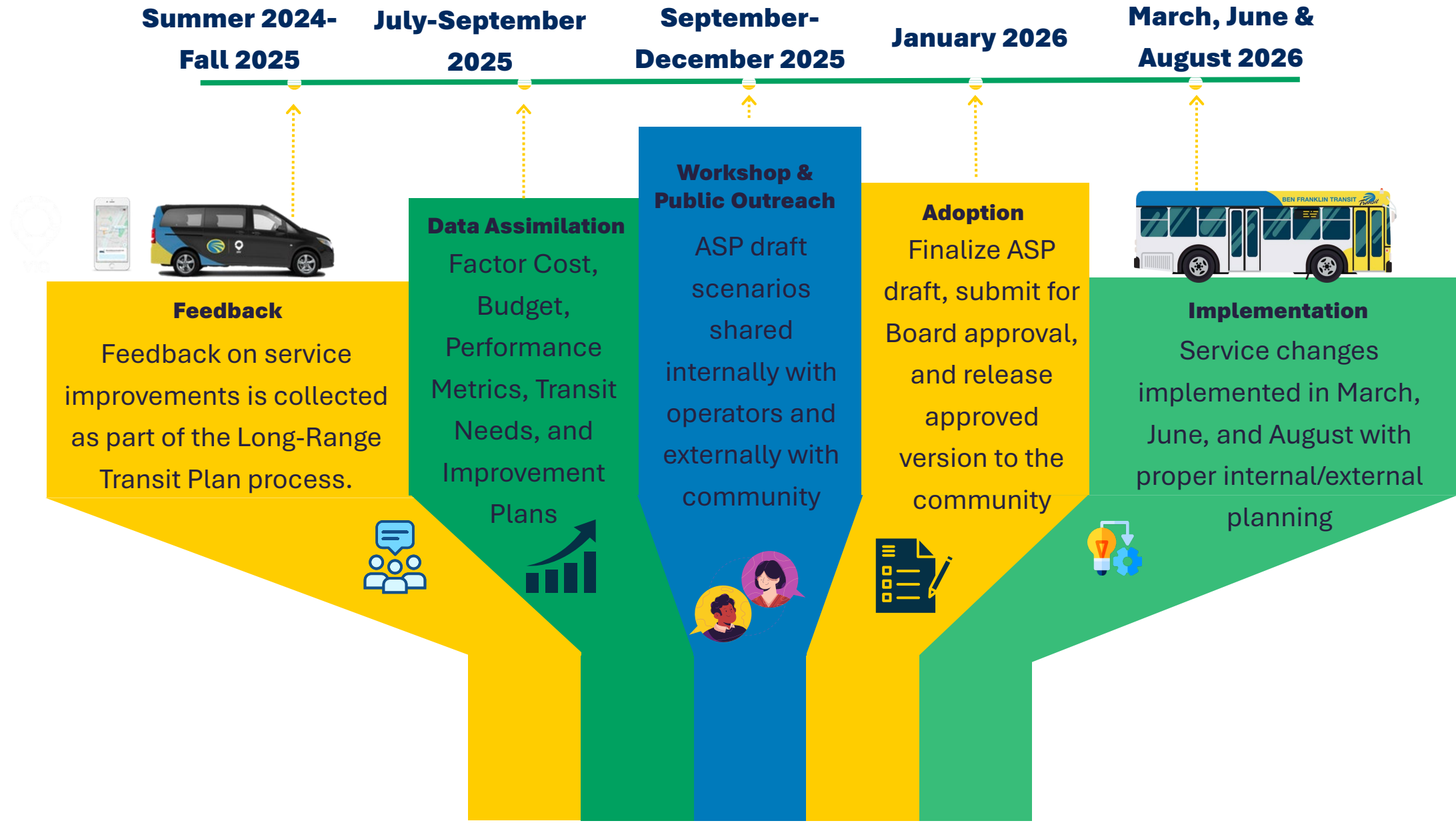


New service **coverage**, including King City and West Clearwater



BEN FRANKLIN
TRANSIT

2026 Annual Service Plan Process



Questions?



BEN FRANKLIN
TRANSIT



BEN FRANKLIN
TRANSIT

Additional Board Information

December 2025

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



BOARD EXECUTIVE COMMITTEE MEETING

Thursday, December 4, 2025 – 4:00 p.m.

GM Conference Room

1000 Columbia Park Trail, Richland, Washington

Notice: Meeting attendance options include in-person and virtual via Teams

[Teams Meeting Link](#)

Meeting Minutes

Committee Members Present: Will McKay, Kurt Maier

Committee Member Absent: Stephen Bauman, David Sandretto

Legal Counsel Present: Jeremy Bishop

BFT Staff: Thomas Drozt, Kevin Sliger, Joshua Rosas, Michela Dimas, Pauline Escalera, Brian Lumanski, Mackenzie Miller, Tracie Boothe, Terry DeJuan, Rob Orvis

1. Convene Committee Meeting

Board Chair, Will McKay, convened the meeting at 4:01 p.m.

Proposed Board Agenda Action Items

2. Resolution XX-2025 Award of Progressive Design Build Contract for the Facilities Maintenance Building

Chief Planning and Development Officer, Kevin Sliger, presented a recommendation that the Board authorize the Chief Executive Officer to award and execute the Progressive Design Build contract with Bouten and ALSC Architects to design and construct the BFT's planned Facilities Maintenance Building.

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

3. Resolution XX-2025 Award EAM Software Contract

Chief Operations Officer, Joshua Rosas, presented the recommendations that the Board of Directors approve a contract with AssetWorks, Inc. for an initial term of three years, with the options to extend the contract up to one additional year in each of years four and five, to continue software maintenance and hosting services.

Action: Moved forward on the consent agenda for the regular board meeting.

4. Resolution XX-2025 Authorizing the Chief Executive Officer to Declare Surplus Vehicles

Senior Manager of Fleet Maintenance, Terry DeJuan, presented the recommendations authorizing the Chief Executive Officer to declare vehicles listed in Exhibit "A" as surplus and dispose of per BFT Policy FIN-108.

Action: Moved forward on the consent agenda for the regular board meeting.

5. Resolution XX-2025 Renewing and Removing CAN Member

Chief of Staff, Hilary Carlson, presented the recommendation that the Board of Directors approve the

removal of two inactive CAN members listed herein to maintain the integrity of the overall CAN function and to maintain balance community representation.

Action: Moved forward on the consent agenda for the regular board meeting.

6. Resolution XX-2025 Updating the CAN Standing Rules

Chief of Staff, Hilary Carlson, presented a recommendation that the Board of Directors approve the changes outlined in Exhibit “A” to the CAN standing rules.

Action: Moved forward on the consent agenda for the regular board meeting.

7. Resolution XX-2025 CAN Recommendation for Public Comment

Chief of Staff, Hilary Carlson, presented a recommendation that the Public Comment be allowed after BFT’s Staff Presentation to the Board, but prior to Board voting on an issue for the following:

- Schedule Changes
- Fare or Rate Changes
- Fare collection methods
- Route modifications
- Capital expense approval or modifications that in excess of + or - \$1,000,000
- Operational changes modifications that in excess of + or - \$1,000,000

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

8. Resolution XX-2025, Amending Resolution 60-2018, Updating the Van-Me-Down Program

Chief of Staff, Hilary Carlson, presented the recommendation to amend Resolution 60-2018 with the updated and revised attached Exhibit A.

Action: Moved forward on the consent agenda for the regular board meeting.

9. Resolution XX-2025 Authorizing the 2026 Operating and Capital Budget

Chief Executive Officer, Thomas Drozt, presented a recommendation that the Board adopt the 2026 Operating and Capital Budgets as presented in Exhibit A to be effective January 1, 2026. Staff also recommended the Board delegate authority to the Chief Executive Officer to file the Fiscal Year 2026 federal and state grants in an amount not to exceed BFT’s apportionment sufficient to claim all available current and prior year funds available to BFT.

Action: Approved for recommendation to the full board. Moved to action item for the regular board meeting.

Additional Documents in Executive Committee Packet

10. Notification of Upcoming Bids and Requests for Proposals

11. 2026 Annual Service Plan Release for Public Comment

12. Adjourn There being no further business, the meeting was adjourned at 4:22 p.m.

Next Executive Committee Meeting – Thursday, January 8, 2026, at 4:00PM

As of: 11/20/2025	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Operations Daily Scheduling & Time Keeping Solution Software RFP	Capital	\$1,725,000	Up to 10 Years	RFP	9/10/2025	1/20/2026	X
Supplemental Contract Services (VIA Connect)	Operating	\$2,500,00 per year	Uo to 5 Years	RFP	12/6/2025	4/15/2026	X

December							
Color Code: Green - Recommendation for Award							
Award - Facility Building Progressive Design Build Contract	Capital	\$4,400,000	12 Months	RFQ/RFP	8/13/2025	12/15/2025	X

January							
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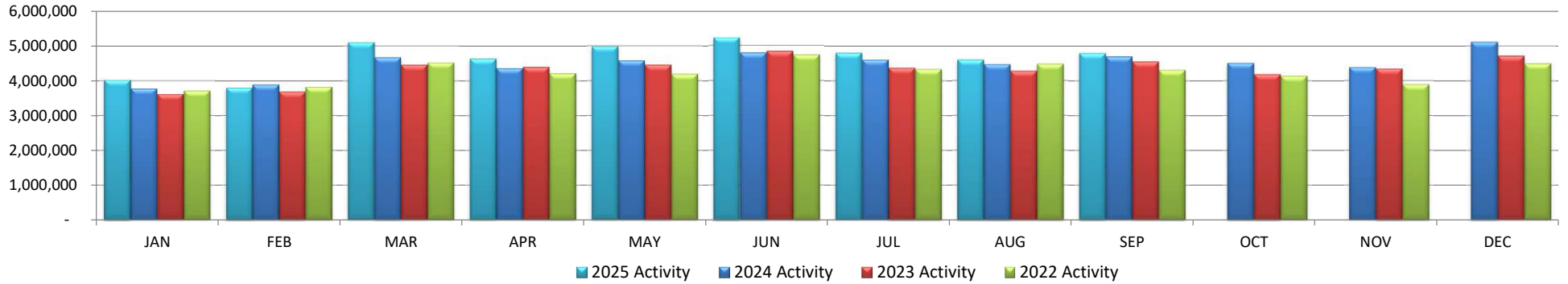
Color Code: Grey - Future Procurement Awards

Operations Daily Scheduling & Time Keeping Solution Software RFP	Capital	\$1,725,000	Up to 10 Years	RFP	9/10/2025	1/20/2026	X

February							



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	4,595,278	4,797,932				42,005,571	\$ 42,005,571
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	\$ 39,888,613
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735	4,376,047	4,276,040	4,559,657	4,191,167	4,349,920	4,724,583	51,958,339	
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	124,940	92,073	-	-	-	2,116,958	
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%	2.8%	2.0%				5.3%	
% 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	\$ 39,791,700
2024 Budget	3,717,000	3,783,000	4,584,000	4,514,000	4,573,000	4,967,000	4,485,000	4,383,000	4,675,000	4,296,000	4,459,000	4,728,000	53,164,000	\$ 39,681,000
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	
Vs. 2025 Budget	289,439	53,294	419,034	110,129	461,090	272,421	306,853	111,278	190,332				2,213,871	5.6%
Vs. 2024 Budget	62,941	107,902	92,729	(149,950)	14,567	(163,884)	125,109	87,339	30,860	214,224	(70,170)	393,953	745,620	0.5%
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)	(192,726)	(179,449)	(255,857)	(163,103)	(455,260)	(1,441,661)	-2.7%
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	5.8%



Ben Franklin Transit Treasurer's Report

Date: December 11, 2025

To: Ben Franklin Transit Board of Directors

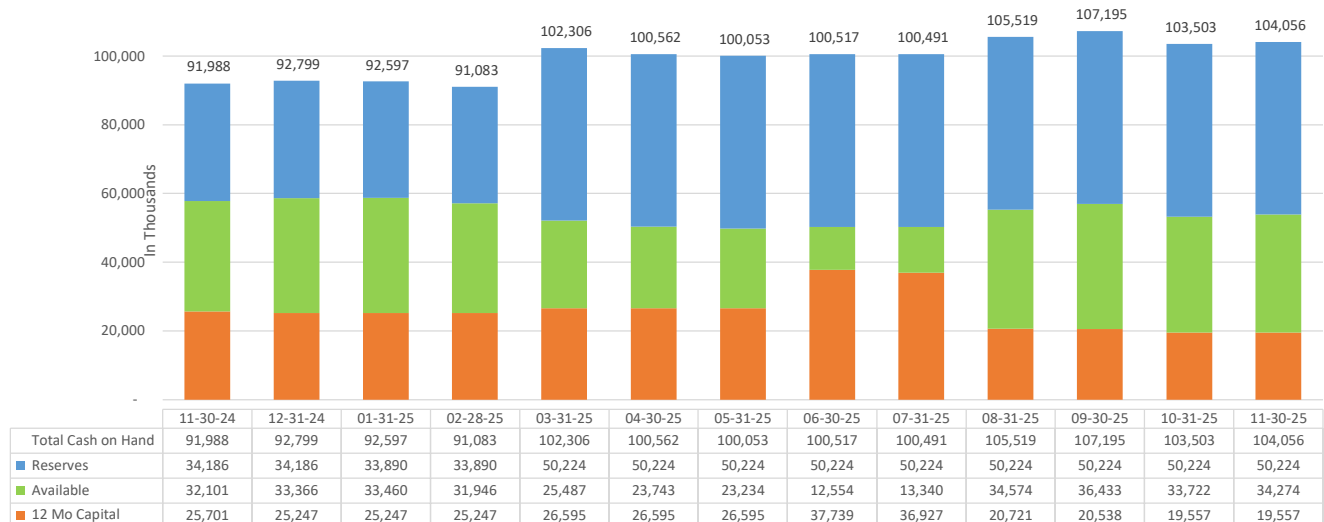
From: Finance Department

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

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

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	4.0106%	Open	\$ 93,344,929	89.7%
Subtotal Investments			93,344,929	89.7%
Check Book Balance, Petty Cash, & Travel Account			10,710,829	10.3%
				100.0%
Total Cash and Equivalents on Hand			\$ 104,055,758	
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			53,831,758	
Local Funds Obligated for Capital Projects (2024 - 2030)	Local Funds Approved Remaining Budget Authority	12 Month Estimated Outflows	(19,557,409)	
Fleet Vehicles	(13,464,567)	(349,021)		
Facilities - Transit Centers & Amenities	(61,614,737)	(9,306,186)		
Equipment	(1,844,803)	(1,415,168)		
Facilities - MOA Campus	(10,619,259)	(1,252,882)		
Technology	(7,209,716)	(4,150,012)		
Other	(7,933,004)	(3,084,140)		
	(102,686,086)	(19,557,409)		
Net Funds Available			\$ 34,274,349	

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



GRANTS SUMMARY

Source	Grant	Total Awards	Total Funds Available
Federal			
	5307	62,797,282	49,668,856
	5310	2,083,274	2,016,397
	5339	<u>3,361,098</u>	<u>2,886,799</u>
	Total Federal	68,241,654	54,572,052
State			
	Formula Grants	13,947,411	12,037,336
	RMG Grants	6,845,000	6,524,675
	Rideshare Grants	958,207	853,067
	Move Ahead WA Grants	<u>3,400,000</u>	<u>3,269,705</u>
	Total State	25,150,618	22,684,783
Other			
	WSTIP	<u>53,802</u>	<u>5,000</u>
	Total Other	53,802	5,000
Total Grants		93,446,074	77,261,835

Pending	Grant	Year	Total Requested
Other-Federal			
	NEA - Art Bus Wraps	2026	60,000
	WSDOT - FIFA	2026	<u>265,000</u>
	Total Other-Federal		325,000
Total Pending			325,000

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 (CRSSA)	2021	33,438	-
5310 (ARPA)	2021	33,439	-
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			54,572,052

STATE GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
Transit Support	2025-2027	7,109,914	5,703,983
Special Needs	2025-2027	6,837,497	6,333,353
			-
			-
TOTAL FORMULA			12,037,336
			12,037,336
RMG - W. Pasco	2025-2027	3,713,000	3,644,629
RMG - 22nd Ave	2025-2027	1,852,000	1,634,412
RMG - Peak Serv.	2025-2027	1,280,000	1,245,634
			-
			-
TOTAL RMG GRANTS			6,524,675
			6,524,675
PT Rideshare	2025-2027	542,700	542,700
RS Subsidy	2025-2027	415,507	310,367
			-
			-
TOTAL RIDESHARE GRANTS			853,067
			853,067
Long Range Corridor	2025-2033	3,400,000	3,269,705
		-	-
			-
			-
TOTAL MAWA GRANTS			3,269,705
TOTAL STATE FUNDS		25,150,618	22,684,783

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
WSDOT - FIFA	2026	265,000	265,000
			-
			-
TOTAL OTHER			325,000
			325,000
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL STATE			-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL FEDERAL			-
			-
TOTAL PENDING AWARDS		325,000	325,000