



BEN FRANKLIN TRANSIT

BOARD OF DIRECTORS REGULAR MEETING

Thursday, March 12, 2026, 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 -Stephen Bauman |
| 2. Roll Call | Clerk of the Board-Pauline Escalera |
| 3. Pledge of Allegiance | |
| 4. Public Comments | |
| 5. Approval of the Agenda (page 1) | Chair – Stephen Bauman |
| 6. Citizens Advisory Network (CAN) Report (page 3) | Dennis Kreutz |
| 7. Consent Agenda | Chair – Stephen Bauman |
| A. February 12, 2026, Regular Board Meeting Minutes (page 7) | |
| B. February Voucher Summary (page 10) | |
| C. Resolution 07-2026 Retirement of Coleen Irby (page 34) | |

- D. Resolution 08-2026 Retirement of John Larson (*page 35*)
- E. Resolution 09-2026 Authorizing the Interim Chief Officer to Declare Certain Furniture of Office Items Surplus and Dispose of in Accordance with Resolution 62-2014 (*page 36*)

8. Action Items

None

9. Information & Discussion Items

- A. Safety Plan Overview Marcus McCready
- B. Maintenance, Operations, and Administration Campus Parcel Consolidation Kevin Sliger

10. Staff Reports & Comments

- A. Legal Report Jeremy J. Bishop
- B. Chief Executive Officer's Report Brian Lubanski

11. Board Member Comments

12. Executive Session

13. Other

14. Next Meeting

Regular Board Meeting – April 9, 2026, at 6:00 p.m.

15. Adjournment

Ben Franklin Transit Citizens Advisory Network
March 2026 Monthly Meeting Agenda

6:00 PM on March 16, 2026.
BFT Administration Building Room 304

A. Attendance – Frank Cuta

BFT Staff members in attendance included:

B. Minutes of our February meeting – Frank Cuta
Motion that they be accepted as distributed.

C. Old and New Business: Dennis Kreutz

1. In February we discussed modifying the key performance indicators (KPI) so that they better represent the data during presentations.

It was emphasized that there is a need to balance the presentation of ridership data and KPIs at BFT board meetings.

BFT Staff agreed to work on providing a report with more detailed information and to explore ways to simplify the data presentation without overwhelming the BFT board.

- * Kevin: Work with Jamie to explore options for displaying both percentages and total numbers (e.g., in parentheses) in KPI visualizations and assess the effort required to implement this change

D. Report on the BFT Board meeting by Dennis Kreutz

E. Report by the CAN member recruitment: Frank Cuta and Bill Barlow

F. Member comments

G. BFT Staff Comments

H. CAN Member to attend the April BFT Board Meeting.

Meeting Adjourned at:

February 2026 Monthly Meeting Minutes
Ben Franklin Transit Citizens Advisory Network

Meeting was called to order by chair Dennis Kreutz at 6:00 PM on February 16, 2026.
We met at the BFT Administration Building.

A. Attendance

Besides Dennis present and voting were Bill Barlow, Frank Cuta and Brandon Harbo.

Absent were Erik Watkins (excused), Bernie Vinther, Brooklyn Hufstader and Laurie Price

Staff members in attendance included
Pauline Escalera CEO Representative
Kevin Sliger, Planning

B. Minutes of our January meeting - Frank
Brandon made the motion that they be accepted as distributed and the motion passed.

C. Old and New Business:

Kevin was short of time, so we put him on first. The CAN has been very concerned about the reporting of misconnections that happen due to fixed route schedule irregularities.

Kevin explained that while 1-2% of trips experience missed connections, they decided not to include this metric in KPIs due to their inability to do the tracking.

NOTE: a report will be provided by BFT at the May CAN meeting showing Q1 data on missed connections.

We discussed how hard it must be to collect good data on fare collection and tracking misconnections. But we would like to see more actual numbers instead of only relative percentages. High percentages gloss over the problems. Keeping track at the door of the bus puts too much of a burden on the driver. Could we at least make an attempt to identify which buses and routes have the worst numbers?

Dennis discussed modifying the key performance indicators (KPI) so that they better represent the data during presentations.

The CEO, who presents the KPIs, needs to have the necessary context to explain the data effectively to the BFT Board.

With this in mind Dennis emphasized the need to balance the presentation of ridership data and KPIs at BFT board meetings. Staff agreed to work on providing a report with more detailed information and to explore ways to simplify the data

presentation without overwhelming the BFT board. Kevin Sli9ger will investigate preparing a smaller subset of data for a manageable presentation.

D. Dennis reported on the BFT Board meeting.

New officers were elected and contracts were approved.

The BFT board discussed safety concerns on buses and fare collection policies. There was debate about whether drivers should collect fares.

E. We reviewed the status of CAN member recruitment. We have received 3 applications.

one candidate has previous board experience. The selection committee will move forward with this one new member and continue evaluating the other candidates.

But it was recognized that no firm decision was possible without a quorum.

We discussed some of the current technical issues with Zoom recordings for BFT board meetings but BFT that we postpone any recommended changes until Tom returns.

F. Member comments

Bill reported on efforts to incorporate climate elements and alternative fuel plans into the long-range transit plan. It is important to first decide on the type of alternative fuel to focus on.

The group discussed transit planning and funding, with Bill emphasizing the need for a more robust long-range plan that addresses alternative fuels and greenhouse gas reduction. They discussed the importance of quarterly transit meetings with jurisdictions and the need for regional problem-solving.

Frank reported on his inability to utilize the Connect service. Apparently, he lives outside of the associated service area. The paratransit service area and the BFT connect service area are not congruent.

G. Closing

Ben agreed to represent the CAN at the BFRT Board meeting on March 12.

Minutes submitted by
Frank Cuta, secretary

Addendum from administration:

* Staff will Coordinate with CEO to ensure that when KPIs are presented to the board, the verbal presentation references the total numbers and their impact, in addition to percentages.

- * Gabe/Kevin: Provide a report on missed bus connections (number of buses, not individuals affected) for Q1 to the CAN committee, including historical data, if possible, by the May CAN meeting.
- * Bill and Frank: Contact Norma Nelson to encourage her to apply for CAN membership and ensure her information is sent for vetting as per bylaws.
- * Kevin: Work with Jamie to explore options for displaying both percentages and total numbers (e.g., in parentheses) in KPI visualizations and assess the effort required to implement this change.
- * Pauline will check the status of new furniture in meeting room 304 and confirm location details for the next CAN meeting.

DRAFT



**BOARD OF DIRECTORS
REGULAR MEETING**

Thursday, February 12, 2026, 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

Vice Chair Stephen Bauman called the meeting to order at 6:00 p.m.

Clerk of the Board, Pauline Escalera, asked the Board of Directors to state their name after their jurisdiction had been called.

2. ROLL CALL

Representing	Attendee Name	Title	Status
City of Pasco	Charles Grimm	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Kurt Maier	Director	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	Absent
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Director	Present
Teamsters Union 839	Tracy Bronson	Union Representative	Present

Present: Brian Lubanski, Joshua Rosas, Kevin Sliger, Pauline Escalera

Legal Counsel: Jeremy J. Bishop

3. PLEDGE OF ALLEGIANCE

Vice Chair Stephen Bauman led the meeting participants in the Pledge of Allegiance.

4. PUBLIC COMMENTS

Vice Chair Bauman then opened the meeting to comments from the public.

One written public comment was received, and eleven oral public comments were made. Vice Chair Bauman then closed public comments.

5. ELECTION OF OFFICERS

Legal Counsel, Jeremy J. Bishop, called for nominations for Chair, Vice Chair, and BFCOG Representative.

Director Grimm nominated Vice Chair Stephen Bauman as Chair, Director Sandretto seconded, and the vote was passed unanimously.

Director Beauchamp nominated Director Maier as Vice Chair, Vice Chair Bauman seconded, and the vote was passed unanimously.

Legal Council Jeremy J. Bishop declared BFCOG representative would stay with the CEO and the board agreed unanimously. Director Sandretto and Director Bloom would remain as alternates.

6. APPROVAL OF AGENDA

Chair Bauman asked for a motion to approve the agenda.

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

7. CITIZENS ADVISORY NETWORK (CAN) REPORT

No report.

8. CONSENT AGENDA

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

A. *January 15, 2025, Regular Board Meeting Minutes*

B. *January Voucher Summary*

C. *Resolution 04-2026, Authorizing to Award AE MOA Services to Meier*

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

9. ACTION ITEMS

A. Resolution 05-2026, Recommending CSched for the Operations Scheduling Software Solution

Presented by Michael Brown, Director of Transit Operations

Director Maier moved to approve Resolution 05-2026. This motion was second by Director Bloom and passed unanimously.

B. Resolution 06-2026, Authorizing the Adoption of the 2026 Long-Range Transit Plan

Presented by Kevin Sliger, Chief Planning and Development Officer and Gabe Martin, Transit

Planning Manager

Director Sandretto moved to approve Resolution 06-2026. This motion was second by Director Bloom and passed unanimously.

C. Appeal of Travis Lehmann

Presented by Legal Counsel, Jeremy J. Bishop

Director Sandretto moved to approve Appeal of Travis Lehmann. This motion was second by Director Bloom and passed unanimously.

10. INFORMATION & DISCUSSION ITEMS

A. 2026 Q4 Performance Report

Presented by Kevin Sliger, Chief Planning and Development Officer

11. STAFF REPORTS & COMMENTS

A. Legal Report

Legal report was made.

B. Chief Executive Officer's Report

No Report.

12. BOARD MEMBER COMMENTS

Board member comments were made.

13. EXECUTIVE SESSION

Executive Session was held under RCW 42.30.110.1(G)

14. OTHER

There were no other items.

15. NEXT MEETING

The next meeting will be held on Thursday, March 12, 2026, at 6:00 p.m.

16. ADJOURNMENT

Chair Bauman adjourned the meeting at 7:59 p.m.

Pauline Escalera, Clerk of the Board

Date



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

Thursday, March 12, 2026

To: Ben Franklin Board of Directors

From: Finance Department

RE: Vouchers for February 2026

February 2026 vouchers totaled \$6,706,775.85. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
DEPT LABOR & INDUSTRIES	WORKERS' COMPENSATION	\$ 561,464.70
INTERNAL REVENUE SERVICE	PAYROLL TAX SERVICES	\$ 544,081.54
N.W. ADMIN. TRANSFER	MEDICAL INS PAYABLE	\$ 540,328.60
COLEMAN OIL COMPANY LLC	FUEL	\$ 346,116.47
Rideco US Inc	SOFTWARE	\$ 341,358.62
ESF DEVELOPMENT LLC	CONSTRUCTION	\$ 323,732.05
RIVER NORTH TRANSIT LLC	CONTRACTED SERVICES	\$ 259,157.09
AVAAP USA LLC	CONTRACTED SERVICES	\$ 253,259.37
MODEL 1 COMMERCIAL VEHICLES INC	VEHICLES	\$ 162,588.65
STATE OF WASHINGTON	MED INS PAYABLE	\$ 130,189.67
CUMMINS INC	PARTS, EQUIP., BUS A/C	\$ 123,206.83
WESTERN CONFERENCE OF	TMSTR PENSION	\$ 111,349.11
SAMSARA INC	PARTS & SERVICE	\$ 99,913.91
ARC OF THE TRI-CITIES INC	PURCHASED TRANSPORTATION	\$ 99,621.00
CORWIN OF PASCO LLC	PARTS, EQUIP., BUS A/C	\$ 96,153.66
US BANK CORPORATE PAYMENT SYSTEMS	US BANK CREDIT CARD	\$ 81,341.01
EMPLOYMENT SECURITY DEPARTMENT	FMLA	\$ 77,113.17
KPFF INC	CONSULTING	\$ 69,495.94
WA STATE AUDITOR	STATE AUDIT	\$ 46,111.65
WA STATE EMPLOYMENT SECURITY DEPT	WACARES	\$ 41,524.96
ALSC ARCHITECTS PS	A & E SERVICES	\$ 39,452.07
STACY A SHORT	PARTS, EQUIP., BUS A/C	\$ 33,927.50
ROCKWALLA IT LLC	NETWORK SERVICES	\$ 33,776.13
WEX BANK	CONTRACTED SERVICES	\$ 33,401.69
Phoenix Protective Corp	SERVICE	\$ 26,783.60
HEART AND HUNTER INC	CONTRACTED SERVICES	\$ 26,780.00
CITY OF RICHLAND	UTILITY	\$ 26,367.56
CARAHSOFT TECHNOLOGY CORPORATION	IT SOLUTIONS PROVIDER	\$ 25,240.14
GILLIG LLC	PARTS, EQUIP., BUS A/C	\$ 24,542.24
ROACH & BISHOP LAW LLP	LEGAL SERVICES	\$ 23,109.55
Tennant Sales and Service Company	SUPPLIES	\$ 21,140.08
SIERRA ELECTRIC INC.	ELECTRICAL SERVICES	\$ 17,763.90
BRIDGESTONE AMERICAS INC	BUS TIRE LEASE	\$ 16,968.45
EXPRESS SERVICES	TEMPORARY STAFFING SERVICES	\$ 15,726.21
DEPT OF RETIREMENT SYSTEMS - DCP	EMP DEFERRED COMP	\$ 15,254.94
CASCADE NATURAL GAS CORPORATION	HEATING EXPENSE	\$ 14,018.22
BUENAVISTA SERVICES INC	JANITORIAL SERV	\$ 13,464.36
ANR GROUP INC	TEMPORARY STAFFING SERVICES	\$ 13,239.67
JRT MECHANICAL INC	CONTRACTED SERVICES	\$ 11,550.00
APOLLO SHEET METAL INC.	PARTS, EQUIP., BUS A/C	\$ 11,400.97
VERIZON WIRELESS	TELEPHONE	\$ 11,125.01
BUSINESS RADIO INC	PARTS, EQUIP., BUS A/C	\$ 10,578.73
TEAMSTERS UNION	UNION DUES	\$ 10,035.24
Total Significant Vendors		\$ 4,783,754.26
Payroll Total		\$ 1,601,420.51
Total Non-Significant Vendors		\$ 321,601.08
GRAND TOTAL		\$ 6,706,775.85

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 [February 2026](#).

PAYROLL

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
526-03	ACH	ACH	2/6/2026	\$ 800,540.44	Payroll
526-04	ACH	ACH	1/23/2026	\$ 800,880.07	Payroll
Total				\$ 1,601,420.51	

AUTHORITY MEMBER
3/12/2026

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 **January 2026**.

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
117-26	93391	93392	2/3/2026	14,906.70	MDSE
119-26	ACH	ACH	2/2/2026	341,358.62	ACH
120-26	93393	93470	2/6/2026	735,999.02	MDSE
121-26	ACH	ACH	2/6/2026	390,460.88	ACH
122-26	ACH	ACH	2/9/2026	33,401.69	ACH
123-26	93471	93503	2/13/2026	735,425.36	MDSE
124-26	93504	93538	2/16/2026	68,407.39	MDSE
125-26	ACH	ACH	2/10/2026	17,603.55	ACH
126-26	ACH	ACH	2/13/2026	46,111.65	ACH
127-26	ACH	ACH	2/17/2026	35,468.00	ACH
128-26	93539	93620	2/20/2026	494,751.29	MDSE
129-26	ACH	ACH	2/20/2026	295,356.72	ACH
130-26	ACH	ACH	2/23/2026	540,328.60	ACH
131-26	ACH	ACH	2/24/2026	7,679.79	ACH
132-26	93621	93690	2/27/2026	1,323,017.47	MDSE
137-26	93661	93664	2/28/2026	(21,403.50)	VOID
139-26	ACH	ACH	2/25/2026	609.10	ACH
140-26	ACH	ACH	2/27/2026	45,873.01	ACH

Total \$ 5,105,355.34

*voids and prior period removed from total

AUTHORITY MEMBER
 3/12/2026

February 2026 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 March 12, 2026.

ACTION: As of this date, March 12, 2026, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
526-03	ACH	ACH	2/6/2026	\$ 800,540.44	Payroll
526-04	ACH	ACH	1/23/2026	\$ 800,880.07	Payroll
Total				\$ 1,601,420.51	

ACCOUNTS PAYABLE

Check Register Number	Check Number	Check Number	Date of Issue	In the Amount	
117-26	93391	93392	2/3/2026	14,906.70	MDSE
119-26	ACH	ACH	2/2/2026	341,358.62	ACH
120-26	93393	93470	2/6/2026	735,999.02	MDSE
121-26	ACH	ACH	2/6/2026	390,460.88	ACH
122-26	ACH	ACH	2/9/2026	33,401.69	ACH
123-26	93471	93503	2/13/2026	735,425.36	MDSE
124-26	93504	93538	2/16/2026	68,407.39	MDSE
125-26	ACH	ACH	2/10/2026	17,603.55	ACH
126-26	ACH	ACH	2/13/2026	46,111.65	ACH
127-26	ACH	ACH	2/17/2026	35,468.00	ACH
128-26	93539	93620	2/20/2026	494,751.29	MDSE
129-26	ACH	ACH	2/20/2026	295,356.72	ACH
130-26	ACH	ACH	2/23/2026	540,328.60	ACH
131-26	ACH	ACH	2/24/2026	7,679.79	ACH
132-26	93621	93690	2/27/2026	1,323,017.47	MDSE
137-26	93661	93664	2/28/2026	(21,403.50)	VOID
139-26	ACH	ACH	2/25/2026	609.10	ACH
140-26	ACH	ACH	2/27/2026	45,873.01	ACH
Total				\$ 5,105,355.34	

Check Register Nos. 117-26, 119-26 to 132-26, 137-26, 139-26, 140-26 and 526-03 and 526-04 in the total amount **\$ 6,706,775.85**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 117-26

CHECK NUMBERS 93391 TO 93392

DATE 2/3/2026

PURPOSE APFEB26A VOUCHERS

AMOUNT \$14,906.70

"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 (Feb 3, 2026 14:05:03 MST)
AUDITOR

02/03/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 119-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/2/2026

PURPOSE:

02693 RIDEKO US INC	\$341,358.62
TOTAL	\$341,358.62

"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 (Feb 3, 2026 14:04:23 MST)

AUDITOR

02/03/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 120-26

CHECK NUMBERS 93393 TO 93470

DATE 2/6/206

PURPOSE APFEB26B VOUCHERS

AMOUNT \$735,999.02

"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."


Brian Lubanski (Feb 9, 2026 16:21:38 PST)
AUDITOR

02/09/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 121-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/6/2026

PURPOSE:

02672 COMMUNITY NATIONAL DRIVE	\$78.00
00430 IRS PAYROLL	\$269,043.06
00286 TEAMSTERS LOCAL 839	\$1,258.00
00262 WA DCS	\$1,443.69
01887 PFML 4TH QRT	\$77,113.17
02436 WA CARES 4TH QRT	\$41,524.96
TOTAL	\$390,460.88

"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."



Brian Lubanski (Feb 9, 2026 16:25:02 PST)

AUDITOR

02/09/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 122-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/9/2026

PURPOSE:

02072 WEX	\$33,401.69
TOTAL	\$33,401.69

"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."


Brian Lubanski (Feb 9, 2026 16:24:29 PST)
AUDITOR

02/09/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 123-26

CHECK NUMBERS 93471 TO 93503

DATE 2/13/2026

PURPOSE APFEB26C VOUCHERS

AMOUNT \$735,425.36

"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."


Brian Lubanski (Feb 18, 2026 15:08:30 PST)
AUDITOR

02/18/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 124-26

CHECK NUMBERS 93504 TO 93538

DATE 2/16/2026

PURPOSE APFEB26D VOUCHERS

AMOUNT \$68,407.39

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


Brian Lubanski (Feb 18, 2026 15:07:55 PST)
AUDITOR

02/18/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 125-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/10/2026

PURPOSE:

00441 ICMA MISSION SQUARE	\$3,009.77
00082 HRA VEBA	\$4,890.00
01609 AW REHN	\$2,128.63
00532 DEPT OR RETIREMENT	\$7,575.15
TOTAL	\$17,603.55

"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."


Brian Lubanski (Feb 18, 2026 15:07:09 PST)
AUDITOR

02/18/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 126-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/13/2026

PURPOSE:

00377 WA STATE AUDITOR	\$46,111.65
TOTAL	\$46,111.65

"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."


Brian Lubanski (Feb 18, 2026 15:06:33 PST)
AUDITOR

02/18/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 127-26

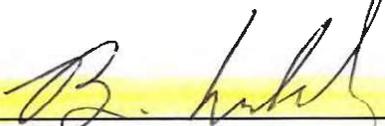
ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/17/2026

PURPOSE:

00740 US BANK JAN 2026 CC	\$35,468.00
TOTAL	\$35,468.00

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

 2/26/26
AUDITOR DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 128-26

CHECK NUMBERS 93539 TO 93620

DATE 2/20/2026

PURPOSE APFEB26E VOUCHERS

AMOUNT \$494,751.29

"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."


Brian Lubanski (Feb 23, 2026 15:52:33 EST)
AUDITOR

02/23/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 129-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/20/2026

PURPOSE:

01609 AW REHN	\$2,045.30
02672 COMMUNITY NATIONAL DRIVE	\$78.00
00082 HRA VEBA	\$4,890.00
00441 ICMA MISSION SQUARE	\$3,084.01
00430 IRS PAYROLL TAXES	\$275,038.48
00286 TMSTRS UNION DUES LOCAL 839	\$8,777.24
00262 WA DCS	\$1,443.69
TOTAL	\$295,356.72

"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."



Brian Lubanski (Feb 23, 2026 15:31:58 EST)

02/23/2026

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 130-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/23/2026

PURPOSE:

00014 NW ADMIN WA TMSTRS TRUST	\$540,328.60
TOTAL	\$540,328.60

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


Brian Lubanski (Feb 23, 2026 15:53:23 EST)
AUDITOR

02/23/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 131-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/24/2026

PURPOSE:

00532 DEPT OF RETIREMENT	\$7,679.79
TOTAL	\$7,679.79

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


Brian Lubanski (Mar 2, 2026 13:39:42 PST)
AUDITOR

03/02/2026
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 132-26

CHECK NUMBERS 93621 TO 93690

DATE 2/27/2026

PURPOSE APFEB26F VOUCHERS

AMOUNT \$1,323,017.47

"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."


Brian Lubanski (Mar 2, 2026 13:36:32 PST)
AUDITOR

03/02/2026
DATE

CHECK REGISTER CERTIFICATION

ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 137-26

CHECK NUMBERS 93664

VOID DATE 3/6/2026

CHECK DATE(S) 2/27/2026

AMOUNT \$21,403.50

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."

GEORGE KAFKALAS

AUDITOR

03/09/2026

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 140-26

ACH WIRE TRANSFERS

DATE EFFECTIVE IN BANK 2/20/2026

PURPOSE:

00740 US BANK FEBRUARY	\$45,873.01
TOTAL	\$45,873.01

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

GEORGE KAFKALAS

AUDITOR

03/09/2026

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-03

CHECK NUMBER

\$

ACH TRANSFER

\$ 800,540.44

PAYROLL DATE

February 06, 2026

PURPOSE: PPE 01/31/2026

AMOUNT: \$800,540.44

“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.”



AUDITOR

2/10/2026

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 526-04

CHECK NUMBER
ACH TRANSFER

\$
\$ 800,880.07

PAYROLL DATE February 20, 2026

PURPOSE: PPE 02/14/2026 AMOUNT: \$800,880.07

“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

2/24/26

DATE

**BEN FRANKLIN TRANSIT
RESOLUTION 07-2026**

**A RESOLUTION RECOGNIZING THE RETIREMENT OF COLEEN IRBY AND HER
22 YEARS OF SERVICE**

WHEREAS Coleen Irby has served our community for the last 22 years as a Ben Franklin Transit (BFT) Dial-A-Ride driver. We would like to thank Coleen for her years of service and positive impact on our customers, the agency, and her fellow employees; and

WHEREAS Coleen Irby submitted her notice of retirement to BFT with an effective date of March 13, 2026.

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

1. Coleen Irby served BFT and the Tri-Cities community as a Dial-A-Ride driver for 22 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Dial-A-Ride driver Coleen Irby for her professional efforts on behalf of the agency, its employees, and its customers. BFT wishes Coleen the best in all her future endeavors and congratulates her on her retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held March 12, 2026, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 08-2026**

A RESOLUTION RECOGNIZING THE RETIREMENT OF JOHN LARSON AND HIS 17 YEARS AND 4 MONTHS OF SERVICE

WHEREAS John Larson has served our community for the last 17 years and 4 months as a Ben Franklin Transit (BFT) Coach Operator. We would like to thank John for his years of service and positive impact on our customers, the agency, and his fellow employees; and

WHEREAS John Larson submitted his notice of retirement to BFT with an effective date of January 13, 2026.

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

1. John Larson served BFT and the Tri-Cities community as a Coach Operator for 17 years and 4 months.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Coach Operator John Larson for his professional efforts on behalf of the agency, its employees, and its customers. BFT wishes Barry the best in all his future endeavors and congratulates her on his retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held March 12, 2026, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: March 12, 2026

To: Brian Lubanski, Interim Chief Executive Officer

From: Shane Anderson, Director of Facilities and Special Projects

RE: Resolution 09-2026 Authorizing the Interim Chief Executive Officer to Declare Certain Furniture and Office Items Surplus and Dispose of in Accordance with Resolution 62-2014

Background

Ben Franklin Transit (BFT) maintains furniture and office furnishings in support of administrative and operational functions. Periodically, assets reach the end of their useful life or become no longer necessary due to facility reconfiguration, operational changes, or condition-related obsolescence. Following a review of stored assets, staff identified furniture and office items that:

- Have exceeded their useful life (generally more than ten (10) years old)
- Are no longer required for agency operations.
- Are not included in BFT's active inventory; and
- Have remained unused in storage at the Pasco Bank Building and Bekins storage units.

Continued retention and storage of these items do not represent efficient use of agency facilities or resources. Declaring these items' surplus allows the agency to responsibly clear storage space and dispose of assets in a transparent and policy-compliant manner.

Resolution 62-2014 establishes the procedures governing surplus property disposition.

The furniture and office items proposed for surplus designation are identified in Exhibit "A," attached hereto.

Staff recommend that the Board authorize the Interim Chief Executive Officer, to declare the identified items surplus and dispose of them in accordance with established policy. Disposition may include donations to nonprofit organizations or other lawful and appropriate disposal methods consistent with agency policy.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

No financial impact is anticipated as a result of this action.

Recommendation

Approve Resolution 09-2026 authorizing the Interim Chief Executive Officer to declare the furniture and office items identified in Exhibit "A" as surplus and dispose of such items in accordance with Resolution 62-2014.

Forwarded as presented:

Brian Lubanski, Interim Chief Executive Officer

**BEN FRANKLIN TRANSIT
RESOLUTION 09-2026**

**A RESOLUTION AUTHORIZING THE INTERIM CHIEF EXECUTIVE OFFICER TO
DECLARE CERTAIN FURNITURE AND OFFICE ITEMS SURPLUS AND DISPOSE OF
IN ACCORDANCE WITH FIN-108 AND RESOLUTION 62-2014**

WHEREAS, Ben Franklin Transit (BFT) maintains furniture and office furnishings in support of its administrative and operational functions; and

WHEREAS, certain furniture and office items have exceeded their useful life, are no longer required for agency operations, and have remained unused in storage facilities; and

WHEREAS, continued retention and storage of such items is not an efficient use of agency resources; and

WHEREAS, Resolution 62-2014 establishes the procedures governing surplus property disposition.

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

1. The furniture and office items identified on Exhibit "A," attached hereto and incorporated herein by this reference, are hereby declared surplus.
2. The Interim Chief Executive Officer, or designee, is authorized to dispose of the items listed on Exhibit "A" in accordance with Resolution 62-2014, including donation to nonprofit organizations or other lawful and appropriate methods of disposition consistent with agency policy.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, March 12, 2026, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Pauline Escalera, Clerk of the Board

Stephen Bauman, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT "A"

List of Surplus Furniture and Office Items

Pursuant to Resolution XX-2026, the following furniture and office items are declared surplus:

Item Description	Quantity	Notes
Complete Office Furniture Setups	Approximately 14	Originally acquired from Everett Transit
Assorted Office Chairs	Approximately 50	Various styles and colors
Couches / Loveseats	3	Mixed condition
Whiteboards and Bulletin Boards	Assorted	Various sizes
Filing Cabinets (Standard)	Approximately 15–20	Various sizes
Rolling Desk Chairs	8	Standard office use
Standing Desks	5	Adjustable units
VARIDESK Units	6	Desktop adjustable units
Two-Drawer Filing Cabinets	10	Standard metal units
Miscellaneous Furniture and Office Items	Assorted	Includes small furnishings not individually itemized

Safety & Training

BFT Board of Directors Meeting

Executive Safety Plan Overview

March 12, 2026



Safety Briefing

- Know your escape plan.
- If there is a fire or another emergency, it is important to be able to get out quickly and safely.
- Emergency exits should be kept clear and free of obstructions so that they can be used in the event of a fire or another emergency.

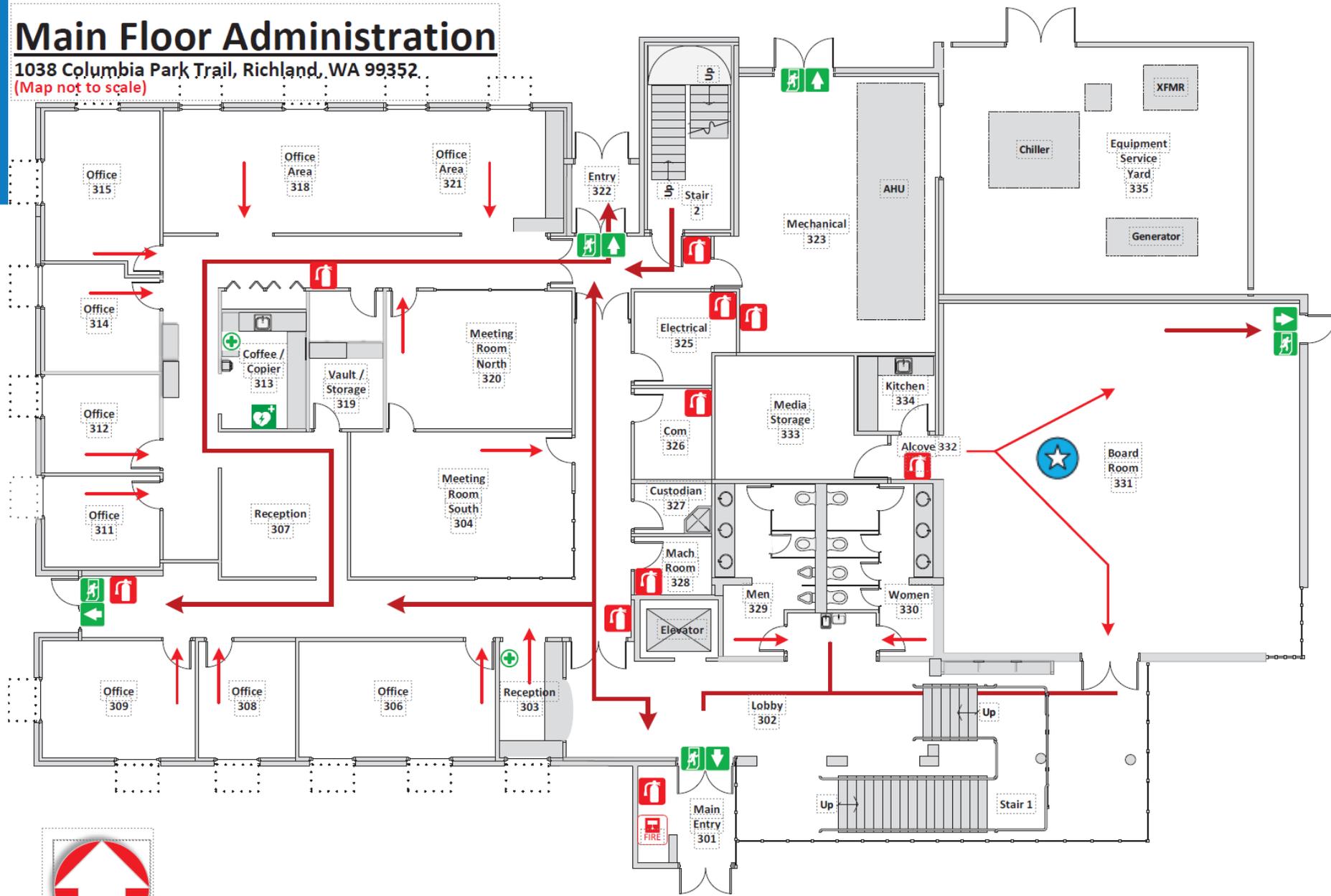
Emergency Exits & Evacuation Points



Main Floor Administration

1038 Columbia Park Trail, Richland, WA 99352.

(Map not to scale)



	Fire Extinguisher		Emergency Exit		Escape Route
	Fire Alarm		First Aid Kit		Direction to Escape Route
			AED		You Are Here



Emergency Evacuation Procedure

- **Cease all work activities immediately.**
- **Exit the building promptly using the stairwells—do not use elevators.**
- **Proceed to the designated safe evacuation point.**
- **Ensure full accountability of all personnel once at the evacuation point.**
- **Remain at the evacuation point and await further instructions from a supervisor or authorized first responder.**
- **Do not attempt to re-enter the building until it has been officially cleared by supervisory personnel or emergency responders.**

Emergency Evacuation Points

Update Items

- PTASP: Public Transportation Agency Safety Plan
- De-Escalation
- Hot Buttons
- De-Escalation Tips
- Art of Communication
- Body Language
- Situations and Resources
- Transit Operators' Personal Safety & Verbal S.W.A.T.

Public Transportation Agency Safety Plan



Public Transportation Agency Safety Plan PTASP



Effective Dates: January 1, 2026 - December 31, 2026
Updated 01.30.2026 by M. McCready, E. Brown

What is PTASP?

- Federally mandated Public Transportation Agency Safety Plan
 - Required for all FTA funding recipients
 - Establishes a formal Safety Management System (SMS)
 - Documents how BFT identifies, assesses, and mitigates safety risk

Governing Federal Requirements

- 49 U.S.C. § 5329 – Public Transportation Safety Program
 - 49 CFR Part 673 – Public Transportation Agency Safety Plan Rule
 - Mandates implementation of a Safety Management System (SMS)
 - Requires annual Board approval and certification

Four Components of Safety Management System (SMS)

- Safety Management Policy – Leadership & accountability
 - Safety Risk Management – Hazard identification & mitigation
 - Safety Assurance – Monitoring & corrective action tracking
 - Safety Promotion – Training, communication, safety culture

Why PTASP is Critical to BFT

- Protects federal funding eligibility
 - Reduces collisions, injuries, and operator assaults
 - Supports data-driven decision-making
 - Strengthens safety culture and workforce protection

Workshop Purpose

- Provide clear walkthrough of expectations and training
 - Explain operator authority in practical terms
 - Show how we operationally back up operators
 - Identify gaps and options for Board direction

Fare Collection – What Operators Are Expected To Do

- Ask for and collect appropriate fare or verify pass
 - Politely request correct fare once
 - If incorrect fare provided → remind customer of fare amount and record as short fare or no fare.
 - Allow customer to ride

Fare Collection – What Operators Are NOT Expected To Do

- No repeated badgering about fare
 - No physical enforcement
 - No service interruption over single refusal
 - Safety prioritized over fare enforcement

Chronic Fare Refusal – Operational Procedure

- Contact Dispatch
 - Request Supervisor
 - Continue route (do not delay service)
 - Submit Incident Report
 - Refusal of service requires Supervisor authorization

Passenger Relations & Conflict – Key Safety Principles

- Fare disputes & disorderly conduct are primary assault triggers
 - Do not take the bait – know your triggers
 - Never argue, debate, or escalate
 - Tone management and depersonalization are critical

Operator Personal Safety Directives

- Never leave seat to confront passenger
 - Never physically restrain or engage
 - Open doors and allow aggressor to exit
 - Use barrier, radio (RTT/PRTT), silent alarm, CCTV

Emergency Protocol

- Dangerous passenger → Contact Dispatch immediately
 - Imminent danger → Call 911 first, then notify Dispatch
 - Operators do not physically intervene in fights
 - Supervisor & law enforcement coordinate response

Operator Support – In Practice

- Dispatch monitoring & immediate response coordination
 - Road Supervisors respond in field
 - Security patrols transit centers & ride-alongs via Phoenix Security Services
 - Post-incident review and follow-up

Security Rollout – Phase 2 & 3

- Expanded transit center presence
 - Mobile patrol & ride-along expansion
 - Non-lethal security capability (where authorized)
 - Supports existing de-escalation-first policy

De-Escalating Conflict

- STAY IN YOUR SEAT and use the PA if necessary.
- Speak calmly and don't aggravate a potentially escalating situation.

If you feel the need to ask the customer to leave the bus:

- Stop the bus!
- Open BOTH doors to provide an out.
- Contact Dispatch.

REMEMBER, YOU ARE NOT THE POLICY ENFORCER.

One of the major causes of arguments on Transit Buses?



The Fare

Youth Passes



Drivers should NOT have to ask kids to show their youth pass.

Personal Security Begins with you

It is better to have strong verbal conflict resolution skills and not need them, than to need them during conflict and not have them!

Your best safety plan begins with understanding the environment you are entering, being aware of your surroundings, possessing good verbal skills, and knowing what your own limitations are.



Transit Operators' Personal Safety (T.O.P.S.) & Verbal S.W.A.T.

Quarterly Training Initiative

Training Purpose & Objectives

- Enhance operator personal safety awareness.
 - Provide practical tools to prevent and manage conflict.
 - Improve communication during high-stress situations.
 - Promote a safe environment for operators and passengers.

T.O.P.S. – Core Principles

- Situational awareness at all times.
 - Early recognition of potential threats.
 - Maintaining safe positioning and escape options.
 - Using policy, procedure, and communication for protection.

Situational Awareness

- Continuously scan environment (bus & transit centers).
 - Identify behavioral cues and escalating body language.
 - Avoid distractions that reduce awareness.
 - Trust instincts and report suspicious activity.

De-escalation & Personal Safety

- Remain calm and professional under stress.
 - Use distance, barriers, and positioning strategically.
 - Avoid arguing or escalating language.
 - Request assistance early when needed.

Verbal S.W.A.T. – Communication Strategy

- Strategic Words And Tactics.
 - Use communication to defuse conflict.
 - Gain voluntary compliance when possible.
 - Reduce risk of physical confrontation.

Key Communication Techniques

- Active listening and empathy statements.
 - Professional tone and controlled body language.
 - Clear, concise instructions.
 - Non-threatening posture and eye contact.

Managing Difficult or Aggressive Behavior

- Recognize early warning signs of escalation.
 - Set clear boundaries respectfully.
 - Avoid power struggles or ultimatums.
 - Follow policy for refusal of service when necessary.

Safety Culture & Reporting

- Immediately report incidents and near misses.
 - Document behaviors and threats accurately.
 - Support one another and communicate concerns.
 - Commitment to continuous safety improvement.

Key Takeaways

- Awareness + Communication = Prevention.
 - Early intervention reduces escalation.
 - Professionalism enhances safety.
 - Your safety is the priority.

THANK
YOU



BEN FRANKLIN
TRANSIT



To: Fixed Route and Dial-A-Ride Operators

From: Marcus McCready – Director of Safety

Date: 1/17/2025

Re: Customer / Passenger Relations and Conflicts

All,

Fare disputes along with disorderly passengers are the predominant cause of Operator assaults. As a bus operator, your job is challenging, and it can even be dangerous. You must follow the SOPs, adhere to the rules, maintain your schedule and deal with customers – sometimes all at the same time. The goal is to provide you with tools and resources to reduce your likelihood of being assaulted. We want to reduce disputes and conflicts and help you avoid confrontations.

How to Avoid Confrontation:

- Don't take the bait! Know your triggers and slow down your response.
 - Use self-talk.
 - Depersonalize the situation.
 - Be aware of your voice tone.
 - Don't sound patronizing, condescending or irritated. Don't make loud sighs.
- Never challenge, argue, or debate with the customer, it can escalate and lead to a violent situation.
- Sometimes silence is the best remedy; avoid unnecessary dialogue that doesn't lead to resolutions.
- Never leave your seat to approach or confront agitated customers
- Allow the assailant(s) to leave the bus or work area so they are no longer a threat.
- Never try to forcibly restrain or enclose the assailant; open the bus doors.

- Be familiar with your vehicle safety equipment
 - Bus barrier
 - Bus Radio RTT, PRTT, Silent Alarm
 - CCTV Video Surveillance System
- Always report hostile or disruptive customers to your supervisor.

We have received reports that some employees are encouraging others to use self-defense or physically engage with passengers who may be threatening or appear to be dangerous. Under no circumstance, should an Operator approach a passenger who appears to be dangerous or who is fighting with passengers or members of the public. If a passenger appears to be dangerous contact dispatch immediately. If you feel you are in imminent danger, call 911 and then notify Dispatch.

Operator safety is very important to us, please contact our Safety or Operations team with any questions regarding Bus safety.



Memorandum

Date: 9/28/2023
To: All Coach Operators
From: Operations Management
RE: Fixed Route Fare Collection

I wanted to take a moment to make sure that the directions with fare collection on Fixed Route Service are clear.

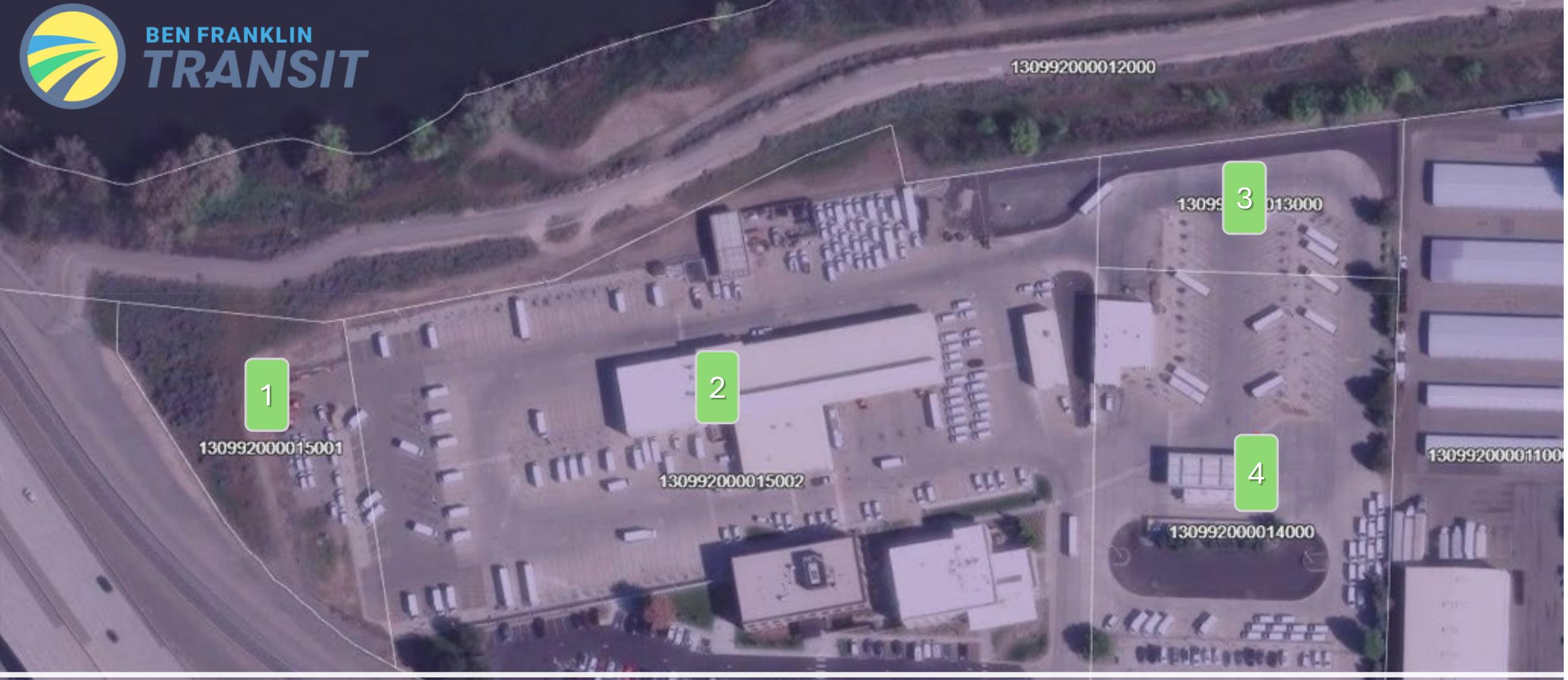
We expect operators to ask for and collect the appropriate fare or view the appropriate pass from every passenger that boards the bus. If a full fare is not provided by our customers, operators should politely ask customers for the correct fare. This needs to be carefully communicated in a professional manner and with the correct tone of voice. If the customer does not have the correct fare kindly remind them what the fare is and allow them to ride and provide them with a transfer if they ask.

The more tact you use in carefully communicating this to the customer will help you avoid a confrontational interaction. Once you have said it one time, let it go. There is no need to reiterate or badger individuals about the fare. We recognize that conversations about fares can be a trigger point for negative interactions and your safety is our primary concern.

If you have a customer who refuses to pay regularly, contact dispatch, request a supervisor, proceed on with your route and do an incident report. We will not interrupt or delay service for other customers if someone refuses to pay.

Refusal of service must always be authorized by a supervisor. Refusing service of any kind without supervisor approval could be considered poor customer service under your CBA.

If you have any questions, please see a supervisor or manager. We appreciate all your hard work and dedication.



**Maintenance, Operations, and Administration (MOA) Campus Parcel Consolidation
- Facilities Maintenance Building Project**



Lot Consolidation – Key Considerations

- Extending City sewer main from Ops Building would require new easements and major reconstruction of parking/drive lanes due to shallow existing main
- Consolidating (2) lots allows private sewer, right-sized grinder/pump, and shallow trenching — reducing cost and disruption
- Single shoreline permit process instead of separate permits for each parcel for the multiple projects
- Existing easements and Federal interest in property
- Consolidating all (4) lots would save approximately \$1,200/year in Irrigation/Mosquito Control/Noxious Weed tax assessments at current rates.
 - Tax Breakdown
 - Parcel 1 - \$392.70
 - Parcel 2 - \$1,021.54
 - Parcel 3 - \$340.61
 - Parcel 4 - \$495.08



BEN FRANKLIN
TRANSIT

Additional Board Information

March 2026

1. Board Executive Committee Meeting Minutes of March 5, 2026
2. Upcoming Bids and Requests for Proposals
3. Sales Tax Comparison
4. Treasurer's Report
5. Grant Summary



BOARD EXECUTIVE COMMITTEE MEETING

Thursday, February 5, 2026 – 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: Kurt Maier, David Sandretto, Stephen Bauman

Committee Member Absent: Will McKay

Legal Counsel Present: Jeremy Bishop

BFT Staff: Brian Lumanski, Kevin Sliger, Joshua Rosas, Pauline Escalera, Michaela Dimas, Michael Brown, Marcus McCready, Tracie Boothe, Rob Orvis

1. **Convene Committee Meeting**

Board Chair, Stephen Bauman, convened the meeting at 4:00 p.m.

Proposed Board Agenda Action Items

2. **Resolution XX-2026 Coleen Irby Retirement**

Clerk of the Board, Pauline Escalera, presented a resolution to acknowledge the retirement of Coleen Irby.

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

3. **Resolution XX-2026 John Larson Retirement**

Clerk of the Board, Pauline Escalera, presented a resolution to acknowledge the retirement of John Larson.

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

4. **Resolution XX-2026 Authorizing the Interim Chief Executive Officer to Declare Certain Furniture of Office Items Surplus and Dispose of in Accordance with Resolution 62-2014**

Michaela Dimas stepped in for Shane Anderson to recommend the Interim CEO declare surplus and dispose of furniture and office items.

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

Additional Documents in Executive Committee Packet

5. Safety Plan Overview

6. MOA Campus Parcel Consolidation Recommendation 2026

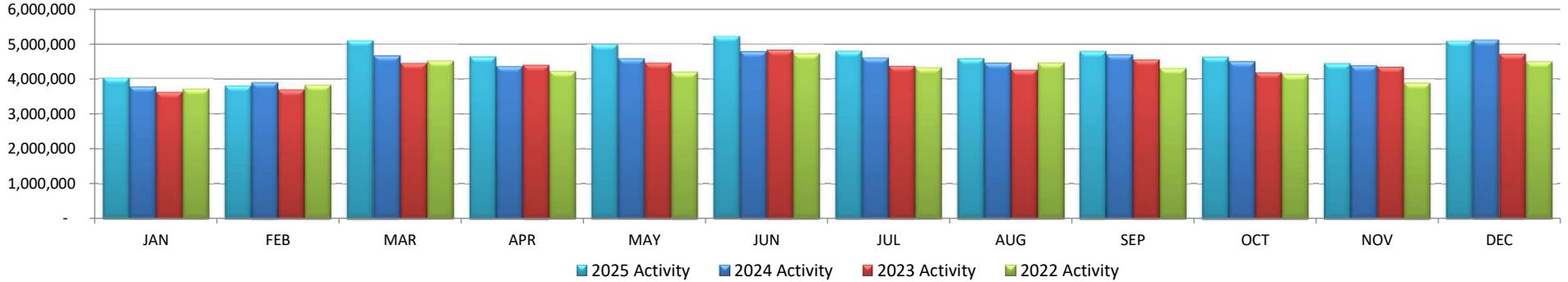
7. Notification of Upcoming Bids and Requests for Proposals

8. Adjourn There being no further business, the meeting was adjourned at 4:54 p.m.

Next Executive Committee Meeting – Thursday, February 5, 2026, at 4:00PM



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	4,634,421	4,450,997	5,095,641	56,186,630	\$ 56,186,630
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	\$ 53,909,620
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	124,197	62,167	(26,312)	2,277,010	
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%	2.8%	1.4%	-0.5%	4.2%	
% Chg 24 to 23	4.4%	5.6%	4.8%	-0.9%	2.8%	-0.9%	5.3%	4.5%	3.2%	7.6%	0.9%	8.4%	3.8%	
% Chg 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%	-4.5%	5.7%	1.2%	11.8%	4.9%	2.1%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
2025 Budget	3,738,700	3,748,300	4,690,300	4,528,500	4,529,100	4,965,400	4,499,800	4,484,000	4,607,600	4,403,500	4,381,400	4,942,200	53,518,800	\$ 53,518,800
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	\$ 53,164,000
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	230,921	69,597	153,441	2,667,830	5.0%
Vs. 2024 Budget	62,941	107,902	92,729	(149,950)	14,567	(163,884)	125,109	87,339	30,860	214,224	(70,170)	393,953	745,620	1.4%
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: March 12, 2026
 To: Ben Franklin Transit Board of Directors
 From: Finance Department
 Subject: Treasurer's Report - As of Feb 28, 2026

The Investment Position of Ben Franklin Transit as of the Close of Business on Feb 28, 2026 is as follows:

ITEM	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool	3.7421%	Open	\$ 92,217,081	92.6%
Subtotal Investments			92,217,081	92.6%
Check Book Balance, Petty Cash, & Travel Account			7,365,169	7.4%
			<u>99,582,250</u>	<u>100.0%</u>
Total Cash and Equivalents on Hand			\$ 99,582,250	
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			49,358,250	
Local Funds Obligated for Capital Projects (2024 - 2030)				
	Local Funds Approved Remaining Budget Authority	12 Month Estimated Outflows		(12,958,938)
Fleet Vehicles	(13,018,468)	(1,632,011)		
Facilities - Transit Centers & Amenities	(61,076,395)	(2,779,499)		
Equipment	(1,698,834)	(1,226,461)		
Facilities - MOA Campus	(14,403,801)	(1,037,424)		
Technology	(6,757,951)	(3,698,247)		
Other	(7,434,161)	(2,585,296)		
	<u>(104,389,610)</u>	<u>(12,958,938)</u>		
Net Funds Available			\$ 36,399,312	

Total Cash & Investments (in thousands) as of Feb 28, 2026



GRANTS SUMMARY

Source	Grant	Total Awards	Total Funds Available
Federal			
	5307	62,797,282	46,601,705
	5310	2,083,274	2,016,397
	5339	<u>3,361,098</u>	<u>2,886,799</u>
	Total Federal	68,241,654	51,504,901
State			
	Formula Grants	13,947,411	10,790,899
	RMG Grants	6,845,000	6,431,048
	Rideshare Grants	958,207	798,899
	Move Ahead WA Grants	13,900,000	13,728,431
	World Cup Grants	<u>265,000</u>	<u>265,000</u>
	Total State	35,915,618	32,014,277
Other			
	WSTIP	<u>58,802</u>	<u>5,000</u>
	Total Other	58,802	5,000
Total Grants		104,216,074	83,524,178

Pending	Grant	Year	Total Requested
Pending Apps			
Federal	NEA - Art Bus Wraps	2026	60,000
Other	WSTIP - Risk Mngt.	2026	5,000
	Total Pending Apps		65,000
Total Pending			65,000

[Awarded 01.06.2026](#)

FEDERAL GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
5307	2018	6,515,735	98,210
5307	2019	6,471,622	2,386,934
5307	2020	6,689,922	5,017,442
5307	2021	6,704,521	4,350,130
5307	2022	8,593,081	6,926,588
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		62,797,282	46,601,705
			<i>46,601,705</i>
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		2,083,274	2,016,397
			<i>2,016,397</i>
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		3,361,098	2,886,799
			<i>2,886,799</i>
TOTAL FED FUNDS		68,241,654	51,504,901

STATE GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
Transit Support	2025-2027	7,109,914	4,633,099
Special Needs	2025-2027	6,837,497	6,157,800
			-
			-
TOTAL FORMULA		13,947,411	10,790,899
			<i>10,790,899</i>
RMG - W. Pasco	2025-2027	3,713,000	3,644,629
RMG - 22nd Ave	2025-2027	1,852,000	1,576,639
RMG - Peak Serv.	2025-2027	1,280,000	1,209,780
			-
			-
TOTAL RMG GRANTS		6,845,000	6,431,048
			<i>6,431,048</i>
PT Rideshare	2025-2027	542,700	542,700
RS Subsidy	2025-2027	415,507	256,199
			-
			-
TOTAL RIDESHARE GRANTS		958,207	798,899
			<i>798,899</i>
Long Range Corridor	2025-2033	3,400,000	3,228,431
Fleet Electrification	2025-2027	10,500,000	10,500,000
			-
			-
TOTAL MAWA GRANTS		13,900,000	13,728,431
World Cup 2026	2026	265,000	265,000
		-	-
			-
			-
TOTAL WORLD CUP		265,000	265,000
TOTAL STATE FUNDS		35,915,618	32,014,277

OTHER GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL AWARD/BUDGET	TOTAL FUNDS AVAILABLE
WSTIP - Tech	2025	48,802	-
WSTIP - Risk Mngt.	2025	5,000	-
WSTIP - Risk Mngt.	2026	5,000	5,000
			-
TOTAL WSTIP		58,802	5,000
			<i>5,000</i>
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL		-	-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL		-	-
			-
TOTAL STATE FUNDS		58,802	5,000

PENDING GRANTS

FUNDING SOURCE	AWARD YEAR	TOTAL REQUESTED	TOTAL FUNDS PENDING
NEA - Federal	2026	60,000	60,000
WSTIP - Risk Mngt.	2026	5,000	5,000
			-
			-
TOTAL OTHER		65,000	65,000
			<i>65,000</i>
		-	-
		-	-
		-	-
		-	-
		-	-
TOTAL STATE		-	-
			-
		-	-
		-	-
		-	-
		-	-
TOTAL FEDERAL		-	-
			-
TOTAL PENDING AWARDS		65,000	65,000