



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Thursday, April 8, 2021 at 3:30 p.m.

Remote Meeting via Zoom

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

Meeting ID: 989 6217 8731 / Password: 833979

Per the Governor's COVID-19 Proclamation 20-28 Open Public Meetings Act, a physical meeting location will not be provided for this meeting. The public is welcome to participate in the meeting via "listen-only" mode by calling the number listed above, then enter the information as prompted. The agenda is available on the website at BFT.org

Public comment to the Board will be accepted by email at Execoffice@bft.org. In the subject line, write "Public Comment". Comments must be received 24-hours prior to the meeting to ensure distribution to the Board.

1. **Convene Board Meeting** Chair Bloom
2. **Roll Call** Mindy Eakin
3. **Pledge of Allegiance** Chair Bloom
4. **Public Comment**
5. **Approval of Agenda**
6. **Recognitions - Steve Davis** Chair Bloom
 - A. Resolution 21-2021: Recognizing BFT Assistant Director, Transit Operations, Steve Davis for Completing American Public Transportation Association's (APTA) Emerging Leaders Program
7. **Citizen's Advisory Network (CAN) Report** Leo Bowman
8. **Board Committee Reports**
 - A. Operations & Maintenance Committee - **Cancelled** Ruben Alvarado, Chair
 - B. Planning & Marketing Committee Bill McKay, Chair
 - C. Administration & Finance Committee Steve Becken, Chair
9. **Consent Agenda:**
 - A. March 11, 2021 Regular Board Minutes – Approve
 - B. March Voucher Summary – Approve
 - C. Resolution 22-2021: Authorizing the General Manager to declare vehicle 8552 as surplus and dispose per Resolution 62-2014 Terry DeJuan

10. Action Items

- A. Resolution 23-2021: Authorization to Award – Temporary Staffing Services Wendi Warner
- B. 2021 Modified Annual Service Plan and Title VI Equity Analysis Keith Hall
Public Hearing
Resolution 24-2021: Approving the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis

11. Discussion & Informational Items

- A. Informational: Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2019 Annual Financial Report Jeff Lubeck
- B. 2021 Q1 Performance Report Ali Madison

12. Staff Reports & Comments

- A. Legal Report Jeremy Bishop
- B. Financial Report Jeff Lubeck
- C. General Manager’s Report Gloria Boyce

13. Board Member Comments

14. Executive Session

- A. RCW 42.30.140(4)(b)

15. Other

16. Next Meeting

Regular Board Meeting – Thursday, May 13, 2021 at 7:00 pm
1000 Columbia Park Trail, Richland, WA

17. Adjournment

**BEN FRANKLIN TRANSIT
RESOLUTION 21-2021**

A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT) ASSISTANT DIRECTOR, TRANSIT OPERATIONS, STEVE DAVIS FOR COMPLETING AMERICAN PUBLIC TRANSPORTATION ASSOCIATION'S (APTA) EMERGING LEADERS PROGRAM

WHEREAS, Ben Franklin Transit has been fortunate to have Steve Davis as a public transportation employee and BFT believes in investing in his talents; and

WHEREAS Steve completed APTA's Emerging Leaders Program on November 20, 2020; and

WHEREAS Steve gained knowledge and skills in goal-setting, communications and project management; and

WHEREAS Steve developed relationships with industry leaders and will benefit from the APTA peer community established while engaged in coursework; and

WHEREAS, Steve persevered through coursework and workshops virtually during the Coronavirus pandemic; and

WHEREAS, Steve's dedication to growing as a leader and professional development at BFT is admired by his peers;

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

Ben Franklin Transit Board of Directors recognizes and congratulates Steve Davis for this APTA Emerging Leaders Program achievement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 8, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



MINUTES

PLANNING & MARKETING COMMITTEE

1000 Columbia Park Trail, Richland, WA

Wednesday, March 31, 2021

4:00 p.m.

REMOTE

Per the Governor's COVID-19 Stay Home-Stay Healthy Proclamation 20-25, and to practice social distancing, Ben Franklin Transit Ad Hoc Committees will be conducted telephonically, with call-in access provided to participants.

Committee Members:

Bill McKay –Chair

Absent: Shon Small, Rocky Mullen

Assigned Directors: Keith Hall, Ali Madison

Staff: Gloria Boyce, Jeff Lubeck, Keith Hall, Ali Madison, Rob Orvis, Ayodeji Arojo, Michael Roberts, Mindy Eakin

COMMITTEE CHAIR MCKAY convened the meeting at 4:04 p.m.

Changes to the Agenda

There were no changes to the agenda.

A. Resolution XX-2021: Approving the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis – Keith Hall, Planning and Service Development Director

Mr. Hall requested the committee approve sending the 2021 Modified Annual Service Plan and Title VI Equity Analysis forward to the Board for approval. COMMITTEE CHAIR MCKAY requested explanation for the 25 new employees. Mr. Hall explained that these employees consist of 19 operators and the remaining are support needed to open the maintenance base for Sunday service and to enable the frequent corridor service changes. Mr. Hall reviewed the Modified Annual Service Plan and explained the route changes. Sunday Services will run from 8:00am-6:30pm. On Sundays, the primary connection relies on CONNECT to get the public to their routes. Mr. Hall explained that BFT started researching the capability in 2017 when Tri-City Taxi went out of business. Now it is financially feasible to move forward. The 25 employees are being funded through the sales tax budget. Mr. Hall shared that there have been two public meetings by

Zoom and the information was also presented at the Citizens Advisory Network (CAN) meeting on March 29th. Feedback received has been generally positive, mostly for the Sunday service. Ms. Boyce shared that the public hearing will be conducted during the Board meeting on April 8th.

COMMITTEE CHAIR MCKAY recommended that Resolution XX-2021: 2021 Modified Annual Service Plan and Title VI Service Equity Analysis be sent to the ACTION agenda.

Upcoming Bids and Request for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-day Outlook for Procurement. The following items are in progress: release of radio maintenance request for proposals (RFP); uniforms for drivers RFP will go to the Operations Committee in May; the Federal lobbying consulting services RFP will possibly go to the Board in June; and the comprehensive fare study RFP is in the final stage. In April, temporary staffing services will be going to the Admin and Finance Committee and then to the Board. There are currently three staffing contracts which are ending in April. BFT released an RFP to put new contracts in place to replace the three and have more staffing services under contract due to difficulty recruiting staff. Most of these positions are office administration and specialty projects that last 6-9 months. Clerk to the Board was hired as a temporary position. Another example is the Information Technology temps with a unique skillset, hired for various tasks. BFT occasionally looks outside the agency for specialty services. In June, BFT will move forward with authorization to award the Radio Maintenance Services contract; will release the RFP for a general planning (long-range plan) consultant; and will award the Federal lobbying contract. The comprehensive fare study might move to July based on dates for the RFP. Contracts and Operating Expenses over \$25K include two contracts with Aaron Grimm for a total of 10 shelter pads, Ednetics Inc. contract for ongoing IT infrastructure upgrades, and a contract with LVCK LLC for bus stop sign design and installation standards which Mr. Hall explained is a book that states guidelines for new systems to be built and updated. Mr. Hall stated that Ms. Boyce approves the contracts and operating expenses but they will go to the committees and Board for information.

After a brief discussion, COMMITTEE CHAIR MCKAY moved onto the next item on the agenda.

Other

Ms. Boyce provided an update on plans to open BFT services. She explained that with changes to the Governor's COVID-19 response of Stay Home, Stay Healthy to Healthy Washington the BFT team is evaluating changes that need to be made to the service plan. They have reviewed the impacts and will be revising a response to how BFT provides services. Ms. Boyce expects the new plan to be distributed the beginning of April. Communication for updates such as lessening the 6-foot social distancing, open doors, etc. will be distributed to the Board and to the community. Ms. Boyce explained that BFT participates in update meetings with the local health district, Department of Health, and the Governor's office. Items discussed during these meetings will be taken into account. COMMITTEE CHAIR MCKAY asked how BFT employee vaccinations are tracked. Ms. Boyce shared that employee vaccinations are tracked by those that submit for the stipend. At this point there have been between 2-4. Public transit employees became eligible for the vaccine on March 17th. COMMITTEE CHAIR MCKAY asked about having onsite vaccinations. Ms. Boyce shared that onsite vaccination was considered but decided against due to vaccinations being so readily available in the community.

After a brief discussion, COMMITTEE CHAIR MCKAY moved to the next item on the agenda.

Next Meeting

May 5, 2021 at 4: p.m.

Adjourn

COMMITTEE CHAIR MCKAY adjourned the Planning and Marketing Committee Meeting at 4:32 p.m.



MINUTES

ADMINISTRATION & FINANCE COMMITTEE

1000 Columbia Park Trail, Richland, WA

Thursday, April 1, 2021

4:00 p.m.

REMOTE

Per the Governor's COVID-19 Stay Home-Stay Healthy Proclamation 20-25, and to practice social distancing, Ben Franklin Transit Ad Hoc Committees will be conducted telephonically, with call-in access provided to participants.

Committee Members:

Steve Becken – Chair, Richard Bloom

Absent: Lisa Stade (excused)

Legal Counsel: Jeremy Bishop

Assigned Staff: Wendi Warner, Jeff Lubeck

Staff: Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Keith Hall, Ayodeji Arojo, Rob Orvis, Michael Roberts, Mindy Eakin

COMMITTEE CHAIR BECKEN convened the meeting at 4:00 p.m.

Changes to the Agenda

There were no changes to the agenda.

New Items:

- A. Resolution XX-2021: Authorization to Award – Temporary Staffing Services –** Wendi Warner, Human Resources and Labor Relations director

Ms. Warner presented to the Committee the request for authorization to award temporary staffing services. She shared that this item went to the Board in December 2020 to authorize release of request for proposals (RFPs) for temporary staffing services. In the past BFT has had up to four staffing agreements. There are currently three that are due to expire, and the goal is to increase that number to four. Eight proposals were submitted within the stipulated timeframe. After evaluating the proposals and considering cost, talent pipeline, and experience in local market, staff are recommending award to: ANR, Manpower Group,

Express Employment Pros, and RC Engineering & Construction Management. ANR and RC Engineering are local. Manpower and Express are national but they do have local offices. Director Bloom commented that RC Engineering would be a good choice due to the construction projects. He asked if there is a specialized focus type of employees for any of the proposed contracts. Ms. Warner shared that there is not a specialize focus type.

After a brief discussion with Director Bloom, COMMITTEE CHAIR BECKEN recommended that Resolution XX-2021: Authorization to Award – Temporary Staffing Services be sent to ACTION agenda.

B. Informational: Certificate of Achievement for Excellence in Financial Reporting from GFOA for 2019 Annual Financial Report – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented to the Committee the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the 2019 Annual Financial Report. Mr. Lubeck explained that the report was compiled during the audit in 2020. The report is submitted to the GFOA who conducts a review and acknowledgement recognition for those agencies that provide more information and transparency than the basic data requirements. This award marks the eighth consecutive year BFT has received the award. Mr. Lubeck shared that this is a great way to acknowledge the staff that took the time to pull together all the information, charts, etc. Mr. Lubeck explained that the auditor was onsite only two days before the COVID-19 shutdown requiring working from home.

After a brief discussion, COMMITTEE CHAIR BECKEN moved to the next item on the agenda.

Upcoming Bids and Request for Proposals – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-day Outlook for Procurement. The following items are in progress: release of radio maintenance request for proposals (RFP); uniforms for drivers RFP will go to the Operations Committee in May; the Federal lobbying consulting services RFP will possibly go to the Board in June; and the comprehensive fare study RFP is in the final stage. In April, temporary staffing services will be going to the Board. In June, BFT will move forward with authorization to award the Radio Maintenance Services contract; will release the RFP for a general planning (long-range plan) consultant; and will award the Federal lobbying contract. The comprehensive fare study might move to July based on dates for the RFP. Contracts and Operating Expenses over \$25K include two contracts with Aaron Grimm for a total of 10 shelter pads, Ednetics Inc. contract for ongoing IT infrastructure upgrades, and a contract with LVCK LLC for bus stop sign design and installation standards. Ms. Boyce approves the contracts and operating expenses but they will go to the committees and Board for information.

COMMITTEE CHAIR BECKEN requested explanation for the difference in pricing between the two Aaron Grimm contracts for five shelter pads each. Mr. Hall explained that the contracts include line items for charges such as concrete, installation, etc. He shared that the shelter pads were listed

from easiest to hardest with some requiring retaining walls, different sized plots, and based on amenities.

Director Bloom asked about the radio maintenance contract asking what radios are used and if they will be used for the next 5 years. Mr. Orvis explained that the radios are used by Dial-A-Ride, fixed-route buses, and operations schedulers. Mr. Arojo shared that the radio equipment is made available for communication purposes such as incidents/accidents. The radio maintenance contract is also needed for servicing and moving units from one vehicle to another.

After a brief discussion, COMMITTEE CHAIR BECKEN moved to the next item on the agenda.

Sales Tax Report

Mr. Lubeck presented to the Committee the BFT Sales Tax Report for March 2021. BFT received the January activity receipts which were \$320K higher than January 2020 and higher than budget. From a yearly perspective, the sales tax income was 11.1% higher than last year and 17.1% higher than budget.

Other

Ms. Boyce asked Director Becken, Director Bloom, and Jeremy Bishop to stay after the meeting for discussion with Wendi Warner.

Next Meeting

May 6, 2021 at 4:00 p.m.

Adjourn

COMMITTEE CHAIR BECKEN adjourned the Administration and Finance Committee Meeting at 4:18 p.m.



MINUTES
BOARD OF DIRECTORS REGULAR MEETING
March 11, 2021
3:30 p.m.

Per the Governor’s COVID-19 Proclamation 20-28 Open Public Meetings Act, the Regular Board Meeting was remote and telephonic, with call-in access provided to all participants and attendees.

1. CALL TO ORDER

CHAIR BLOOM called the meeting to order at 3:30 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status	Arrived
Franklin County #1	Rocky Mullen	Director	Absent	
Benton County	Shon Small	Director	Absent	
Pasco	Ruben Alvarado	Director	Absent	
Kennewick	Bill McKay	Director	Present	
Richland	Phillip Lemley	Director	Present	
West Richland	Richard Bloom	Chair	Present	
Prosser	Steve Becken	Director	Present	
Benton City	Lisa Stade	Vice Chair	Present	
Franklin County #2	Clint Didier	Director	Present	
The Union	Norma Nelson	Non-Voting Union Rep.	Absent	

BFT Staff: Gloria Boyce, Wendi Warner, Ali Madison, Jeff Lubeck, Ayodeji Arojo, Rob Orvis, Steve Davis, Keith Hall, Jerry Otto, Bill Hale, Mindy Eakin, Terry DeJuan, Caleb Lenz, Gladys Diaz

Legal Counsel: Jeremy Bishop

3. Flag Salute

CHAIR BLOOM led the attendees in the Pledge of Allegiance.

4. PUBLIC COMMENT/INTRODUCTION OF VISITORS

CHAIR BLOOM announced there is no public comment.

5. **AGENDA MISNUMBERED – NO TOPIC FOR #5**

6. **APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

RESULT:	APPROVED (Unanimously)
MOVER:	LEMLEY
SECONDER:	BECKEN

7. **RECOGNITIONS**

None

8. **Citizen’s Advisory Network (CAN) Report**

No Report

9. **Board Committee Reports**

CHAIR BLOOM INVITED THE COMMITTEE Chairs to report on their respective committee meetings, which were held remotely. The meeting minutes were in the Board packet.

- A. **Operations & Maintenance Committee Report** – 03/04/2021 – PHILLIP LEMLELY, Director Lemley reported that the committee met and discussed the resolution to authorize the General Manager to enter into a contract for janitorial services with Dura-Shine Clean, the resolution to authorize the General Manager to enter into a contract for landscaping services with Heritage Professional Landscaping, and the resolution to authorize the General Manager to release request for proposals for radio maintenance services. It was decided that these resolutions would go to the Consent Agenda. The committee decided that the resolution authorizing the General Manager to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC needed to be placed on the Action Agenda. Also had an informational update on the June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment.
- B. **Planning & Marketing Committee Report** – 03/03/2021 – BILL MCKAY, Committee Chair Director McKay shared that he was unable to attend the committee due to a meeting conflict. The resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment was placed on the Action Agenda.
- C. **Administration & Finance Committee Report** – 03/04/2021 – STEVE BECKEN, Committee Chair Director Becken reported that the committee discussed the resolution for request for headcount and the resolution for June and August Service Changes and Title VI Equity Analysis – Authorization to Release for Public Comment. The normal upcoming bids and requests for proposals and sales tax information were also presented.

10. Consent Agenda

CHAIR BLOOM read the consent items and invited a motion.

- A. February 11, 2021 Regular Board Meeting Minutes – Approve
- B. February Voucher Summary – Approve
- C. Resolution 15-2021: Authorizing the General Manager to Enter into a Contract for Janitorial Services with Dura-shine Clean
- D. Resolution 16-2021: Authorizing the General Manager to Enter into a Contract for Landscaping Services with Heritage Professional Landscaping
- E. Resolution 17-2021: Authorizing the General Manager to Release Request for Proposals for Radio Maintenance Services

PAYROLL

Check Register Number	Check Number	Number	Date of Issue	In the Amount	
503-21	80740	80751	2/12/2021	546,444.32	Payroll
504-21	80752	80759	2/20/2021	541,092.03	Payroll
Total				\$ 1,087,536.35	

ACCOUNTS PAYABLE

Check Register Number	Check Number	Number	Date of Issue	In the Amount	
110-21	76900	76953	2/2/2021	411,547.64	MDSE
111-21	76954	77014	2/10/2021	354,729.97	MDSE
112-21	77015	77086	2/16/2021	193,656.35	MDSE
113-21	ACH TRANS		2/21/2021	895,971.40	ACH TRANS
114-21	77087	77144	2/24/2021	210,897.48	MDSE
115-21	ACH TRANS		2/28/2021	245,741.88	ACH TRANS
Total				\$ 2,312,544.72	

CHAIR BLOOM invited a motion.

RESULT: APPROVED (Unanimously) MOVER: BECKEN SECONDER: LEMLEY
--

11. Action Items

- A. Resolution 18-2021: Authorizing the General Manager to Increase the Not-to-Exceed Amount on Contract #1133 with TCF Architecture, PLLC – Keith Hall, Planning and Service Development Director

Mr. Hall presented to the Board the reasoning behind the request to increase the not-to-exceed amount on Contract #1133 with TCF Architecture, PLLC. The redesign of the

operations building has over 500 tasks to be awarded. There are many issues and challenges with the operations building because it is almost at the end of its life. The plan was to renovate part of the building but it would not be cost effective. There are also issues with water and stormwater and the cultural significance of the location. The decision was made to look at building replacement and expansion. Environmental work was done by BFT with technical aspects from TCF Architecture but it was a challenge getting FTA clearance under the NEPA which was a timely process due to the COVID pandemic. BFT would like to reallocate the grant to a new building and has approval under the environmental process to do so. They developed a lengthy environmental exclusion document on the basis of using the existing footprint which is about 8,000 square feet.

CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	LEMLEY
SECONDER:	BECKEN

B. Resolution 19-2021: Request for Headcount – Wendi Warner, Human Resources and Labor Relations Director

Ms. Warner presented to the Board the request to increase the administrative headcount by seven full time equivalents (FTEs). The positions are as follows: Operations Department: 1-Operations Manager, 1-Service Supervision Manager, 2-Training Technicians, and 1-Bus Safety Specialist; Marketing Department: 1-Marketing and Communications Manager; Planning & Service Development: 1-Fixed Route Runcutter. BFT has evaluated the transit organizational design and considered structural elements presented by design consultant, Moss Adams from April to December 2019 which focused on growth within the community and the expansion of transit services in the area. Those recommendations were provided prior to the organizing campaign with the supervisors and negotiated changes from the coach operator contract. These additions will complete the organizational objective to achieve a right-sized organizational structure that provides sufficient management oversight and span of control for the management team. It also creates departmental career ladders and lattices for career path development within the defined succession plan for Operations and Marketing departments. The anticipated impact to budget would be \$430,137 for salaries and benefits if all positions were staffed by May 31, 2021. The annualized impact would be \$730,000.

Further discussion on a side topic of the open Executive Office positions of Clerk to the Board and Senior Project Specialist.

After a brief discussion with Director Lemley and Dr. Stade, CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	BECKEN
SECONDER:	LEMLEY

C. Resolution 20-2021: Authorization to Release for Public Comment the June and August

Service Change and Title VI Equity Analysis – Keith Hall, Planning and Service Development Director

Mr. Hall presented the 2021 Annual Service Plan. In January 2021, the Board approved a new approach to improving service changes in the form of an Annual Service Plan to be initiated in May and culminate in November each year with the approval of the subsequent year Annual Service Plan to better align the budget process and staff headcount process to the TDP. This is a 2021 Modified Annual Service Plan because it only covers June and August service changes. Keith requested the Board authorize approval to present the plan to the public for feedback which is a statutory component and policy requirement, 30 days are required for public comment. The June service change implementation would include three frequent service corridors creating a 15-minute frequency by combining certain components of routes that already provide frequency for multiple route overlays. There will also be local route service changes to make shorter routes for Routes 20, 26, 40, 42, 47, and 110. August implementation is initiating Sunday Service with six fixed routes operating on 30-minute headways and includes two of the new frequent service routes. Dial-A-Ride will operate system-wide on Sunday and accounted for an increase in ridership. In April, the public hearing component will be included in the Board meeting.

After a brief discussion with Dr. Stade, CHAIR BLOOM invited a motion.

RESULT:	APPROVED (Unanimously)
MOVER:	BECKEN
SECONDER:	MCKAY

12. Discussion & Informational Items

None

13. Staff Reports & Comments

A. Legal Report

Mr. Bishop stated that there was nothing noteworthy to report, just normal review of contracts and proposals.

B. Financial Report

Mr. Lubeck presented to the Board the financial status as of January 31, 2021. It is very early in the year so there will be some fluctuations. Revenues were -18.4% compared to budget. Operating expenditures were -20.3% compared to budget. Service levels have not ramped up like anticipated in January when the budget was created. Adjusted revenues as if we did not have the CARES Act funding would have put us at \$3,205,924. There was a surplus for the month with CARES. We are staying right on track keeping expenses consistent with spending. As service resumes impact to the budget will be to fare collections if/when we decide to start collecting again and the other area is maintenance costs such as fuel. The Treasurer’s Report shows that reserve funds have been updated to match the 2021 budget. These funds are being built up for the many upcoming capital projects this year. Fares and cost per boarding is fairly non-existent at this time. We are still charging for vanpool but there aren’t as many vans in circulation due to the pandemic. The Sales Tax

Report includes the final numbers for 2020. December was the highest collections month in the history of the agency. 2020 was slightly higher than 2019. Over the last four years we have averaged 6.6% increase per year.

After a brief discussion, CHAIR BLOOM moved on to the next item on the agenda.

C. General Manager's Report

Gloria Boyce, General Manager, provided the Board with a review of this month's notable topics:

a. Government Affairs Update

i. Federal

- 1.** The President signed the new American Rescue Plan. We will be looking forward to understand how that will be appropriated by Congress. Of the \$30.5 billion designated to public transit, 87% will be appropriated through the existing 5307 formula funds.

ii. State

- 1.** House Bill 1514 made it through the Senate. This bill amends the rideshare statutes and reduces the minimum number of passengers required for rideshare from five to three which affects our van pool program.

b. Operations

- i.** Fixed routes met all scheduled pull outs. However, due to the President's Day weekend snowstorm, many operated on snow routes and 96 Dial-A-Ride trips could not be completed due to the uncleared residential roads and parking lots in apartment complexes. Operators, drivers, and maintenance employees did an outstanding job keeping us safe on the road. On March 8th, we returned to our pre-pandemic service level that was cut in April 2020. Primarily, 268 returned from 90-minute service to 30-minute service during weekdays and our emergency routes, 61 and 69, went away and were replaced with 64/65 and 66/67 which are routes that are run in Pasco. We are running on average two extra buses per day to meet overload capacities.

Ms. Boyce updated the Board on the Community Vaccination Transport Program. There is a shortage of scheduling and transportation in the Tri-Cities area. Several social agencies, led by the BF Health District, have come together for a number of weeks to address this dilemma. On Monday, March 15th transportation will be provided for all seniors and limited mobility customers through BFT's Dial-A-Ride. For those with full mobility, in addition to fixed route systems, there will be extended CONNECT services to all vaccination sites within each zone in our service area. There are many moving targets. The CONNECT provider has been making the necessary software changes so it will be seamless to the community and will be managed by the Operations Department. The only site that we will not be able to provide transportation to is the county fairground mass vaccination site. After several discussions, it won't be feasible. BFT has also implemented an employee vaccination allowance of \$200 that will be provided to each employee who shows proof of completed vaccination. This is covered under the CARES Act. It would be around \$76,000 if 100% participating. We are hoping for 80% to obtain herd immunity. There is a new reporting requirement from the Federal Government to report known vaccination activities with employees and service numbers monthly through the transit reporting database.

Ms. Boyce also shared a capital projects update. BFT received notification from the

FTA on February 26th that the operations building projects qualified as a categorical exclusion under NEPA requirements. These efforts took about a year, including a five-month delay due to COVID. We can now move forward with the projects. The State has approved the Duportail/Queensgate transit hub after a few project refinements moving this into the approved design phase. Ms. Boyce attended the BFCOG meeting in February and has nothing to report from the meeting.

Ms. Boyce shared that March 18th is National Transit Driver Appreciation Day. Along with transit agencies across the nation we will recognize our industry's finest by taking an ad out in the paper providing individual trinkets, signage, and social media announcements.

Ms. Boyce closed her report and opened for questions. After a brief discussion, CHAIR BLOOM moved to the next item on the agenda.

14. Board Member Comments

CHAIRMAN RICHARD BLOOM – Chair Bloom shared that the Governor has been talking about moving to Phase 3 on March 22nd.

VICE CHAIR LISA STADE –

SHON SMALL –

ROCKY MULLEN –

BILL MCKAY – Director McKay received a couple phone calls about the BFT website showing the Board meetings as 7:00pm on Thursdays. Ms. Boyce will look into this since the virtual meetings have been at 3:30pm.

STEVE BECKEN – Director Becken corrected a statement he made during Admin and Finance Committee. He had said there were 900 lots in Prosser being developed. There are actually 900 anywhere from conceptual to actually being worked on; there is a 289-lot plan currently under construction.

CLINT DIDIER –

PHILLIP LEMLEY – Director Lemley shared that he serves on the Washington State Emergency Management Council and they have been revising the charter. Director Lemley asked if the Board and staff thought transit should be one of the stakeholders in emergency management of the State. Ms. Boyce responded that yes, BFT should be a stakeholder.

RUBEN ALVARADO –

NORMAL NELSON –

CHAIR BLOOM moved on to the next item on the agenda.

15. Executive Session

None

16. Other

None

17. Next Meeting

Regular Board Meeting – Thursday, April 8, 2021 7:00 p.m.

18. Adjournment

CHAIR BLOOM adjourned the meeting at 4:59 p.m.

Mindy Eakin, Interim Clerk of the Board

Date



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

Friday, April 02, 2021

To: Ben Franklin Board of Directors

From: Jeff Lubeck, Financial Services Director

RE: Vouchers for March 2021

March 2021 vouchers totaled \$3,969,012.39. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
AARON C GRIMM	Construction Svcs	\$ 148,094.32
AFLAC	Payroll Deductions	\$ 16,959.66
ALLPLAY SYSTEMS LLC	Trash Receptacles	\$ 22,197.84
AMAZON CAPITAL SERVICES	Operating Supplies	\$ 24,831.03
ANR GROUP INC	Contract Labor	\$ 92,941.18
ARCHBRIGHT INC	Contract labor	\$ 12,615.75
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 193,300.92
BRIDGESTONE AMERICAS	Tire Lease	\$ 10,121.36
CITY OF RICHLAND	Utilities	\$ 14,226.40
CLEAN CONCEPTS GROUP INC	Shop Equipment	\$ 33,508.37
CUMMINS INC	Vehicle Parts	\$ 19,149.98
CURBTENDER INC	Trash Truck	\$ 64,832.00
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 327,206.36
EDNETICS INC	Computer Supplies	\$ 176,992.13
EMPLOYMENT SECURITY DEPT	Unemployment Tax	\$ 12,740.76
FGL LLC	Building Lease	\$ 15,232.09
GILLIG	Vehicle Parts	\$ 26,696.96
IRS	Federal Income Tax on Wages	\$ 382,184.26
MARK CAIN	Shop Equipment	\$ 12,000.00
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	\$ 10,417.27
NW ADMIN TRANSFER	Insurance	\$ 368,862.00
PC CONNECTION SALES CORPORATION	Computer Supplies	\$ 50,583.30
RIVER NORTH TRANSIT	Contracted Services	\$ 94,750.24
ROACH LAW OFFICES LLP	Legal Counsel	\$ 16,960.00
SENSKE LAWN & TREE CARE INC	Grounds Maintenance	\$ 25,046.40
STATE OF WASHINGTON	Insurance	\$ 108,834.65
SUMMIT LAW GROUP	Legal Counsel	\$ 12,611.00
TCF ARCHITECTURE PLLC	Consulting Services	\$ 20,514.63
TEAMSTERS UNION	Union Dues	\$ 22,025.24
US BANKCARD	Travel/Merchandise	\$ 51,295.44
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 32,589.59
VERIZON WIRELESS	Phone Services	\$ 12,404.40
VOYAGER FLEET SYSTEMS INC.	Fleet Fuel	\$ 12,463.45
WA STATE TRANSIT ASSOCIATION	Membership	\$ 22,000.00
WAXIES SANITARY SUPPLY	Operating Supplies	\$ 37,403.23
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 143,257.91
WORKSPACE DEVELOPMENT LLC	Office Furnishings	\$ 18,121.00
Total Significant Vendors		\$ 2,665,971.12
Payroll Total		\$ 1,071,716.13
Total Non-Significant Vendors		\$ 231,325.14
GRAND TOTAL		\$ 3,969,012.39

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 MARCH 2021.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
505-21	80760	80766	3/12/2021	538,638.11 Payroll
506-21	50767	80773	3/26/2021	533,078.02 Payroll

Total \$ 1,071,716.13

AUTHORITY MEMBER
4/8/2021

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 MARCH 2021.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
116-21	77145 77202	3/3/2021	391,441.87 MDSE
117-21	77203 77249	3/9/2021	216,015.18 MDSE
118-21	77250 77332	3/16/2021	370,780.90 MDSE
119-21	77333 77379	3/23/2021	235,217.83 MDSE
120-21	ACH TRANS	3/23/2021	900,229.35 ACH TRANS
121-21	77380 77446	3/31/2021	537,528.01 MDSE
122-21	ACH TRANS	3/31/2021	246,083.12 ACH TRANS

Total \$ 2,897,296.26

AUTHORITY MEMBER
 4/8/2021

MARCH 2021 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 April 2, 2021.

ACTION: As of this date, April 8, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Check Number / Number	Date of Issue	In the Amount
505-21	80760	80766	3/12/2021	538,638.11 Payroll
506-21	50767	80773	3/26/2021	533,078.02 Payroll
			Total	\$ 1,071,716.13

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Check Number / Number	Date of Issue	In the Amount
116-21	77145	77202	3/3/2021	391,441.87 MDSE
117-21	77203	77249	3/9/2021	216,015.18 MDSE
118-21	77250	77332	3/16/2021	370,780.90 MDSE
119-21	77333	77379	3/23/2021	235,217.83 MDSE
120-21	ACH TRANS		3/23/2021	900,229.35 ACH TRANS
121-21	77380	77446	3/31/2021	537,528.01 MDSE
122-21	ACH TRANS		3/31/2021	246,083.12 ACH TRANS
			Total	\$ 2,897,296.26

Check Register Nos. 505-21 to 506-21 and 116-21 to 122-21 in the total amount of: **\$ 3,969,012.39**

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

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 116-21

CHECK NUMBERS 77145 to 77202

DATE 03/03/2021

PURPOSE MAR 21A A/P VOUCHERS

AMOUNT \$391,441.87

"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

3/9/2021

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 117-21

CHECK NUMBERS 77203 to 77249

DATE 03/09/2021

PURPOSE MAR 21B A/P VOUCHERS

AMOUNT \$216,015.18

"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."



AUDITOR

3/12/2021

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 118-21

CHECK NUMBERS 77250 to 77332

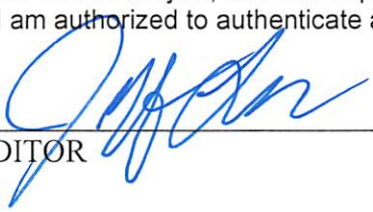
DATE 03/16/2021

PURPOSE MAR 21C A/P VOUCHERS

AMOUNT \$370,780.90

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

AUDITOR



DATE

3/19/2021

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 119-21

CHECK NUMBERS 77333 to 77379

DATE 03/23/2021

PURPOSE MAR 21D A/P VOUCHERS

AMOUNT \$235,217.83

"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."



AUDITOR

3/30/2021

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 120-21

ACH WIRE TRANSFERS

DATE: 03/23/2021

PURPOSE:

A W REHN & ASSOCIATES INC	\$	1,272.90
DEPT OF RETIREMENT SYSTEMS	\$	327,206.36
DEPT OF RETIREMENT SYSTEMS - DCP	\$	1,228.48
HRA VEBA	\$	4,680.00
INTERNAL REVENUE SERVICE	\$	193,234.10
N W ADMIN TRANSFER	\$	368,862.00
STATE OF WA EXCISE TAX	\$	174.92
WASHINGTON STATE SUPPORT	\$	3,570.59
	\$	<u>900,229.35</u>

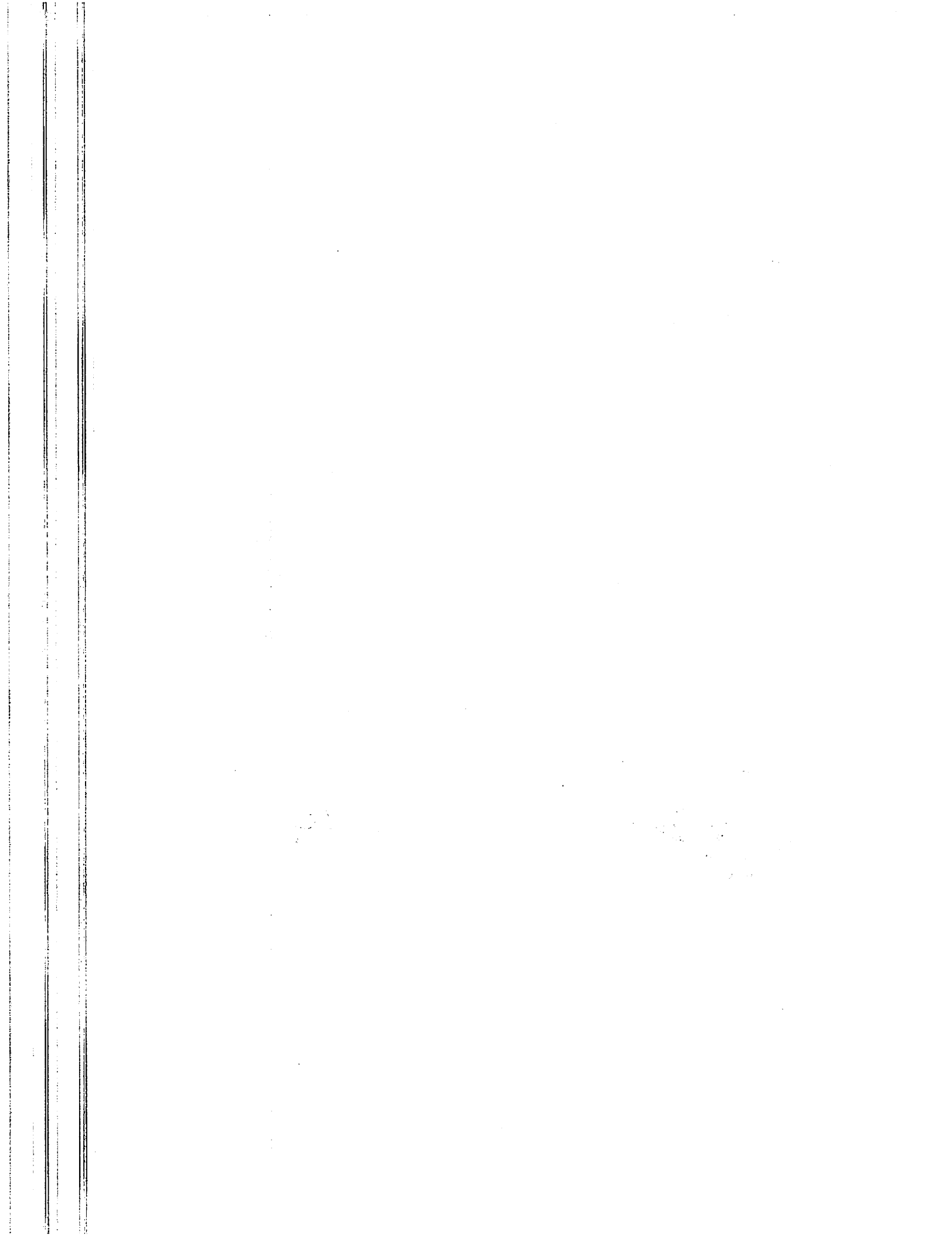
"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claims are just, due and unpaid obligations against Ben Franklin Transit, and that I am authorized to authenticate and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



AUDITOR

3/29/2021

DATE



CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 505-21

CHECK NUMBERS	80760-80766	\$ 8,377.44
ACH TRANSFER		\$ 530,260.67

DATE MARCH 12, 2021

PURPOSE: PPE 03/06/2021 AMOUNT: \$538,638.11

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



AUDITOR

3/12/2021

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 506-21

CHECK NUMBERS	80767-80773	\$ 8,679.16
ACH TRANSFER		\$ 524,398.86

DATE MARCH 26, 2021

PURPOSE: PPE 03/20/2021 AMOUNT: \$533,078.02

"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."



AUDITOR

3/29/2021

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 121-21

CHECK NUMBERS 77380 to 77446

DATE 03/31/2021

PURPOSE MAR 21E A/P VOUCHERS

AMOUNT \$537,528.01

"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."

Jeff Lubeck
AUDITOR

4/1/2021
DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 122-21

ACH WIRE TRANSFERS

DATE: 03/31/2021

PURPOSE:

A W REHN & ASSOCIATES INC	\$	1,272.90
DEPT OF RETIREMENT SYSTEMS - DCP	\$	1,228.48
INTERNAL REVENUE SERVICE	\$	188,950.16
US BANK CORPORATE PAYMENT SYST	\$	51,295.44
WASHINGTON STATE SUPPORT	\$	3,336.14
	<u>\$</u>	<u>246,083.12</u>

"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."

Jeff Lubeck
AUDITOR

4/1/2021
DATE

Memorandum

Date: March 12, 2021

To: Gloria Boyce, General Manager

From: Terry DeJuan, Rideshare Manager

RE: Resolution 22-2021 Authorizing the General Manager to declare vehicle 8552 as surplus and dispose per Resolution 62-2014

Background

Vanpool vehicle 8552 was stolen from the Columbia Park Trail Park N Ride Lot and involved in a multicar accident Saturday February 20th, 2021. The van was secured when the group parked it on Thursday night February 18th, 2021. The vehicle has been totaled due to the damage from the accident and was valued at \$8,502.00 in a market value evaluation completed by Washington State Transit Insurance Pool. Ben Franklin Transit will receive \$3,502 after the \$5,000 deductible is applied.

Federal Replacement Standard

Bus: 12 yrs. or 500,000 miles
DAR: 7 yrs. or 200,000 miles
Vans: 4 yrs. or 100,000 miles
Non-Revenue: 4 yrs. or 100,000 miles

BFT Replacement Standard

14 yrs. or 550,000 miles
9 yrs. or 250,000 miles
7 yrs. or 150,000 miles
7 yrs. or 150,000 miles

Vanpool Vehicle: One (1) to be removed from service.

Vehicle #	Year	Make	Model	Mileage	Condition
8552	2013	Dodge	Grand Caravan	87,126	Totaled

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 22-2021 authorizing the General Manager to declare the vehicle identified in Exhibit "A" as surplus and dispose per Resolution 62-2014.

Forwarded as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 22-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLE 8552 AS SURPLUS AND DISPOSE PER RESOLUTION 62-2014.

WHEREAS, Ben Franklin Transit (BFT) owns one (1) vehicle, and

WHEREAS, BFT Staff has determined that said vehicle is totaled due to damage from theft and accident, and

WHEREAS, Resolution 62-2014 established the sale of surplus items

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

1. The General Manager is authorized to declare the identified vehicle surplus (which is attached to this Resolution as Exhibit "A" List of Surplus Vehicles and incorporated herein by reference).
2. The General Manager is authorized to dispose of the vehicle per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 8, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board

Richard Bloom, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT "A"

List of Surplus Vehicles

Year	Make	Model	Vehicle #	VIN	Seats	Mileage	Condition
2013	Dodge	Grand Caravan	8552	2C4RDGBG5DR731887	7	87,126	Totaled

Memorandum

Date: April 8, 2021

To: Gloria Boyce, General Manager

From: Wendi Warner, Director of Human Resources Manager and Labor Relations

RE: Resolution 23-2021 Recommending the Award of Four Temporary Staffing Services Contracts

Background

In December of 2020, Ben Franklin Transit (BFT) requested the Board to authorize the General Manager to release proposals for temporary staffing contractors. At the time, BFT had two temporary staffing agencies under contract with the terms to end on 4/31/2021. While existing contractors had provided adequate temporary staffing services, BFT occasionally had the need to fill some positions with a higher-level technical skillset. For that reason, two additional agencies with either a specialized focus or an existing pipeline of talent were deemed necessary.

After receiving Board approval, BFT staff solicited proposals for Temporary Staffing Services. BFT staff advertised in the Tri-City Herald and BFT's website and sent out over thirty-five (35) requests for proposal packages.

BFT received eight (8) proposals that were determined to be responsive and responsible. The proposals were evaluated, and the proposals were rated with the highest possible score of 100.

Contractor	Evaluation Points	Cost Proposal*
ANR Group, Inc.	87	\$253,083
Manpower Group	86	\$240,375
Express Employment Pros	85	\$253,675
RC Engineering & Construction Management	83	\$327,870
JLH Group	72	\$321,862
RADgov, Inc.	69	\$395,126
Staff Today, Inc.	67	\$252,620
Alrion International	52	\$305,500

**Cost proposals are based on two (2) individual recruitments and seven (7) unique temporary positions based on 1,000 hours of work each.*

Estimated cost for one year of Temporary Staffing Services is \$644,169. This figure is based on the last twelve months of service but is not a guarantee and does not forecast potential future service costs.

Considering the agency's needs, staff's scores and cost proposals, four contractors have been identified as being able to adequately provide temporary support for BFT's occasional business needs, providing BFT the appropriate qualifying skill sets needed for temporary positions.

Funding

Budgeted: Yes

Budget Source: Operating

Funding Source: Local Funds

Recommendation

Staff's recommendation is to award the Temporary Staffing Services Contracts to: ANR Group, Inc., Manpower Group, Express Employment Pros, and RC Engineering & Construction Management.

Approved as presented:

Gloria Boyce, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 23-2021

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO FOUR CONTRACTS FOR TEMPORARY STAFFING SERVICES:

WHEREAS, BFT's current temporary staffing agency contracts are due to end on 4/31/2021, and

WHEREAS, staff advertised and requested proposals for Temporary Staffing Services; and

WHEREAS, eight proposals were received and determined to be responsive and responsible; and

WHEREAS, the four highest-rated firms are ANR Group, Inc., Manpower Group, Express Employment Pros, and RC Engineering & Construction Management.; and

WHEREAS, funding for Temporary Staffing Services will be provided by local funding from the Operating Budget.

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

The General Manager is authorized to enter into Contracts #1275-1278 for Temporary Staffing Services: for two years, with the option to extend up to an additional three years.

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 8, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

Memorandum

Date: April 8, 2021

To: Gloria Boyce, General Manager

From: Keith Hall, Director of Planning and Service Development

RE: **Resolution 24-2021 2021 Modified Annual Service Plan and Title VI Service Equity Analysis**

Background

At its regular board meeting on March 11, 2021, staff presented the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis (collectively the “2021 ASP”), and the Ben Franklin Transit (BFT) Board of Directors authorized release of the 2021 ASP public review and comment.

The 2021 ASP includes the June Service Change with implementation of the Frequent Service Corridor Plan and modification of certain local routes to support implementation of these routes and the August Service Change with implementation of Sunday Services.

The proposed changes are within the 2021 operating budget approved by the Board in November 2020, as shown in Table 1.

Table 1: Budget Impacts of June and August Service Changes

<i>Annual Vehicle Revenue Hours</i>	<i>2021 Approved Budget</i>	<i>2021 Estimated to Year End with June/August Changes</i>	<i>Annualized Total with June/August Changes</i>
<i>Fixed-Route</i>	206,000	194,000	214,000
<i>Dial-A-Ride</i>	119,000	98,000	124,000
<i>CONNECT</i>	46,000	26,000	48,000

Staff Requirements

As presented in the March authorization to release the 2021 ASP for public comment, the planned changes do have an impact on BFT’s overall staffing levels.

Staff Requirements for June Service Changes

The service changes proposed in June occur on existing days and hours of operations. This means that BFT can operate the expanded June service solely by increasing the fixed route operator headcount by 12 positions. There is no impact to the Dial-A-Ride driver headcount.

Staff Requirements for August Service Changes

The service changes proposed in August occur outside of BFT’s existing hours of operation. This means that to operate Sunday service, BFT must open the Operations and Maintenance buildings on the MOA campus on Sundays as it currently operates 24 hours a day, 6 days a week. Staff has

identified the minimum staff requirements to initiate the 7-day a week operation. The summary of additional headcount requirements is shown in Table 2.

Table 2: Service Change Staff Requirements

<i>Staff Requirements</i>	<i>June Service Change</i>	<i>August Service Change</i>
<i>Fixed-Route Dept.</i>		
<i>Operator</i>	12	7
<i>Dispatcher</i>		2
<i>Maintenance Dept.</i>		
<i>Mechanic 1</i>		2
<i>Mechanic 2</i>		1
<i>Facilities Dept.</i>		
<i>Equip. Service Worker</i>		1
Total	12	13

Non-operator positions required to operate Sunday service include:

- **Fixed-Route Dispatchers** (2 new positions) – Sunday service will operate for an 11-hour service span, requiring two additional fixed-route dispatchers to cover the additional time period. BFT has, on average, 2 dispatchers scheduling vehicles and operators for service, monitoring system operations for traffic and road incidents, and ensuring that routes and trips are staffed and covered.
- **Mechanic 1** (2 new positions) and **Mechanic 2** (1 new position) – The expanded hours require the Maintenance building to operate throughout the Sunday service period. Maintenance staff ensure that vehicles are maintained and operable and respond to vehicle breakdowns that occur on route.
- **Equipment Service Worker** (1 new position) – Equipment service workers are responsible for fueling, performing routine vehicle checks (tires, fluids, and inspections), mechanic and parts support, shop cleanliness, and other core maintenance functions.

Table 3 provides shows the budget detail associated with the proposed service changes.

Table 3: June and August Service Changes – Budget Requirements

<i>Revenue Service</i>	<i>2021 Budget</i>	<i>2021 Baseline Forecast</i>	<i>June Service Increase</i>	<i>August Service Increase</i>	<i>Forecast with Changes</i>	<i>2021 Budget Difference</i>	<i>Annual Expansion (\$M)</i>
Fixed Route							\$2.7
<i>Hours</i>	206,000	183,000	9,000	2,000	194,000	(12,000)	22,000
<i>Miles</i>	3,242,000	2,880,000	366,000	125,000	3,371,000	129,000	491,000
<i>Headcount</i>	160	160	12	13	185	25	25
<i>Vehicle Count</i>	65	65	0	0	65	0	
Dial-A-Ride							\$0.7
<i>Hours</i>	119,000	96,000	0	2,000	98,000	(21,000)	4,700
<i>Miles</i>	1,825,000	1,500,000	0	30,500	1,531,000	(295,000)	31,000
<i>Headcount</i>	119	119	0	0	119	0	0
<i>Vehicle Count</i>	79	79	0	0	79	0	
CONNECT							\$0.0
<i>Hours</i>	46,000	20,000	3,000	3,000	26,000	(20,000)	n/a
<i>Miles</i>	750,000	326,000	49,000	49,000	424,000	(326,000)	n/a
<i>Headcount</i>	0	0	0	0	0		n/a
Cost (\$M)	\$43.9	\$36.7	\$1.2	\$0.7	\$38.6	\$(5.3)	\$3.3

Public Meetings and Public Comment

During the 30-day public comment period BFT staff held two virtual open houses to gain feedback on the proposed service changes outlined in the 2021 Modified Service Plan.

Five (5) members of the public attended the two open houses held on Zoom at 12:00 p.m. on March 17, 2021 and 5:00 p.m. on March 24, 2021. BFT also solicited comment via social media and through a comment-enabled map on our web page, allowing the public to comment on specific aspects of route alignments and schedules in a visual format (Remix). Public comments received during the 30-day public comment period are detailed below:

Virtual Open House Comments

- Will 8-10 p.m. frequencies be increased on routes such as 42 and 47?
- What determines where bus stops are located along the FSC route? Will there be more or less stops along the segments of FSC routes that run through Pasco?
- It looks like transfers will be more common at Knight St now that the 126 has been split apart.
- When will Route 2 on the FSC be implemented? Will BFT ever operate Bus Rapid Transit?
- Where will the future West Pasco transit center be located?
- Overall, I like what BFT is proposing and I'm excited for when the new service to start.

Social Media Comments

- None received.

Remix Map Comments

- Route 1
Turning left onto Yelm from 395 can be problematic at times. Left turning traffic can and will overflow into the left lane of 395 (after the Columbia Drive exit and before Yelm). Is there enough room for a 40' bus to turn right at this intersection without taking up more than one turn lane on to Kennewick Ave? Also, there is no left turn signal for traffic turning north onto Yelm from Kennewick Ave.
- Route 3
Does this bus stop (the north end of the Albertsons strip mall) not get enough ridership currently to warrant being part of Route 3 Outbound?
- Route 40
Need bus stops along Olympia in both directions.
- Sunday Route Recommendation
Need a route to serve South Kennewick. My suggestion, a modified Route 47 that serves the highest ridership areas along the current route.

Citizen Advisory Network Comments

- Pending

Most comments were addressed during public meetings to the satisfaction of participants. Some responses were addressed in longer-term plans, and comments specifically related to new service on Olympia were addressed through BFT's working with the City of Kennewick to implement minor modifications to pavement markings at key intersections and the placement of bus stops.

Substantive Changes to Final Document

Two changes were made to the final 2021 Modified Annual Service Plan based on both internal and public input. These changes will result in minor route alignment changes to routes 3 and 40.

- Route 3 will continue on 22nd Ave and take a right turn on Court St as it leaves 22nd Ave Transit Center. This route alignment is consistent with the current alignment of routes 150 and 160 through this area. Operating the Route 3 on this same alignment will allow for more direct service to Stevens Middle School and the adjacent commercial center.
- Route 40 will serve Crosswind Blvd instead of Young St when approaching and leaving Three Rivers Transit Center. This change was made to provide increased service closer to the adjacent commercial center. Route 42 will continue to serve Young St every 30 minutes.

These changes are reflected in the final 2021 Modified Annual Service Plan document.

Budget Impact

These service changes can be implemented within the current 2021 approved operating budget. BFT's operating budget is comprised of local, state, and federal funding and is considered to be stable and predictable long-term sources.

Funding

Budgeted: Yes
Budget Source: Operations (first year capitalized)
Funding Source: Local and Federal

The 2021 Modified Service Plan, Title VI Service Equity Analysis, and staffing plan is submitted to the Board for approval.

Approved as presented:

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 24-2021**

A RESOLUTION ADOPTING THE 2021 MODIFIED ANNUAL SERVICE PLAN AND TITLE VI SERVICE EQUITY ANALYSIS

- WHEREAS, Ben Franklin Transit authorized the release of the 2021 Modified Annual Service Plan and Title VI Service Equity Analysis (collectively, the “2021 ASP”) for public comment at its regular Board meeting on March 11, 2021, and
- WHEREAS, Ben Franklin Transit staff held public meetings electronically within the limitations and constraints of the COVID-19 pandemic and restrictions on public gatherings, and
- WHEREAS, The 2021 ASP is within the approved operating budget and requires an increase of 25 staff in Operations and Maintenance departments, and
- WHEREAS, Ben Franklin Transit staff have made appropriate changes to the 2021 ASP in response to public feedback that required modification to or otherwise improved or enhanced the Final 2021 Modified Annual Service Plan.

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

The Final 2021 Modified Annual Service Plan, including the Title VI Service Equity Analysis and staffing plan required to operate the approved service, is adopted for June and August implementation.

APPROVED AT A REGULAR TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 8, 2021 at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Mindy Eakin, Interim Clerk of the Board

Richard Bloom, Chairman

APPROVED AS TO FORM BY:

Jeremy Bishop, Legal Counsel

2021

Modified Annual Service Plan



Service Development Department
Ben Franklin Transit
March 2021



Table of Contents

2021 Modified Annual Service Plan Overview	1
Frequent Service Corridors	1
Sunday Service	2
June Service Changes	3
Frequent Service Corridor Implementation: Phase I	3
Local Route Implementation and Minor Changes	4
August Service Changes	7
Sunday Service	7

2021 Modified Annual Service Plan Overview

In January 2021, the Ben Franklin Transit (BFT) Board of Directors adopted the Annual Service Plan Policy in order to align service planning and delivery, development and adoption of the annual operating budget, and approval of annual labor requirements. The first full Annual Service Plan will be presented to the Board of Directors in October of 2021 for the 2022 fiscal year. The 2021 Modified Annual Service Plan covers the period of June through December of 2021.

Over the course of the past three years Ben Franklin Transit (BFT) has been making incremental changes to its fixed route network with the goal of providing faster, more frequent, and more reliable service. These actions are intended to complete the implementation of the Comprehensive Service Plan (CSP) that was adopted in 2016. In addition, the Board of Directors adopted a Service Recovery Plan at the November 2018 Special Board meeting to establish services that were lost when a contracted service operator suddenly ceased operations. Finally, the coronavirus pandemic had a major impact on BFT ridership that began in March of 2020 and is expected to last into 2022 and returned to full service in March of 2021 and planning for full ridership recovery in the next 12-18 months.

The 2021 Modified Annual Service Plan seeks to implement the remaining service initiatives from the CSP and the Service Restoration Plan as the key drivers of BFT ridership return to normal operation. These include schools, service-based employment, and basic services used by senior citizens and moderate income residents. In addition, the Sunday service initiative will expand access to service-based jobs while restoring service to churches throughout the BFT service area.

Implementation of the 2021 Modified Annual Service Plan will result in 49 weekday vehicles operated in maximum service (VOMS), a change from 47 in full regular service; 41 Saturday VOMS, a change from 36, and 14 Sunday VOMS. Implementation will result in the loss of four (4) bus stops and the addition of an estimated 10 bus stops. Areas losing bus stops are on Kennewick Avenue and have minimal ridership, but those areas remain within walking distance of existing or new bus stop locations.

Frequent Service Corridors

BFT's Frequent Service Corridor (FSC) concept includes a small number of routes with high ridership that have service every 15 minutes or better throughout the day. These corridors are typically located along

corridors with higher density residential and commercial development, and they also serve regional connections where populations that depend on transit need access to jobs and services.

At present, segments of key arterial corridors already have 15-minute service by way of overlapping routes that have staggered schedules. The 2021 Modified Annual Service Plan establishes FSCs as highly visible, highly accessible frequent service that connects all the major nodes on the major transit corridors in BFT's service area. FSCs consolidate overlapping segments of existing routes to offer consistent service throughout a corridor.

This route consolidation leaves certain areas unserved, and the plan adds one route to maintain current coverage (one minor segment with four bus stops will no longer have service but will be within a short walk of the modified service). In addition, several routes will be improved to operate every 30 minutes on Saturdays to meet demand and be consistent with weekday schedules.

Key goals of the FSC program include reducing travel time, reducing transfers, and reducing passenger wait times. FSC implementation is included in the June service change.

Sunday Service

BFT has been working toward operating Sunday service since November of 2018. BFT has reached the financial capacity in 2022 to operate Sunday services on fixed-route and Dial-A-Ride; Sunday service on CONNECT was budgeted as part of the original contract approved by the Board of Directors in 2019.

Among the challenges of adding Sunday service are the operating and maintenance functions at BFT's Maintenance, Operations, and Administration (MOA) facility which currently operates 24-hours a day, six days a week. Opening the MOA on Sundays requires added coverage in certain Operations and Maintenance functions.

The Sunday service plan includes a limited operation of six (6) routes operating every 30 minutes from 8:00 a.m. to 6:30pm. Most routes will not operate, and that will require most passengers to use CONNECT service to access the fixed-route network. In addition, Dial-A-Ride services will operate throughout BFT's service area, as required by the Americans with Disabilities Act (ADA).

The Sunday service program will be implemented with the August service change.

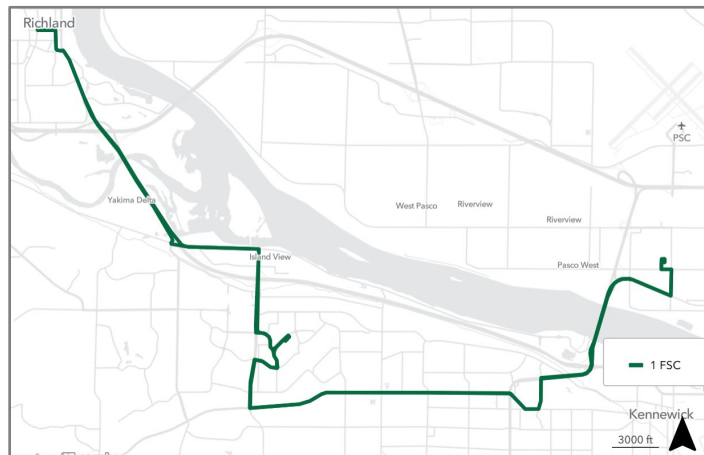
June Service Changes

Frequent Service Corridor Implementation: Phase I

Route 1 – Frequent – Pasco/Kennewick/Richland

Route 1 follows the existing alignment of route 126 between Knight St. and Three Rivers Transit Center, and route 150 between Three Rivers and the future Downtown Pasco Transit Center. Segments of existing routes 120, 126, 150, and 160 will form the new route 1 service. Route 1 will operate every 15 minutes between 22nd Avenue Transit Center, Three Rivers Transit Center, and Knight Street Transit Center.

<i>Route 1</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Revenue Miles</i>	<i>Revenue Hours</i>	<i>Vehicles</i>
Weekday	6:00 a.m.-9:30 p.m.	15	1,868	89.6	6
Saturday	7:00 a.m. - 9:30 p.m.	15	1,766	84.7	6



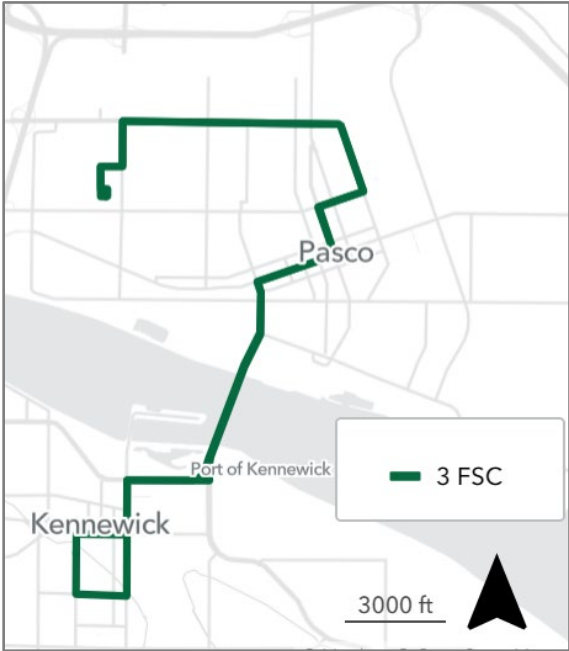
Future Route 2 – Frequent – Pasco/Richland

Route 2 was considered for implementation but is delayed until the completion of the West Pasco Transit Hub (planned for 2024). Future route 2 includes the consolidation of routes 225 and 268 largely on the route 225 alignment with an added route to serve Chiawana High School. Other local routes will be restructured with the addition of the West Pasco Transit Hub. With full restoration of service in March of 2021, shared segments of routes 225 and 268 will operate every 15 minutes.

Route 3 – Frequent – Pasco/Kennewick

Route 3 provides direct service between Dayton Transfer Point and 22nd Ave Transit Center via the Ed Hendler Bridge (Cable Bridge) with service through downtown Pasco and Court St. Route 3 follows the shared route 150 and 160 segments (the portion not being incorporated into route 1 service). Existing and future service will operate every 15 minutes, but this route consolidation eliminates potential confusion related to route direction. Route 3 will also serve the future Downtown Pasco Transit Hub when completed (planned for late 2023). If long-term demand warrants, route 3 will be extended to serve BFT’s Three Rivers Transit Center or a proposed Southridge Transit Hub.

Route 3	Operating Hours	Headway (Min)	Revenue Miles	Revenue Hours	Vehicles
Weekday	<i>06:00 a.m.-9:30 p.m.</i>	<i>15</i>	<i>745</i>	<i>60.8</i>	<i>4</i>
Saturday	<i>07:00 a.m. - 9:30 p.m.</i>	<i>15</i>	<i>699</i>	<i>57</i>	<i>4</i>

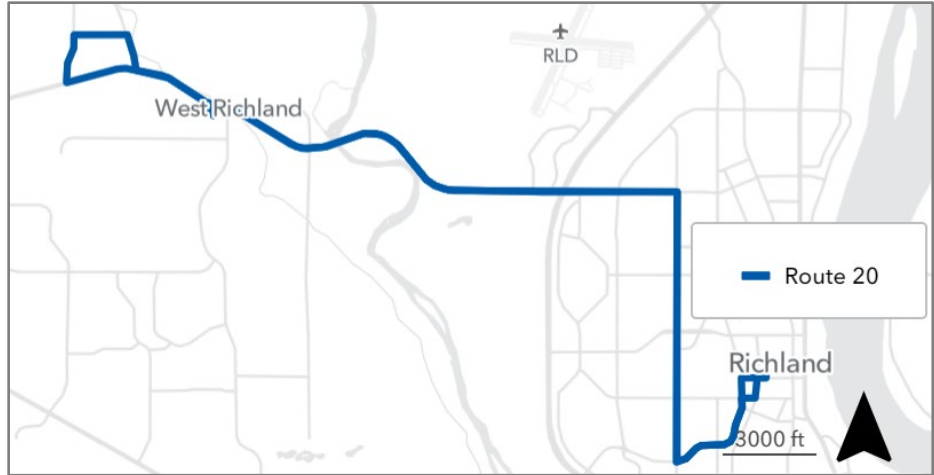


Local Route Implementation and Minor Changes

Route 20 – Local – Richland/West Richland

Route 20 follows the existing alignment of Route 120 between West Richland and Knight St. This route will operate every 30 minutes. The shorter route will allow BFT to extend route 20 service from Knight Street to the future Queensgate Transit Hub and from its terminal in West Richland further west on Van Giesen to serve newly developing neighborhoods in West Richland and Benton City.

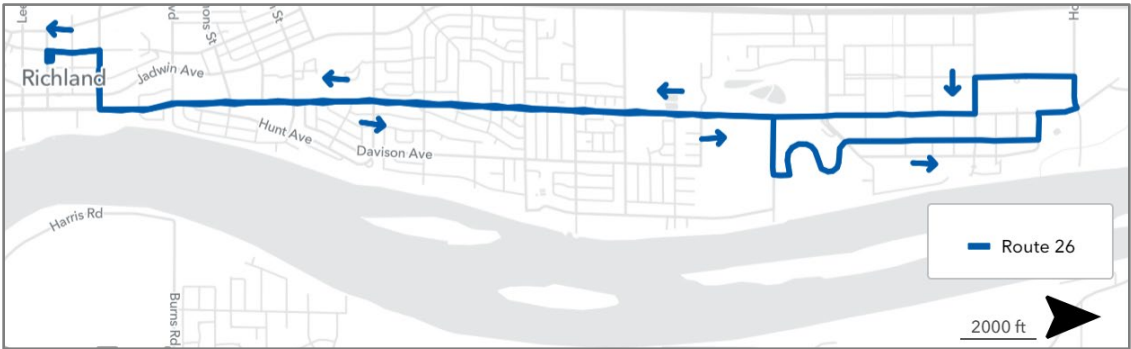
Route 20	Operating Hours	Headway (Min)	Revenue Miles	Revenue Hours	Vehicles
Weekday	<i>6:15 a.m.-9:45 p.m.</i>	<i>30</i>	<i>441</i>	<i>30.9</i>	<i>2</i>
Saturday	<i>7:15 a.m. - 9:45 p.m.</i>	<i>30</i>	<i>414</i>	<i>29.5</i>	<i>2</i>



Route 26 – Local – Richland

Route 26 follows existing route 126 between Knight St and North Richland via George Washington Way. The shorter route will allow adjustments in service span and frequency without affecting the portion of the route that forms the FSC. This route will operate every 30 minutes during most of the day, but selected trips will operate every 20 minutes to meet peak demand and offer a shorter transfer to route 1 frequent service. Route 26 may be extended south to serve the future Queensgate Transit Hub when completed in 2024.

<i>Route 26</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Revenue Miles</i>	<i>Revenue Hours</i>	<i>Vehicles</i>
Weekday	6:00 a.m.-9:30 p.m.	20-30	388	22.3	2
Saturday	7:00 a.m. - 9:30 p.m.	20-30	363	19.9	2



Route 40 – Local – Kennewick

Route 40 is designed to serve part of the corridor currently served by route 160 that will be eliminated with the creation of route 1. Route 40 will operate between Three Rivers Transit Center and Dayton Street Transfer Point to retain Clearwater Avenue east of US 395. Route 40 provides new service along Olympia Avenue, a location of higher density, moderate income and senior housing that does not currently have fixed route service. Route 40 will operate every 30 minutes. Since the March 2021 Board

Meeting, the western alignment of this route has changed to travel from Three Rivers down Crosswind Blvd to Canal Drive. This realignment was done to save upwards of 1 minute of travel time.

<i>Route 40</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Revenue Miles</i>	<i>Revenue Hours</i>	<i>Vehicles</i>
Weekday	6:15 a.m.- 7:45 p.m.	30	440	26.2	2
Saturday	7:15 a.m. - 7:45 p.m.	30	408	24.2	2



Route 42 – Local – Kennewick

Service will be improved on Saturdays from every 60 minutes to 30 minutes. No route alignment changes are proposed.

Route 47 – Local – Kennewick

Service will be improved on Saturdays from every 60 minutes to 30 minutes. No route alignment changes are proposed.

Route 110 – Intercity – West Richland/Richland/Kennewick

The schedule will be adjusted to coordinate transfers at West Richland Transit Center, allowing timed transfers between routes 110 and 20 for better service to the Queensgate/Duportail retail area. The revised service will operate from 05:45 a.m. to 7:25 p.m. on weekdays and 06:45 a.m to 7:25 p.m on Saturdays.

Route Eliminations:

- Route 120** This route is incorporated into new routes 1 and 20.
- Route 126** This route is incorporated into new routes 1 and 26.
- Route 150** This route is incorporated into new routes 1 and 3.
- Route 160** This route is incorporated into new routes 1, 3, and 40.

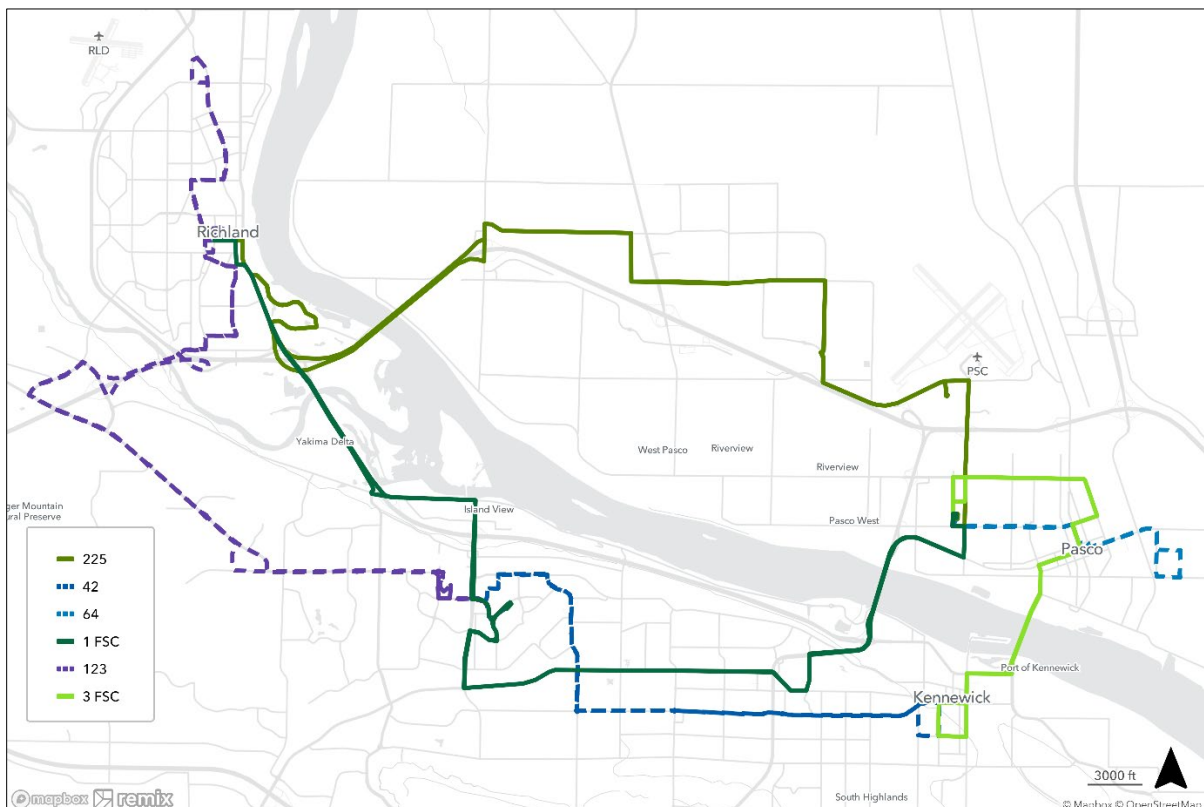
August Service Changes

Sunday Service

Sunday service will begin with a limited set of fixed routes, full Dial-A-Ride service, and full CONNECT service. All Sunday services will operate with a reduced fixed-route service frequency (every 30 minutes), and all services will operate between 8:00 a.m. and 6:30 p.m.

Six routes will operate every 30 minutes on Sundays:

- Route 1– Pasco/Kennewick/Richland
- Route 3 – Pasco/Kennewick
- Route 42 – Local – Kennewick
- Route 64 – Local – Pasco
- Route 123 – Intercity – Richland/Kennewick
- Route 225 – Intercity – Pasco/Richland



Operation of Sunday fixed-route services will require 14 vehicles traveling a total of 2,500 revenue service miles over 145 revenue service hours.

Areas not served by fixed routes, including West Richland, will access the fixed-route network using CONNECT.

Ben Franklin Transit

2021 Annual Service Plan Title VI Service Equity Analysis

Frequent Service Corridor & Sunday Service Implementation

BFT operates its programs without regard to race, color and national origin. To receive additional information on BFT's discrimination obligations including our complaint procedures please contact us at (509) 734-5107.

TABLE OF CONTENTS

Executive Summary.....	1
BFT Major Service Change Policies	2
Service Area Demographic Overview.....	3
Major Service Changes (June 2021).....	7
Major Service Changes (August 2020 – Sunday Service).....	18
2021 Annual Service Plan Title VI Service Equity Analysis Results	19
Equity Analysis Methodology.....	19
June 2021 Service Equity Analysis Results.....	20
August 2021 Service Equity Analysis Results	23
Service Equity Analysis Summary	25
Public Outreach & Comments.....	26

TABLES

Table 1 - Route 1 Frequency.....	7
Table 2 - Route 1 Service Span Changes (approximate time).....	7
Table 1 - Route 3 Frequency.....	9
Table 2 - Route 3 Service Span Changes (approximate time).....	9
Table 1 - Route 20 Frequency.....	11
Table 2 - Route 20 Service Span Changes (approximate time).....	11
Table 11 - Route 26 Frequency.....	13
Table 12 - Route 26 Service Span Changes (approximate time).....	13
Table 13 - Route 40 Frequency.....	15
Table 14 - Route 40 Service Span Changes (approximate time).....	15
Table 15 – Sunday Fixed Route Frequencies.....	18
Table 16 – FSC & Local Fixed Route Service Change Data (Increased Service)	21
Table 17 - Sunday Service Change Data (Increased Service)	23
Table 18 - Disparate Impact & Disproportionate Burden Determination	25

FIGURES

Figure 1- Public Transit Benefit Area Minority Population Percentage.....	3
Figure 2- Public Transit Benefit Area Low-Income Population Percentage	3

MAPS

Map 1 - BFT PTBA Minority Population Percentage by Block Group.....	4
Map 2 - BFT PTBA Low-Income Population Percentage by Block Group	5
Map 3 - BFT PTBA Block Groups with Minority & Low-Income Populations Exceeding Area Average	6
Map 4 – Route 1 Implementation Service Change Impacts	8
Map 7- Route 3 Implementation Service Change Impacts.....	10
Map 8- Route 20 Implementation Service Change Impacts.....	12
Map 9 – Route 26 Implementation Service Change Impacts	14
Map 10 – Route 40 Implementation Service Change Impacts	16
Map 11 - FSC & Local Fixed Route Service Change Implementation Impacts.....	22
Map 12 - Sunday Service Implementation Impacts	24

APPENDICES

APPENDIX A	-	Resolution 15-13 – Establishing Title VI Policies
APPENDIX B	-	Resolution 26-14 – Establishing Title VI Policies Update
APPENDIX C	-	PUBLIC HEARING OVERVIEW

Executive Summary

As required by Federal Transit Administration (FTA) Circular 4702.1B §4, Chap.4-10, Ben Franklin Transit (BFT) must prepare a Title VI service equity analyses, where applicable, of all major service and fare changes using current FTA guidance. This documentation will be submitted to FTA and kept on file at BFT. A Title VI service equity analysis evaluates proposed changes and their impacts on minority and low-income populations within the BFT service area, including discussion of outreach and public involvement strategies and activities used to involve and inform minority, low-income, and limited English proficiency (LEP) populations throughout the decision-making process.

At this time, BFT staff is proposing fixed route service changes that would create a Frequent Service Corridor (FSC) providing 15-minute or better service between transit centers and main commercial corridors with new routes 1 and 3 and a future route 2. The new routes are combinations of the current routes 120, 126, 150, and 160 (and future consolidation of routes 225 and 268). Implementation of the FSCs will also require modest changes to BFT's local fixed route network to maintain service coverage and connectivity. BFT is proposing the implementation of routes 20 and 26, both of which are truncated versions of the current routes 120 and 126 to maintain coverage beyond the new route 1 alignment. BFT is also proposing implementation of a new route 40 to maintain service on a portion of the existing route 16 and add new service to some of the mostly densely populated moderate income areas of Kennewick. Frequencies on routes 42 and 47's frequencies will be increased from 60 minutes to 30 minutes on Saturdays from 7 AM to 8 PM. These changes, if approved, will be made in June 2021.

Additionally, BFT staff is proposing the implementation of fixed route and complementary ADA Dial-A-Ride services on Sundays. BFT currently does not provide any fixed route service on Sunday, and this proposal will result in a significant increase in service and administrative support. Sunday service will consist of the six routes operating every 30 minutes, supplemented by CONNECT, BFT's on-demand, first-mile/last-mile service to maintain coverage throughout the Tri Cities portion of BFT's service area. Routes 1, 3, 123 (shortened), 225, 42, and 64 will operate BFT's Sunday network. Route 123 will not provide service to the Stevens Center employment center located at the northern terminus, since this is a weekday commuter destination. The Sunday network is proposed to operate from 8:00 a.m. to 6:30 p.m.

If approved, most of the proposed service changes outlined above will qualify as a major service change per BFT's Major Service Change Policy. Saturday frequency improvements on routes 42 and 47 and the Route 110 daily schedule adjustment do not meet BFT's definition of a major service change. BFT defines a major service change as "any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours."

Upon further analysis it was concluded that implementation of FSC routes, the proposed local route changes, and the addition of fixed route service on Sundays would not result in a disparate impact (adverse effect on minority populations) or disproportionate burden (adverse effects on low-income populations). For additional clarification and detail as to how BFT operates its programs without regard to race, color, national origin please refer to BFT's 2019 Title VI Program and Language Assistance Plan, which can be found at <https://www.bft.org/civil-rights/>.

BFT Major Service Change Policies

Title VI service and fare equity analyses will be conducted when proposed service changes constitute a major service and exceed the quantitative threshold outlined in BFT's Major Service Change, Disproportionate Burden and Discriminatory Impact policies, which were adopted by BFT Board of Directors via Resolution 15-2013 (Appendix A). Additional changes to the Disproportionate Burden and Discriminatory Impact Policy were made via BFT Board of Directors' adoption of Resolution 26-2014 (Appendix B). These policies are detailed below:

Major Service Change Policy

A major service change is defined as any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours. All major service changes will be subject to an equity analysis which includes an analysis of adverse effects. An adverse effect is defined as a geographical or time-based reduction in service which includes but is not limited to: span of service changes, frequency changes, route segment elimination, re-routing, or route elimination.

Disproportionate Burden Policy

The purpose of this policy is to establish a threshold which identifies when the adverse effects of a major service change or any fare change disproportionately affects low-income populations.

If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Disproportionate burden on routes with either span of service changes and/or frequency changes will be determined by analyzing all routes with such changes together. Disproportionate burden on routes with segment elimination, re-routing, or route elimination will be determined on a route by route basis.

Disparate Impact Policy

The purpose of this policy is to establish a threshold which identifies when adverse effects of a major service change or any fare change disproportionately affects members of a group identified by race, color, or national origin.

If the impact of a major service change proposal or any fare change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact.

Service Area Demographic Overview

BFT provides public transportation services across a 616-square mile Public Transit Benefit Area (PTBA) within Benton and Franklin counties, located in Washington State. The PTBA includes the municipalities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser and pockets of unincorporated areas in Benton and Franklin County. BFT's operation is accounted for under a single enterprise fund, which uses the same accrual accounting method as private enterprise. BFT has no sub-recipients and does not pass FTA funds through to sub-recipients.

The estimated population of BFT's PTBA is 260,587 as of 2018 (Washington State Office of Financial Management) while Benton and Franklin counties have a combined estimated population of BFT 271,122 (2012-2016 American Community Survey 5-Year Estimates). BFT's PTBA and surrounding areas consist of a diverse population of which 37.6% identify as a minority and 14.7% of the population has household income at or below the federal poverty line (Figures 1 & 2).

Figure 1- Public Transit Benefit Area Minority Population Percentage

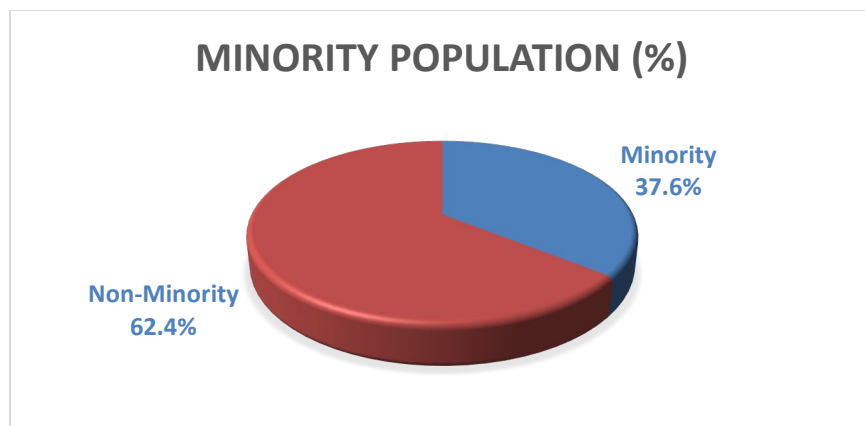
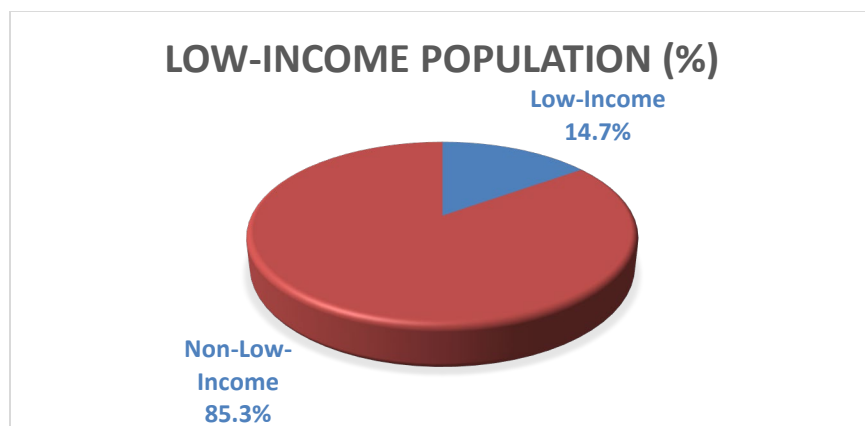
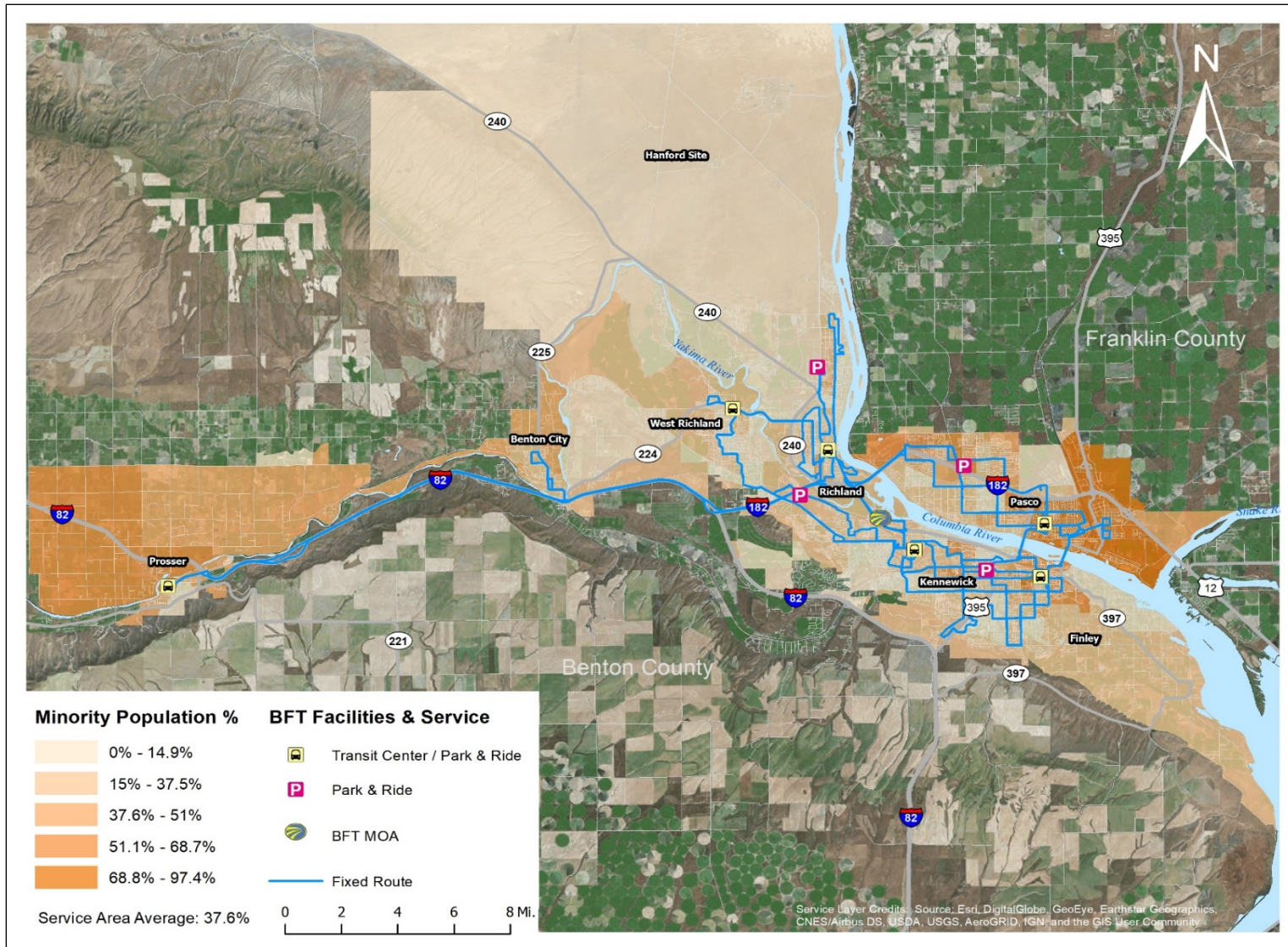


Figure 2- Public Transit Benefit Area Low-Income Population Percentage



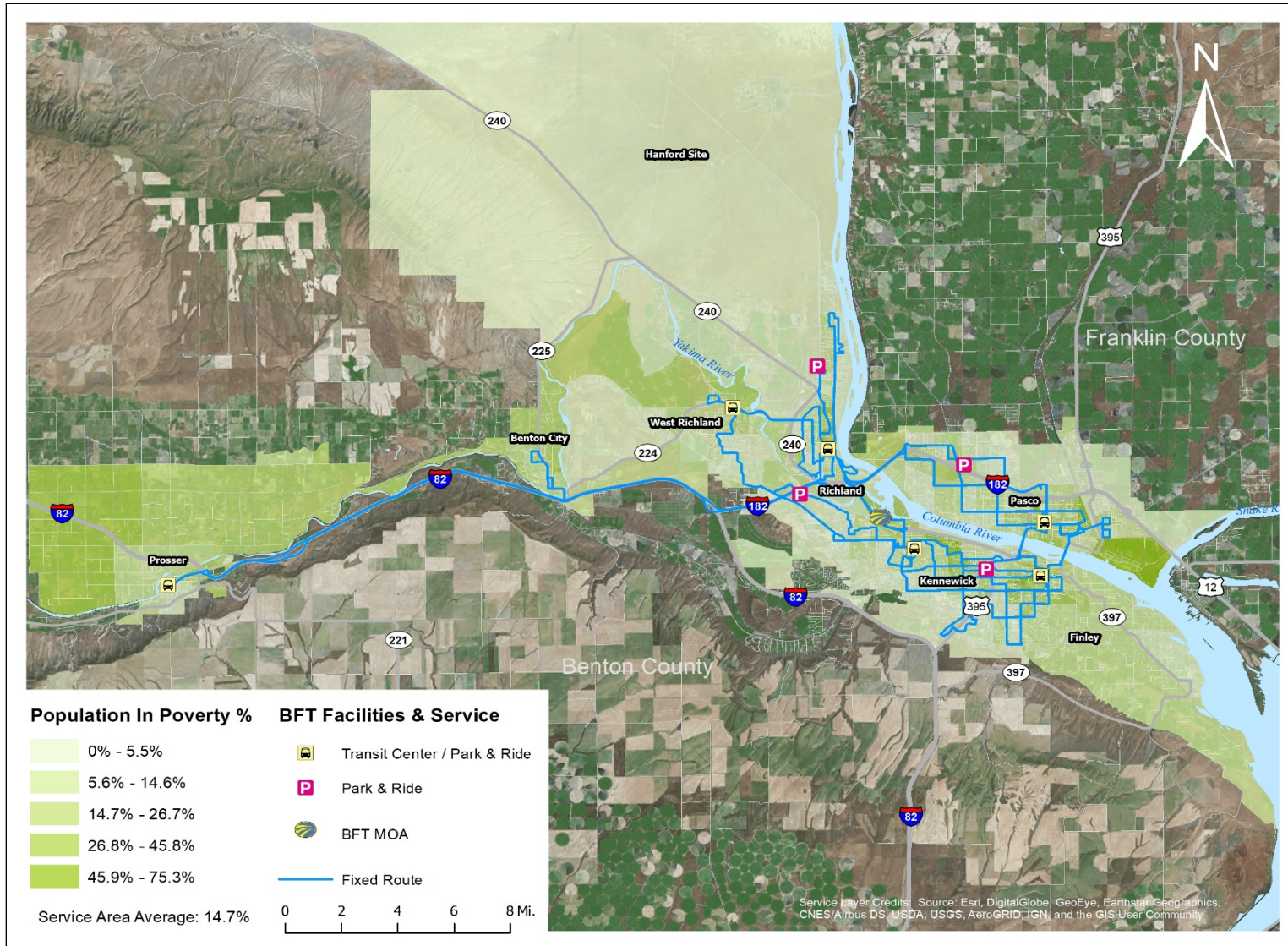
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Map 1 - BFT PTBA Minority Population Percentage by Block Group



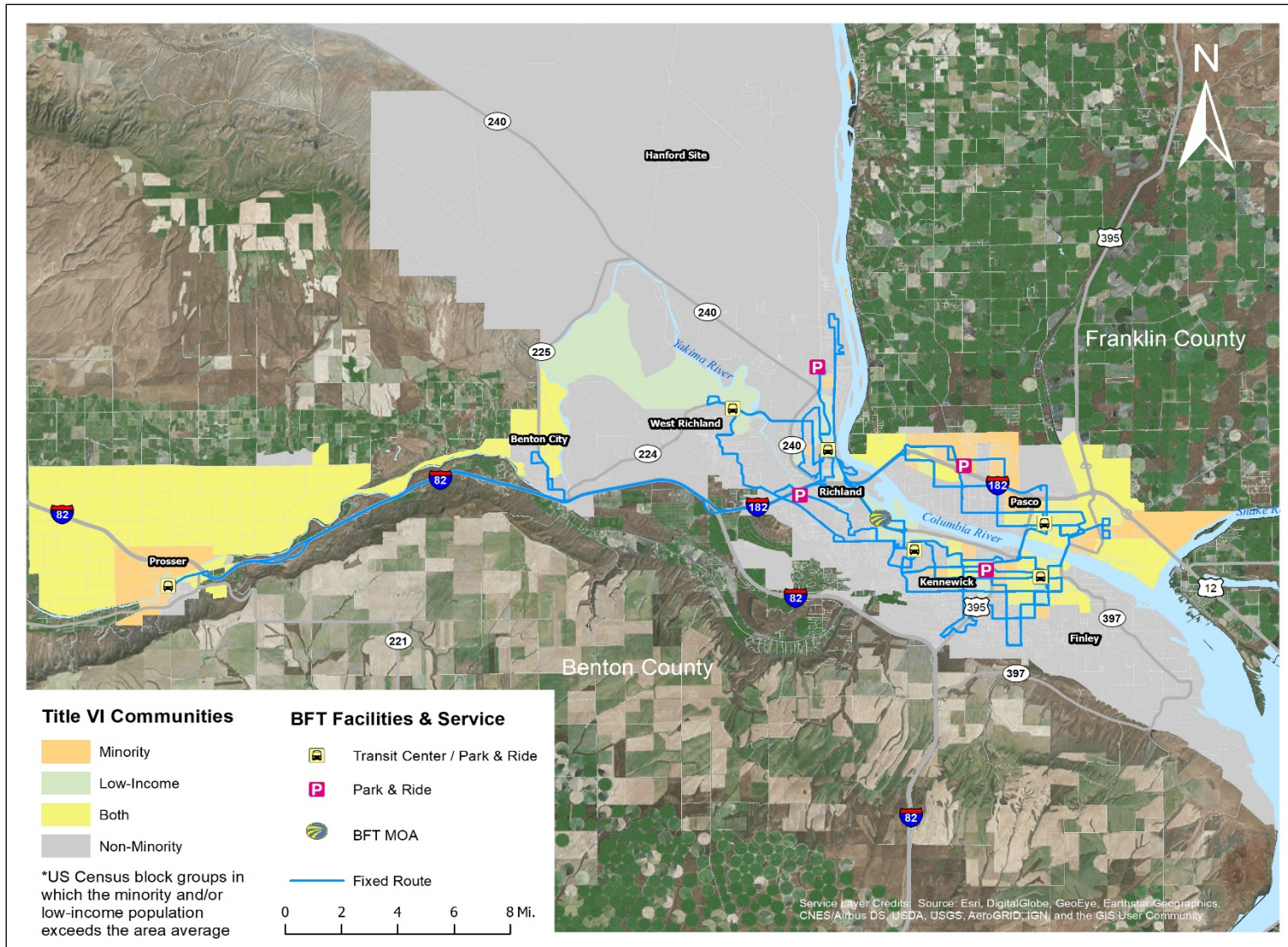
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Map 2 - BFT PTBA Low-Income Population Percentage by Block Group



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Map 3 - BFT PTBA Block Groups with Minority & Low-Income Populations Exceeding Area Average



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Major Service Changes (June 2021)

Recommended Route 1 Service Change Profile

- FSC route
 - Combination of segments of routes 120,126,150, and 160
 - Established true 15-minute service between Knight St Transit Center and Three Rivers Transit Center and 22nd Ave Transit Center during the majority of weekday and Saturday service
 - Reduces layover time at mid-route transit centers (e.g., Three Rivers Transit Center)
 - 6 vehicles needed to operate
- Implementation planned for June 2021
- Reduced frequency Sunday service planned for August 2021
- Demographic Breakdown:

	Recommended Route 1
Total:	18,795
Minority %:	46.8%
Low-Income%:	24.0%

Route 1 Recommended Frequency, Service Span, & Routing

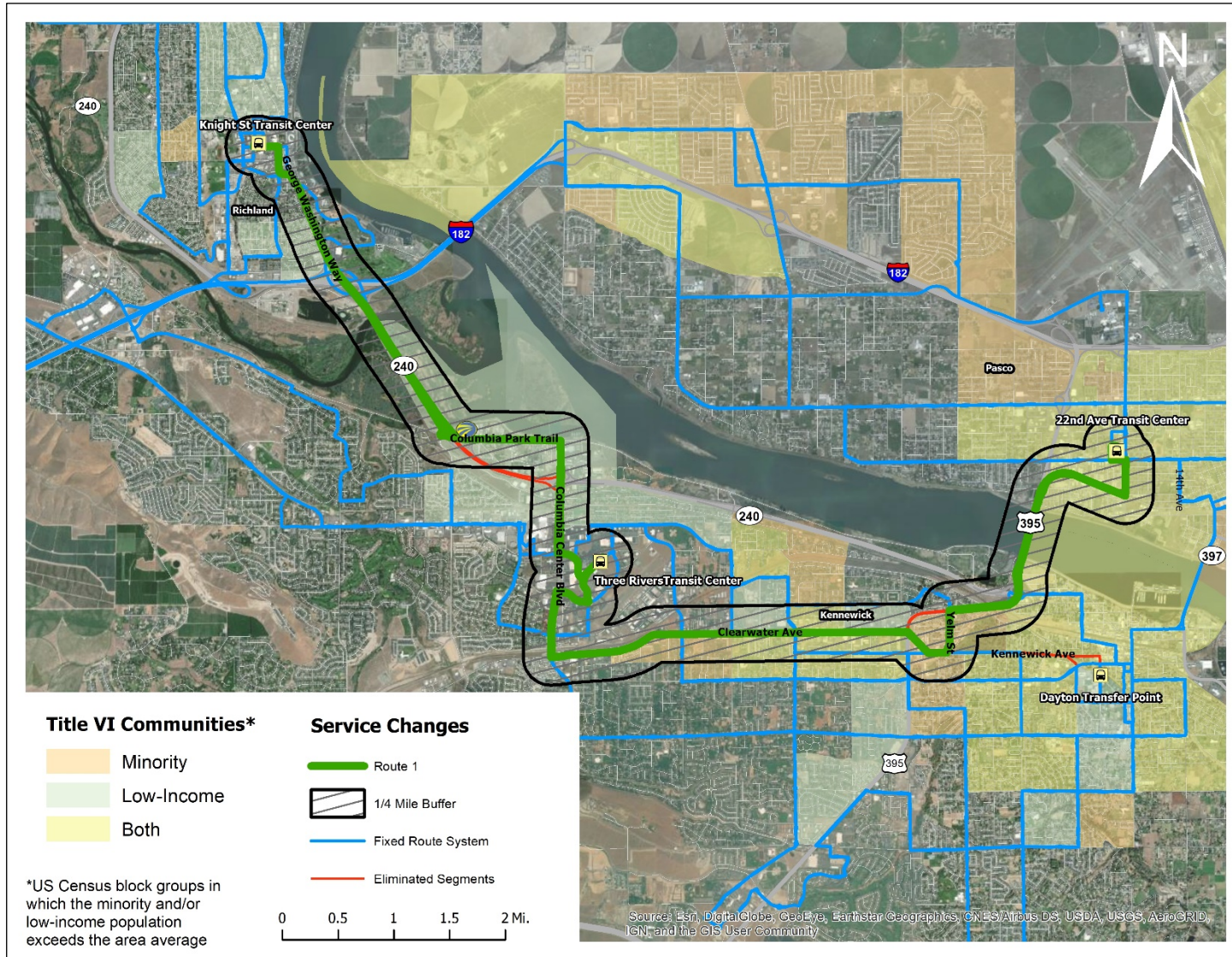
Table 1 - Route 1 Frequency

	Weekdays		Saturdays	
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM
Recommended Route 1	15	15	15	15

Table 2 - Route 1 Service Span Changes (approximate time)

	Weekday	Saturday
Recommended Route 1	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM

Map 4 – Route 1 Implementation Service Change Impacts



Recommended Route 3 Service Change Profile

- Route 3
 - FSC route
 - Adheres to same route alignment and schedule as current route 150 and 160 between 22nd Ave Transit Center and Dayton St Transfer Point
 - Established true 15-minute 22nd Ave Transit Center and Dayton St Transfer Point during the majority of weekday and Saturday service
 - 4 vehicles needed to operate
- Implementation planned for June 2021
- Reduced frequency Sunday service planned for August 2021
- Demographic Breakdown:

	<u>Recommended Route 3</u>
Total:	12,366
Minority %:	78.4%
Low-Income%:	27.4%

Route 3 Recommended Frequency, Service Span, & Routing

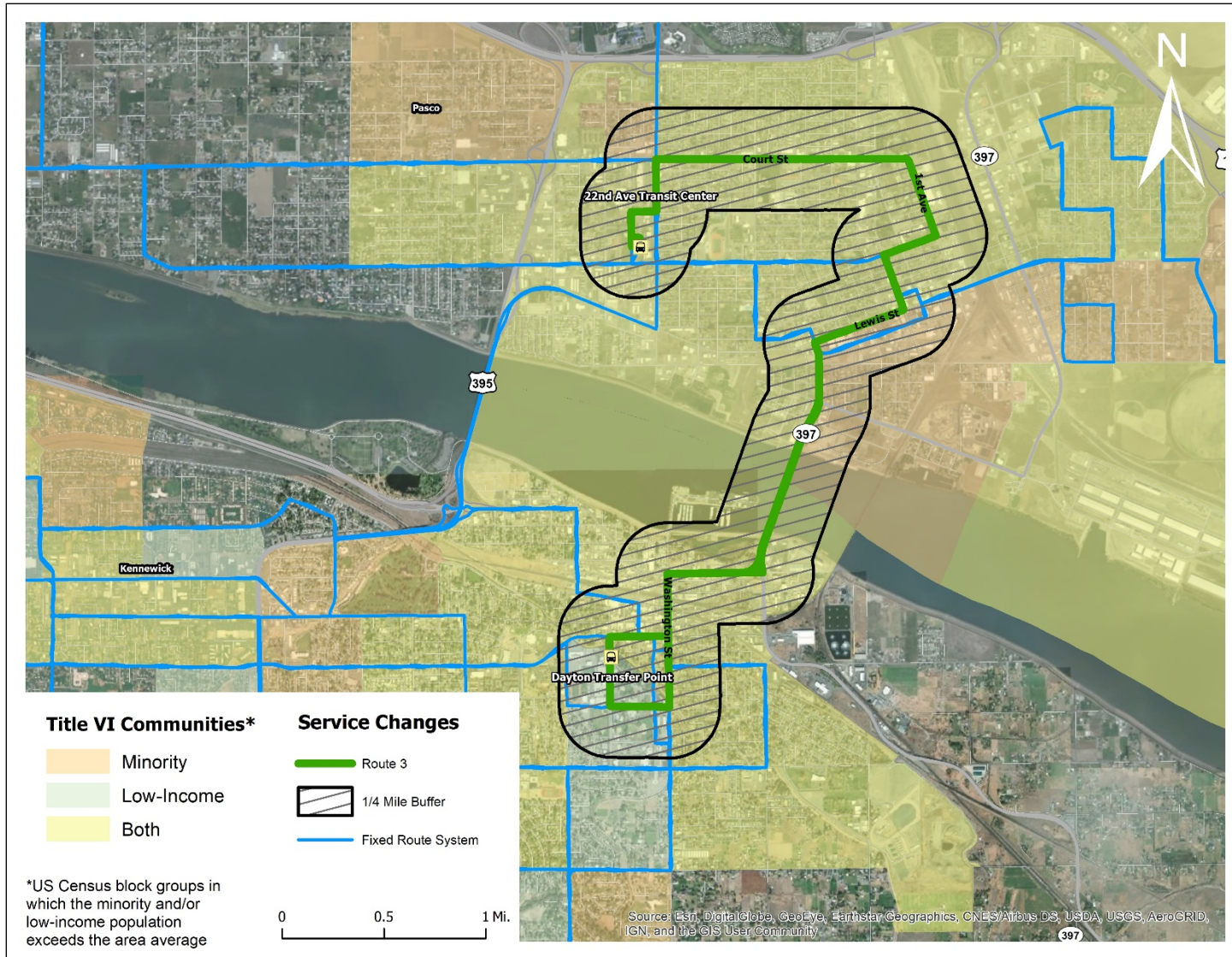
Table 3 - Route 3 Frequency

	Weekdays		Saturdays	
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM
Recommended Route 3	15	15	15	15

Table 4 - Route 3 Service Span Changes (approximate time)

	Weekday	Saturday
Recommended Route 3	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM

Map 5- Route 3 Implementation Service Change Impacts



Recommended Route 20 Service Change Profile

- Route 20
 - New local route
 - Adheres to same route alignment as current route 120 between Knight St Transit Center and West Richland Transit Center
 - Potential schedule adjustments to accommodate better connection on transfer centers
 - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

	<u>Recommended Route 20</u>
Total:	7,112
Minority %:	22.3%
Low-Income%:	14.3%

Route 20 Recommended Frequency, Service Span, & Routing

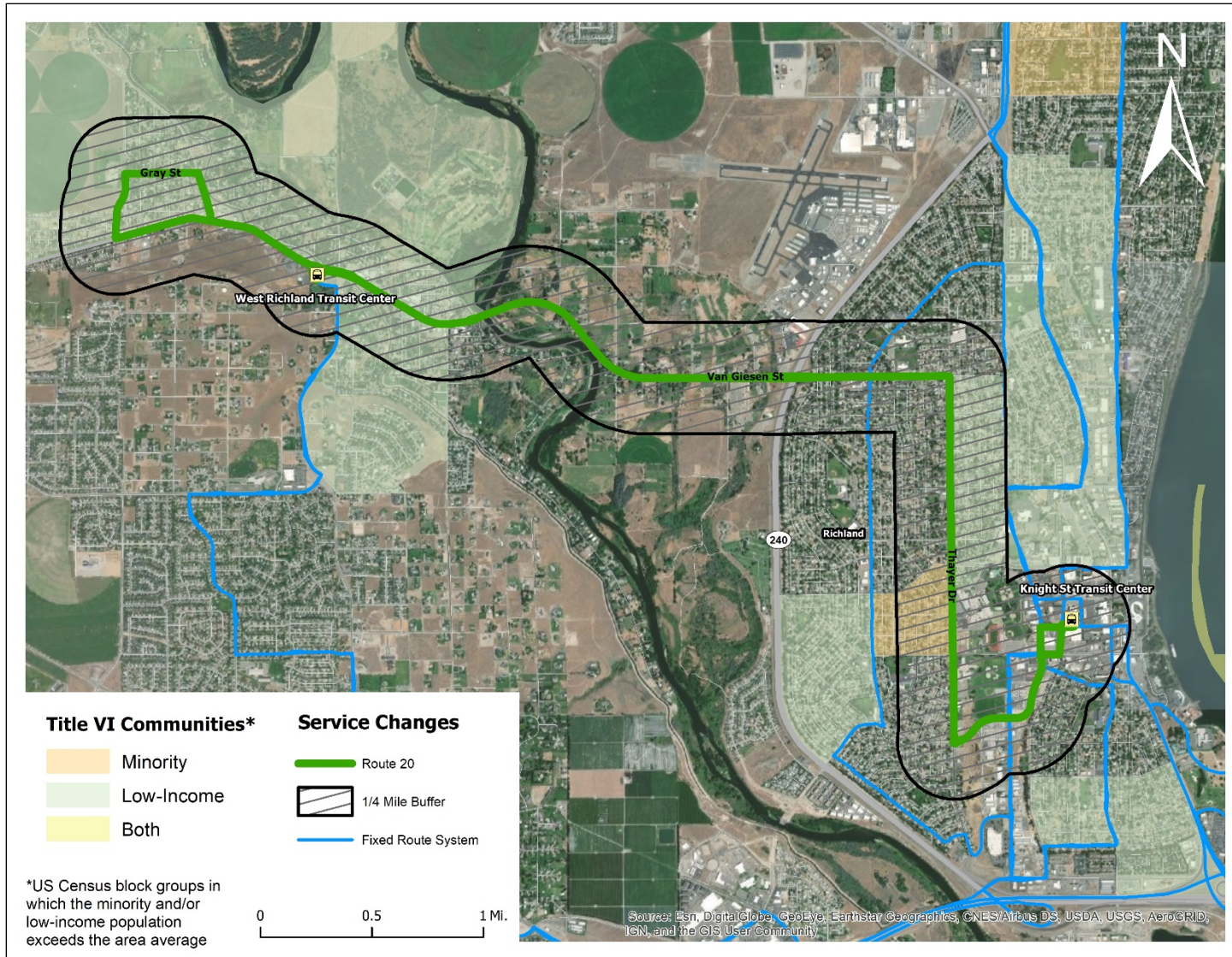
Table 5 - Route 20 Frequency

	Weekdays		Saturdays	
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM
Recommended Route 20	30	30	30	30

Table 6 - Route 20 Service Span Changes (approximate time)

	Weekday	Saturday
Recommended Route 20	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM

Map 6- Route 20 Implementation Service Change Impacts



Recommended Route 26 Service Change Profile

- Route 26
 - New local route
 - Adheres to same route alignment as the northern segment of current route 126 north of Knight St Transit Center
 - 20-minute frequency during the majority of weekdays and Saturdays
 - 30-minute frequencies from 8 PM to 10 PM
 - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

	<u>Recommended Route 26</u>
Total:	5,978
Minority %:	31.6%
Low-Income%:	17.4%

Route 26 Recommended Frequency, Service Span, & Routing

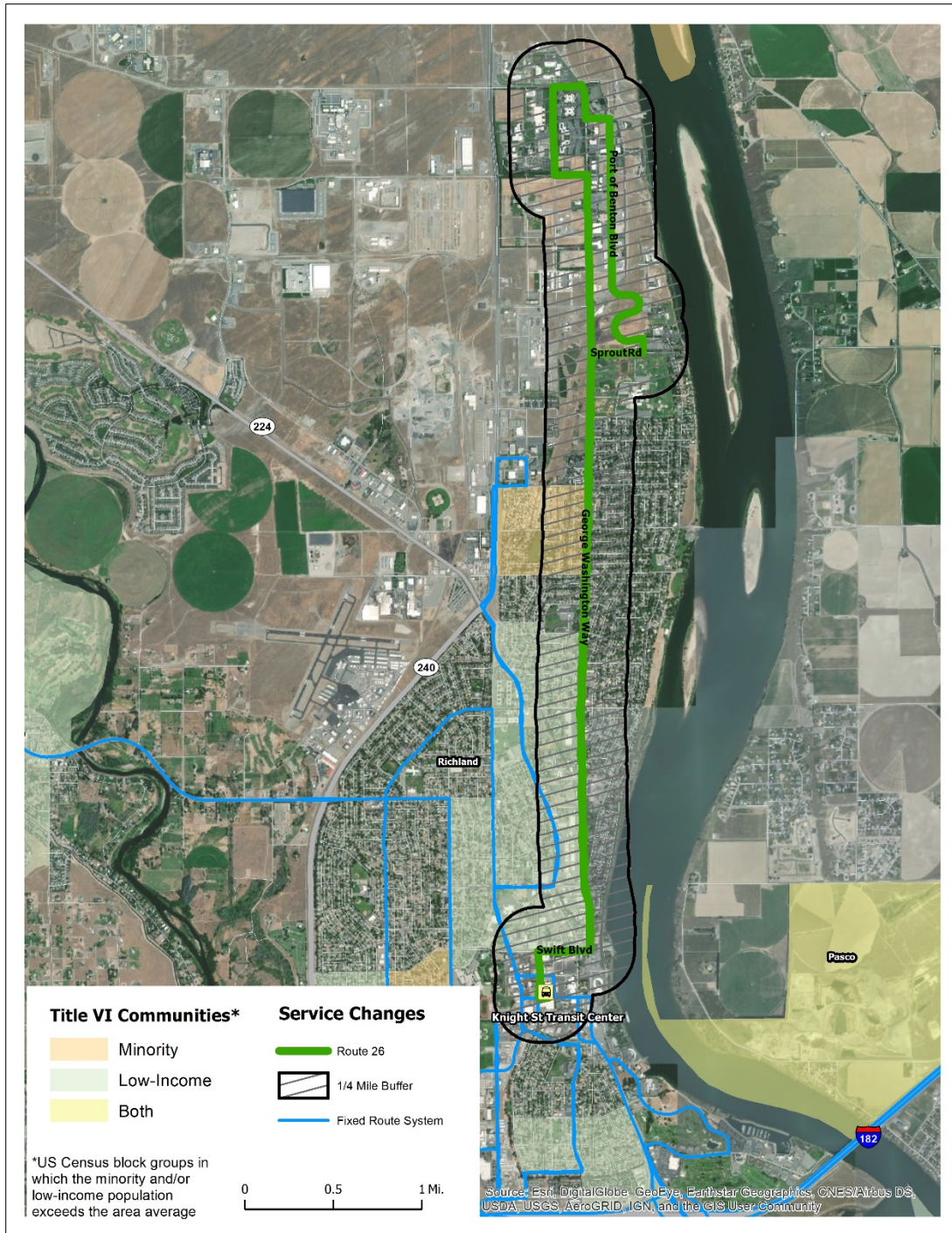
Table 7 - Route 26 Frequency

	Weekdays		Saturdays	
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM
Recommended Route 26	20	30	20	30

Table 8 - Route 26 Service Span Changes (approximate time)

	Weekday	Saturday
Recommended Route 26	6:00 AM – 10:00 PM	7:00 AM – 10:00 PM

Map 7 – Route 26 Implementation Service Change Impacts



Recommended Route 40 Service Change Profile

- Route 40
 - New local route
 - Provides increased service between Three Rivers Transit Center and Dayton St Transfer Point
 - Provides more direct trips between the Clearwater commercial corridor areas and the high density of low-income and minority populations living adjacent to Olympia St and 10th Ave intersection in Kennewick
 - Replaces service to some of the coverage area of eliminated Route 160
 - 30-minute frequency during the majority of weekdays and Saturdays
 - 2 vehicles needed to operate
- Implementation planned for June 2021
- Demographic Breakdown:

	<u>Recommended Route 40</u>
Total:	18,955
Minority %:	53.5%
Low-Income%:	30.8%

Route 40 Recommended Frequency, Service Span, & Routing

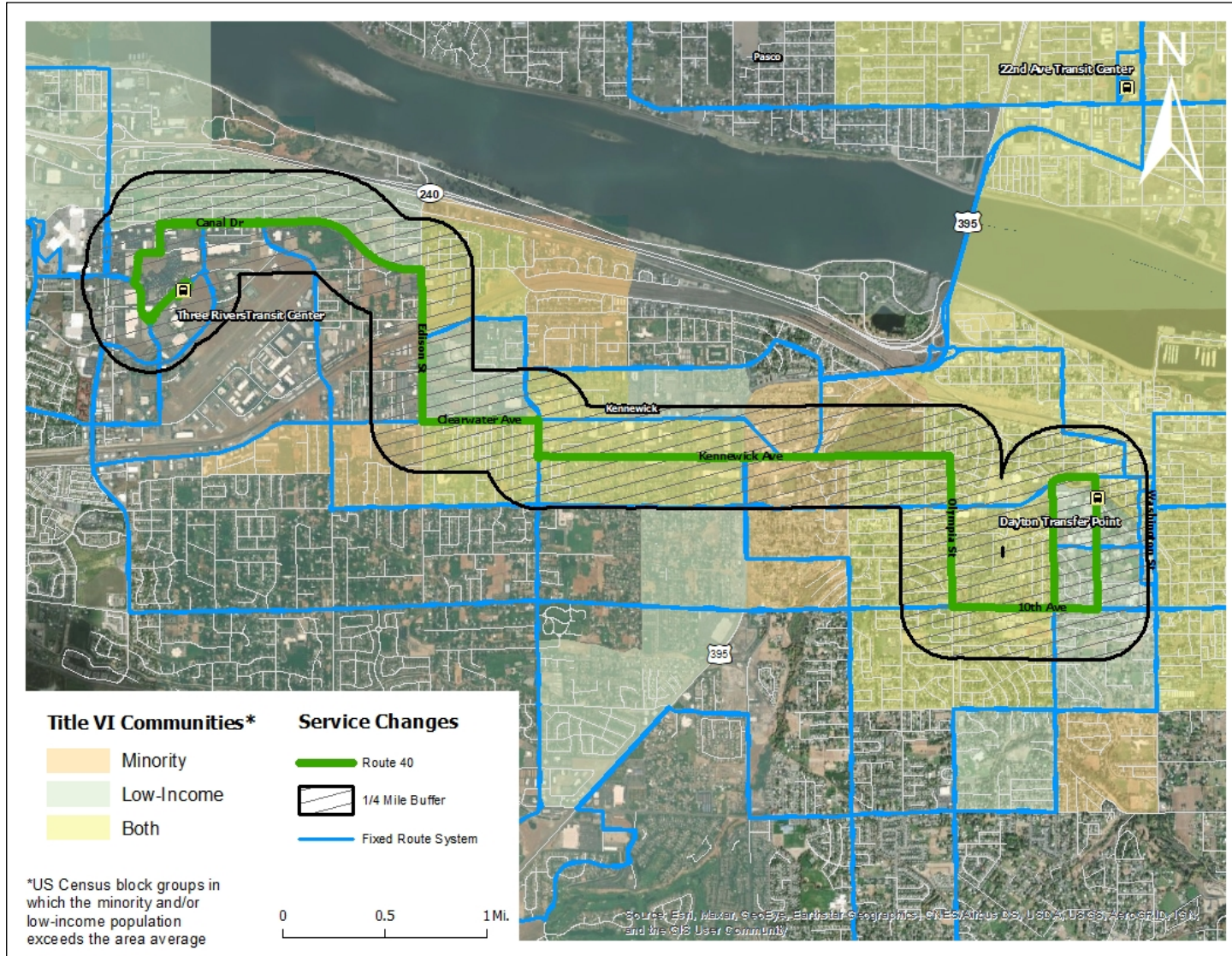
Table 9 - Route 40 Frequency

	Weekdays		Saturdays	
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM
Recommended Route 40	30	-	30	-

Table 10 - Route 40 Service Span Changes (approximate time)

	Weekday	Saturday
Recommended Route 40	6:00 AM – 8:00 PM	No service

Map 8 – Route 40 Implementation Service Change Impacts



Recommended Minor Service Changes

- Route 42
 - Increase to 30-minute frequencies from 7 AM to 8 PM on Saturdays
- Route 47
 - Increase to 30-minute frequencies from 7 AM to 8 PM on Saturdays
- Route 110
 - Shift schedules 15 minutes back to allow for better connections where route intersects with other fixed routes
- Route 225
 - Redesignated as Route 2A
 - No expected reduction in service to coverage area
 - Implemented at a later date
- Route 268
 - Redesignated as Route 2B
 - No expected reduction in service to coverage area
 - Implemented at a later date

Recommended Route Elimination – Major Service Changes

- Route 120
 - Truncated and western segments redesignated as Route 20
 - Eastern segments covered by new Route 1
 - No expected reduction in service to coverage area other than highway segments with no stops
- Route 126
 - Truncated and northern segments redesignated as Route 26
 - Southern segments covered by new Route 1
 - No expected reduction in service to coverage area
- Route 150
 - Covered by new Route 1 between Three Rivers Transit Center and Dayton Transfer Point
 - Covered by new Route 3 between Dayton Transfer Point and 22nd Ave Transit Center
 - No expected reduction in service to coverage area other than highway segments with no stops
- Route 160
 - Covered by new Route 1 between Three Rivers Transit Center and Cleawater Ave & Yelm St
 - Covered by Route 40 on Kennewick Ave from Yelm St to Olympia St
 - Service eliminated on Kennewick Ave between Olympia St and Garfield St (4 stops total)
 - Covered by new Route 3 between Dayton Transfer Point and 22nd Ave Transit Center

Major Service Changes (August 2020 – Sunday Service)

Recommended Sunday Service Implementation Profile

- Base fixed route network that includes:
 - Route 1
 - Route 42
 - Route 225
 - Route 64
 - Route 3
 - Route 123
- 8:00 AM to 6:30 PM fixed route service
- Reduced frequencies on most routes
- Addition of approximately 8,000 revenue hours annually
- Addition of approximately 2,000 revenue miles annually
- Implementation planned for August 2021
- Demographic Breakdown:

Recommended Sunday Service

Total:	68,335
Minority:	50.4%
Low-Income:	20.6%

Sunday Service Recommended Frequency, and Service Span

Table 11 – Sunday Fixed Route Frequencies

Route	Frequency	Service Span
1	30	8:00 AM – 6:30 PM
225	30	8:00 AM – 6:30 PM
3	30	8:00 AM – 6:30 PM
42	30	8:00 AM – 6:30 PM
64	30	8:00 AM – 6:30 PM
123	30	8:00 AM – 6:30 PM

2021 Annual Service Plan Title VI Service Equity Analysis Results

This section details results from a service equity analysis conducted for the planned implementation of the FSC and local route adjustments that will be implemented in June 2021. Results for implementation of Sunday fixed route service, which will be implemented in August 2021, are also included. These recommended service changes will constitute as a major service change per BFT's Major Service Change Policy if implemented, thus a service equity analysis is required.

BFT conducts service equity analyses in order to prevent adverse effects, disparate impact, disproportionate burdens and unfair treatment of minority and low-income populations in BFT's service area. Specifically, BFT staff are required to "valuates significant system-wide service and fare changes and proposed improvements at the planning and programming stages to determine whether those changes have a discriminatory impact." This service equity analysis was conducted by BFT staff to evaluate proposed service changes, which do not include any fare changes, in compliance with FTA Circular 4702.1B §4, Chap.4-10.

Given the fact that the proposed fixed route service changes have a widespread impact on a large percentage of the fixed route network, this service equity analysis was conducted on a system-wide basis. That said, service changes will result in a substantial increase in service and there are very few areas that will experience decreased frequencies or service elimination.

It should also be noted that route nomenclature (i.e., route naming and numbering) may be adjusted between service change approval and service implementation. That said, routing and levels of service will stay the same. Any changes to route nomenclature between service change approval and implementation will be identified and explained to both the BFT Board of Directors and the public.

Equity Analysis Methodology

BFT staff utilized Remix to conduct this service equity analysis. Remix has the capability to automatically generate a Title VI report (2012-2016 American Community Survey data) by comparing existing fixed routes to the proposed changes. Remix implements the following methodology to provide accurate service equity analysis data:

1. Calculate low-income and minority population within 1/4 mile of current and proposed fixed route
 - For each route, build a shape that represents the area within quarter mile of any of its route alignment
 - Intersect the catchment area with 2012-2016 ACS Census data. Get a list of block groups and the percentage overlap with each.
 - For each block group, take the percentage of overlap and multiply it by the block group's statistics
2. Compare the number of people-trips, before and after

- Multiply the population near a route times the number of trips it makes (per year) to get “people-trips”
 - Repeat for low-income and minority populations to get “low-income people-trips” and “minority people-trips”
 - Compare these numbers between the current and the proposed versions of the route, to get a set of people-trip differences. Remix compares current routes to proposed routes that have the same name.
3. Get the total difference in people-trips across the transit system
 - Repeat the process above for every route in the transit system
 - Sum the difference in people-trips. This will return three numbers: total difference in people-trips, total difference in low-income people-trips, and total difference in minority people-trips.
 4. Calculate the change borne by low-income and minority populations
 - Divide the total difference in low-income people-trips by the total difference in people-trips to get the percentage of change borne by those with low-income
 - Repeat for minority people-trips
 5. Compare the percentage change to the average in the service area
 - Calculate the average percentage of low-income and minority populations across the entire service area
 - Subtract from the change borne by those populations
 - Get two final numbers: the difference between the impact this set of transit changes had on low-income and minority populations compared to any average change

June 2021 Service Equity Analysis Results

Recommended implementation of routes 1 and 3, which will be designated as “Frequent Service Corridor” routes, will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. Route 2A and 2B are just a reclassification of current route 225 and 268, and thus does not result in a major service change. Service change recommendations involving the local route system (i.e. routes 20, 26, 40) will also qualify as a major service change. As such, a service equity analysis was conducted to determine if the recommended change planned for 2021 will result in a disparate impact and/or disproportionate burden on the minority and low-income populations.

Disparate Impact Analysis

If the impact of a major service change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact per BFT’s Disparate Impact Policy.

Minority populations will experience 55.5% of the effects of the planned implementation FSC and local route service changes. This is 17.9% above the area average. Changes borne by minority populations will

not exceed the area average by more than 20% and no potential disparate impact is expected. Service changes will result in a substantial increase for minority populations.

Disproportionate Burden Analysis

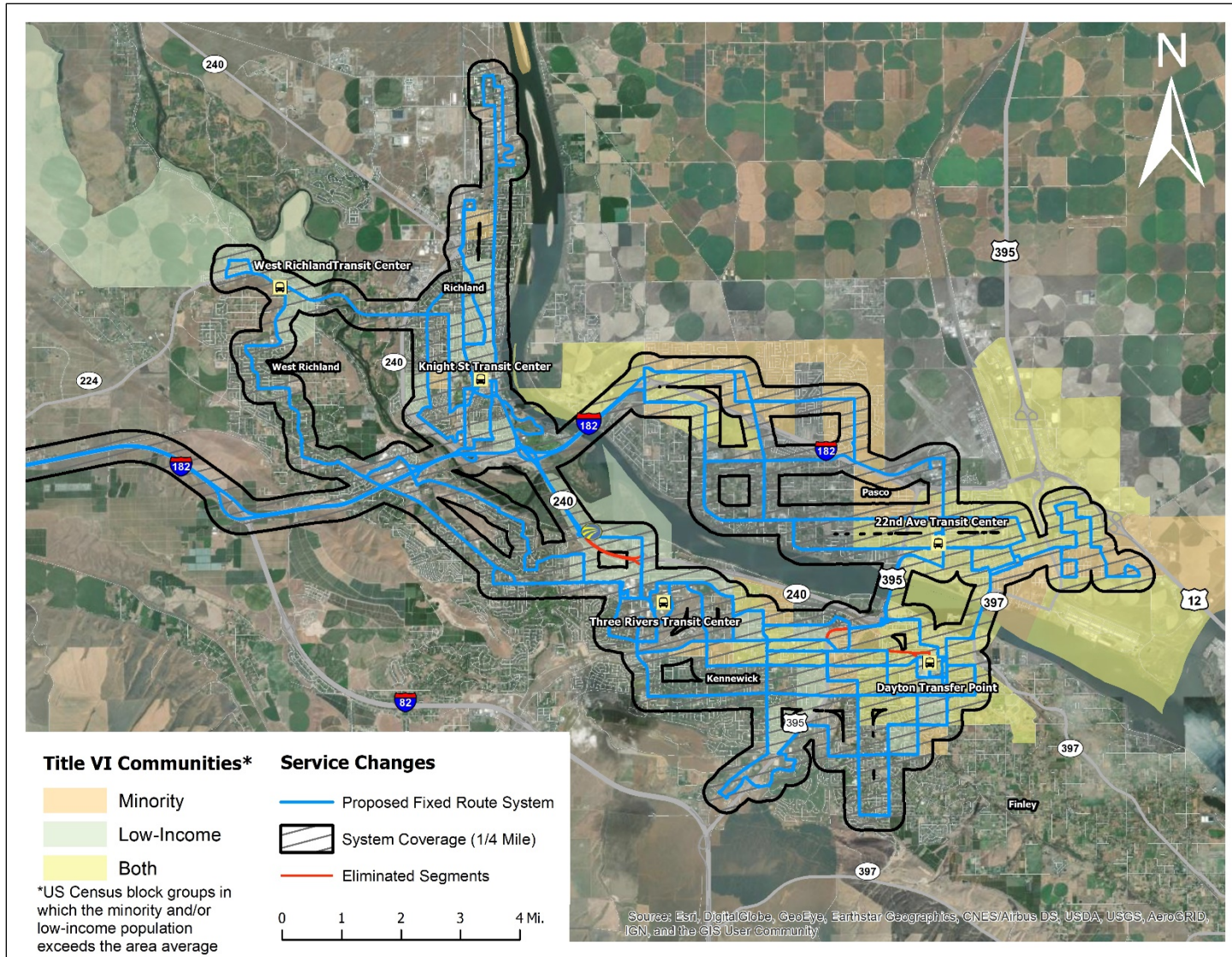
If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Low-income populations will experience 26.9% of the effects of the planned implementation FSC and local route service changes. This is 12.2% above the area average. Changes borne by low-income populations will not exceed the area average by more than 20%, meaning there will be no potential disproportionate burden. Regardless, the planned changes will result in an increase of service to low-income populations.

Table 12 – FSC & Local Fixed Route Service Change Data (Increased Service)

Baseline Fixed Route System				Proposed Service Change				Service Change Impact Breakdown (People-Trips Difference)				
<i>Population (1/4 mi)</i>				<i>Population (1/4 mi)</i>				<i>Additional People-Trips</i>			<i>Change Borne</i>	
Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minorities
147,167	16.1%	42.9%	267,030	149,612	16.2%	43.0%	338,885	468,648,625	126,447,186	260,545,025	26.9%	55.5%
										Area Average	14.7%	37.6%
										Delta	12.2%	17.9%

Map 9 - FSC & Local Fixed Route Service Change Implementation Impacts



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

August 2021 Service Equity Analysis Results

Recommended addition of fixed route service on Sundays will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the plan to incorporate current fixed route Sunday service will result in a disparate impact and/or disproportionate burden on the minority and low-income populations.

Disparate Impact Analysis

If the impact of a major service change proposal requires a minority population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disparate impact per BFT’s Disparate Impact Policy.

Minority populations will experience 53.0% of the effects of the planned implementation of Sunday fixed route service. This is 15.4% above the area average. Changes borne by minority populations does exceed the area average by more than 20%, but no potential disparate impact is expected due to the fact that Route 268 will actually increase service to minority populations.

Disproportionate Burden Analysis

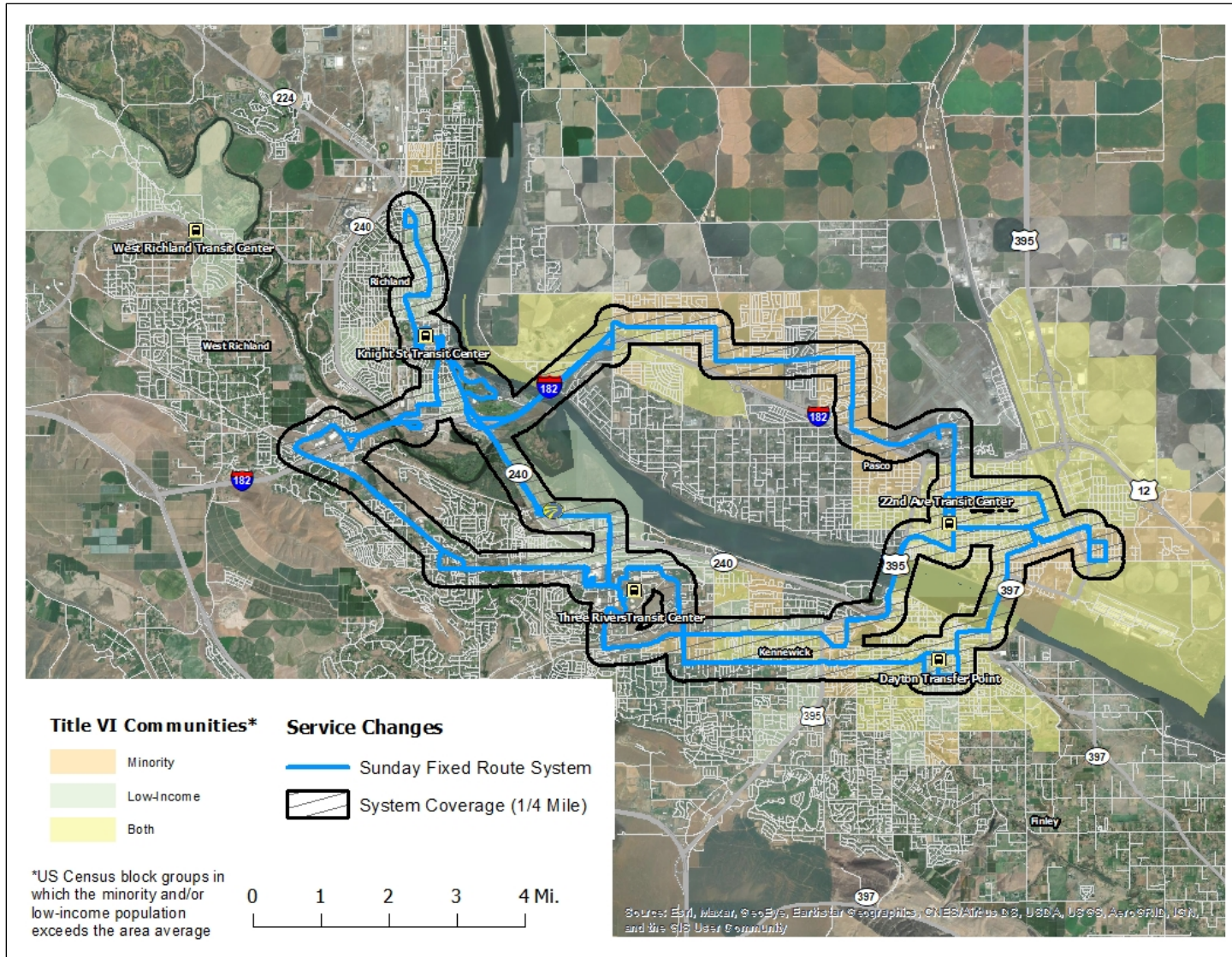
If the impact of a major service change proposal or any fare change proposal requires a low-income population to receive benefits 20% less or to bear adverse effects 20% more than those benefits or adverse effects received or borne by the non-minority population, that impact will be considered a disproportionate burden.

Low-income populations will experience 21.9% of the effects of the planned implementation of Sunday fixed rout service. This is 7.2% above the area average. Changes borne by low-income populations will not exceed the area average by more than 20%, meaning there will be no potential disproportionate burden. Regardless, the planned changes will result in an increase of service to low-income populations.

Table 13 - Sunday Service Change Data (Increased Service)

Baseline – No Sunday Service				Proposed Service Change				Service Change Impact Breakdown (People-Trips Difference)				
<i>Population (1/4 mi)</i>				<i>Population (1/4 mi)</i>				<i>Additional People-Trips</i>			<i>Change Borne</i>	
Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minorities
0	0	0	0	68,595	20.7%	50.4%	13,805	177,088,670	38,702,782	93,905,350	21.9%	53.0%
										Area Average	14.7%	37.6%
										Delta	7.2%	15.4%

Map 10 - Sunday Service Implementation Impacts



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Service Equity Analysis Summary

Based on the service equity analysis results pertaining to the implementation of FSC routes, local route changes, and Sunday fixed route service, BFT staff have concluded that there will be no disparate impact or disproportionate burden will occur if these planned service changes are implemented. This conclusion means that there will be no apparent adverse effects on minority or low-income populations will be caused with the planned service changes outlined in the 2021 Annual Service Plan. In fact, if implemented, these service changes will result in a significant net gain of service to low-income and minority populations and will benefit all those who utilize BFT’s fixed route system. Fixed route service changes planned for June 2021 are expected to increase revenue hours by approximately 5% annually. The addition of Sunday fixed route service in August 2021 is expected to account for an additional 5% in revenue hours annually.

The only population that could potentially be negatively impacted by the proposed service changes outlined in the 2021 Annual Service Plan would be those who live in the residential areas adjacent to Kennewick Ave, between Olympia St and Dayton St. Although four fixed route bus stops will be removed, those who reside in these areas will be within close walking distance of bus stops located along routes 40, 41 and 42. BFT’s on-demand CONNECT service will also be available to those who are unable to make the short walk. As such, adverse impacts on Title VI populations are not expected.

Table 14 - Disparate Impact & Disproportionate Burden Determination

Service Changes	Date Effective	Major Service Change	Disparate Impact	Disproportionate Burden
Route 1	6/14/21	Yes	No	No
Route 225	6/14/21	No	N/A	N/A
Route 268	6/14/21	No	N/A	N/A
Route 3	6/14/21	Yes	No	No
Route 20	6/14/21	Yes	No	No
Route 26	6/14/21	Yes	No	No
Route 40	6/14/21	Yes	No	No
Route 42	6/14/21	No	N/A	N/A
Route 47	6/14/21	No	N/A	N/A
Route 110	6/14/21	No	N/A	N/A
Sunday Service	8/30/21	Yes	No	No

Public Outreach & Comments

ADDED AFTER PUBLIC COMMENT PERIOD



Ben Franklin Transit

2021 Annual Service Plan Public Outreach Overview

Service Initiatives

2016-2021

A Look Back

2016 to Present

- **Comprehensive Service Plan**
 - Approved in 2016
 - Network Redesign
- **Service Recovery Plan**
 - Approved in 2018
 - Expanded General Demand
 - Expanded Hours of Service
 - On-Demand First-Mile/Last-Mile Connections
 - Sunday Service
- **Frequent Service Corridors**
 - 2021 budget approved in 2020

Status of Implementation

- **Completed in 2019**
 - Implemented in 2017
 - Adjustments in 2018-2019
- **Completed in 2020**
 - Most phases completed in 2019
 - CONNECT completed in 2020
- **The 2021 Annual Service Plan**
 - Frequent Service Corridors (June)
 - Sunday Service (August)

Frequent Service Corridors

June Implementation



Service Overview

Route 1 (August)

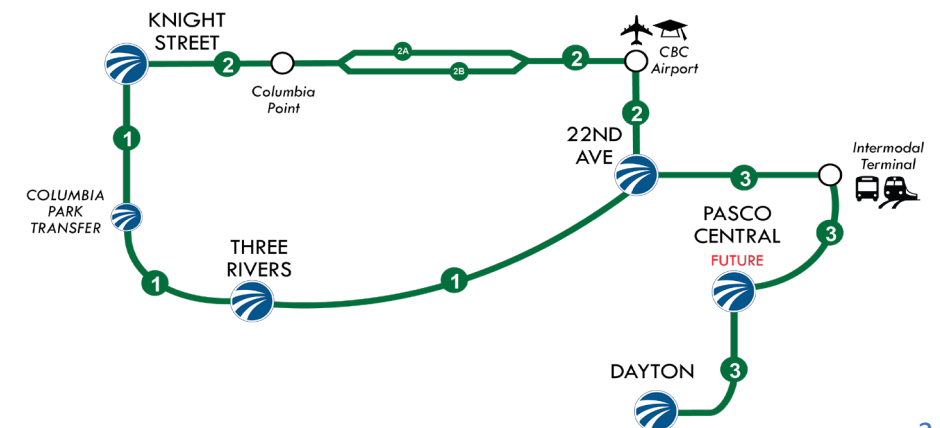
- Knight Street (Richland) to 22nd Ave (Pasco) via Three Rivers (Kennewick)
- Service every 15 minutes
- Combination of highest ridership portions of routes 120, 126, 150, and 160

Route 2 (Future, upon completion of West Pasco Transit Hub)

- 22nd Ave (Pasco) to Knight Street (Richland)
- Service every 15 minutes where routes overlap
- Future consolidation of routes 225 and 268 when West Pasco Transit Hub is complete

Route 3 (August)

- 22nd Ave (Pasco) to Dayton (Kennewick) with future extension to proposed Southridge Hub
- Service every 15 minutes
- Combination of portions of routes 150 and 160 from East Pasco to Kennewick





MAJOR CHANGES – Maintaining Coverage

Route 20

Truncated version of route 120

Route 26

Truncated version of route 126

Route 40

New connection from Three Rivers to Dayton via Clearwater

MINOR CHANGES – Improving Reliability

Route 42

Improves service to every 30 minutes on Saturday

Route 47

Improves service to every 30 minutes on Saturday

Route 110

Schedule shift to allow for better connections

Local Route Service Changes

June
Implementation



NEW SERVICE – Identified in 2018 Recovery Plan

Sunday Service

Service between CONNECT Zones

- **Route 1**
Every 30 minutes, Richland to Pasco via Kennewick
- **Route 3**
Every 30 minutes, Pasco to Kennewick
- **Route 123**
Every 30 minutes, Richland to Kennewick (modified route)
- **Route 225 (Future Route 2)**
Every 30 minutes, Richland to Pasco



Full **DIAL-A-RIDE** Service

All **CONNECT** Zones

Local Service for Coverage and Connectivity

- **Route 42**
Every 30 minutes, Kennewick (maintains Dayton-to-Three Rivers connection)
- **Route 64**
Every 30 minutes, Pasco (maintains critical coverage)

August Implementation

Budget Impact

June and August Changes

Budget Impacts

By Service Implementation

June Service Changes

- 42 daily revenue hour increase on weekdays
- 83 revenue hour increase on Saturdays
- 15,000 additional rev hours annually
- Annual Program Budget approved in 2020

August Service Changes (Sunday Service)

- Initial 145 daily fixed route revenue hours
- 8,000 annual fixed route revenue hours
- Estimated daily 100 DAR revenue hours added
- Annual budget increase of \$1.2 million required (2022 and beyond)

2021 Annual Service Plan Total

- 23,000 annual fixed route revenue hours added
- 214,000 annual fixed route revenue hours total
- Estimated 5,000 annual DAR revenue hours added

Headcount Increases

– June Service Changes

- 12 additional fixed route Operators
- Budgeted

– August Service Changes

- 13 additional Operator (7) and Operations/Maintenance (6) staff
- DAR Operator current and budgeted staffing levels sufficient, increase may be needed based on demand
- Within 2021 budget
- Budget increase required (2022 and beyond)

Budget Impact Data

	2021 Budget	Baseline 2021 Forecast	June FSC Increase	August Increase	Forecast wth Service Change	Inc/(Dec) to 2021 Budget	Annualized Expansion Cost
Fixed Route							\$2.7
Hours	206,000	183,000	9,000	2,000	194,000	(12,000)	22,000
Miles	3,242,000	2,880,000	366,000	125,000	3,371,000	129,000	491,000
Headcount	160	160	12	13	185		25
Dial-A-Ride							\$0.7
Hours	119,000	96,000	0	2,000	98,000	(21,000)	4,700
Miles	1,825,000	1,500,000	0	31,000	1,531,000	(294,000)	31,000
Headcount	119	119	0	0	119		0
CONNECT							\$0.0
Hours	46,000	20,000	3,000	3,000	26,000	(20,000)	n/a
Miles	750,000	326,000	49,000	49,000	424,000	(326,000)	n/a
Headcount	0	0	0	0	0	0	n/a
Total Cost (in millions)	\$43.9	\$36.7	\$1.2	\$0.7	\$38.6	(\$5.3)	\$3.3

Public Outreach

March 2021

- Public outreach efforts began in early March when the board approved the modified ASP draft for release for public comment
- Planning and marketing jointly hosted two public open house events where a presentation about the proposed service changes was given, and the public could ask questions directly
- The proposed service changes were made available online with a dedicated webpage outline all proposed changes and interactive REMIX maps enabling the public to comment on the proposed changes
- Planning staff met directly with CAN to give a presentation and answer questions

- **Two Virtual Open House Meetings**
 - March 17th
 - March 24th
 - Total of 5 public attendees
- **Citizens Advisory Network (CAN) Meeting**
 - March 29th
 - Key committee members attended
- **Public interactive REMIX maps**
 - 5 comments received

Public Questions & Comments

With Responses from Planning

“What determines where stops are placed?”

Locations are based on availability of curb space, safety, and ease of use for drivers and riders

“Where will the future West Pasco Transit Hub be located?”

We are still examining possible locations

“It looks like transfers will be more common at Knight St”

Yes. But route schedules are aligned to allow for easy and timely transfers

“Overall, I like this proposal and I’m excited for it to start”

So are we!

Public Questions & Comments

and Responses

“Routes 47 and 170 should operate on Sunday”

Sunday service will likely be expanded in the future as demand increases

“Some turns may be difficult in poor weather or heavy traffic”

All new alignments have been reviewed and field tested with operations

“Sunday service should enable people to get to and from church”

Many churches, such as Christ the King, will be accessible with Sunday services

“Will Frequencies on the 42 and 47 be increased in the evening?”

Not at this time. Routes 42 and 47 will operate hourly after 8pm

QUESTIONS?

Memorandum

Date: February 10, 2021

To: Gloria Boyce, General Manager

From: Jeff Lubeck, Financial Services Director

Re: Recognizing the Certificate of Achievement for Excellence in Financial Reporting for the 2019 Comprehensive Annual Financial Report

Background

For the 8th year in a row, each year since 2012, BFT's Comprehensive Annual Financial Report has received the Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting awarded by the Government Finance Officers Association (GFOA).

The GFOA established the Comprehensive Annual Financial Report Program in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the Comprehensive Annual Financial Report program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

We present this award in recognition of the time and effort BFT Finance and other supporting staff have spent in preparing the financial statements in addition to the care and attention to detail in the day-to-day financial accounting and management activities at BFT.

Recommendation

Motion to recognize receipt of Certificate.

Approved as presented:

Gloria Boyce, General Manager



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Ben Franklin Transit
Washington**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

December 31, 2019

Christopher P. Morill

Executive Director/CEO

Staff Report April 08, 2021 Summary

Budget

YTD Operating as of February 28, 2021	2021 Budget Year to Date	Actual to Date February 28	Variance – Better/(Worse)	% Budget YTD
Operating Revenues				
Fares	345,495	74,889	(270,606)	-78.3%
Local Sales Tax	6,700,000	5,414,527	(1,285,473)	-19.2%
Operating Grants	8,333	8,333	-	0.0%
CARES Act Funds	1,335,893	1,335,893	-	0.0%
Miscellaneous	83,333	60,502	(22,831)	-27.4%
Total Operating Revenues	\$ 8,473,055	\$ 6,894,144	(1,578,911)	-18.6%
Pro Forma Revenues without CARES Act				
Less: CARES Revenue		(667,946)		
Add: 5307 Operating Grants		418,120		
Adjusted Revenue without CARES		3,205,924	(5,267,131)	-62.2%
Operating Expenditures				
Bus Operations	\$ 2,915,796	\$ 2,634,519	281,277	-9.6%
Dial-A-Ride Operations	1,931,101	1,607,544	323,557	-16.8%
General Demand Operations	78,672	68,390	10,282	-13.1%
Vanpool Operations	283,305	196,730	86,575	-30.6%
Maintenance	431,034	344,527	86,507	-20.1%
Paratransit - ARC	237,233	24,390	212,844	-89.7%
Contracted Services (Via)	350,000	92,403	257,597	-73.6%
Human Resources	288,983	256,784	32,199	-11.1%
Safety / Training	158,846	222,649	(63,803)	40.2%
Executive / Administrative Services	806,911	651,764	155,147	-19.2%
Marketing / Customer Service	363,720	201,814	161,905	-44.5%
Planning / Service Development	234,748	174,653	60,095	-25.6%
Total Operating Expenditures	\$ 8,080,347	\$ 6,476,167	\$ 1,604,180	-19.9%

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending February 2021

	2021 Total Budget	2021 Budget Year to Date	Actual To Date February 2021	% Budget YTD	Actual To Date February 2020	2021 vs 2020
Operating Revenues						
Fares						
Bus Passes	\$ 594,260	\$ 99,043	\$ 57	-99.9%	\$ 114,861	-100.0%
Bus Cash	329,000	54,833	-	0.0%	51,925	-100.0%
Dial-A-Ride	258,647	43,108	(25)	-100.1%	50,911	-100.0%
General Demand (Prosser)	15,200	2,533	-	0.0%	2,667	-100.0%
Vanpool	588,094	98,016	74,857	-23.6%	278,490	-73.1%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	287,771	47,962	-	0.0%	-	0.0%
Fares	2,072,972	345,495	74,889	-78.3%	498,854	-85.0%
Local Sales Tax	40,200,000	6,700,000	5,414,527	-19.2%	5,460,827	-0.8%
Operating Grants	50,000	8,333	8,333	0.0%	752,810	-98.9%
CARES Act Funds	8,015,355	1,335,893	1,335,893	0.0%	-	0.0%
Miscellaneous	500,000	83,333	60,502	-27.4%	125,320	-51.7%
Total Operating Revenues	\$ 50,838,327	\$ 8,473,055	\$ 6,894,144	-18.6%	\$ 6,837,811	0.8%
Pro Forma Revenues without CARES Act Revenue						
Less: CARES Act Revenue			(1,335,893)			
Add: 5307 Operating Grants	\$ 5,017,442		836,240			
Adjusted Revenues without CARES Act			6,394,492	-24.5%		-6.5%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 17,494,776	\$ 2,915,796	\$ 2,634,519	-9.6%	\$ 2,670,610	-1.4%
Dial-A-Ride	11,586,605	1,931,101	1,607,544	-16.8%	1,800,402	-10.7%
General Demand (Prosser)	472,032	78,672	68,390	-13.1%	81,376	-16.0%
Vanpool	1,699,830	283,305	196,730	-30.6%	355,686	-44.7%
Maintenance	2,586,201	431,034	344,527	-20.1%	373,621	-7.8%
Purchased Transportation						
Paratransit - ARC	1,423,400	237,233	24,390	-89.7%	181,602	-86.6%
Contracted Services (Via)	2,100,000	350,000	92,403	-73.6%	-	0.0%
Administration						
HR	1,733,895	288,983	256,784	-11.1%	474,369	-45.9%
Safety / Training	953,076	158,846	222,649	40.2%	-	0.0%
Executive / Administrative Services	4,841,464	806,911	651,764	-19.2%	618,266	5.4%
Marketing / Customer Service	2,182,317	363,720	201,814	-44.5%	214,823	-6.1%
Planning / Service Development	1,408,486	234,748	174,653	-25.6%	112,953	54.6%
* Total Operating Expenditures	\$ 48,482,082	\$ 8,080,347	\$ 6,476,167	-19.9%	\$ 6,883,708	-5.9%
Operating Surplus/(Deficit)	\$ 2,356,245	\$ 392,708	\$ 417,977		\$ (45,897)	-1010.7%
Operating Surplus/Deficit without CARES Act Revenues						
			(81,675)			
Capital Expenditures						
Local	\$ -	\$ -	\$ 113,573	0.0%	\$ 420,358	-73.0%
State	600,000	100,000	-	0.0%	-	0.0%
Federal	2,768,923	461,487	-	0.0%	721,899	-100.0%
Total Capital Expenditures	\$ 3,368,923	\$ 561,487	\$ 113,573	-79.8%	\$ 1,142,257	-90.1%

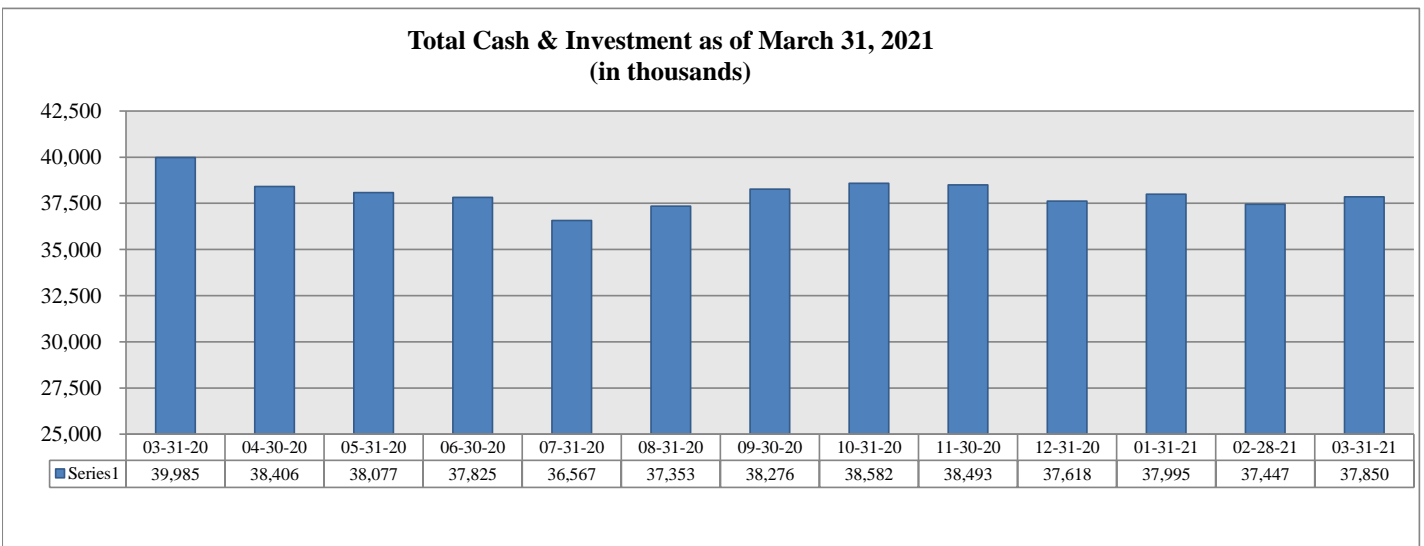
* Excludes budgeted GASB 68 year-end pension adjustment.

Ben Franklin Transit Treasurer's Report

Date: April 8, 2021
 To: Ben Franklin Transit Board of Directors
 From: Jeff Lubeck, Financial Services Director
 Subject: Treasurer's Report - As of Mar 31, 2021

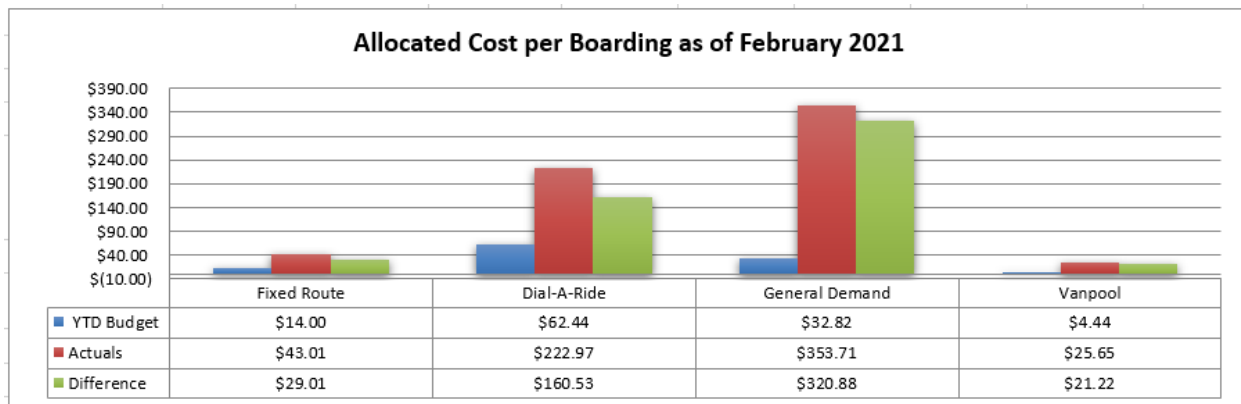
The Investment Position of Ben Franklin Transit as of the Close of Business on Mar 31, 2021 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.1139%	Open	\$ 28,226,787	74.6%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	4,290,066	11.3%
Subtotal Investments				32,516,852	85.9%
Check Book Balance, Petty Cash, & Travel Account				* 5,332,902	14.1%
				37,849,754	100.0%
Total Cash and Equivalents on Hand				\$ 37,849,754	
Less Reserve Funds					
Operating Reserves				(12,120,000)	
Fuel Reserves				(1,400,000)	
Fleet Replacement Reserves				(6,601,000)	
Non-Fleet Capital Reserves				(6,730,000)	
Total Reserves				(26,851,000)	
Net Funds Available				\$ 10,998,754	



Fares and Cost per Boarding

Effective with the March 2020 report, the Fare and Cost per Boarding charts will be substantially skewed compared to prior reports due to the drastic changes in responding to COVID-19.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending February 2021

The table below showing Actual Cost Per will be significantly skewed due to COVID-19 which dramatically impacted ridership and fares.

Directly Operated Transportation

2021 YTD Actual Allocated Cost Per(s)	General Demand (Prosser)				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	Vanpool				
Fares	\$ 57	\$ (25)	\$ -	\$ 74,857	\$ -	\$ -	\$ 74,889
Direct Cost	\$ 2,634,519	\$ 1,607,544	\$ 68,390	\$ 196,730	\$ 24,390	\$ 92,403	\$ 4,623,976
Allocated Cost	\$ 1,037,227	\$ 687,163	\$ 27,783	\$ 100,018	\$ -	\$ -	\$ 1,852,191
Depreciation - Local (Vehicle only)	\$ 74,126	\$ 15,709	\$ 35	\$ 24,700	\$ 1,384	\$ -	\$ 115,955
Cost for Farebox Recovery Ratio	\$ 3,745,872	\$ 2,310,416	\$ 96,208	\$ 321,449	\$ 25,774	\$ 92,403	6,592,122
Boarding	87,086	10,362	272	12,531	\$ 313	\$ 1,617	112,181
Revenue Miles	220,661	84,258	4,903	93,076	\$ 1,967	\$ 18,842	423,707
Revenue Hours	14,000	5,256	154	1,996	\$ 85	\$ 994	22,485
Cost per Boarding	\$ 43.01	\$ 222.97	\$ 353.71	\$ 25.65	\$ 82.34	\$ 57.14	\$ 58.76
Cost per Rev Mile	\$ 16.98	\$ 27.42	\$ 19.62	\$ 3.45	\$ 13.10	\$ 4.90	\$ 15.56
Cost per Rev Hour	\$ 267.56	\$ 439.58	\$ 624.73	\$ 161.05	\$ 303.22	\$ 92.96	\$ 293.18
Farebox Recovery	0.0%	0.0%	0.0%	23.3%	0.0%	0.0%	1.1%

Directly Operated Transportation

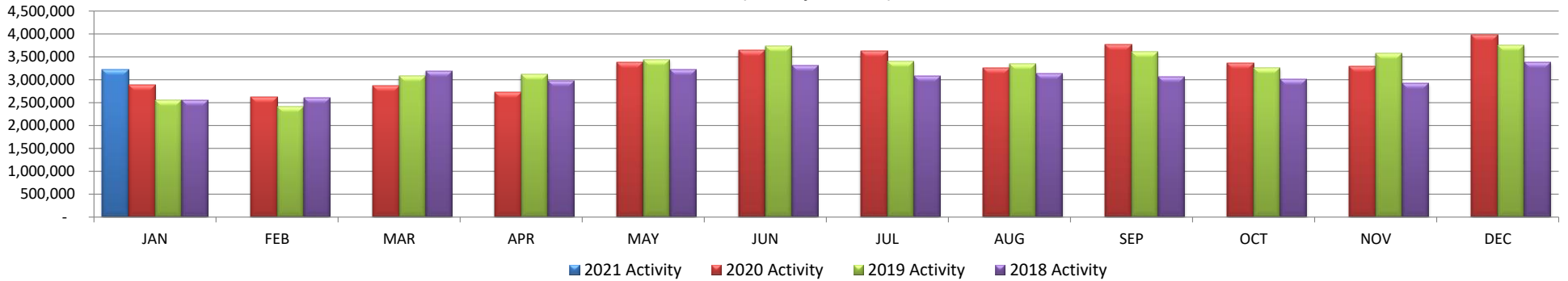
2021 YTD Budgeted Allocated Cost Per(s)	General Demand (Prosser)				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	Vanpool				
Fares	\$ 153,877	\$ 43,108	\$ 2,533	\$ 98,016	\$ -	\$ 47,962	\$ 345,495
Direct Cost	\$ 2,915,796	\$ 1,931,101	\$ 78,672	\$ 283,305	\$ 237,233	\$ 350,000	\$ 5,796,107
Allocated Cost	\$ 1,279,174	\$ 847,453	\$ 34,264	\$ 123,349	\$ -	\$ -	\$ 2,284,240
Depreciation - Local (Vehicle only)	\$ 76,491	\$ 31,224	\$ 1,942	\$ 33,238	\$ 3,448	\$ -	\$ 146,343
* Cost for Farebox Recovery Ratio	\$ 4,271,461	\$ 2,809,778	\$ 114,877	\$ 439,892	\$ 240,682	\$ 350,000	\$ 8,226,690
Boarding	305,000	45,000	3,500	99,167	12,167	24,167	489,000
Revenue Miles	540,333	304,167	16,000	516,667	40,000	125,000	1,542,167
Revenue Hours	34,333	19,833	667	12,500	2,500	7,667	77,500
Cost per Boarding	\$ 14.00	\$ 62.44	\$ 32.82	\$ 4.44	\$ 19.78	\$ 14.48	\$ 16.82
Cost per Rev Mile	\$ 7.91	\$ 9.24	\$ 7.18	\$ 0.85	\$ 6.02	\$ 2.80	\$ 5.33
Cost per Rev Hour	\$ 124.41	\$ 141.67	\$ 172.32	\$ 35.19	\$ 96.27	\$ 45.65	\$ 106.15
Farebox Recovery	3.6%	1.5%	2.2%	22.3%	0.0%	13.7%	4.2%

February 2021 Actual vs Budget

Cost per Boarding	\$ 29.01	\$ 160.53	\$ 320.88	\$ 21.22	\$ 62.56	\$ 42.66	\$ 41.94
Cost per Rev Mile	\$ 9.07	\$ 18.18	\$ 12.44	\$ 2.60	\$ 7.09	\$ 2.10	\$ 10.22
Cost per Rev Hour	\$ 143.15	\$ 297.91	\$ 452.41	\$ 125.86	\$ 206.95	\$ 47.31	\$ 187.03

* Excludes budgeted GASB 68 year-end pension adjustment.

**BFT Sales Tax Comparison
2018 to YTD 2021 (January Business)**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2021 Activity	3,217,469	-	-	-	-	-	-	-	-	-	-	-	3,217,469	\$ 3,217,469
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 2,897,013
2019 Activity	2,551,215	2,415,542	3,083,917	3,115,786	3,434,191	3,737,774	3,407,206	3,356,617	3,609,415	3,259,950	3,585,466	3,754,832	39,311,911	\$ 2,551,215
2018 Activity	2,548,254	2,608,963	3,197,807	2,973,191	3,217,205	3,305,949	3,074,305	3,132,269	3,064,684	3,014,900	2,927,560	3,377,150	36,442,238	\$ 2,548,254
Chg 21 to 20	320,456	-	-	-	-	-	-	-	-	-	-	-	320,456	
Chg 20 to 19	345,798	212,951	(214,627)	(381,139)	(56,538)	(82,385)	214,317	(96,862)	163,901	112,398	(282,544)	226,482	161,752	
Chg 19 to 18	2,961	(193,422)	(113,890)	142,595	216,986	431,826	332,900	224,348	544,731	245,049	657,905	377,682	2,869,673	
Chg 18 to 17	134,393	335,207	370,734	308,520	335,408	(347,319)	246,506	243,277	101,744	297,561	163,773	38,347	2,228,152	
% Chg 21 to 20	11.1%												11.1%	
% Chg 20 to 19	13.6%	8.8%	-7.0%	-12.2%	-1.6%	-2.2%	6.3%	-2.9%	4.5%	3.4%	-7.9%	6.0%	0.4%	
% Chg 19 to 18	0.1%	-7.4%	-3.6%	4.8%	6.7%	13.1%	10.8%	7.2%	17.8%	8.1%	22.5%	11.2%	7.9%	
% Chg 18 to 17	5.6%	14.7%	13.1%	11.6%	11.6%	-9.5%	8.7%	8.4%	3.4%	11.0%	5.9%	1.1%	6.5%	
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 2,746,574
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 2,627,752
2019 Budget	2,650,000	2,750,000	3,310,000	3,080,000	3,330,000	3,420,000	3,200,000	3,000,000	3,080,000	2,810,000	2,860,000	3,460,000	36,950,000	\$ 2,650,000
2018 Budget	2,475,000	2,330,000	2,900,000	2,730,000	2,955,000	3,225,000	2,900,000	2,960,000	3,055,000	2,825,000	3,135,000	3,376,317	34,866,317	\$ 2,475,000
Vs. 2021 Budget	470,895	-	-	-	-	-	-	-	-	-	-	-	470,895	17.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	10.2%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	-3.7%
Vs. 2018 Budget	73,254	278,963	297,807	243,191	262,205	80,949	174,305	172,269	9,684	189,900	(207,440)	833	1,575,921	3.0%

RCW 42.30.140

[RCW 42.30.140: Chapter controlling—Application. \(wa.gov\)](#)

Chapter controlling—Application.

If any provision of this chapter conflicts with the provisions of any other statute, the provisions of this chapter shall control: PROVIDED, That this chapter shall not apply to:

(1) The proceedings concerned with the formal issuance of an order granting, suspending, revoking, or denying any license, permit, or certificate to engage in any business, occupation, or profession or to any disciplinary proceedings involving a member of such business, occupation, or profession, or to receive a license for a sports activity or to operate any mechanical device or motor vehicle where a license or registration is necessary; or

(2) That portion of a meeting of a quasi-judicial body which relates to a quasi-judicial matter between named parties as distinguished from a matter having general effect on the public or on a class or group; or

(3) Matters governed by chapter [34.05](#) RCW, the Administrative Procedure Act; or

(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.