



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, July 8, 2021, at 7 p.m.  
1000 Columbia Park Trail, Richland, WA**

---

**AGENDA**

---

- |  |               |
|--|---------------|
| <b>1. Convene Board Meeting</b>  | Chair Bloom   |
| <b>2. Roll Call</b>  | Janet Brett   |
| <b>3. Pledge of Allegiance</b>   | Chair Bloom   |
| <b>4. Public Comment</b>   | Chair Bloom   |
| <b>5. Approval of Agenda</b>   | Chair Bloom   |
| <b>6. Recognitions</b>   |               |
| <b>Retirements:</b>  |               |
| A. Resolution 32-2021, A Resolution Recognizing BFT Employee Maurice Brown's Years of Service  | Ayodeji Arojo |
| B. Resolution 33-2021, A Resolution Recognizing BFT Employee Michelle Ives-Johnson's Years of Service  | Ayodeji Arojo |
| C. Resolution 34-2021, A Resolution Recognizing BFT Employee Donna Suttle's Years of Service   | Ayodeji Arojo |
| D. Resolution 35-2021, A Resolution Recognizing BFT Employee Filemon Alvarez's Years of Service  | Ayodeji Arojo |
| <b>Employees of the Year:</b>  |               |
| E. Resolution 36-2021, A Resolution Recognizing Operator of the Year Mary Gatrel   | Gloria Boyce  |
| F. Resolution 37-2021, A Resolution Recognizing Support Staff of the Year Andrea Benson  | Gloria Boyce  |
| G. Resolution 38-2021, A Resolution Recognizing Team of the Year Caleb Lenz, Jonathan Rider, Devin Roberts, and Richard Starr, IT Department | Gloria Boyce  |
| <b>7. Citizens Advisory Network (CAN) Report – No report is available.</b>   |               |

**8. Board Committee Reports**

- A. Operations & Maintenance Committee (**Cancelled**) Ruben Alvarado, Chair
- B. Planning & Marketing Committee (**Cancelled**) Jim Millbauer, Interim Chair
- C. Administration & Finance Committee Richard Bloom, Substitute Chair

**9. Consent Agenda**

- A. June 10, 2021, Regular Board Meeting Minutes
- B. June Voucher Summary
- C. Resolution 39-2021: Recommending the Award of the Radio Maintenance Services Contract

**10. Action Items**

- A. Resolution 40-2021: Authorization to Approve Projects & Update BFT's Capital Improvement Plan (CIP) Jeff Lubeck

**11. Discussion & Informational Items**

- A. Review and Discuss High-Level Impact of Sales Tax Revenue Reduction\* Gloria Boyce  
Jeff Lubeck  
Keith Hall

**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**

**15. Other**

**16. Next Meeting**

Regular Board Meeting - Thursday, August 12, 2021, at 7 p.m.

**17. Adjournment**

\*Presentation is at the end of the packet

**BEN FRANKLIN TRANSIT**

**RESOLUTION 32-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT)  
EMPLOYEE MAURICE BROWN'S YEARS OF SERVICE**

WHEREAS, Maurice Brown served his community as a Ben Franklin Transit Coach Operator. Maurice understood what providing exceptional customer service to our passengers was and the importance of the work he performed.

WHEREAS, Maurice Brown submitted a letter of retirement to BFT with an effective date of February 28, 2021;

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

1. Maurice Brown served Ben Franklin Transit and the Tri Cities communities well in his position as a Coach Operator for nearly 10 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Maurice Brown, BFT Coach Operator, for his professional effort on behalf of the agency, its employees, and its customers. Maurice, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chair

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 33-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT)  
EMPLOYEE MICHELLE IVES-JOHNSON YEARS OF SERVICE**

WHEREAS, Michelle Ives-Johnson served her community as a Ben Franklin Transit Coach Operator. Michelle understood what providing exceptional customer service to our passengers was and the importance of the work she performed.

WHEREAS, Michelle Ives-Johnson submitted a letter of retirement to BFT with an effective date of March 31, 2021;

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

1. Michelle Ives-Johnson served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator for 17 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Michelle Ives-Johnson, BFT Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Michelle, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chair

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 34-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT)  
EMPLOYEE DONNA SUTTLE YEARS OF SERVICE**

WHEREAS, Donna Suttle served her community as a Ben Franklin Transit Coach Operator. Donna lead by example demonstrating a dedication to the organization, the community and the customers.

WHEREAS, Donna Suttle submitted a letter of retirement to BFT with an effective date of April 20, 2021;

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

1. Donna Suttle served Ben Franklin Transit and the Tri Cities communities well in her position as a Coach Operator for 27 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Donna Suttle, BFT Coach Operator, for her professional effort on behalf of the agency, its employees, and its customers. Donna, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chair

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 35-2021**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT (BFT)  
EMPLOYEE FILEMON ALVAREZ YEARS OF SERVICE**

WHEREAS, Filemon Alvarez served his community as a Ben Franklin Transit Dial-A-Ride Driver. Filemon's work ethic and professionalism demonstrated his character and he understood what providing exceptional customer service was and what it meant to his passengers..

WHEREAS, Filemon Alvarez submitted a letter of retirement to BFT with an effective date of May 20, 2021;

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

1. Filemon Alvarez served Ben Franklin Transit and the Tri Cities communities well in her position as a Dial-A-Ride Driver for 17 years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Filemon Alvarez, BFT Dial-A-Ride, for his professional effort on behalf of the agency, its employees, and its customers. Filemon, Ben Franklin Transit is grateful to you for your contributions to the organization and wish you the best in all your future endeavors. Congratulations on your retirement.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chair

APPROVED AS TO FORM BY:

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

**BEN FRANKLIN TRANSIT**

**RESOLUTION 36-2021**

**RESOLUTION RECOGNIZING BFT'S EMPLOYEES OF THE YEAR- OPERATOR  
CATEGORY: MARY GATREL, DIAL-A-RIDE OPERATOR**

WHEREAS, BEN FRANKLIN TRANSIT employees submitted nominations for BFT Employees of the Year, stating what the person(s), have done to make Ben Franklin Transit a better transit system and gave explanation of how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

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

WHEREAS, The Award Winner of the Operator Category is Mary Gatrel, Dial-A-Ride Operator

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

1. Mary Gatrel has been a 7-year Dial-A-Ride Driver. Mary comes to work each day with one goal in mind and that is to do her best. Mary loves her work and it truly shows with her interactions among employees and the clients that we serve. She always has a smile on her face and is always happy to serve Ben Franklin Transit in a positive light.
2. The Ben Franklin Transit Board of Directors affirms the General Manager's selection of the Operator Category Award winner: Mary Gatrel, Dial-A-Ride Operator.
3. The Operator Category Award winner will receive a cash award of \$500.00.
4. The Operator Category winner will be honored at the 2021 Washington State Public Transportation Conference later this fall.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chairman

APPROVED AS TO FORM BY:

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



**BEN FRANKLIN TRANSIT**

**RESOLUTION 37-2021**

**RESOLUTION RECOGNIZING BFT'S EMPLOYEES OF THE YEAR- SUPPORT CATEGORY: ANDREA BENSON, FIXED ROUTE DISPATCHER**

WHEREAS, Ben Franklin Transit (BFT) employees submitted nominations for BFT Employees of the Year, stating what the person or persons, have done to make Ben Franklin Transit a better transit system and gave explanation of how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

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

WHEREAS, The Award Winner of the Support Category is Andrea Benson, Fixed Route Supervisor

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

1. In the past year, Andrea has shown tremendous commitment to and pride in her role at BFT. As a Dispatcher Andrea assures the drivers that if they are in a jam out on the road, they can call with confidence in knowing that they will receive the help they need. If a question is asked and she doesn't know the answer, she will take the extra steps to find out for them. She is a leader with integrity and honesty and treats others with respect.
2. The Ben Franklin Transit Board of Directors affirms the General Manager's selection of the Support Category Award winner: Andrea Benson, Fixed Route Supervisor
3. The Support Category winner will receive a cash award of \$500.00.
4. The Support Category winner will be honored at the 2021 Washington State Public Transportation Conference later this fall.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chairman

APPROVED AS TO FORM BY:

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

## **BEN FRANKLIN TRANSIT**

### **RESOLUTION 38-2021**

#### **RESOLUTION RECOGNIZING BFT'S EMPLOYEES OF THE YEAR- TEAM CATEGORY CALEB LENZ, JONATHAN RIDER, DEVIN ROBERTS AND RICHARD STARR, IT DEPARTMENT**

WHEREAS, Ben Franklin Transit (BFT) employees submitted nominations for BFT Employees of the Year, stating what the person or persons, have done to make Ben Franklin Transit a better transit system and gave explanation of how their activities and efforts have brought distinction and honor to Ben Franklin Transit; and

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

WHEREAS, The Award Winner of the Team Category are Caleb Lenz, Jonathan Rider, Devin Roberts and Richard Starr, IT Department.

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

1. Caleb Lenz, Jonathan Rider, Devin Roberts and Richard Starr serve BFT as IT Department staff. COVID-19 has had a tremendous impact on IT in 2020 and continuing into 2021. The amount of work, support, creativity cannot be overstated or overemphasized.

The Work From Home (WFH) pivot that happened in March 2020 stressed the TI infrastructure and team in a way that could not be imagined or prepared for. Add on top of that the fact that the IT Manager left shortly after the pandemic started also left a large hole in the team.

Despite these challenges, the IT Team pulled off some amazing accomplishments – enabling a WFH environment with a structure where that was not the cultural or technical norm; implementing new tools to support remote and virtual meetings; and supporting staff working remotely (sometimes even going to their homes to help solve issues). The IT has assured that employees have been able to stay safe by working from home with the tools and infrastructure they need to work effectively and efficiently. They have also made sure that BFT's data security has been maintained even as the threat and cyber attacks have greatly increased. Congratulations and thank you, Caleb, Jonathan, Devin and Rich, for all that you do.

2. The Ben Franklin Transit Board of Directors affirms the General Manager's selection of the Team Category Award winner: Caleb Lenz, Jonathan Rider, Devin Roberts and Richard Starr, IT Department
3. The Team Category winners will receive and split a cash award of \$1500.00.

4. The Team Category winner will be honored at the 2021 Washington State Public Transportation Conference later this fall.

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

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chairman

APPROVED AS TO FORM BY:

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



**ADMINISTRATION & FINANCE COMMITTEE  
REGULAR MEETING  
Thursday, July 1, 2021 – 4 p.m.**

**REMOTE**

Per the Governor's COVID-19 Healthy Washington: Roadmap to Recovery reopening plan, Ben Franklin Transit Ad Hoc Committee meetings will be conducted telephonically, with call-in access provided to participants.

---

**MINUTES**

---

**Committee Members Present:** Richard Bloom

**Committee Members Absent:** Steve Becken, Chair; Lisa Stade

**Legal Counsel:** Jeremy Bishop

**BFT Staff:** Gloria Boyce, Ayodeji Arojo, Janet Brett, Carina Cassel, Mindy Eakin, Keith Hall, Lisa Larson, Jeff Lubeck, Rob Orvis, Jerry Otto, Mike Roberts, Wendi Warner

1. **Convene:** Director Bloom, substituting for Chair Becken, convened the meeting at 4:02 p.m.

**New Items:**

2. **Resolution XX-2021: Authorization to Approve Projects and Update BFT's Capital Improvement Plan** – Jeff Lubeck, Administrative Services Director

Mr. Lubeck presented to the Committee the request for authorization to approve projects and update BFT's Capital Improvement Plan.

Staff recommend approval of Resolution XX-2021 Updating BFT's Capital Improvement Plan to increase the Project Value by \$32,241,197 and decrease the amount budgeted by \$2,302,181. Staff further recommend the removal of all closed projects from the Capital Improvement Plan.

3. **Review and Discuss High-Level Impact of Sales Tax Revenue Reduction** – Gloria Boyce, General Manager

Ms. Boyce reported that this presentation will be finalized tomorrow and available for Board review. There are three scenarios included to show the impact of the proposed sales tax reduction on Ben Franklin Transit operations: 1) 100 percent of the reduction from service; 2) 100 percent of the reduction from capital; and 3) a blend of both.

## **Standing Items**

### **4. Notification of Upcoming Bids and Request for Proposals – Jeff Lubeck, Administrative Services Director, and Rob Orvis, Procurement Manager**

Mr. Lubeck presented the first portion of the 90-Day Procurement Outlook.

- In Progress
  - Radio Maintenance RFP was released, and the estimated award date is July 15.
  - Federal Lobbying Consulting Services RFP has been released, and its estimated award date is September 15.
  - Comprehensive Fare Study RFP has also been released, and the estimated award date is August 16.

Mr. Orvis finished the presentation.

- July
  - Authorization to Award - Radio Maintenance Services
- August
  - Authorization to Award – Comprehensive Fare Study
- September
  - Authorization to Award – Federal Lobbying Consulting Services
  - Authorization to Release – Request for Proposals for General Planning Consultant (Long-Range Plan)
- Contracts & Operating Expenses Over \$25,000 Approved by General Manager in June
  - On-Call Contract #1290 Bruce Mechanical, Inc. – Heating and A/C Maintenance NTE \$100,000

### **5. Sales Tax Report – Jeff Lubeck, Administrative Services Director**

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2018 to April 2021. Sales tax revenue YTD has increased 32.2 percent over 2020 and is \$962,500 over the 2021 budget.

### **6. Other**

Ms. Boyce told committee members there will also be an executive session as a part of next Thursday's board meeting regarding the Administrative Assistants Collective Bargaining Agreement.

### **7. Next Meeting**

The next BFT Administration & Finance Committee meeting will be held August 5, 2021, at 4 p.m.

### **8. Adjourn**

Director Bloom adjourned the meeting at 4:31 p.m.



**BOARD OF DIRECTORS  
REGULAR MEETING  
June 10, 2021 - 4 p.m.**

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

---

**MINUTES**

---

**1. CONVENE BOARD MEETING**

CHAIR BLOOM called the meeting to order at 4:01 p.m.

**2. ROLL CALL**

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

**BFT Staff:** Gloria Boyce, Ayodeji Arojo, Bill Barlow, Janet Brett, Carina Cassel, Chad Crouch, Terry DeJuan, Mindy Eakin, Bill Hale, Keith Hall, Mona Jamison, Jeff Lubeck, Lisa Larson, Kim Newton, Rob Orvis, Jerry Otto, Mike Roberts, Wendi Warner

**Legal Counsel:** Jeremy Bishop

**3. PLEDGE OF ALLEGIANCE**

CHAIR BLOOM led the attendees in the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

There were no requested additions or changes to the agenda.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOTION:</b>	<b>LEMLEY</b>
<b>SECOND:</b>	<b>ALVARADO</b>

**5. PUBLIC COMMENT**

CHAIR BLOOM explained there are two comment periods and instructed the public on the process to be used to address the Board. This portion of the meeting is for general comments from the public; comments on Agenda Item 11A will be taken during that portion of the meeting.

No public comment was received.

**6. RECOGNITIONS**

Chair Bloom introduced the new Clerk of the Board, Janet Brett, who began work Monday.

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

There was no CAN Report for this Board meeting.

**8. 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** – This month’s meeting of June 2, 2021, was canceled.
- B. **Planning & Marketing Committee** – The June 2, 2021, meeting included discussion about Resolution 29-2021: Authorization to Extend Columbia Basin College Contract #893 through June 30, 2022.
- C. **Administration & Finance Committee** – STEVE BECKEN, committee chair, reported at the June 3, 2021, meeting they discussed Resolution 30-2021: Authorizing General Manager to Release the Capital Improvement Plan (CIP) for Public Comment, which is an action item on the agenda today.



**9. EXECUTIVE SESSION**

The Board convened in executive session under RCW 42.30.140(4)(b) for review of labor negotiations and proposals at 4:14 p.m. and returned to open session at 4:30 p.m.

CHAIR BLOOM stated he would entertain a motion. Director Lemley made a motion to approve Resolution 31-2021 authorizing the General Manager to adopt the June 2021 to June 2022 wage schedule for the Collective Bargaining Agreement between Ben Franklin Transit (BFT) and Teamsters Local 839 Representing Mechanics, Equipment Body Repair, Fuelers, Washer/Cleaners, Equipment Service Workers, Facilities Maintenance Workers, Facilities Support Specialists, and Materials Coordinators.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOTION:</b>	<b>LEMLEY</b>
<b>SECOND:</b>	<b>BECKEN</b>

Roll call vote:

Alvarado-Aye

Torelli-Aye

Lemley-Aye

Bloom-Aye

Didier-Aye

Small-Aye

Becken-Aye

Stade-Aye

Mullen-Aye

**10. CONSENT ITEMS**

CHAIR BLOOM read the consent items and invited a motion.

A. May 13, 2021, Regular Board Meeting Minutes – Approve

B. May Voucher Summary – Approve

C. Resolution 29-2021: Authorization to Extend Columbia Basin College Contract 3893 through June 30, 2022 – Approve

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
509-21	80785 80790	5/7/2021	543,238.16 Payroll
510-21	VOID 80791-80795	5/21/2021	0.00 Payroll
511-21	80796 80800	5/21/2021	571,987.67 Payroll
<b>Total</b>			<b>\$ 1,115,225.83</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
134-21	77687 77752	5/5/2021	300,468.40 MDSE
135-21	ACH TRANS	5/11/2021	767,896.21 ACH TRANS
136-21	VOID 76826,77129,77172	5/11/2021	(11,037.00) VOID
137-21	77753 77801	5/11/2021	149,435.03 MDSE
138-21	77802 77892	5/20/2021	269,910.63 MDSE
139-21	77893 77894	5/25/2021	3,063.86 MDSE
140-21	77895 77939	5/28/2021	282,495.30 MDSE
141-21	ACH TRANS	5/31/2021	421,281.43 ACH TRANS
<b>Total</b>			<b>\$ 2,183,513.86</b>

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOTION:</b>	<b>ALVARADO</b>
<b>SECOND:</b>	<b>SMALL</b>

**11. DISCUSSION & INFORMATIONAL ITEMS****A. Franklin & Benton County Commissioners' Budget Concerns**

CHAIR BLOOM related that last week, in a joint meeting of the Benton and Franklin County Commissioners, it was agreed that funding for mental and substance abuse services was needed. The commissioners have directed their staff to prepare a letter asking BFT to reduce local funding for public transit. CHAIR BLOOM asked staff to prepare a presentation outlining the budget that was approved last November.

Director of Administrative Services Jeff Lubeck provided Board members with a summary of the budget including revenues, expenses, capital, and current cash position.

CHAIR BLOOM told participants he would entertain comments from the Board.

**B. Public Comments Regarding Agenda Item 11A**

Ginger at 435 Michael Avenue, Richland, Washington, spoke against cutting BFT funding.

Colin Berry voiced his support for transit and disapproves of cutting the funding.

Francesco Meyer stated that if we want a functional, thriving, vibrant community, we need transit.

CHAIR BLOOM closed the public comment period at 5:45 p.m.

**12. ACTION ITEMS**

**A. Resolution 30-2021: Authorizing General Manager to Release the Capital Improvement Plan (CIP) for Public Comment**

CHAIR BLOOM announced this could be released for public comment over the next 27 days, and we will address approval at the next Board meeting in July.

CHAIR BLOOM invited a motion.

<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>
<b>MOTION:</b>	<b>STADE</b>
<b>SECOND:</b>	<b>ALVARADO</b>

**13. STAFF REPORTS & COMMENTS**

**A. Legal Report**

Mr. Bishop has been working with staff on RFPs and contracts; they are very busy and doing a great job. He commended BFT staff on bus stop maintenance and appearance.

**B. Financial Report**

Mr. Lubeck presented a financial report to the Board, highlighting materials contained in the Board packet.

**C. General Manager's Report**

General Manager Gloria Boyce reported we anticipate moving to in-person meetings in July once the governor moves the State of Washington into Phase 4 after June 30. Board members were asked for guidance on the date and times for the monthly board meetings, moving forward. After a brief discussion, it was determined that in-person meetings would resume on the second Thursday of the month at 7 p.m.

**14. BOARD MEMBER COMMENTS**

Director Alvarado reported on the groundbreaking on the Lewis Street overpass.

Directors discussed the potential impact of a reduction in the amount of local transit sales tax from .6 percent to .5 percent.

CHAIR BLOOM closed by stating this budget discussion would continue at next month's Board of Directors meeting.

**15. NEXT MEETING**

Regular Board Meeting – Thursday, July 8, 2021, at 7 pm.

**16. ADJOURNMENT**

CHAIR BLOOM adjourned the meeting at 6:35 p.m.

---

Janet Brett, Clerk of the Board

---

Date



1000 Columbia Park Trail Richland, WA 99352.4851  
509.735.4131 509.735.1800 fax www.bft.org

BEN FRANKLIN TRANSIT  
Friday, July 02, 2021

To: Ben Franklin Board of Directors  
From: Jeff Lubeck, Financial Services Director *Jeff Lubeck*  
RE: Vouchers for June 2021

Jul 1, 2021

June 2021 vouchers totaled \$3,628,962.07. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
IRS	Federal Income Tax on Wages	\$ 387,213.17
NW ADMIN TRANSFER	Insurance	\$ 382,326.40
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 354,259.61
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 210,542.32
STATE OF WASHINGTON	Insurance	\$ 117,039.59
ANR GROUP INC	Contract Labor	\$ 99,267.15
CERIUM NETWORKS INC	Computer Supplies	\$ 77,709.38
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 70,025.03
KPFF INC	Contracted Services	\$ 63,321.26
TCF ARCHITECTURE PLLC	Contracted Services	\$ 49,952.21
RIVER NORTH TRANSIT	Contracted Services	\$ 46,950.00
CORTEZ FENCING	Contracted Services	\$ 36,383.40
US BANKCARD	Travel/Merchandise	\$ 35,931.01
AMERICAN PUBLIC TRANSPORTATION ASSOC.	Membership	\$ 35,500.00
CUMMINS INC	Vehicle Parts	\$ 30,664.39
GILLIG	Vehicle Parts	\$ 29,904.04
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 20,148.54
PERFECTION GLASS INC	Contracted Services	\$ 17,245.68
DELL MARKETING LP	Computer Supplies	\$ 17,179.66
CASTLE HOSPITALITY INC	Employee Recognition	\$ 15,403.92
TRAPEZE SOFTWARE GROUP INC.	Computer Supplies	\$ 15,296.32
TEAMSTERS UNION	Union Dues	\$ 15,256.50
CITY OF RICHLAND	Utilities	\$ 14,159.69
FGL LLC	Building Lease	\$ 14,147.27
WAXIES SANITARY SUPPLY	Janitorial Supplies	\$ 13,349.45
ARCHBRIGHT INC	Contracted Services	\$ 13,253.64
AMAZON CAPITAL SERVICES	Office/Safety Supplies	\$ 12,228.09
HERITAGE PROFESSIONAL LANDSCAPING INC	Contracted Services	\$ 12,025.82
VOYAGER FLEET SYSTEMS INC.	Fleet Fuel	\$ 11,918.71
WA STATE AUDITOR	Audit Services	\$ 11,129.04
BRIDGESTONE AMERICAS	Tire Lease	\$ 11,011.37
SUMMIT LAW	Legal Consulting	\$ 10,403.40
ROACH LAW OFFICES LLP	Legal Consulting	\$ 10,335.00
DURA SHINE CLEAN LLC	Contracted Services	\$ 10,250.00
	<b>Total Significant Vendors</b>	<b>\$ 2,271,731.06</b>
	<b>Payroll Total</b>	<b>\$ 1,103,121.87</b>
	<b>Total Non-Significant Vendors</b>	<b>\$ 254,109.14</b>
	<b>GRAND TOTAL</b>	<b>\$ 3,628,962.07</b>

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 June 2021.

<b>PAYROLL</b>				
<b>Check</b>		<b>Check</b>	<b>Date of</b>	<b>In the</b>
<b>Register</b>		<b>Number / Number</b>	<b>Issue</b>	<b>Amount</b>
<b>Number</b>				
512-21	80801	80808	6/4/2021	555,504.67 Payroll
513-21	VOID	80707-80810	6/12/2021	0.00 Payroll
514-21	80811	80814	6/18/2021	547,617.20 Payroll
			<b>Total</b>	<b>\$ 1,103,121.87</b>

---

**AUTHORITY MEMBER**  
7/8/2021

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 June 2021.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
142-31	77940 77977	6/2/2021	349,230.43 MDSE
143-21	77978 78032	6/9/2021	73,262.43 MDSE
144-21	78033 78109	6/15/2021	152,051.33 MDSE
145-21	ACH TRANS	6/15/2021	586,811.71 ACH TRANS
146-21	78110 78181	6/22/2021	486,268.05 MDSE
147-21	VOID 77251	6/29/2021	(7,693.87) VOID
148-21	78182 78265	6/29/2021	295,511.59 MDSE
149-21	ACH TRANS	6/30/2021	590,398.53 ACH TRANS

**Total \$ 2,525,840.20**

\_\_\_\_\_  
 AUTHORITY MEMBER  
 7/8/2021

June 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 July 2, 2021.

**ACTION:** As of this date, July 8, I, \_\_\_\_\_  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
512-21	80801                      80806	6/4/2021	555,504.67 Payroll
513-21	VOID                      80707-80810	6/12/2021	0.00 Payroll
514-21	80811                      80814	6/18/2021	547,617.20 Payroll
<b>Total</b>			<b>\$ 1,103,121.87</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
142-31	77940                      77977	6/2/2021	349,230.43 MDSE
143-21	77978                      78032	6/9/2021	73,262.43 MDSE
144-21	78033                      78109	6/15/2021	152,051.33 MDSE
145-21	ACH TRANS	6/15/2021	586,811.71 ACH TRANS
146-21	78110                      78181	6/22/2021	486,268.05 MDSE
147-21	VOID                      77251	6/29/2021	(7,693.87) VOID
148-21	78182                      78265	6/29/2021	295,511.59 MDSE
149-21	ACH TRANS	6/30/2021	590,398.53 ACH TRANS
<b>Total</b>			<b>\$ 2,525,840.20</b>

Check Register Nos. 512-21 to 514-21 and 142-21 to 149-21 in the total amount of: **\$ 3,628,962.07**

The motion was seconded by \_\_\_\_\_

and approved by a unanimous vote.



**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 512-21

CHECK NUMBERS	80801-80806	\$ 8,209.33
ACH TRANSFER		\$ 547,295.34

DATE JUNE 4, 2021

PURPOSE: PPE 05/29/2021 AMOUNT: \$555,504.67

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

Jeff Luback  
AUDITOR

6/2/2021  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL VOID CHECKS**

CHECK REGISTER NUMBER 513-21

CHECK NUMBERS VOIDED 80807-80810

DATE: JUNE 12, 2021

PURPOSE VOID: PRINTED PAYROLL CHECKS UPSIDE DOWN; HAD TO RE-PRINT THEM

"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

6/17/2021  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

CHECK REGISTER NUMBER 514-21

CHECK NUMBERS	80811-80814	\$ 4,939.57
ACH TRANSFER		\$ 542,677.63

DATE JUNE 18, 2021

PURPOSE: PPE 06/12/2021 AMOUNT: \$547,617.20

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

Jeff Lubeck  
AUDITOR

6/17/2021  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 142-21

CHECK NUMBERS 77940 to 77977

DATE 06/02/2021

PURPOSE JUN 21A A/P VOUCHERS AMOUNT \$349,230.43

"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 Luback*  
\_\_\_\_\_  
AUDITOR

Jun 9, 2021  
\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 143-21

CHECK NUMBERS 77978 to 78032

DATE 06/09/2021

PURPOSE JUN 21B A/P VOUCHERS AMOUNT \$73,282.43

"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 Luback*

Jun 9, 2021

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 144-21

CHECK NUMBERS 78033 to 78109

DATE 06/15/2021

PURPOSE JUN 21C A/P VOUCHERS AMOUNT \$152,051.33

"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 Lubick*

Jun 16, 2021

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 145-21

**ACH WIRE TRANSFERS**

DATE: 06/15/2021

**PURPOSE:**

AW REHN & ASSOC	\$	1,272.90
DEPT OF RETIREMENT SYSTEMS - DCP	\$	1,119.47
HRA VEBA TRUST	\$	4,800.00
INTERNAL REVENUE SERVICE	\$	193,680.64
N W ADMIN TRANSFER	\$	382,326.40
WASHINGTON STATE SUPPORT	\$	3,612.30
	\$	<u>586,811.71</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 Luback*

AUDITOR

Jun 16, 2021

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 146-21

CHECK NUMBERS 78110 to 78181

DATE 06/22/2021

PURPOSE JUN 21D A/P VOUCHERS AMOUNT \$486,268.05

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

*Jeff Lubick*

Jun 25, 2021

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE



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

CHECK REGISTER NUMBER 147-21

CHECK NUMBERS 77251

DATE 06/29/2021

PURPOSE A/P VOID CHECKS AMOUNT (\$7,693.87)

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."

---

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 148-21

CHECK NUMBERS 78182 to 78265

DATE 06/29/2021

PURPOSE JUN 21E AP VOUCHERS AMOUNT \$295,511.59

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

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER : 147-21

CHECK NUMBERS 77251

DATE 06/29/2021

PURPOSE A/P VOID CHECKS AMOUNT (\$7,693.87)

"I, the undersigned, do hereby certify, under penalty of perjury under the laws of the State of Washington, that the original instrument(s) was (were) either, 1) based upon the attached Affidavit(s) from the vendor(s), lost or destroyed and has (have) not been paid, or 2) is (are) in Ben Franklin Transit's possession and has (have) been determined to be null-and-void and that I am authorized to authenticate and certify the above and hereby the instrument(s) is (are) canceled."

*Jeff Luback*

Jul 1, 2021

AUDITOR

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 148-21

CHECK NUMBERS 78182 to 78265

DATE 06/29/2021

PURPOSE JUN 21E A/P VOUCHERS AMOUNT \$295,511.59

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

*Jeff Lubick*

AUDITOR

Jul 1, 2021

DATE

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 149-21

**ACH WIRE TRANSFERS**

DATE: 06/30/2021

PURPOSE:

A W REHN & ASSOCIATES INC	\$ 1,272.90
DEPT OF RETIREMENT SYSTEMS	\$ 354,259.61
DEPT OF RETIREMENT SYSTEMS - DCP	\$ 1,122.29
INTERNAL REVENUE SERVICE	\$ 193,532.53
STATE OF WASHINGTON	\$ 667.89
US BANK CORPORATE PAYMENT SYST	\$ 35,931.01
WASHINGTON STATE SUPPORT	\$ 3,612.30
	\$ 590,398.53

"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 Lubick*

\_\_\_\_\_  
AUDITOR

Jul 1, 2021

\_\_\_\_\_  
DATE

# **Memorandum**

---

Date: July 08, 2021

To: Gloria Boyce, General Manager

From: Ayodeji Arojo, Director, Transit Operations

RE: Resolution 39-2021 Recommending the Award of the Radio Maintenance Services Contract

## **Background**

In March of 2021, Ben Franklin Transit (BFT) requested the Board authorize the General Manager to release Request for Proposals for Radio Maintenance Services. The Radio Maintenance Service Contract provides radio maintenance services for fixed route bus, Dial-A-Ride vehicles, support vehicles radios, mobile data terminals, maintenance portable radios, dispatch control stations, and the installation and removal of services of all units.

After receiving Board approval, BFT staff solicited proposals for Radio Maintenance Services by advertising in the Tri-City Herald, Project Bid Centers, and BFT's website and sent out three (3) requests for proposal packages to local qualified contractors.

BFT received one no-bid response and one qualified proposal from Business Radio, Inc. Staff requested a Best and Final Offer from the contractor and Business Radio offered a \$5,523.18 discount savings to BFT. BFT determined the contractor to be proficient at providing radio maintenance services for fixed route bus, Dial-A-Ride vehicles, and support vehicles radios, mobile data terminals, maintenance portable radios, dispatch control stations, and installation and removal of services of all units.

The estimated cost for one year of Radio Maintenance Services is \$65,000, or over the possible full five-year term \$325,000. These figures are based on the last twelve (12) months of radio maintenance services but are not guarantee and do not forecast potential future service costs and fees.

## **Funding**

Budgeted: Yes

Budget Source: Operating

Funding Source: Local Funds

## **Recommendation**

Staff recommends the award of the Radio Maintenance Services Contract to Business Radio, Inc.

Approved as presented:

---

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 39-2021**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CONTRACT FOR RADIO MAINTENANCE SERVICES:**

WHEREAS, BFT's current contract with Business Radio, Inc. for Radio Maintenance Services ends July 31, 2021, and

WHEREAS, BFT staff advertised and requested proposals for Radio Maintenance Services, and

WHEREAS, one proposal received from Business Radio, Inc. was determined to be responsive and responsible, and

WHEREAS, funding for Radio Maintenance 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 Contract #1292 for Radio Maintenance 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, July 08, 2021, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chairman

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy Bishop, Legal Counsel

# Memorandum

---

Date: May 28, 2021

To: Gloria Boyce, General Manager

From: Jeff Lubeck, Director of Administrative Services; Julie Thompson, Sr. Budget & Grants Analyst

RE: Adoption of Resolution 40-2021 to Approve Projects and Update BFT's Capital Improvement Plan

## **Background**

The development of a six-year Capital Improvement Plan (CIP) prioritizes resources in efforts to maintain existing assets in good repair and allow for continued enhancements to the transit system. The CIP is updated at least annually to be included (programmed) in both the regional Transportation Improvement Plan (TIP) and the State Transportation Improvement Plan (STIP). The CIP is also summarized in the Program of Projects (POP) as found inside the Transit Development Plan (TDP) which is also updated and submitted annually to the BFCOG.

BFT's CIP is developed within BFT's Transit Asset Management (TAM) Plan, the State of Good Repair Policy and Fleet Replacement Schedules. It is periodically updated as needed but at least annually for the addition of new projects, project scoping changes, budget authority, regional planning programming, and project closures. Once approved, these projects are then programmed in the planning documents referenced above as well as funded as part of the annual budget process in current and future capital budgets.

At this time, staff is requesting 1) project additions and revisions, 2) project closures and 3) change in the budget authority. The current and proposed project changes are listed in Exhibit A. The project additions are further detailed in Exhibit B.

The following table summarizes the changes to the Project and Budgeted values to arrive at the updated CIP Plan values.

**Table of CIP Values and Budget**

	<b><u>Project Value</u></b>	<b><u>Budgeted</u></b>
Current Approved CIP Values	\$110,699,734	\$54,914,007
Recommended Resolution Changes		
Project Increases	39,924,531	2,576,346
Project Decreases	(3,304,807)	(500,000)
Removal of Closed Projects	(4,378,527)	(4,378,527)
Subtotal Changes Per Resolution	<u>32,241,197</u>	<u>(2,302,181)</u>
<b>Updated CIP Values</b>	<b><u>\$142,940,931</u></b>	<b><u>\$52,611,826</u></b>



**Project Additions/Increases**

The table below summarizes the projects being added/increased:

**Summary Table of Project Additions**

		Project Value			Budget Changes			
		From	By	To	From	By	To	
<b>Additions/Increases</b>								
EQP0017	Vehicle Rooftop Scrapper System	-	45,000	45,000	-	45,000	45,000	
FAC0005	Campus Improvements (2026 - 2027)	1,890,000	400,000	2,290,000	1,090,000	-	1,090,000	
FAC0005	MOA Maintenance Facility HVAC Replacement	-	2,000,000	2,000,000	-	2,000,000	2,000,000	
FAC0023	Facility Maintenance Building	1,168,690	1,081,310	2,250,000	1,168,690	-	1,168,690	
FAC0032	Benton City Transit Facility	-	3,500,000	3,500,000	-	-	-	
FAC0033	Prosser Transit Facility	-	3,500,000	3,500,000	-	-	-	
FAC0034	Southridge Transit facility	-	3,500,000	3,500,000	-	-	-	
FLT0028	(2021) Non-Revenue Vehicle	Up To 2	163,654	81,346	245,000	163,654	81,346	245,000
FLT0030	(2022) BUS - Electric	Up To 5	1,984,500	2,976,750	4,961,250	-	-	-
FLT0038	(2024) BUS - Electric	Up To 4	2,083,225	2,083,225	4,166,450	-	-	-
FLT0046	Electric Buses (FSC)	Up To 13	-	14,300,000	14,300,000	-	-	-
FLT0047	(2026) DAR	Up To 35	-	3,500,000	3,500,000	-	-	-
FLT0048	(2026) Non-Revenue Vehicle	Up To 1	-	75,200	75,200	-	-	-
FLT0050	(2027) Non-Revenue Vehicle	Up To 1	-	79,000	79,000	-	-	-
OTH0006	Human Resources Information System (HRIS)	-	1,952,700	1,952,700	-	-	-	
TEC0010	IT Related Projects (2026- 2027)	2,933,551	450,000	3,383,551	1,311,865	450,000	1,761,865	
TEC0019	Simulator Training Unit	-	400,000	400,000	-	-	-	
		<b>10,223,620</b>	<b>39,924,531</b>	<b>50,148,151</b>	<b>3,734,209</b>	<b>2,576,346</b>	<b>6,310,555</b>	

**EQP0017 – Vehicle Rooftop Scrapper System.** Adding a new project to install a rooftop scraper system to scrape the snow off the top of transit vehicles to improve safety for drivers following BFT vehicles.

**FAC0005 – Campus Improvements.** Campus Improvements to assist in the needs associated with the growth in administrative/support staff as well as common areas to be shared when staff are onsite. Add values for planning purposes FY2026 and FY2027.

**FAC0005E – Maintenance HVAC System.** Replace MOA Maintenance HVAC System which consists of using an engineering consultant to provide schematic design and construction documents for the new HVAC system to replace existing in the MOA Maintenance Building.

**FAC0023 – Facility Maintenance Building.** Increase to project value to match current scope and cost estimates for construction of a Facilities Maintenance Building located at the Maintenance Operations Administration (MOA) Campus.

**FAC0032/FAC0033/FAC0034 – Benton City, Prosser and Southridge Transit Facilities.** BFT proposes the design and construction of three new transit facilities in Benton County that BFT refers to as mobility hubs. This project will include the design and construction of three new small-scale transit hubs in the Southridge area in Kennewick, Benton City, and Prosser to address recent and projected long-term growth. These projects are programmed for 2024 with construction completion in 2027. To assist in the planning stages of two of the three small-scale transit hubs, BFT recently received of awarded \$50,000 from Washington State Department of Transportation’s (WSDOT) Consolidated Grant Program for planning activities related to the Benton City and

Prosser transit services improvement project.

**FLT0028 – Non-Revenue Vehicle (2021).** Two non-revenue service trucks were previously planned and budget for 2021. This increase is to change these fleet service trucks from a standard to heavy-duty vehicle to be equipped to respond to road service calls. The needed increase to the facilities maintenance truck is to accommodate the addition of a crane attachment. Equipping the truck with the crane will reduce the need to rent equipment.

**FLT-Multiple.** Federal requirements require public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of capital assets. This final rule also establishes state of good repair standards and four state of good repair (SGR) performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database. BFT follows a fleet replacement schedule in efforts to maintain state of good repair standards to meet these federal requirements.

Over the next six years, purchase up to seven (7), non-electric, fixed route vehicles and purchase up to twenty-two (22) electric fixed route vehicles following BFT's fleet replacement schedule (14 years or 500,000 miles) and Transit Development Plan. Vehicles programmed through FY2025 are included in the currently approved CIP.

Over the next six years, purchase up to twelve (79) dial-a-ride vehicles following BFT's fleet replacement schedule (9 years or 250,000 miles) and Transit Development Plan. Vehicles programmed through FY2025 are included in the currently approved CIP.

**OTH0006 – Human Resource Information System (HRIS).** Implement a new, fully integrated Human Resources Information System (HRIS) to replace the functions currently performed by a variety of non-integrated systems including Fleet-Net, Neo-Gov, Vivid Learning and a multitude of Excel spreadsheets. The new system would have capabilities in Onboarding, Employee File Management, Employee Performance Management, Benefits Management, Learning Management (LMS), and HR related Analytics.

**TEC0010 – IT Related Projects.** This project contains all IT related projects such as network servers and infrastructure, agency-wide software licenses, telephone system replacement, records management and archiving, additional computer hardware, software, other support equipment, and non-vehicle related ITS. Add values for planning purposes FY2026 and FY2027.

**TEC0019 – Simulator Training Unit.** This project is to acquire and implement a training simulator for Drivers. Simulators help operators to learn basic skill development, situation awareness, decision-making, judgment training, and vehicle operations.

Simulators enable trainers to supplement behind-the-wheel training to promote the safe and efficient operation of transit vehicles. Training simulators provide exposure to challenging scenarios in a controlled Environment. Simulation-based training enhances initial bus operator training, periodic refresher training, and driver assessments allowing you to conduct practical real-world training, using different scenarios, road and weather conditions. Simulation training

reinforces positive decision making, situation and spatial awareness, and promotes mastery of core skills through training in a realistic, risk-free environment with repeatable scenarios.

The detail for each of these projects are listed in Exhibit B.

Once approved, these projects are then programmed in planning documents and grants as well as developed in future capital budgets.

**Project Decreases**

The table below summarizes the projects being rescoped/decreased:

**Summary Table of Project Decreases**

				Project Value			Budget Changes		
				From	By	To	From	By	To
<b>Project Decreases</b>									
OTH0005	Business Continuity IT Equipment & Infrastructure			\$700,000	(\$500,000)	\$200,000	\$700,000	(\$500,000)	\$200,000
FLT0029	(2022) BUS	Up To	3	3,312,242	(1,656,121)	1,656,121	0	0	0
FLT0037	(2024) BUS	Up To	4	3,446,057	(1,148,686)	2,297,371	0	0	0
<b>Totals</b>				<b>\$7,458,299</b>	<b>(\$3,304,807)</b>	<b>\$4,153,492</b>	<b>\$700,000</b>	<b>(\$500,000)</b>	<b>\$200,000</b>

**OTH0005** – Business Continuity IT Equipment & Infrastructure. This project is rescoped to the include only the redesign of BFT’s external website. This project was created during the early response to the COVID-19 pandemic. The majority of purchases have been smaller items under the capitalization threshold or have fallen within the umbrella of the general TEC0010 project.

**FLT0029** – (2022) BUS. The number of diesel buses were reduced to offset the increase in electric buses for the continued efforts in further implementation of zero emission vehicles into BFT’s fleet.

**FLT0037** – (2024) BUS. The number of diesel buses were reduced to offset the increase in electric buses for the continued efforts in further implementation of zero emission vehicles into BFT’s fleet.

**Project Closures**

As identified in the Table of Project Closures below, a total of 8 projects are completed, ready to close and be removed from the 2020-2025 CIP.

**Table of Project Closures**

				Project Value			Budget Changes		
				From	By	To	From	By	To
<b>Project Completions/Closeouts</b>									
FLT0016	DAR		12	\$1,151,400	\$22,199	\$1,173,599	\$1,151,400	\$22,199	\$1,173,599
FLT0018	(2019) DAR	Up To	10	969,095	(61,264)	907,831	969,095	(61,264)	907,831
FLT0019	(2019) DAR - 5310 Funds	Up To	4	414,511	(14,299)	400,212	414,511	(14,299)	400,212
FLT0026	(2020) Non-Revenue: OPS Supervisor Vehicles	Up To	10	395,000	5,078	400,078	395,000	5,078	400,078
FLT0044	DAR - State Funding	Up To	11	1,100,000	(57,247)	1,042,753	1,100,000	(57,247)	1,042,753
FAC0003	Transit Centers - Renovation 22nd			89,721	(411)	89,310	89,721	(411)	89,310
EQP0015	Garbage/Compactor Truck		1	158,800	(20,658)	138,142	158,800	(20,658)	138,142
EQP0016	Cleaning/Disinfecting Systems			100,000	(100,000)	0	100,000	(100,000)	0
<b>Totals</b>				<b>\$4,378,527</b>	<b>(\$226,602)</b>	<b>\$4,151,925</b>	<b>\$4,378,527</b>	<b>(\$226,602)</b>	<b>\$4,151,925</b>

**Funding**

Budgeted: Pending  
 Budget Source: Capital  
 Funding Source: Federal and Local

**Recommendation**

Staff recommends approval of Resolution XX-2021 Updating BFT’s Capital Improvement Plan to increase the Project Value by \$32,241,197 and approving the net decrease of \$2,302,181 to the budget authority. Staff further recommends the removal of all closed projects from the Capital Improvement Plan.

Forward as presented:

---

Gloria Boyce, General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 40-2021**

**A RESOLUTION UPDATING BFT'S CAPITAL IMPROVEMENT PLAN**

WHEREAS, Resolution 40-2021 approves updates to BFT's current Capital Improvement Plan (CIP) to plan for current and future capital needs; and

WHEREAS, in May 2021, the Capital Improvement Committee (CIC) completed a call for capital projects; and

WHEREAS, the CIC, Executive Management Team, and General Manager have determined these projects to be important to the future of BFT and have approved the attached list of projects (Exhibit A) as detailed on the attached CIP forms (Exhibit B); and

WHEREAS, the Executive Management Team and General Manager have determined the projects listed in Exhibit C have been completed are ready to close their respective project values and budgets;

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

1. The projects as listed on Exhibit A and on the detailed CIP forms (Exhibit B) are approved.
2. The projects as listed on Exhibit C are removed from and/or reduced in the updated Capital Improvement Plan.
3. The Board of Directors approve the increase in the current Project Values by \$32,241,197.
4. The Board of Directors approve the net decrease in the Budgeted Values by \$2,302,181.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, June 10, 2021, 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

\_\_\_\_\_  
Janet Brett, Clerk of the Board

\_\_\_\_\_  
Richard Bloom, Chairman

APPROVED AS TO FORM BY:

\_\_\_\_\_  
Jeremy Bishop, Legal Counsel





**Transit Technologies**

TEC0005	Onboard Integrated Technology System	3,018,826	3,018,826	3,018,826	1,547,520	1,471,306
TEC0009	Customer Comment Record (CCR) Replacement	50,000	50,000	50,000	-	50,000
TEC0010	IT Related Projects: (Telephone Systems, ITS Replacement, etc.)	2,933,551	450,000	3,383,551	577,558	1,184,307
TEC0011	IT Related Projects - Records Management System	300,000		300,000	-	300,000
TEC0012	IT Related Projects - Operations Software	2,158,000		2,158,000	-	2,158,000
TEC0013	Fare Collection Program	1,000,000		1,000,000	-	125,000
TEC0014	IT Related Projects - Onboard Transit Signal Priority (TSP)	300,000		300,000	-	300,000
TEC0017	IT Related Projects - Consolidated Transit Reporting	300,000		300,000	-	300,000
TEC0018	IT Related Projects - TBEST Planning Software	90,000		90,000	12,812	77,188
TEC0019	Operations Simulator Training Unit	-	400,000	400,000	-	-
<b>Planning / Studies</b>						
PLN00005	2020-2025 Long Range Service Corridor & Infrastructure Study	7,000,000		7,000,000	-	800,000
<b>Other</b>						
OTH0001	ERP Needs Analysis/Project Scoping	1,075,000		1,075,000	-	75,000
OTH0005	Business Continuity IT Equipment & Infrastructure	700,000	(500,000)	200,000	-	200,000
OTH0006	Human Resources Information System (HRIS)	-	1,952,700	1,952,700	-	-
Contingency	For unforeseen items meeting the Capital Project definition	-		-	-	150,000
<b>CARES Funded</b>						
FAC0007A	Transit Centers - Renovation 3 Rivers: Safety & Security Updates	255,000		255,000	-	255,000
EQP0013A/B	Bus Equipment: Protective Barriers	1,000,000		1,000,000	-	1,000,000
<b>MOA Campus</b>						
FAC0005	Campus Improvements	1,890,000	400,000	2,290,000	447,474	642,526
FAC0005E	MOA Maintenance Facility HVAC Replacement	-	2,000,000	2,000,000	-	2,000,000
FAC0017	Operations Building Renovations	10,000,000		10,000,000	128,783	2,734,817
FAC0023	Facility Maintenance Building	1,168,690	1,081,310	2,250,000	-	1,168,690
FAC0024	Alternative Fuel Vehicles Infrastructure & Stations	1,280,000		1,280,000	-	1,280,000
TSS0001	Security Plan (consulting, campus imp., equipment)	1,750,000		1,750,000	29,000	971,000
<b>Totals</b>		<b>106,321,207</b>	<b>36,619,724</b>	<b>142,940,931</b>	<b>7,202,856</b>	<b>45,408,370</b>

Indicates new project or increases to existing project amounts and/or budget authority

# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

**PROJECT TITLE:**

Non-Revenue (Maintenance & Facility) Replacement Vehicles

**FLT Project Numbers below by year**

**DESCRIPTION:**

Purchase up to one (1) replacement vehicle annually following BFT useful life guidelines. The 2021 project amount includes an additional \$81,346 for additional equipment needs for the heavy duty truck that was added to support the increased facility maintenance needs and to move the fleet maintenance truck from a standard truck to a heavy duty truck. This heavy duty trucks will transport staff and specialized equipment to perform facility maintenance task throughout the transit system and BFT facilities.

**JUSTIFICATION:**

Federal requirements require public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of capital assets. This final rule also establishes state of good repair standards and four state of good repair (SGR) performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database. BFT follows a fleet replacement schedule in efforts to maintain state of good repair standards to meet these federal requirements. For 2021, there is a need for an additional truck to support maintenance needs of BFT transit systems and facilities.

**OPERATING IMPACT:**

By replacing vehicles per a replacement schedule BFT will generally reduce maintenance costs, lower emissions and improve overall safety by taking advantage of newer technology.

**TYPE OF PROJECT**

- New
- Expansion
- Land Acq.
- Replacement
- Renovation
- ROW Acq.

**CATEGORY** (please refer to Project Categories)

- FLT
- TEC
- OTH
- FAC
- TSS
- EOP
- PLN

**UNDER CONTRACT**

- YES
- NO

**Contract No.:**

**PRELIMINARY SCHEDULE DATA:**

**START**

**COMPL**

- Land
- Design
- Constr.
- Operational

PROJECT CATEGORIES	FLT0028 2021	PLANNED EXPENDITURES (\$)					TOTAL
		FLT0033 FY 2022	FLT0036 FY 2023	FLT0041 FY2024	FLT0043 FY2024	FLT0048 FY2026	
Land / ROW / Acquisition							0
Preliminary Design / Plans							0
Engineering / Architect Service							0
Clear / Grade / Site Prep							0
Construction / Building							0
Project Management							0
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software							0
Vehicles / All Types	245,000	65,564	67,531	69,557	71,644	79,000	673,496
Contingency							0
<b>TOTAL PROJECT COST</b>	245,000	65,564	67,531	69,557	71,644	79,000	673,496
<b>OPERATING COST</b>	0	0	0	0	0	0	0

FUNDING SOURCE	GRANT NUMBER	2021	FY 2022	FY 2023	FY2024	FY2024	FY2026	FY2027	TOTAL
FEDERAL									0
STATE									0
BFT LOCAL		245,000	65,564	67,531	69,557	71,644	75,200	79,000	673,496
<b>FUNDING TOTAL</b>		245,000	65,564	67,531	69,557	71,644	75,200	79,000	673,496



# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

**PROJECT TITLE:**

Fixed Route Replacement Vehicles

**FLT Project Numbers below by year**

**DESCRIPTION:**

Over the next six years, purchase up to seven (7), non-electric, fixed route vehicles and purchase up to twenty-two (22) electric fixed route vehicles following BFT's fleet replacement schedule (14 years or 500,000 miles) and Transit Development Plan. Vehicles programmed through FY2025 are included in the currently approved CIP.

**JUSTIFICATION:**

Federal requirements require public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of capital assets. This final rule also establishes state of good repair standards and four state of good repair (SGR) performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database. BFT follows a fleet replacement schedule in efforts to maintain state of good repair standards to meet these federal requirements.

**OPERATING IMPACT:**

By replacing buses per a replacement schedule BFT will generally reduce maintenance costs, lower emissions and improve overall safety by taking advantage of newer technology.

**TYPE OF PROJECT**

- New
- Replacement
- Expansion
- Renovation
- Land Acq.
- ROW Acq.

**CATEGORY** (please refer to Project Categories)

- FLT
- FAC
- TEC
- TSS
- OTH

EQP

PLN

**UNDER CONTRACT**  YES  NO

**Contract No:**

**PRELIMINARY SCHEDULE DATA:**

**START**            **COMPL**           

Land  
Design  
Constr.  
Operational

PROJECT CATEGORIES	EXPENDED THRU 2021	PLANNED EXPENDITURES (\$)				TOTAL
		FL.T0029/0030 FY 2022	FY 2023	FL.T0037/0038 FY2024	FY2025	
Land / ROW / Acquisition						0
Preliminary Design / Plans						0
Engineering / Architect Service						0
Clear / Grade / Site Prep						0
Construction / Building						0
Project Management						0
Heavy Equipment						0
Light Equipment / Furniture						0
Hardware / Software						0
Vehicles / All Types		6,617,371		6,463,821		14,300,000
Contingency						0
<b>TOTAL PROJECT COST</b>	0	6,617,371	0	6,463,821	0	14,300,000
<b>OPERATING COST</b>	0	0	0	0	0	0

FUNDING SOURCE	GRANT NUMBER	PLANNED EXPENDITURES (\$)			TOTAL
		FY 2022	FY 2023	FY2024	
FEDERAL		4,693,897		4,571,057	11,440,000
STATE		600,000		600,000	1,200,000
BFT LOCAL		1,323,474		1,292,764	2,860,000
<b>FUNDING TOTAL</b>	0	6,617,371	0	6,463,821	14,300,000

# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**PROJECT TITLE:**

Dial-A-Ride Replacement Vehicles

FLT Project Numbers below by year

**DESCRIPTION:**

Over the next six years, purchase up to seventy-nine (79) dial-a-ride vehicles following BFT's fleet replacement schedule (9 years or 250,000 miles) and Transit Development Plan. Replacements through FY 2025 are included in the current approved CIP.

**JUSTIFICATION:**

Federal requirements require public transportation providers to develop and implement transit asset management (TAM) plans. TAM plans must include an asset inventory, condition assessments of inventoried assets, and a prioritized list of investments to improve the state of good repair of capital assets. This final rule also establishes state of good repair standards and four state of good repair (SGR) performance measures. Transit providers are required to set performance targets for their capital assets based on the SGR measures and report their targets, as well as information related to the condition of their capital assets, to the National Transit Database. BFT follows a fleet replacement schedule in efforts to maintain state of good repair standards to meet these federal requirements.

**OPERATING IMPACT:**

By replacing vehicles per a replacement schedule BFT will generally reduce maintenance costs, lower emissions and improve overall safety by taking advantage of newer technology.

**TYPE OF PROJECT**

- New       Expansion       Land Acq.  
 Replacement       Renovation       ROW Acq.

**CATEGORY** (please refer to Project Categories)

- FLT       TEC       OTH  
 FAC       TSS  
 EQP       PLN

**UNDER CONTRACT**  YES  NO

**Contract No.:**

**PRELIMINARY SCHEDULE DATA:**

START      COMPL

Land  
Design  
Constr.  
Operational

PROJECT CATEGORIES	EXPENDED THRU 2021	PLANNED EXPENDITURES (\$)					TOTAL
		FLT0031 FY 2022	FLT0034 FY 2023	FLT0039 FY 2024	FLT0042 FY 2025	FLT0047 FY 2026	
Land / ROW / Acquisition							0
Preliminary Design / Plans							0
Engineering / Architect Service							0
Clear / Grade / Site Prep							0
Construction / Building							0
Project Management							0
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software							0
Vehicles / All Types		1,198,151	1,210,133	1,222,234	822,971	3,500,000	7,953,489
Contingency							0
<b>TOTAL PROJECT COST</b>	0	1,198,151	1,210,133	1,222,234	822,971	3,500,000	7,953,489

OPERATING COST		0	0	0	0	0	0
<b>FUNDING SOURCE</b>	<b>GRANT NUMBER</b>						<b>TOTAL</b>
FEDERAL							0
STATE		1,198,151	1,210,133	1,222,234	822,971	3,500,000	7,953,489
BFT LOCAL							0
<b>FUNDING TOTAL</b>		1,198,151	1,210,133	1,222,234	822,971	3,500,000	7,953,489

# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

**PROJECT TITLE:**  
Benton City Transit Facility

**DESCRIPTION:**  
Ben Franklin Transit (BFT) proposes the design and construction of three new transit facilities in Benton County that BFT refers to as mobility hubs. This project will include the design and construction of three new small-scale transit hubs in the Southridge area in Kennewick, Benton City, and Prosser to address recent and projected long-term growth. These projects are programmed for 2027.

**JUSTIFICATION:**  
Benton City represent rapidly growing areas on the outer boundaries of BFT's service area and a new facility will provide expanded commuter parking and transfers to transit services within Benton City and the surrounding area. This facility will incorporate commuter parking, enhanced transit shelters and seating, transit operator facilities, and connections to other mobility options, including micromobility and first-last-mile on-demand transit. The Benton City facility, along with the other two proposed mobility hubs will build upon a network of small-scale mobility hubs that have already been funded through state and local sources in Pasco, Franklin County (2 facilities) and Richland, Benton County.

**OPERATING IMPACT:**  
Phase out or improve current Dale Ave Transit Center in Benton City. Allows for potential service increase in service in Benton City and surrounding areas.

**TYPE OF PROJECT**  
 New  Expansion  Land Acq.  
 Replacement  Renovation  ROW Acq.

**CATEGORY** (please refer to Project Categories)  
 FLT  TEC  OTH  
 FAC  TSS  
 EQP  PLN

**UNDER CONTRACT**  YES  NO  
**Contract No:**

**PRELIMINARY SCHEDULE DATA:**  
**START** **COMPL**  
 Land: 1/1/2024 12/31/2024  
 Design: 1/1/2025 12/31/2025  
 Constr: 1/1/2026 7/11/2027  
 Operational: 7/11/2027

FAC0032

PROJECT CATEGORIES	PLANNED EXPENDITURES (\$)						TOTAL
	EXPENDED THRU FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	
Land / ROW / Acquisition				400,000	400,000		800,000
Preliminary Design / Plans					300,000	100,000	400,000
Engineering / Architect Service					200,000	200,000	400,000
Clear / Grade / Site Prep						200,000	200,000
Construction / Building					700,000	700,000	1,400,000
Project Management					70,000	30,000	100,000
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software							0
Vehicles / All Types							0
Contingency					50,000	50,000	200,000
<b>TOTAL PROJECT COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>3,500,000</b>

OPERATING COST									
FUNDING SOURCE	GRANT NUMBER	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
FEDERAL									0
STATE					320,000	760,000	1,056,000	664,000	2,800,000
BFT LOCAL					80,000	190,000	264,000	166,000	700,000
<b>FUNDING TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>830,000</b>	<b>3,500,000</b>

# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

<p><b>PROJECT TITLE:</b> Prosser Transit Facility</p> <p><b>DESCRIPTION:</b> Ben Franklin Transit (BFT) proposes the design and construction of three new transit facilities in Benton County that BFT refers to as mobility hubs. This project will include the design and construction of three new small-scale transit hubs in the Southridge area in Kennewick, Benton City, and Prosser to address recent and projected long-term growth. These projects are programmed for 2027.</p> <p><b>JUSTIFICATION:</b> A new facility in Prosser will provide expanded commuter parking and transfers to transit services within Prosser and to Yakima County. All three facilities will incorporate commuter parking, enhanced transit shelters and seating, transit operator facilities, and connections to other mobility options, including micromobility and first-/last-mile on-demand transit.</p> <p><b>OPERATING IMPACT:</b> Phase out current Stacey Ave Transit Center in Prosser. Allows for potential service increase in service in Prosser and surrounding areas.</p>	<p><b>FAC0033</b></p> <p><b>TYPE OF PROJECT</b>  <input checked="" type="checkbox"/> New    <input type="checkbox"/> Expansion    <input checked="" type="checkbox"/> Land Acq.  <input type="checkbox"/> Replacement    <input type="checkbox"/> Renovation    <input checked="" type="checkbox"/> ROW Acq.</p> <p><b>CATEGORY</b> (please refer to Project Categories)  <input type="checkbox"/> FLT    <input type="checkbox"/> TEC    <input type="checkbox"/> OTH  <input checked="" type="checkbox"/> FAC    <input type="checkbox"/> TSS  <input type="checkbox"/> EQP    <input type="checkbox"/> PLN</p> <p><b>UNDER CONTRACT</b> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <b>Contract No:</b></p> <p><b>PRELIMINARY SCHEDULE DATA:</b></p> <p><b>START</b>    <b>COMPL</b>  <b>Land:</b>    <b>1/1/2024</b>    <b>12/31/2024</b>  <b>Design:</b>    <b>1/1/2025</b>    <b>12/31/2025</b>  <b>Constr:</b>    <b>1/1/2026</b>    <b>7/11/2027</b>  <b>Operational:</b>    <b>7/11/2027</b></p>
---	---

PROJECT CATEGORIES	EXPENDED THRU FY2021						PLANNED EXPENDITURES (\$)					TOTAL
	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030		
Land / ROW / Acquisition				400,000	400,000							800,000
Preliminary Design / Plans					300,000					100,000		400,000
Engineering / Architect Service					200,000					200,000		400,000
Clear / Grade / Site Prep										200,000		200,000
Construction / Building									700,000	700,000		1,400,000
Project Management									70,000	30,000		100,000
Heavy Equipment												0
Light Equipment / Furniture												0
Hardware / Software												0
Vehicles / All Types												0
Contingency					50,000					50,000		200,000
<b>TOTAL PROJECT COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>830,000</b>	<b>0</b>	<b>0</b>	<b>830,000</b>	<b>3,500,000</b>	<b>3,500,000</b>
<b>OPERATING COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FUNDING SOURCE	GRANT NUMBER	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
FEDERAL									0
STATE					320,000	760,000	1,056,000	664,000	2,800,000
BFT LOCAL					80,000	190,000	264,000	166,000	700,000
<b>FUNDING TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>830,000</b>	<b>3,500,000</b>



# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

# BFT

<p><b>PROJECT TITLE:</b> Southridge Transit Facility</p> <p><b>DESCRIPTION:</b> Ben Franklin Transit (BFT) proposes the design and construction of three new transit facilities in Benton County that BFT refers to as mobility hubs. This project will include the design and construction of three new small-scale transit hubs in the Southridge area in Kennewick, Benton City, and Prosser to address recent and projected long-term growth. These projects are programmed for 2027.</p> <p><b>JUSTIFICATION:</b> The Southridge area of Kennewick represent rapidly growing areas on the outer boundaries of BFT's service area and a new facility will provide expanded commuter parking and transfers to transit services within South Kennewick and the surrounding area. This facility will incorporate commuter parking, enhanced transit shelters and seating, transit operator facilities, and connections to other mobility options, including micromobility and first-/last-mile on-demand transit. The Southridge facility, along with the other two proposed mobility hubs will build upon a network of small-scale mobility hubs that have already been funded through state and local sources in Pasco, Franklin County (2 facilities) and Richland, Benton County.</p> <p><b>OPERATING IMPACT:</b> Allows for potential service increase in service in the Southridge area as well as provides a point where customers can transfer between Kennewick local routes, potentially decreasing travel time.</p>	<p style="text-align: right;"><b>FAC0034</b></p> <p><b>TYPE OF PROJECT</b></p> <p><input checked="" type="checkbox"/> New    <input type="checkbox"/> Expansion    <input checked="" type="checkbox"/> Land Acq.  <input type="checkbox"/> Replacement    <input type="checkbox"/> Renovation    <input checked="" type="checkbox"/> ROW Acq.</p> <p><b>CATEGORY</b> (please refer to Project Categories)</p> <p><input type="checkbox"/> FLT    <input type="checkbox"/> TEC    <input type="checkbox"/> OTH  <input type="checkbox"/> FAC    <input type="checkbox"/> TSS  <input type="checkbox"/> EQP    <input checked="" type="checkbox"/> PLN</p> <p><b>UNDER CONTRACT</b> <input type="checkbox"/> YES    <input checked="" type="checkbox"/> NO  <b>Contract No.:</b></p> <p><b>PRELIMINARY SCHEDULE DATA:</b></p> <p style="text-align: center;"><b>START</b>                      <b>COMPL</b></p> <p>Land:                      1/1/2024                      12/31/2024  Design:                    1/1/2025                      12/31/2025  Constr.                    1/1/2026                      7/11/2027  Operational:            7/11/2027</p>
---	--

PROJECT CATEGORIES	EXPENDED THRU FY2021	PLANNED EXPENDITURES (\$)					TOTAL
		FY2022	FY2023	FY2024	FY2025	FY2026	
Land / ROW / Acquisition				400,000	400,000		800,000
Preliminary Design / Plans					300,000	100,000	400,000
Engineering / Architect Service					200,000	200,000	400,000
Clear / Grade / Site Prep						200,000	200,000
Construction / Building						700,000	1,400,000
Project Management						70,000	100,000
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software							0
Vehicles / All Types							0
Contingency					50,000	50,000	200,000
<b>TOTAL PROJECT COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>3,500,000</b>
<b>OPERATING COST</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

FUNDING SOURCE	GRANT NUMBER	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
FEDERAL									0
STATE					320,000	760,000	1,056,000	664,000	2,800,000
BFT LOCAL					80,000	190,000	264,000	166,000	700,000
<b>FUNDING TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>950,000</b>	<b>1,320,000</b>	<b>830,000</b>	<b>3,500,000</b>



# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

**PROJECT TITLE:** TEC0010  
IT Related Projects

**DESCRIPTION:** This project contains all IT related projects such as telephone system replacement, records management and archiving, additional computer hardware, software, other support equipment, and non vehicle related ITS. **Adds amounts for FY 2026 & 2027.**

**JUSTIFICATION:** The items contained in this project support all of the primary and secondary objectives of the strategic plan by providing the tools needed to promote and support 2021 Goals and Major Initiatives.

**OPERATING IMPACT:**

**TYPE OF PROJECT**  
 New  Expansion  Land Acq.  
 Replacement  Renovation  ROW Acq.

**CATEGORY** (please refer to Project Categories)  
 FLT  TEC  OTH  
 FAC  TSS  
 EQP  PLN

**UNDER CONTRACT**  YES  NO  
**Contract No:**

**PRELIMINARY SCHEDULE DATA:**  
START COMPL

Land  
Design  
Constr.  
Operational

PROJECT CATEGORIES	EXPENDED THRU FY2021	PLANNED EXPENDITURES (\$)					TOTAL
		FY2022	FY2023	FY2024	FY2025	FY2026	
Land / ROW / Acquisition							0
Preliminary Design / Plans							0
Engineering / Architect Service							0
Clear / Grade / Site Prep							0
Construction / Building							0
Project Management							0
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software	276,186	350,000	308,000	1,000,000	250,000	200,000	2,384,186
Vehicles / All Types							0
Contingency							0
<b>TOTAL PROJECT COST</b>	<b>0</b>	<b>350,000</b>	<b>308,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>200,000</b>	<b>2,384,186</b>

OPERATING COST		FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
FUNDING SOURCE	GRANT NUMBER								
FEDERAL			0	0	0	0	0	0	0
STATE									
BFT LOCAL			276,186	350,000	308,000	1,000,000	250,000	200,000	2,384,186
<b>FUNDING TOTAL</b>		<b>0</b>	<b>276,186</b>	<b>350,000</b>	<b>308,000</b>	<b>1,000,000</b>	<b>250,000</b>	<b>200,000</b>	<b>2,384,186</b>

# 2022 - 2027 CAPITAL IMPROVEMENT PROGRAM

**BFT**

**PROJECT TITLE:**  
Simulator Training Unit

**TEC0019**

**DESCRIPTION:**  
Simulators help operators to learn basic skill development, situation awareness, decision-making, judgment training, and vehicle operations. Simulators enable trainers to supplement behind-the-wheel training to promote the safe and efficient operation of transit vehicles. Planned expenditures include travel, lodging, and per diem expenses for on sight inspections and training.

**JUSTIFICATION:**  
Training simulators provide exposure to challenging scenarios in a controlled Environment. Simulation-based training enhances initial bus operator training, periodic refresher training, and driver assessments allowing you to conduct practical real world training, using different scenarios, road and weather conditions. Simulation training reinforces positive decision making, situation and spatial awareness, and promotes mastery of core skills through training in a realistic, risk-free environment with repeatable scenarios.

**OPERATING IMPACT:**  
Training simulators better prepares our new operators for what to expect on the road, while helping to sharpen the skills of our seasoned drivers. The simulator will enable BFT trainers to supplement behind-the-wheel training with focused scenarios such as navigating rural, country roads and suburban or city streets; day and night conditions; inclement weather; and experience.

**TYPE OF PROJECT**  
 New     Expansion     Land Acq.  
 Replacement     Renovation     ROW Acq.

**CATEGORY** (please refer to Project Categories)  
 FLT     TEC     OTH  
 FAC     TSS  
 EQP     PLN

**UNDER CONTRACT**  YES     NO  
**Contract No:**

**PRELIMINARY SCHEDULE DATA:**  
**START**    **COMPL**

PROJECT CATEGORIES	EXPENDED THRU FY2021	PLANNED EXPENDITURES (\$)					TOTAL
		FY2022	FY2023	FY2024	FY2025	FY2026	
Land / ROW / Acquisition							0
Preliminary Design / Plans							0
Engineering / Architect Service							0
Clear / Grade / Site Prep							0
Construction / Building							0
Project Management							0
Heavy Equipment							0
Light Equipment / Furniture							0
Hardware / Software		400,000					400,000
Vehicles / All Types							0
Contingency							0
<b>TOTAL PROJECT COST</b>	0	400,000	0	0	0	0	400,000
<b>OPERATING COST</b>	0	0	0	0	0	0	0

FUNDING SOURCE	GRANT NUMBER	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	TOTAL
FEDERAL			320,000						320,000
STATE									0
BFT LOCAL			80,000						80,000
<b>FUNDING TOTAL</b>		0	400,000	0	0	0	0	0	400,000











## Exhibit C

### Projects Ready to Close

				Project Value			Budget Changes		
				From	By	To	From	By	To
<b>Project Completions/Closeouts</b>									
FLT0016	DAR		12	\$1,151,400	\$22,199	\$1,173,599	\$1,151,400	\$22,199	\$1,173,599
FLT0018	(2019) DAR	Up To	10	969,095	(61,264)	907,831	969,095	(61,264)	907,831
FLT0019	(2019) DAR - 5310 Funds	Up To	4	414,511	(14,299)	400,212	414,511	(14,299)	400,212
FLT0026	(2020) Non-Revenue: OPS Supervisor Vehicles	Up To	10	395,000	5,078	400,078	395,000	5,078	400,078
FLT0044	DAR - State Funding	Up To	11	1,100,000	(57,247)	1,042,753	1,100,000	(57,247)	1,042,753
FAC0003	Transit Centers - Renovation 22nd			89,721	(411)	89,310	89,721	(411)	89,310
EQP0015	Garbage/Compactor Truck		1	158,800	(20,658)	138,142	158,800	(20,658)	138,142
EQP0016	Cleaning/Disinfecting Systems			100,000	(100,000)	0	100,000	(100,000)	0
<b>Totals</b>				<b>\$4,378,527</b>	<b>(\$226,602)</b>	<b>\$4,151,925</b>	<b>\$4,378,527</b>	<b>(\$226,602)</b>	<b>\$4,151,925</b>





## Staff Report July 08, 2021 Summary

### Budget

YTD Operating as of May 31, 2021	2021 Budget Year to Date	Actual to Date May 31	Variance – Better/(Worse)	% Budget YTD
<b>Operating Revenues</b>				
Fares	863,738	214,660	(649,078)	-75.1%
Local Sales Tax	15,768,231	17,236,525	1,468,294	9.3%
Operating Grants	20,833	20,833	-	0.0%
CARES Act Funds	3,339,731	3,339,731	-	0.0%
Miscellaneous	208,333	616,156	407,822	195.8%
<b>Total Operating Revenues</b>	<b>\$ 20,200,868</b>	<b>\$ 21,427,906</b>	<b>1,227,038</b>	<b>6.1%</b>
<b>Pro Forma Revenues without CARES Act</b>				
Less: CARES Revenue		(3,339,731)		
Add: 5307 Operating Grants		2,090,601		
<b>Adjusted Revenue without CARES</b>		<b>20,178,775</b>	<b>(22,092)</b>	<b>-0.1%</b>
<b>Operating Expenditures</b>				
Bus Operations	\$ 7,289,490	\$ 7,054,587	234,903	-3.2%
Dial-A-Ride Operations	4,827,752	4,076,250	751,502	-15.6%
General Demand Operations	196,680	164,751	31,929	-16.2%
Vanpool Operations	708,263	516,616	191,646	-27.1%
Maintenance	1,077,584	1,011,878	65,706	-6.1%
Paratransit - ARC	593,083	73,111	519,973	-87.7%
Contracted Services (Via)	875,000	243,962	631,038	-72.1%
Human Resources	722,456	665,225	57,232	-7.9%
Safety / Training	397,115	480,347	(83,232)	21.0%
Executive / Administrative Services	2,017,277	1,738,694	278,582	-13.8%
Marketing / Customer Service	909,299	516,316	392,983	-43.2%
Planning / Service Development	586,869	445,040	141,829	-24.2%
<b>Total Operating Expenditures</b>	<b>\$ 20,200,868</b>	<b>\$ 16,986,777</b>	<b>\$ 3,214,091</b>	<b>-15.9%</b>

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

	2021 Total Budget	2021 Budget Year to Date	Actual To Date May 2021	% Budget YTD	Actual To Date May 2020	2021 vs 2020
<b>Operating Revenues</b>						
Bus Passes	\$ 594,260	\$ 247,608	\$ 139	-99.9%	\$ 173,607	-99.9%
Bus Cash	329,000	137,083	-	0.0%	77,548	-100.0%
Dial-A-Ride	258,647	107,770	(25)	-100.0%	67,297	-100.0%
General Demand (Prosser)	15,200	6,333	-	0.0%	4,218	-100.0%
Vanpool	588,094	245,039	214,546	-12.4%	477,907	-55.1%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	287,771	119,905	-	0.0%	-	0.0%
Fares	2,072,972	863,738	214,660	-75.1%	800,577	-73.2%
Local Sales Tax	37,843,755	15,768,231	17,236,525	9.3%	14,092,372	22.3%
Operating Grants	50,000	20,833	20,833	0.0%	1,882,025	-98.9%
CARES Act Funds	8,015,355	3,339,731	3,339,731	0.0%	-	0.0%
Miscellaneous	500,000	208,333	616,156	195.8%	253,942	142.6%
<b>Total Operating Revenues</b>	<b>\$ 48,482,082</b>	<b>\$ 20,200,868</b>	<b>\$ 21,427,906</b>	<b>6.1%</b>	<b>\$ 17,028,916</b>	<b>25.8%</b>
<b>Pro Forma Revenues without CARES Act Revenue</b>						
Less: CARES Act Revenue			(3,339,731)			
Add: 5307 Operating Grants	\$ 5,017,442		2,090,601			
<b>Adjusted Revenues without CARES Act</b>			<b>20,178,775</b>	<b>-0.1%</b>		<b>18.5%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 17,494,776	\$ 7,289,490	\$ 7,054,587	-3.2%	\$ 6,810,067	3.6%
Dial-A-Ride	11,586,605	4,827,752	4,076,250	-15.6%	4,279,940	-4.8%
General Demand (Prosser)	472,032	196,680	164,751	-16.2%	187,401	-12.1%
Vanpool	1,699,830	708,263	516,616	-27.1%	713,904	-27.6%
Maintenance	2,586,201	1,077,584	1,011,878	-6.1%	1,039,634	-2.7%
<b>Purchased Transportation</b>						
Paratransit - ARC	1,423,400	593,083	73,111	-87.7%	242,032	-69.8%
Contracted Services (Via)	2,100,000	875,000	243,962	-72.1%	20,451	1092.9%
<b>Administration</b>						
HR	1,733,895	722,456	665,225	-7.9%	624,919	6.4%
Safety / Training	953,076	397,115	480,347	21.0%	491,429	-2.3%
Executive / Administrative Services	4,841,464	2,017,277	1,738,694	-13.8%	1,679,045	3.6%
Marketing / Customer Service	2,182,317	909,299	516,316	-43.2%	598,314	-13.7%
Planning / Service Development	1,408,486	586,869	445,040	-24.2%	287,478	54.8%
<b>* Total Operating Expenditures</b>	<b>\$ 48,482,082</b>	<b>\$ 20,200,868</b>	<b>\$ 16,986,777</b>	<b>-15.9%</b>	<b>\$ 17,416,855</b>	<b>-2.5%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,441,129</b>		<b>\$ (387,939)</b>	
<b>Operating Surplus/Deficit without CARES Act Revenues</b>			<b>3,191,999</b>			
<b>Capital Expenditures</b>						
Local	\$ 2,356,245	\$ 981,769	\$ 895,502	-8.8%	\$ 740,085	21.0%
State	600,000	250,000	91,924	-63.2%	762	11963.5%
Federal	2,768,923	1,153,718	-	0.0%	1,813,400	-100.0%
<b>Total Capital Expenditures</b>	<b>\$ 5,725,168</b>	<b>\$ 2,385,487</b>	<b>\$ 987,425</b>	<b>-58.6%</b>	<b>\$ 2,554,247</b>	<b>-61.3%</b>

\* Excludes budgeted GASB 68 year-end pension adjustment.

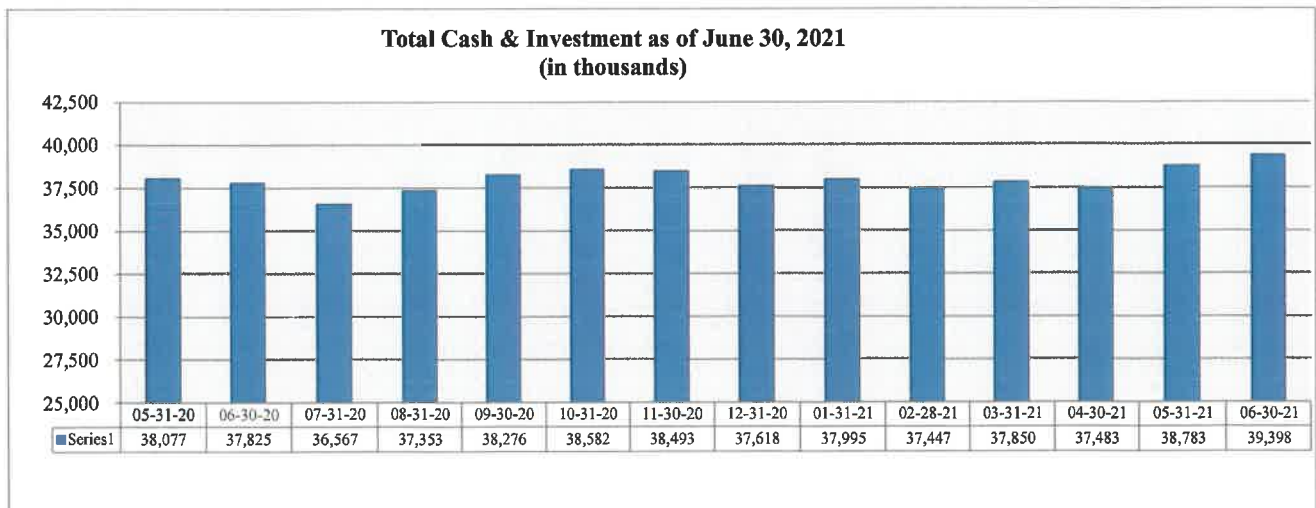


# Ben Franklin Transit Treasurer's Report

Date: July 8, 2021  
 To: Ben Franklin Transit Board of Directors  
 From: Jeff Lubeck, Financial Services Director  
 Subject: Treasurer's Report - As of Jun 30, 2021

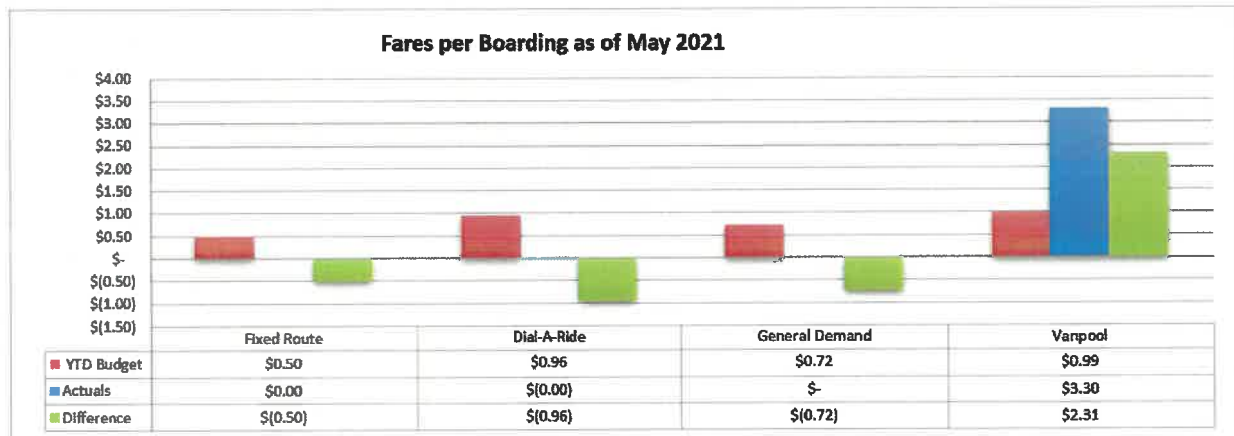
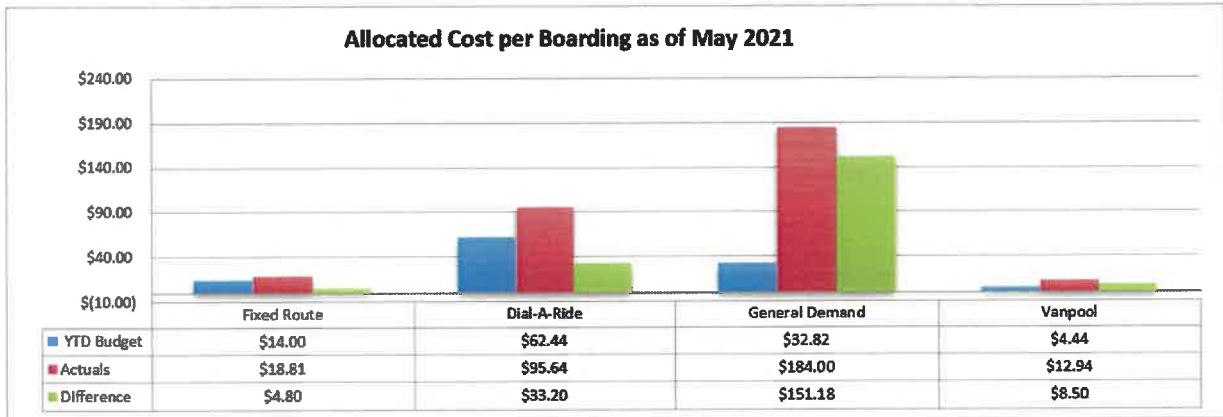
The Investment Position of Ben Franklin Transit as of the Close of Business on Jun 30, 2021 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.0753%	Open	\$ 28,232,733	71.7%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	5,772,103	14.7%
<b>Subtotal Investments</b>				<b>34,004,835</b>	<b>86.3%</b>
Check Book Balance, Petty Cash, & Travel Account				* 5,392,751	13.7%
					<b>100.0%</b>
<b>Total Cash and Equivalents on Hand</b>				<b>\$ 39,397,587</b>	
<b>Less Reserve Funds</b>					
Operating Reserves				(12,120,000)	
Fuel Reserves				(1,400,000)	
Fleet Replacement Reserves				(2,640,400)	
Non-Fleet Capital Reserves				(3,365,000)	
<b>Total Reserves</b>				<b>(19,525,400)</b>	
<b>Local Funds for Current Capital Projects</b>				<b>(16,975,861)</b>	
Fleet Vehicles			(2,904,768)		
Facilities - Transit Centers & Amenities			(6,358,974)		
Facilities - MOA Campus			(2,889,152)		
Technology			(3,419,918)		
Other			(1,403,049)		
<b>Net Funds Available</b>				<b>\$ 2,896,326</b>	



## 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 May 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	\$ 139	\$ (25)	\$ -	\$ 214,546	\$ -	\$ -	\$ 214,660
Direct Cost	\$ 7,054,587	\$ 4,076,250	\$ 164,751	\$ 516,616	\$ 73,111	\$ 243,962	\$ 12,129,277
Allocated Cost	\$ 2,720,200	\$ 1,802,132	\$ 72,862	\$ 262,305	\$ -	\$ -	\$ 4,857,499
Depreciation - Local (Vehicle only)	\$ 185,314	\$ 37,171	\$ 88	\$ 61,751	\$ 3,111	\$ -	\$ 287,435
Cost for Farebox Recovery Ratio	\$ 9,960,101	\$ 5,915,553	\$ 237,702	\$ 840,672	\$ 76,221	\$ 243,962	\$ 17,274,211
Boarding	529,576	61,853	1,895	64,968	\$ 2,043	\$ 9,260	669,595
Revenue Miles	1,211,930	503,705	24,361	464,162	\$ 13,426	\$ 101,580	2,319,164
Revenue Hours	76,828	28,589	737	10,020	\$ 571	\$ 5,313	122,058
<b>Cost per Boarding</b>	<b>\$ 18.81</b>	<b>\$ 95.64</b>	<b>\$ 184.00</b>	<b>\$ 12.94</b>	<b>\$ 37.31</b>	<b>\$ 26.35</b>	<b>\$ 25.80</b>
<b>Cost per Rev Mile</b>	<b>\$ 8.22</b>	<b>\$ 11.74</b>	<b>\$ 9.76</b>	<b>\$ 1.81</b>	<b>\$ 5.68</b>	<b>\$ 2.40</b>	<b>\$ 7.45</b>
<b>Cost per Rev Hour</b>	<b>\$ 129.64</b>	<b>\$ 206.92</b>	<b>\$ 322.53</b>	<b>\$ 83.90</b>	<b>\$ 133.49</b>	<b>\$ 45.92</b>	<b>\$ 141.52</b>
<b>Farebox Recovery</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>25.5%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>1.2%</b>

**Directly Operated Transportation**

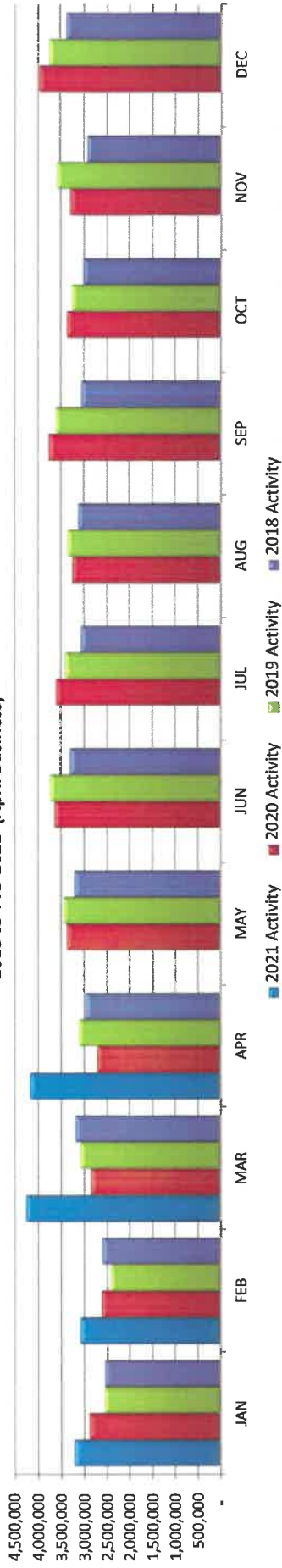
2021 YTD Budgeted Allocated Cost Per(s)	General Demand (Prosser)				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride		Vanpool			
Fares	\$ 384,692	\$ 107,770	\$ 6,333	\$ 245,039	\$ -	\$ 119,905	\$ 863,738
Direct Cost	\$ 7,289,490	\$ 4,827,752	\$ 196,680	\$ 708,263	\$ 593,083	\$ 875,000	\$ 14,490,268
Allocated Cost	\$ 3,197,935	\$ 2,118,633	\$ 85,659	\$ 308,373	\$ -	\$ -	\$ 5,710,600
Depreciation - Local (Vehicle only)	\$ 191,226	\$ 78,061	\$ 4,854	\$ 83,095	\$ 8,621	\$ -	\$ 365,857
* Cost for Farebox Recovery Ratio	\$ 10,678,652	\$ 7,024,445	\$ 287,193	\$ 1,099,730	\$ 601,704	\$ 875,000	\$ 20,566,725
Boarding	762,500	112,500	8,750	247,917	30,417	60,417	1,222,500
Revenue Miles	1,350,833	760,417	40,000	1,291,667	100,000	312,500	3,855,417
Revenue Hours	85,833	49,583	1,667	31,250	6,250	19,167	193,750
<b>Cost per Boarding</b>	<b>\$ 14.00</b>	<b>\$ 62.44</b>	<b>\$ 32.82</b>	<b>\$ 4.44</b>	<b>\$ 19.78</b>	<b>\$ 14.48</b>	<b>\$ 16.82</b>
<b>Cost per Rev Mile</b>	<b>\$ 7.91</b>	<b>\$ 9.24</b>	<b>\$ 7.18</b>	<b>\$ 0.85</b>	<b>\$ 6.02</b>	<b>\$ 2.80</b>	<b>\$ 5.33</b>
<b>Cost per Rev Hour</b>	<b>\$ 124.41</b>	<b>\$ 141.67</b>	<b>\$ 172.32</b>	<b>\$ 35.19</b>	<b>\$ 96.27</b>	<b>\$ 45.65</b>	<b>\$ 106.15</b>
<b>Farebox Recovery</b>	<b>3.6%</b>	<b>1.5%</b>	<b>2.2%</b>	<b>22.3%</b>	<b>0.0%</b>	<b>13.7%</b>	<b>4.2%</b>

**May 2021 Actual vs Budget**

<b>Cost per Boarding</b>	<b>\$ 4.80</b>	<b>\$ 33.20</b>	<b>\$ 151.18</b>	<b>\$ 8.50</b>	<b>\$ 17.53</b>	<b>\$ 11.86</b>	<b>\$ 8.97</b>
<b>Cost per Rev Mile</b>	<b>\$ 0.31</b>	<b>\$ 2.51</b>	<b>\$ 2.58</b>	<b>\$ 0.96</b>	<b>\$ (0.34)</b>	<b>\$ (0.40)</b>	<b>\$ 2.11</b>
<b>Cost per Rev Hour</b>	<b>\$ 5.23</b>	<b>\$ 65.25</b>	<b>\$ 150.21</b>	<b>\$ 48.71</b>	<b>\$ 37.21</b>	<b>\$ 0.27</b>	<b>\$ 35.37</b>

\* Excludes budgeted GASB 68 year-end pension adjustment.

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



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2021 Activity	3,217,469	3,080,269	4,253,848	4,162,484	-	-	-	-	-	-	-	-	14,714,070	\$ 14,714,070
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	\$ 11,129,442
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	\$ 11,166,460
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	\$ 11,328,214
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	-	-	-	-	-	-	-	-	3,584,628	
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%	17.2%	48.3%	52.2%	-	-	-	-	-	-	-	-	32.2%	
% 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	\$ 11,944,323
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	\$ 11,501,453
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	\$ 11,790,000
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	\$ 10,435,000
Vs. 2021 Budget	470,895	412,316	924,036	962,500	-	-	-	-	-	-	-	-	2,769,747	23.2%
Vs. 2020 Budget	269,262	140,484	(307,145)	(774,012)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	-3.2%
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	-5.3%
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	8.6%

# Memorandum

---

Date: July 1, 2021

To: Board of Directors

From: Gloria Boyce, General Manager

RE: Impact of a Sales Tax Reduction

## **Background**

In anticipation of receiving letters (attachment 1) from both Benton and Franklin Counties requesting that Ben Franklin Transit place a Referendum on the November 2021 Ballot reducing its sales tax collection by 0.10%, and as part of the Board discussion of the Counties requests at its June 10, 2021 meeting, the Board asked staff to present the impact of a sales tax collection reduction of 0.10%.

Per RCW 82.14.045 and with voter approval, BFT is authorized to collect a sales and use tax to be used solely for the purposes of funding the operation, maintenance, and capital needs of the Public Transportation Benefit Area. In March of 1981 voters approved the collection of a 0.3% sales tax and then again in November 2002, voters approved an additional 0.3% sales tax collection for a total of 0.6%.

Using the 2022 sales tax revenue forecast of \$41.6M, staff has determined that the annual impact of a 0.1% reduction in sales tax collection would amount to a loss of revenue of \$6.9M, or \$39.0M over a five-year period using a 4.0% revenue growth factor. Staff is presenting three impact scenarios (attachment 2) to the Board:

Scenario #1: 100% Service Reduction

Scenario #2 100% Capital Improvement Plan Reduction

Scenario #3 Blend of Service and Capital Improvement Plan Reduction

Also attached is the 2021 Budget Planning calendar the Board has requested (attachment 3).


## **Funding**

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Forwarded as presented:

  
\_\_\_\_\_  
Gloria Boyce, General Manager



# FRANKLIN COUNTY

## BOARD OF COMMISSIONERS

BRAD PECK  
DISTRICT 1

ROCKY MULLEN  
DISTRICT 2

CLINT DIDIER  
DISTRICT 3

KEITH JOHNSON  
COUNTY ADMINISTRATOR

June 11, 2021

Ben Franklin Transit  
c/o Board of Directors  
1000 Columbia Park Trail  
Richland, WA 99352-4798

To the Ben Franklin Transit Board of Directors:

As you know, the Franklin and Benton County's Boards of Commissioners recently jointly voted to seek a path toward building and operating a new regional behavioral health facility in the Tri-Cities. In that discussion, the boards suggested one means of funding operations is by instituting a .01% mental health sales tax that is permitted under State law. However, the boards are also looking for a way to provide these needed services without increasing the burden on the area's taxpayers. It has been suggested, and hereby requested that the Benton Franklin Transit Board consider placing a referendum on the November 2, 2021 Primary ballot to reduce the amount of the local Transit sales tax from .06% to .05% as allowed under R.C.W. 36.57A.

The Franklin County Board of Commissioners is committed to finding a solution that works for all of the citizens in the 2 counties. We share a regional economy and often regional challenges that necessitate cooperation and coordination with the local jurisdictions and taxing authorities. Mental health and substance abuse have not historically generated sufficient public interest to commit to solutions. The Tri-Cities is the only area in the State of Washington with a population of our size that does not currently have a mental health crises facility where those affected can get help and treatment. We think the time has come to rectify that and provide these essential services.

Accordingly, we are asking for your help in bringing this effort about. If this reduction in the Transit sales tax rate were to be approved by the voters, our Board is committed to implement a new 0.01% sales tax to support chemical dependency and mental health services, as authorized under RCW 82.14.460.

We appreciate Ben Franklin Transit's employees, operations and facilities and recognize the financial commitment required to take care of and maintain these assets. It is our position that there are opportunities for BFT to participate in this effort, without jeopardizing public transportation needs. Our residents need and deserve both excellent public transportation services and excellent public behavioral health services, and we believe the community has the ability to provide both of these, along with our many other public services, without the addition of new financial burdens.

Benton-Franklin Transit has a successful 40-year run at providing needed services in our community. We see this request as an additional means of providing needed services but without a significant increase in the financial obligation of our local communities. As such, we request that you place this tax-lowering measure on the November 2, 2021 primary election ballot.

Sincerely,



Keith Johnson  
Franklin County Administrator

Cc: Gloria Boyce, BFT General Manager  
Clint Didier, Franklin County Commissioner  
Rocky Mullen, Franklin County Commissioner  
Brad Peck, Franklin County Commissioner  
Jerome Delvin, Benton County Commissioner  
Shon Small, Benton County Commissioner  
Will McKay, Benton County Commissioner  
Jerrod MacPherson, Benton County Administrator



Jerome Delvin, *District 1*  
Shon Small, *District 2*  
Will McKay, *District 3*



Jerrod MacPherson  
*County Administrator*  
Matt Rasmussen  
*Deputy County Administrator*

## Board of County Commissioners

June 11, 2021

Ben Franklin Transit  
c/o Board of Directors  
1000 Columbia Park Trail  
Richland, WA 99352-4798

To the Ben Franklin Transit Board of Directors:

First and foremost, congratulations to everyone at Ben-Franklin Transit for the recent passing of a major milestone – 40 years since the creation of the Benton-Franklin Public Transportation Benefit Area. Since the voters enacted the original sales tax levy of three-tenths of one cent to “finance a municipal corporation which would provide public transportation services in Benton and Franklin Counties,” you have built a modern, dependable, and diversified system. Today, we reach out to you as a partner in our collective effort – to bring another needed service to our community that is severely lacking today, just as transit was 40 years ago.

For far too long, mental and behavioral health have been low priorities in personal care and often sidelined by society. Fortunately, in recent years we have seen a shift around the country and in our community around mental and behavioral health. We are gaining a better understanding and appreciation for the importance of these issues and their rippling effects throughout our society. Access to dependable and reputable mental health care is a cornerstone of a healthy and vibrant home and workplace and has positive effects within the criminal justice system. Like with basic transportation, mental health challenges can be found within every rung of the socio-economic ladder. But for already underserved populations, these challenges compound individuals’ and families’ difficulties.

The Tri-Cities metropolitan area is the only community in Washington State of its size to not have a regional behavioral health recovery facility. We are behind the times on this, and we need to catch up.

Benton County is committed to working with Franklin County and other partners in the community to change this situation by constructing a new facility for the Tri-Cities, but we need help in developing a sustainable and fiscally responsible operating model. At a time when we are emerging from an unprecedented pandemic and with much economic uncertainty ahead, it is our desire to take on this new program *without* raising taxes on our residents.

At a joint public meeting held June 2, 2021 in Pasco, the Benton and Franklin County’s Boards of Commissioners committed to building a new regional behavioral health facility and working toward finding the right team of mental health care professionals to operate it. This will require new money.



**We want this funding to be tax-neutral for our taxpayers and, as such, we are requesting that the current transit sales and use tax be lowered by the same .01% (from its current .06% to .05%) and be put to the voters for decision by the Ben-Franklin Transit Board of Directors, as allowed under RCW 36.57A.**

If this reduction in the Transit sales tax rate were to be approved by the voters, our Board is committed to implement a new 0.01% sales tax to support chemical dependency and mental health services, as authorized under RCW 82.14.460.

We do not seek to damage Ben Franklin Transit's operations, facilities, fleet, or prestige in any way. It is however our belief, with years of review including having various commissioners on the Transit Board, that there are opportunities for BFT to "tighten its belt." Our residents need and deserve both excellent public transportation services and excellent public behavioral health services, and we believe the community has the ability to provide both of these, along with our many other public services, without the addition of new financial burdens.

As such, we request that you place this tax-lowering measure on the November 2, 2021 primary election ballot for voter consideration.

Sincerely,



Jerrod MacPherson,  
Benton County Administrator

Cc: Gloria Boyce, BFT General Manager  
Jerome Delvin, Benton County Commissioner  
Shon Small, Benton County Commissioner  
Will McKay, Benton County Commissioner  
Clint Didier, Franklin County Commissioner  
Rocky Mullen, Franklin County Commissioner  
Brad Peck, Franklin County Commissioner  
Keith Johnson, Franklin County Administrator



Attachment 2



# Ben Franklin Transit

Impact of Sales Tax Revenue Reduction

July 8, 2021



# Presentation Overview

- BFT Timeline
- Funding Profile
- Financial Status
- Impact of Sales Tax Reduction
  - Service
  - Capital Program
  - Service/Capital Program



- **May 1981- 0.3% Sales Tax Voter Approved**
  - Fixed Route Service Initiated
- 1982 Dial-A-Ride Service Initiated
- 1984 Vanpool Service Initiated
- 1997 Benton City and Prosser Operations Added
- 1999 Initiative 695 (Motor Vehicle Excise Tax Repealed)
- **March 2002 -Sales Tax 0.3% Voter Approved**
- 2005 Finley Annexed into PBTA



## Rearview Mirror (continued)

- 2008 - 2009 Campus Expansion
- 2010 Great Recession ***No Reserves***
- 2010 Due to population growth, BFT Reclassified from a Small Urban Transit to Large Urban Transit (2012)
- 2012 Additional Federal Administrative Requirements
- **2015 Board Adopts Strategic Plan**
- 2015 Comprehensive Service Plan Study (10 Year Plan)
- 2017 Comprehensive Service Plan Implementation
  - Added 25,314 Revenue Hours
  - Service Hours Extended from 6pm to 8pm
- **2018 Taxi Service Bankruptcy**

- 2019 System Changes (Loss of Taxi)
  - Service Hours Extended to 10pm
  - Added Demand Response
- 2020 COVID
  - CONNECT Services Initiated - First Mile/Last Mile (Replaced Taxi Service)
- 2021 Service and System Expansion
  - Metro Frequent Routes (1 & 3) and Sunday Service
  - Additional Revenue Hours 29,000

- 2022 Service Expansion +10,000 Revenue Hours (\$1.3M)
- 2022 Capital Program
  - Q1 Queensgate Transit Hub Construction Start
  - Q2 Operations Building Construction Start
  - West Pasco Transit Hub Design
  - East Pasco Transit Hub Design/Construction
- 2023 Service Expansion +9,000 Revenue Hours (\$1.3M)
- 2023 Capital Projects
  - Q3 West Pasco Transit Hub Construction Start

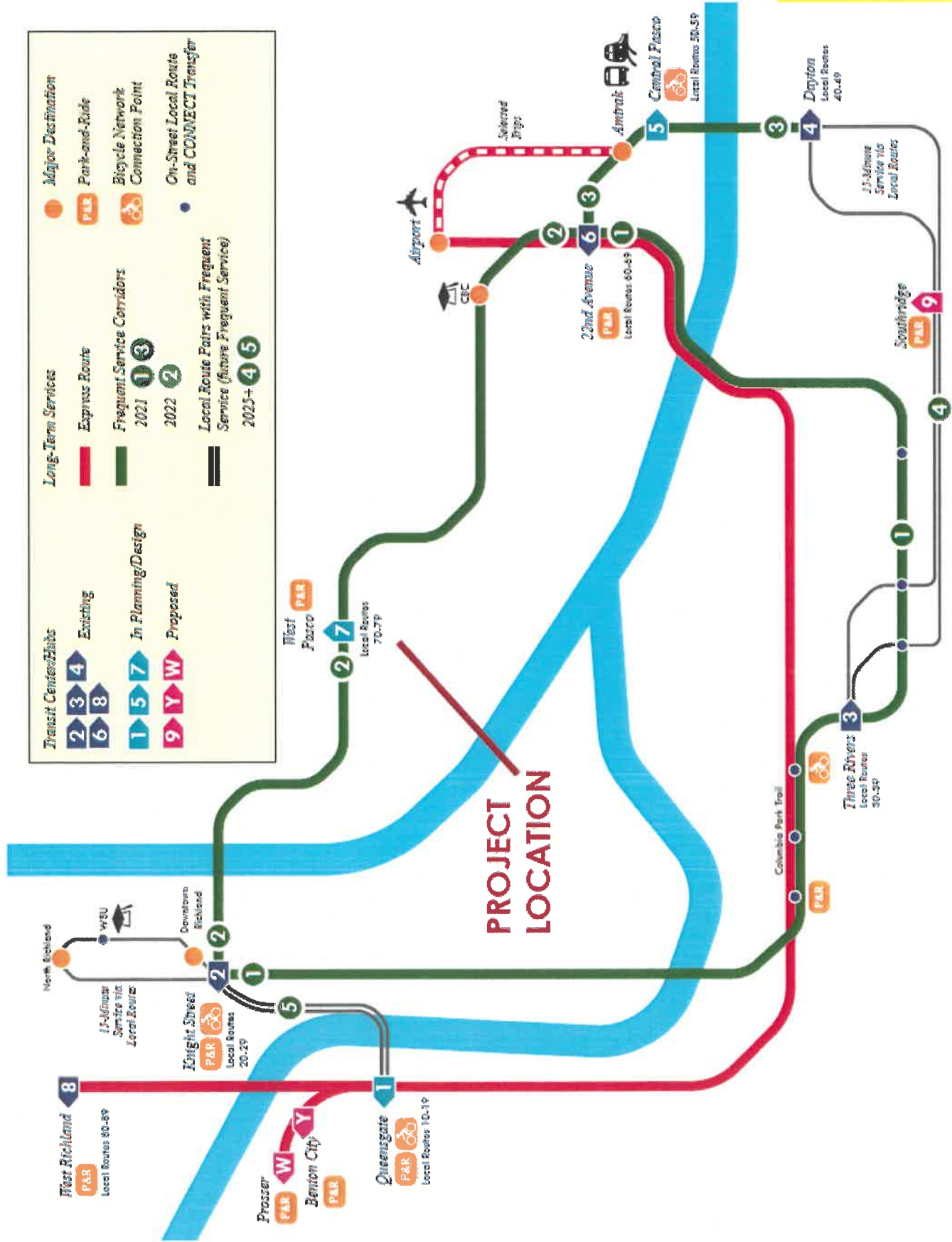


## "We're Going Places (continued)"

- 2024 - 2026 Service Expansion +45,000 Revenue Hours
  - Utilize New Transit Hubs
  - Route Improvements in Prosser/Benton City
  - Metro Route 2 with West Pasco Transit Hub Completion and Route 3 Extension
  - System Wide Frequency Increase



# Future Vision/Transit Hubs





# Funding Profile



# Funding Profile

## Local:

Fares, Misc.  
Sales Tax – Voter Approved 6/10<sup>th</sup> of 1.0%

## State:

Regional Mobility – Formula Based/Competitive  
Special Needs – Formula Based  
Vanpool Investment Program – Vanpool Vehicles Only

## Federal:

5307 – Formula Funding (Population x Population Density x  
Fixed Route Revenue Miles)  
5310 – Enhanced Mobility of Seniors/Individuals with  
Disabilities  
5339 – Bus and Bus Facilities



# Funding Profile

## BFT Local Funding

FFY	Sales Tax		Fares/Misc		Total	
	Amount	inc / drc	Amount	inc / drc	Amount	inc / drc
2021*	40,200,000	1.84%	2,572,972	63.69%	42,772,972	4.2%
2020	39,473,663	0.41%	1,571,895	-63.72%	41,045,558	-6.0%
2019	39,311,911	7.41%	4,332,973	-5.61%	43,644,884	11.0%
2018	36,600,000	6.97%	4,590,269	-10.40%	41,190,269	4.7%
2017	34,214,086	3.00%	5,122,944	7.39%	39,337,030	9.1%
2016	33,218,130	8.32%	4,770,268	-11.33%	37,988,398	5.4%
2015	30,667,384	10.06%	5,379,984	13.53%	36,047,368	16.8%
2014	27,864,444	4.56%	4,738,648	12.57%	32,603,092	5.6%
2013	26,650,429	2.89%	4,209,657	-12.18%	30,860,086	2.3%
2012	25,902,472	0.66%	4,793,352	7.88%	30,695,824	1.7%
2011	25,732,901	7.68%	4,443,310	6.94%	30,176,211	7.3%
2010	23,897,059	4.93%	4,155,074	-22.37%	28,052,133	-0.3%

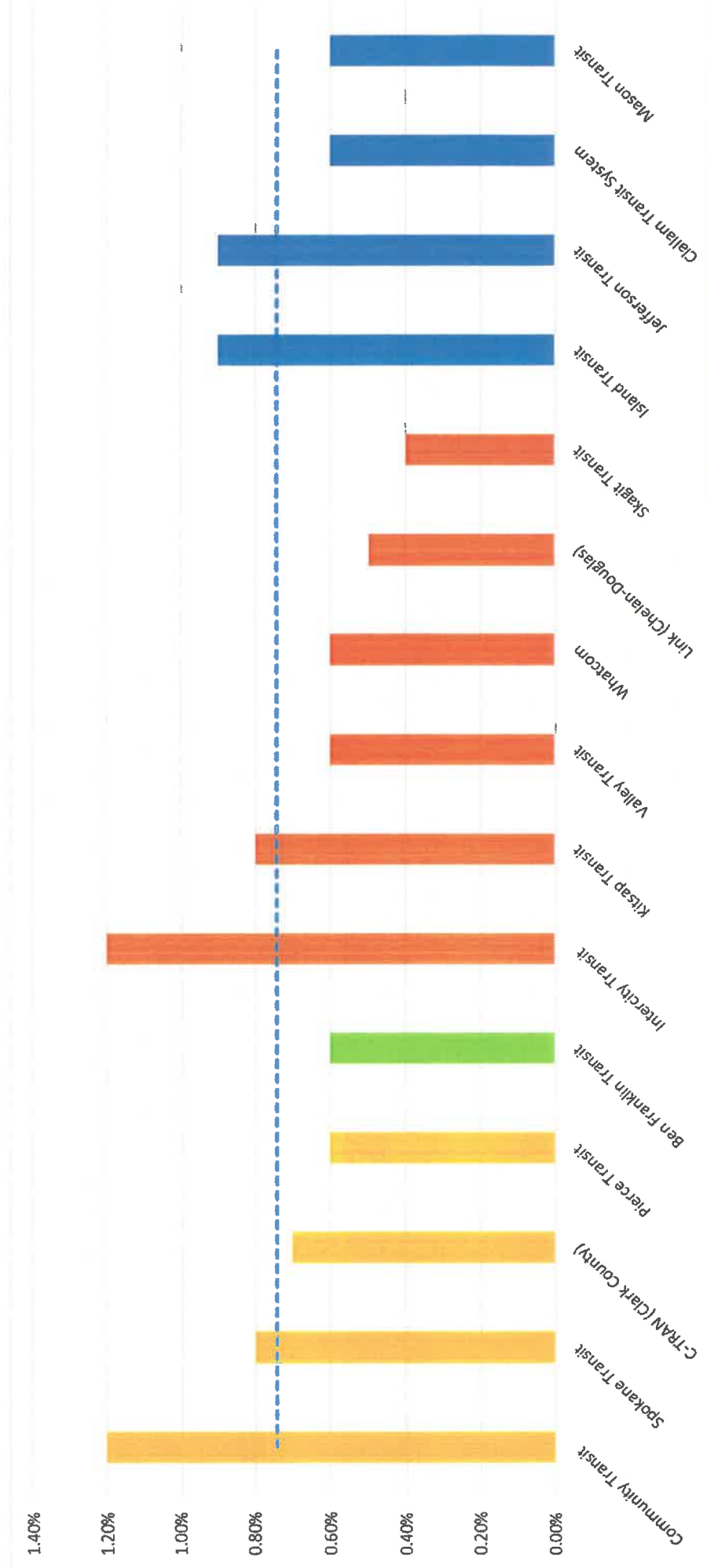
\*2021 Budgeted Amount





# Sales Tax Rates by Agency

## Sales Tax Rates by Selected WA State Agencies





# Funding Profile

## BFT State Funding

State Biennium	Special Needs		Vanpool Investment Program		Regional Mobility		Total Funding
	inc / drc		inc / drc		inc / drc		
2021/2023	-	-100.00%	-	-	5,495,000	71.24%	5,495,000
2019/2021	3,903,161	17.78%	-	-100.00%	3,209,000		7,112,161
2017/2019	3,313,812	29.04%	795,500	1.14%	-		4,109,312
2015/2017	2,568,030	78.39%	786,544	50.53%	-		3,354,574
2013/2015	1,439,566	-35.33%	522,500	141.70%	593,000		2,555,066
2011/2013	2,225,998	52.16%	216,176	-72.23%	-		2,442,174

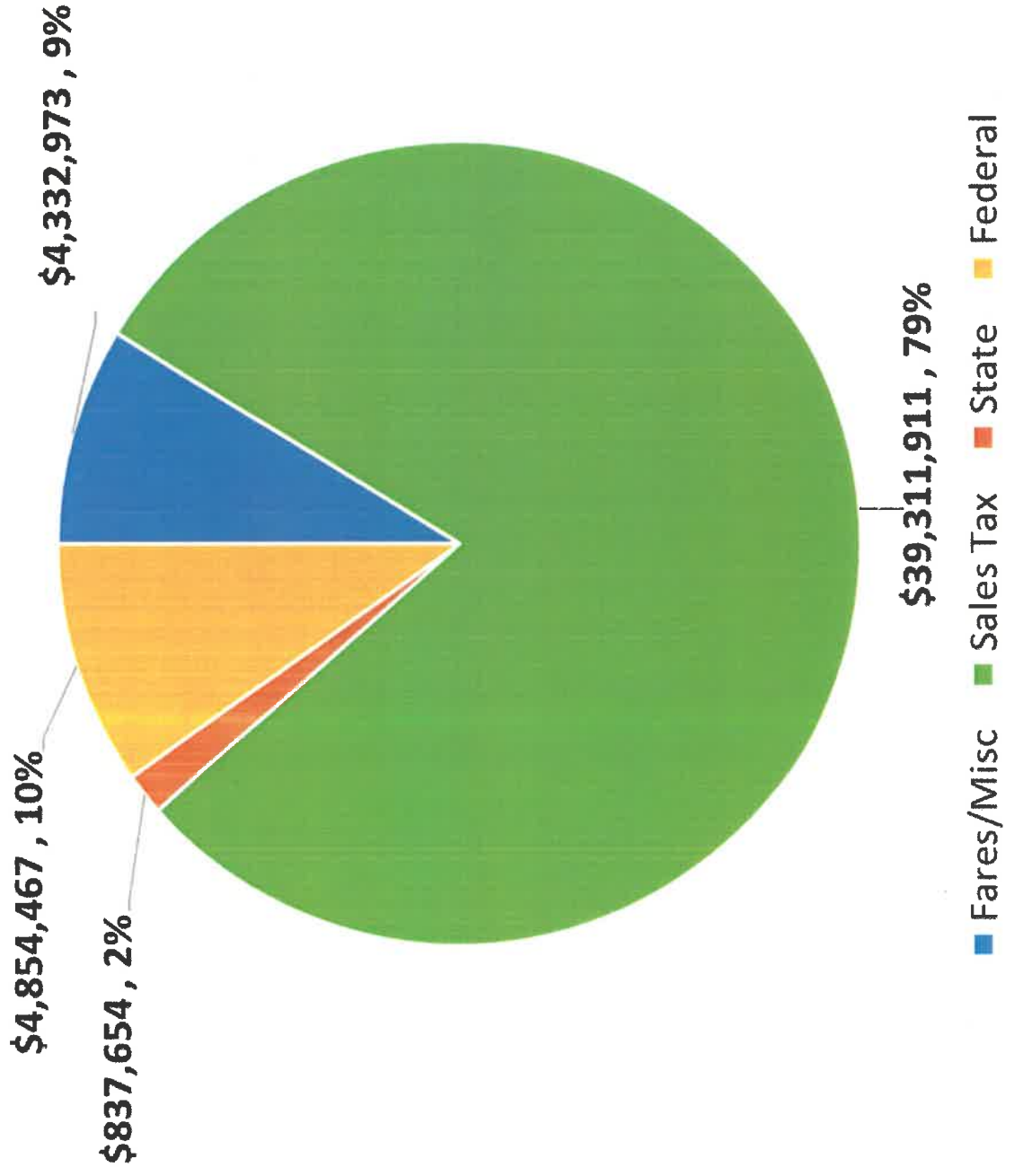
## BFT Federal Funding

FFY	5307		5339		5310		Total Funding
	Amount	inc / drc	Amount	inc / drc	Amount	inc / drc	
2021	6,704,521	0.22%	811,954	-7.74%	203,019	5.35%	7,719,494
2020	6,689,922	3.37%	880,036	5.34%	192,711	5.00%	7,762,669
2019	6,471,622	-0.68%	835,405	-10.65%	183,530	3.73%	7,490,557
2018	6,515,735	-2.86%	934,952	29.33%	176,938	5.47%	7,627,625
2017	6,707,844	-0.07%	722,914	0.35%	167,765	2.39%	7,598,523
2016	6,712,779	-2.17%	720,399	-11.62%	163,844	4.06%	7,597,022
2015	6,861,792	-12.15%	815,141	-12.42%	157,452	-0.18%	7,834,385
2014	7,810,514	-9.56%	930,686	-9.83%	157,731	3.70%	8,898,931
2013	8,636,438	208.47%	1,032,162		152,110		9,820,710
2012	2,799,802	0.61%					2,799,802
2011	2,782,958	-4.54%					2,782,958
2010	2,915,306	2.37%					2,915,306



# Funding Profile

## 2019 Operating Funding







# Funding Profile

## One-Time Funding – Received in 2020 & 2021

CARES Act	18,973,077
CRRSSA	8,460,568
ARPA	20,849,570
Total Grants Received	<u>48,283,215</u>

Grant Usage	
Capital Expense - COVID Related	1,255,000
2020 COVID Non-Labor Expense	3,979,257
2020 COVID Labor Expense	4,926,465
2020 Lost Fares	3,240,000
2021 Lost Fares	2,835,000
2022 Lost Fares	1,620,000
2023 Lost Fares	810,000
Total	<u>18,665,722</u>

**Remaining Available**

**29,617,493**



# Financial Status

## Capital Funding – Bringing it all Together

- BFT's Capital Improvement Plan is Funded on a ***Pay-As-You-Go*** Basis
- Federal & State Grants REQUIRE Local Funding Match
- Current Reserves and CARES Related Funding Enables a Funded Capital Improvement Plan for Existing Projects over the Next 3.5 Years



# Financial Status

## Audited Cash Balance

As of December 31

	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010
<b>Beginning Cash Balance</b>	<b>41,493,331</b>	<b>35,954,326</b>	<b>39,583,419</b>	<b>36,308,771</b>	<b>24,806,500</b>	<b>19,996,729</b>	<b>23,960,631</b>	<b>15,873,724</b>	<b>7,864,833</b>	<b>4,290,327</b>	<b>2,920,986</b>
Cash Flow from Operations	774,206	5,911,175	3,697,045	5,861,406	7,205,711	7,538,701	1,402,389	8,564,994	6,304,575	3,898,018	2,995,502
Cash Flow from Capital Activity	(4,251,807)	(372,170)	(7,326,138)	(2,586,758)	4,296,560	(2,728,930)	(5,366,291)	(478,087)	1,704,316	(323,512)	(1,626,161)
Annual Net Cash Flow	(3,477,601)	5,539,005	(3,629,093)	3,274,648	11,502,271	4,809,771	(3,963,902)	8,086,907	8,008,891	3,574,506	1,369,341
<b>Ending Cash Balance</b>	<b>38,015,730</b>	<b>41,493,331</b>	<b>35,954,326</b>	<b>39,583,419</b>	<b>36,308,771</b>	<b>24,806,500</b>	<b>19,996,729</b>	<b>23,960,631</b>	<b>15,873,724</b>	<b>7,864,833</b>	<b>4,290,327</b>



# Financial Status

## May 2021 Treasurer Report

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

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.0764%	Open	\$ 28,230,985	72.8%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	5,159,655	13.3%
<b>Subtotal Investments</b>				<b>33,390,640</b>	<b>86.1%</b>
Check Book Balance, Petty Cash, & Travel Account				5,392,848	13.9%
				<b>\$ 38,783,488</b>	<b>100.0%</b>
<b>Total Cash and Equivalents on Hand</b>					
<b>Less Reserve Funds</b>					
Operating Reserves				(12,120,000)	
Fuel Reserves				(1,400,000)	
Fleet Replacement Reserves				(2,640,400)	
Non-Fleet Capital Reserves				(3,365,000)	
<b>Total Reserves</b>				<b>(19,525,400)</b>	
<b>Local Funds for Current Capital Projects</b>					
Fleet Vehicles				(2,904,768)	
Facilities - Transit Centers & Amenities				(6,358,974)	
Facilities - MOA Campus				(2,889,152)	
Technology				(3,419,918)	
Other				(1,403,049)	
				<b>(16,975,861)</b>	
<b>Net Funds Available</b>				<b>\$ 2,282,227</b>	



# Impact – Sales Tax Reduction





# Impact – Sales Tax Reduction

## Impact of Sales Tax Reduction

**5 years Revenue Reduction of ~ \$39 Million**

- Service Levels:
  - Return to 2015 Service Levels
- Staffing Levels:
  - Significant Staff Reductions Commensurate with Service Level Reduction
- Capital Projects:
  - Impacts 5307 Formula Funding Levels
  - Fleet Replacement Schedule
  - May Impact Capital Projects Currently in Progress
  - Impacts all Future Capital Projects



## Impact – Sales Tax Reduction

Scenario #1 – 100% Service Reduction

Scenario #2 – 100% Capital Improvement Plan Reduction

Scenario #3 – Blend of Service and Capital Improvement  
Plan Reduction



## Scenario #1 – 100% Service Reduction

- Federal 5307 Formula Funding
- Grant Amount Partially Based on Transit Statistics:
  - 50% of Formula is Based on Population and Population Density (No Impact)
  - 50% of Formula is Based on Bus Revenue Vehicle Miles Operated (Reduced Service Levels Will Result in Reduced Federal Grant Funding)
- ***Estimated Reduction in Federal Funding Over Next 5 Years ~\$1.7 Million***



# Impact – Sales Tax Reduction

## Sales Tax and Federal 5307 Grant Reductions

	Annual Taxes at 0.600%	Annual Taxes at 0.500%	Sales Tax Reduction (16.7%)	5307 Reduction (5%)	Total Reduction	Total Revenue Reduction
2026F	48,207,408	40,172,840	(8,034,568)	(339,437)	(8,374,005)	-15.0%
2025F	46,577,206	38,814,338	(7,762,868)	(338,591)	(8,101,459)	-13.6%
2024F	44,785,775	37,321,479	(7,464,296)	(337,747)	(7,802,042)	-13.7%
2023F	43,271,280	36,059,400	(7,211,880)	(336,904)	(7,548,784)	-14.4%
2022F	41,607,000	34,672,500	(6,934,500)	(336,064)	(7,270,564)	-14.1%
2021B	40,200,000	33,500,000	(6,700,000)	(335,226)	(7,035,226)	-14.5%
2020	39,473,663	32,894,719	(6,578,944)	(334,496)	(6,913,440)	-13.8%
2019	39,311,911	32,759,926	(6,551,985)	(323,581)	(6,875,566)	-14.2%
2018	36,442,238	30,368,531	(6,073,706)	(175,787)	(6,249,493)	-14.9%
2017	34,214,086	28,511,738	(5,702,348)	(335,392)	(6,037,740)	-16.5%
10 Year Totals			(69,015,094)	(3,193,225)	(72,208,320)	

**Five Year Loss 2022 – 2026**

**-\$39,096,855**

## Scenario #1 – 100% Service Reduction

- **Note: Dial-A-Ride Must Operate Concurrent With Fixed Route Operation**
- Estimated 15% Reduction in Fixed Route and Dial-A-Ride Services
  - Revenue Hours: **-50,316**
- Decrease Effects Could Be a Reduction of:
  - Operating Hours and Days
  - Routes and/or Route Frequency
  - **PTBA Wide Dial-A-Ride Service to Within  $\frac{3}{4}$  Mile within Fixed Route**
  - All of the Above





# Impact – Sales Tax Reduction

## Scenario #1 – 100% Service Reduction

- If Tax and Grant Revenues Decreased, Expenses Would Have to Decrease by 14%
- Would Require Reduction in Force of 62 Employees (14% of Budgeted Workforce)

	2021 Budget	Reduction	Adjusted Budget
Labor & Benefits	68% 32,773,000	(5,205,059)	27,567,941
Professional Services	8% 3,861,000	(613,210)	3,247,790
Fuel & Lubricants	5% 2,290,700	(363,813)	1,926,887
Tires & Tubes	1% 332,000	(52,729)	279,271
Materials & Supplies	6% 3,009,750	(478,013)	2,531,737
Utilities	1% 408,160	(64,825)	343,335
Insurance and Liability	3% 1,234,200	(196,018)	1,038,182
Purchased Transportation	7% 3,350,000	(532,052)	2,817,948
Rentals	1% 297,970	(47,324)	250,646
All Else	2% 925,302	(146,958)	778,344
<b>Total Expenses</b>	<b>48,482,082</b>	<b>(7,700,000)</b>	<b>40,782,082</b>

## Scenario #2 – 100% Capital Improvement Plan Reduction

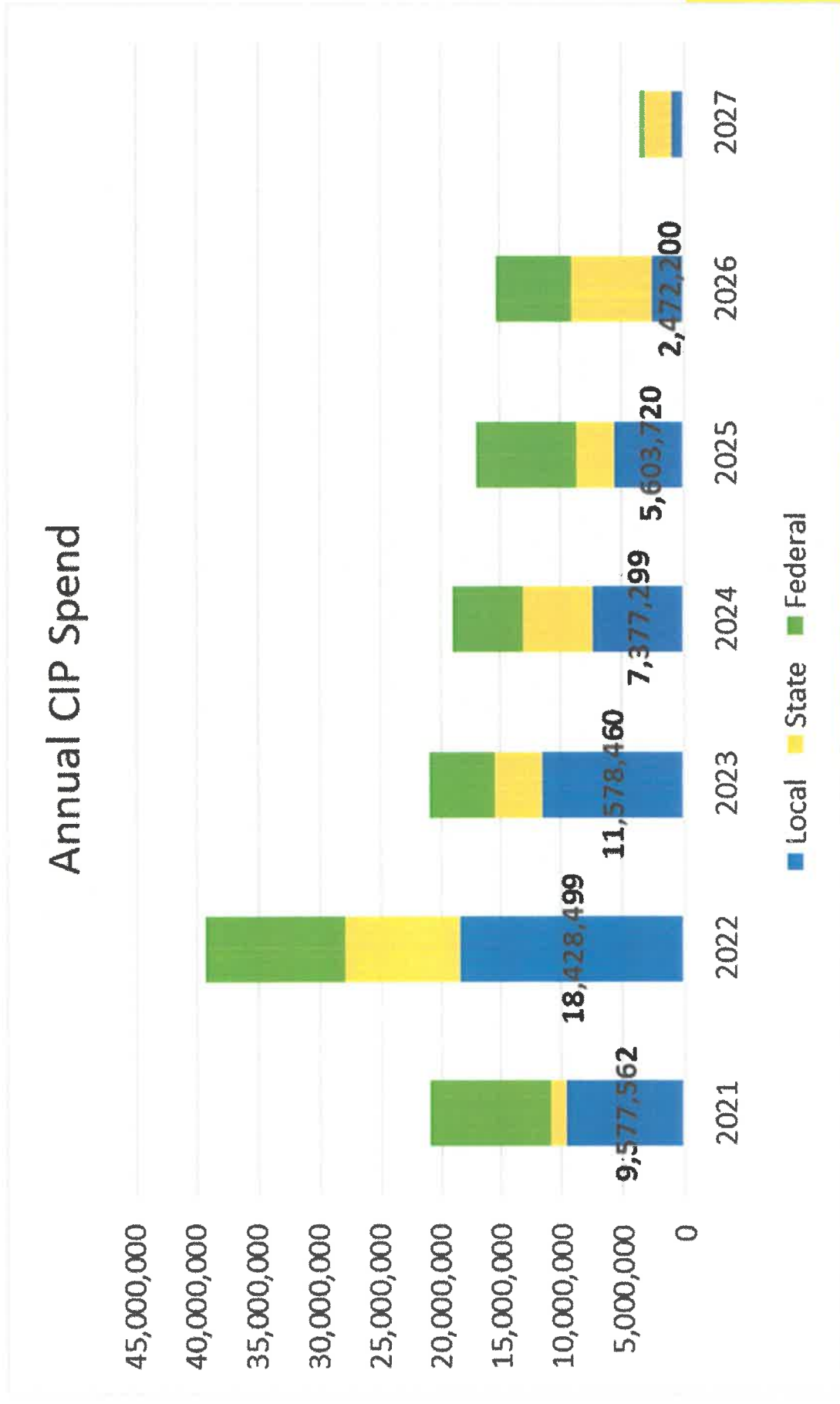
	2021	2022	2023	2024	2025	2026
Available Funds - Beg. Of Year	16,975,861	7,398,299	(11,030,200)	(22,608,660)	(29,985,959)	(35,589,679)
Local Need	9,577,562	18,428,499	11,578,460	7,377,299	5,603,720	2,472,200
Available Funds - End of Year	7,398,299	(11,030,200)	(22,608,660)	(29,985,959)	(35,589,679)	(38,061,879)

- Current Reserve Funds Available for Capital is \$16,976,000
- Majority of Capital Programs Postponed Indefinitely
- Federal & State Grants Require Local Match, if Not Available, Grants Cannot be Matched
- Projected Lost Tax and Grant Revenue of **\$39M** Exceeds the 5-Year Capital Need of \$38M



# Impact – Sales Tax Reduction

## Current Capital Improvement Plan Expenditures Plan



## Scenario #3 – Blend of Service and Capital Reduction

- Service Would Be Cut Back to 2015 – 2017 Levels
  - Revenue Hours: **-25,000**
- Service Expansions Launched in 2021 Would be Terminated
  - An Agency-Wide Reduction in Force (RIF) of Approximately 32 Employees (14% of 2021 APPROVED Headcount) Would be Necessary
- Approximately 50% of the Capital Projects Currently Planned Would be Placed on Indefinite Hold
  - Local Funds Would be Prioritized to Vehicle Purchases to Ensure State and Federal Grants Would Not Be Lost



# Thank You

# Questions?