



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, February 10, 2022, at 7 p.m.**

**Virtual Meeting via Zoom**

**Meeting Link:**

**<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5QRTdqNnFpRGN5dz09>**

**Phone: 253-215-8782 / Toll Free: 877-853-5247**

**Meeting ID: 989 6217 8731 / Password: 833979**

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors meetings are taking place virtually. The agenda is available on the website at BFT.org.

If you wish to provide written comments to the Board or speak during the Public Comments portion of a Board meeting, please submit [this form](#). Public comment during the meeting will be provided as indicated in the agenda below.

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**AGENDA**

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|---|---------------------|
| <b>1. Convene Board Meeting</b>   | Chair Richard Bloom |
| <b>2. Roll Call</b>   | Janet Brett         |
| <b>3. Pledge of Allegiance</b>  | Chair Bloom         |
| <b>4. Approval of Agenda</b>  | Chair Bloom         |
| <b>5. Public Comments</b>   | Chair Bloom         |
| <b>6. Election of Officers</b>  | Jeremy Bishop       |
| <b>A. Chair/Vice Chair</b>  |                     |
| <b>B. Committee Selections</b>  |                     |
| <b>C. BFCOG Representative</b>  |                     |
| <b>7. Recognitions</b>  | Ayodeji Arojo       |
| <b>A. Resolution 8-2022 Recognizing BFT Employee Brent E. Romick's<br/>        Years of Service</b> |                     |
| <b>8. Citizens Advisory Network (CAN) Report – There is no report available.</b>                    |                     |
| <b>9. Board Committee Reports</b>   |                     |

- A. Operations & Maintenance Committee Terry Christensen, Acting Chair
- B. Planning & Marketing Committee – Meeting Canceled
- C. Administration & Finance Committee – Meeting Canceled

**9. Consent Agenda**

- A. January 13, 2021, Regular Board Meeting Minutes
- B. January Voucher Summary
- C. Take Resolution 7-2022 from the Table and Substitute Resolutions 9-2022 and 13-2022 (9D and 10B)
- D. Resolution 9-2022 Amending Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub
- E. Resolution 10-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for an Architecture & Engineering (A&E) Firm to Design Transit Centers and Bus Stops
- F. Resolution 11-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for Construction Management (CM) Services for Transit Centers

**10. Action Items**

- A. Resolution 12-2022 Recommending the Award of the Contract to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System Ayodeji Arojo
- B. Resolution 13-2022 Amending Resolution 58-2019, On-Call Transit Passenger Facilities Architecture and Engineering (A&E) Services to KPFF Consulting Engineers Keith Hall

**11. Discussion & Informational Items**

- A. General Manager Recruitment Process Jeremy Bishop
- B. New Board Member Orientation Ed Frost
- C. Operations Building Workshop Keith Hall

**12. Staff Reports & Comments**

- A. Legal Report Jeremy Bishop
- B. Financial Report Jeff Lubeck
- C. Interim General Manager’s Report Ed Frost

**13. Board Member Comments**

**14. Executive Session**

**15. Other**

**16. Next Meeting**

Regular Board Meeting – Thursday, March 10, 2022, at 7 p.m.

**17. Adjournment**

**BEN FRANKLIN TRANSIT  
RESOLUTION 8-2022**

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE  
BRENT ROMICK'S YEARS OF SERVICE**

WHEREAS, Brent Romick spent over 27 years at Ben Franklin Transit as a Dial-A-Ride driver serving his community. Brent understood what providing exceptional customer service was and what it meant to the passengers, always making sure their needs were met. Brent often shared how proud he was of being a Dial-A-Ride driver and his service to the community. He demonstrated his pride through professionalism, safety, servitude, and service as a driver and driver/dispatcher. Thank you for your dedication and hard work. BFT wishes you the best in your retirement and all future endeavors; and

WHEREAS, Brent Romick submitted a letter of retirement to BFT with an effective date of January 21, 2022.

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

1. Brent Romick served Ben Franklin Transit and the Tri-Cities community well in his position as a Dial-A-Ride driver and driver/dispatcher for over twenty-seven (27) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Brent Romick, Dial-A-Ride driver and driver/dispatcher for his professional efforts on behalf of the agency, its employees, and its customers. Brent, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held February 10, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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



**OPERATIONS & MAINTENANCE  
COMMITTEE MEETING  
Wednesday, February 2, 2022 - 12:30 p.m.**

**Virtual Meeting via Zoom**

To limit the spread of COVID-19, Ben Franklin Transit Board of Directors committee meetings are taking place virtually.

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**MINUTES**

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**Committee Members Present:** Joseph Campos; Terry Christensen; Clint Didier

**BFT Staff:** Ed Frost, Shane Anderson, Ayodeji Arojo, Janet Brett, Carina Cassel, Steve Davis, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas

**1. Convene**

Director Christensen, acting as chair, convened the meeting at 12:32 p.m.

**New Items**

- 2. Resolution XX-2022 Recommending the Award of the Contract to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System – Ayodeji Arojo, Director of Operations**

Mr. Arojo presented a memorandum and resolution asking the Board to award the contract to replace the maintenance building heating, ventilation, and air conditioning (HVAC) system to Seiken & Sons Construction, Inc. Committee members agreed to move this item to the Board of Directors meeting agenda as an Action Item.

- 3. Amend Resolution 58-2019, On-Call Transit Passenger Facilities Architecture and Engineering (A&E) Services to KPFF Consulting Engineers – Keith Hall, Director of Planning & Service Development**

Mr. Hall presented this resolution, which had been written following the tabling of Resolution 7-2022 at the January Board of Directors meeting, requesting Resolution 58-2019 be amended

to increase the budget of Contract #1141 with KPFF Consulting Engineers by \$300,000, from \$1.2 million to \$1.5 million. Committee members asked this be placed on the Board meeting agenda as an Action Item.

4. **Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub – Contract with KPFF Consulting Engineers** – Keith Hall, Director of Planning & Service Development

Mr. Hall asked Board members to amend another previously adopted resolution, 47-2020, to close out Task Order #13 so that the project could be completed under a new A&E contract. This resolution was also written following the tabling of Resolution 7-2022 at the January Board meeting. Committee members asked this matter be moved to the Board of Directors meeting Consent Agenda.

5. **Resolution XX-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for an Architecture & Engineering (A&E) Firm to Design Transit Centers and Bus Stops** – Keith Hall, Director of Planning & Service Development

Mr. Hall presented a resolution for Board approval authorizing BFT to release an RFQ for an A & E firm. Committee members asked that this item be moved to the Board of Directors meeting Consent Agenda.

6. **Resolution XX-2022 Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for Construction Management (CM) Services for Transit Centers** – Keith Hall, Director of Planning & Service Development

Mr. Hall offered another resolution for Board approval authorizing BFT to release an RFQ for construction management services for transit centers. Committee members requested that this also be placed on the Board meeting Consent Agenda.

### **Standing Items**

7. **Notification of Upcoming Bids and Requests for Proposals** – Rob Orvis, Procurement Manager

Mr. Orvis presented the 90-Day Procurement Outlook to committee members.

- **In Progress**

- Procurement Stage – Budgeting, Planning, and Reporting Software
- Procurement Stage – RFP for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- Procurement Stage – Bus Stop Concrete Pad Construction

- **February**

- Authorization to Increase KPFF A & E Services Contract #1141
- Authorization to Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, KPFF A & E Services

- Authorization to Release a Request for Qualifications for Architecture & Engineering Services for Transit Centers and Bus Stops
- Authorization to Release a Request for Qualifications for Construction Management Services for Transit Centers
- Authorization to Award Replacement of Maintenance Building HVAC System
- **March**
  - Authorization to Award Budgeting, Planning, and Reporting Software
- **April**
  - Authorization to Award Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

#### 8. **Other**

There were no other agenda items.

#### 9. **Next Meeting**

The next BFT Operations & Maintenance Committee meeting will be held Wednesday, March 2, 2022, at 12:30 p.m.

#### 10. **Adjourn**

Acting Chair Christensen adjourned the meeting at 1:05 p.m.



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, January 13, 2022, at 7 p.m.  
Virtual Meeting via Zoom**

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**MINUTES**

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**1. CONVENE BOARD MEETING**

Chair Richard Bloom called the meeting to order at 7 p.m. He welcomed new Board members Mr. Beauchamp from the City of Kennewick, Mr. Campos from the City of Pasco, and Mr. Sandretto from the City of Benton City.

**2. ROLL CALL**

<b>Representing</b>	<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>
City of Pasco	Joseph Campos	Director	Present
City of Kennewick	Brad Beauchamp	Director	Present
City of Richland	Phillip Lemley	Director	Present
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Present
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Director	Present
City of Prosser	Steve Becken	Director	Present
City of Benton City	David Sandretto	Vice Chair	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

**BFT Staff:** Gloria Boyce, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Marie Cummins, Steve Davis, Terry DeJuan, Austin DePaolo, Mindy Eakin, Bill Hale, Keith Hall, Lisa Larson, Danette Layne, Jeff Lubeck, Norma Nelson, Rob Orvis, Mike Roberts, Joshua Rosas, Dan Schmidt, Wendi Warner

**Legal Counsel:** Jeremy Bishop, Pat Roach

**Guests:** Ed Frost, Ken Hamm

**3. PLEDGE OF ALLEGIANCE**

Chair Bloom led the meeting participants in the Pledge of Allegiance.

**4. APPROVAL OF AGENDA**

Chair Bloom asked for a motion to approve the agenda.

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

**5. PUBLIC COMMENTS**

Chair Bloom opened the meeting to comments from the public. No public comments were offered.

**6. RECOGNITIONS**

**A. Resolution 1-2022: Recognizing BFT Employee Pamela Jennings’ Years of Service**

Assistant Director of Transit Operations Steve Davis read Resolution 1-2022 in recognition of Pamela Jennings’ 29 years of service.

**B. Resolution 2-2022: Recognizing BFT Employee Norma Nelson’s Years of Service**

Mr. Davis read Resolution 2-2022 in recognition of Norma Nelson’s 32 years of service.

**C. Resolution 3-2022: Recognizing BFT Employee Daniel Schmidt’s Years of Service**

Mr. Davis read Resolution 3-2022 in recognition of Daniel Schmidt’s 38 years of service.

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

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

There was no CAN Report available.

**8. BOARD COMMITTEE REPORTS**

**A. Operations & Maintenance Committee** – Director Phillip Lemley, who chaired this committee meeting, updated the Board on the two items they moved to tonight’s agenda.

**B. Planning & Marketing Committee** – Director Will McKay shared that this committee moved an item to the Consent Agenda.

**C. Administration & Finance Committee** – Committee Chair Steve Becken reported on this committee’s meeting, where they moved one proposed resolution requesting an RFP be released for an Enterprise Resource Planning (ERP) Software Solution to the Consent Agenda of tonight’s meeting. They also heard a presentation on the building expansion project.

**9. CONSENT AGENDA**

Chair Bloom presented the consent items and invited a motion.

**A. December 9, 2021, Regular Board Meeting Minutes**

**B. December Voucher Summary**



**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
526-21	80863 80866	12/3/2021	601,694.65 Payroll
527-21	80867 80870	12/17/2021	581,591.63 Payroll
528-21	80871 80875	12/31/2021	935,753.52 Payroll

**Total      \$ 2,119,039.80**

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
188-21	79843 79713	12/8/2021	595,164.16 MDSE
189-21	79714 79715	12/10/2021	5,700.00 MDSE
190-21	VOID 79524	12/13/2021	(412.00) VOID
191-21	79716 79767	12/14/2021	158,911.47 MDSE
192-21	79768 79768	12/16/2021	70.00 MDSE
193-21	79769 79824	12/21/2021	383,069.46 ACH TRANS
194-21	ACH TRANS	12/17/2021	306,114.97 MDSE
195-21	79825 79882	12/28/2021	345,468.98 MDSE
196-21	ACH TRANS	12/31/2021	1,071,013.58 ACH TRANS
197-21	VOID 78489	12/31/2021	(2,152.16) VOID

**Total      \$ 2,862,948.46**

- C. Resolution 4-2022: Authorizing the General Manager to Declare Vehicles Identified in Exhibit A as Surplus and Dispose of per Resolution 62-2014**
- D. Resolution 5-2022: Recommending Planeteria Media for the Award of the Website Redesign Contract**
- E. Resolution 6-2022: Authorize the General Manager to Release an RFP for an Enterprise Resource Planning (ERP) Software Solution**

**MOTION:      MCKAY**  
**SECOND:      DIDIER**  
**RESULT:      APPROVED (Unanimously)**

**10. ACTION ITEMS**

**A. Resolution 7-2022: Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, and Resolution 58-2019, Award A&E Services to KPFF Consulting Engineers**

Director of Planning & Service Development Keith Hall presented a resolution to amend two prior resolutions with KPFF Consulting Engineers. After questions by and discussion amongst Board members, a motion to table the resolution in favor of it being presented at the February Board meeting as two separate resolutions was made.

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

**11. DISCUSSION & INFORMATIONAL ITEMS**

**A. Q4 Report**

Mr. Hall and Interim Director of Marketing & Communications Marie Cummins presented the Fourth Quarter 2021 Agency Performance report, highlighting ridership and route performance, COVID-19 communications, community outreach, marketing, and progress on goals and initiatives.

**B. General Manager Retirement and Recruitment Process**

Mr. Jeremy Bishop, BFT legal counsel, proposed a motion to accept General Manager Gloria Boyce’s resignation, which she tendered November 9, 2021.

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

Chair Bloom read former Board chair Matt Watkins’ message to Ms. Boyce on her retirement. Chair Bloom thanked Ms. Boyce for everything she has done over the past five years. Pat Roach, former legal counsel, praised Ms. Boyce for her abilities and achievements on behalf of BFT, thanked her, and wished her a happy retirement.

Mr. Bishop related his communications with Prothman, the recruiting firm hired by the Board to assist them in hiring a new General Manager. Once the position is posted, Prothman will screen the candidates for the Board, who will then interview their top selections via Zoom. Following that, the top two candidates will be interviewed in person. Mr. Bishop asked if the Board wanted to post the position immediately or develop criteria first prior to posting. Prothman recommends a subcommittee of three to four Board members be established to aid in the process. All Board members would then make the final decision on hiring.

After discussion among Board members, it was decided to ask Prothman to interview stakeholders to determine attributes we are seeking in a new General Manager prior to posting the position. Mr. Bishop will follow up with the recruitment firm. Prothman would then bring

their findings to the next Board meeting. At that time the Board will ask for volunteers to serve on a hiring committee. If there are five or more participants, a special Board meeting will be scheduled, even if it is only to go into Executive Session.

**C. Introduction of Interim General Manager Candidates**

Mr. Bishop then introduced two candidates to consider for Interim General Manager; their resumes had been previously provided to Board members. Mr. Ken Hamm and Mr. Ed Frost were given three minutes in which to introduce themselves.

**12. STAFF REPORTS & COMMENTS**

**A. Legal Report**

Mr. Bishop stated he had nothing else to share.

**B. Financial Report**

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

**C. General Manager's Report**

Ms. Boyce welcomed new Board members Mr. Sandretto, Mr. Beauchamp, and Mr. Campos. She then updated the Board on government affairs and operations. Ms. Boyce closed by thanking the Board of Directors and staff for the pleasure of serving them and our community for the past nine plus years.

**13. BOARD MEMBER COMMENTS**

Director Lemley praised Ms. Boyce on the great job she had done at BFT and wished her good luck and happy trails.

Chair Bloom asked Board members if they wanted to have a workshop on the needs and overall design of the new replacement building. Board members expressed interest, so a workshop will be scheduled with Mr. Hall.

Director Didier encouraged all Board members to attend the workshop and thanked Ms. Boyce for her service.

**14. EXECUTIVE SESSION**

Mr. Bishop announced an Executive Session would be held pursuant to RCW 42.30.110(1)(g) for 30 minutes. The Board convened in executive session at 9:11 p.m. and returned to open session at 9:41 p.m.

Upon return, a motion was made to elect Ed Frost as the Interim General Manager for Ben Franklin Transit.

<b>MOTION:</b>	<b>MCKAY</b>
<b>SECOND:</b>	<b>MULLEN</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

Chair Bloom asked Mr. Bishop to negotiate the appropriate contract. Mr. Bishop thanked Mr. Hamm and Mr. Frost for their time.

**15. OTHER**

There were no Other agenda items.

**16. NEXT MEETING**

The next meeting will be held Thursday, February 10, 2022, at 7 p.m.

**17. ADJOURNMENT**

Chair Bloom adjourned the meeting at 9:44 p.m.

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Janet Brett, Clerk of the Board

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Date



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

To: Ben Franklin Board of Directors  
 From: Jeff Lubeck, Financial Services Director  
 RE: Vouchers for January 2022

Feb 3, 2022

January 2022 vouchers totaled \$5,425,197.09. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
WA STATE TRANSIT INS POOL	Liability Insurance	\$ 1,047,961.00
IRS	Federal Income Tax on Wages	\$ 415,178.93
NW ADMIN TRANSFER	Insurance	\$ 387,984.20
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 331,716.13
TCF ARCHITECTURE PLLC	Contracted Services	\$ 281,837.60
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 246,241.24
DEPT LABOR & INDUSTRIES	Payroll Taxes	\$ 245,182.68
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 130,568.46
STATE OF WASHINGTON	Insurance	\$ 127,343.59
SEON SYSTEMS SALES INC	Parts	\$ 85,430.20
EDNETICS INC	Computer Supplies	\$ 66,560.64
GILLIG	Vehicle Parts	\$ 57,924.52
SCHETKY N.W. SALES INC.	Parts	\$ 51,943.09
FOUR NINES TECHNOLOGIES	Contracted Services	\$ 50,667.50
ANR GROUP INC	Contract Labor	\$ 45,499.16
MANPOWERGROUP US INC	Contract Labor	\$ 40,182.76
SUMMIT LAW	Attorney Fees	\$ 34,221.65
KPFF INC	Contracted Services	\$ 31,355.25
CASCADE INDUSTRIAL SERVICES LLC	Contracted Services	\$ 29,501.19
FGL LLC	Property Lease	\$ 28,294.54
EMPLOYMENT SECURITY DEPARTMENT	Payroll Taxes	\$ 26,546.06
BRIDGESTONE AMERICAS	Tire Lease	\$ 26,035.09
CUMMINS INC	Vehicle Parts	\$ 24,984.55
US BANKCARD	Travel/Merchandise	\$ 24,129.22
BUSINESS RADIO INC	Radio Maintenance	\$ 23,798.16
RC CONSTRUCTION SERVICES	Contracted Services	\$ 21,009.03
ROACH LAW OFFICES LLP	Attorney Fees	\$ 19,296.00
DELL MARKETING LP	Computer Supplies	\$ 18,287.16
IBI GROUP A CALIFORNIA PARTNERSHIP	Computer Supplies	\$ 15,752.50
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 15,475.97
CITY OF RICHLAND	Utilities	\$ 15,359.65
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 12,889.54
CASCADE NATURAL GAS CORPORATION	Utilities	\$ 12,414.35
TRUSTMARK VOL BEN SOL INC	Payroll Taxes	\$ 10,126.76
	<b>Total Significant Vendors</b>	<b>\$ 4,001,698.37</b>
	<b>Payroll Total</b>	<b>\$ 1,206,925.50</b>
	<b>Total Non-Significant Vendors</b>	<b>\$ 216,573.22</b>
	<b>GRAND TOTAL</b>	<b>\$ 5,425,197.09</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 January 2022.

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
500-22	80876	80878	1/14/2022	602,049.31 Payroll
501-22	80879	80880	1/28/2022	604,876.19 Payroll

**Total      \$ 1,206,925.50**

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**AUTHORITY MEMBER**  
**2/10/2022**

I, the undersigned **CHAIRMAN/VICE-CHAIRMAN of BEN FRANKLIN TRANSIT**  
Benton County, Washington, do hereby certify that the merchandise or services herein specified have  
been received and that the following checks are approved for payment for the month of January 2022.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
100-22	79883	79963	1/4/2022	297,885.03 MDSE
101-22	79964	80029	1/12/2022	2,006,256.92 MDSE
102-22	80030	80112	1/18/2022	250,876.93 MDSE
103-22	ACH TRANS		1/26/2022	927,737.48 ACH TRANS
104-22	80113	80172	1/20/2022	485,423.87 MDSE
105-22	ACH TRANS		1/30/2022	218,618.05 ACH TRANS
106-22	ACH TRANS		1/31/2022	31,473.31 ACH TRANS

**Total      \$ 4,218,271.59**

\_\_\_\_\_  
AUTHORITY MEMBER  
2/10/2022

January 2022 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 February 4, 2022.

**ACTION: As of this date, February 10, I, \_\_\_\_\_**  
 move that the following checks be approved for payment:

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
500-22	80876 80878	1/14/2022	602,049.31 Payroll
501-22	80879 80880	1/28/2022	604,876.19 Payroll
<b>Total</b>			<b>\$ 1,206,925.50</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
100-22	79883 79963	1/4/2022	297,885.03 MDSE
101-22	79964 80029	1/12/2022	2,006,256.92 MDSE
102-22	80030 80112	1/18/2022	250,876.93 MDSE
103-22	ACH TRANS	1/26/2022	927,737.48 ACH TRANS
104-22	80113 80172	1/20/2022	485,423.87 MDSE
105-22	ACH TRANS	1/30/2022	218,618.05 ACH TRANS
106-22	ACH TRANS	1/31/2022	31,473.31 ACH TRANS
<b>Total</b>			<b>\$ 4,218,271.59</b>

Check Register Nos. 500-22 to 501-22 and 100-22 to 106-22 in the total amount of: **\$ 5,425,197.09**

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

and approved by a unanimous vote.



# CHECK REGISTER CERTIFICATION

## PAYROLL

CHECK REGISTER NUMBER 500-22

CHECK NUMBERS	80876-80878	\$ 4,723.23
ACH TRANSFER		\$ 597,326.08

PAYROLL DATE JANUARY 14, 2022

PURPOSE: PPE 01/08/2022 AMOUNT: \$602,049.31

“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

1/12/2022  
\_\_\_\_\_  
DATE

# CHECK REGISTER CERTIFICATION

## PAYROLL

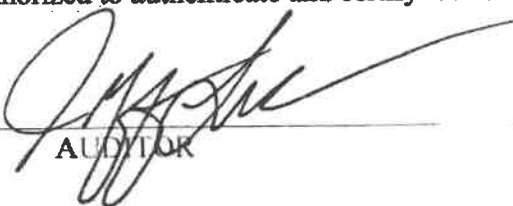
CHECK REGISTER NUMBER 501-22

CHECK NUMBERS	80879-80880	\$ 3,197.99
ACH TRANSFER		\$ 601,678.20

PAYROLL DATE JANUARY 28, 2022

PURPOSE: PPE 01/22/2022 AMOUNT: \$604,876.19

"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	<u>1/28/2022</u> _____ DATE
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**BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE**

CHECK REGISTER NUMBER 100-22

CHECK NUMBERS 79883 to 79963

DATE 01/04/2022

PURPOSE AP JAN22A VOUCHERS AMOUNT \$297,885.03

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



Feb 3, 2022

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER 101-22

CHECK NUMBERS 79964 to 80029

DATE 01/12/2022

PURPOSE AP JAN22B VOUCHERS AMOUNT \$2,006,256.92

"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."



Jan 12, 2022

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

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

**CHECK REGISTER NUMBER 102-22**

**CHECK NUMBERS 80030 to 80112**

**DATE 01/18/2022**

**PURPOSE AP JAN22C VOUCHERS AMOUNT \$250,876.93**

**"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."**



Jan 21, 2022

\_\_\_\_\_  
**AUDITOR**

\_\_\_\_\_  
**DATE**

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 104-22

CHECK NUMBERS 80113 to 80172

DATE 01/26/2022

PURPOSE AP JAN22D VOUCHERS AMOUNT \$485,423.87

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



Jan 31, 2022

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

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

CHECK REGISTER NUMBER: 103-22

**ACH WIRE TRANSFERS**

DATE: 01/20/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$ 1,214.57
DEPT OF RETIREMENT SYSTEMS	\$ 324,769.10
DEPT OF RETIREMENT SYSTEMS - DCP	\$ 1,212.60
HRA VEBA TRUST	\$ 5,280.00
INTERNAL REVENUE SERVICE	\$ 203,507.91
N.W. ADMIN. TRANSFER	\$ 387,984.20
WASHINGTON STATE SUPPORT	\$ 3,769.10
	<u>\$ 927,737.48</u>

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



\_\_\_\_\_  
AUDITOR

Jan 21, 2022

\_\_\_\_\_  
DATE

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

**CHECK REGISTER NUMBER:**            105-22

**ACH WIRE TRANSFERS**

**DATE:** 01/30/2022

**PURPOSE:**

<b>DEPT OF RETIREMENT SYSTEMS</b>	<b>\$ 6,947.03</b>
<b>INTERNAL REVENUE SERVICE</b>	<b>\$ 211,671.02</b>
	<b>\$ 218,618.05</b>

**"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."**



Feb 2, 2022

\_\_\_\_\_  
**AUDITOR**

\_\_\_\_\_  
**DATE**



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

**CHECK REGISTER NUMBER:**            106-22

**ACH WIRE TRANSFERS**

**DATE:** 01/31/2022

**PURPOSE:**

<b>A W REHN &amp; ASSOC</b>	<b>\$ 1,177.07</b>
<b>DEPT OF RETIREMENT SYSTEMS-DCP</b>	<b>\$ 1,216.49</b>
<b>STATE OF WASHINGTON EXCISE TAX</b>	<b>\$ 1,181.43</b>
<b>US BANK CORPORATE PAYMENT SYSTEM</b>	<b>\$ 24,129.22</b>
<b>WASHINGTON STATE SUPPORT</b>	<b>\$ 3,769.10</b>
	<b>\$ 31,473.31</b>

"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."



Feb 2, 2022

\_\_\_\_\_  
**AUDITOR**

\_\_\_\_\_  
**DATE**

# Memorandum

---

Date: February 10, 2022

To: Ed Frost, Interim General Manager

From: Keith Hall, Director of Planning & Service Development

Re: Resolution to Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub – Contract with KPFF Consulting Engineers

## **Background**

On September 9, 2019, Ben Franklin Transit (BFT) entered into Contract #1141 with KPFF Consulting Engineers (KPFF) for on-call architecture and engineering (A&E) services pursuant to Resolution 58-2019 approved by the BFT Board of Directors on August 8, 2019. On-call A&E contracts allow BFT to award design projects on an as-needed basis for task orders that fall within the contract's scope and budget.

BFT developed three task orders related the Downtown Pasco Transit Hub, a grant funded by the Washington State Department of Transportation (WSDOT) under the state's Regional Mobility Grant Program. Under this program, WSDOT funds 80 percent, with a local match of 20 percent, for a project value of \$2,314,989. Two task orders were awarded under the authority of Contract #1141 without requiring Board approval.

- Task Order 1141-2 provided **Site Selection Support** for the Downtown Pasco Transit Hub. The scope of work included environmental issues and technical feasibility (traffic, zoning, and land acquisition issues) for three (3) potential sites. The majority of this budget was used in conducting environmental screenings on eight (8) potential sites before identifying a suitable location that was not encumbered with hazardous material contamination or, in some cases, social housing displacement issues making the land acquisition or tenant relocation extraordinarily difficult and costly. BFT staff supplemented KPFF's efforts by performing site identification and feasibility work and focusing KPFF's efforts on the environmental screenings. This process ensured that the task order remained within budget. This task order was closed once a suitable site was identified.
- Task Order 1141-17 provided **Land Acquisition Support** for the Downtown Pasco Transit Hub. This work is being performed by a state-approved right-of-way agent to ensure compliance with WSDOT and other state land acquisitions by public agencies. The preferred site involves one on-market property with one competing asking price offer and one off-market property by a reluctant but willing seller. The site requires the acquisition of both properties to function as a viable transit hub. This task order is still in progress pending final acceptance by both sellers of BFT's offers to acquire. BFT expects to close this task order upon acquisition and final recording of the property at the March regular Board meeting.

Task Order #13 was approved separately by the BFT Board of Directors in Resolution 47-2020 in the amount of \$978,151 on December 10, 2020, for the Design of the Downtown Pasco Transit Hub (concept design through final design and bid documents).

BFT staff sought to identify a site and complete property acquisition by mid-2021, but the difficulty in locating a suitable site for the project delayed both land acquisition and design by approximately nine (9) months. BFT's current contract with KPFF will expire in September 2022. There is not sufficient time to complete the land acquisition in March and project design, bid documentation, and the bid process by the end of the current contract period. Only limited conceptual design work has been initiated in the amount of \$16,049 (less than 2 percent of the task order budget). No additional design work will be performed until the land acquisition process is complete.

BFT staff request that Resolution 47-2020 be amended to allow Task Order #13 to be closed. The initial design concepts will be carried forward into the next A&E contract for transit passenger facilities.

**Funding**

Budgeted: Yes

Budget Source: Capital

Funding Source: State & Local

**Recommendation**

Amend Resolution 47-2020, Final Design of the Downtown Pasco Transit Hub, to close out Task Order #13 so that the project may be completed under a new A&E contract.

Approved as presented:

---

Ed Frost, Interim General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 9-2022**

**A RESOLUTION TO AMEND RESOLUTION 47-2020, FINAL DESIGN OF THE  
DOWNTOWN PASCO TRANSIT HUB**

WHEREAS, BFT Board of Directors approved Resolution 47-2020 in the amount of \$1,124,874 with KPFF Consulting Engineers on December 10, 2020, for the final design of the Downtown Pasco Transit Hub; and

WHEREAS, BFT staff are requesting that Resolution 47-2020 be amended so that BFT staff can close out Task Order #13 with KPFF Consulting Engineers; and

WHEREAS, Work completed will be utilized when the project is reinstated under a new A&E contract.

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

The Interim General Manager is authorized to:

1. Amend Resolution 47-2020 for the Final Design of the Downtown Pasco Transit Hub to close out Task Order #13.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, February 10, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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

# Memorandum

---

Date: February 10, 2022

To: Ed Frost, Interim General Manager

From: Keith Hall, Director of Planning & Service Development

Re: Resolution Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for an Architecture & Engineering (A&E) Firm to Design Transit Centers and Bus Stops

## **Background**

Ben Franklin Transit (BFT) requires professional architecture and engineering (A&E) services to design transit centers and related transit passenger facilities. Design services will include transit facilities currently funded by the Washington State Department of Transportation (WSDOT) and potential facilities that may be funded by WSDOT or the Federal Transit Administration (FTA) in the future. Smaller locally funded facilities will include bus stops where site specific designs are required due to topography or other physical constraints.

Facilities include new projects or existing facilities that have reached the end of their useful life and need to be upgraded or rehabilitated. The current contract with KPFF Consulting Engineers, Inc. term ends in September 2022 and has reached its funding limit.

BFT staff will request qualifications from qualified A&E firms. BFT will advertise in local and national publications and send out RFQs to interested firms. BFT estimates a recommendation for award at the April 2022 Board of Directors meeting.

## **Funding**

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: WSDOT, FTA, and Local

## **Recommendation**

Authorize the Interim General Manager to release an RFQ for an A&E firm to design transit centers and bus stops.

Forward as presented:

---

Ed Frost, Interim General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 10-2022**

**A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO  
RELEASE A REQUEST FOR QUALIFICATIONS FOR AN ARCHITECTURE AND  
ENGINEERING FIRM TO DESIGN TRANSIT CENTERS AND BUS STOPS**

WHEREAS, Passenger facilities constructed by Ben Franklin Transit (BFT) require professional design services by an architecture and engineering (A&E) firm; and

WHEREAS, BFT staff will request qualifications from interested firms and advertise locally and nationally; and

WHEREAS, BFT staff estimate bringing a recommendation for award to the Board of Directors at the April 2022 meeting.

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

The Interim General Manager is authorized to:

1. Release a request for qualifications for architecture and engineering (A&E) services for transit centers and bus stops with the scope of work shown in Attachment A.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, February 10, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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

## Attachment A

### PROJECT BACKGROUND, OBJECTIVES, AND SCOPE

The purpose of this Request for Qualifications (RFQ) is to identify experienced Architecture and Engineering (A&E) firms, or teams of firms (collectively referred to as “Consultant”). The A&E firm chosen will need to provide the complete set of services required for the planning, design, and permit approvals (planning, engineering, and environmental) for transit centers and bus stops. This contract does not include the land acquisition or construction management of those facilities.

Ben Franklin Transit (BFT) will select a single firm or a team of firms managed by one prime consultant to deliver the services under this contract. Facilities to be developed under this contract may utilize local, state, or federal funding. It is permissible to utilize any combination of these funding sources. The selected firm or team must demonstrate technical expertise and experience in delivering similar projects. The projects must be compliant with applicable local, state, and federal permitting and regulatory requirements.

BFT’s public transportation benefit area (PTBA) is comprised of a diverse population. BFT encourages consultants to provide subcontracting opportunities in substantive areas of work to Disadvantaged Business Enterprise (DBE) firms.

BFT has received state funding for three new transit centers, two of which will be designed under this project. BFT has sought external funding for three additional transit centers and has an ongoing locally funded program of bus stop improvements that may be supported under this contract. BFT can offer no guarantee that any project can continue to completion beyond those that have already been funded through external sources.

### REQUIRED EXPERIENCE AND EXPERTISE

The selected Consultant will demonstrate expertise in the range of services required for the successful delivery of bus transit centers, hubs, and stops, including:

- **Project feasibility, site location, and evaluation**, including needs analysis; operations costs, effectiveness, and impacts; passenger access and mobility; and context and appropriateness of location. Consultant will demonstrate experience and expertise in transit center operational assessments, land use and transportation planning, site assessments and design, and transit facility design.
- **Public and stakeholder engagement**, to allow public, stakeholder, and users to express concerns about facility location, design, and operation; make BFT and Consultant aware of potential implementation issues; allow the public and users to offer meaningful input and ideas into project design; and build interest, support, and consensus for the project. Consultant will provide a capable team to support BFT’s outreach efforts.
- **Traffic and transit planning** including traffic modeling, traffic signals, transit signal priority, and transit center operations. Consultant will have demonstrated experience in

traffic modeling and simulations, traffic signal design, and transit operations.

- **Land use planning and urban design** including the ability to deliver exceptional site and amenity design, evaluation of surrounding zoning and land use, integration of pedestrian and bicyclist connectivity into the neighborhood context, and joint and transit-oriented development. Consultant will provide innovative approaches for integrating transit facilities into urban environments.
- **Environmental, land use, and engineering documentation and permits** including local zoning approval, local site development permits, and state and federal environmental documentation required for both project approvals and funding applications. Consultant will have expertise in developing and submitting State Environmental Policy Act (SEPA) and National Environmental Policy Act (NEPA) documents and will provide suitably qualified subject matter experts in the areas of NEPA analysis required for projects in this RFP.
- **Architectural design** including passenger shelters, transit amenities, operator facilities, landscape design, and as applicable, both concept and detailed design for joint and transit-oriented development.
- **Signage and wayfinding** including effective and attractive design for users of all abilities.
- **Public art** including works from local and national artists, as appropriate.
- **Engineering design** including site facilities (bus bays, bus loops, pedestrian access, bicycle routes and parking, car parking, vanpool connecting facilities) and connecting facilities (sidewalks and paths, cycle tracks and lanes, driveways, traffic signals, and general site work design).
- **Other design-related services** may be required to design and deliver complete transit facilities.

## **SCOPE OF WORK**

Given the uncertainty of funding for this program, BFT expects to award separate task orders for each phase of each project as funding is available or to sufficiently develop a project so that BFT may submit a grant funding application. Each project phase (and separate task order) is expected to follow the sequence and include the content identified below:

- **Project management:** Responsible and effective management of the project and the members of Consultant's team. BFT expects timeliness, clarity, and accuracy in all project communications, including project and team meetings, communications between Consultant and BFT project managers, project status reports, and invoices. BFT expects that Consultant and all subconsultants and subcontractors will employ a thorough quality assurance and project management process, which includes multiple levels of review of



all draft and final products, as well as meticulous tracking of budget costs. Consultant is expected to manage the budget and all deliverables to meet each project's scope, schedule, and budget requirements.

- **Feasibility study, needs analysis, and site selection:** Evaluation of functions required within a facility to support a range of transit operations requirements, from passenger transfers to vehicle layovers, park-and-ride demand, and other related functions. This shall include the identification of locations and potential properties that best meet the identified needs.
- **Concept design:** Development of a preliminary design in sufficient detail to undertake transit operations and traffic planning, develop bus route plans, conduct community and stakeholder engagement, initiate environmental documentation, and as applicable, develop grant funding applications. Concept design shall incorporate land use planning and urban design at the site and in the surrounding area to deliver best practices in community-oriented transit facilities that provide multimodal access and are well integrated into their surrounding contexts. The concept design should include both implementations of an initial facility and buildout of an expanded facility, including joint development, wayfinding, and other amenities relevant to the project.
- **Environmental documentation and permitting:** Completion of documents suitable for local permitting, state and federal grant submissions, and state and federal environmental approvals.
- **Supporting documents, as applicable to the project scope:** Traffic analyses, traffic signal design, transit operations plans, site and area zoning, economic and land-use analyses and recommendations, economic feasibility assessments, strategies to support shared and future mobility options, public art components, and other documents as appropriate to the project.
- **Final design:** Development of complete and detailed facility designs ready for construction bids, including baseline quantity and cost estimates.

BFT will work with Consultant to develop a detailed scope of work and budget appropriate for each phase of each project development as described above. However, budget and schedule may require that BFT break tasks into smaller pieces as part of a more deliberate evaluation of a potential project or consolidate tasks to expedite phases of a project that has been identified as a priority for implementation.

# Memorandum

---

Date: February 10, 2022

To: Ed Frost, Interim General Manager

From: Keith Hall, Director of Planning & Service Development

Re: Resolution Authorizing the Interim General Manager to Release a Request for Qualifications (RFQ) for Construction Management (CM) Services for Transit Centers

## **Background**

Ben Franklin Transit (BFT) requires professional CM services during the construction or renovation of transit centers funded by the Washington State Department of Transportation (WSDOT), the Federal Transit Administration (FTA), or local funds. Facilities may be new projects or existing transit centers that have reached the end of their useful life that need to be upgraded or rehabilitated.

Projects would consist of the following:

- Construction management for three (3) new transit centers, including Queensgate/Duportail, Downtown/East Pasco, and West Pasco.
- Potential construction management for the rehabilitation of one or more existing transit centers, including the 22nd Avenue Transit Center in Pasco.

BFT staff will request qualifications for services from qualified CM firms. BFT will advertise in local and national publications and send out RFQs to interested firms. BFT estimates a recommendation for award at the April 2022 Board of Directors meeting.

## **Funding**

Budgeted: Yes

Budget Source: Capital Budget

Funding Source: WSDOT, Federal Transit Administration, and Local

## **Recommendation**

Authorize the Interim General Manager to release an RFQ for construction management services.

Forward as presented:

---

Ed Frost, Interim General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 11-2022**

**A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO  
RELEASE A REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION  
MANAGEMENT SERVICES**

WHEREAS, Ben Franklin Transit's (BFT's) capital projects require an on-call engineering firm to support construction management for transit center related projects; and

WHEREAS, BFT staff will request qualifications from interested firms and advertise locally and nationally; and

WHEREAS, BFT staff estimate bringing a recommendation for award to the Board of Directors at their April 2022 meeting.

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

The Interim General Manager is authorized to:

1. Release a request for qualifications (RFQ) for construction management (CM) services with the scope of work shown in Attachment A.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, February 10, 2022, 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

# Attachment A

## PROJECT BACKGROUND, OBJECTIVES, AND SCOPE

The purpose of this request for qualifications (RFQ) is to identify experienced, qualified construction management (CM) firms or teams of firms (collectively referred to as “Consultant”) to provide CM support for transit center construction and renovation.

Ben Franklin Transit (BFT) will select a single firm or team led by a prime consultant. Facilities to be developed under this contract may utilize local, state, or federal funding, or any combination of these funding sources, and the selected firm or team must demonstrate technical expertise and experience in delivering similar projects that are compliant with applicable local, state, and federal regulatory requirements.

BFT’s public transportation benefit area (PTBA) is comprised of a diverse population. BFT encourages consultants to provide subcontracting opportunities in substantive areas of work to Disadvantaged Business Enterprise (DBE) firms.

BFT has received state funding for three new transit centers and may seek external funding or use local funding for other projects under this proposal. At present, BFT has completed the land acquisition and is completing the design for the Queensgate/Duportail Transit Hub and expects to complete land acquisition (end of first quarter) and design (end of third quarter) for the Downtown/East Pasco Transit Hub in 2022. BFT expects to complete land acquisition and design for the West Pasco Transit Hub in 2023. Subject to funding availability, BFT may include the renovation of one or more existing facilities as part of this scope.

BFT expects to deliver up to three new major transit centers, potential modification of two existing transit centers, and up to ten major transit stops.

- **Construction Management** will include services from site preparation to project delivery. Consultant will provide an experienced construction manager with a track record of delivering comparable projects on time and budget under conventional and construction manager at risk (CMAR) delivery methods.

## SCOPE OF WORK

Given the uncertainty of funding for this program, BFT expects to award separate task orders for each project, subject to funding availability.

- **Construction Management:** Responsible and effective management of the project and the members of Consultant’s team. BFT expects timeliness, clarity, and accuracy in all project communications, including weekly project and team meetings at the site, verbal and written communications between Consultant and BFT project managers, project status reports, tracking of earned value and change orders, validation of contractor invoices, and verification of construction to design specifications.

BFT will work with the CM firm to develop a detailed scope of work and budget appropriate to each project development as described above.

# Memorandum

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Date: February 10, 2022

To: Ed Frost, Interim General Manager

From: Ayodeji Arojo, Director of Transit Operations

Re: Resolution 12-2022 Recommending the Award of the Contract to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System

## **Background**

On November 4, 2021, Ben Franklin Transit (BFT) requested the Board authorize the General Manager to release an Invitation for Bids (IFB) to remove the old HVAC system and install a modern and more efficient one in the maintenance building.

After receiving Board approval, BFT staff solicited bids for HVAC system replacement by advertising in the Seattle Daily Journal of Commerce, Tri-City Herald, Washington State Office of Minority & Women's Business Enterprises, and sent the IFB to fifty-six (56) Contractors.

Funding has been approved in the capital budget for this replacement in the amount of \$2,000,000. The engineer's estimate for this project was \$1,045,334.

BFT received three (3) bids from contractors, with Seiken & Sons Construction, Inc. being the only firm that submitted a responsive and responsible bid of \$608,000. The two (2) other bids were determined to be nonresponsive due to not including the required Buy America Certification document in their bids. The other two (2) bids were higher in cost than Seiken & Sons Construction, Inc's bid.

<b>Equipment &amp; Installation - Project Construction Cost</b> (Includes \$91,200 Change Order Authority)	<b>Replacement Study Costs</b>	<b>A &amp; E Design Costs</b>	<b>Construction Management Costs</b>	<b>Total Project Cost</b>
<b>\$699,200</b>	<b>\$78,872</b>	<b>\$98,847</b>	<b>\$97,809</b>	<b>\$974,728</b>
<b>Project Budget</b>				<b>\$2,000,000</b>
<b>Federal Transit Administration Funding 80%</b>				<b>\$559,360</b>

## **Funding**

Budgeted: Yes  
Budget Source: Capital Budget  
Funding Source: Federal Transit Administration and Local Funding  
Project: FAC 0005E

**Recommendation**

Staff recommend the award of the contract to replace the maintenance building HVAC system be awarded to Seiken & Sons Construction, Inc.

Forward as presented:

---

Ed Frost, Interim General Manager

**BEN FRANKLIN TRANSIT**

**RESOLUTION 12-2022**

**A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO ENTER INTO A CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING (HVAC) SYSTEM REPLACEMENT**

WHEREAS, BFT staff advertised and requested bids for the maintenance building HVAC replacement; and

WHEREAS, The engineer's estimate for construction is \$1,045,334, which includes a \$150,000 contingency fee; and

WHEREAS, BFT received one (1) bid that was determined responsive and responsible that was submitted by Seiken & Sons Construction, Inc. in the amount of \$608,000; and

WHEREAS, Funding has been approved in the capital budget for this project.

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

The Interim General Manager is authorized to enter into a contract with Seiken & Sons Construction, Inc. for the replacement of the maintenance building HVAC system in the amount of \$699,200, which includes change order authorization up to 15 percent.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, February 10, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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

# Memorandum

---

Date: February 10, 2022

To: Ed Frost, Interim General Manager

From: Keith Hall, Director of Planning and Service Development

Re: Amend Resolution 58-2019, On-Call Transit Passenger Facilities Architecture and Engineering (A&E) Services to KPFF Consulting Engineers (KPFF)

## **Background**

On September 9, 2019, Ben Franklin Transit (BFT) entered into Contract #1141 with KPFF Consulting Engineers (KPFF) for on-call architecture and engineering (A&E) services pursuant to Resolution 58-2019 approved by the BFT Board of Directors on August 8, 2019. On-call A&E contracts allow BFT to award design projects on an as-needed basis for task orders that fall within the contract's scope and budget. The contract included a not-to-exceed amount of \$1,200,000 for an initial term of three years, with an option for two additional years.

The scope of Contract #1141 includes all phases of support for transit passenger facility planning, design, permitting, and construction management. The scope of work includes transit centers and bus stops but excludes all nonpassenger facilities (administration, maintenance, and operations facilities). BFT awarded 16 minor task orders and sought BFT Board approval for two major task orders under this contract (see Exhibit A).

Given the budget status of the current contract, BFT staff do not recommend extending the contract for the two additional option years when the contract expires later this year. The current contract timeline would allow completion of all but one task order, Task Order #13, which staff have recommended be closed under the current contract and awarded under a future contract since it cannot be completed within the project timeline without exercising the option years.

BFT staff request that an additional \$300,000 be added to the existing contract to complete tasks related to land acquisition and permitting requirements associated with the Queensgate Transit Hub (referred to in grant applications as the Duportail Transit Hub). The additional funds will address key project challenges as described in the following section and provide for future contingency in design, permitting, and land acquisition task order that remain open. BFT staff expects to complete these tasks well under the revised budget request.

## **Project Challenges**

During the project development process for the Queensgate Transit Hub, KPFF had added effort and costs in key areas of project design and land acquisition processes. In particular:

- BFT requested a more pedestrian-friendly design for access into the transit center and at crosswalks on public rights-of-way that were ultimately approved by the City of Richland's Public Works Department. While common in other cities, the designs were atypical of those currently allowed by the City of Richland. To obtain approval, City staff required additional design work and coordination by KPFF.



- KPFF developed design requirements for remote charging of electric buses for Queensgate. This was not included in the project scope because BFT was in the process of procuring a separate consultant for that work. However, the electric vehicle consultant was not selected in time for the work that was needed to complete the design requirements on the Queensgate Transit Hub, and KPFF spent additional time designing the electric vehicle requirements into the transit facility. Work performed for electric vehicle charging at Queensgate provides standard design requirements that support the planned Downtown and West Pasco Transit Hubs.
- Consistent with BFT's prior experience in developing the adjacent Tulip Lane Park-and-Ride facility, additional work was required to mitigate impacts to the wetland under Corps of Engineers oversight. BFT deliberately included avoidance measures to eliminate any direct impacts on the Corps-managed areas. Without any direct construction impacts, the design required substantially more effort than expected to manage stormwater flows from the adjacent transit hub into the designated wetland.
- Land acquisition was more complicated and time-consuming than expected, but it was accomplished within budget. However, two months after the purchase was completed, the City of Richland's Planning and Development Department returned additional requirements as conditions for approving the short plat for the property. Those conditions were typical of what would be required of a private developer of undeveloped property and covered certain provisions that had already been negotiated with the seller as part of the sale of the real estate. In effect, the added conditions were redundant with work that had already been agreed to with the developer. Meeting the City's request required additional time and expense. BFT is working with KPFF and the seller to determine what impacts, if any, the added restrictions from the City will have on the development of the property. BFT will work to ensure that the City of Richland is aware of which entity will make the necessary improvements.

To cover these added expenses and complete the closeout of remaining open task orders under Contract #1141, BFT staff requests that Resolution 58-2019 be amended to increase Contract #1141 by \$300,000 to a not-to-exceed amount from \$1,200,000 to \$1,500,000.

### **Funding**

Budgeted: Yes

Budget Source: Capital

Funding Source: Local and State (WSDOT Regional Mobility Grant)

### **Recommendation**

Amend Resolution 58-2019, On-Call Transit Passenger Facilities Architecture & Engineering Services, to increase the budget of Contract #1141 by \$300,000 from \$1,200,000 to \$1,500,000.

Approved as presented:

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Ed Frost, Interim General Manager

### Exhibit A: KPFF Task Order Status

Task Order Number	Task Description	Task Value	Total Invoiced	Remaining Value	Task Order Status
1	Project Scoping Services/Feasibility Assessments	\$20,000	\$15,732	\$0	Closed
2	Downtown Pasco Transit Hub Site Selection Support	\$38,243	\$37,470	\$773	Open, pending receipt of final invoices
3	Queensgate Transit Hub Site Selection Support	\$59,209	\$58,861	\$0	Closed
4	Bus Stop Pad Design and Amenity Standards	\$48,000	\$48,036	\$0	Closed
5	Frequent Service Corridor Concept Definition	\$87,856	\$83,136	\$0	Closed
6	Queensgate Transit Hub Property Acquisition	\$76,726	\$47,027	\$27,465	Open, pending recording of short plat
7	Bus Stop Pad Procurement Documents	\$17,855	\$17,855	\$0	Closed
8	Queensgate Transit Hub Geotechnical and Environmental Services	\$63,401	\$55,170	\$8,232	Open, pending final invoices (potential excess cost)
9	Queensgate Transit Hub Concept/Preliminary Design	\$92,198	\$80,663	\$11,535	Open, pending final invoices (potential excess cost)
10	Bus Stop Shelter Pad Packet A Construction Management Support	\$96,238	\$16,813	\$0	Closed
11	ADA Gaps Study	\$8,663	\$6,157	\$0	Closed
12	Queensgate Transit Center Final Design	\$449,610	\$447,403	\$2,207	Open, pending final invoices (potential excess cost)
13	Downtown Pasco Transit Hub Design	\$978,151	\$16,049	\$962,102	Open, subject to being closed
14	Bus Stop Pad Design (Site Specific Design)	\$27,357	\$24,343	\$0	Closed
15	Bus Stop Shelter Pad Packets B/C Const. Management Support	\$43,941	\$5,881	\$0	Closed
16	West Pasco Transit Hub Site Selection and Acquisition Support	\$98,882	\$29,587	\$69,295	Open, In Progress
17	Downtown Transit Hub Property Acquisition	\$74,564	\$50,589	\$23,975	Open, In Progress
18	Bus Stop Construction and Transit Center Construction and Installation Site Support	\$82,703	\$22,996	\$59,707	Open, In Progress (recommend staff hire)
<b>Total Value of Task Orders, Invoices, and Remaining Balances (less unused value of closed task orders, including Task Order #13)</b>		<b>\$2,363,598</b>	<b>\$1,063,769</b>	<b>\$1,266,958</b>	

## Task Notes

- (1) Initial program scope for multiple task orders.
- (2) Scoped for three (3) site evaluations. Completed evaluations of approximately eight (8) sites due to environmental (contamination) and land use challenges (relocations) with preferred sites. To reduce consultant costs, BFT staff identified all candidate locations; the KPFF team conducted the environmental screens.
- (3) BFT staff identified the preferred site; no alternate sites were evaluated in detail. The budget on this task was used primarily to negotiate a short plat site with the landowner/seller, including determining concept designs and proposed lot boundaries. This task included the initial environmental screen related to a wetland managed by the Corps of Engineers.
- (4) The purpose of this task was to develop various bus stop pad designs to suit different amenity configurations (shelters, benches, etc.), ensuring that each standard stop configuration could fit in various right-of-way and sidewalk conditions. Particular emphasis was placed on ensuring that all bus stops constructed by BFT would be fully compliant with the Americans with Disabilities Act (ADA).
- (5) This task identified the optimum stop spacing and locations for service on proposed Metro Route 1. BFT utilized the findings and concepts for Metro Route 3 service. As part of this task, KPFF conducted a detailed analysis of stop-level ridership to support the recommended stop locations, stop spacing, and stop-level amenities for the corridor.
- (6) This task allowed BFT to complete land acquisition for the Queensgate Transit Hub with a WSDOT-certified Right-of-Way Agent and under the requirements of state and federal regulations governing private property acquisition for public use. Remaining budget may be required to meet additional requirements of the City of Richland for recording of the short plat.
- (7) KPFF developed BFT's template Invitation to Bid (IFB) documents for bus stop concrete pad construction under a new unit cost procurement approach that had recently been adopted by the Washington State Legislature. No other transit agency had previously utilized this bid approach, and BFT staff wanted to ensure compliance with state procurement requirements. This procurement approach proved successful in the first construction contract and allows BFT to utilize the bid template without additional contracted engineering support.
- (8) This task primarily identified detailed environmental conditions on the site. BFT and KPFF successfully sought to avoid any direct environmental impacts to known wetlands managed by the Corps of Engineers; however, the transit center project itself required a higher-than-expected level of environmental mitigation due to stormwater flows associated with impervious pavements (e.g., added stormwater retention ponds).
- (9) This task developed and evaluated the design concept that had been proposed by BFT staff. Key challenges discovered during the design process included an evolving set of traffic-related requirements on the part of the City of Richland that required on-street turning restrictions, a relocation of the Windmill Lane cul-de-sac, reversal of the bus loop and transit platforms that had been proposed in early design, inclusion of secondary fire egress for the adjacent property, and other specific design requirements that generated ongoing changes. Certain concept-level design costs were required to meet City requirements but were not anticipated in the scope of work.
- (10) BFT developed a scope of work for KPFF to support a higher volume of concrete pad construction than had ever been done previously under a "Packet A" set of bus stops identified for improvement. Ultimately, BFT staff were largely able to manage the construction program without significant external support, and the task was closed without using the majority of the budget.
- (11) This task arose out of Dial-A-Ride accessibility challenges identified by BFT operators. The focus was on evaluating the design requirements for ADA parking spaces on private property for various jurisdictions within the BFT service area. The outcome of the study was that ADA parking spaces are inadequate in size and configuration to serve Dial-A-Ride vehicles and that driveway access also do not consider Dial-A-Ride vehicle access. However, neither local building codes nor ADA itself require consideration of paratransit vehicle access in design. ADA parking requirements only consider the needs of people with disabilities who are able to drive or ride in private vehicles as passengers.
- (12) This task developed the final engineering design and design specifications document for the Queensgate Transit Hub. Certain traffic-related requirements of the City of Richland continued into the final design phase, notably the challenge of designing for improved pedestrian access into the site using a common, but locally non-standard design, for sidewalks and ADA-compliant crosswalks. The City of Richland gave BFT a waiver of standard requirements, but the improved design required refinements beyond what was expected. Additional design refinements were required to accommodate fire access into and from the adjacent property through a dedicated access route through the project site onto Columbia Park Trail.

### **Task Notes, Continued**

(13) This task covered complete design services for the Downtown Pasco Transit Hub. Whereas the Queensgate Transit Hub included several phases of design subject to land acquisition, BFT staff delayed all but a basic initial design until a site could be identified. The delay in finding a suitable site under Task Order 2 substantially delayed the start of this phase of the project. An initial concept design was developed to assume a location on Downtown Pasco's "square grid" of streets (e.g., a basic concept could apply at a variety of locations), but no advanced work was initiated. Due to the project delay relative to the KPFF contract schedule, BFT staff recommend closing this task without further work.

(14) This task enabled KPFF to develop site specific designs for certain bus stops where the standard design template could not apply. These were required to obtain local permits for bus stops on steeper slopes, with safety railing requirements, or where site obstacles required unique configurations of concrete pads.

(15) BFT developed a scope of work for KPFF to construction management for "Packets B and C." Similar to Task Order #10 BFT staff were largely able to manage the construction program without significant external support, and the task was closed without using the majority of the budget.

**BEN FRANKLIN TRANSIT  
RESOLUTION 13-2022**

**A RESOLUTION TO AMEND RESOLUTION 58-2019, ON-CALL TRANSIT PASSENGER FACILITIES A&E SERVICES TO KPFF CONSULTING ENGINEERS (KPFF)**

WHEREAS, BFT Board of Directors approved Resolution 58-2019 awarding on-call transit passenger facilities architecture and engineering services to KPFF Consulting Engineers on August 8, 2019, for an amount not to exceed \$1,200,000; and

WHEREAS, BFT staff request an increase in the not-to-exceed amount to \$1,500,000, adding \$300,000 to close all open task orders and ensure completion of permitting and land recording requirements for the Queensgate Transit Hub.

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

The Interim General Manager is authorized to:

1. Amend Resolution 58-2019, Award On-Call Transit Passenger Facilities Architecture & Engineering Services to KPFF Consulting Engineers (KPFF), to increase the Contract #1141 not-to-exceed amount from \$1,200,000 to \$1,500,000 for completion of all remaining open A&E services task orders.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, February 10, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

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

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

APPROVED AS TO FORM BY:

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

## Staff Report February 10, 2022 Summary

<b>PRELIMINARY</b> YTD Operating as of December 31, 2021	2021 Budget Year to Date	Actual to Date December 31	Variance – Better/(Worse)	% Budget YTD
<b>Operating Revenues</b>				
Fares	1,785,201	732,801	(1,052,400)	-59.0%
Local Sales Tax	37,843,755	46,634,458	8,790,703	23.2%
Operating Grants	50,000	166,408	116,408	232.8%
CARES Act Funds	8,015,355	10,067,355	2,052,000	25.6%
Miscellaneous	500,000	601,680	101,680	20.3%
<b>Total Operating Revenues</b>	<b>\$ 48,194,311</b>	<b>\$ 58,202,702</b>	<b>10,008,391</b>	<b>20.8%</b>
<b>Pro Forma Revenues without CARES Act</b>				
Less: CARES Revenue		(10,067,355)		
Add: 5307 Operating Grants		5,017,442		
<b>Adjusted Revenue without CARES</b>		<b>53,152,789</b>	<b>4,958,478</b>	<b>10.3%</b>
<b>Operating Expenditures</b>				
Bus Operations	\$ 17,494,776	\$ 18,430,077	(935,301)	5.3%
Dial-A-Ride Operations	11,586,605	9,644,969	1,941,636	-16.8%
General Demand Operations	472,032	387,015	85,017	-18.0%
Vanpool Operations	1,699,830	1,109,591	590,239	-34.7%
Maintenance	2,586,201	2,459,129	127,072	-4.9%
Paratransit - ARC	1,423,400	332,746	1,090,654	-76.6%
Contracted Services (Via)	2,100,000	721,401	1,378,599	-65.6%
Human Resources	1,733,895	1,844,483	(110,588)	6.4%
Safety / Training	953,076	1,030,760	(77,684)	8.2%
Executive / Administrative Services	4,841,464	4,133,079	708,385	-14.6%
Marketing / Customer Service	2,182,317	1,506,585	675,732	-31.0%
Planning / Service Development	1,408,486	1,056,764	351,722	-25.0%
<b>Total Operating Expenditures</b>	<b>\$ 48,482,082</b>	<b>\$ 42,656,601</b>	<b>\$ 5,825,481</b>	<b>-12.0%</b>

**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending December 2021 - Preliminary**

	2021 Total Budget	2021 Budget Year to Date	Actual To Date December 2021	% Budget YTD	Actual To Date December 2020	2021 vs 2020
<b>Operating Revenues</b>						
Bus Passes	\$ 594,260	\$ 594,260	\$ 102,008	-82.8%	\$ 173,406	-41.2%
Bus Cash	329,000	329,000	43,281	-86.8%	77,548	-44.2%
Dial-A-Ride	258,647	258,647	36,267	-86.0%	67,122	-46.0%
General Demand (Prosser)	15,200	15,200	1,820	-88.0%	4,218	-56.9%
Vanpool	588,094	588,094	549,351	-6.6%	706,225	-22.2%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	-	-	-	0.0%	-	0.0%
Fares	1,785,201	1,785,201	732,801	-59.0%	1,028,519	-28.8%
Local Sales Tax	37,843,755	37,843,755	46,634,458	23.2%	39,473,663	18.1%
Operating Grants	50,000	50,000	166,408	232.8%	-	0.0%
CARES Act Funds	8,015,355	8,015,355	10,067,355	25.6%	8,905,722	13.0%
Miscellaneous	500,000	500,000	601,680	20.3%	543,376	10.7%
<b>Total Operating Revenues</b>	<b>\$ 48,194,311</b>	<b>\$ 48,194,311</b>	<b>\$ 58,202,702</b>	<b>20.8%</b>	<b>\$ 49,951,280</b>	<b>16.5%</b>
<b>Pro Forma Revenues without CARES Act Revenue</b>						
Less: CARES Act Revenue			(10,067,355)			
Add: 5307 Operating Grants	\$ 5,017,442		5,017,442			
<b>Adjusted Revenues without CARES Act</b>			<b>53,152,789</b>	<b>10.3%</b>		<b>6.4%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 17,494,776	\$ 17,494,776	\$ 18,430,077	5.3%	\$ 15,849,726	16.3%
Dial-A-Ride	11,586,605	11,586,605	9,644,969	-16.8%	9,908,338	-2.7%
General Demand (Prosser)	472,032	472,032	387,015	-18.0%	415,921	-6.9%
Vanpool	1,699,830	1,699,830	1,109,591	-34.7%	1,423,301	-22.0%
Maintenance	2,586,201	2,586,201	2,459,129	-4.9%	1,912,185	28.6%
<b>Purchased Transportation</b>						
Paratransit - ARC	1,423,400	1,423,400	332,746	-76.6%	325,359	2.3%
Contracted Services (Via)	2,100,000	2,100,000	721,401	-65.6%	379,951	89.9%
<b>Administration</b>						
HR	1,733,895	1,733,895	1,844,483	6.4%	1,520,757	21.3%
Safety / Training	953,076	953,076	1,030,760	8.2%	1,169,029	-11.8%
Executive / Administrative Services	4,841,464	4,841,464	4,133,079	-14.6%	4,928,448	-16.1%
Marketing / Customer Service	2,182,317	2,182,317	1,506,585	-31.0%	1,326,236	13.6%
Planning / Service Development	1,408,486	1,408,486	1,056,764	-25.0%	863,225	22.4%
<b>* Total Operating Expenditures</b>	<b>\$ 48,482,082</b>	<b>\$ 48,482,082</b>	<b>\$ 42,656,601</b>	<b>-12.0%</b>	<b>\$ 40,952,499</b>	<b>4.2%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ (287,771)</b>	<b>\$ (287,771)</b>	<b>\$ 15,546,101</b>		<b>\$ 8,998,781</b>	
<b>Operating Surplus/Deficit without CARES Act Revenues</b>			<b>10,496,188</b>			
<b>Capital Expenditures</b>						
Local	\$ 2,356,245	\$ 2,356,245	\$ 3,885,286	64.9%	\$ 1,960,118	98.2%
State	600,000	600,000	499,439	-16.8%	1,109,870	-55.0%
Federal	2,768,923	2,768,923	-	0.0%	2,410,882	-100.0%
<b>Total Capital Expenditures</b>	<b>\$ 5,725,168</b>	<b>\$ 5,725,168</b>	<b>\$ 4,384,725</b>	<b>-23.4%</b>	<b>\$ 5,480,870</b>	<b>-20.0%</b>

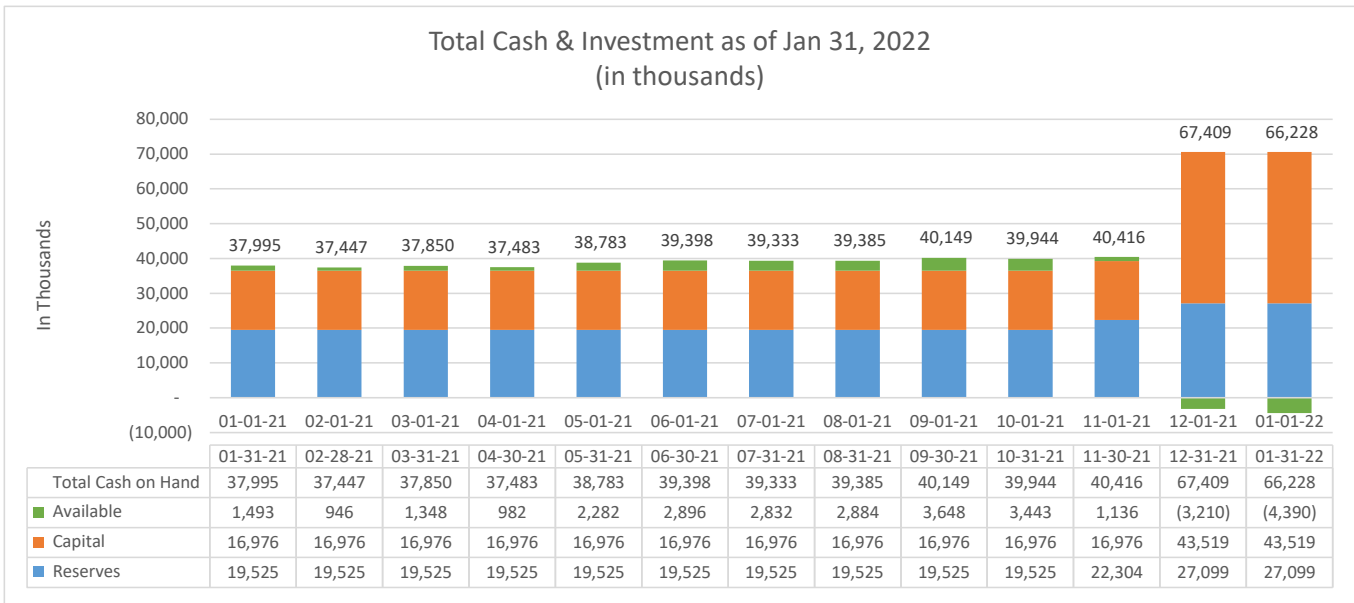
\* Excludes budgeted GASB 68 year-end pension adjustment.

# Ben Franklin Transit Treasurer's Report

Date: February 10, 2022  
 To: Ben Franklin Transit Board of Directors  
 From: Jeff Lubeck, Financial Services Director  
 Subject: Treasurer's Report - As of Jan 31, 2022

The Investment Position of Ben Franklin Transit as of the Close of Business on Jan 31, 2022 is as follows:

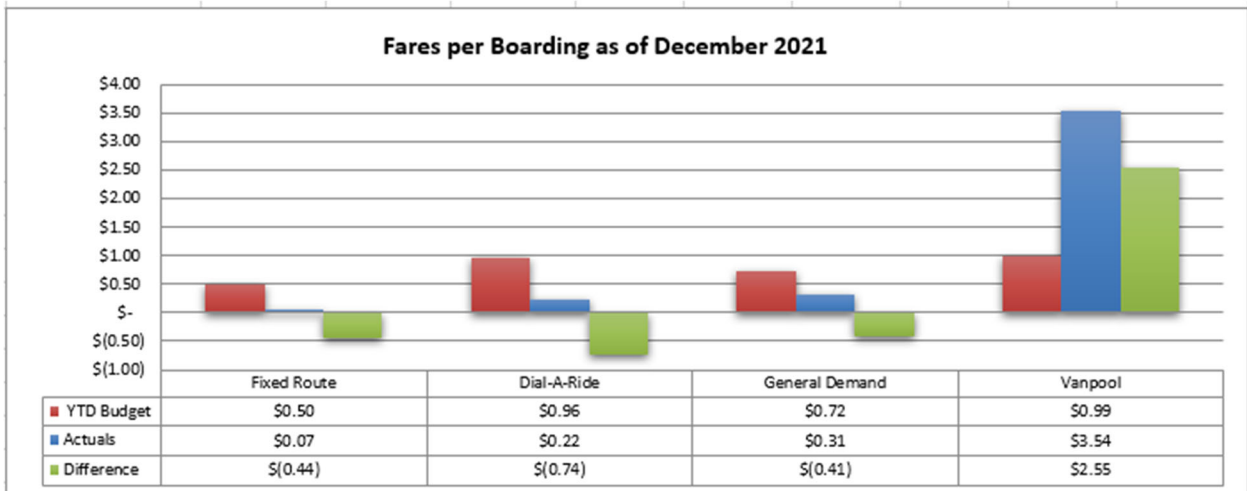
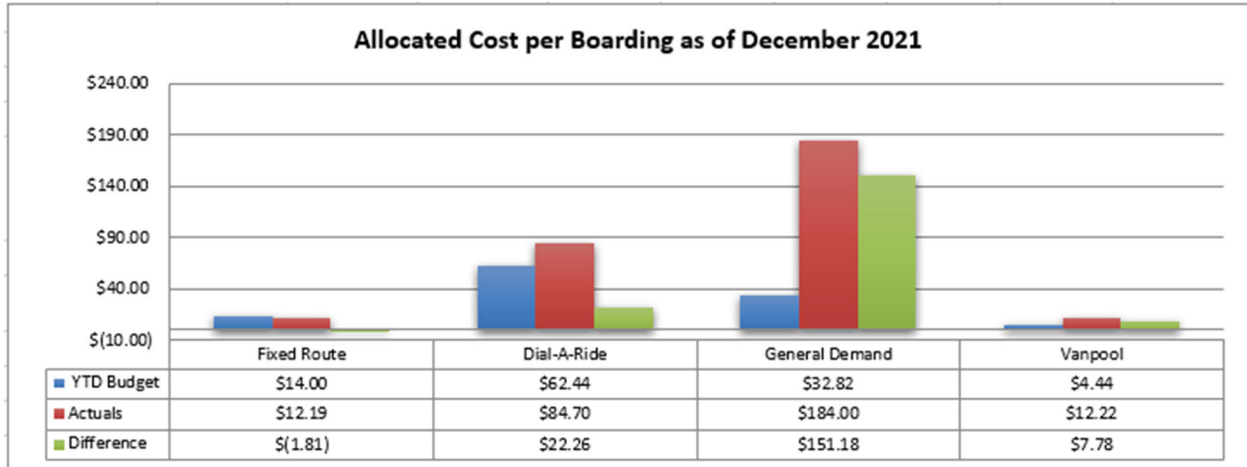
ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.0909%	Open	\$ 48,251,772	72.9%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	12,338,113	18.6%
<b>Subtotal Investments</b>				<b>60,589,885</b>	<b>91.5%</b>
Check Book Balance, Petty Cash, & Travel Account				* 5,638,333	8.5%
					<b>100.0%</b>
<b>Total Cash and Equivalents on Hand</b>				<b>\$ 66,228,218</b>	
<b>Less Reserve Funds</b>					
Operating Reserves				(14,522,000)	
Fuel Reserves				(1,776,250)	
Fleet Replacement Reserves				(6,860,236)	
Non-Fleet Capital Reserves				(3,940,937)	
<b>Total Reserves</b>				<b>(27,099,423)</b>	
<b>Subtotal Funds Available</b>				<b>39,128,795</b>	
<b>Local Funds for Current Capital Projects</b>				<b>(43,519,282)</b>	
Fleet Vehicles				(1,380,001)	
Facilities - Transit Centers & Amenities				(18,693,933)	
Facilities - MOA Campus				(15,948,729)	
Technology				(4,838,077)	
Other				(2,658,542)	
<b>Net Funds Available</b>				<b>\$ (4,390,487)</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 December 2021 - Preliminary**

*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				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 145,289	\$ 36,267	\$ 1,820	\$ 549,351	\$ -	\$ -	\$ 732,801
Direct Cost	\$ 18,430,077	\$ 9,644,969	\$ 387,015	\$ 1,109,591	\$ 332,746	\$ 721,401	\$ 30,625,800
Allocated Cost	\$ 6,737,248	\$ 4,463,427	\$ 180,462	\$ 649,663	\$ -	\$ -	\$ 12,030,801
Depreciation - Local (Vehicle only)	\$ 397,766	\$ 80,609	\$ 193	\$ 135,852	\$ 6,564	\$ -	\$ 620,984
Cost for Farebox Recovery Ratio	\$ 25,565,091	\$ 14,189,004	\$ 567,671	\$ 1,895,107	\$ 339,310	\$ 721,401	\$ 43,277,585
Boarding	2,096,572	167,530	5,877	155,136	10,051	43,728	2,478,894
Revenue Miles	3,217,209	1,311,323	58,989	1,146,535	45,353	485,645	6,265,054
Revenue Hours	201,347	79,736	2,082	24,849	2,049	21,734	331,797
<b>Cost per Boarding</b>	<b>\$ 12.19</b>	<b>\$ 84.70</b>	<b>\$ 184.00</b>	<b>\$ 12.22</b>	<b>\$ 33.76</b>	<b>\$ 16.50</b>	<b>\$ 17.46</b>
<b>Cost per Rev Mile</b>	<b>\$ 7.95</b>	<b>\$ 10.82</b>	<b>\$ 9.62</b>	<b>\$ 1.65</b>	<b>\$ 7.48</b>	<b>\$ 1.49</b>	<b>\$ 6.91</b>
<b>Cost per Rev Hour</b>	<b>\$ 126.97</b>	<b>\$ 177.95</b>	<b>\$ 272.66</b>	<b>\$ 76.26</b>	<b>\$ 165.60</b>	<b>\$ 33.19</b>	<b>\$ 130.43</b>
<b>Farebox Recovery</b>	0.6%	0.3%	0.3%	29.0%	0.0%	0.0%	1.7%

**Directly Operated Transportation**

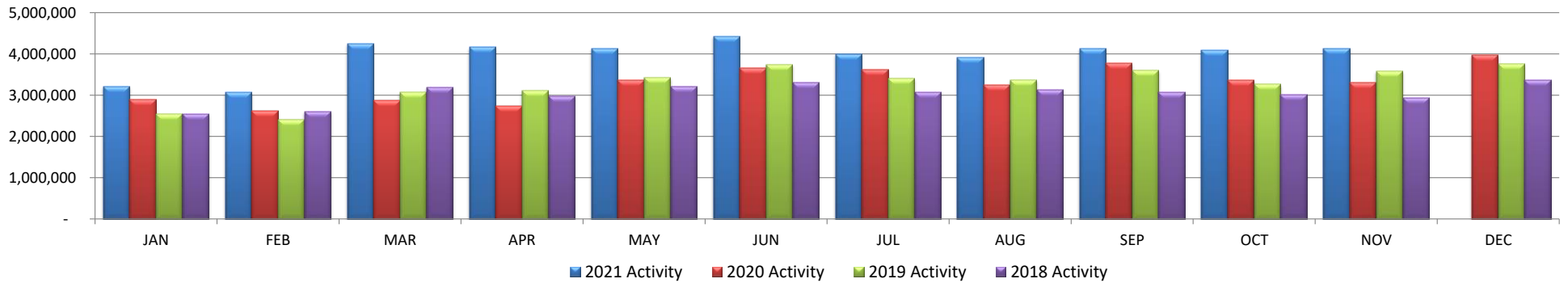
2021 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 923,260	\$ 258,647	\$ 15,200	\$ 588,094	\$ -	\$ -	\$ 1,785,201
Direct Cost	\$ 17,494,776	\$ 11,586,605	\$ 472,032	\$ 1,699,830	\$ 1,423,400	\$ 2,100,000	\$ 34,776,643
Allocated Cost	\$ 7,675,045	\$ 5,084,718	\$ 205,582	\$ 740,094	\$ -	\$ -	\$ 13,705,439
Depreciation - Local (Vehicle only)	\$ 458,943	\$ 187,346	\$ 11,649	\$ 199,429	\$ 20,690	\$ -	\$ 878,057
* Cost for Farebox Recovery Ratio	\$ 25,628,764	\$ 16,858,669	\$ 689,263	\$ 2,639,353	\$ 1,444,090	\$ 2,100,000	\$ 49,360,139
Boarding	1,830,000	270,000	21,000	595,000	73,000	145,000	2,934,000
Revenue Miles	3,242,000	1,825,000	96,000	3,100,000	240,000	750,000	9,253,000
Revenue Hours	206,000	119,000	4,000	75,000	15,000	46,000	465,000
<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>	3.6%	1.5%	2.2%	22.3%	0.0%	0.0%	3.6%

**December 2021 Actual vs Budget**

<b>Cost per Boarding</b>	<b>\$ (1.81)</b>	<b>\$ 22.26</b>	<b>\$ 151.18</b>	<b>\$ 7.78</b>	<b>\$ 13.98</b>	<b>\$ 2.01</b>	<b>\$ 0.63</b>
<b>Cost per Rev Mile</b>	<b>\$ 0.04</b>	<b>\$ 1.58</b>	<b>\$ 2.44</b>	<b>\$ 0.80</b>	<b>\$ 1.46</b>	<b>\$ (1.31)</b>	<b>\$ 1.57</b>
<b>Cost per Rev Hour</b>	<b>\$ 2.56</b>	<b>\$ 36.28</b>	<b>\$ 100.34</b>	<b>\$ 41.07</b>	<b>\$ 69.33</b>	<b>\$ (12.46)</b>	<b>\$ 24.28</b>

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

**BFT Sales Tax Comparison  
2018 to YTD 2021**



	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	4,127,491	4,434,171	3,995,092	3,907,965	4,136,176	4,100,560	4,129,726	-	43,545,250	\$ 43,545,250
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	\$ 35,492,349
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	\$ 35,557,079
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	\$ 33,065,088
Chg 21 to 20	320,456	451,777	1,384,558	1,427,837	749,838	778,782	373,568	648,209	362,860	728,212	826,805	-	8,052,901	
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%	22.2%	21.3%	10.3%	19.9%	9.6%	21.6%	25.0%		22.7%	
% 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	\$ 36,372,299
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	\$ 34,558,709
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	\$ 33,490,000
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	\$ 31,490,000
Vs. 2021 Budget	470,895	412,316	924,036	962,500	642,536	523,778	591,979	479,786	613,259	813,374	738,493	-	7,172,951	19.7%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	2.7%
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	6.2%
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	5.0%