



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, March 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 Will McKay         |
| <b>2. Roll Call</b>                               | Janet Brett              |
| <b>3. Pledge of Allegiance</b>                    | Chair McKay              |
| <b>4. Approval of Agenda</b>                      | Chair McKay              |
| <b>5. Public Comments</b>                         | Chair McKay              |
| <b>6. Community Presentations</b>                 | Chair McKay              |
| A. Benton Franklin Fair Board                     | Duane Howard/Gayle Stack |
| B. Benton-Franklin Council of Governments (BFCOG) | Michelle Holt            |
| <b>7. Board Committee Reports</b>                 |                          |
| A. Operations & Maintenance Committee             | Joseph Campos, Chair     |
| B. Planning & Marketing Committee                 | David Sandretto, Chair   |
| C. Administration & Finance Committee             | Steve Becken, Chair      |

**8. Consent Agenda**

- A. February 4, 2022, Board Workshop Minutes
- B. February 10, 2022, Regular Board Meeting Minutes
- C. February Voucher Summary

**9. Action Items**

- A. Resolution 14-2022 Authorizing the Interim General Manager to Complete Design and Bid Documents for the Operations Building Keith Hall
- B. Proposed Change in Meeting Time Chair McKay

**10. Discussion & Informational Items**

- A. General Manager Recruitment Process Jeremy Bishop

**11. Staff Reports & Comments**

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

**12. Board Member Comments**

**13. Executive Session**

**14. Other**

**15. Next Meeting**

Regular Board Meeting – Thursday, April 14, 2022, at a time to be determined

**16. Adjournment**



# Solutions for Shared Regional Problems

**Benton-Franklin Council of Governments convenes local governments to collaboratively plan, fund and administer solutions to shared community needs.**

BFCOG facilitates the flow of state and federal funds into the region for transportation and economic development through planning activities and administration of related programs.

Benton-Franklin Council of Governments (BFCOG) was established by voluntary association of the local units of government in 1966 with the vision of providing a forum for improved communication, multi-jurisdictional decision making, regional planning, and lead agency capacity for provision of multi-jurisdictional programs. The services currently provided to the Member Jurisdictions is outlined by Interlocal Agreement and can evolve with the needs of the Member Jurisdictions. BFCOG currently fulfills the following designations on behalf of the Benton-Franklin region:

- **Regional Planning Commission** (RCW 36.70.60)
- **Conference of Governments** (RCW 36.64.80)
- **Regional Transportation Planning Organization** (RCW 47.80.20)
- **Metropolitan Planning Organization/Transportation Management Area** (Federal Highway Administration, Federal Transit Administration)
- **Economic Development District** (US Department of Commerce, Economic Development Administration)

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*Just since 2017, federal and state Transportation (FHWA/FTA/WSDOT) and Economic Development (EDA) programs have provided **direct project funding** to local jurisdictions of **\$41.9M** compared to the combined local assessment invested of just \$1.13M. **That's an average of \$37 return for every \$1 of local funds invested in support of BFCOG!***

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## Summary of Support Provided to:

### **Benton Franklin Transit**

#### Transportation Planning & Funding:

- \$134,400 in 5303 FTA funding annually comes to BFCOG on BFT's behalf for supporting multimodal transportation planning coordination activities.
- Walkability/Mobility Action Institute partner
- Participation in the Transportation Technical Advisory Council (TAC)

#### Economic Development:

- Letters of Support (3) for Congressionally Directed Spending applications
- EDA Workshop on technical assistance for EDA funding applications

## Fiscal Impact to: **Benton-Franklin Transit**

**2022 Dues Assessment: \$26,108** (Federal Matching Only – 10.01% of Assessment Budget)

- Total Assessment Investment since 1997: \$577,739.52
- **5 Year ROI: \$6 return for every \$1 Invested**

## **2021 BFCOG Highlights**

Hired new Executive Director, Michelle Holt to Lead Organization

Obligated **\$7.4M** to Local Transportation Projects

Secured 3-Year, **\$600,000** EPA Brownfields Coalition Assessment Grant

Completed **2021-2025 Comprehensive Economic Development Strategy** (CEDS) incorporating regional jurisdictional projects and existing economic studies

Received **\$1.14 million** in CARES Act Funding for Revolving Loans

Distributed **\$450,000** in New Revolving Loans

Received **\$400,000** in CARES/Covid Relief Funds Supporting Economic Recovery and Resiliency Planning

Adopted **2022-2023 Unified Planning Work Program** (UPWP) for MPO/RTPO with **\$2.57M** Budget for Planning Programs

Actively Updating **2045 Metropolitan Transportation Plan** (MTP)

Conducted Regional Social Vulnerability Emphasis Area Analysis

Provided over **100 Technical Assistance Services** for Regional Jurisdictions

Ongoing Facilitation of Bi-monthly Congressional Meetings with Jurisdictions

Serving as Record of Information Source for Congressional Information from Senator's Murray and Cantwell's Offices

Updated **Regional Traffic Count** Data for **600 + Locations**

Updated Travel Demand and Land Use Modeling Data

Conducted over **35 Modeling and Mapping Services** for Jurisdictions and Developers

Contracted Support Service to Tri City Regional PFD and Benton County PFD

Distributed over **1,500** updated **Regional Bike Maps** (English and Spanish)

SAO Audits Completed with No Findings for FY2019 and FY2020



# Ongoing Planning Services, Data Collection and Technical Support provided by BFCOG

## Metropolitan Planning Organization/Regional Transportation Planning Organization

**Call for Projects:** Funding Allocation makes available roughly \$5M annually to local jurisdictions for local multi-modal projects through a competitive process in cooperation with WSDOT. This funding is only available to jurisdictions through the local MPO.

**Comprehensive Plan Growth Management Act Certification:** Review of the transportation element of local jurisdiction comp plans to ensure consistency with GMA requirements, then issue required GMA certification.

**Travel Demand Modeling Data and Land Use Scenarios** for developments and comprehensive planning is provided to local jurisdictions and regularly updated on behalf of the region. This service would have to be procured by each individual jurisdiction if not provided by BFCOG.

**Regional Traffic Count Program** collects data from over 630 regional locations identified by Jurisdictions including average daily traffic, vehicle type, peak hour flows, freight data, etc. This information is used by local Jurisdictions for impact assessment for proposed new developments, among other things.

**Transportation Improvement Program (TIP) Assistance** is provided to local jurisdictions to ensure projects are entered into the WSDOT project software. Projects not entered are not eligible for state or federal pass-through funds.

**Regional Transportation Priorities** is an annually compiled list of collaborative transportation projects for the Tri-Cities region highlighting the highest priority projects as adopted by the BFCOG. This listing is useful to local, state, and federal agencies in accomplishing planning tasks and provides information to support pursuit of projects and funding including grant applications.

**Active Transportation Planning** provides comprehensive bicycle and pedestrian planning for the region. The most recent Regional Active Transportation Plan provided a Level of Traffic Stress (LTS) rating for all roads in the region and a best practices toolbox section to help implement multimodal improvements.

**Federal Functional Classification (FFC) Reclassification** requires coordination with local jurisdictions ensuring that desired roadway reclassification meet regional transportation goals. Without BFCOG it would fall to each individual jurisdiction to ensure their roadways do not interfere with other local jurisdictions roadways.

**Congestion Management Process (CMP)** provides a shared vision, goals objectives and strategies for the region to guide future improvements for all forms of transportation. The CMP involves developing objectives and performance measures to support those objectives, data collection and analysis, identification of strategies, and evaluation of effective strategy implementation all for the purpose of planning for effective congestion management. As a migratory region with commute regularly between closely located communities, this is an important regional undertaking.

**Human Services Transportation Plan (HSTP)** ensures coordinated transportation planning between local agencies, WSDOT, MPO and the community at large to improve transportation services for persons with special needs, those who are unable to transport themselves through physical or mental limitations, income, or age. Projects identified in the HSTP are eligible for funding through a statewide selection process known as the Consolidated Grant Program.

**Metropolitan Transportation Plan (MTP)** is a long range, multi-modal planning document that identifies the mobility needs of the region for 20+ years. It provides a policy framework for the investment of anticipated federal, state, and local funds based on the projected needs, regional goals and objectives. Transportation projects that are not part of the MTP are not eligible for state and federal transportation funding.

**Title VI/Equity Plan** provides important regional data analysis related to equity and transportation.

Additional services available upon request by local jurisdictions include **Land Use Planning, Land Suitability Analysis, Mapping Services,** and **Equity Data Support.**

### **Economic Development District**

**Comprehensive Economic Development Strategy (CEDS)** is produced by BFCOG on behalf of the region. The CEDS, which showcases projects and regional economic areas of emphasis, is a requirement of the Economic Development Administration (EDA) to support investment of EDA grant funding in the region. Since 2009 more than \$12M has been invested by the EDA for projects in this region.

**Economic Resiliency and Recovery** is a new addition to the CEDS. BFCOG coordinates with local jurisdictions and state/federal agencies to evaluate and recommend resiliency and recovery planning to coincide with regional emergency planning. COVID-19 has highlighted nationally how unprepared communities are to effect economic resilience and recovery during and after a disaster.

**Funding Technical Assistance** is provided to local jurisdictions to facilitate the flow of state and federal funding into the region through grants and ongoing programs. EDA has over \$3.5B available nationally for community building programs. Each of the programs strongly advocates partnership with the local Economic Development District for consideration. 2021's federal Infrastructure Investments and Jobs Act (IIJA) includes significant funding opportunities, especially in the Transportation sector.

**Regional Revolving Loan Funds** are administered by BFCOG, with over \$1M currently available for loan to spur economic growth. Since inception, these loan funds have funded \$16.3M in loans for more than 177 small businesses throughout the region.

**Lead Agency Capability** is available for BFCOG to by the applicant and administrator for state or federal programs that allow collaboration and impact to more than one jurisdiction in the region. One such program is the EPA Brownfields Program where BFCOG was awarded a \$600K competitive grant for Brownfields Assessments across the region.

**Regional Brownfields Program** is a new initiative to identify and prioritize brownfield sites to facilitate potential redevelopment or reuse through environmental assessment, remediation, and site-specific planning. An environmental consulting firm has been contracted to support these activities and identification of other funding support for related activities.

**Equity Analysis/Data Support** can be provided including data and third-party analysis to support the new expectations of the WA "HEAL" Act and increasing federal funding requirements.



**BENTON-FRANKLIN**  
COUNCIL OF GOVERNMENTS

Michelle Holt,  
Executive Director

# Benton-Franklin Council of Governments

**Benton-Franklin Council of Governments** (BFCOG) was established by voluntary association of the local units of government in 1966 with the vision of providing a forum for improved communication, multi-jurisdictional decision making, regional planning, and lead agency capacity for provision of multi-jurisdictional programs. The services currently provided to the member jurisdictions are outlined by Interlocal Agreement and can evolve with the needs of the region. BFCOG currently fulfills the following designations on behalf of the Benton-Franklin region:

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# What is a Council of Governments?

**Council of Governments** –We exist to study regional and governmental problems of mutual interest and concern, to formulate recommendations for review and action by member jurisdictions legislative bodies.

**Councils of Governments** are unique, reflecting the needs of their respective regional needs.





# Solutions for Shared Regional Problems

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Benton-Franklin Council of Governments convenes local governments to collaboratively plan, fund, and administer solutions to shared community needs.





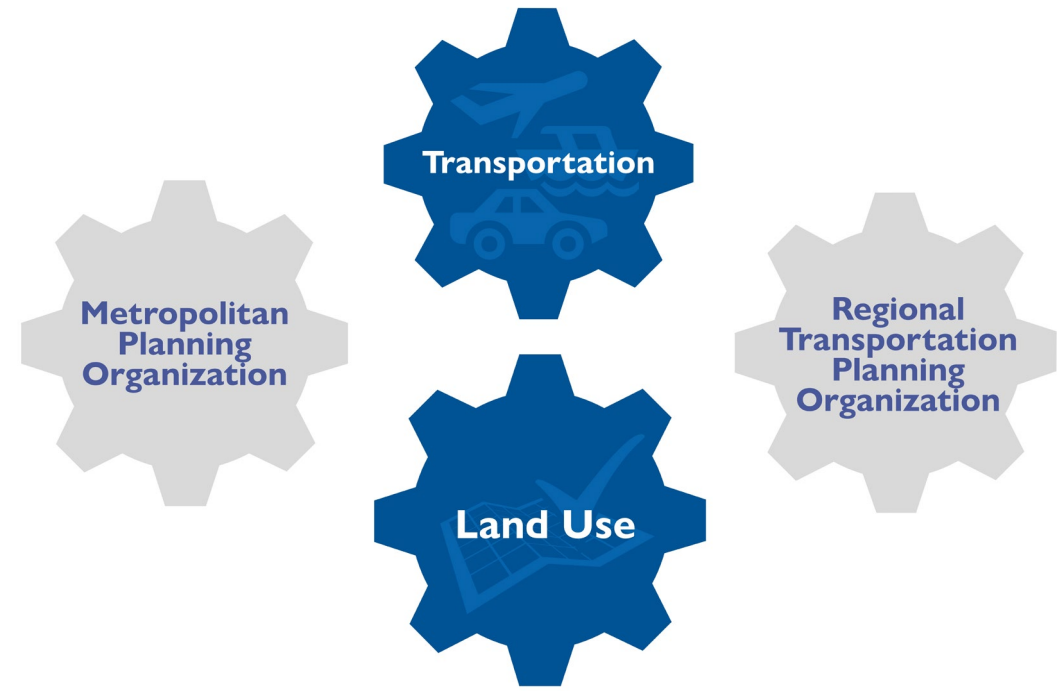
# Regional Planning

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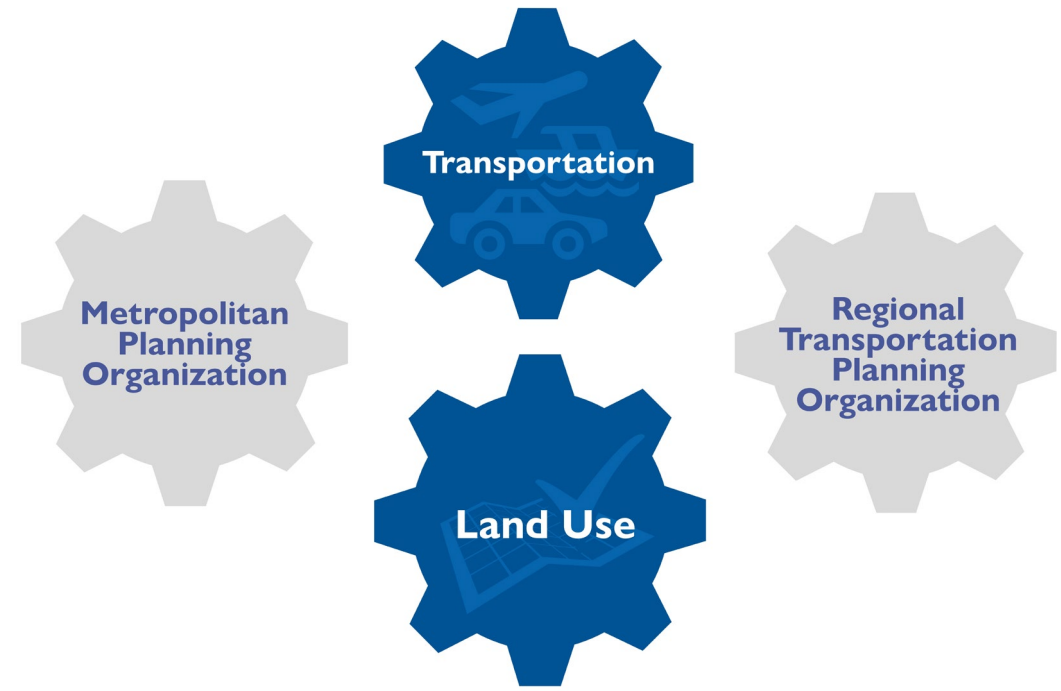




# Regional Planning

## Specific Transportation Activities for BFT & BFCOG

- Relationship is both state and federally mandated.
- Tri-party agreement ensures continuity and consistency in related planning activities between metropolitan, state and transit planning strategies and outcomes.
- BFCOG must sign off on BFT's **Public Transportation Agency Safety Plan (PTASP)**
- BFT is actively engaged in all BFCOG planning committees.
- Multi-modal transportation is an important element in the **Metropolitan Transportation Plan (MTP)**.
- **Human Services Transportation Plan (HSTP)** and **Congestion Management Plan (CMP)** are both significantly dependent on transit strategies and engagement.
- BFCOG administers BFT's participation in the WSDOT Transportation Improvement Plan (TIP)



**Walkability/Mobility Action Institute** – BFT is a partner in the local Interdisciplinary Team along with BFCOG and Public Health, awarded participation in the WMAI training in May 2022. WMAI is a course to develop team action plans and implement policy, systems, and environmental strategies to create equitable access to activity-friendly environments and walkability.

Transit Projects are eligible for the competitive **Call for Projects**.

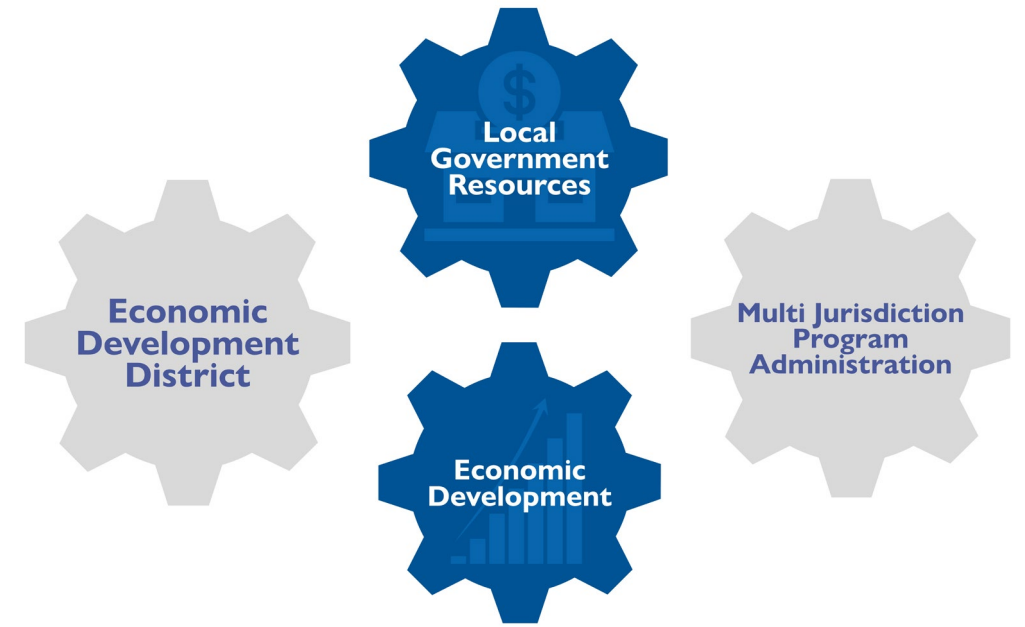


# Local Government Resources

**Comprehensive Economic Development Strategy (CEDS)** is produced by BFCOG on behalf of the region. The CEDS, which showcases projects and regional economic areas of emphasis, is a requirement of the Economic Development Administration (EDA) to support investment of EDA grant funding in the region. Since 2009 more than \$12.5M has been invested by the EDA for projects in this region.

**Regional Revolving Loan Funds** are administered by BFCOG, with over \$1M currently available for loan to spur economic growth. Since inception, these loan funds have funded \$16.4M loans through 177 small businesses loans throughout the region.

**Funding Technical Assistance** is provided to local jurisdictions to facilitate the flow of state and federal funding into the region through grants and ongoing programs. We do this by providing educational and networking with program administrators like EDA – which has over \$3.5B available nationally for community building programs. The IJA is filled with funding opportunities. BFCOG is the Notice of Record resource for Sen. Murray and Cantwell's offices for dissemination of federal Notice of Funding Opportunities (NOFO) to regional jurisdictions.



**Lead Agency Capability** is available for BFCOG to by the applicant and administrator for state or federal programs that allow collaboration and impact to more than one jurisdiction in the region. One such program is the EPA Brownfields Program where BFCOG was awarded a \$600K competitive grant for Brownfields Assessments across the region.

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# Funding Sources

**BFCOG receives operating revenues through 5 funding sources.**

- **Consistent Program Funding** (Grants/Federal & State Allocations)
- **Single Opportunity Grants** (Direct/Lead Agency)
- **Contracted Services**
- **Local Funds** (Jurisdictional Member Assessments)

## Consistent Program Funding

### **Federal Transportation Funding – 13.5% Local Match Required**

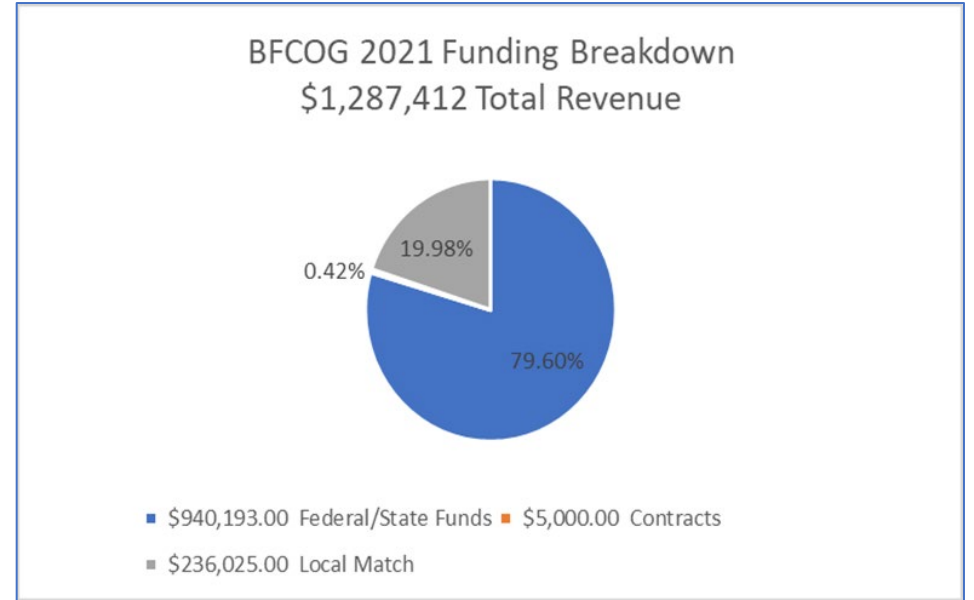
Federal Highway Administration Planning Program (FHAPL) - \$384,000 per year\*

Federal Transit Administration 5303 Program (FTA5303) - \$134,400 per year\*

Surface Transportation Block Grant (STBG) - \$279,800 per year\*

*\*This process allocates roughly \$5M annually to local transportation projects in the region through competitive call for projects.*

WSDOT RTPO Funding (No Local Match Required) - \$247,500 per year\* (\*Annual amounts can vary due to funder allocation changes and carry-over funds)



## **Economic Development Administration Funding – 100% Local Match Required**

Comprehensive Economic Development Strategy Planning Grant (CEDS) Renewable 3-Year \$225K grant (\$75K per year) to produce and update the CEDS, which EDA uses to determine potential economic impact related to EDA grant making within the region.

Since 2009 **\$12.5M in EDA grants** have been awarded in our region to the benefit of the cities of West Richland, Pasco & Connell, and all three of the Ports for infrastructure projects.



# Funding Sources

## Single Opportunity Grants

- Awarded directly to BFCOG for a program that is part of the BFCOG mission or awarded to BFCOG as “Lead Agency” on behalf of one or more local jurisdictions.

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### **Direct Grant Award Example – EDA Covid Relief Grant 2020**

BFCOG received \$400,000 to provide economic and environmental resiliency support and to add economic resiliency planning into the CEDS. These funds were used to hire our Economic Recovery Coordinator Position. *This funding expires in June 2021.*

### **Lead Agency Grant Award Example – EPA Brownfields Coalition Assessment Grant**

BFCOG received a 3-Year, \$600,000 grant to work with a local coalition made up of cities of Kennewick, Pasco & Richland to identify, rank by potential economic impact, and assess multiple Brownfield properties within the Benton-Franklin region. A ranking and selection criteria will determine sites to be assessed and is open to properties within Benton or Franklin counties.

## Contracted Services

- RCW 39.34.010, BFCOG can enter into a cooperative contracting agreement with any other local government entity for the purpose of mutual advantage to provide services and facilities that accord with factors influencing the needs and development of local communities.

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### **Benton County PFD & Tri-City Regional PFD Administration**

BFCOG provides administrative support for two Public Facilities Districts. This provides only a nominal source of revenue as these two districts require a minimal time on behalf of BFCOG staff.

*Annually this is less than \$2,500 total and minimal net revenue.*





# Funding Sources

## Local Funds

- As part of the BFCOG Interlocal Agreement, member jurisdictions agree to fund the operations of BFCOG. Local funds are required to balance the organizational budget after all other forms of funding have been applied.

**FY2022 Local Funding Total - \$260,774**

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## Federal Transportation Programs – 13.5% Local Match

### WSDOT RTPO Program – No Required Local Match

### CEDS Planning Grant – 100% Local Match (\$75K per year\*)

No other current program funding requires a local match. BFCOG board must approve any grant application that would require local matching dollars on behalf of the jurisdiction members.

## Important Note About Local Funds

BFCOG has limited its annual dues to only those funds required for required program matching for many years.

BFCOG has operated with limited operational staff, subsidizing overhead expenses, when necessary, from its reserve funds, which have been nearly depleted.

The only source of operational funds beyond what is recouped through indirect rates on our federal programs are local funds.





**BENTON-FRANKLIN**  
COUNCIL OF GOVERNMENTS

Questions?



**OPERATIONS & MAINTENANCE  
COMMITTEE MEETING  
Wednesday, March 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, Bill Hale, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Wendi Warner

**1. Convene**

The meeting convened at 12:31 p.m.

**New Items**

**2. Election of Committee Chair** – Ed Frost, Interim General Manager

Mr. Frost asked for a nomination or volunteer to serve as committee chair. Director Campos volunteered; Director Christensen then nominated him for chair, Director Didier seconded the nomination, and all voted in favor of Director Campos assuming the role of committee chair.

**3. Discussion Item: Committee Meeting/Board Meeting Relationship** – Ed Frost, Interim General Manager

Mr. Frost explained that the issues going to each committee will be discussed in greater length and detail and will include more in-depth presentations than might happen at the full Board meeting. The members of each committee are going to obtain considerable knowledge of the subject matter and will be better equipped to make decisions on the items presented. Committees have choices they can make regarding each agenda item presented. They can ask staff for further information; move it to the Board agenda as an Action Item; or move it to the Board meeting Consent Agenda.

All written materials to be presented will be sent out in advance of the meeting. If committee members have questions, they should feel free to call any staff member to get them answered. Staff will presume that committee members have read the materials prior to the committee meeting.

Mr. Frost also asked committee members how they would like the minutes from their meeting to be handled. They could approve them at the next committee meeting; send them to the Board in their packet as is the current practice; or get them to the committee members, give them a couple of days to review them, and if there are no corrections, put them in the Board packet.

After a brief discussion, committee members asked that BFT staff continue to follow the present practice of including them, without review, in the Board packet.

**4. Discussion Item: Move Board Meetings to 6 p.m?** – Ed Frost, Interim General Manager

Mr. Frost shared that Board Chair Will McKay had asked this item be placed on each committee agenda for discussion. After a brief discussion, committee members agreed that a 6 p.m. start would be acceptable to them.

After discussion about the meeting time for this committee, it was agreed that a Doodle poll would be sent to the three Board members involved to find a more convenient time to meet.

**5. Building Expansion Project: Review of Four (4) Alternatives** – Keith Hall, Director of Planning & Service Development

Mr. Hall presented four options for the replacement of the existing Operations Building. Committee members asked that this agenda item go forward to the next Board meeting as an Action Item.

**Standing Items**

**6. 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 – Qualifications for Architecture & Engineering Services for Transit Hubs and Bus Stops
- Procurement Stage – Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – Proposals 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

- **March**

- **April**
  - Authorization to Award – Bus Stop Concrete Pad Construction
  - Authorization to Release – Request for Proposals for Scheduling and Runcutting System
  - Authorization to Award – Budgeting, Planning, and Reporting Software
- **May**
  - Authorization to Award – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
  - Authorization to Release – Invitation for Bids on Queensgate Transit Hub Construction
  - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

**7. Other**

There were no other agenda items.

**8. Next Meeting**

The next BFT Operations & Maintenance Committee meeting will be held at a date and time to be determined.

**9. Adjourn**

Chair Campos adjourned the meeting at 1:24 p.m.



**PLANNING & MARKETING  
COMMITTEE MEETING  
Wednesday, March 2, 2022 - 4 p.m.**

**Virtual Meeting via Zoom**

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**MINUTES**

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**Committee Members Present:** Rocky Mullen, David Sandretto

**Committee Members Excused:** Brad Beauchamp

**BFT Staff:** Ed Frost, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Keith Hall, Lisa Larson, Jeff Lubeck, Rob Orvis, Mike Roberts

**1. Convene**

The meeting convened at 4:02 p.m.

**New Items**

**2. Election of Committee Chair** – Ed Frost, Interim General Manager

Mr. Frost asked for a nomination for committee chair. Director Sandretto nominated Director Mullen, then Director Mullen nominated Director Sandretto. After discussion, Director Sandretto accepted the nomination and was unanimously elected chair.

**3. Discussion Item: Committee Meeting/Board Meeting Relationship** – Ed Frost, Interim General Manager

Mr. Frost explained that the issues going to each committee will be discussed in greater length and detail and will include more in-depth presentations than might happen at the full Board meeting. The members of each committee are going to obtain considerable knowledge of the subject matter and will be better equipped to make decisions on the items presented. Committees have choices they can make regarding each agenda item presented. They can ask

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Mr. Frost also asked committee members how they would like the minutes from their meeting to be handled. They could approve them at the next committee meeting; send them to the Board in their packet as is the current practice; or get them to the committee members, give them a couple of days to review them, and if there are no corrections, put them in the Board packet.

After a brief discussion, committee members asked that BFT staff continue to follow the present practice of including them, without review, in the Board packet.

4. **Discussion Item: Move Board Meetings to 6 p.m?** – Ed Frost, Interim General Manager

Mr. Frost shared that Board Chair Will McKay had asked this item be placed on each committee agenda for discussion. Committee members agreed they could make a 6 p.m. start time work.

5. **Media Monitoring Presentation** – Marie Cummins, Interim Director of Marketing & Communications

Ms. Cummins gave committee members an overview of media monitoring done by the BFT Marketing Department, including what channels they monitor, what they track, the data collected, how they use this information, and its importance to the agency.

6. **Q2 Marketing/Communications Outlook** – Marie Cummins, Interim Director of Marketing & Communications

Ms. Cummins then presented an outlook on the April, May, and June MarCom outreach, including the BFT 40th Anniversary Community Event.

**Standing Items**

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

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- **In Progress**

- Procurement Stage – Budgeting, Planning, and Reporting Software
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#### 8. **Other**

There were no other agenda items.

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

The next BFT Planning & Marketing Committee meeting will be held Wednesday, April 6, 2022, at 4 p.m.

#### 10. **Adjourn**

Chair Sandretto adjourned the meeting at 4:30 p.m.





**ADMINISTRATION & FINANCE  
COMMITTEE MEETING**

**Thursday, March 3, 2022 – 4 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:** Steve Becken, Richard Bloom, Will McKay

**Legal Counsel:** Jeremy Bishop

**BFT Staff:** Ed Frost, Ayodeji Arojo, Janet Brett, Jaslyn Campbell, Carina Cassel, Mindy Eakin, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Wendi Warner

**1. Convene**

Chair Becken convened the meeting at 4:00 p.m.

**New Items**

**2. Election of Committee Chair – Ed Frost, Interim General Manager**

Chair Becken explained that the Administration & Finance Committee has traditionally been comprised of the Board Chair and Vice Chair, along with one additional Board member who acts as chair. Since he is that additional Board member, he volunteered to remain committee chair.

**3. Discussion Item: Committee Meeting/Board Meeting Relationship – Ed Frost, Interim General Manager**

Mr. Frost explained that the issues going to each committee will be discussed in greater length and detail and will include more in-depth presentations than might happen at the full Board meeting. The members of each committee are going to obtain considerable knowledge of the subject matter and will be better equipped to make decisions on the items presented. Committees have choices they can make regarding each agenda item presented. They can ask staff for further information; move it to the Board agenda as an Action Item; or move it to the Board meeting Consent Agenda.

All written materials to be presented will be sent out in advance of the meeting. If committee members have questions, they should feel free to call any staff member to get them answered. Staff will presume that committee members have read the materials prior to the committee meeting.

Mr. Frost also asked committee members how they would like the minutes from their meeting to be handled. They could approve them at the next committee meeting; send them to the Board in their packet as is the current practice; or get them to the committee members, give them a couple of days to review them, and if there are no corrections, put them in the Board packet.

After a brief discussion, committee members asked that BFT staff continue to follow the present practice of including them, without review, in the Board packet.

#### **4. Discussion Item: Move Board Meetings to 6 p.m? – Ed Frost, Interim General Manager**

Mr. Frost shared that Board Chair Will McKay had asked this item be placed on each committee agenda for discussion. Committee members agreed that they would prefer a 6 p.m. start.

### **Standing Items**

#### **5. 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 – Qualifications for Architecture & Engineering Services for Transit Hubs and Bus Stops
- Procurement Stage – Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – Proposals 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

- **March**

- **April**

- Authorization to Award – Bus Stop Concrete Pad Construction
- Authorization to Release – Request for Proposals for Scheduling and Runcutting System
- Authorization to Award – Budgeting, Planning, and Reporting Software

- **May**

- Authorization to Award – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Authorization to Release – Invitation for Bids on Queensgate Transit Hub Construction
- Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

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

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2018 through December of 2021. Sales tax showed a 22.3% increase over 2020 and was 20.1% over the 2021 budget.

**7. Other**

There were no other agenda items.

**8. Next Meeting**

The next BFT Administration & Finance Committee meeting will be held Thursday, April 7, 2022, at 4 p.m.

**9. Adjourn**

Chair Becken adjourned the meeting at 4:18 p.m.



**BOARD OF DIRECTORS**  
**SPECIAL MEETING: BOARD WORKSHOP**  
**AGENDA: Operations Building Replacement**  
**Friday, February 4, 2022, from 9:00-10:30 a.m.**  
**Ben Franklin Transit Boardroom**  
**1000 Columbia Park Trail, Richland, WA**  
**OR**  
**Virtually Via Zoom**

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**MINUTES**

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A tour of the existing Operations Building was made available to Board members at 8:30 a.m. prior to the start of the workshop. Director Campos took part in the tour conducted by Facilities Maintenance Manager Shane Anderson.

**1. CONVENE BOARD MEETING**

Chair Richard Bloom called the meeting to order at 9:01 a.m.

**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 Via Zoom
City of Richland	Terry Christensen	Director	Present Via Zoom
City of West Richland	Richard Bloom	Chair	Present
Franklin County #2	Rocky Mullen	Director	Absent
Franklin County #1	Clint Didier	Director	Present Via Zoom
Benton County	Will McKay	Director	Present Via Zoom
City of Prosser	Steve Becken	Director	Excused
City of Benton City	David Sandretto	Director	Present Via Zoom
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

**BFT Staff:** Ed Frost, Shane Anderson, Ayodeji Arojo, Janet Brett, Kelsey Buckner, Carina Cassel, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Keith Hall, Jeff Lubeck, Joshua Rosas, Wendi Warner

3. **PRESENTATION**

A. **Ben Franklin Transit Operations Building Replacement** – Keith Hall, Director of Planning & Service Development

Mr. Hall presented information on the replacement of the existing Operations Building, including its history, proposed design and floor plans of the replacement building, labor forecast, and the schedule and budget for the project. He then answered questions raised by Board members.

4. **NEXT MEETING**

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

5. **ADJOURNMENT**

Chair Bloom adjourned the meeting at 9:46 a.m.

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Janet Brett, Clerk of the Board

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Date



**BOARD OF DIRECTORS  
REGULAR MEETING  
Thursday, February 10, 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.

**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	Terry Christensen	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	Director	Present
Teamsters Union 839	Caleb Suttle	Union Nonvoting Rep.	Present

**BFT Board Alternate:** May Hays

**BFT Staff:** Shane Anderson, Ayodeji Arojo, Janet Brett, Carina Cassel, Marie Cummins, Terry DeJuan, Austin DePaolo, Ed Frost, Bill Hale, Keith Hall, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Wendi Warner

**Legal Counsel:** Jeremy Bishop

**Guest:** John Hodgson, Prothman

**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, which had been revised since the

packet was sent out to correct a numbering error.

<b>MOTION:</b>	<b>SANDRETTO</b>
<b>SECOND:</b>	<b>MCKAY</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. ELECTION OF OFFICERS**

**A. Chair/Vice Chair**

BFT Legal Counsel Jeremy Bishop asked for nominations for Board chair. Director Didier nominated Director McKay; Director Christensen then nominated Chair Bloom.

A roll call vote was taken:

Campos—McKay

Beauchamp—McKay

Christensen—Bloom

Bloom—Bloom

Mullen—McKay

Didier—McKay

McKay—McKay

Becken—Bloom

Sandretto—Bloom

Director McKay was named chair.

Mr. Bishop then asked for nominations for Board vice chair. Director Sandretto nominated Director Bloom; Director Beauchamp nominated Director Didier. A roll call vote was taken:

Campos—Bloom

Beauchamp—Didier

Christensen—Bloom

Bloom—Bloom

Mullen—Didier

Didier—Didier

McKay—Didier

Becken—Bloom

Sandretto—Bloom

Director Bloom was then named vice chair.

**B. Committee Selections**

Mr. Bishop informed Chair McKay that he could then make committee appointments, subject to Board approval. After discussion among Board members, a motion was made

to accept the committee assignments as follows:

Operations & Maintenance: Directors Campos, Christensen, and Didier

Planning & Marketing: Directors Beauchamp, Mullen, and Sandretto

Administration & Finance: Chair McKay, Vice Chair Bloom, and Director Becken

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

**C. BFCOG Representative**

Mr. Bishop asked Board members to appoint a representative and an alternate from BFT to the BFCOG. The General Manager has served as the representative in the past, with a Board member as alternate. Ed Frost was named representative; Vice Chair Bloom volunteered to be the alternate and was so appointed by Chair McKay.

**7. RECOGNITIONS**

**A. Resolution 8-2022 Recognizing BFT Employee Brent E. Romick's Years of Service**

Director of Transit Operations Ayodeji Arojo read Resolution 8-2022 in recognition of

<b>MOTION:</b>	<b>BLOOM</b>
<b>SECOND:</b>	<b>DIDIER</b>
<b>RESULT:</b>	<b>APPROVED (Unanimously)</b>

Brent Romick's 27 years of service.

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

There was no CAN Report available.

**9. BOARD COMMITTEE REPORTS**

**A. Operations & Maintenance Committee** – Director Terry Christensen, who chaired this committee meeting, gave a brief report on the items they moved to tonight's agenda.

**B. Planning & Marketing Committee** – This meeting was canceled due to a lack of agenda items.

**C. Administration & Finance Committee** – This meeting was also canceled due to a lack of agenda items.

**10. CONSENT AGENDA**

Chair McKay presented the consent items and invited a motion.

**A. January 13, 2022, Regular Board Meeting Minutes**

**B. January Voucher Summary**



**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**

**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**

- C. Take Resolution 7-2022 from the Table and Substitute Resolutions 9-2022 and 13-2022 (10D and 11B)**
- 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**

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

## **11. ACTION ITEMS**

### **A. Resolution 12-2022 Recommending the Award of the Contract to Replace the Maintenance Building Heating, Ventilation, and Air Conditioning (HVAC) System**

Mr. Arojo shared a presentation on the details of the Maintenance Building HVAC Installation Needs, then presented a resolution to award the contract for its replacement.

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

### **B. Resolution 13-2022 Amending Resolution 58-2019, On-Call Transit Passenger Facilities Architecture and Engineering (A&E) Services to KPFF Consulting Engineers**

Director of Planning & Service Development Keith Hall presented a resolution to amend Resolution 58-2019, requesting an increase in the not-to-exceed amount of Contract #1141 with KPFF Consulting Engineers to \$1,500,000 to close all open task orders and ensure completion of permitting and land recording requirements for the Queensgate Transit Hub.

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

## **12. DISCUSSION & INFORMATIONAL ITEMS**

### **A. General Manager Recruitment Process**

Mr. Bishop introduced John Hodgson from Prothman to update Board members on the general manager recruitment process. He is seeking input to finalize the job description and develop interview questions for prospective candidates. If Board members have any additional comments or questions, please get them to Mr. Bishop within the next few days. Prothman plans to begin recruitment on February 21.

### **B. New Board Member Orientation**

Interim General Manager Ed Frost gave Board members some options for receiving new Board member orientation. We could conduct it in person; we could hold it via Zoom; or we could create a video and send it to Board members to view at their convenience. Whatever the choice of format, each director would make a brief presentation about his or her department, and these would be augmented with written materials. Board members were asked to email Mr. Frost and let him know their preference.

### **C. Operations Building Workshop**

Mr. Hall asked Board members if they had any follow-up questions from last Friday's Board workshop. After discussion amongst Board members as to options going forward, it was decided that BFT staff would bring forth three proposals: 1) proceed with the current three-story building design; 2) replace the existing building with a one-story

design; 3) remodel the existing building. These will be brought to the Operations & Maintenance Committee on March 2 prior to the full Board on March 10.

### **13. STAFF REPORTS & COMMENTS**

#### **A. Legal Report**

Mr. Bishop reported he has been kept busy with bids and contracts to review and had nothing else to report.

#### **B. Financial Report**

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

#### **C. Interim General Manager's Report**

Mr. Frost reminded Board members about the APTA Legislative Conference next month in Washington, D.C. It is a Board decision which Board members would attend this event. Director Suttle expressed interest and will attend on behalf of the Board.

The Washington State proposed transportation funding package was just released to the public two days ago and, if it becomes law, could bring up to \$3.4 million per year to BFT. We are also watching the rollout of the federal infrastructure bill because there are several very promising funding opportunities for BFT within it, as well.

Drivers have been diligently following COVID protocols. We are experiencing a modest increase in ridership.

He spoke with Dr. Person at Benton Franklin Health District, and she informed him that because the infection rate in our community is going down, she believes it would be acceptable for BFT to go back to in-person meetings as long as masking and social distancing protocols are followed. After discussion among Board members, it was decided to hold the March meeting via Zoom and the April meeting in person if masking requirements have been lifted.

### **14. BOARD MEMBER COMMENTS**

Director Didier told Mr. Frost he is not in favor of the Washington State transportation plan and was told by a state senator that a representative of Ben Franklin Transit was in Olympia and testified in favor of it. Mr. Frost confirmed that neither he nor any BFT management had been in Olympia testifying and asked Director Didier for further information.

### **15. EXECUTIVE SESSION**

There was no Executive Session.

### **16. OTHER**

There were no Other agenda items.

### **17. NEXT MEETING**

The next meeting will be held Thursday, March 10, 2022, at 7 p.m. via Zoom.

**18. ADJOURNMENT**

Chair McKay adjourned the meeting at 8:50 p.m.

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Janet Brett, Clerk of the Board

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Date



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

Thursday, March 10, 2022

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

Mar 3, 2022

February 2022 vouchers totaled \$4,301,350.77. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 489,256.09
IRS	Federal Income Tax on Wages	\$ 414,999.24
NW ADMIN TRANSFER	Insurance	\$ 364,558.60
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 316,036.59
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 203,441.41
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 156,657.90
STATE OF WASHINGTON	Insurance	\$ 129,398.97
CUMMINS INC	Vehicle Parts	\$ 70,827.90
THERMO KING NORTHWEST INC	Parts	\$ 68,620.16
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 50,544.98
KPFF INC	Contracted Services	\$ 48,529.60
ANR GROUP INC	Contract Labor	\$ 43,075.60
US BANKCARD	Travel/Merchandise	\$ 38,966.78
WEX BANK	Fuel	\$ 38,214.82
AVAIL TECHNOLOGIES INC	Computer Software/Support	\$ 29,787.20
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 28,357.57
RC CONSTRUCTION SERVICES	Contracted Services	\$ 27,137.37
MANPOWERGROUP US INC	Contract Labor	\$ 26,851.33
GILLIG	Vehicle Parts	\$ 26,547.39
GARDA	Armored Car Service	\$ 25,086.38
EXPRESS SERVICES	Contract Labor	\$ 23,990.25
TEAMSTERS UNION	Payroll Deductions	\$ 22,493.50
WA STATE TRANSIT ASSOCIATION	Membership	\$ 22,000.00
LVCK LLC	Contracted Services	\$ 21,755.72
FGL LLC	Property Lease	\$ 21,092.36
DURASHINE	Janitorial Maintenance	\$ 20,650.00
EMPLOYMENT SECURITY DEPARTMENT	Payroll Taxes	\$ 19,843.50
ARCHBRIGHT INC	Contracted Services	\$ 18,937.14
STAR RENTALS INC	Equipment	\$ 18,207.14
CDW GOVERNMENT INC.	Computer Supplies	\$ 17,356.67
SEON SYSTEMS SALES INC	Parts	\$ 15,774.19
CITY OF RICHLAND	Utilities	\$ 15,667.48
AMAZON CAPITAL SERVICES	Operating Supplies	\$ 15,064.68
TCF ARCHITECTURE PLLC	Contracted Services	\$ 14,746.67
CHRISTENSEN INC	Lubricants	\$ 13,761.33
BRIDGESTONE AMERICAS	Tire Lease	\$ 13,275.37
AFLAC	Payroll Deductions	\$ 13,158.22
TRUSTMARK VOL BEN SOL INC	Payroll Taxes	\$ 12,294.20
ON SCENE MEDICAL SVCS P C	Contracted Services	\$ 12,250.00
MCCURLEY INTEGRITY DEALERSHIPS LLC	Parts	\$ 12,039.62
VERIZON	Wireless Services	\$ 10,507.74
<b>Total Significant Vendors</b>		<b>\$ 2,951,761.66</b>
<b>Payroll Total</b>		<b>\$ 1,203,635.55</b>
<b>Total Non-Significant Vendors</b>		<b>\$ 145,953.56</b>
<b>GRAND TOTAL</b>		<b>\$ 4,301,350.77</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 February 2022.

<b>PAYROLL</b>	<b>Check Register Number</b>	<b>Check Number / Number</b>	<b>Date of Issue</b>	<b>In the Amount</b>	
	502-22	80881	80881	2/11/2022	594,411.43 Payroll
	503-22	DIRECT DEPOSIT		2/25/2022	609,224.12 Payroll
				<b>Total</b>	<b>\$ 1,203,635.55</b>

---

**AUTHORITY MEMBER**  
3/10/2022

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 February 2022.

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount
107-22	80173 80240	2/2/2022	741,737.55 MDSE
108-22	VOID 79384	2/8/2022	(95,450.29) VOID
109-22	80241 80285	2/8/2022	224,878.31 MDSE
110-22	80286 80361	2/15/2022	311,538.80 MDSE
111-22	80362 80363	2/17/2022	13,589.84 MDSE
112-22	80364 80431	2/22/2022	484,414.65 MDSE
113-22	ACH TRANS	2/23/2022	936,983.20 ACH TRANS
114-22	80432 80506	2/28/2022	262,289.36 MDSE
115-22	ACH TRANS	2/28/2022	217,733.80 ACH TRANS

**Total \$ 3,097,715.22**

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**AUTHORITY MEMBER**  
 3/10/2022

February 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 March 4, 2022.

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

**PAYROLL**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
502-22	80881	80881	2/11/2022	594,411.43 Payroll
503-22	DIRECT DEPOSIT		2/25/2022	609,224.12 Payroll
			<b>Total</b>	<b>\$ 1,203,635.55</b>

**ACCOUNTS PAYABLE**

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
107-22	80173	80240	2/2/2022	741,737.55 MDSE
108-22	VOID	79384	2/8/2022	(95,450.29) VOID
109-22	80241	80285	2/8/2022	224,878.31 MDSE
110-22	80286	80361	2/15/2022	311,538.80 MDSE
111-22	80362	80363	2/17/2022	13,589.84 MDSE
112-22	80364	80431	2/22/2022	484,414.65 MDSE
113-22	ACH TRANS		2/23/2022	936,983.20 ACH TRANS
114-22	80432	80506	2/28/2022	262,289.36 MDSE
115-22	ACH TRANS		2/28/2022	217,733.80 ACH TRANS
			<b>Total</b>	<b>\$ 3,097,715.22</b>

Check Register Nos. 502-22 to 503-22 and 107-22 to 115-22 in the total amount of: **\$ 4,301,350.77**

The motion was seconded by \_\_\_\_\_ and approved by a unanimous vote.



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

**CHECK REGISTER NUMBER 107-22**

**CHECK NUMBERS 80173 to 80240**

**DATE 02/02/2022**

**PURPOSE AP FEB22A VOUCHERS AMOUNT \$741,737.55**

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



Feb 24, 2022

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

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

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

**CHECK REGISTER NUMBER 108-22**

**CHECK NUMBERS 79384**

**DATE 02/08/2022**

**PURPOSE A/P VOID CHECK      AMOUNT (\$95,450.29)**

"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."



Feb 24, 2022

---

**AUDITOR**

**DATE**

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

**CHECK REGISTER NUMBER** 109-22

**CHECK NUMBERS** 80241 to 80285

**DATE** 02/08/2022

**PURPOSE** AP FEB22B VOUCHERS                      **AMOUNT** \$224,878.31

**"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."**



Feb 24, 2022

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

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

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 110-22

CHECK NUMBERS 80286 to 80361

DATE 02/15/2022

PURPOSE AP FEB22C VOUCHERS AMOUNT \$311,538.80

"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 24, 2022

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE

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

**CHECK REGISTER NUMBER 111-22**

**CHECK NUMBERS 80362 to 80363**

**DATE 02/17/2022**

**PURPOSE AP FEB22D VOUCHERS AMOUNT \$13,589.84**

**"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 24, 2022

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

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

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

**CHECK REGISTER NUMBER 112-22**

**CHECK NUMBERS 80364 to 80431**

**DATE 02/22/2022**

**PURPOSE AP FEB22E VOUCHERS AMOUNT \$484,414.65**

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



Feb 24, 2022

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

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

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

**CHECK REGISTER NUMBER: 113-22**

**ACH WIRE TRANSFERS**

**DATE: 02/23/2022**

**PURPOSE:**

<b>A W REHN &amp; ASSOCIATES INC</b>	<b>\$ 1,177.07</b>
<b>DEPT OF RETIREMENT SYSTEMS</b>	<b>\$ 316,036.59</b>
<b>DEPT OF RETIREMENT SYSTEMS - DCP</b>	<b>\$ 1,830.49</b>
<b>HRA VEBA TRUST</b>	<b>\$ 5,460.00</b>
<b>INTERNAL REVENUE SERVICE</b>	<b>\$ 205,546.87</b>
<b>N.W. ADMIN. TRANSFER</b>	<b>\$ 364,558.60</b>
<b>US BANK CORPORATE PAYMENT SYSTEMS</b>	<b>\$ 38,966.78</b>
<b>WASHINGTON STATE SUPPORT</b>	<b>\$ 3,406.80</b>
	<b><u>\$ 936,983.20</u></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."



**AUDITOR**

Feb 24, 2022

**DATE**

BEN FRANKLIN TRANSIT  
CHECK REGISTER CERTIFICATION  
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 114-22

CHECK NUMBERS 80432 to 80506

DATE 02/28/2022

PURPOSE AP FEB22F VOUCHERS AMOUNT \$262,289.36

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



Mar 2, 2022

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
DATE



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

**CHECK REGISTER NUMBER:**            115-22

**ACH WIRE TRANSFERS**

**DATE:** 02/28/2022

**PURPOSE:**

<b>A W REHN &amp; ASSOCIATES INC</b>	<b>\$ 1,177.07</b>
<b>DEPT OF RETIREMENT SYSTEMS - DCP</b>	<b>\$ 2,330.49</b>
<b>INTERNAL REVENUE SERVICE</b>	<b>\$ 209,452.37</b>
<b>STATE OF WA EXCISE TAX</b>	<b>\$ 1,210.61</b>
<b>WASHINGTON STATE SUPPORT</b>	<b>\$ 3,563.26</b>
	<b><u>\$ 217,733.80</u></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."



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

Mar 2, 2022

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

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

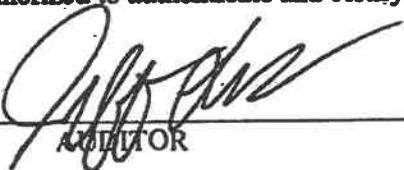
CHECK REGISTER NUMBER 502-22

CHECK NUMBERS	80881-80881	\$ 588.04
ACH TRANSFER		\$ 593,823.39

PAYROLL DATE FEBRUARY 11, 2022

PURPOSE: PPE 02/05/2022 AMOUNT: \$594,411.43

**"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."**

  
\_\_\_\_\_  
AUDITOR

2/9/2022  
\_\_\_\_\_  
DATE

**CHECK REGISTER CERTIFICATION**

**PAYROLL**

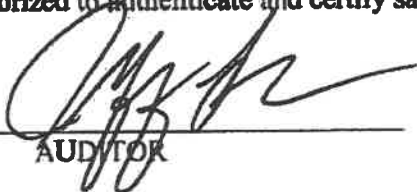
CHECK REGISTER NUMBER 503-22

CHECK NUMBERS	\$ 0.00
ACH TRANSFER	\$ 609,224.12

PAYROLL DATE FEBRUARY 25, 2022

PURPOSE: PPE 02/19/2022 AMOUNT: \$609,224.12

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

  
\_\_\_\_\_  
AUDITOR

2/27/2022  
\_\_\_\_\_  
DATE

# Memorandum

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Date: March 10, 2022

To: Ed Frost, Interim General Manager

From: Keith Hall, Director of Planning and Service Development

RE: Building Expansion Project: Review of Four (4) Alternatives

## **Background**

At the January 13, 2022, regular board meeting, Ben Franklin Transit (BFT) staff presented to the Board of Directors a design for a replacement of the existing Operations Building. The design concept included a three-story building with a second-floor connection to the existing Administration Building to provide an integrated building for staff in both Administration and Operations.

A special board workshop was held on February 4, 2022, to discuss the details of the proposed design and estimated costs of the building. Included in this discussion were alternative delivery methods, such as a design-build approach; building design options; and evaluation of cost and design value methods.

The Board of Directors requested consideration of three initial options, and the Board Chair agreed to consider an additional two-story option, creating a total of four options for review. The two-story option would allow all BFT operating functions to occur on site at the Maintenance, Operations, and Administration (MOA) campus, reduce the size of BFT's current leased space, and leave only certain administrative functions in off-site offices.

Original Design Estimate (early 2020 based on pre-pandemic costs)  
\$389 per square foot for a total of \$10.7 million

### Option 1: Remodel the Existing Operations Building

- \$407 per square foot for a total of \$3.7 million
- Retain existing lease (\$250,000 per year) pending construction or acquisition of secondary building(s)
- Estimated 5-year timeline for secondary building construction (e.g., \$1.25m 5-year lease cost)
- Creates a minor challenge with Operations functions split between two buildings but a more significant challenge with remote (and possibly split) locations within Administration functions

### Option 2: Replace the Existing Operations Building with a New Single-Floor Building

- \$445 per square foot for a total of \$4.1 million
- Retain existing lease (\$250,000 per year) pending construction of secondary building(s)
- Estimated 5-year timeline for secondary building construction (e.g., \$1.25m 5-year lease cost)
- Creates a minor challenge with Operations functions split between two buildings but a more significant challenge with remote (and possibly split) locations within Administration functions

Option 3: Replace the Existing Operations Building with a New Two-Story Building (added)

- \$467 per square foot for a total of \$8.5 million
- Retain 50% existing lease (\$125,000) pending construction of secondary building(s)
- Estimated 5-year timeline for secondary building construction (e.g., \$750,000 5-year lease cost)
- Operations functions are addressed, but Administration will function with some challenges due to split locations

Option 4: Replace the Existing Operations Building with a New Three-Story Building (staff-recommended design, as presented in the February 3, 2022, Board Workshop)

- \$467 per square foot for a total of \$12.8 million (as proposed)
- \$448 per square foot for a total of \$12.3 million (remove sky bridge connection)
- Addresses long-term space needs, but requires 2-year lease cost of \$500,000 during construction period
- All Operations and Administrative functions are located on site following construction

*Note: All costs presented are for construction only and exclude land acquisition, design, demolition, site preparation, and interior furnishings/technology to be consistent with industry-reported cost comparisons.*

The original three-story building design presented at the January 13, 2022, regular board meeting would no longer be considered. This version included a new Executive Suite which staff recommended to be replaced with standard office layouts at the February 4, 2022, Board Workshop.

BFT staff researched current building costs, including changes to labor, materials, and regional average costs, from prior to the pandemic when BFT's original building cost estimates were developed in 2021. BFT's per square foot costs are generally within, and largely below, the national range of costs experienced in major urban markets (included in attachment).

BFT worked with TCF Architecture to develop rough order of magnitude (ROM) costs for the four options shown in the revised option costs. BFT also researched alternative delivery methods but has not explored value design and cost options. Value design and cost options are traditionally reviewed near completion of a recommended design, and BFT staff recommend that a value design approach be taken once a preferred option is selected.

#### Alternative Delivery Approaches

BFT could pursue a design-build or other alternative delivery method allowed under state legislation to pursue the building project. The modern use of design-build and other similar delivery methods typically involve a project owner achieving no more than 30% design (BFT has exceeded 75% design) before developing a performance specification for an alternative procurement. The 30% level of design addresses the project owner's functional requirements and specifications while leaving basic building construction methods to the design-builder. A competitive bid process evaluates bid compliance with the owner's specifications and the overall cost to achieve the project outcome. Where the design is overly prescriptive, cost benefits of the approach may not be realized (e.g., a highly detailed design achieves the same outcome as a standard design-bid-build approach). In contrast, where the design is underdeveloped, the low bidder often achieves cost savings in ways that compromise the quality or functionality of the project.

In Washington, design-build is limited to transportation projects with a cost of at least \$2 million. Agencies that lack prior experience in alternative delivery methods must seek specific state approval for the project, and a change in the delivery method also requires approval from the Federal Transit Administration (FTA).

Additionally, Washington State requires that agencies new to the design-build process hire a consulting engineer with expertise in alternative delivery to lead project delivery.

**Funding**

Budgeted: Yes, included in approved Capital Improvement Program (CIP #FAC0017)  
Budget Source: Federal and Local  
Funding Source: FTA and Local

**Recommendation**

No action is proposed. Information is presented for Board consideration, discussion, and feedback to BFT staff. If the Board is prepared to recommend a preferred option, BFT staff will initiate or continue the design process based on the Board's recommendation. Upon Board selection of a design alternative, BFT staff will evaluate opportunities to incorporate a value design approach in the final design process. BFT staff does not recommend an alternative project delivery process for this project due to the lack of agency experience and the added delay and project management requirements that would be imposed by state and federal governments.

Forwarded as presented:

---

Ed Frost, Interim General Manager

**BEN FRANKLIN TRANSIT  
RESOLUTION 14-2022**



**A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO COMPLETE DESIGN AND BID DOCUMENTS FOR THE OPERATIONS BUILDING**

- WHEREAS, The existing Operations Building was constructed nearly 40 years ago and is reaching the end of its useful life; and
- WHEREAS, The existing Operations Building requires significant upgrades and renovation, and those modifications are sufficient to trigger a significant redesign of the building interior to meet requirements of the Americans with Disabilities Act (ADA) of 1990, as amended; and
- WHEREAS, **(Recommended text for Option 1 only)** The Ben Franklin Transit (BFT) Board of Directors finds that the total cost of a building renovation is cost-effective and, coupled with existing leased space, meets the short-term needs of the agency; and
- WHEREAS, **(Recommended text for Option 2 only)** The Ben Franklin Transit (BFT) Board of Directors finds that the total cost of construction of a new single-story building is sufficiently similar to that of a complete renovation, poses fewer unexpected construction risks, and, coupled with existing leased space, meets the short-term needs of the agency; and
- WHEREAS, **(Recommended text for Option 3 only)** The Ben Franklin Transit (BFT) Board of Directors finds that the total cost of construction of a new two-story building is cost-effective and, coupled with the retention of a smaller amount of leased space, meets most short-term and long-term needs of the agency; and
- WHEREAS, **(Recommended text for Option 4 only)** The Ben Franklin Transit (BFT) Board of Directors finds that the total cost of construction of a new three-story building meets the long-term needs of the agency; and
- WHEREAS, **(Recommended text for all options)** The BFT Board of Directors finds that construction costs and risks can best be managed through a \_\_\_\_ **(select one: (1) design-bid-build, (2) design-build, or (3) construction manager-general contractor, or CMGC, also known as a construction manager at risk, or CMR)** construction delivery method.

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

1. The Interim General Manager is authorized to proceed with 100% design for \_\_\_\_ Option \_\_\_\_ (if option 4, identify “with” or “without” the skybridge connection) and that staff shall identify a value design approach as part of final design and bid specifications and pursue a \_\_\_\_ (select one: (1) design-bid-build, (2) design-build, or (3) construction manager-general contractor, or CMGC, also known as a construction manager at risk, or CMR) delivery method.

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

ATTEST:

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

\_\_\_\_\_  
Will McKay, Chairman

APPROVED AS TO FORM BY:

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



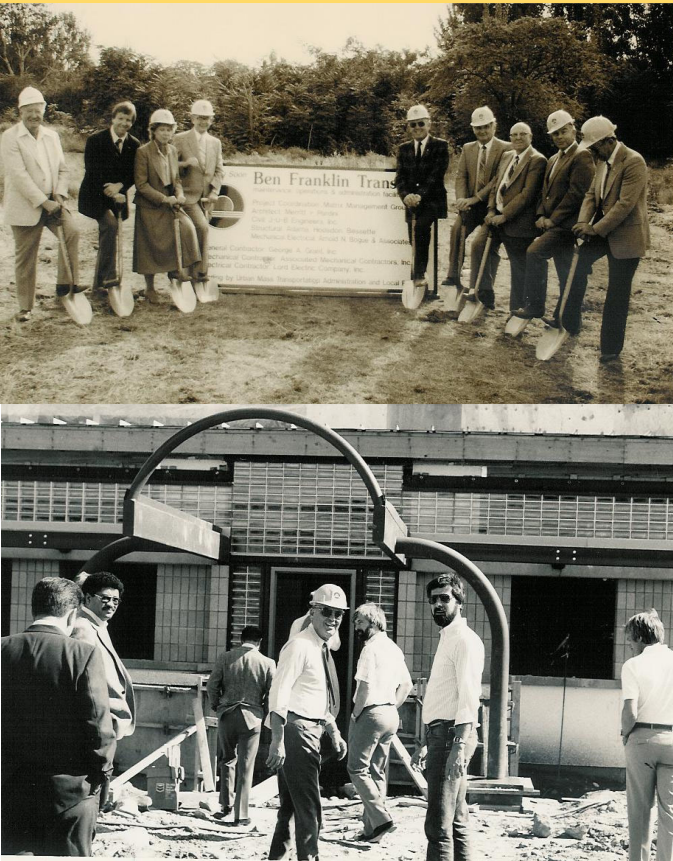


# Operations Building Replacement

→ BEN FRANKLIN TRANSIT

# Operations Building Replacement Project

## Existing Building



## BFT's Original Office Building

- 1982** - Completed, housed Operations and Administration
- 2005** - Major Water and Mold Damage Repaired
- 2010** - Operations use only when new Administration Building completed
- 2011** - Partial Remodel of Operations Building (Major Components Deferred)
- 2014** - Building Condition and Energy Audit completed; identified need for insulation, waterproofing, and new roof and windows
- 2017** - FTA grant application (discretionary awarded in 2018, 2020 obligation required)
- 2019** - Second building assessment conducted; identified existing problems and functional obsolescence of building; determined replacement as cost-effective option
  - NEPA documentation and 5% design submitted to FTA
- 2020** - FTA program delay (including Section 106 consultation) due to COVID pandemic
  - Leased office space due to space constraints, construction preparation
- 2021** - FTA approved the Operations Building Replacement Project for Federal Funding
  - 75% design completed
- 2022** - 100% design to be completed
  - Bid process
  - Demolition and construction to begin
- 2024** - Project completed (first quarter)

# Existing Operations Building

## Core Deficiencies

### Required Building Upgrades

<b>Roof</b>	Complete replacement
<b>Windows</b>	Complete replacement
<b>Exterior Doors</b>	Complete replacement
<b>Interior Doors</b>	Hardware replacement
<b>Mechanical Systems</b>	Complete replacement
<b>Insulation</b>	Added or replaced
<b>Mold Remediation</b>	Additional post-remediation work
<b>Electrical</b>	Correction of overloaded circuits
<b>Lighting</b>	Fixture/controller replacement
<b>Plumbing</b>	Fixtures and drain lines approaching failure
<b>ADA</b>	Building is pre-ADA; no assessment has been undertaken; significant remodel would require full ADA accommodation (no historic building exemption)

### Recommended Campus Upgrades

<b>Security</b>	Complete replacement (campus wide, due to system obsolescence)
<b>Exterior/Electrical</b>	Regrade electrical and communications vaults due to flooding
<b>Exterior/Irrigation</b>	Replace irrigation along perimeter of Admin/Ops Buildings and Parking due to line/valve/sprinkler deterioration



# Project Budget

## Capital Improvement Program (CIP)

- Approved budget = \$16,000,000
- Increased in 12/21 in recognition of increased construction costs
- 85% local and 15% FTA (but complex funding and accounting options exist)

2022 - 2027 Capital Improvement Plan (CIP) Details Open and New Projects December 9, 2021		Approved Project Amount 12-09-21	Approved Budget Authority 12-09-21	Project Expenses Thru 03-01-22	Remaining Budget Authority
<b>MOA Campus</b>					
FAC0005	Campus Improvements	2,290,000	1,090,000	442,706	647,294
FAC0005E	MOA Maintenance Facility HVAC Replacement	2,000,000	2,000,000	169,885	1,830,115
FAC0017	Operations Building Renovations	16,000,000	16,000,000	947,402	15,052,598
FAC0023	Facility Maintenance Building	2,250,000	1,168,690	-	1,168,690
FAC0024	Alternative Fuel Vehicles Infrastructure & Stations	1,280,000	1,280,000	3,924	1,276,076
TSS0001	Security Plan (consulting, campus imp., equipment)	1,750,000	1,000,000	29,000	971,000
<b>Totals</b>		<b>153,296,175</b>	<b>82,594,689</b>	<b>8,974,413</b>	<b>73,620,276</b>



# EXPANSION BUILDING PROJECT IMPACT OF PANDEMIC ON CONSTRUCTION COSTS

## Labor Productivity

**18% loss on  
40% of cost**

**8.8%**

loss in labor productivity due to “Jobsite Mitigation Measures” implemented to prevent exposure and/or spread of COVID-19

**9.2%**

loss of labor productivity during operations due a range of employee factors, including absenteeism, as a result of COVID-19

## Initial Construction Estimate

**\$10,677,576**

**\$389 per square foot**

(construction only - excludes demolition, sitework, professional fees, sales tax, environmental and building permits, furnishings, technology, and contingency)

## 2022 Construction Estimate

**\$12,291,879**

**\$448 per square foot**

(construction only - excludes demolition, sitework, professional fees, sales tax, environmental and building permits, furnishings, technology, and contingency)

## Pandemic Impact Estimate

**\$13,483,134**

**\$491 per square foot**

(construction only - excludes demolition, sitework, professional fees, sales tax, environmental and building permits, furnishings, technology, and contingency)

## BFT Cost Experience

*Bid Price*

**15%**

*Lower than  
Construction  
Estimate*

## Construction Materials

**32% increase**

Weighted by cost category for 2+ story commercial/office buildings

Increase from Pre-Pandemic Prices to End of 2021

Structural Steel	61%
Sheet Metal	36%
Concrete	9%
Softwood	72%
Hardwood	49%
Sheet Wood	78%
Cable Wiring	37%
Electrical Wiring	64%
Lighting Fixtures	15%
Hardware	18%
Plumbing	6%
HVAC	14%
Glass	18%
Roofing	15%
Insulation	23%

## National Market Comparison

### BFT Cost Estimate

**\$448**

Portland	476-597
Seattle	501-629
Sacramento	330-429
Atlanta	489-586
Dallas	476-571
Raleigh	465-557

2021 Construction Costs - 2+ Story Mid-Rise Office

Excludes: Demolition, Sitework, Professional Fees, Sales Tax, Permits, Furnishings, Technology, Contingency

Sources (Linked): YieldPro 2022 Jsheld 2021 Cumming 2021

# Operations Building Replacement Project

## Four Options

### **(1) Renovate Existing Building**

- Prior renovations have incorporated “cost saving” measures that have led to current problems (doors, windows, and roof were not replaced/repaired).
- Further deterioration requires replacement of outer walls (in part, due to leak-related deterioration).
- A significant renovation triggers ADA requirements for pre-ADA building (corridor widths, bathroom sizes, etc.). Requires a significant interior redesign and reconfiguration.

### **(2) Replace Existing with New Single-Floor Building**

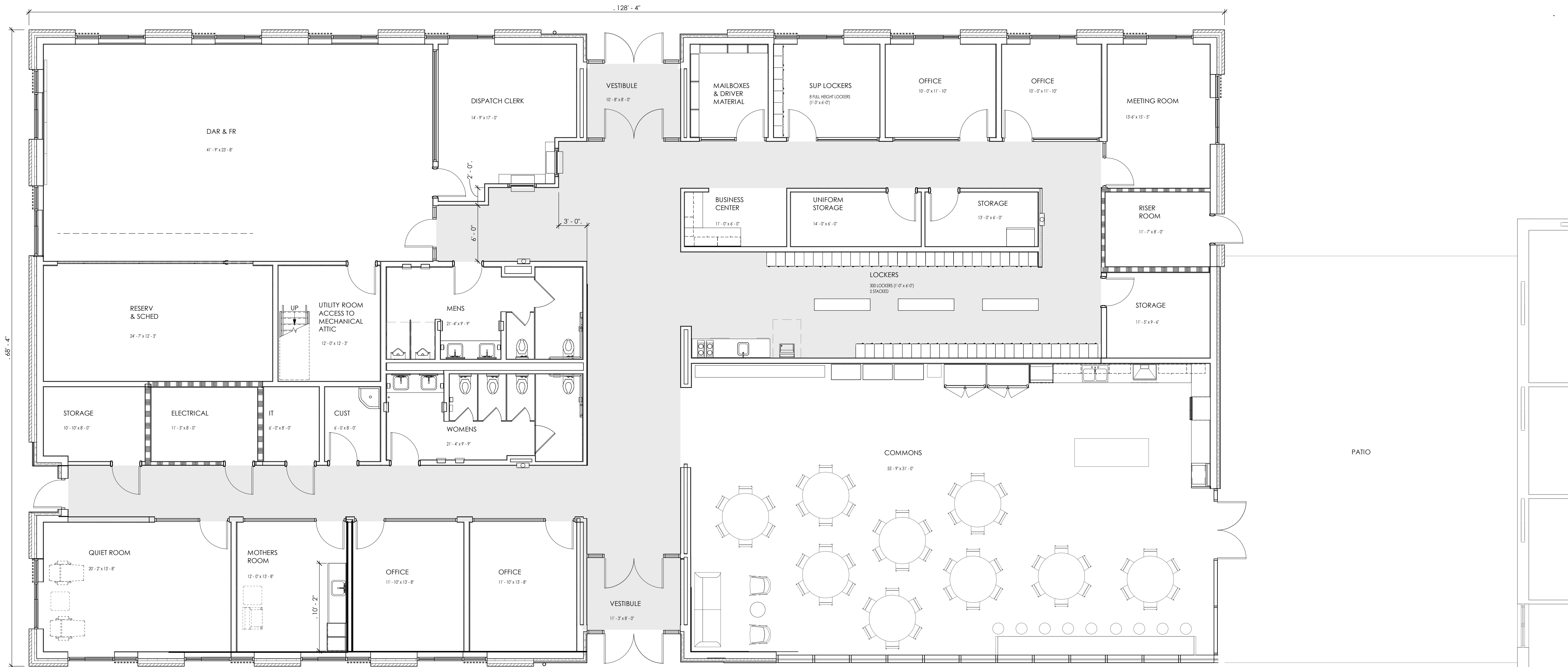
- Similar to first floor of proposed building (less stairs/elevator).

### **(3) Replace Existing with New Two-Story Building**

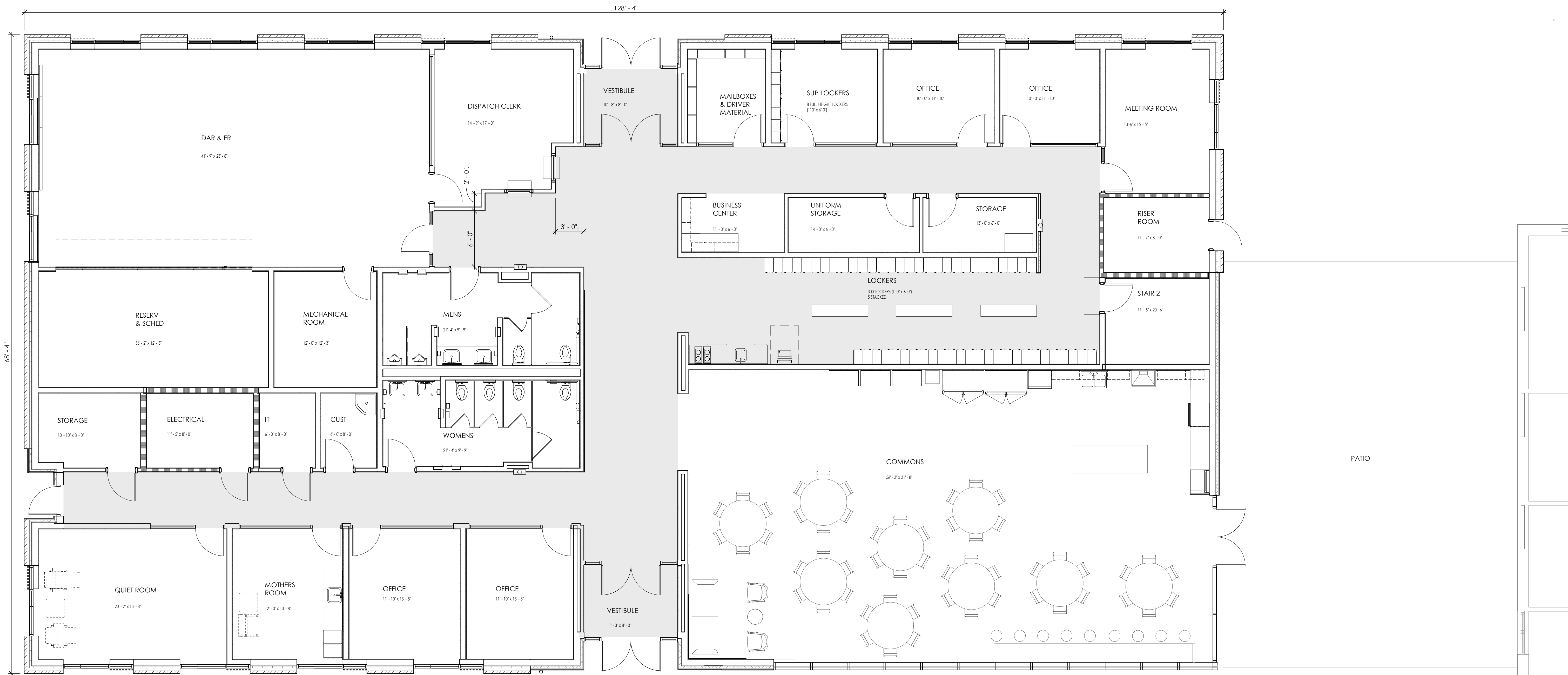
- Similar to first two floors of proposed building (less skybridge, commons area converted to office space).

### **(4) Replace Existing with New Three-Story Building**

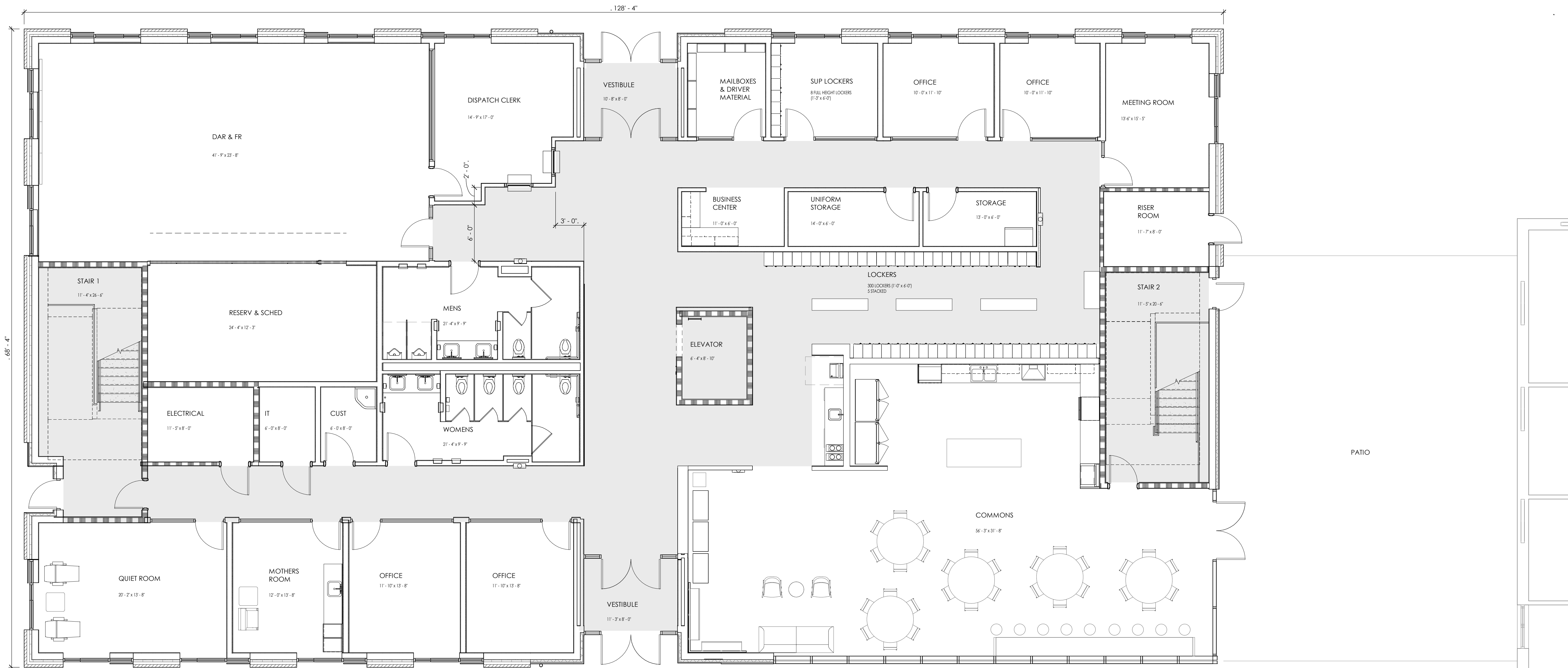
- As previously shown in staff recommendation (removal of Executive Suite, option to remove sky bridge, possible conversion of second floor commons to office space).











# Pros and Cons

Americans with Disabilities Act (ADA) Design Requirements Impact	Remodel Existing Building	Replace Existing Building (1 FL)	Build Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
<b>Estimated 20% increase in interior space to meet ADA requirements</b>	Reduction in useable space	Reduction in useable space	Lost utility compensated in upper floor(s)	Lost utility compensated in upper floor(s)	Lost utility compensated in upper floor(s)
Capacity to Meet Space Requirements at Maintenance, Operations, and Administration (MOA) Campus	Remodel Existing Building	Replace Existing Building (1 FL)	Build Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
<b>Meets Current Space Needs - Operations</b>	No. Operations will require first floor of Admin Building	No. Operations will require first floor of Admin Building	Yes	Yes	Yes
<b>Meets Current Space Needs - Training (Operations)</b>	No. Must remain off-site	No. Must remain off-site	Yes	Yes	Yes
<b>Meets Current Space Needs - Administration</b>	No. Most functions must remain off-site in leased space	No. Most functions must remain off-site in leased space	No. Most functions must remain off-site in leased space	Yes	Yes
<b>Meets Current Space Needs - Parking</b>	Partially, recommend short-term downscaling of fleet	Partially, recommend short-term downscaling of fleet	Partially, recommend short-term downscaling of fleet	None required	None required

# Pros and Cons

Construction Mitigation Requirements	Remodel Existing Building	Replace Existing Building (1 FL)	Build Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
Mitigation Opportunities during Construction - Operations	Relocate Operations to Admin Building				
Mitigation Opportunities during Construction - Training (Operations)	Retain at 1355				
Mitigation Opportunities during Construction - Administration	Move to 1355, shared workspaces, telework (utilize existing building at future Downtown Transit Hub, if acquired)				
Mitigation Opportunities during Construction - Parking	Incentives to use CONNECT, Vanpool, transit, and telework				

# Pros and Cons

Space Mitigation based on Selected Design	Remodel Existing Building	Replace Existing Building (1 FL)	Build Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
<b>Mitigation Opportunities after Construction - Operations</b>	Expand to Admin Building	Expand to Admin Building	None required	None required	None required
<b>Mitigation Opportunities after Construction - Training (Operations)</b>	Retain at 1355, eventual relocation to secondary location	Retain at 1355, eventual relocation to secondary location	None required	None required	None required
<b>Mitigation Opportunities after Construction - Administration</b>	Retain at 1355 with telework, eventual relocation to secondary location	Retain at 1355 with telework, eventual relocation to secondary location	Split between Admin and 1355 (reduced leased space), eventual relocation to secondary location	None required	None required
<b>Mitigation Opportunities after Construction - Parking</b>	Retain employee commute incentives program				

# Pros and Cons

Delivery Considerations	Remodel Existing Building	Replace Existing Building (1 FL)	Build Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
<b>Likelihood of FTA Approval for Scope Change</b> Key considerations included building size requirements, opportunity to eliminate lease costs, and difficulty in remediating/remodeling existing building.	<25% Substantial modification and variance from project justification	<50% Substantial modification and variance from project justification	90% Meets most requirements and close to original budget	100% Fits within approved scope	100% Fits within approved scope
<b>Remodel versus New Construction</b> Correcting deficiencies from original building design and prior remodel/repair deficiencies results in a cost nearly that of an equivalent new build project.	Higher cost risks are likely due to unknown structural deficiencies in existing building	Less risk associated with demolition (archeological risk remains)	Less risk associated with demolition (archeological risk remains)	Less risk associated with demolition (archeological risk remains)	Less risk associated with demolition (archeological risk remains)
<b>Cost of Delay</b> Project costs continue to escalate due to the COVID-19 pandemic and supply chain issues. Cost increases are likely to accelerate as a result of conflict in Europe and related sanctions. All options are likely to incur added delay-related costs.	Adds 2-3 months of design delay and 2-3 months of construction delay due to selective demolition and preservation of the structure	Adds 2-3 months of delay in building and systems redesign due to removal of upper floors	Adds 1-2 months of delay in systems redesign due to removal of third floor	Least delay options (core design exists and can be completed by May)	Least delay options (core design exists and can be completed by May)
<b>Use of Alternative Construction Delivery Methods</b>	BFT's lack of experience in alternative delivery methods as an agency, and both WSDOT and FTA requirements that arise from that lack of experience, will add both costs (in the form of professional project management requirements) and up to 6 months of delay to the project (to develop a scope and procurement for alternative delivery support that complies with state and federal requirements).				

# Pros and Cons

Estimated Costs	Original Estimate	Remodel Existing Building	Replace Existing Building (1 FL)	Build as Modified (2 FL)	Build as Modified (3 FL)	Build as with Executive Suite (3 FL)
<b>Per Square Foot</b> <i>(Construction Only, Rough Order of Magnitude Costs)</i>	\$389	\$407	\$445	\$467	\$467 \$448 without sky bridge	\$467
<b>Total</b> <i>(Construction Only, Rough Order of Magnitude Costs)</i>	\$10.6m	\$3.7m	\$4.1m	\$8.5m	\$12.8m	\$12.3m
<b>Leased Space</b> <b>Cost Considerations</b>	N/A	\$250k per year (5 years, pending off-site facility construction)	\$250k per year (5 years, pending off-site facility construction)	\$250k per year (2-years) + \$125k per year (until off-site facility is built)	\$250k per year (2-year construction period only)	\$250k per year (2-year construction period only)

## Added Considerations:

- Design delays will add to costs, given rapid inflation rate of construction costs.
- Demolition, excavation/site prep, design fees, contingency, change orders, furnishings, and technology costs are excluded (estimated 25%).
- Land acquisition is an added cost for off-site building construction.

**Path forward?**





**Path forward?**

## Staff Report March 10, 2022 Summary

YTD Operating as of January 31, 2022	2022 Budget Year to Date	Actual to Date January 31	Variance – Better/(Worse)	% Budget YTD
<b>Operating Revenues</b>				
Fares	\$ 178,867	\$ 129,714	\$ (49,153)	-27.5%
Local Sales Tax	2,917,463	3,339,912	422,450	14.5%
Operating Grants	114,225	745,934	631,709	553.0%
CARES Act Funds	1,573,779	940,748	(633,031)	-40.2%
Miscellaneous	31,183	12,249	(18,934)	-60.7%
<b>Total Operating Revenues</b>	<b>\$ 4,815,517</b>	<b>\$ 5,168,557</b>	<b>353,041</b>	<b>7.3%</b>
<b>Operating Expenditures</b>				
Bus Operations	\$ 1,887,358	\$ 1,570,401	\$ 316,958	-16.8%
Dial-A-Ride Operations	1,114,383	804,934	309,449	-27.8%
General Demand Operations	46,700	29,512	17,188	-36.8%
Vanpool Operations	140,017	81,988	58,029	-41.4%
Maintenance	244,825	267,143	(22,318)	9.1%
Paratransit - ARC	123,967	26,590	97,377	-78.6%
Contracted Services (Via)	141,667	139,435	2,232	-1.6%
Human Resources	177,658	177,379	279	-0.2%
Safety / Training	105,892	74,754	31,138	-29.4%
Executive / Administrative Services	485,117	349,710	135,406	-27.9%
Marketing / Customer Service	216,908	130,559	86,349	-39.8%
Planning / Service Development	131,025	91,151	39,874	-30.4%
<b>Total Operating Expenditures</b>	<b>\$ 4,815,517</b>	<b>\$ 3,743,556</b>	<b>\$ 1,071,961</b>	<b>-22.3%</b>

**Ben Franklin Transit**  
**Comparison Revenue & Expenditures to Budget**  
**For the Period Ending January 2022**

	<b>2022 Total Budget</b>	<b>2022 Budget Year to Date</b>	<b>Actual To Date January 2022</b>	<b>% Budget YTD</b>	<b>Actual To Date January 2021</b>	<b>2022 vs 2021</b>
<b>Operating Revenues</b>						
Bus Passes	\$ 612,300	\$ 51,025	\$ 43,528	-14.7%	\$ 58,798	-26.0%
Bus Cash	369,700	30,808	24,619	-20.1%	24,529	0.4%
Dial-A-Ride	138,000	11,500	16,057	39.6%	26,485	-39.4%
General Demand (Prosser)	16,400	1,367	-	0.0%	1,246	-100.0%
Vanpool	810,000	67,500	45,510	-32.6%	121,301	-62.5%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	16,667	-	0.0%	-	0.0%
Fares	2,146,400	178,867	129,714	-27.5%	232,358	-44.2%
Local Sales Tax	35,009,550	2,917,463	3,339,912	14.5%	2,972,827	12.3%
Operating Grants	1,370,697	114,225	745,934	553.0%	376,405	98.2%
CARES Act Funds	18,885,353	1,573,779	940,748	-40.2%	-	0.0%
Miscellaneous	374,200	31,183	12,249	-60.7%	55,840	-78.1%
<b>Total Operating Revenues</b>	<b>\$ 57,786,200</b>	<b>\$ 4,815,517</b>	<b>\$ 5,168,557</b>	<b>7.3%</b>	<b>\$ 3,637,430</b>	<b>42.1%</b>
<b>Operating Expenditures</b>						
<b>Directly Operated Transportation</b>						
Fixed Route	\$ 22,648,300	\$ 1,887,358	\$ 1,570,401	-16.8%	\$ 1,312,392	19.7%
Dial-A-Ride	13,372,600	1,114,383	804,934	-27.8%	817,745	-1.6%
General Demand (Prosser)	560,400	46,700	29,512	-36.8%	37,086	-20.4%
Vanpool	1,680,200	140,017	81,988	-41.4%	111,844	-26.7%
Maintenance	2,937,900	244,825	267,143	9.1%	157,435	69.7%
<b>Purchased Transportation</b>						
Paratransit - ARC	1,487,600	123,967	26,590	-78.6%	12,782	108.0%
Contracted Services (Via)	1,700,000	141,667	139,435	-1.6%	46,753	198.2%
<b>Administration</b>						
HR	2,131,900	177,658	177,379	-0.2%	138,491	28.1%
Safety / Training	1,270,700	105,892	74,754	-29.4%	100,561	-25.7%
Executive / Administrative Services	5,821,400	485,117	349,710	-27.9%	287,262	21.7%
ADA/Marketing / Customer Service	2,602,900	216,908	130,559	-39.8%	112,309	16.3%
Planning / Service Development	1,572,300	131,025	91,151	-30.4%	85,933	6.1%
<b>* Total Operating Expenditures</b>	<b>\$ 57,786,200</b>	<b>\$ 4,815,517</b>	<b>\$ 3,743,556</b>	<b>-22.3%</b>	<b>\$ 3,220,593</b>	<b>16.2%</b>
<b>Operating Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,425,002</b>		<b>\$ 416,837</b>	
<b>Capital Expenditures</b>						
Local	\$ 2,356,245	\$ 196,354	\$ 78,035	-60.3%	\$ 113,573	-31.3%
State	600,000	50,000	3,015	-94.0%	-	0.0%
Federal	2,768,923	230,744	-	0.0%	-	0.0%
<b>Total Capital Expenditures</b>	<b>\$ 5,725,168</b>	<b>\$ 477,097</b>	<b>\$ 81,050</b>	<b>-83.0%</b>	<b>\$ 113,573</b>	<b>-28.6%</b>

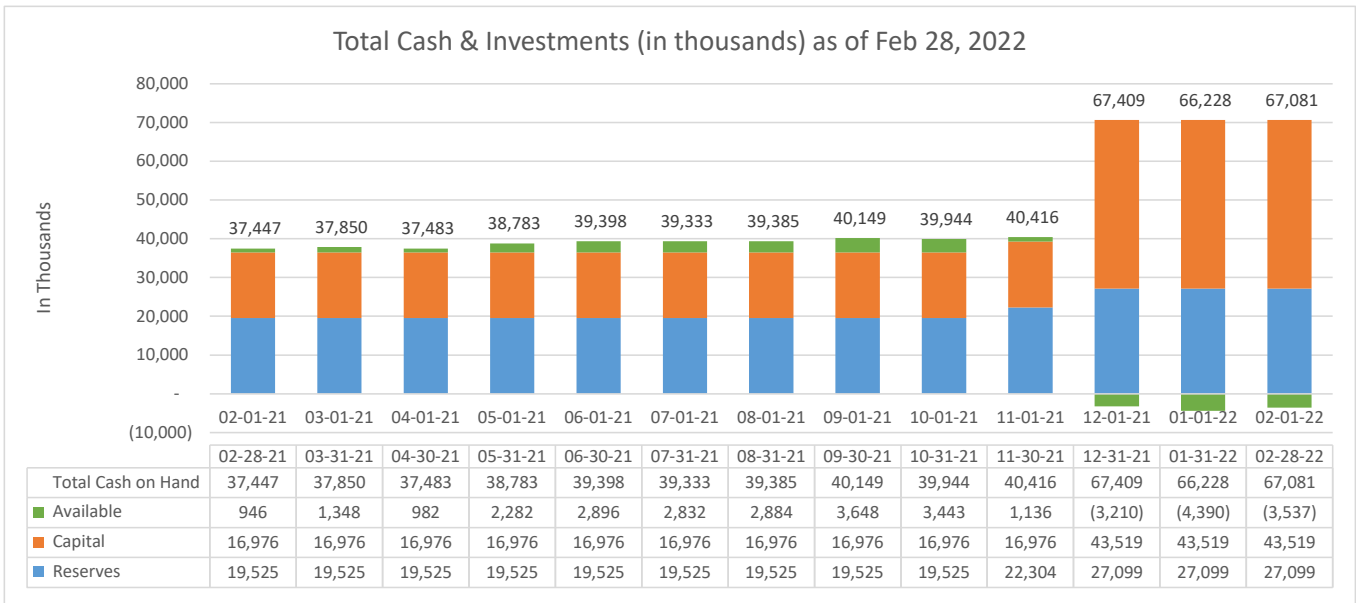
\* Excludes budgeted GASB 68 year-end pension adjustment.

# Ben Franklin Transit Treasurer's Report

Date: March 10, 2022  
 To: Ben Franklin Transit Board of Directors  
 From: Jeff Lubeck, Financial Services Director  
 Subject: Treasurer's Report - As of Feb 28, 2022

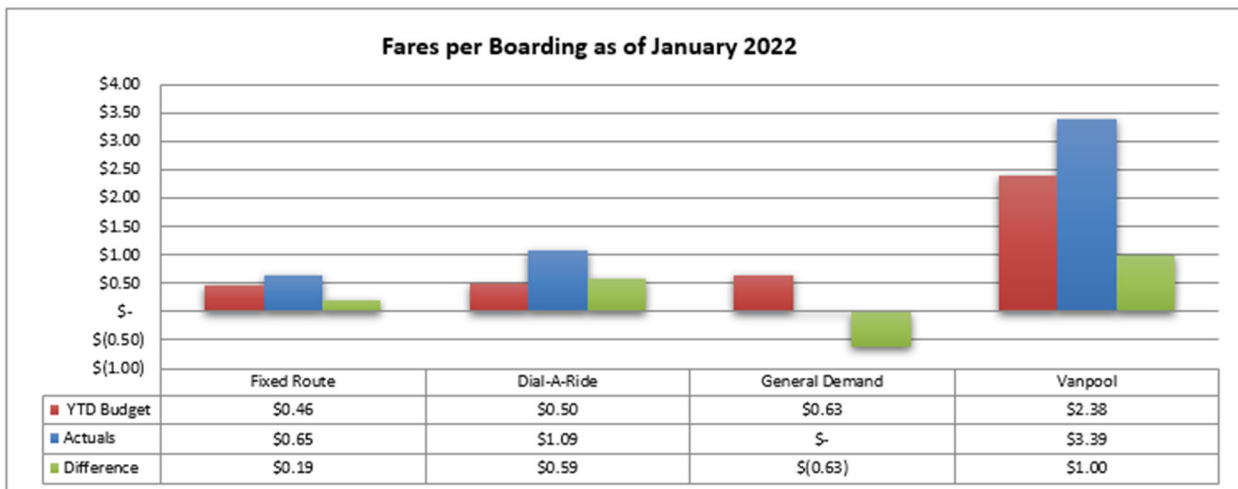
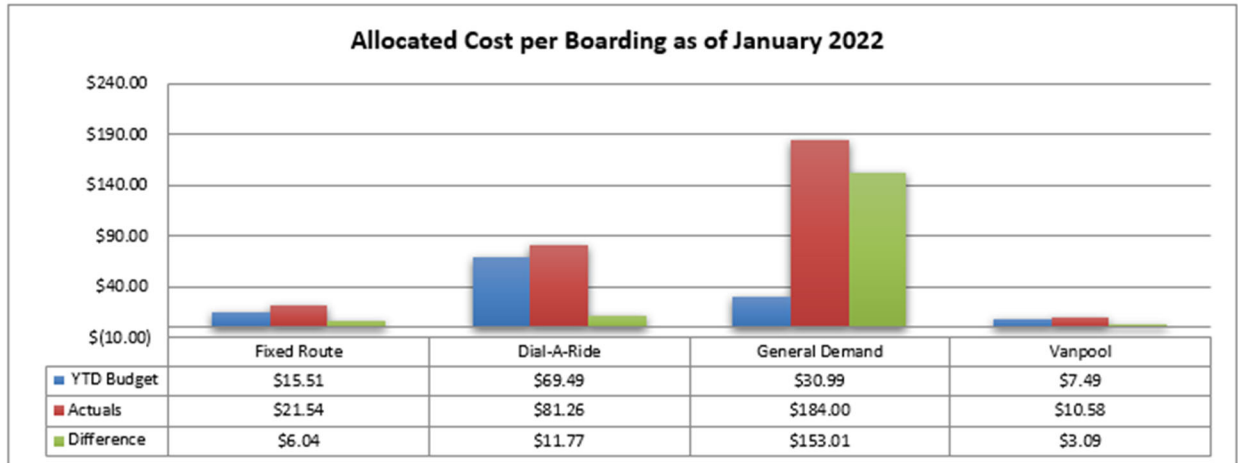
The Investment Position of Ben Franklin Transit as of the Close of Business on Feb 28, 2022 is as follows:

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.1083%	Open	\$ 48,255,781	71.9%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	12,974,172	19.3%
<b>Subtotal Investments</b>				<b>61,229,954</b>	<b>91.3%</b>
Check Book Balance, Petty Cash, & Travel Account				* 5,851,277	8.7%
				<u>100.0%</u>	
<b>Total Cash and Equivalents on Hand</b>				<b>\$ 67,081,231</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>39,981,808</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>\$ (3,537,474)</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 January 2022**

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

**Directly Operated Transportation**

2022 YTD Actual Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 68,147	\$ 16,057	\$ -	\$ 45,510	\$ -	\$ -	\$ 129,714
Direct Cost	\$ 1,570,401	\$ 804,934	\$ 29,512	\$ 81,988	\$ 26,590	\$ 139,435	\$ 2,652,859
Allocated Cost	\$ 645,621	\$ 381,204	\$ 15,975	\$ 47,896	\$ -	\$ -	\$ 1,090,697
Depreciation - Local (Vehicle only)	\$ 33,589	\$ 7,660	\$ 35	\$ 12,350	\$ 601	\$ -	\$ 54,235
Cost for Farebox Recovery Ratio	\$ 2,249,611	\$ 1,193,799	\$ 45,522	\$ 142,234	\$ 27,191	\$ 139,435	\$ 3,797,791
Boarding	104,416	14,692	387	13,437	665	6,115	139,712
Revenue Miles	283,577	105,949	2,157	99,335	2,090	62,085	555,193
Revenue Hours	17,660	6,639	105	2,172	89	3,181	29,846
<b>Cost per Boarding</b>	<b>\$ 21.54</b>	<b>\$ 81.26</b>	<b>\$ 184.00</b>	<b>\$ 10.58</b>	<b>\$ 40.89</b>	<b>\$ 22.80</b>	<b>\$ 27.18</b>
<b>Cost per Rev Mile</b>	<b>\$ 7.93</b>	<b>\$ 11.27</b>	<b>\$ 21.10</b>	<b>\$ 1.43</b>	<b>\$ 13.01</b>	<b>\$ 2.25</b>	<b>\$ 6.84</b>
<b>Cost per Rev Hour</b>	<b>\$ 127.38</b>	<b>\$ 179.82</b>	<b>\$ 433.54</b>	<b>\$ 65.50</b>	<b>\$ 305.52</b>	<b>\$ 43.83</b>	<b>\$ 127.25</b>
<b>Farebox Recovery</b>	<b>3.0%</b>	<b>1.3%</b>	<b>0.0%</b>	<b>32.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>3.4%</b>

**Directly Operated Transportation**

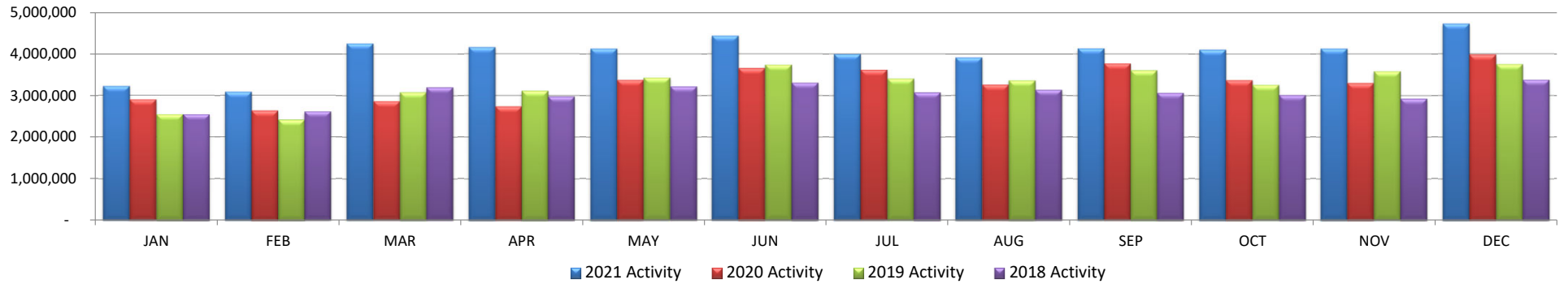
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 81,833	\$ 11,500	\$ 1,367	\$ 67,500	\$ -	\$ 16,667	\$ 178,867
Direct Cost	\$ 1,887,358	\$ 1,114,383	\$ 46,700	\$ 140,017	\$ 123,967	\$ 141,667	\$ 3,454,092
Allocated Cost	\$ 805,964	\$ 476,499	\$ 20,421	\$ 59,903	\$ -	\$ -	\$ 1,362,787
Depreciation - Local (Vehicle only)	\$ 37,063	\$ 7,329	\$ 18	\$ 12,350	\$ 605	\$ -	\$ 57,365
* Cost for Farebox Recovery Ratio	\$ 2,730,385	\$ 1,598,211	\$ 67,139	\$ 212,270	\$ 124,571	\$ 141,667	\$ 4,874,243
Boarding	176,083	23,000	2,167	28,333	6,500	2,583	238,667
Revenue Miles	280,667	165,500	12,167	138,583	18,583	31,333	646,833
Revenue Hours	17,833	10,333	567	3,167	1,167	3,000	36,067
<b>Cost per Boarding</b>	<b>\$ 15.51</b>	<b>\$ 69.49</b>	<b>\$ 30.99</b>	<b>\$ 7.49</b>	<b>\$ 19.16</b>	<b>\$ 54.84</b>	<b>\$ 20.42</b>
<b>Cost per Rev Mile</b>	<b>\$ 9.73</b>	<b>\$ 9.66</b>	<b>\$ 5.52</b>	<b>\$ 1.53</b>	<b>\$ 6.70</b>	<b>\$ 4.52</b>	<b>\$ 7.54</b>
<b>Cost per Rev Hour</b>	<b>\$ 153.11</b>	<b>\$ 154.67</b>	<b>\$ 118.48</b>	<b>\$ 67.03</b>	<b>\$ 106.78</b>	<b>\$ 47.22</b>	<b>\$ 135.15</b>
<b>Farebox Recovery</b>	<b>3.0%</b>	<b>0.7%</b>	<b>2.0%</b>	<b>31.8%</b>	<b>0.0%</b>	<b>11.8%</b>	<b>3.7%</b>

**January 2022 Actual vs Budget**

<b>Cost per Boarding</b>	<b>\$ 6.04</b>	<b>\$ 11.77</b>	<b>\$ 153.01</b>	<b>\$ 3.09</b>	<b>\$ 21.72</b>	<b>\$ (32.04)</b>	<b>\$ 6.76</b>
<b>Cost per Rev Mile</b>	<b>\$ (1.80)</b>	<b>\$ 1.61</b>	<b>\$ 15.59</b>	<b>\$ (0.10)</b>	<b>\$ 6.31</b>	<b>\$ (2.28)</b>	<b>\$ (0.70)</b>
<b>Cost per Rev Hour</b>	<b>\$ (25.72)</b>	<b>\$ 25.15</b>	<b>\$ 315.06</b>	<b>\$ (1.54)</b>	<b>\$ 198.74</b>	<b>\$ (3.39)</b>	<b>\$ (7.90)</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	4,726,262	48,271,512	\$ 48,271,512
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	\$ 39,473,663
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	\$ 39,311,911
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	\$ 36,442,238
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	744,948	8,797,849	
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%	18.7%	22.3%	
% 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	\$ 40,200,000
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	\$ 38,037,173
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	\$ 36,950,000
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	\$ 34,866,317
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	898,561	8,071,512	20.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	3.8%
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	6.4%
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	4.5%