



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, April 14, 2022, at 6 p.m.**

**Virtual Meeting via Zoom
Meeting Link:**

<https://zoom.us/j/98962178731?pwd=OGg1amhEQXA0RG5ORTdqNnFpRGN5dz09>

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.

AGENDA

- | | |
|--|-----------------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Janet Brett |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Approval of Agenda | Chair McKay |
| 5. Public Comments | Chair McKay |
| <i>Public Comments regarding Agenda Item 9A will be taken after the 9A presentation.</i> | |
| 6. Recognitions | Vice Chair Richard Bloom |
| A. Resolution 17-2022 Recognizing BFT Employee Gloria Boyce's Years of Service | |
| B. Resolution 18-2022 Recognizing BFT Employee Gerald "Jerry" Otto's Years of Service | |
| 7. Board Committee Reports | |
| A. Operations & Maintenance Committee | Joseph Campos, Chair |
| B. Planning & Marketing Committee | David Sandretto, Chair |
| C. Administration & Finance Committee | Richard Bloom, Acting Chair |

8. Consent Agenda

- A. March 10, 2022, Regular Board Meeting Minutes
- B. March Voucher Summary
- C. Resolution 19-2022: Recommendation to Award the On-Call (Unit Priced) Bus Stop Pad Construction and Amenity Installation Contract to ESF Development, LLC
- D. Resolution 20-2022 Authorizing the Interim General Manager to Declare Vehicle 8627 as Surplus and Dispose of per Resolution 59-2018
- E. Resolution 21-2022 Approval of Ben Franklin Transit’s Equal Employment Opportunity Program
- F. Resolution 22-2022 Approving a Bad Debt Policy and Delegating Authority to the Administrative Services Director to Write Off Certain Uncollectable Receivables
- G. Resolution 23-2022 Authorizing the Interim General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

9. Action Items

- A. Sales Tax Reduction Resolutions
 - i. Staff Presentation Ed Frost/Jeff Lubeck
 - ii. Public Comments Chair McKay
 - iii. Resolution 24-2022 Regarding Temporary Reduction of Sales Tax Revenue Collection; and Resolution 25-2022 Regarding Submission of a Proposition to the Voters to Reduce Sales and Use Tax for Public Transportation Jeremy Bishop
Chair McKay
- B. Resolution 26-2022 Recommending Prophix for the Award of the Budgeting, Planning, and Reporting Software Contract Jeff Lubeck

10. Discussion & Informational Items

- A. Operations Building Replacement Ed Frost/Keith Hall
- B. General Manager Recruitment Process Jeremy Bishop
- C. Return from Telecommuting Vice Chair Bloom

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

An Executive Session will be held under RCW 42.30.140(4)(b).

14. Other

15. Next Meeting

Regular Board Meeting – Thursday, May 12, 2022, at 6 p.m.

16. Adjournment

**BEN FRANKLIN TRANSIT
RESOLUTION XX-2021**

A RESOLUTION RECOGNIZING BFT GENERAL MANAGER GLORIA BOYCE'S YEARS OF SERVICE

WHEREAS, Gloria Boyce began serving Ben Franklin Transit as the Administrative Services Director in June of 2012; and

WHEREAS, Gloria Boyce was named Interim General Manager in June of 2015, then was approved by the Board as the General Manager in May of 2016; and

WHEREAS, Gloria Boyce's last day of service as the General Manager of Ben Franklin Transit was March 31, 2021.

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

1. Gloria has exemplified an ongoing commitment to Ben Franklin Transit by serving as the Administrative Services Director for three years, Interim General Manager for one year, and General Manager for almost six years.
2. Ben Franklin Transit has grown from a small bus company to a large scale, regional transit corporation under Gloria's leadership.
3. Gloria's guidance led to the following service enhancements to BFT: the Comprehensive Service Plan was implemented in 2017 extending service hours from 6 p.m. to 8 p.m.; service hours were extended to 10 p.m. in 2019; CONNECT services were initiated in 2020; service and systems were expanded on Metro Frequent Routes 1 and 3 and Sunday Service was added in 2021; and she helped navigate the agency through the COVID-19 pandemic in 2020 and 2021 to ensure staff and rider safety.
4. The projects completed during Gloria's tenure include: the Tulip Lane Park and Ride; the rehab of the 22nd Avenue Transit Center in Pasco and Knight Street Transit Center in Richland; and the proposed design of the MOA Operations Building replacement.
5. Gloria is respected by the BFT Board, staff, and community. Her presence at Ben Franklin Transit will be greatly missed.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION XX-2021**

**A RESOLUTION RECOGNIZING ASSISTANT GENERAL MANAGER GERALD
“JERRY” OTTO’S YEARS OF SERVICE**

WHEREAS, Jerry Otto began employment with Ben Franklin Transit on June 29, 1987;
and

WHEREAS, Jerry’s last day of employment was March 31, 2022.

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

1. Jerry has exemplified an ongoing commitment to Ben Franklin Transit by serving as an Equipment Service Worker, Mechanic I, Lead Mechanic, Maintenance Supervisor, and Director of Fleet, Facilities & Capital Projects/Assistant General Manager.
2. Jerry helped Ben Franklin Transit grow from a small bus company to a large scale, regional transit corporation.
3. Jerry had a very positive, long-term influence on the acquisition of many of BFT’s best vehicles through his development of specifications and prior-to-purchase inspections.
4. Mr. Otto devised a strategy for the Department of Ecology releasing Ben Franklin Transit from the obligation of providing a plan to prevent water from entering the storm drains every time it rained, saving the Agency a substantial amount of time and resources.
5. Jerry is famous for saving Ben Franklin Transit a significant amount of money by purchasing buses from Sound Transit for \$1 each.
6. Jerry is respected by the BFT Board, staff, and community. His presence at Ben Franklin Transit will be greatly missed.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



**OPERATIONS & MAINTENANCE
COMMITTEE MEETING
Wednesday, April 5, 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.

MINUTES

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, Lisa Larson, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Wendi Warner

1. Convene

The meeting convened at 4:03 p.m.

New Items

2. Committee Meeting Day/Time – Ed Frost, Interim General Manager

Mr. Frost asked committee members for input on a new meeting day and time that would work with all their calendars. Committee members asked that another Doodle poll be sent out that excludes Tuesdays.

3. Move Ahead Washington – Ed Frost, Interim General Manager; Jeff Lubeck, Director of Administrative Services

Mr. Frost presented an overview of the recently passed legislation entitled *Move Ahead Washington* that includes \$3 billion in transit-specific grants over 16 years.

4. Fare Study Presentation and Discussion – Keith Hall, Director of Planning & Service Development

Mr. Hall shared a presentation on the Comprehensive Fare Study Inception Report for committee feedback, including the background, scope, business priorities, and four fare structure options.

5. **Operations Building Replacement** – Ed Frost, Interim General Manager; Keith Hall, Director of Planning & Service Development

Mr. Frost asked committee members for input on how staff should proceed with the four options for replacement of the existing Operations Building, noting that we have received letters from the FTA for not spending the grant money awarded in 2017. Committee members asked that it be put back on the April Board meeting agenda as a Discussion Item.

6. **Award of Bus Stop Pad Construction and Installation of Amenities Contract** – Keith Hall, Director of Planning & Service Development

Mr. Hall presented a memorandum, resolution, and presentation on the recommendation to award the contract for bus stop pad construction and amenity installation to ESF Development, LLC. Committee members asked that this item be moved to the Consent Agenda of the Board of Directors meeting.

7. **Surplus Totaled Vanpool Vehicle** – Keith Hall, Director of Planning & Service Development

Mr. Hall shared information on a vanpool vehicle which had been totaled in January 2022, along with a resolution authorizing the interim general manager to declare it as surplus and dispose of it. Committee members agreed to move this to the Board of Directors meeting Consent Agenda.

Standing Items

8. **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 – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
- Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – RFP for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

• **April**

- Authorization to Award – Budgeting, Planning, and Reporting Software
- Authorization to Award – Bus Stop Concrete Pad Construction

• **May**

- Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- Authorization to Release – Request for Proposals for Scheduling & Runcutting System

- Authorization to Release – Invitation for Bids on Queensgate Transit Hub Construction
- Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
- Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program
- Authorization to Release – Request for Proposals for Banking Services
- **June**
 - Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
 - Authorize a WSU Student/Faculty/Staff Agreement

9. **Other**

There were no other agenda items.

10. **Next Meeting**

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

11. **Adjourn**

Chair Campos adjourned the meeting at 4:59 p.m.



**PLANNING & MARKETING
COMMITTEE MEETING
Wednesday, April 6, 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.

MINUTES

Committee Members Present: Rocky Mullen, David Sandretto

Committee Member Absent: Brad Beauchamp

BFT Staff: Ed Frost, Janet Brett, Carina Cassel, Marie Cummins, Steve Davis, Keith Hall, Lisa Larson, Jeff Lubeck, Rob Orvis, Mike Roberts, Wendi Warner

1. Convene

Chair David Sandretto convened the meeting at 4:00 p.m.

New Items

2. Move Ahead Washington – Ed Frost, Interim General Manager, and Jeff Lubeck, Director of Administrative Services

Mr. Frost presented an overview of the recently passed legislation entitled *Move Ahead Washington* that includes \$3 billion in transit-specific grants over 16 years.

3. Fare Study Presentation and Discussion – Keith Hall, Director of Planning & Service Development

Mr. Hall shared a presentation on the Comprehensive Fare Study Inception Report for committee feedback, including the background, scope, business priorities, and four fare structure options.

Standing Items

4. 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 – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
- Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
- Procurement Stage – RFP for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution

- **April**

- Authorization to Award – Budgeting, Planning, and Reporting Software
- Authorization to Award – Bus Stop Concrete Pad Construction

- **May**

- Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- Authorization to Release – Request for Proposals for Scheduling & Runcutting System
- Authorization to Release – Invitation for Bids on Queensgate Transit Hub Construction
- Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
- Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program
- Authorization to Release – Request for Proposals for Banking Services

- **June**

- Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
- Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
- Authorize a WSU Student/Faculty/Staff Agreement

5. Other

Director Sandretto asked if staff had considered other speedier transit services across the county.

6. Next Meeting

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

7. Adjourn

Chair Sandretto adjourned the meeting at 4:39 p.m.



**ADMINISTRATION & FINANCE
COMMITTEE MEETING**
Thursday, April 7, 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.

MINUTES

Committee Member Present: Richard Bloom

Committee Members Excused: Steve Becken, Will McKay

Legal Counsel: Jeremy Bishop

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

1. Convene

Acting Chair Richard Bloom convened the meeting at 4:00 p.m.

New Items

2. Move Ahead Washington – Ed Frost, Interim General Manager; Jeff Lubeck, Director of Administrative Services

Mr. Frost presented an overview of the recently passed legislation entitled *Move Ahead Washington* that includes \$3 billion in transit-specific grants over 16 years.

3. Sales Tax Reduction Presentation and Resolutions – Ed Frost, Interim General Manager; Jeff Lubeck, Director of Administrative Services; Jeremy Bishop, BFT Legal Counsel

A presentation on the impact of the proposed sales tax reduction was presented by Mr. Lubeck for committee member input. At the request of Board members, BFT Legal Counsel Jeremy Bishop prepared two resolutions reducing the collection of sales tax for consideration of the Board at their April meeting. These were reviewed by the committee, and revisions were suggested.

4. Fare Study Presentation and Discussion – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck shared a presentation on the Comprehensive Fare Study Inception Report for committee feedback, including the background, scope, business priorities, and four fare structure options.

5. 2021 Budget Summary – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck presented a Ben Franklin Transit Financial Review of 2021 for committee information.

6. Equal Employment Opportunity Program – Wendi Warner, Director of Human Resources & Labor Relations

Director of Human Resources & Labor Relations Wendi Warner presented the Equal Employment Opportunity Program for committee consideration. This was moved to the Consent Agenda of the April Board meeting.

7. Authorization to Award Budgeting, Planning, and Reporting Software – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck provided committee members information on the process utilized to recommend the budgeting, planning, and reporting software contract be awarded to Prophix. This was moved to the Board agenda as an Action Item.

8. Bad Debt Policy Resolution – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck presented a Bad Debt Policy for committee consideration, along with a memorandum including background information and a resolution. This item was also moved to the Consent Agenda of next week's Board meeting.

9. Surplus IT Items – Michael Roberts, Information Technology Manager

Information Technology Manager Michael Roberts presented a memorandum and resolution for committee consideration authorizing the Interim General Manager to declare old and failed IT items as surplus and dispose of them. The committee also moved this item to the Consent Agenda of the upcoming Board meeting.

10. Return from Telecommuting – Director Richard Bloom

Director Richard Bloom noted this item on the agenda to relay information he received while attending the APTA Legislative Conference in Washington, D.C. He suggested we hire an external, third-party consultant to assist with this process and the necessary decisions and asked it be added to the Board agenda as a Discussion Item.

Standing Items

11. 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 – Request for Qualifications for Architecture & Engineering Services for Transits Hubs and Bus Stops
 - Procurement Stage – Request for Qualifications for Construction Management Services for Transit Hubs and Bus Stops
 - Procurement Stage – RFP for a Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
- **April**
 - Authorization to Award – Budgeting, Planning, and Reporting Software
 - Authorization to Award – Bus Stop Concrete Pad Construction
- **May**
 - Authorization to Award – Consultant to Assist BFT in the Procurement and Implementation of an Enterprise Resource Planning (ERP) Software Solution
 - Authorization to Release – Request for Proposals for Scheduling & Runcutting System
 - Authorization to Release – Invitation for Bids on Queensgate Transit Hub Construction
 - Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
 - Extend #893 Agreement with Columbia Basin College Fixed Bus Ride Program
 - Authorization to Release – Request for Proposals for Banking Services
- **June**
 - Authorization to Award – Construction Management Services for Transit Hubs and Bus Stops
 - Authorization to Award – Architecture & Engineering Services for Transit Hubs and Bus Stops
 - Authorize a WSU Student/Faculty/Staff Agreement

12. Sales Tax Report – Jeff Lubeck, Director of Administrative Services

Mr. Lubeck presented the BFT Sales Tax Comparison report for 2019 through January of 2022. Sales tax showed a 15.6% increase in January 2022 over January 2021 and was 11.3% over the 2022 budget for January.

13. Other

There were no other agenda items.

14. Next Meeting

The next BFT Administration & Finance Committee meeting will be held Thursday, May 5, 2022, at 4 p.m.

15. Adjourn

Acting Chair Bloom adjourned the meeting at 5:58 p.m.



**BOARD OF DIRECTORS
REGULAR MEETING
Thursday, March 10, 2022, at 7 p.m.
Virtual Meeting via Zoom**

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 7 p.m.

2. ROLL CALL

Representing	Attendee Name	Title	Status
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	Vice Chair	Present
Franklin County #2	Rocky Mullen	Director	Absent
Franklin County #1	Clint Didier	Director	Present
Benton County	Will McKay	Chair	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: Wayne Welle

BFT Staff: Ayodeji Arojo, Bill Barlow, Janet Brett, Kelsey Buckner, Jaslyn Campbell, Carina Cassel, Chad Crouch, Marie Cummins, Steve Davis, Terry DeJuan, Austin DePaolo, Mindy Eakin, Ed Frost, Bill Hale, Keith Hall, Lisa Larson, Christopher Lilyblade, Jeff Lubeck, Rob Orvis, Mike Roberts, Joshua Rosas, Kevin Sliger, Wendi Warner

Legal Counsel: Jeremy Bishop

Guests: Doug Elliott, Duane Howard, John Long, and Gayle Stack, Benton Franklin Fair Board; Michelle Holt, Benton-Franklin Council of Governments (BFCOG)

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

MOTION:	BLOOM
SECOND:	DIDIER
RESULT:	APPROVED (Unanimously)

5. PUBLIC COMMENTS

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

6. COMMUNITY PRESENTATIONS

A. Benton Franklin Fair Board

Duane Howard, president of the Benton Franklin Fair Board, introduced himself and Gayle Stack, treasurer; John Long, vice president; and Doug Elliott, vice president. He asked for a commitment from Ben Franklin Transit to provide service at this year's fair and who their contact would be.

Interim General Manager Ed Frost stated that we will have a plan and an alternate plan for fair service in place and will set up a meeting between BFT management and the Fair Board. He also stated he would ask our attorney to draft a letter of understanding between the Fair Board and Ben Franklin Transit, if both of these suggestions met with Board approval.

Chair McKay told Fair Board members a plan for fair service would be developed and BFT staff would be in contact with them.

B. Benton-Franklin Council of Governments (BFCOG)

BFCOG Executive Director Michelle Holt gave a presentation to Board members about the basics of BFCOG, including regional planning efforts, local government resources, and funding sources.

7. BOARD COMMITTEE REPORTS

A. Operations & Maintenance Committee – Chair Joseph Campos reported they viewed the staff presentation on the Operations Building replacement and suggested improvements and additional information to be included.

B. Planning & Marketing Committee – Chair David Sandretto shared they were given an introduction to the Marketing & Communications Department and elected a chair.

C. Administration & Finance Committee – Chair Steve Becken reported they elected a chair, discussed the committee meeting/board meeting relationship and possible board meeting time change, then heard the procurement and sales tax reports.

8. CONSENT AGENDA

Chair McKay presented the consent items and invited a motion.

A. February 4, 2022, Board Workshop Minutes

B. February 10, 2022, Regular Board Meeting Minutes

C. February Voucher Summary

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.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
502-22	80881	2/11/2022	594,411.43 Payroll
503-22	DIRECT DEPOSIT	2/25/2022	609,224.12 Payroll

Total \$ 1,203,635.55

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	2/2/2022	741,737.55 MDSE
108-22	VOID	2/8/2022	(95,450.29) VOID
109-22	80241	2/8/2022	224,878.31 MDSE
110-22	80286	2/15/2022	311,538.80 MDSE
111-22	80362	2/17/2022	13,589.84 MDSE
112-22	80364	2/22/2022	484,414.65 MDSE
113-22	ACH TRANS	2/23/2022	936,983.20 ACH TRANS
114-22	80432	2/28/2022	262,289.36 MDSE
115-22	ACH TRANS	2/28/2022	217,733.80 ACH TRANS

Total \$ 3,097,715.22

MOTION:	SANDRETTO
SECOND:	BECKEN
RESULT:	APPROVED (Unanimously)

9. ACTION ITEMS

A. **Resolution 14-2022 Authorizing the Interim General Manager to Complete Design and Bid Documents for the Operations Building**

Director of Planning and Service Development Keith Hall shared a presentation on the four options for replacement of the existing Operations Building: 1) Remodel the existing building; 2) Replace it with a new one-story building; 3) Replace it with a new two-story building; or 4) Replace it with the originally proposed three-story building.

Questions and discussion by Board members centered on how long the construction would take, availability of materials, and rising costs due to inflation.

Director Campos made a motion to move forward with construction of the two-story building, as presented in this meeting, as a design-build. The motion was not seconded; the motion failed.

Director Bloom made a motion to move forward with construction of a one-story replacement building. The motion was not seconded; the motion failed.

Director Christensen made a motion to move forward with construction of the three-story building with the skybridge as a design-build. Director Sandretto seconded the motion. The vote was 6-2 against; the motion failed.

The agenda item was tabled.

B. **Proposed Change in Meeting Time**

This item was on each of the committee agendas for discussion. Chair McKay confirmed that he would like the meeting time changed to 6 p.m. and asked for a motion.

MOTION:	SANDRETTO
SECOND:	BLOOM
RESULT:	APPROVED (Unanimously)

10. DISCUSSION & INFORMATIONAL ITEMS

A. **General Manager Recruitment Process**

BFT Legal Counsel Jeremy Bishop gave an update on the General Manager recruitment process. The recruiting profile was posted by Prothman on February 21 and closes on April 3. They have been receiving applications from potential candidates and are refining the criteria on which to evaluate them.

11. STAFF REPORTS & COMMENTS

A. Legal Report

Mr. Bishop reported he has been working with staff on a variety of projects.

B. Financial Report

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

C. Interim General Manager's Report

Mr. Frost reported that no staff members have reported COVID infections in the last three weeks. However, the Transportation Security Administration (TSA) has announced that they will continue the masking requirements for public transportation until April 18.

Staff and Board members are resuming travel for the first time in two years. BFT staff working remotely due to COVID will be returning in the near future.

We have sent out the New Board Member Orientation materials, and we'll be supplementing that with a video about each department. The video will be sent to all Board members to view at their convenience.

Since the state is lifting the mask mandate on March 12, it will be possible to meet in person for the April 14 meeting. If you choose to do it in person, we would ask that you allow us to make it a hybrid meeting.

Our preliminary 2021 budget review shows our expenditures are below budget and our revenues are above budget.

Ridership is growing, and we are seeing positive signs on our vanpool program.

He met with the director of Water Follies. A meeting will be held with the director and a couple of board members to learn about their needs and how we can accommodate them. We will also follow through on a meeting with the Fair Board.

12. BOARD MEMBER COMMENTS

Director Bloom explained he is going to the APTA Legislative Conference with Director Suttle and plans on recruiting for the General Manager position while there.

Director Didier announced he thinks the public should decide if the sales tax BFT receives should be reduced from .6 of 1 percent to .5 of 1 percent. Chair McKay said he agreed that the constituents should have a say in this. Chair Bloom explained that the Board can take action to not collect the sales tax. Mr. Bishop clarified that that can be done on a temporary basis only.

After discussion, the Board asked that two resolutions be brought forth next month—one

suspending the collection of .1 of 1 percent of sales tax revenue by the Board, and one asking the issue be put on the ballot for the voters to decide.

13. EXECUTIVE SESSION

The Board recessed into Executive Session held under RCW 42.30.110(1)(b) regarding the acquisition of real estate at 8:40 p.m. and returned to open session at 9:01 p.m.

A. Resolution 15-2022 Authorizing the Interim General Manager to Purchase Real Property Located at 1115 W. Clark Street for Construction of the Downtown Pasco Transit Hub

Chair McKay announced no decisions were made in the Executive Session.

MOTION:	BLOOM
SECOND:	SANDRETTO
RESULT:	APPROVED (Unanimously)

B. Resolution 16-2022 Authorizing the Interim General Manager to Purchase Real Property Located at 1116 W. Bonneville Street for Construction of the Downtown Pasco Transit Hub

MOTION:	BLOOM
SECOND:	SANDRETTO
RESULT:	APPROVED (Unanimously)

14. OTHER

There were no Other agenda items.

15. NEXT MEETING

The next meeting will be held Thursday, April 14, 2022, at 6 p.m.

16. ADJOURNMENT

Chair McKay adjourned the meeting at 9:09 p.m.

Janet Brett, Clerk of the Board

Date



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

Thursday, April 14, 2022

To: Ben Franklin Board of Directors

From: Jeff Lubeck, Financial Services Director *Jeff Lubeck*

Apr 7, 2022

RE: Vouchers for March 2022

March 2022 vouchers totaled \$4,299,550.69. An analysis of the vouchers had the following significant vendor payment amounts:

Vendor	Description	Amount
BENTON FRANKLIN TITLE	Land Acquisition	\$ 629,626.96
IRS	Federal Income Tax on Wages	\$ 411,905.23
NW ADMIN TRANSFER	Insurance	\$ 388,137.00
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 294,429.14
ASSOCIATED PETROLEUM PRODUCTS	Fuel & Fluids	\$ 224,557.06
STATE OF WASHINGTON	Insurance	\$ 140,296.00
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 140,252.65
WESTERN CONFERENCE OF TEAMSTERS	Teamsters Pension	\$ 78,267.45
CUMMINS INC	Vehicle Parts	\$ 60,294.66
ANR GROUP INC	Contract Labor	\$ 43,593.54
ALLIANT INSURANCE SERVICES INC	Contracted Services	\$ 42,000.00
US BANKCARD	Travel/Merchandise	\$ 31,939.83
GILLIG	Vehicle Parts	\$ 31,432.03
CARASOFT TECHNOLOGY CORP	Computer Software	\$ 29,502.60
KPFF INC	Contracted Services	\$ 29,178.93
CDW GOVERNMENT INC.	Computer Supplies	\$ 28,340.46
ROACH LAW OFFICES LLP	Attorney Fees	\$ 24,696.00
MANPOWERGROUP US INC	Contract Labor	\$ 23,490.50
TRAPEZE SOFTWARE GROUP INC	Computer Software	\$ 22,400.97
VANTAGE TRANS AGENTS-457	EE Contributions	\$ 19,512.62
WEX BANK	Fuel	\$ 18,880.89
TEAMSTERS UNION	Payroll Deductions	\$ 16,349.35
CITY OF RICHLAND	Utilities	\$ 16,169.42
FGL LLC	Property Lease	\$ 14,492.33
TCF ARCHITECTURE PLLC	Contracted Services	\$ 13,000.97
BRIDGESTONE AMERICAS	Tire Lease	\$ 12,939.14
DURASHINE	Janitorial Maintenance	\$ 10,700.00
VERIZON	Wireless Services	\$ 10,515.56
	Total Significant Vendors	\$ 2,806,901.29
	Payroll Total	\$ 1,195,099.88
	Total Non-Significant Vendors	\$ 297,549.52
	GRAND TOTAL	\$ 4,299,550.69

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

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
504-22	80882	80882	3/11/2022	602,671.15 Payroll
505-22	80883	80883	3/25/2022	592,428.73 Payroll

Total \$ 1,195,099.88

AUTHORITY MEMBER
4/14/2022

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 March 2022.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount	
116-22	80507 80507	3/3/2022	500.00	MDSE
117-22	80508 80560	3/8/2022	161,317.06	MDSE
118-22	2892 2892	3/10/2022	299.50	TRAVEL
119-22	80561 80645	3/15/2022	518,541.80	MDSE
120-22	2893 2894	3/17/2022	759.00	TRAVEL
121-22	80646 80707	3/22/2022	417,506.19	MDSE
122-22	ACH TRANS	3/25/2022	936,494.77	ACH TRANS
123-22	80708 80778	3/29/2022	226,935.23	MDSE
124-22	2895 2897	3/31/2022	445.50	TRAVEL
125-22	80779 80779	3/31/2022	500.00	MDSE
126-22	ACH TRANS	3/31/2022	211,524.80	ACH TRANS
128-22	ACH TRANS	3/31/2022	629,626.96	ACH TRANS

Total \$ 3,104,450.81

 AUTHORITY MEMBER
 4/14/2022

March 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 April 8, 2022.

ACTION: As of this date, April 14, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
504-22	80882	80882	3/11/2022 602,671.15 Payroll
505-22	80883	80883	3/25/2022 592,428.73 Payroll
Total			\$ 1,195,099.88

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
116-22	80507	80507	3/3/2022 500.00 MDSE
117-22	80508	80560	3/8/2022 161,317.06 MDSE
118-22	2892	2892	3/10/2022 299.50 TRAVEL
119-22	80561	80645	3/15/2022 518,541.80 MDSE
120-22	2893	2894	3/17/2022 759.00 TRAVEL
121-22	80646	80707	3/22/2022 417,506.19 MDSE
122-22	ACH TRANS		3/25/2022 936,494.77 ACH TRANS
123-22	80708	80778	3/29/2022 226,935.23 MDSE
124-22	2895	2897	3/31/2022 445.50 TRAVEL
125-22	80779	80779	3/31/2022 500.00 MDSE
126-22	ACH TRANS		3/31/2022 211,524.80 ACH TRANS
128-22	ACH TRANS		3/31/2022 629,626.96 ACH TRANS
Total			\$ 3,104,450.81

Check Register Nos. 504-22 to 505-22 and 116-22 to 126-22 and 128-22 in the total amount of: **\$ 4,299,550.69**

The motion was seconded by _____

and approved by a unanimous vote.

CHECK REGISTER CERTIFICATION

PAYROLL

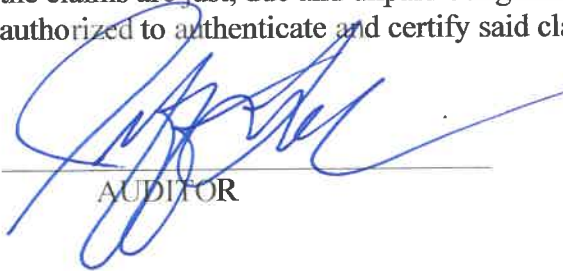
CHECK REGISTER NUMBER 504-22

CHECK NUMBERS	80882-80882	\$ 805.57
ACH TRANSFER		\$ 601,865.58

PAYROLL DATE MARCH 11, 2022

PURPOSE: PPE 03/05/2022 AMOUNT: \$602,671.15

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



AUDITOR

3/9/2022

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 505-22

CHECK NUMBERS	80883-80883	\$ 1,524.50
ACH TRANSFER		\$ 590,904.23

PAYROLL DATE MARCH 25, 2022

PURPOSE: PPE 03/19/2022 AMOUNT: \$592,428.73

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



AUDITOR

3/23/2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 116-22

CHECK NUMBERS 80507 to 80507

DATE 03/03/2022

PURPOSE AP MAR22A VOUCHERS AMOUNT \$500.00

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



Mar 16, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 117-22

CHECK NUMBERS 80508 to 80560

DATE 03/08/2022

PURPOSE AP MAR22B VOUCHERS AMOUNT \$161,317.06

"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 16, 2022

DATE

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

CHECK REGISTER NUMBER 118-22

CHECK NUMBERS 2892 to 2892

DATE 3/10/2022

PURPOSE AP MAR22C TRAVEL AMOUNT \$299.50

"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 16, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 119-22

CHECK NUMBERS 80561 to 80645

DATE 03/15/2022

PURPOSE AP MAR22D VOUCHERS AMOUNT \$518,541.80

"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."



AUDITOR

Mar 16, 2022

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 120-22

CHECK NUMBERS 2893 to 2894

DATE 3/17/2022

PURPOSE AP MAR22E TRAVEL AMOUNT \$759.00

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



Mar 30, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 121-22

CHECK NUMBERS 80646 to 80707

DATE 03/22/2022

PURPOSE AP MAR22F VOUCHERS AMOUNT \$417,506.19

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



Mar 30, 2022

AUDITOR

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 122-22

ACH WIRE TRANSFERS

DATE: 03/25/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$294,422.57
DEPT OF RETIREMENT SYSTEMS-DCP	\$2,330.49
HAR VEBA TRUST	\$5,460.00
INTERNAL REVENUE SERVICE	\$207,457.82
N.W. ADMIN TRANSFER	\$388,137.00
STATE OF WASHINGTON	\$2,006.73
US BANK CORPORATE PAYMENT SYST	\$31,939.83
WASHINGTON STATE SUPPORT	\$3,563.26
	\$936,494.77

"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

Apr 7, 2022

DATE

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

CHECK REGISTER NUMBER 123-22

CHECK NUMBERS 80708 to 80778

DATE 03/29/2022

PURPOSE AP MAR22G VOUCHERS AMOUNT \$226,935.23

"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 31, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 124-22

CHECK NUMBERS 2895 to 2897

DATE 3/31/2022

PURPOSE AP MAR22H TRAVEL AMOUNT \$445.50

"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 31, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER 125-22

CHECK NUMBERS 80779 to 80779

DATE 03/31/2022

PURPOSE AP MAR22| VOUCHERS AMOUNT \$500.00

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



Mar 31, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 126-22

ACH WIRE TRANSFERS

DATE: 03/31/2022

PURPOSE:

A W REHN & ASSOCIATES INC	\$1,177.07
DEPT OF RETIREMENT SYSTEMS	\$6.57
DEPT OF RETIREMENT SYSTEMS - DCP	\$2,330.49
INTERNAL REVENUE SERVICE	\$204,447.41
WASHINGTON STATE SUPPORT	\$3,563.26
	\$211,524.80

"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."



Apr 4, 2022

AUDITOR

DATE

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

CHECK REGISTER NUMBER: 128-22

ACH WIRE TRANSFERS

DATE: 03/31/2022

PURPOSE:

BENTON FRANKLIN TITLE	\$502,832.50
BENTON FRANKLIN TITLE	\$126,794.46
	\$629,626.96

"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."



Apr 7, 2022

AUDITOR

DATE

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

From: Keith Hall, Director of Planning Service and Development

RE: Resolution 19-2022 Recommendation to Award the On-Call (Unit Priced) Bus Stop Pad Construction and Amenity Installation Contract to ESF Development, LLC

Background

Prior to 2019, Ben Franklin Transit (BFT) owned nearly 50 mostly aging shelters and an unrecorded number of benches and garbage cans in generally poor condition at bus stops. In 2018, BFT entered into a contract with Brasco to replace existing shelters, add up to 50 additional shelters, and allow for the replacement and addition of other types of amenities such as lean rails, benches, and garbage cans. BFT also refurbished some of its older-style shelters that were in good condition to match the color of the new amenities. In late 2020, BFT contracted with ESF Development, LLC to construct new concrete pads. This contract was completed in late 2021 with a total of 31 locations being constructed.

Installing Additional Shelters and Amenities

BFT has already installed new shelters and redone bus stop pads at many existing bus stop locations. At many existing locations, however, the concrete pads are too small for the new amenities or in deteriorated condition requiring replacement. Where new amenities are proposed, existing sidewalks are too small for the installation of amenities, and a large portion of those do not meet the requirements of the Americans with Disabilities Act (ADA) standards related to accessibility to a bus stop or movement within a bus stop.

With few exceptions, installation of any new bus stop amenities will require design and construction of a bus stop pad that meets both the national ADA standard for access and use of the bus stop, as well as local design, approval, and permit requirements. Therefore, in 2019 BFT worked with its then Architecture and Engineering (A&E) contractor, KPFF, to develop a standard, ADA-compliant bus stop pad design that could be used as the base design for amenities at most locations. The purpose of this procurement is to select a single on-call contractor for the construction of new bus stop pads and installation of amenities for one year with the funding and option for a second year, so that BFT can continue with its new amenities program using the enhanced ADA-compliant design. BFT estimates that initially forty (40) bus stop locations will be serviced for concrete under this project, with the potential of eighty (80) being serviced over two (2) years. In addition to the concrete locations, it is estimated that there will initially be amenity installations at thirty (30) locations with the potential of sixty (60) installation locations over two (2) years.

Bids

BFT staff solicited on-call (unit priced) bids for this bus stop pad construction and amenity installation project. The project was advertised in multiple bid centers, advertised in the Tri-City Herald, posted on BFT's website, and the IFB was sent to 26 potential contractors. BFT received two (2) responsive and responsible bids.

Cost of Bids

Contractor	Initial Term: Year 1 – estimated 40 bus stop pads & 30 amenity installations	Optional Term: Year 2 – estimated 40 bus stop pads & 30 amenity installations	Bids (does not include sales tax)
ESF Development, LLC	\$646,496	\$646,497	\$1,292,993
Clark & Young Excavation LLC	\$800,780	\$800,780	\$1,601,560

Based on lowest bid, the estimated cost for the initial term and optional year two, ESF Development, LLC is the lowest bidder at \$1,292,993.

Funding

Budgeted: Yes, \$1,600,000

Budget Source: Capital (FAC0015)

Funding Source: Local

Recommendation

Authorize the award of the on-call (unit priced) contract in the amount not to exceed \$1,600,000 for the bus stop pad construction and amenity installation project to ESF Development, LLC.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 19-2022

A RESOLUTION AUTHORIZING THE AWARD OF THE ON-CALL (UNIT PRICED) BUS STOP PAD CONSTRUCTION AND AMENITY INSTALLATION CONTRACT TO ESF DEVELOPMENT, LLC

WHEREAS, BFT solicited bids for an on-call (unit priced) contractor to construct bus stop pad construction and amenity installation and received two (2) responsive and responsible bids; and

WHEREAS, the lowest responsive and responsive bid was \$1,292,993 from ESF Development, LLC; and

WHEREAS, the funding for the project will be provided by local funding within the Capital Budget.

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

1. The Interim General Manager is authorized to enter into an On-Call Contract #1348 with ESF Development, LLC in the not-to-exceed amount of \$1,600,000; this amount includes an option to extend the contract for one additional year.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BEN FRANKLIN TRANSIT



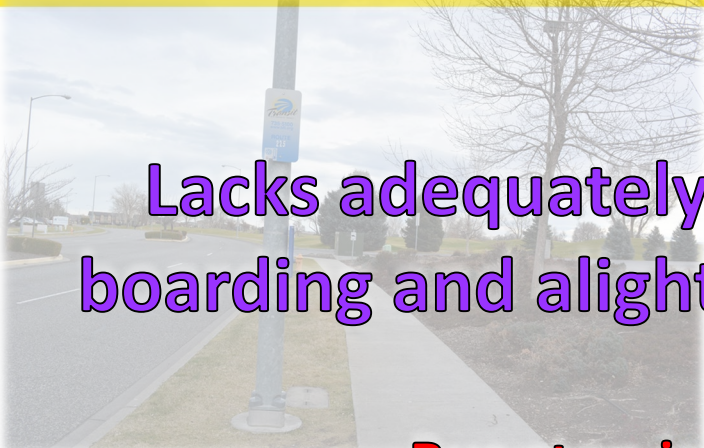
BOARD MEETING

Bus Stop Pad Construction and Amenity Installation





Main Reason for Project: Barriers for Accessibility



Lacks adequately-sized boarding and alighting pad



Bus unable to access sidewalk requiring riders to cross over curb/gutter during boarding and alighting



Boarding and alighting pad exceeds maximum allowable slopes



Bus stop is unimproved lacking a compliant boarding and alighting pad



Bus stop lacks connection between boarding and alighting area and public sidewalks



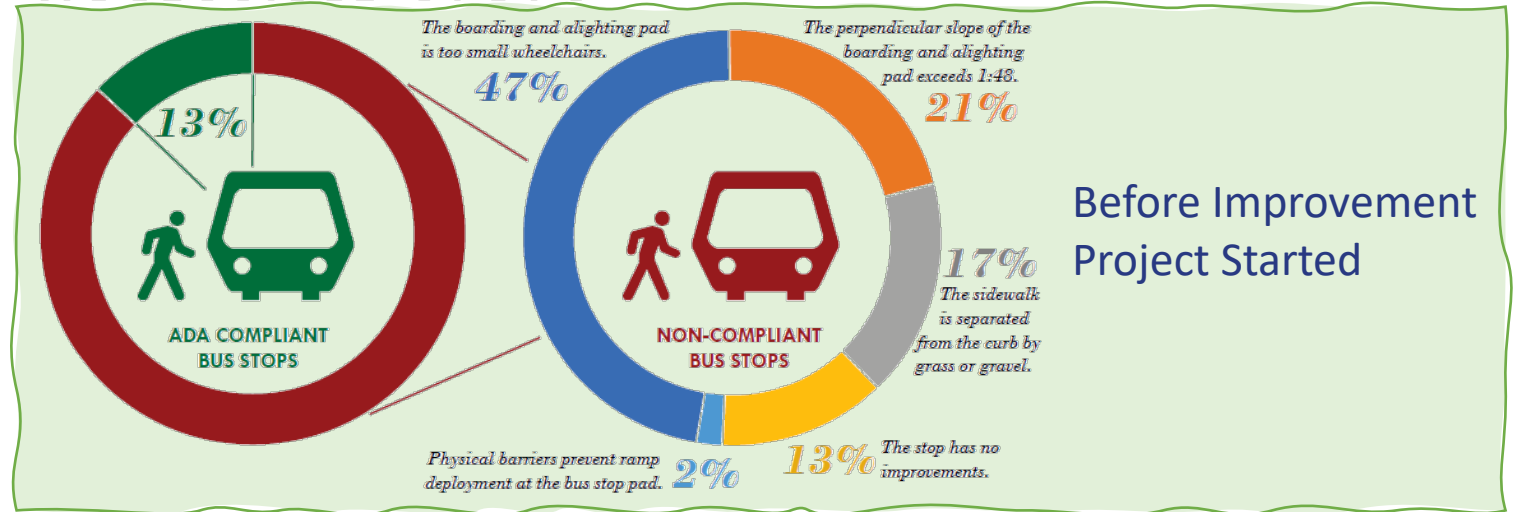
Lack of connection between curb and sidewalk preventing access to boarding and alighting pad

Responsibilities

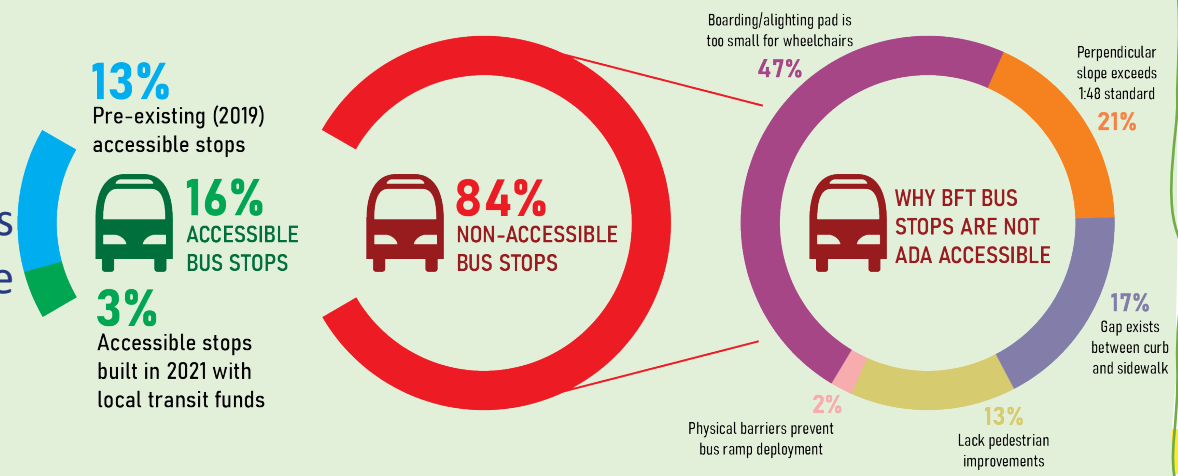
Americans with Disabilities Act (ADA)

- BFT must make the bus stops it improves ADA-compliant (except where not technically feasible, such as on steep road grades).
- BFT is not obligated to bring infrastructure built by others up to ADA standards.
- If a private owner does not want BFT to build a bus stop on its property, then there is no other option to make the stop ADA compliant.
- Public and private entities that build non-ADA compliant infrastructure can face judicial consequences.

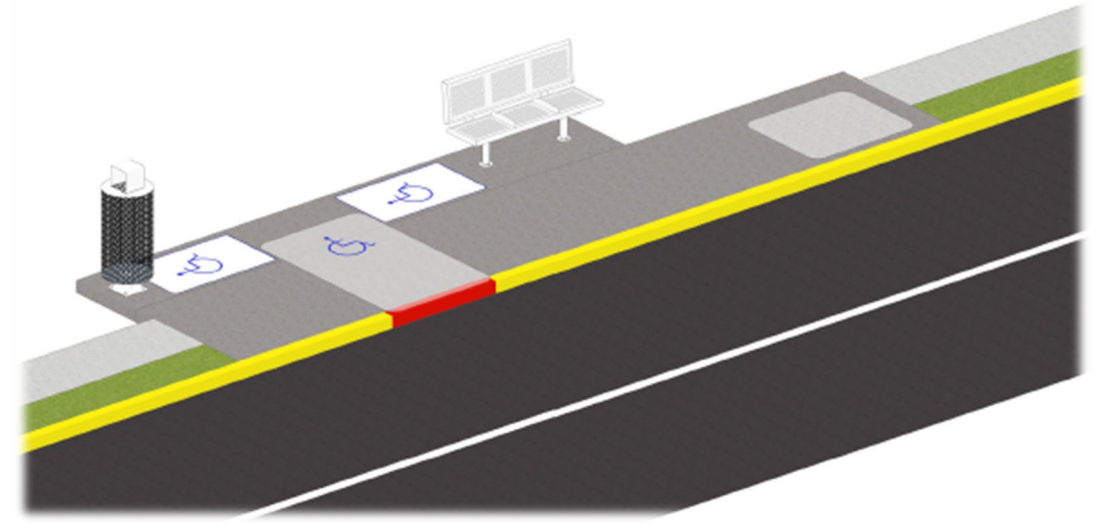
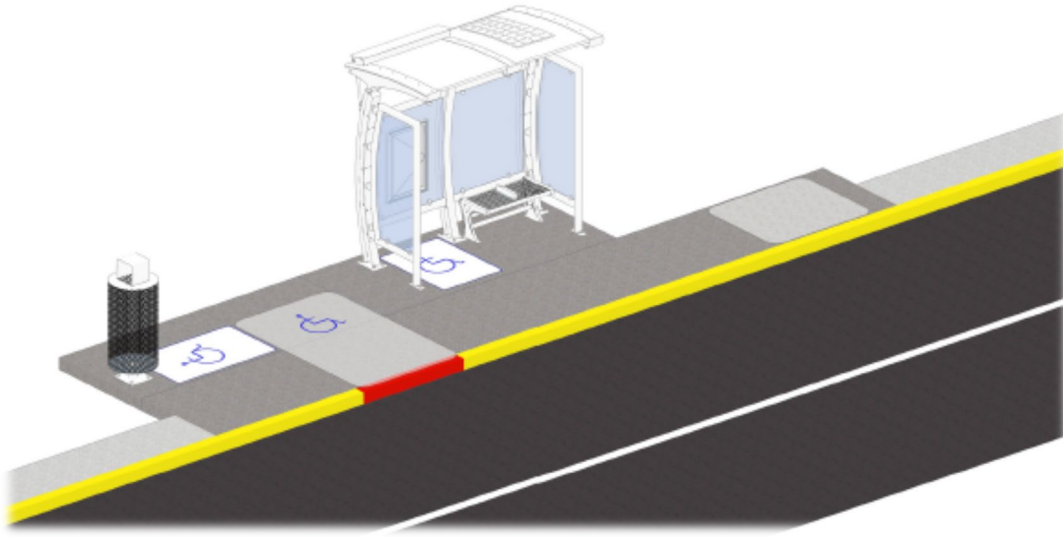
ACCESSIBLE STOPS



Improvements Made to Date



Accessible Design



- Bare minimum requirements:
 - 5'x8' boarding and alighting pad,
 - Clear floor space, and
 - If sidewalk and curb are separated, 34' length by whatever the gap is for width. This is required to make the connection possible for 30' – 40' buses.



Constraints

Right-of-Way Challenges

- Limited right-of-way is available for bus stop pads
 - Prior standards (many existing streets) did not provide adequate ADA-compliant sidewalk widths.
 - Current standards allow for minimum sidewalk widths but do not provide enough width for ADA-compliant bus stops.
 - Requires BFT staff to negotiate a license/use agreement from the adjacent private property owner for each bus stop pad outside the right-of-way (time-consuming).

Governance Challenges

- Lack of standardization
 - Different street design standards, including right-of-way widths and street connectivity requirements.
 - Different permitting processes, permit types, costs, and processing times.
 - Lack of information (jurisdictions do not have complete and accurate information on their own street rights-of-way, requiring BFT to conduct a boundary survey at some locations – added delay and added cost).
 - ADA Transition Plans, most of which focus only on ramps and anticipate full compliance decades from now.



Jurisdictional Support

“Richland’s Public Works Department supports the bus stop improvement program being implemented by Ben Franklin Transit. Our combined efforts to improve stop accessibility, user comfort, and visual appeal are a noteworthy upgrade to our transportation system. Keep up the good work.”

– Pete Rogalsky, P.E., Public Works Director, City of Richland

“The City of Pasco fully supports the recent bus shelter improvements coordinated by Ben Franklin Transit. The improvements not only provide meaningful shelter to those that rely on them, they also support increased accessibility to our schools, shopping centers, recreational fields and Downtown. We appreciate the BFT staff, and their continued focus on improving services to our community members.”

– Jacob B. Gonzalez, Planning Manager, City of Pasco



Round 1 – Bus Stop Pad Construction

Budget

- Contract value: \$414,600
- 15% change order authority: \$62,190
- Total: \$476,790

Total Budget Used

- \$473,900

Difference

- \$2,890

Total Concrete Sites Complete

- 31

Overview:

In late 2020, BFT contracted with ESF Development, LLC to construct new concrete pads. ESF created 31 fully ADA compliant bus stop pads by the end of 2021. The cost of each concrete pad varied according to site conditions at each location and by the specific requirements in each city. The average cost per bus pad at the 31 sites was \$15,279. Although the ESF contract was a one-year contract with an option for a second year, ESF completed all work under the approved contract budget in approximately nine months.



CONSTRUCTION EXAMPLES



Sandifur Pkwy at Rd 76 near Grocery Outlet

Before

ADA Issues

- There is no boarding and alighting pad, and wheelchair users cannot access the sidewalk.
- The sidewalk is separated from the curb by grass or gravel.





Sandifur Pkwy at Rd 76 near Grocery Outlet

After

ADA Issues Resolved

- Boarding and alighting pad has enough room for wheelchairs.
- The sidewalk is connected to the curb.
- There is sufficient space for street furniture installation.



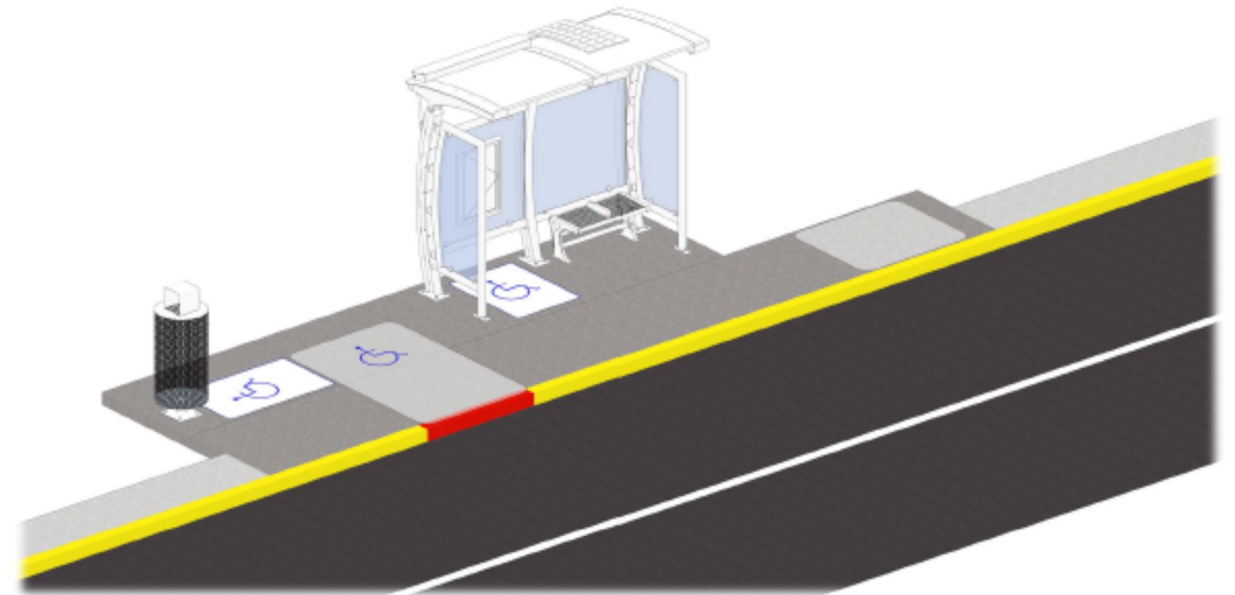


Sandifur Pkwy at Rd 76 near Grocery Outlet

Planned Amenities

Being installed during 2022 concrete and installation project

- Sign
- Garbage Can
- 8' Shelter –
with one windscreen



***Note: Layout will be different due to location conditions (large separation from curb to sidewalk).**

Edison St at Canal Dr by 1149 N Edison St

Before

ADA Issue

- Boarding and alighting pad is too small for wheelchairs.

Safety Issue

- Blocked crosswalk. Even with rapid flashers, oncoming vehicles unable to see when pedestrians were crossing the street.
- Crosswalks should always be installed behind the bus stop so oncoming drivers can see pedestrians in the crosswalk.



Edison St at Canal Dr **by 1149 N Edison St**

After

ADA Issue Resolved

- Boarding and alighting pad has enough room for wheelchairs.

Safety Issue Resolved

- Moved stop to the other side of the crosswalk so pedestrians cross the street behind the bus where oncoming motorists can see them.



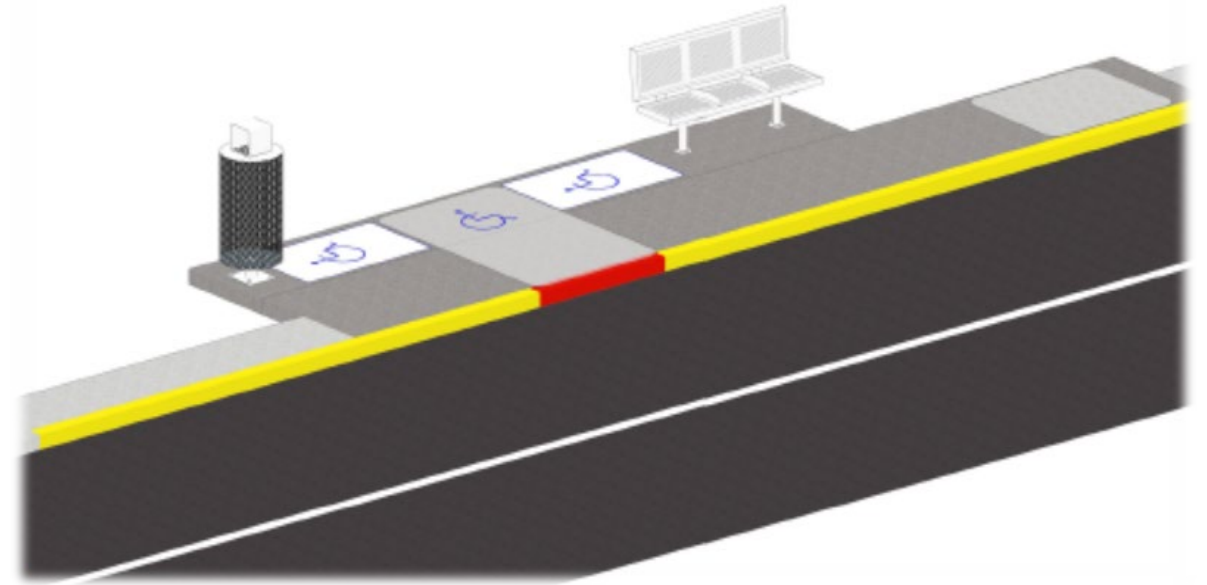


Edison St at Canal Dr by 1149 N Edison St

Planned Amenities

Being installed during 2022 concrete and installation project

- Sign
- Garbage Can
- Bench





CONSTRUCTION & INSTALLATION EXAMPLES



Duportail St at Queensgate Dr by Walmart

Before

ADA Issue

- Boarding and alighting pad is too small for wheelchairs users.





Duportail St at Queensgate Dr **by Walmart**

After

ADA Issue Resolved

- Boarding and alighting pad has enough room for wheelchairs.





Duportail St at Queensgate Dr by Walmart

With Installation

Amenities comfortably fit in standard layout.





Thayer Dr at Long Ave **across from Richland High School**

Before

ADA Issue

- Boarding and alighting pad is too small for wheelchairs.





Thayer Dr at Long Ave **across from Richland High School**

After

ADA Issue Resolved

- Boarding and alighting pad has enough room for wheelchairs.
- New boarding pad provides ample space for future street furniture installation.





Thayer Dr at Long Ave **across from Richland High School**

With Installation

Amenities comfortably fit in standard layout.





Upcoming 2022 – 2024: Round 2 – Bus Stop Pad Construction and Amenity Installation

Board Approval for Bid Release: October 2021

Project Overview:

Lowest bid is once again ESF Development, LLC. They will be contracted to construct new concrete pads and provide installation services for amenities. Our goal is to pour eighty (80) ADA compliant bus stop pads and install amenities at sixty (60) locations by the end of 2 years. The cost of each concrete pad will vary according to site conditions and by the specific requirements within each city. While the average cost per bus pad at the original 31 sites was \$15,279, we are estimating a higher average for this round due to recent inflation.

Lowest Bid

- \$1,292,993 – for 2 years

Award – Contract Value

- \$1,600,000 – for 2 years

Total Concrete Goal

- 40 per year – 80 over 2 years

Total Installation Goal

- 30 per year – 60 over 2 years

Bid Post: February 21st, 2022

Bid Close: March 16th, 2022



QUESTIONS?

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

From: Terry DeJuan, Rideshare Manager

Re: Resolution 20-2022 Authorizing the Interim General Manager to Declare Vehicle 8627 as Surplus and Dispose of Per Resolution 59-2018

Background

Vanpool vehicle 8627 was involved in an accident on January 26, 2022, while being operated by a group going to work on the Hanford site. The accident took place on the Hanford site at the intersection of RT4 and RT11. The group was struck by another party that ran through the stop sign. The vehicle has been totaled due to damage from the accident and was valued at \$31,967.

	<u>Federal Replacement Standard</u>	<u>BFT Replacement Standard</u>
Bus:	12 yrs. or 500,000 miles	14 yrs. or 550,000 miles
DAR:	7 yrs. or 200,000 miles	9 yrs. or 250,000 miles
Vans:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles
Nonrevenue:	4 yrs. or 100,000 miles	7 yrs. or 150,000 miles

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

Vehicle	Year	Make	Model	Mileage	Condition
8627	2017	Chevy	Express	55,311	Totaled

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 20-2022 authorizing the Interim General Manager to declare vehicle 8627 as surplus and dispose of per Resolution 59-2018.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 20-2022

A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO DECLARE VEHICLE 8627 AS SURPLUS AND DISPOSE OF PER RESOLUTION 59-2018

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

WHEREAS, BFT staff have determined that said vehicle is totaled due to damage from an accident; and

WHEREAS, Resolution 59-2018 established the sale of surplus items.

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

1. The Interim General Manager is authorized to declare the identified vehicle surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The Interim General Manager is authorized to dispose of the vehicle per Resolution 59-2018.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT A

List of Surplus Vehicles

Year	Make	Model	Vehicle #	VIN	Seats	Mileage	Condition
2014	Chevy	Express	8627	1GAZGPF4H1193641	15	53,311	Totaled

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

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

Re: Adoption of Resolution 21-2022 Approval of Ben Franklin Transit's Equal Employment Opportunity Program

Background

Ben Franklin Transit (BFT) has established the 2022-2025 Equal Employment Opportunity (EEO) Program document pursuant to Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation, 49 CFR Part 21, in accordance with the Federal Transit Administration's (FTA) Circular 4704.1A.

The 2022-2025 EEO Program reviews the goals and progress that were established during the 2018-2021 EEO Program and establishes new goals and timetables for BFT's workforce development that align with EEO regulations and workforce utilization analysis to cover the 2022-2025 reporting cycle.

On January 14, 2022, the U.S. Department of Transportation's FTA reviewed and approved BFT's 2018-2021 EEO Program. There were no findings cited by the FTA.

Methodology

BFT's workforce diversity and utilization is analyzed over a period of the four prior years, relative to the available minority and female workforce labor pool in Benton and Franklin Counties (see Appendix 3). The prior plan objectives are compared against the existing utilization to determine how effectively the minority and female utilization goals were met, and new goals are established within the narrative for the future program period (see page 9).

The area with the greatest underutilization remains the continued focus for the 2022-2025 program: Hispanic female workers in the EEO category of Service Maintenance Worker.

Based on the results and the goals defined in the full program document, BFT's continued commitment to workplace diversity remains strong. The Agency's aim to employ females and minorities with utilization representative of the available labor market has been an ongoing objective; the 2022-2025 EEO Program provides clarity and definition to those objectives while ensuring the regular review of progress and the appropriate channels for addressing questions or concerns.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Staff recommends approval of Resolution 21-2022 establishing BFT's 2022-2025 Equal Employment Opportunity Program.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 21-2022

A RESOLUTION APPROVING THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM (EEO) DATED 2022-2025

WHEREAS, The Federal Transit Administration's (FTA) circular 4704.1A Equal Employment Opportunity Requirements now requires a four-year Equal Employment Opportunity (EEO) Program; and

WHEREAS, BFT has prepared the 2022-2025 EEO Program and established program goals in compliance with FTA guidelines for the plan period; and

WHEREAS, The 2022-2025 EEO Program was reviewed by the Administration & Finance Committee and Board of Directors.

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

The Equal Employment Opportunity Program for 2022-2025 dated April 2022 is hereby approved.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

January 1, 2022, to December 31, 2025

Submitted 05/01/2022

Adopted by the Board of Directors
04/14/2022

Equal Employment
Opportunity Officer:
Wendi Warner
Director of Human Resources
& Labor Relations Director

Ben Franklin Transit
1000 Columbia Park Trail
Richland, WA 99352



www.bft.org

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Appendix 1: Workforce Analysis Worksheet

Appendix 2: Occupational Category List

Appendix 3: Adverse Impact Analysis Worksheets

Appendix 4: Ben Franklin Transit Department Organizational Chart

STATEMENT OF POLICY

Ben Franklin Transit (BFT) has a strong commitment to the community we serve and our employees. As an equal opportunity employer, we strive to have a workforce that reflects the community we serve. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.

BFT's Equal Employment Opportunity (EEO) policy applies to all employment actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

All applicants and employees have the right to file complaints alleging discrimination. Retaliation against an individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

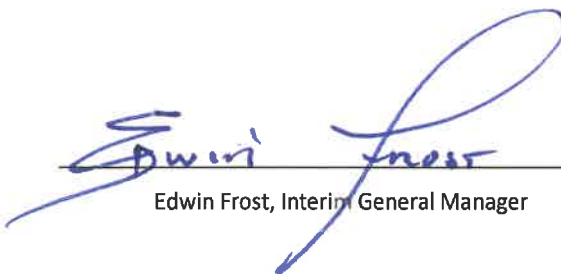
BFT is committed to providing reasonable accommodations to applicants and employees who need them because of a disability or to practice or observe their religion, absent undue hardship.

As Ben Franklin Transit's General Manager, I maintain overall responsibility and accountability for Ben Franklin Transit's compliance with its EEO Policy and Program. To ensure day-to-day management, including program preparation, monitoring, and complaint investigation, I have appointed Wendi Warner, Human Resource and Labor Relations Director as Ben Franklin Transit's EEO Officer. Wendi will report directly to me and acts with my authority with all levels of management, labor unions, and employees. Wendi can be contacted either by email at wwarner@bft.org or by phone at 509.735.5119.

All Ben Franklin Transit executives, management, and supervisory personnel, however, share in the responsibility for implementing and monitoring Ben Franklin Transit's EEO Policy and Program within their respective areas and may be assigned specific tasks to ensure compliance is achieved. Ben Franklin Transit will evaluate its managers' and supervisors' performance on their successful implementation of Ben Franklin Transit's policies and procedures, in the same way Ben Franklin Transit assesses their performance regarding other agency's goals.

Ben Franklin Transit is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.



Edwin Frost, Interim General Manager

21 MAR 2022

Date

II. DISSEMINATION OF EEO PROGRAM

Formal communication mechanisms are established to publicize and disseminate BFT's EEO Policy, as well as appropriate elements of BFT's EEO Program, to its employees, applicants, and potential applicants.

A. Internal Dissemination

The following actions are taken by BFT to internally disseminate the EEO Policy and Program:

- The EEO Policy Statement from the General Manager and required state and federal EEO posters are displayed on official agency bulletin boards accessible in each building.
- The EEO Policy Statement may be included in workplace manuals and will be included in handbooks distributed to employees.
- The EEO Policy Statement, including complaint procedures, are clearly defined and explained during new employee orientation. New employees are required to sign a form acknowledging they have read and understand the policy.
- Conduct EEO training for all new managers or supervisors within 90 days of their appointment.
- Meetings shall be conducted semi-annually with the executive management team from each department to review the EEO Program and its implementation.
- "Open door" meetings are scheduled semi-annually for the EEO Officer to meet with any interested employees to seek input on program implementation.
- All employees, including management, receive EEO training annually as part of BFT's Compliance Training Program.
- BFT will document the internal dissemination process by recording the dates of the meetings and trainings held, preserving agendas and sign-in sheets.

B. External Dissemination

To ensure that recruitment sources understands BFT's EEO Policy, the following actions will be taken:

- Human Resources will distribute BFT's EEO Policy to all outreach and recruitment entities that provide staffing of employment opportunities for BFT. This includes contracts awarded to recruitment agencies.
- A formal partnership with community outreach and recruitment entities will be utilized to build a diverse pipeline of applicants to advertise recruitment needs. A list of these organizations will be maintained by the Human Resources department, including but not limited to employment agencies, community and diversity organizations, and other industry-specific associations.
- All advertisements for personnel, including radio and television stations, newspapers, electronic job boards, BFT's website career page, and other printed publications (especially those oriented to the disabled and minority populations), will include a statement that "***BFT is an Equal Employment Opportunity Employer***".

III. PERSONNEL RESPONSIBILITY

The General Manager (GM) of BFT is charged with the responsibility to ensure full adherence and timely implementation of the EEO Program. Under direction of the GM, the EEO Officer will have staff responsibility for the Program and will receive support from the Executive Management Team and assigned staff to successfully carry out the EEO program as appropriate.

EEO Officer Responsibilities

The EEO Officer is responsible for the overall management, implementation, and development of the EEO Program. The EEO Officer's responsibilities include, but are not limited to, the following:

- Develop the EEO Policy Statement and a written EEO Program.
- Conduct an annual workforce utilization study to determine where BFT needs to implement efforts to achieve parity in employment with the availability of a qualified workforce within Benton and Franklin counties and surrounding areas.
- Develop, implement, and monitor internal audit and reporting systems to measure the effectiveness of equal employment opportunity programs; determine where progress has been made and where action is needed.
- Set goals and timetables; develop programs to achieve goals.
- Review the agency's plan with all managers and supervisors to ensure that the policy is understood.
- Review employment documentation (e.g. personnel actions, job requisitions, job descriptions) to ensure the actions do not result in disparate treatment or disparate impact.
- Periodically review employment practice policies (e.g. hiring, promoting, training, discipline and separations), complaint policies and procedures, reasonable accommodation policies and performance evaluations, grievance procedures, and union agreements.
- Report to the General Manager at least semiannually on each department's progress in relation to the agency's goals and on contractor and vendor compliance.
- On behalf of BFT, serve as a liaison to federal, state, county and local governments, regulatory agencies, and community groups representing minorities, women, persons with disabilities, veterans, and others.
- Participate in EEO training to remain current on EEO laws, investigative procedures and regulations; disseminate laws and regulations to responsible officials (e.g. managers, supervisors, General Manager).
- Ensure personnel who conduct investigations are appropriately trained.
- Process employment discrimination complaints; assign appropriate personnel to investigate complaints and report to GM in a timely manner.
- Ensure that EEO training is provided to employees and managers annually.
- Ensure postings of the EEO Policy Statement and required federal and state EEO posters at all BFT facilities are up-to-date.
- Communicate to employees and applicants of available training programs, professional development opportunities and associated requirements.

Impartiality / Conflict of Interest

To ensure impartiality, the EEO Officer will assign qualified personnel to conduct investigations. However, if a complaint involves a member of the human resources department, outside investigators will be used to enable objective review and unbiased reporting to agency executives.

Responsible Staff

Although the EEO Officer has primary responsibility for implementing and administering BFT's EEO Program, all managers and supervisors are responsible for ensuring that BFT's EEO policies and programs are carried out. The following responsibilities to include, at a minimum:

- Actively participate in periodic audits of all aspects of employment to identify and remove barriers obstructing the achievement of specified goals and objectives.
- Consult with EEO Officer when making decisions to hire, promote, train, discipline and terminate, to ensure adherence to BFT's EEO Policy.
- Periodically hold discussions with other managers, supervisors, and employees to ensure BFT policies and procedures are being followed.
- Support BFT- sponsored educational training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with non-discrimination policies.
- Along with the EEO Officer, maintain and update personnel database for generating reports required for the non-discrimination program, such as training, promotions and transfers.
- Being actively involved in outreach programs (e.g. minority and women's organizations) designed to promote EEO.
- Participate in the review and/or investigation of complaints alleging discrimination.
- Encourage employees in professional development and career growth opportunities to support the advancement of the EEO Program.

IV. UTILIZATION ANALYSIS

Requirement

The purpose of the utilization analysis is to identify those job categories where there is an underutilization and/or concentration of minorities and women in relation to their availability in the relevant labor market. A utilization analysis consists of workforce analysis and availability analysis. The workforce analysis requires a statistical breakdown of the recipient's workforce by each job category and job title. Each of the above are then cross-referenced by race, national origin, and sex.

During the review of data for this reporting cycle, areas of underutilization were found when reviewing the Utilization Analysis. For full details, please see **Appendix 1: Utilization Analysis Worksheet**.

-
1. Officials and Administrators are underutilized by one white female. We will aim to employ individuals in this category where females are underutilized.
 2. Administrative Support Workers are underutilized by one Hispanic female. We will aim to employ individuals in this category where Hispanic females are underutilized.
 3. Skilled Craft workers are underutilized by two Hispanic males. We will aim to employ individuals in this category where Hispanic males are underutilized.
 4. Service Maintenance Workers are underutilized by 43 Hispanic males, 45 Hispanic females and 4 Asian females. The remaining categories of underutilization are less than 2% and therefore do not require analysis.
 5. We currently have no positions assigned to the EEO categories of Protective Services or Paraprofessionals.

See **Appendix 2: Occupational Category List**

Availability Analysis

To calculate the availability of workers by race and gender for the various job categories, data from the US Census EEO Tabulations drawn from the American Community Survey 5-year average for 2014-2018 were downloaded. These figures were entered in the FTA spreadsheet template in the appropriate cells.

An occupational category is considered under-utilized if the representation of BFT employees is less than those groups in the labor force. As required, BFT uses the "whole person" method of analysis. Thus, if the percent under-utilization multiplied by the number of employees in that category yields a result of less than one, then there is no under-utilization.

The labor market is one component of the availability analysis and requires establishing the reasonable recruitment area for BFT. Among current employees, 95% live in either Benton or Franklin counties. Thus, for all the categories except Officials & Administrators, the select recruiting areas for the relevant labor market is a combination of Benton and Franklin Counties as well as Walla Walla and Yakima Counties. Both the cities of Walla Walla and Yakima have public transit agencies and are within commuting distance.

For the Officials & Administrators category, the entire country was considered to be the relevant labor market.

V. GOALS AND TIMETABLES

Previous Goals 2018-2021

One of BFT's objectives is to recruit and maintain a workforce that reflects the demographics of Benton and Franklin County residents. In the occupational areas where BFT has underutilized groups, it is our goal to recruit candidates that are under-represented. In addition, it is our goal to ensure that all qualified employees in the local labor force have an equal employment opportunity for jobs with BFT.

Prior to discussing the goals for the coming four-year period, it is important to evaluate BFT's success at meeting the goals from the 2018 - 2021 EEO Program.

- 1) The 2017 utilization of **Officials & Administrators** indicated a need for two additional female placements in this category. We hired one female executive in 2018 which achieved 50% of this goal.
- 2) The 2017 utilization of **Administrative Support Workers** indicated a need for two additional female placements in this category. Nine additional white females have been hired since 2018, resolving that underutilization.
- 3) The 2017 utilization of **Skilled Craft Workers** indicated a need for two Hispanic male placements in this category. We hired one Hispanic male in this category since 2018.
- 4) The 2017 utilization of **Service Maintenance Workers** indicates a need for 26 Hispanic males and 29 Hispanic female placements in this category. Since 2018, 16 Hispanic males and 3 Hispanic females were hired.

In addition to progress in these numerical goals, BFT has also been working to implement policies and procedures to promote equitable hiring in the long term.

BFT aims to ensure that recruitment advertising is placed in minority and female-oriented publications whenever practicable. We have identified the following organizations for targeted recruiting for minority and female applicants:

- La Voz Hispanic Newspaper
- Conference of Minority Transportation Officials
- WorkplaceDiversity.com
- Tierra-Vida/Broetje Family Trust Community Building – Workplace Outreach Program

We have purchased a block of advertisements with WorkplaceDiversity.com. They link their advertisements to various sites among diverse markets, including Hispanic, Black, Veterans, Disability and LGBT communities.

We will continue to look for opportunities to participate at career fairs, schools and community centers where we can promote BFT employment opportunities to minority and female applicants.

BFT's Board of Directors has approved the development and implementation of a Succession Plan as an overall strategic objective for the Agency. Within that succession plan, we will seek to identify opportunities for advancement and promotion among the underutilized workforce groups within the Succession Plan process.

The EEO Officer will implement a schedule of "open door" meetings semi-annually to meet with any interested employees to seek input on program implementation and progress. Specific feedback will be elicited to help identify diverse audiences for recruiting to meet goals in underutilized areas.

Goals for 2022-2025

Short Term Goals

- 1) Current workforce utilization of **Skilled Craft Workers** indicates a need for two Hispanic male placements in this category. We will aim to place one more Hispanic male in the Skilled Craft Workers category in 2022.
- 2) Current workforce utilization of **Service Maintenance Workers** indicates a need for 43 Hispanic males and 45 Hispanic female placements in this category. These figures rose since the last EEO program in spite of significant hires because the overall number of workers in this category grew from 196 to 277, and the percent availability of both Hispanic males and females in Benton and Franklin counties rose between the prior set of census data and the current set used in this analysis. We will aim to hire 6 Hispanic males and 6 Hispanic females in the Service Maintenance Workers category in 2022.

Long Term Goals

- 1) Current workforce utilization of **Officials & Administrators** indicates a need for one additional female placement in this category. We will aim to place one more female in the category of Officials and Administrators by 2024.
- 2) Current workforce utilization of **Administrative Support Workers** indicated a need for one additional Hispanic female placement in this category. We will aim to place one more female in the category of Administrative Support Workers by 2023.
- 3) Current workforce utilization of **Skilled Craft Workers** indicates a need for two Hispanic male placements in this category. We will aim to place one more Hispanic male in the Skilled Craft Workers category in 2024.
- 4) Current workforce utilization of **Service Maintenance Workers** indicates a need for 43 Hispanic males and 45 Hispanic female placements in this category. We will aim to hire 8 Hispanic males and 8 Hispanic females in 2023; 10 Hispanic males and 10 Hispanic females in 2024; and 12 Hispanic males and 12 Hispanic females in 2025. In addition, we will aim to hire 4 Asian females over this span of time, even though Asian females make up less than 2% of the available workforce in the region.

VI. ASSESSMENT OF EMPLOYMENT PRACTICES

This chapter analyzes the employment practices of BFT to determine their role, if any, in causing and sustaining the underutilization identified in the previous chapter. The seven sections below present the assessment of the hiring and employment practices at BFT.

Recruiting and External Selection Procedures

Under the direction of the General Manager, the EEO Officer will review current external recruitment practices to identify effective and innovative ways to attract qualified women and minorities into BFT's applicant pool. BFT's website will be used for additional enhancements involving diversity-related information and postings to increase awareness of BFT commitments.

All job openings at BFT are listed with a variety of job boards such as Indeed, WorkSource, diversity sites, and the Tri-Cities Herald in the immediate labor market area of Benton and Franklin Counties and published on the BFT website at www.bft.org. BFT attaches to its application packet a voluntary Affirmative Action survey form. The survey is used to:

- Determine if BFT's recruitment techniques are effective;
- Identify the most effective referral sources; and
- Determine if an applicant pool, at any stage in the selection process, is representative of the available workforce, as described in the Workforce Utilization Analysis.

Once an application is returned, the Affirmative Action form is maintained separately only for EEO record-keeping purposes.

An applicant tracking system is used by the Human Resources to identify all steps at which an applicant participated in the process, and the outcome for the applicant at each step in the process. Analyses are conducted which compare the original applicant pool against the available applicant pool to evaluate recruitment effectiveness and to ensure nondiscrimination in each step of the process.

Responsibility for making these analyses rests with the EEO Officer. The methodology used addresses the requirements of the FTA administrative guidance, Uniform Guidelines on Employee Selection Procedures (1978), and relevant case law.

All procedures described above are designed to obtain and analyze information by job classification and/or job group, as appropriate, for each gender and race/ethnic group.

Testing

Phase 1 Testing - Online Assessments

BFT uses third-party vendor tools to administer pre-employment online testing and assessments at all levels.

Criteria Corp, our universal assessment vendor was selected based on their objective testing and screening procedures and unbiased treatment of applicants. They leverage the Department of Labor's KSA's for over 1,100 roles to confirm validity. Criteria Corp utilized by over 4500 organizations, some of which are Fortune 500 companies.

The Criteria Corp assessments identify candidate potential with cognitive aptitude, personality, emotional intelligence, risk, and skills testing. Tests measure problem solving, attention to detail, learning ability, mechanical reasoning, concentration, and focus. As well the technical assessments, personality, emotional perception, and emotional understanding are also assessed. Measurements for candidate integrity and ability to follow procedures, as well as basic competencies are included in the universal assessments.

Phase 2 Testing – Video Assessments

Applicants who meet the minimum job requirements for Coach Operator and/or Driver, and pass their Criteria Corp assessments, are invited to take an additional pre-employment tests. Through an external vendor, BFT administers entry-level transit exams for our Coach Operators and Paratransit Driver job candidates. This test simulates customer service scenarios and is proctored by a representative from Human Resources. If the applicant passes the first two tests, they advance to the third phase of testing.

The video is a human relations test and assesses the applicant's ability to interact with customers, decision making, and following safety policies. Applicants select the appropriate answer on the question sheet, collected by the proctor and sent to Ergometrics to calculate results. Ergometrics uses a dimensional scoring process and along with graphs, show an applicant's strengths and weaknesses.

Ergometrics & Applied Personnel Research, Inc. specializes in personnel selection and training. Ergometrics has designed the most comprehensive, award-winning video testing and job simulation testing programs in the nation. They have provided personnel testing services for thousands of clients in North America.

Ergometrics' tests are extensively and professionally validated, using both content and criterion validation. They provide complete documentation that conforms to all legal and professional standards for validation. Regardless of the size of the organization,

The Ergometric's test results are sent to our recruiter for review. Applicants who meet the passing criteria are contacted and scheduled for the third phase.

Phase 3 - Functional Capacity Assessment

The Functional Capacity Assessment for Operators and Drivers consists of a short series of experiences that measure basic, visual, cognitive, and physical abilities that are needed to safely operate a transit bus. These assessments are administered by BFT transit trainers who are experienced transit operators and have received specialized training for this purpose. Evaluation and scoring of the functional assessment is submitted to the recruiter for review.

If the applicant passes the assessment with a score of 100%, they are invited to interview.

BFT confirms that all pre-employment tests are psychologically validated and reliable. This lowers the probability of adverse impact with established criterion validation.

Promotion and Transfer

Job promotion opportunities are published internally, and all employees are eligible to apply without regard to race, color, religion, national origin, gender, age or disability. Job promotions are based on qualifications, job performance, skills, and education. In the case where two or more represented candidates are equal, seniority would prevail.

Employees seeking a transfer are required to submit an application to the HR Department through NEOGOV our online applicant tracking system. Transfers are based initially on the availability of an opening of a similar position in the desired location. Transfer considerations then factor in qualifications, job performance, skills, and education. In the case where two or more represented candidates are equal, seniority would prevail.

Seniority Practices

Seniority is a bargained right of the represented workforce and serves as a criterion of consideration for advancement opportunities for those employees. Seniority is generally determined by the chronological order of an employee's date of hire. New employees are added to the seniority list upon completion of training.

Seniority is not a right for the non-represented workforce, and therefore is not a factor for advancement consideration.

Training

Per company policy the training budget is administered by the Human Resources department.

In April 2015, the Board of Directors approved implementing a leadership program and a Succession Plan.

The first phase for the leadership program was an introductory course that would build the foundation for future leadership training. *The 7 Habits Foundations*, a one-day introduction to Stephen Covey's *"The 7 Habits of Highly Effective People"*. The implementation of the program was conducted in phases.

Trainers were selected to administer the training to the employees. These trainers were given extensive training in the course work as well as how to be effective trainers by a Franklin Covey representative. These individuals took the 16-hour training in December 2015.

Once the trainers completed the coursework, a timeline was established to administer the training to BFT employees starting in May 2016. Executive management, managers, and supervisors received the first round of training, followed by current employees. Training was to be ongoing, however, the COVID-19 pandemic caused us to delay ongoing efforts. To ensure social distancing, Franklin Covey has developed online resources for *"The 7 Habits of Highly Effective People"* training. BFT will implement online training for this program in 2022.

A formal assessment of training programs that offer professional development and promotional opportunities will be finalized with the implementation of BFT's Succession Plan. The development and implementation of BFT's Succession Plan is currently slated for completion in 2022.

The Succession Plan will identify developmental objectives for non-union employees, including training and formal educational courses. Union employees will have opportunities to participate in mentorship programs. This training will be incorporated into the Succession plan as a requirement for individuals who are identified as possessing upward potential based on criteria such as current performance, desire for growth, potential for increased responsibility and willingness to participate in additional development.

Compensation and Benefits

BFT determines salaries and wages based on benchmarking of similar jobs in other like-sized public transportation and local public-sector organizations. Salary ranges and pay grades have been assigned to each position and are reviewed and approved by the BFT Board of Directors.

All proposed cost of living adjustments is initiated by the General Manager and reviewed and approved by the BFT Board of Directors as part of the budget process. Salary increases are allocated by department managers, according to predetermined standards and guidelines with final approval by the General Manager.

Employees are to be paid compensation in accordance with applicable laws. Employee salaries are quoted as annual or hourly amounts. Employees are paid bi-weekly by check or direct deposit. Paycheck includes work previously completed in the last two weeks.

The EEO Officer annually reviews the compensation and benefits for each employee and verifies that BFT is offering equal pay for equal work. A Salary Survey is conducted bi-annually to validate BFT's market comparable salary structure.

Annually during the Performance Evaluation cycle, a comparison is made between the pay rates for white male employees and employees in protected classes, adjusting for length of service and other relevant factors.

Further, the EEO Officer annually reviews employee benefits and verifies that they are appropriately and equitably available to employees who meet the eligibility requirements depending upon their employment status.

Disciplinary Procedures and Termination Practices

BFT desires to employ competent employees who demonstrate successful job performance. BFT provides opportunities for employee training to enhance job performance. Employees are required to participate in seminars, conferences, and trainings as determined by their supervisor.

The General Manager has ultimate authority to hire and fire employees. Department Managers evaluate and discipline employees.

The General Manager is hired and evaluated by the Board of Directors. Employment of the General Manager is at the will of the Board.

Management prepares job descriptions for each employee for approval by the Board of Directors. Employee job performance is evaluated by the General Manager and department managers periodically according to the successful performance of their job. Employees may be disciplined to correct job performance deficiencies, and/or for failure to abide by policies.

Disciplinary action will generally follow a progressive sequence. The normal sequence of action is:

- Step 1: Oral Reprimand
- Step 2: Written Reprimand
- Step 3: Suspension without Pay
- Step 4: Dismissal from Employment.

The purpose of progressive discipline is to ensure that the employee is fully aware of any performance concerns and to provide the employee with a reasonable opportunity to correct those concerns. Employees will be given an opportunity to respond to any intended disciplinary action orally or in writing.

Supervisory and management personnel may omit any stage of the above process if, in their opinion and with concurrence of the Department Manager and General Manager, the problem cannot be corrected by a less severe form of disciplinary action. Safety issues will likely expedite a higher level of discipline.

Grievance Procedures: Bargaining Unit Employees

Grievance procedures for bargaining unit employees are covered in the collective bargaining agreements.

When grievances are initially received, copies are delivered to the EEO Officer by the Department Manager. The Human Resources Department will work with the Department Manager to coordinate a Step I Grievance meeting with the Department Manager, aggrieved employee, and union representative to review the facts and propose a resolution of the grievance.

If the grievance is not resolved at Step 1, it will proceed to Step 2 and/or Step 3, depending on the contractual arrangements. Grievances that reach the final step are ultimately heard before the General Manager. If the grievance is not resolved at this final step, it may lead to arbitration.

Grievance Procedures: Non-Represented Employees

BFT's Policy #2001, "Non-Represented Employees Work Rules", provides a detailed procedure for addressing employee grievances. The policy states:

Grievances shall be filed within 10 calendar days of the occurrence or be null and void.

Step I

The employee shall file their grievance in writing to their supervisor and send a copy to the Human Resources Director. The supervisor then has ten (10) working days to find a mutually acceptable solution. A working day is defined as Monday through Friday.

Step II

If a mutually agreeable solution cannot be reached within ten (10) working days, the grievance will be referred to the employee's manager. The employee's manager then has ten (10) working days to find a mutually acceptable solution.

Step III

If an agreeable solution cannot be reached, the grievance will be filed with the General Manager. The General Manager will render a decision within ten (10) working days. The General Manager's decision shall be final within Ben Franklin Transit.

Statistical Impact of Employment Practices on Minorities and Women

The tables included in Appendix 3 show the statistics regarding the impact of various employment practices on BFT employees. The standard FTA templates are used, and an additional table on disciplinary actions is also included. These tables show the actions broken down by race and gender for the period starting in January 1, 2018 when the last EEO Program data collection period ended) and ending December 31, 2021. The tables reflect data which is pulled directly from NEOGOV, an applicant tracking system for hires and promotions include sections on people with disabilities and veterans.

Hires:

The Hires worksheet shows nearly 40 cases where there is a potential adverse impact. For all of the categories other than Service-Maintenance, however, the number of hires is so low that many cases of potential adverse impacts are unavoidable, given how the spreadsheet calculates the ratio. Any case where the selection rate is less than 80% of the highest selection rate is flagged as a potential adverse impact. With fewer than 7 employees hired in all of the flagged cells, and fewer than 25 total hires in each of the job categories other than the Service-Maintenance category, the difference of one employee more or less would cause the adverse impact flag to be raised or not.

In the Service-Maintenance category, with 164 hires over the four-year period, the figures are somewhat more meaningful. Six race-gender groups indicate a potential adverse impact, though the "ratio to highest rate" percentage for two of them are barely under the 80% threshold (Hispanic males at 78% and Multiracial females at 78%). The four race-gender groups with more significant differences from the 80% threshold are Black males, Black females, Multiracial males and Hispanic females. All four of these groups had selection rates that were less than 80% of the highest rate, which applies to white males. However, just one more Black male or Multiracial male hire would have put either of those groups over the 80% threshold. The only two groups that were substantively (more than one hire) below the threshold were Black females and Hispanic females.

BFT is continuing to make every effort to hire Black and Hispanic/Latino drivers. We hired as many of these applicants as we could, subject to the requirements of the job.

Promotions:

On the Promotions tab, there is similarly a large number of race-gender groups that are flagged for potential adverse impacts, a total of 30 overall. As with the Hires tab, this is primarily a function of the small numbers of promotions carried out, while the number of applicants was very large.

The greatest number of promotions in any category was 12, in the Officials & Administrators category. With 671 applicants counted for these promotions, the selection rates in all categories were small, the highest being 5.6% for Multiracial females. With such tiny percentages of promotions being given, it makes it inevitable that several race-gender groups will be flagged for potential adverse impacts. For instance, in the Administrative Support category, with over 2,300 applications but only 7 promotions, the groups showing adverse impacts had selection rates of 0% and 0.3%, compared to the "high" rate of 0.9%. Given the small numbers involved, these figures do not indicate any systemic bias in offering

promotions to existing staff. Furthermore, in many of the job categories, non-white or female groups had the highest rates of success in obtaining promotions.

Training:

Many BFT employees received some training over the past four years. Because of the small number of employees in some of the race-gender groups, the highest training rate in some of the job categories was 100% (sometimes due to one person in a race-gender group being trained). That means any race-gender group in which less than 80% of the employees received training was flagged for an adverse impact.

Overall, there were 17 race-gender groups that were flagged, but 11 of these were in the Officials & Administrators and Professionals categories. Four of these were in the Service-Maintenance category. Of the nine Hispanic females in that category, one received training, resulting in a "high" rate of 11.1%. Given the larger number of white males and females in that job category, they showed significant deficiencies compared to the Hispanic females.

Because the training that generated the data in the spreadsheet was offered to all employees, there is no actual adverse impacts in this area. BFT will continue to monitor training to make sure that no race-gender groups are unfairly excluded from training opportunities.

Terminations (voluntary/involuntary):

On the Terminations tab, there are no race-gender groups flagged with a potential adverse impact. The job category where most of the terminations occurred, Service-Maintenance, did not indicate any potential adverse impacts as 18 of the 26 total terminations were of white males.

Given that the flagged case resulted from a single termination action, this does not indicate any systemic bias with regard to terminations.

Disciplines:

The only job category where there was a considerable number of disciplinary actions was Service-Maintenance. The Professionals category had three flags for potential adverse impacts, but those were due to single incidents of written reprimands, thus not indicating systemic bias.

In the Service-Maintenance category, there was one flag for adverse impacts for oral reprimands and three flags for adverse impacts for written reprimands. In the written reprimands, white males and white females were both flagged for potential adverse impacts, along with Multiracial females. The highest rate of discipline was in the multi-racial female grouping. This group had only 11 employees, but 4 cases of oral reprimands and 5 cases of written reprimands.

Virtually all of the employees who faced the disciplinary actions are members of the union, thus the union contract governed the disciplinary procedures. In spite of the distribution of actions indicating potential adverse impacts among several groups, none of these employees filed EEO-related complaints, indicating that they did not feel they were being discriminated against based on race or gender.

BFT will continue to monitor the pattern of disciplinary actions, as well as all employment practices, to ensure that there is no race and gender bias affecting how jobs, promotions, training, terminations and discipline are executed.

Statistical Impact of Employment Practices on Individuals with Disabilities and Veterans

Hires/Promotions:

No adverse impact for Individuals with Disabilities or Veteran status in Hiring or Promotions.

VII. MONITORING AND REPORTING

BFT's internal monitoring and reporting system is designed to allow the General Manager and EEO Officer to gauge the results of action plans that have been implemented since the last EEO Program submission.

Scheduled monitoring allows for the General Manager and EEO Officer to evaluate the EEO Program throughout the year—at least every 6 months—so that action can be taken if necessary to course correct or address concerns. The regular meetings also provide opportunities to document progress toward the plan objectives and provide data for future evaluation and analysis.

The EEO Officer and his/her staff are responsible for implementing the monitoring the program's status and the review system described below. The monitoring and reporting procedures include the production of reports that are presented to the General Manager and all management staff at semi-annual EEO meetings. Note that the General Manager is kept apprised of any significant EEO occurrences (such as complaints) as they happen.

The EEO Officer ensures that BFT's EEO Policy Statement is properly disseminated both internally and externally.

- The EEO Officer or a designated staff member regularly checks all of the bulletin boards where the EEO policy is posted, ensuring appropriate notices are displayed.
- The EEO Officer ensures that the policy statement is up to date and included in appropriate employee documents such as work manuals and employee handbooks.
- On a semiannual basis, the EEO Officer schedules a meeting with managers and employees to communicate the policy and clarify the General Manager's commitment.
- On an ongoing basis, the EEO Officer records meetings held with managers and staff regarding EEO policy. Meeting minutes and attendance documents are maintained with the EEO Officer.
- The EEO Officer maintains ongoing communication with staff involved with human resources, public outreach and marketing to ensure that the EEO statement is included with public materials and job postings.
- The EEO Officer maintains ongoing communication with human resources staff to maintain the accuracy of the workforce utilization table, recording the gender and race of current staff.
- On a quarterly basis, the EEO Officer measures the progress toward utilization goals developed in this Program, updating as necessary based on projected future staffing changes. This information is presented to the General Manager each quarter and reviewed in person twice per year. At the semiannual meetings, depending on the rate of progress, the EEO Officer will propose and consider new initiatives to achieve more effective realization of the utilization goals in this Program.
- Whenever there is a change in or renegotiation of the union contract, the EEO Officer will work with the Human Resources manager to ensure that proposed seniority rules or other provisions of the contract will not result in a disparate impact on women or minorities.
- The EEO Officer will be aware of any EEO complaint lodged against BFT and will be directly involved in the resolution of the complaint. Using the complaint log the EEO Officer will integrate an analysis of EEO complaints into the quarterly memos to the General Manager. Any indication of a pattern of EEO violations will be immediately brought to the attention of the General Manager.

As indicated above, the Human Resources Department maintains ongoing data regarding the race and gender of applicants, hires, promotions, transfers, disciplinary actions and terminations. The EEO Officer is responsible for ensuring that this data collection occurs and is readily available for analysis and reporting purposes.

The EEO Officer will keep a log of all meetings held with managers and employees, including training sessions and open-door sessions to better understand employee perspectives on EEO implementation at BFT.

Following the quarterly reports to the General Manager, the EEO Officer will meet with human resources staff and hiring officials as appropriate, to review the progress results and communicate direction from the General Manager to promote EEO policy. Whenever changes or updates are made to job descriptions, the EEO Officer will review the drafts to ensure non-discrimination.

The EEO Officer is responsible to ensure all record keeping is maintained to document the progress of the EEO Program and EEO goals. The record keeping includes agendas and sign-in sheets for official EEO training sessions, meetings with management, published job postings, help-wanted advertisements and a log of recruitment locations and dates.

EEO Complaint Procedures

An EEO complaint must be filed no later than one hundred and eighty (180) days from the date the alleged discrimination occurred. Complainants are encouraged to submit EEO complaints in writing using the *EEO Discrimination Complaint Form*. You may obtain an *EEO Discrimination Complaint Form* using one of the following methods:

Mail: Request a form by mail by writing to: BFT, Attention: EEO Officer, 1000 Columbia Park Trail, Richland, WA 99352.

Website: Download a form from our website at www.bft.org.

Phone: Request a form by calling (509) 734-5119.

The complaint should include:

1. Your name, signature, address, and current contact information (i.e. telephone number, mailing address, etc.);
2. The time and date of the alleged discrimination;
3. A description of how, when, where, the alleged discrimination occurred;
4. A description of why you believe you were discriminated against, including a detailed description of why you believe you were treated differently than others;
5. Names and contact information of any witness; and
6. Any other information you believe is relevant to your complaint.

Complaint Format

Mail: The preferred method is to mail your complaint in writing using the EEO Complaint Form. Complaints should be mailed to: BFT, Attention: EEO Officer, 1000 Columbia Park Trail, Richland, WA 99352.

Phone: You may call in your complaint to the HR Office at (509) 734-5119. If it is determined that your complaint is an EEO complaint, you will be asked to complete an EEO Complaint Form, which will be sent to you via mail or email, based on your preference.

Incomplete Complaints: When a complaint is deemed incomplete, or additional information is needed during the investigation process, a BFT representative will contact the Complainant in writing within fifteen (15) working days from the date the complaint is received to request the additional information. The Complainant will have thirty (30) business days to submit the required information. Failure to provide the requested information by the required date may result in administrative closure of the complaint.

Assistance Filing the Complaint: In cases where a Complainant is unable to provide a written statement, a verbal complaint of discrimination may be made to the EEO Officer by calling (509)734-5119. If the Complainant needs assistance in-person, s/he may make an appointment with the EEO Officer. Appointments are held at the BFT Office, 1000 Columbia Park Trail, Richland, WA 99352. Under these circumstances, the EEO Officer will interview the Complainant and assist with completing the EEO Discrimination Complaint Form.

Investigation of EEO Complaints

1. All EEO complaints alleging discrimination based on race, color, creed, national origin, sex, age, or disability are recorded and entered into BFT's complaints system immediately upon receipt. All complaints will be investigated promptly. Reasonable measures will be taken as appropriate to preserve any information that is confidential.
2. Within fifteen (15) business days of receiving the complaint, the EEO Officer will provide written acknowledgement of the complaint. The acknowledgement will include a determination as to whether or not BFT has jurisdiction over the matter, and, if so, whether or not the complaint has sufficient merit to warrant a formal investigation. The EEO Officer will attempt to discuss with the complainant the allegations outlined in the charge to ensure that the allegations are accurately stated and fully understood. During this initial conference, the bases of the complaint should be clearly defined.
3. If it is determined that the complaint is to be investigated, the EEO Officer or authorized designee conducts a formal investigation into the complaint.
4. An investigative report will be submitted to the General Manager within forty-five (45) days from receipt of the complaint. The report will include a description of the incident, summaries of all statements from persons interviewed, the finding(s), and recommendation for proposed resolution where appropriate. If the investigation is delayed for any reason, the EEO Officer will notify the appropriate parties and request the needed extension.
5. The General Manager or his designee shall issue a final determination based upon the review of the record within ten (10) working days. The EEO Officer will issue letters of finding to the Complainant stating the final decision as a result of the investigation process.
6. If the Complainant wishes to appeal the decision, s/he may do so in writing to the BFT General Manager, 1000 Columbia Park Trail, Richland, WA 99352.
7. If the Complainant is dissatisfied with the resolution or the case is not being resolved in a timely manner, the complaint must be filed within 180 days after the date of the alleged discrimination with the Regional Civil Rights Officer, Federal Transit Administration.

The EEO Officer will maintain these files. If there are any questions regarding these procedures or in filing a discrimination complaint, contact the EEO Officer at (509) 734-5119, fax (509) 735-4392.

APPENDICES

- Appendix 1 Utilization Analysis Worksheet
- Appendix 2 Occupational Category List
- Appendix 3 Adverse Impact Analysis Worksheet
- Appendix 4 Ben Franklin Transit Department Organization Chart

APPENDIX 2

Occupational Category List

Officials and Administrators: Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis.

Assistant Director, Transit Operations	Manager, Information Technology
Assistant General Manager	Manager, Labor Relations
Director, Administrative Services	Manager, Operations
Director, Fleet, Facilities & Capital Projects	Manager, Procurement
Director, Human Resources & Labor Relations	Manager, Rideshare/Vanpool
Director, Marketing & Communications	Sr. Manager, Safety and Environmental
Director, Planning Service Development	Manager, Safety & Security
Director, Transit Operations	Manager, Service Supervision
General Manager	Manager, Training & Performance
Manager, Facilities Maintenance	Manager, Transit Planning
Manager, Financial Services	Supervisor, ADA
Manager, Fleet Maintenance	Supervisor, Transportation
Manager, Human Resources	Supervisor, Customer Service

Professionals: Occupations which require specialized and theoretical knowledge which is Usually acquired through college training or through work experience and other training which provides comparable knowledge.

Bus Safety Specialist	Fixed Route Runcutter
Community Outreach Specialist	Safety Specialist
General Ledger Accountant	Senior Budget & Grants Analyst
Human Resources Analyst	Senior Marketing & Communications Specialist
Marketing & Communications Specialist	Senior Planner Capital Projects
Marketing Specialist	Senior Business Analyst
Planning Analyst	Transit Planner
Procurement Analyst	Training Technician
Sr. Human Resource Analyst	Sr. Contract Specialist
Operations Systems SME	Sr. Project Manager

Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training.

Cyber Security-Network & Systems Administrator	Help Desk-IT Analyst I
DevOps-Network & Systems Administrator	IT Analyst III
ETL Developer-Business Intelligence	ITS Technician

Protective Service Workers: Occupations in which workers are entrusted with public safety, security and protection from destructive forces. None.

Paraprofessionals: Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. None.

Administrative Support: Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office.

- | | |
|--|-------------------------------|
| Accounting Technician | Materials Coordinator |
| ADA Coordinator | Payroll Specialist |
| Administrative Assistant | Reservation Clerk |
| Customer Service Representative | Rideshare Program Coordinator |
| Dispatcher | Scheduling Specialist |
| Executive Assistant/Clerk to the Board | Travel Trainer |
| Business Operations Support Specialist | |

Skilled Craft Workers: Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the process involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

- Equipment Body Repair
- Mechanic I
- Mechanic II

Service-Maintenance Workers: Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public or which contribute to the upkeep and care of buildings, facilities or grounds of public property.

- Driver, Dial-A-Ride
- Equipment Service Worker
- Facilities Maintenance Worker
- Facilities Support Specialist
- Operator, Coach
- Vehicle Service Worker

APPENDIX 3

Adverse Impact Analysis - Hires

Job Category (Use EEO-4)	Total		W		A/IAN		B		H/L		A		NH/PI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	436	235	289	159	6	5	27	15	82	31	11	6	1	1	21	18
Total Hires	7	7	6	5	-	-	1	1	-	1	-	-	-	-	-	-
Selection Rate	1.6%	3.0%	2.1%	3.1%	N/A	N/A	3.7%	6.7%	0.0%	3.2%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Highest Rate	53.9%	100.0%	31.1%	47.2%	N/A	N/A	55.6%	100.0%	0.0%	48.4%	N/A	N/A	N/A	N/A	0.0%	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes
2 - Professionals																
Number Applied	353	268	236	182	8	2	18	10	62	40	15	13	1	1	14	20
Total Hires	7	15	6	12	1	-	-	-	-	1	-	1	-	-	-	1
Selection Rate	2.0%	5.6%	2.5%	6.6%	N/A	N/A	0.0%	N/A	0.0%	2.5%	0.0%	7.7%	N/A	N/A	0.0%	5.0%
Ratio to Highest Rate	35.4%	100.0%	33.1%	85.7%	N/A	N/A	0.0%	N/A	0.0%	32.5%	0.0%	100.0%	N/A	N/A	0.0%	65.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	Yes	N/A	Yes	Yes	Yes	No	N/A	N/A	Yes	Yes
3 - Technicians																
Number Applied	152	74	85	41	5	3	8	5	32	9	9	11	1	2	12	3
Total Hires	3	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	2.0%	0.0%	3.5%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	0.0%	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	Yes	N/A	Yes	Yes	Yes	Yes	Yes	Yes	N/A	N/A	Yes	N/A
4 - Protective Service																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Number Applied	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Hires	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Number Applied	610	1,704	350	1,132	8	41	22	42	173	364	14	18	1	15	42	92
Total Hires	4	20	3	15	-	-	-	-	1	4	-	1	-	-	-	-
Selection Rate	0.7%	1.2%	0.9%	1.3%	N/A	N/A	N/A	N/A	0.6%	1.1%	N/A	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	55.9%	100.0%	64.7%	100.0%	N/A	N/A	N/A	N/A	43.6%	82.9%	N/A	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	Yes	No	Yes	No	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	N/A	Yes
7 - Skilled Craft																
Number Applied	357	44	180	28	5	2	12	1	126	8	10	-	4	1	20	3
Total Hires	7	-	5	-	-	-	-	-	2	-	-	-	-	-	-	-
Selection Rate	2.0%	0.0%	2.8%	0.0%	N/A	N/A	0.0%	N/A	1.6%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	100.0%	NA	100.0%	0.0%	N/A	N/A	0.0%	N/A	57.1%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	N/A	Yes	N/A
8 - Service-Maintenance																
Number Applied	1,127	600	690	371	6	8	39	38	266	120	34	13	3	4	69	46
Total Hires	111	53	77	40	-	1	3	1	25	6	1	1	-	-	5	4
Selection Rate	9.8%	8.8%	11.2%	10.8%	N/A	N/A	7.7%	2.6%	8.7%	5.0%	N/A	N/A	N/A	N/A	7.2%	8.7%
Ratio to Highest Rate	100.0%	89.7%	100.0%	96.6%	N/A	N/A	68.9%	23.6%	78.3%	44.8%	N/A	N/A	N/A	N/A	64.9%	77.9%

Adverse Impact Analysis - Hires

Job Category (Use EEO-4) Potential Adverse Impact (Yes/No)	Total		W		A/I/AN		B		H/L		A		NHOFI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
	No	No	No	No	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes	Yes

Notes:

Persons with Disabilities	Total		W		A/I/AN		B		H/L		A		NHOFI		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Hires	9	7	222	159	1	2	6	10	38	15	2	5	1	16	4	4
Selection Rate	3.1%	3.6%	2.7%	3.1%	N/A	N/A	N/A	0.0%	5.3%	6.7%	N/A	N/A	N/A	0.0%	N/A	1
Veterans	Total		W		A/I/AN		B		H/L		A		NHOFI		M	
Number Applied	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Total Hires	16	1	317	56	7	1	16	1	64	11	6	2	2	33	2	2
Selection Rate	3.6%	1.3%	4.1%	1.8%	N/A	N/A	0.0%	N/A	3.1%	0.0%	N/A	N/A	N/A	3.0%	N/A	N/A

Adverse Impact Analysis - Promotions

Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NH/OP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Number Applied	436	235	289	159	6	5	27	15	82	31	11	6	1	21	18	
Total Promotions	10	2	9	1					1						1	
Selection Rate	2.3%	0.9%	3.1%	0.6%	N/A	N/A	0.0%	0.0%	1.2%	0.0%	N/A	N/A	N/A	0.0%	5.6%	
Ratio to Highest Rate	100.0%	37.1%	56.1%	11.3%	N/A	N/A	0.0%	0.0%	22.0%	0.0%	N/A	N/A	N/A	0.0%	100.0%	
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	Yes	Yes	Yes	Yes	N/A	N/A	N/A	Yes	No	
2 - Professionals																
Number Applied	353	268	236	182	8	2	18	10	62	40	15	13	1	14	20	
Total Promotions	7	4	5	3			1		1							
Selection Rate	2.0%	1.5%	2.1%	1.6%	N/A	N/A	5.6%	N/A	1.6%	2.5%	0.0%	0.0%	N/A	0.0%	0.0%	
Ratio to Highest Rate	100.0%	75.3%	38.1%	29.7%	N/A	N/A	100.0%	N/A	29.0%	45.0%	0.0%	0.0%	N/A	0.0%	0.0%	
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	N/A	Yes	Yes	Yes	Yes	N/A	Yes	Yes	
3 - Technicians																
Number Applied	152	74	85	41	5	3	8	5	32	9	9	11	1	12	3	
Total Promotions	-	-	-	-												
Selection Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	N/A	0.0%	N/A	
Ratio to Highest Rate	N/A	N/A	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	N/A	#DIV/0!	N/A	
Potential Adverse Impact (Yes/No)	No	No	#DIV/0!	#DIV/0!	N/A	N/A	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	N/A	#DIV/0!	N/A	
4 - Protective Service																
Number Applied	-	-	-	-												
Total Promotions	-	-	-	-												
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
5 - Paraprofessional																
Number Applied	-	-	-	-												
Total Promotions	-	-	-	-												
Selection Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
6 - Administrative Support																
Number Applied	610	1,704	350	1,132	8	41	22	42	173	364	14	18	1	42	92	
Total Promotions	3	4	3	3					1							
Selection Rate	0.5%	0.2%	0.9%	0.3%	N/A	N/A	N/A	N/A	0.0%	0.3%	N/A	N/A	N/A	N/A	0.0%	
Ratio to Highest Rate	100.0%	47.7%	100.0%	30.9%	N/A	N/A	N/A	N/A	0.0%	32.1%	N/A	N/A	N/A	N/A	0.0%	
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes	Yes	N/A	N/A	N/A	N/A	Yes	
7 - Skilled Craft																
Number Applied	357	44	180	28	5	2	12	1	126	9	10	-	4	20	3	
Total Promotions	11	-	8	-					2					1		
Selection Rate	3.1%	0.0%	4.4%	0.0%	N/A	N/A	0.0%	N/A	1.6%	0.0%	0.0%	N/A	N/A	5.0%	N/A	
Ratio to Highest Rate	100.0%	N/A	88.9%	0.0%	N/A	N/A	0.0%	N/A	31.7%	0.0%	0.0%	N/A	N/A	100.0%	N/A	
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	N/A	Yes	Yes	Yes	N/A	N/A	No	N/A	
8 - Service-Maintenance																
Number Applied	1,127	600	680	371	6	8	39	38	286	120	34	13	3	69	46	
Total Promotions	7	-	5	-					2							
Selection Rate	0.6%	0.0%	0.7%	0.0%	N/A	N/A	0.0%	0.0%	0.7%	0.0%	N/A	N/A	N/A	0.0%	0.0%	
Ratio to Highest Rate	100.0%	N/A	100.0%	0.0%	N/A	N/A	0.0%	0.0%	96.5%	0.0%	N/A	N/A	N/A	0.0%	0.0%	

Adverse Impact Analysis - Promotions

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NH/PI		M
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	
Potential Adverse Impact (Yes/No)	No	No	No	Yes	N/A	N/A	Yes	Yes	No	Yes	N/A	N/A	N/A	N/A	Yes

Notes:

Persons with Disabilities	Total		W		AI/AN		B		H/L		A		NH/PI		M
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	
Number Applied	286	195	222	159	1	2	6	10	38	15	2	5	1	16	4
Total Promotions	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.3%	0.5%	0.5%	0.6%	N/A	N/A	N/A	0.0%	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A
Veterans	Total		W		AI/AN		B		H/L		A		NH/PI		M
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	
Number Applied	445	75	317	56	7	1	16	1	64	11	6	2	2	33	2
Total Promotions	2	-	2	-	-	-	-	-	-	-	-	-	-	-	-
Selection Rate	0.4%	0.0%	0.6%	0.0%	N/A	N/A	0.0%	N/A	0.0%	0.0%	N/A	N/A	N/A	0.0%	N/A

Notes:

Adverse Impact Analysis - Training

Job Category (Use EEO-4)	Total		W		A/A/N		B		H/L		A		NH/OP		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	33	14	28	12	-	-	1	1	3	1	-	-	-	-	1	-
Total Trained	10	7	7	6	-	-	-	-	2	1	-	-	-	-	1	-
Training Rate	30.3%	50.0%	25.0%	50.0%	N/A	N/A	0.0%	0.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Ratio to Highest Rate	60.6%	100.0%	25.0%	50.0%	N/A	N/A	0.0%	0.0%	66.7%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	Yes	Yes	Yes	No	N/A	N/A	N/A	N/A	No	N/A
2 - Professionals																
Total Workforce	15	24	12	21	-	-	1	1	1	2	1	-	-	-	1	-
Total Trained	8	5	5	4	-	-	-	-	-	1	-	-	-	-	-	-
Training Rate	40.0%	20.8%	41.7%	19.0%	N/A	N/A	100.0%	N/A	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Ratio to Highest Rate	100.0%	52.1%	41.7%	19.0%	N/A	N/A	100.0%	N/A	0.0%	50.0%	0.0%	N/A	N/A	N/A	N/A	0.0%
Potential Adverse Impact (Yes/No)	No	Yes	Yes	Yes	N/A	N/A	No	N/A	Yes	Yes	Yes	N/A	N/A	N/A	N/A	Yes
3 - Technicians																
Total Workforce	3	1	3	-	-	-	-	-	-	-	-	1	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
5 - Paraprofessional																
Total Workforce	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																
Total Workforce	19	40	12	28	1	1	1	1	6	9	-	1	-	-	-	-
Total Trained	8	11	5	9	-	-	-	-	2	2	-	-	-	-	1	-
Training Rate	42.1%	27.5%	41.7%	32.1%	N/A	N/A	N/A	N/A	33.3%	22.2%	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Highest Rate	100.0%	65.3%	100.0%	77.1%	N/A	N/A	N/A	N/A	80.0%	53.3%	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	Yes	No	Yes	N/A	N/A	N/A	N/A	No	Yes	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																
Total Workforce	25	-	17	-	-	-	2	2	4	-	1	-	-	1	-	-
Total Trained	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Training Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A
Ratio to Highest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	No	N/A	No	N/A	N/A	N/A	No	N/A
8 - Service-Maintenance																
Total Workforce	230	141	152	110	2	4	7	5	52	9	3	1	1	13	11	11
Total Trained	8	13	6	9	-	-	1	2	1	1	-	-	-	-	-	-
Training Rate	3.5%	9.2%	3.9%	8.2%	N/A	N/A	N/A	N/A	1.9%	11.1%	N/A	N/A	N/A	N/A	0.0%	9.1%
Ratio to Highest Rate	37.7%	100.0%	35.5%	73.6%	N/A	N/A	N/A	N/A	17.3%	100.0%	N/A	N/A	N/A	N/A	0.0%	61.8%

Adverse Impact Analysis - Training

Job Category (Use EEO-4)	Total		W		A/I/AN		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	Yes	No	Yes	Yes	N/A	N/A	N/A	N/A	Yes	No	N/A	N/A	N/A	N/A	Yes	No

Notes:

Adverse Impact Analysis - Terminations

Job Category (Use EEO-4)	Total		W		A/I/A/N		B		H/L		A		NHOPI		M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
1 - Officials & Administrators																
Total Workforce	33	14	28	12			1	1	3	1	-	-	-	-	1	-
Total Involuntary Terminations	-	1		1			-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	7.1%	0.0%	8.3%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	0.0%	100.0%	0.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	N/A
2 - Professionals																
Total Workforce	15	24	12	21			1	1	1	2	1	-	-	-	1	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	No	No	No	No	N/A	N/A	N/A	N/A	No	No
3 - Technicians																
Total Workforce	3	1	3				-	-	-	-	-	1	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A
4 - Protective Service																
Total Workforce	-	-					-	-	-	-	-	-	-	-	-	-
Total Involuntary Terminations	-	-					-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Adverse Impact Analysis - Terminations

Job Category (Use EEO-4)	Total		W		AI/AN		B		H/L		A		NHOPJ		M		F	M	F	M	
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F					
5 - Paraprofessional																					
Total Workforce	-	-																			
Total Involuntary Terminations	-	-																			
Involuntary Termination Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
6 - Administrative Support																					
Total Workforce	19	40	12	28	1	1	1	1	6	9	1	1	1	1	1	1	1	1	1	1	1
Total Involuntary Terminations	2	2	2	1	-	-	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	10.5%	5.0%	16.7%	3.6%	N/A	N/A	N/A	N/A	0.0%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	47.5%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	100.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
7 - Skilled Craft																					
Total Workforce	25	-	17	-	2	2	2	2	4	-	1	1	1	1	1	1	1	1	1	1	1
Total Involuntary Terminations	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Involuntary Termination Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	0.0%	N/A	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	100.0%	N/A	100.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	N/A	N/A	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	No	N/A	No	N/A
8 - Service-Maintenance																					
Total Workforce	230	141	152	110	2	4	7	5	52	9	3	1	1	1	1	1	1	1	1	1	1
Total Involuntary Terminations	21	5	18	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Involuntary Termination Rate	9.1%	3.5%	11.8%	2.7%	N/A	N/A	N/A	N/A	1.9%	11.1%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Ratio to Lowest Rate	38.8%	100.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	No	No

Adverse Impact Analysis - Disciplines

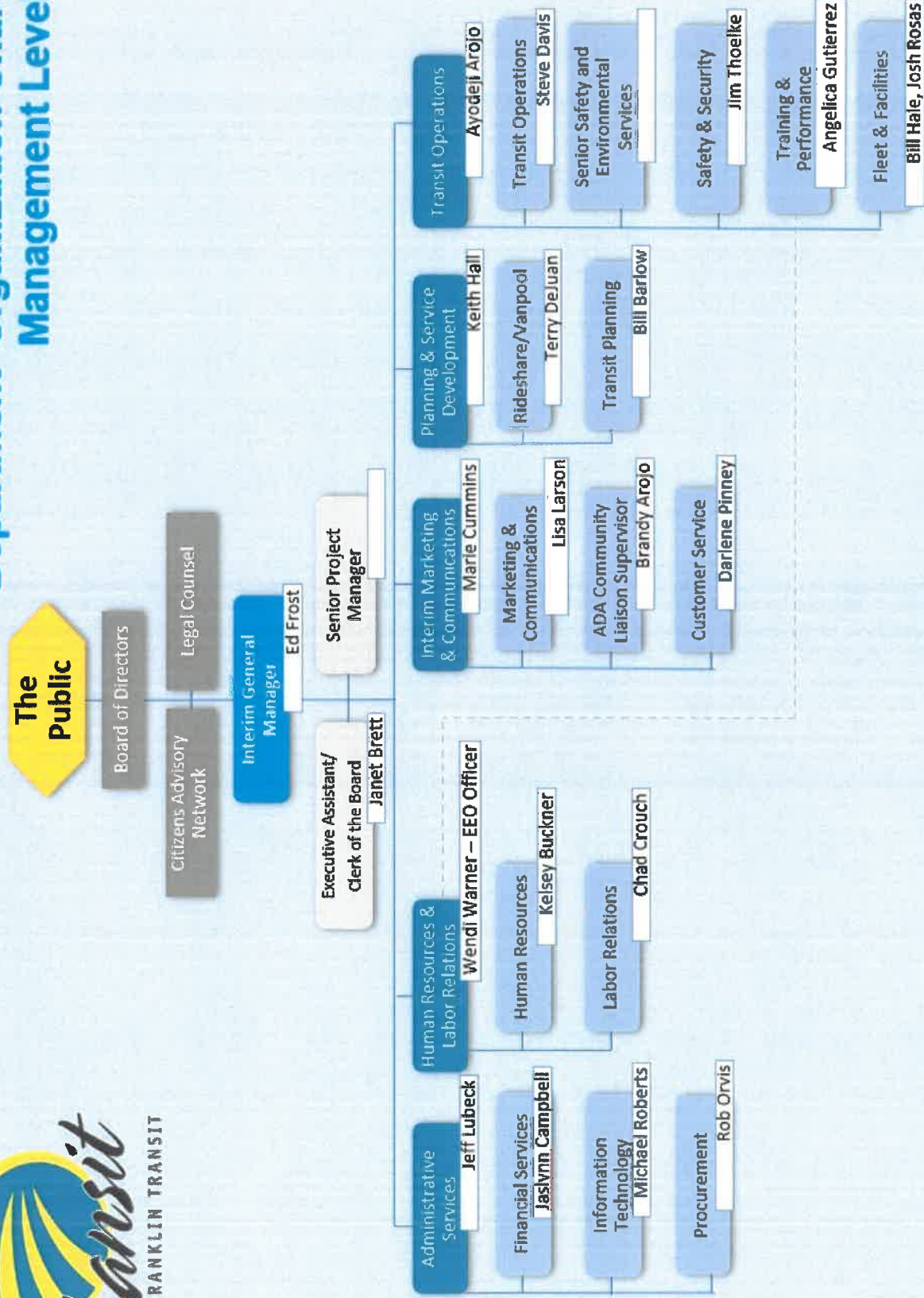
Job Category (Use EEO-4)	Total		W		A/JAN		B		H/L		A		NHOPI		M	F
	Male	Female	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A
Suspension	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	N/A	0.0%	N/A	N/A	N/A	0.0%	N/A	N/A	N/A	N/A	0.0%	N/A	N/A	0.0%	N/A
Ratio to Lowest Rate	100.0%	N/A	100.0%	N/A	N/A	N/A	100.0%	N/A	N/A	N/A	N/A	100.0%	N/A	N/A	100.0%	N/A
Potential Adverse Impact (Yes/No)	No	N/A	No	N/A	N/A	N/A	No	N/A	N/A	N/A	N/A	No	N/A	N/A	No	N/A
8 - Service-Maintenance																
Total Workforce	230	141	152	110	2	4	7	5	52	9	3	1	1	1	13	11
Oral Reprimand	35	22	21	14	-	-	3	1	7	2	1	-	1	1	2	4
Discipline Rate	15.2%	15.6%	13.8%	12.7%	N/A	N/A	N/A	N/A	13.5%	22.2%	N/A	N/A	N/A	N/A	15.4%	36.4%
Ratio to Lowest Rate	100.0%	97.5%	92.1%	100.0%	N/A	N/A	N/A	N/A	94.5%	57.3%	N/A	N/A	N/A	N/A	82.7%	36.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	Yes
Written Reprimand	44	38	39	33	-	-	2	-	3	-	-	-	-	-	5	5
Discipline Rate	19.1%	27.0%	25.7%	30.0%	N/A	N/A	N/A	N/A	5.9%	0.0%	N/A	N/A	N/A	N/A	0.0%	45.5%
Ratio to Lowest Rate	100.0%	71.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	0.0%
Potential Adverse Impact (Yes/No)	No	No	Yes	Yes	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	Yes
Suspension	7	6	5	6	-	-	-	-	2	-	-	-	-	-	-	-
Discipline Rate	3.0%	4.3%	3.3%	5.5%	N/A	N/A	N/A	N/A	3.8%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	71.5%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No
<Enter Discipline Type>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Discipline Rate	0.0%	0.0%	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%	N/A	N/A	N/A	N/A	0.0%	0.0%
Ratio to Lowest Rate	100.0%	100.0%	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%	N/A	N/A	N/A	N/A	100.0%	100.0%
Potential Adverse Impact (Yes/No)	No	No	No	No	N/A	N/A	N/A	N/A	No	No	N/A	N/A	N/A	N/A	No	No

Notes:

APPENDIX 4
BFT Organizational Chart



Department Organization Chart Management Level



February 2022

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

From: Jeff Lubeck, Administrative Services Director, and Jaslyn Campbell, Finance Manager

Re: Resolution 22-2022, Approving a Bad Debt Policy and Delegating Authority to the Administrative Services Director to Write Off Certain Uncollectable Receivables

Background

Ben Franklin Transit (BFT) has always required the General Manager to approve any bad debt write-offs for specific uncollectable receivables and to obtain Board approval. It is in the best interest of the company and best use of time and resources to delegate this authorization to the Administrative Services Director.

Research was conducted to evaluate processes of comparable transit agencies, such as Community Transit, as well as other local jurisdictions. BFT would like to mirror the process of delegating authority to the Administrative Services Director to write off certain fixed assets and uncollectable receivables so long as specific criteria are met:

1. The individual value of each receivable does not exceed \$1,000; and
2. Staff have made a reasonable effort to collect the receivable (including use of collection agencies for receivables as appropriate) as determined by procedures established by the Administrative Services Director.

Once this policy is adopted by Board resolution, it shall remain in effect until such time it is amended.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve a Bad Debt Policy and delegate authority to the Administrative Services Director to write off uncollectable receivables.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 22-2022

A RESOLUTION APPROVING A BAD DEBT POLICY AND DELEGATING AUTHORITY TO THE ADMINISTRATIVE SERVICES DIRECTOR TO WRITE OFF CERTAIN UNCOLLECTABLE RECEIVABLES

- WHEREAS, In the course of normal business activity, Ben Franklin Transit establishes accounts receivable; and
- WHEREAS, As a matter of usual business practice, some receivables will become uncollectable; and
- WHEREAS, It is in the best interest of the corporation to write off said uncollectable receivables.

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

Authority be delegated to the Administrative Services Director to write off certain uncollectable receivables so long as the following criteria are met:

1. The individual value of each receivable does not exceed \$1,000; and
2. Staff have made a reasonable effort to collect the receivable (including use of collection agencies for receivables as appropriate) as determined by procedures established by the Administrative Services Director.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



Policy Number:	FIN-112	PURPOSE: To create a process in which certain uncollectable receivables can be written off by the Administrative Services Director as delegated by the Ben Franklin Transit Board of Directors.
Section:	FINANCE	
Effective:	04.14.2022	
Reference:	Resolution XX-2022	
General Manager Approval:		
Revision Number	Effective Date	Description of Change
NEW	04.14.2022	Initial Adoption (new policy)

1. Authority Levels for Writing Off Bad Debt

This policy delegates authority to the Ben Franklin Transit (BFT) Board of Directors to write off certain uncollectable receivables. Through the course of business, some receivables will become uncollectable. It is in the best interest of BFT to write off these uncollectable receivables. The BFT Board has authorized the Administrative Services Director to write off certain uncollectable receivables so long as the following criteria are met:

1. The individual value of each receivable does not exceed \$1,000; and
2. Staff have made a reasonable effort to collect the receivable (including use of collection agencies for receivables as appropriate) as determined by procedures established by the Administrative Services Director.

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

From: Michael Roberts, Information Technology Manager

Re: Resolution 23-2022 Authorizing the Interim General Manager to Declare Old and Failed Information Technology Items as Surplus and Dispose of per Resolution 62-2014

Background

Resolution 62-2014 states that Ben Franklin Transit (BFT) shall dispose of surplus property through a process at the discretion of the General Manager. The process will begin with the value of the property, which will be established by determining current market value and researching past sales. Vehicles may be sold to nonprofit organizations, other units of state or local government and municipal corporations in the state of Washington, or to the general public. Sales must include public notification regarding the sale of surplus property.

Surplus property may be sold through a live or online auction with no minimum bid. Vehicles or equipment that have been totaled, have had mechanical failure, or are of no reasonable value for resale may be sold for scrap or salvage after BFT staff have determined the property to be unsafe or beyond repair.

As a data security precaution, all hard drives will be removed from computer systems and disposed of through a separate destruction process. This effectively renders all computers inoperable and valueless. As such, BFT will be unable to dispose of them through auction or other sales processes and instead will dispose of them through recycling venues.

Funding

Budgeted: N/A

Budget Source: N/A

Funding Source: N/A

Recommendation

Approve Resolution 23-2022 authorizing the Interim General Manager to declare old and failed information technology items as surplus and dispose of per Resolution 62-2014.

Forward as presented:

Edwin G. Frost, Interim General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 23-2022**

A RESOLUTION AUTHORIZING THE INTERIM GENERAL MANAGER TO DECLARE THE ITEMS IDENTIFIED ON EXHIBIT A, LIST OF SURPLUS INFORMATION TECHNOLOGY ITEMS, AS SURPLUS AND DISPOSE OF PER RESOLUTION 62-2014

WHEREAS, Ben Franklin Transit (BFT) owns Information Technology computing items; and

WHEREAS, Information Technology computing items will wear out and fail in the normal course of their useful life; and

WHEREAS, The items on attached Exhibit A are beyond useful life or have failed and have no market or residual value.

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

1. The Interim General Manager is authorized to declare the identified Information Technology items surplus (which is attached to this resolution as Exhibit A, List of Surplus Information Technology Items, and incorporated herein by reference).
2. The Interim General Manager is authorized to dispose of items listed on Exhibit A, List of Surplus Information Technology Items, per Resolution 62-2014.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Ben Franklin Transit

Exhibit A: List of Surplus Information Technology Items

Last Updated:

3/24/2022

CK	Serial #	Asset Tag	AssetName / Product #	Device Type	Manufacturer	Model
MR	354411069617240	51281	iPhone 6	Cell Phone	Apple	Apple iPhone 6
MR	356648085837165	52275	iPhone 6s	Cell Phone	Apple	Apple iPhone 6s
MR	FFMS6WKEGRY5	51606	iPhone 6s	Cell Phone	Apple	Apple iPhone 6s
MR		51594	iPhone 6s	Cell Phone	Apple	Apple iPhone 6s
MR			iPhone 6s	Cell Phone	Apple	Apple iPhone 6s
MR	353219100792604	52162	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR	353221108228300	52201	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR	353221108419313	52215	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR	DX3Y46XMJCLY	52068	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR		52063	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR		52298	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR		52314	iPhone 8	Cell Phone	Apple	Apple iPhone 8
MR	358688095233359	52173	iPhone 8+	Cell Phone	Apple	Apple iPhone 8+
MR	FD1XVB96JCLY	52053	iPhone 8+	Cell Phone	Apple	Apple iPhone 8+
MR		52315	iPhone 8+	Cell Phone	Apple	Apple iPhone 8+
MR	35641103553711	52347	iPhone XR	Cell Phone	Apple	Apple iPhone XR
MR	353305097171835	52170	Galaxy S9	Cell Phone	Samsung	Samsung Galaxy S9
MR	990009314327688	52090	JetPack MiFi	Cellular Jetpack	Verizon	Verizon JetPack MiFi
MR	990009316928673	52169	JetPack MiFi	Cellular Jetpack	Verizon	Verizon JetPack MiFi
MR	73200867096			Computer, Desktop	Acer	VXSE1
MR	73200870996			Computer, Desktop	Acer	VXSE1
MR	73500471996			Computer, Desktop	Acer	VXSE1
MR	HGCGXG2			Computer, Desktop	Dell Inc.	Optiplex 3040
MR	1KC8ZG2	51595	dell	Computer, Desktop	Dell Inc.	OptiPlex 5040
MR	1KH5ZG2	51501	60-006	Computer, Desktop	Dell Inc.	Optiplex 5040
MR	1KN32G2	51494		Computer, Desktop	Dell Inc.	Optiplex 5040
MR	1KR8ZG2	51478	74-001	Computer, Desktop	Dell Inc.	OptiPlex 5040
MR	1KW8ZG2	51617	64-006	Computer, Desktop	Dell Inc.	Optiplex 5040
MR	9T9GPD2	51616	11-015	Computer, Desktop	Dell Inc.	Optiplex 5040
MR	HG6QXG2	51025	74-003	Computer, Desktop	Dell Inc.	Optiplex 5040
MR	9L6K7M2	51530	21-008	Computer, Desktop	Dell Inc.	OptiPlex 5050

Ben Franklin Transit

Exhibit A: List of Surplus Information Technology Items

Last Updated:

3/24/2022

CK	Serial #	Asset Tag	AssetName / Product #	Device Type	Manufacturer	Model
MR	9L7M7M2	51535	41-003	Computer, Desktop	Dell Inc.	Optiplex 5050
MR	9LFL7M2	52030	dell	Computer, Desktop	Dell Inc.	OptiPlex 5050
MR	9LGJ7M2	51561	41-005	Computer, Desktop	Dell Inc.	Optiplex 5050
MR	9L8M7M2	51557	dell	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	9TCGPD2	51634	dell	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	HC1SGM2	51585	Dell	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	HFT21M2	51553	dell	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	HGBFXG2	51498	75-003	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	HVP11M2	51554	Dell	Computer, Desktop	Dell Inc.	OptiPlex 5060
MR	5P58CX1	51029	74-004	Computer, Desktop	Dell Inc.	OptiPlex 7010
MR	FSX1J02	51155	Dell	Computer, Desktop	Dell Inc.	OptiPlex 7010
MR	6243M82	51516	60-003	Computer, Desktop	Dell Inc.	OptiPlex 7020
MR	6265M82	51469	11-001	Computer, Desktop	Dell Inc.	OptiPlex 7020
MR	6268M82	51515	60-004	Computer, Desktop	Dell Inc.	OptiPlex 7020
MR	F6ZFV42	51482	74-014	Computer, Desktop	Dell Inc.	Optiplex 7020
MR	MXL02601VJ	51103	VS696UT#ABA	Computer, Desktop	HP	500B Microtower
MR	7NTKWS2	52054		Computer, Notebook	Dell Inc.	Inspiron 5770
MR	C3DZWS2	52277		Computer, Notebook	Dell Inc.	Inspiron 5770
MR	F1WR612			Computer, Notebook	Dell Inc.	Inspiron 3542
MR	3HORQX1		64-100	Computer, Notebook	Dell Inc.	Inspiron 5721
MR	FY6RQX1	51131	69-007	Computer, Notebook	Dell Inc.	Inspiron 5721
MR	FX8KGV1	50940	71-005	Computer, Notebook	Dell Inc.	Latitude E6520
MR	GZDM6R1	50912		Computer, Notebook	Dell Inc.	Latitude E6520
MR	8CG95061DJ	52284		Computer, Notebook	HP	PavilionX360 (14-CD2053C1)
MR	DQVPFAA002817007FE	52049		Monitor	Acer	
MR	1512W82	52040		Monitor	Dell Inc.	E2318H
MR	3GM8HS2	52061		Monitor	Dell Inc.	E2318H
MR	5GN8HS2	52186		Monitor	Dell Inc.	E2318H
MR	6H5XGS2	52002		Monitor	Dell Inc.	E2318H
MR	7XM8HS2	52140		Monitor	Dell Inc.	E2318H
MR	81493K2	52132		Monitor	Dell Inc.	E2318H

Ben Franklin Transit

Exhibit A: List of Surplus Information Technology Items

Last Updated:

3/24/2022

CK	Serial #	Asset Tag	AssetName / Product #	Device Type	Manufacturer	Model
MR	FXM8HS2	52133		Monitor	Dell Inc.	E2318H
MR	GFN8HS2	52001		Monitor	Dell Inc.	E2318H
MR	JFN8HS2	52062		Monitor	Dell Inc.	E2318H
MR	N/A	50801		Monitor	Dell Inc.	P2210t
MR	None	50807		Monitor	Dell Inc.	P2210t
MR	CN-0GFXN4-74445-32J	51116		Monitor	Dell Inc.	P2212Hb
MR	CN-0NDMRP-74261-IC	52097		Monitor	Dell Inc.	P2212Hb
MR	CN-0GFXN4-74445-2AU	50965		Monitor	Dell Inc.	P2312HT
MR	76283K2	52015	Dell	Monitor	Dell Inc.	SE2717H/HX
MR	3CM950124H		HP 24f LED Display	Monitor	HP	HP 24f
MR	U64965F8N504123	52159	BRN3C2AF4606425	Printer	Brother, Ltd.	Brother HL-L2370DW series
MR	U65180M8N384473		BRN3C2AF49449EA	Printer	Brother, Ltd.	Brother MFC-L3770CDW series
MR	U64965K8N710256	52150	Brother	Printer	Brother, Ltd.	HL-L2370DW
MR	u64965L8n768553		Brother	Printer	Brother, Ltd.	HL-L2370Dw
MR	U65175E0N430198	52340		Printer	Brother, Ltd.	HL-L3270CCDW
MR	B6240110	051468	Fargo DTC1250e	Printer	Fargo	DTC1250e
MR	CNC9DCF7VT	50972	CS145A	Printer	HP	Laserjet MFP M276nw
MR	JPBF940855	50864	CE459A	Printer	HP	Laserjet P2055dn
MR	VNB3T11544	50917	CE459A	Printer	HP	Laserjet P2055dn

Move Ahead Washington Overview

Move Ahead Washington is a transformational 16-year package that creates a sustainable, achievable future for the transportation sector. The legislation addresses concerns raised throughout the state of Washington and reflects a focus on meeting the needs of every community.

\$17B in Investments Over 16 years

- \$11.5B: New projects, maintenance and preservations, ferries, and local programs
- \$5.4B: Climate Commitment Act: Active transportation/transit electrification

There are two primary elements to the transit-specific awards:

1. Project awards
 - a. BFT is scheduled to be awarded \$23.3M
2. Annual grants
 - a. The 16-year estimated award to BFT is approximately \$75M

Transit Specific: \$3B over 16 years

- \$1.45B New Transit Support Grants (See more details below)
- \$600M Plus-up of Special Needs Grants
 - Agencies should see a doubling of their local grant funding
- \$300M New Bus and Bus Facility Grant program (mirrors federal program)
- \$300M Plus-up of Green Transit Grants
- \$244M Plus-up of Transit Projects
 - Includes \$23.2M for 3 BFT projects
 - Fleet electrification - \$10.6M
 - Long-range service corridor improvements - \$4.3M
 - Hubs in Benton City, Prosser, and south Kennewick - \$8.4M
- \$80M New Tribal Transit Grants

Transit Support Grant Details

New section in the law that establishes “**Transit Support Grants**” which allow for agencies to receive an annual grant which allows them to utilize funds for operating or capital expenses. This is becoming known as the 18 and Under Zero Fare Grant.

Grant Eligibility

- Transit agencies only
- Agencies must have a policy established by October 1, 2022, that provides riders 18 years of age and younger zero fare on ALL modes.
- Agencies must maintain or increase their sales tax authority which was established effective January 1, 2022.
- Must meet specific criteria which support overburdened communities; criteria to be determined by WSDOT.

Summary of Potential Benefits to Ben Franklin Transit

- Annual estimate of formula allocation of Transit Support Grants is \$3.5M in 2022-2023 and then \$4.6M for the next 15 years for a total of approximately \$75M.
- Eligibility for future funding of grants including Regional Mobility, Green Transit, Bus and Bus Facility, and Special Needs Grants.
- LEAP Transportation 2022-NL-3 - Approval of three grant applications for the following projects submitted in FY2021:
 - \$10.56M for Fleet Electrification – Electric bus replacements for existing diesel fleet (12), bus-charging equipment (bus base), and bus-charging equipment (transit hubs)
 - \$4.25M for Long-Range Service Corridor – Redesign frequent bus routes and services currently using existing diesel vehicles; upgrade accessible bus stops with shelters and seating; install bus stop improvements, including land acquisitions in local jurisdictions by BFT where additional right-of-way is needed for sidewalks and bus stops that are compliant with the Americans with Disabilities Act (ADA).
 - \$8.4M for Mobility Hubs – Benton City, Prosser, and south Kennewick; land acquisition, parking, bus shelters, electric bus charging



Ben Franklin Transit

Impact of Sales Tax Revenue Reduction
April 14, 2022

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

- **May 1981- 0.3% Sales Tax Voter Approved**
 - Matched \$ for \$ with motor vehicle tax (=0.06%)
 - Fixed Route Service Initiated
- 1997 Benton City and Prosser Operations added by voter approval
- 1999 Initiative 695 (Motor Vehicle Excise Tax Repealed)
 - Lost equivalent of 0.3%
- **March 2002 -Sales Tax 0.3% Voter Approved**
(Replaced lost Motor Vehicle Tax)
- 2005 Finley Operations added by voter approval

- 2010 Due to population growth, BFT reclassified from a Small Urban Transit to Large Urban Transit (2012)
- **2012 Additional Federal Administrative Requirements**
- **2015 Board Adopts Strategic Plan**
- 2015 Comprehensive Service Plan Study (10 Year Plan)
- 2017 Comprehensive Service Plan Implementation

- 2022 Capital Program
 - Queensgate Transit Hub Construction Start
 - Land acquired in 2021
 - Operations Building Construction Start
 - West Pasco Transit Hub Land Acquisition & Design
 - Land identified, working to acquire
 - Downtown Pasco Transit Hub Design & Construction
 - Property acquired March 2022

Funding Profile

Local:

Fares, Misc. (2022B = \$2.1M)

Sales Tax – Voter Approved 6/10th of 1.0% (2022B = \$48M)

State:

Regional Mobility – Formula Based/Competitive (varies each year. \$2M for past 4 years)

Special Needs – Formula Based (2022B = \$2.4M)

Vanpool Investment Program – Vanpool Vehicles Only (2022B = \$0; varies each State Biennium)

Federal:

5307 – Formula Funding (Population x Population Density x Fixed Route Revenue Miles) (2022B = \$6.8M)

5310 – Enhanced Mobility of Seniors/Individuals with Disabilities (\$200K)

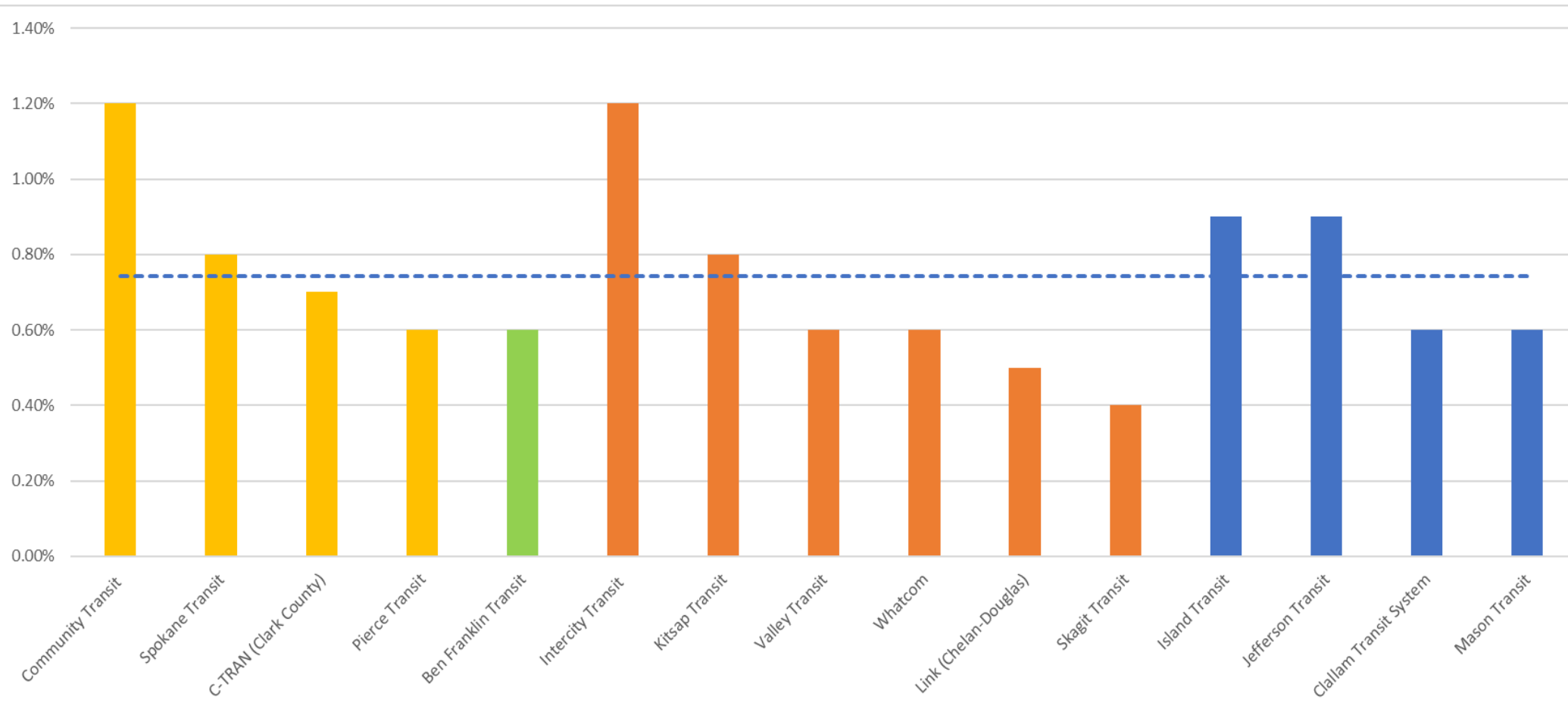
5339 – Bus and Bus Facilities (\$800K)

CRRSAA/ARP – One time funding grant to cover lost fare revenue and increased operating expenses

Local Funding Sources

FFY	Sales Tax		Fares/Misc		Total	
	Amount	inc / drc	Amount	inc / drc	Amount	inc / drc
2021	48,271,512	22.29%	2,572,972	63.69%	50,844,484	23.9%
2020	39,473,663	0.41%	1,571,895	-63.72%	41,045,558	-6.0%
2019	39,311,911	7.87%	4,332,973	-5.61%	43,644,884	11.0%
2018	36,442,238	6.51%	4,590,269	-10.40%	41,032,507	4.3%
2017	34,214,086	3.00%	5,122,944	7.39%	39,337,030	9.1%

Sales Tax Rates by Selected WA State Agencies

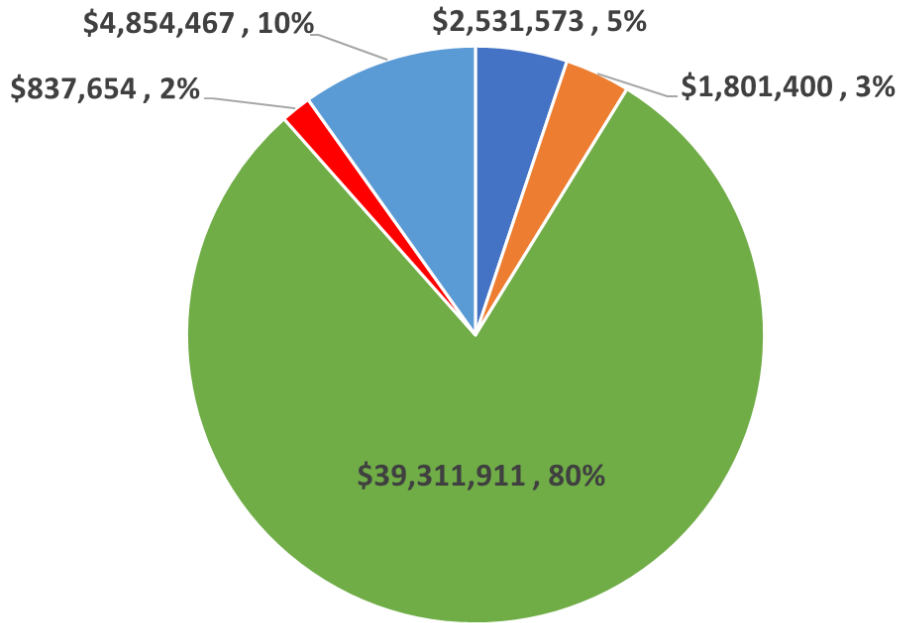


BFT Federal Funding

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

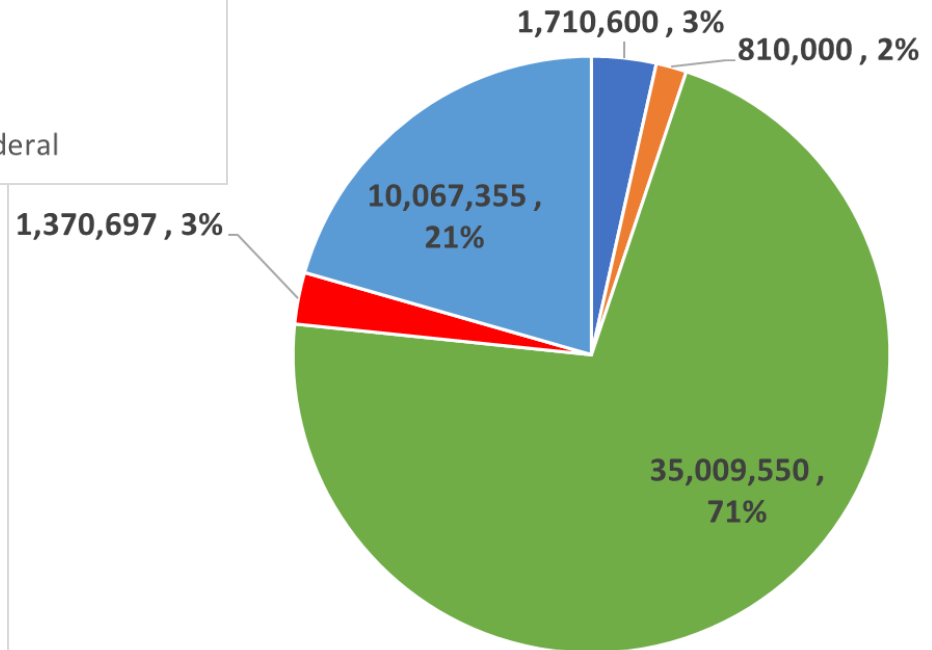
Operating Revenues

2019 Operating Revenues



■ Fares/Misc ■ Vanpool ■ Sales Tax ■ State ■ Federal

2022 Budgeted Operating Revenues



■ Fares/Misc ■ Vanpool ■ Sales Tax ■ State ■ Federal



One-Time Funding – Received in 2020 & 2021

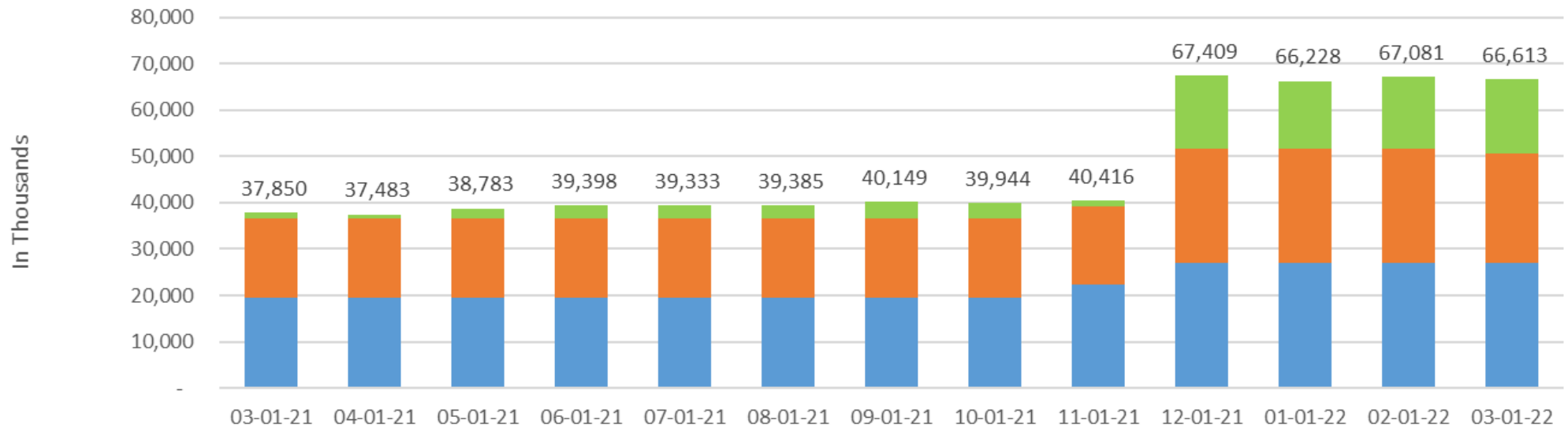
	Awarded		Spend/Obligation Plan				
	2020	2021	2020	2021	2022	2023	2024
CARES	18,973,077		8,905,722	10,067,355			
CRRSAA - 5307	8,460,568				8,460,568		
CRRSAA - 5310	33,438					33,438	
ARP - 5307		20,849,570			10,424,785	10,424,785	
ARP - 5310		33,439				33,439	
Grant Totals	27,467,083	20,883,009	8,905,722	10,067,355	18,885,353	10,491,662	0

Financial Status

Capital Funding – Bringing it all Together

- BFT's Capital Improvement Plan is Funded on a *Pay-As-You-Go* Basis
No Bonding, No Borrowing
- Federal & State Grants REQUIRE Local Funding Match
- Current Reserves and CARES Related Funding Enables a Funded Capital Improvement Plan for Existing Projects over the Next 3.5 Years

Total Cash & Investments (in thousands) as of Mar 31, 2022



	03-31-21	04-30-21	05-31-21	06-30-21	07-31-21	08-31-21	09-30-21	10-31-21	11-30-21	12-31-21	01-31-22	02-28-22	03-31-22
Total Cash on Hand	37,850	37,483	38,783	39,398	39,333	39,385	40,149	39,944	40,416	67,409	66,228	67,081	66,613
Available	1,348	982	2,282	2,896	2,832	2,884	3,648	3,443	1,136	15,898	14,717	15,570	16,026
12 Mo Capital	16,976	16,976	16,976	16,976	16,976	16,976	16,976	16,976	16,976	24,412	24,412	24,412	23,488
Reserves	19,525	19,525	19,525	19,525	19,525	19,525	19,525	19,525	22,304	27,099	27,099	27,099	27,099

Capital Funds represent current approved budget for items in Capital Improvement Plan expected to be spent over next 12 months.

\$20M budgeted for future periods.

Impact – Sales Tax Reduction

Sales Tax and Federal/State Grant Reductions

	Annual Taxes at 0.600%	Annual Taxes at 0.500%	Sales Tax Reduction (16.7%)	Transit Support Grants	Total Reduction	Total % Revenue Reduction
2026F	57,886,678	48,238,899	(9,647,780)	(4,600,000)	(14,587,217)	-26.1%
2025F	55,929,158	46,607,632	(9,321,526)	(4,600,000)	(14,260,117)	-24.0%
2024F	53,778,036	44,815,030	(8,963,006)	(4,600,000)	(13,900,753)	-24.3%
2023F	51,959,456	43,299,546	(8,659,909)	(4,600,000)	(13,596,814)	-25.9%
2022F	49,961,015	41,634,179	(8,326,836)	(3,400,000)	(12,062,900)	-23.3%

An additional reduction of approximately \$350K to Federal grants included in the Total Reduction

Scenario #1 – Service Reduction Only

Scenario #2 – Capital Improvement Plan Reduction Only

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

Thank You

Questions?

**BEN FRANKLIN TRANSIT
RESOLUTION 24-2022**

**A RESOLUTION REGARDING TEMPORARY REDUCTION OF SALES TAX
REVENUE COLLECTION**

WHEREAS, BFT currently receives six-tenths (6/10ths) of one percent (1%) of the selling price or value of the article used and made taxable pursuant to RCW 82.14.045(1); and

WHEREAS, BFT's current sales and use tax funding was authorized by vote of the public certified March 22, 2002; and

WHEREAS, BFT is permitted to temporarily collect less than the full amount of sales and use tax imposed; and

WHEREAS, BFT's Board of Directors believe that BFT does not presently require the full amount of sales and use tax imposed to facilitate operations.

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

The Interim General Manager is directed to request that the Department of Revenue reduce the sales and use tax collected for BFT effective _____, 2022, to five-tenths (5/10ths) of one percent (1%), and terminating on December 31, 2022.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

**BEN FRANKLIN TRANSIT
RESOLUTION 25-2022**

**A RESOLUTION REGARDING SUBMISSION OF A PROPOSITION TO THE VOTERS
TO REDUCE SALES AND USE TAX FOR PUBLIC TRANSPORTATION**

WHEREAS, BFT currently receives six-tenths (6/10ths) of one percent (1%) of the selling price or value of the article used and made taxable pursuant to RCW 82.14.045(1); and

WHEREAS, BFT's current sales and use tax funding was authorized by vote of the public certified March 22, 2002; and

WHEREAS, BFT's Board of Directors believe the public wishes to reduce the amount of sales and use tax collected for BFT's purposes by one-tenth (1/10th) of one percent (1%).

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

The Interim General Manager is directed to request that the Benton and Franklin County Auditors place upon the ballot for the next general election, a proposition as follows:

“Ben Franklin Public Transportation Benefit Area Reduced Sales and Use Tax”

The Ben Franklin Transit Board of Directors adopted Resolution 25-2022 concerning a proposition to reduce the imposed sales and use tax. This proposition would reduce the authorized sales and use tax Ben Franklin Transit is permitted to impose from six-tenths (6/10ths) of one percent (1%) to five-tenths (5/10ths) of one percent (1%) within portions of Benton and Franklin Counties.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: April 14, 2022

To: Edwin G. Frost, Interim General Manager

From: Jeff Lubeck, Administrative Services Director

Re: Resolution 26-2022 Recommending Prophix for the Award of the Budgeting, Planning, and Reporting Software Contract

Background

Ben Franklin Transit (BFT) staff received authorization to release a request for proposals (RFP) for budgeting, planning, and reporting (BPR) software at the November 2021 Board meeting.

The objective of this contract is to procure and implement a budgeting, planning, and reporting software tool that:

1. Supports data-driven decision-making initiatives by making information easier to access and utilize as well as increase security levels in accessing data.
2. Enables scenario/“what-if” analysis that is not readily available with the existing Excel-based spreadsheets.
3. Will reduce/eliminate the number of manually prepared spreadsheets utilized for the budget process.
4. Will automate the budget preparation, compilation, review, and approval process.
5. Automates the majority of the budget presentation materials, saving time and easing the impact of changes and updates to the budget.
6. Provides an easy-to-use tool that can be used to monitor and report budget-to-actual information and analysis throughout the year.
7. Automates and improves the monthly financial reporting for BFT Board and management.
8. Will either de-risk the transition to a new ERP system, should that transition occur, or will augment the existing accounting system and its reporting shortfalls.
9. Will allow for a single-budget model that can be used for both annual operating forecasts as well as multiyear forecasts used for other financial planning and budgeting purposes. Currently these are two separate, disconnected forecast models.

The project is needed now for the following reasons:

- The current approach to budgeting is very manual and labor intensive. An extremely large spreadsheet must be manually updated every year, introducing the possibility of errors in formulas, links, totals, etc.
- The budget spreadsheet must be updated for each of the 26 operating departments. Spreadsheets generally do not allow multiple users inputting data at the same

time, which means budget managers must wait for the spreadsheet to be available before they can work in their department budgets. This is generally challenging due to the tight time frames budget managers have in which to complete and update their inputs. This often results in sending out fragments of the master spreadsheet and then copying and pasting inputs back into the main spreadsheet, introducing significant opportunities for errors.

- In addition to the master spreadsheet, there are multiple other spreadsheets that support the budget model, including a complex labor planning model. Due to the sensitivity of salary information and the general lack of security and permissions at the right levels within Excel, the labor model can only be viewed and used by a limited set of Human Resources (HR) and Finance staff. A BPR tool can easily allow for permissions for a department manager to have better insight into their labor cost so that it can be more effectively planned and managed. Labor and benefits represent approximately 70% of the agency's annual operating expense, so giving broader access to labor management capabilities will help the agency manage the single largest cost.
- Given the manual nature of the budget model, creating updated forecasts throughout the year is virtually impossible due to the amount of time needed to manually update the model. This means as business conditions change or estimates in underlying assumptions change, a new forecast or scenario analysis cannot be performed without significant effort.
- Because of the limited functionality of the current ERP system, the preparation of monthly financial reports is also entirely manual. Data is extracted from the accounting system into a spreadsheet and is then manually manipulated and formatted to create the monthly Board, Executive Management Team, and other management reports. This results in longer time frames to produce and verify reports, along with the increased possibility of spreadsheet errors due to the manual nature of the data extraction and manipulation.
- Because the extraction of data is manual, ad hoc financial analysis is limited, making ongoing assessments of department spending more challenging and time-consuming.
- BFT will be starting the evaluation of the existing ERP system in mid-2022. If a new ERP system is ultimately determined to be in BFT's best interest, the amount of time for evaluation, selection, planning, and implementation means the new ERP system would not be expected to be online and functional until 2024. Furthermore, during a typical implementation, the emphasis is on the core accounting functions such as timecards, payroll, vendor payments, and basic transactions. The budgeting and reporting modules are often the last modules to be fully implemented and functional.
- Implementing a BPR solution now will both de-risk the transition to a new ERP system and will also make that conversion much easier since the BPR tool will interface with our existing system and can easily interface with a new ERP system, thereby ensuring that the budgeting and reporting functions and processing will seamlessly continue before, during, and after the changeover.

- If the ERP assessment mentioned above does not result in the selection of a new ERP system, then the ERP is important in order to make the existing system and processes work as efficiently and effectively as possible.

Statement of Work

Project Scope and Milestones

A. Planning and Analysis:

- a. Contractor will conduct discovery, either remotely or onsite, at the beginning of the planning and analysis phase. The purpose is for the vendor to gain sufficient understanding of BFT's budget model, processes, workflows, schedule, etc. to ensure that the proposed solution is properly configured and implemented.
- b. Contractor will create a risk document identifying potential risks to include probability, impact, and mitigation strategies for each risk.
- c. Contractor will work with BFT to determine and document a Work Breakdown Structure of all necessary work items to complete the implementation of the new BPR system to include all deliverables and responsible parties.
- d. Contractor will deliver a BFT-specific project schedule for implementation. A generic implementation timeline and a go-live date will be agreed upon and included in the agreement.
- e. Change Management Plan – Contractor will help BFT develop an appropriate change management strategy that at a minimum will:
 - i. Identify and fully articulate the organizational changes that the initiative will bring.
 - ii. Develop specific transition and communication strategies for the various stakeholder groups.
 - iii. Develop strategies for mitigating and managing identified risks to the implementation of the system.
 - iv. Contractor will provide detailed system requirements for servers, networks, and end-user computers.

B. Design

- a. Contractor will be responsible for creating configuration documentation (detailing how to configure the system):
 - i. Includes architecting workflows.
 - ii. Includes configuration items identified in Exhibit 1; this exhibit will be in a separate Excel file.
 - iii. Contractor will design a historical data migration procedure.
 - iv. Vendor will architect the interfaces to and from Fleet-Net, the current accounting system.
 - v. Contractor will develop mutually agreed-upon Service Level Agreement (SLA) and performance metrics.
 - vi. Contractor will work with BFT to architect the creation of the budget book/budget PowerPoint template.
 - vii. Vendor will develop and document test plans and scripts for system and user acceptance testing.

C. Build and Configure:

- a. Contractor will allow for, or provide and maintain if solution is hosted, a minimum of two (2) environments (Test and Production).
- b. Contractor will be responsible for performing any custom development to meet requirements unless the feature/functionality is noted as “Not Available” in Exhibit 1:
 - i. For any custom development, the vendor will need to provide technical specifications.
- c. Contractor will work with BFT to configure the system including:
 - i. Forms for data entry;
 - ii. Workflows;
 - iii. User access/security;
 - iv. All features and functionality noted as “Out of The Box” and “Custom Development” in Exhibit 1.
 - v. Vendor will develop data interface(s) to and from Fleet-Net
- d. Contractor will develop data interface(s) or upload procedures to upload budget information from the vendor’s platform into BFT’s Fleet-Net system.
- e. Contractor will install a budget system that conforms to the functional and technical requirements in Exhibit 1.
- f. Perform the migration of historical data. Contractor will be responsible for mapping and migrating data. BFT will provide current data in the vendor-requested format and access to database administration resources as needed.

D. Testing:

- a. Contractor will be responsible for the system testing and reviewing all functionality with BFT prior to User Acceptance Testing (UAT).
- b. Contractor will resolve items identified in system and user acceptance testing. Any discrepancies not in alignment with the original requirements will be the responsibility of the vendor.
- c. Contractor may be required to provide documentation or evidence that the requirements have been met.

E. Training and Documentation:

- a. Contractor to provide training and documentation:
 - i. Contractor to describe their standard approach to training.
 - ii. Training sufficient to train core Finance team to enter and process budgets; create reports; and generally navigate the system.
 - iii. “Train-the-Trainers” training sufficient for BFT Finance staff to train nonfinance budget developers on how to use the system and tools for entering and processing budgets.
 - iv. Training on how to modify the configuration of the system in the future.
 - v. Provide the option to record or provide electronic versions of all training aids.
 - vi. Provide user guide documentation.

- F. Deployment:
 - a. Participate in a go/no-go decision with identified stakeholders from BFT.
 - b. Implement cutover plan to deliver a configured budget management system.

- G. Accept and Close out process:
 - a. Close out invoicing.
 - b. Finalize and deliver remaining documentation, recorded trainings, etc.
 - c. Work with BFT to conduct lessons learned.
 - d. Complete transition to Support and Maintenance and communicate support plan.

Proposal Evaluation and Recommendation

BFT staff advertised proposals for BPR Software Solution in the Tri-City Herald, Seattle Daily Journal of Commerce, BFT’s website, various bid plan centers, and sent out twenty-one (21) requests for proposal packages to potential contractors.

BFT received two (2) proposals, and they were determined to be responsive and responsible. Evaluators rated both proposals and conducted product demonstrations with questions and answers. Based on the evaluations, Prophix was selected as the highest-rated proposal based on the evaluation criteria specified in the proposal. Although not part of the evaluation criteria, it was also noted that Prophix is being utilized by two other transit agencies in the state of Washington, while ClearGov is not utilized by any transit agencies in the country.

Contractor	Initial Evaluation Points	Evaluation Points with Interview Phase	Estimated Cost for Initial Term
ClearGov, Inc.	74	93	\$40,740
Prophix	76	103	\$215,927

The RFP included optional support after implementation for additional work related to the budgeting, planning and financial reporting. Optional additional work up to \$20,000 would be based on rates listed in the consultant’s cost proposal and be negotiated individually and approved by the General Manager.

Cost Summary

The contract and pricing will have two main components. First is the up-front licensing, configuration, implementation, and training. This will be a capital cost and is included within the existing scope and budget of Project TEC-0010, IT Technology.

The second aspect of the contract will be the annual software licensing and support cost. This will be part of the annual operating budgets.

Description	Total
Up-Front Implementation & Training (capitalized)*	\$118,772
Year 1 License Cost (Operating Budget) **	\$97,155
Year 2 License Cost (Operating Budget)	\$102,013
Year 3 License Cost (Operating Budget)	\$107,113
Year 4 License Cost (Operating Budget)	\$112,469
Year 5 License Cost (Operating Budget)	\$118,092
Optional additional labor hours of support (85 Hours)	\$20,000
Total Three-Year Contract Cost	\$445,053
Total Potential Five-Year Cost	\$675,614

* = Not-to-exceed amount. Actual implementation cost is expected to be less.

**= Annual cost fixed through Year 1, then subject to adjustment. Years 2 through 5 are estimated and increased by 5% per year.

Funding

Budgeted: Yes

Project No: TEC0010 (approved in 2019)

Existing approved Capital Budget for initial implementation cost

Budget Source: 2022 Operating Budget for Year 1 Operating Cost

Funding Source: Local Funds

Recommendation

Staff's recommendation is to award the budgeting, planning, and reporting software contract to Prophix.

Forward as presented:

Edwin G. Frost, Interim General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 26-2022

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT FOR BUDGETING, PLANNING, AND REPORTING SOFTWARE WITH PROPHIX

WHEREAS, BFT is in need of budgeting, planning, and reporting software; and

WHEREAS, Staff advertised and requested proposals for the budgeting, planning, and reporting software; and

WHEREAS, Two proposals were received and determined to be responsive and responsible. The proposals were evaluated, and the highest-rated firm is Prophix; and

WHEREAS, Funding for this project will be provided by capital funding for the implementation cost and local funding from the Operating Budget.

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

The Interim General Manager is authorized to enter into Contract #1342 with Prophix for an initial three years, with the option to extend up to two additional years, at an amount of up to \$675,614 over the full five-year term.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS MEETING held Thursday, April 14, 2022, at 1000 Columbia Park Trail, Richland, Washington.

ATTEST:

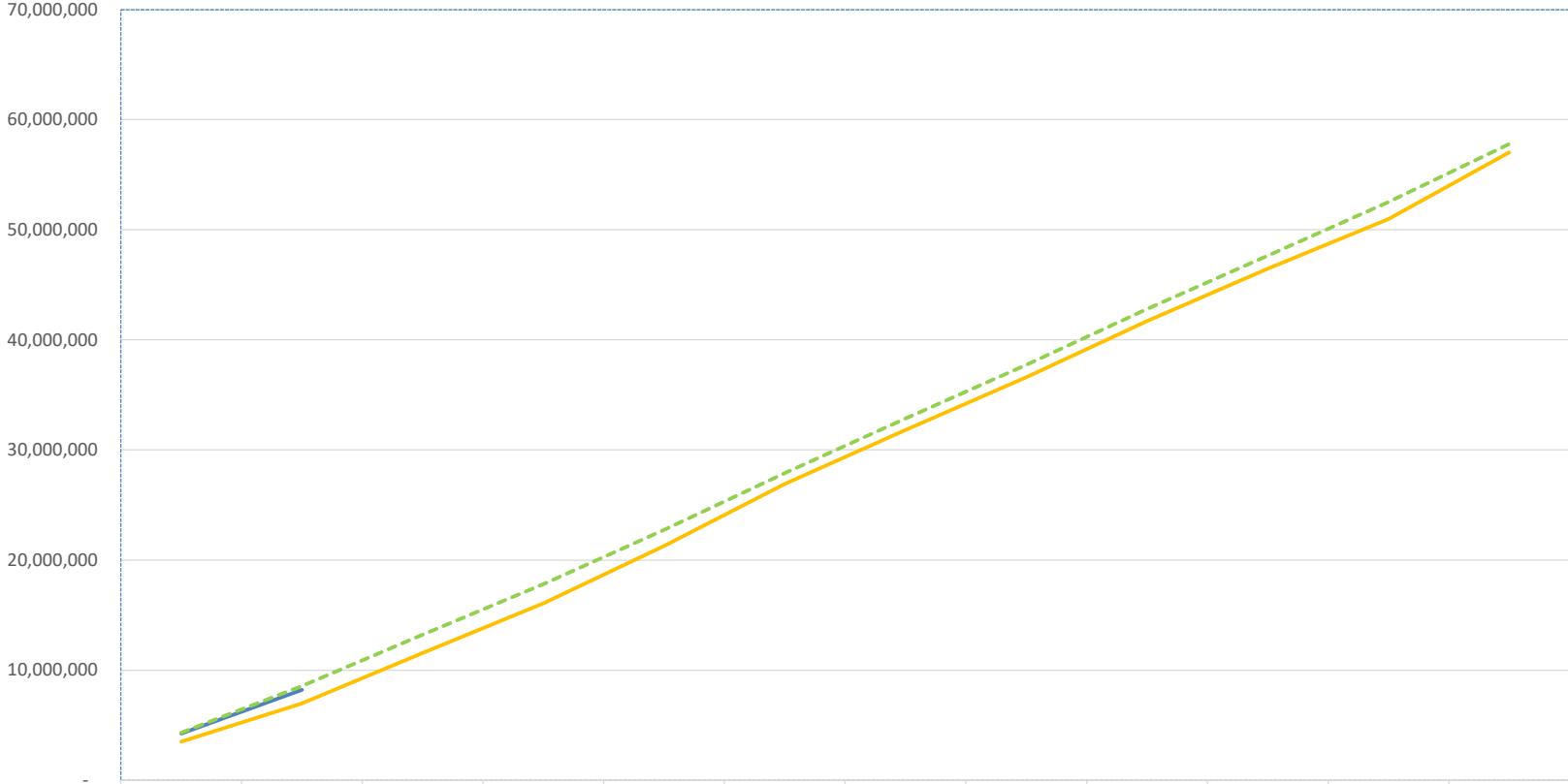
Janet Brett, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Total Operating Revenue



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	4,258,209	8,230,467										
CY Budget	4,327,618	8,550,874	13,229,271	17,808,198	22,753,368	27,902,123	32,869,772	37,729,747	42,802,029	47,631,181	52,511,604	57,786,200
PY Actuals	3,512,917	6,966,312	11,568,537	16,059,413	21,279,540	26,925,331	31,812,315	36,598,044	41,703,233	46,460,326	50,963,526	57,022,837

Significant Items to Note for Total Operating Revenue

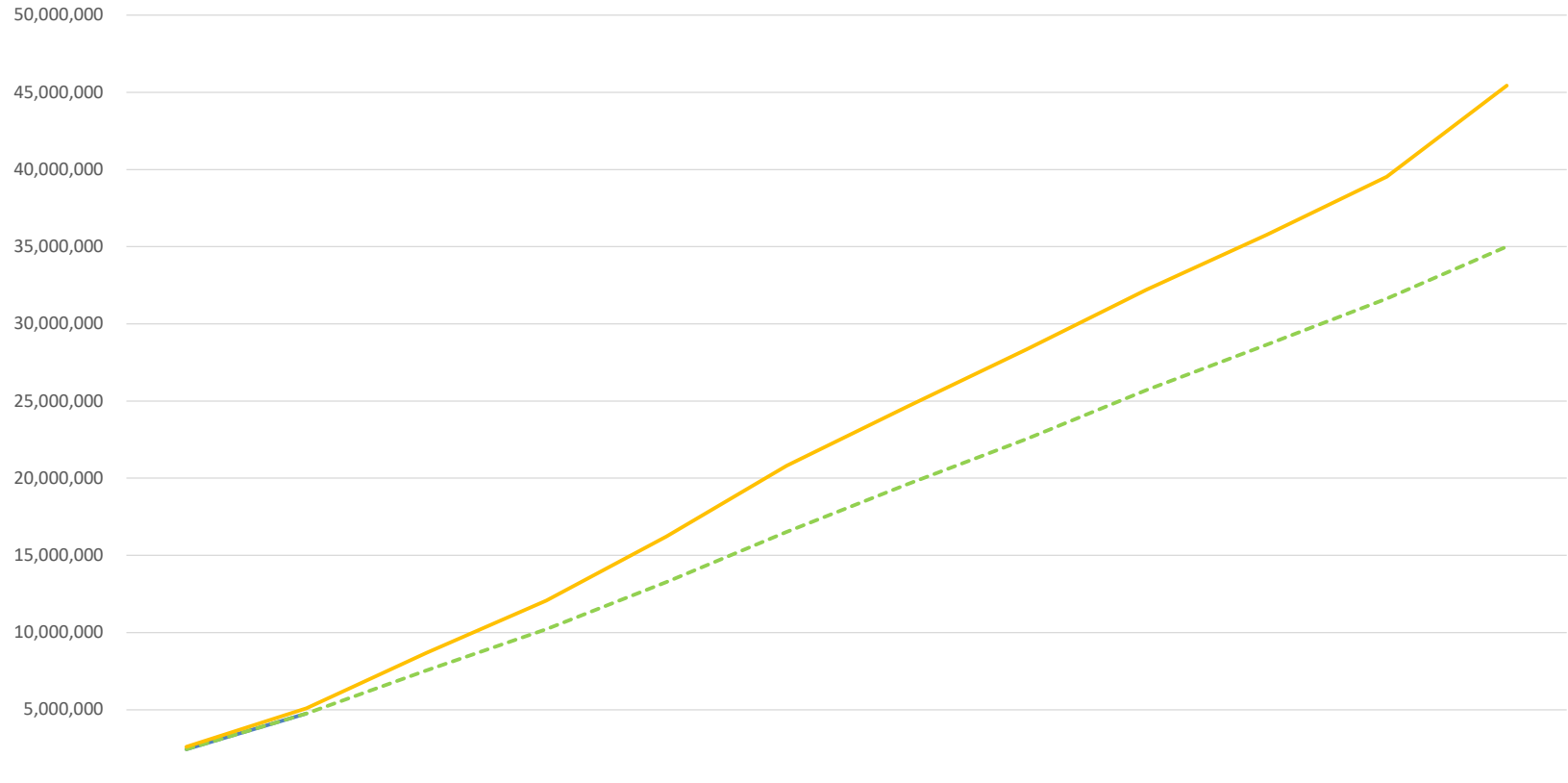
Current Month

- Nothing significant to report for the current month
- Actuals are within the expected budget range

YTD

- YTD Operating Revenues are \$300 K (3.75%) behind budget

Sales Tax Revenue



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,429,564	4,754,766										
- - - CY Budget	2,429,564	4,754,766	7,535,109	10,215,981	13,263,097	16,513,798	19,583,393	22,545,313	25,719,541	28,650,639	31,633,009	35,009,550
— PY Actuals	2,585,589	5,097,165	8,675,101	12,075,673	16,226,240	20,813,518	24,622,039	28,342,359	32,216,068	35,762,246	39,532,023	45,442,171

Significant Items to Note for Sales Tax Revenue

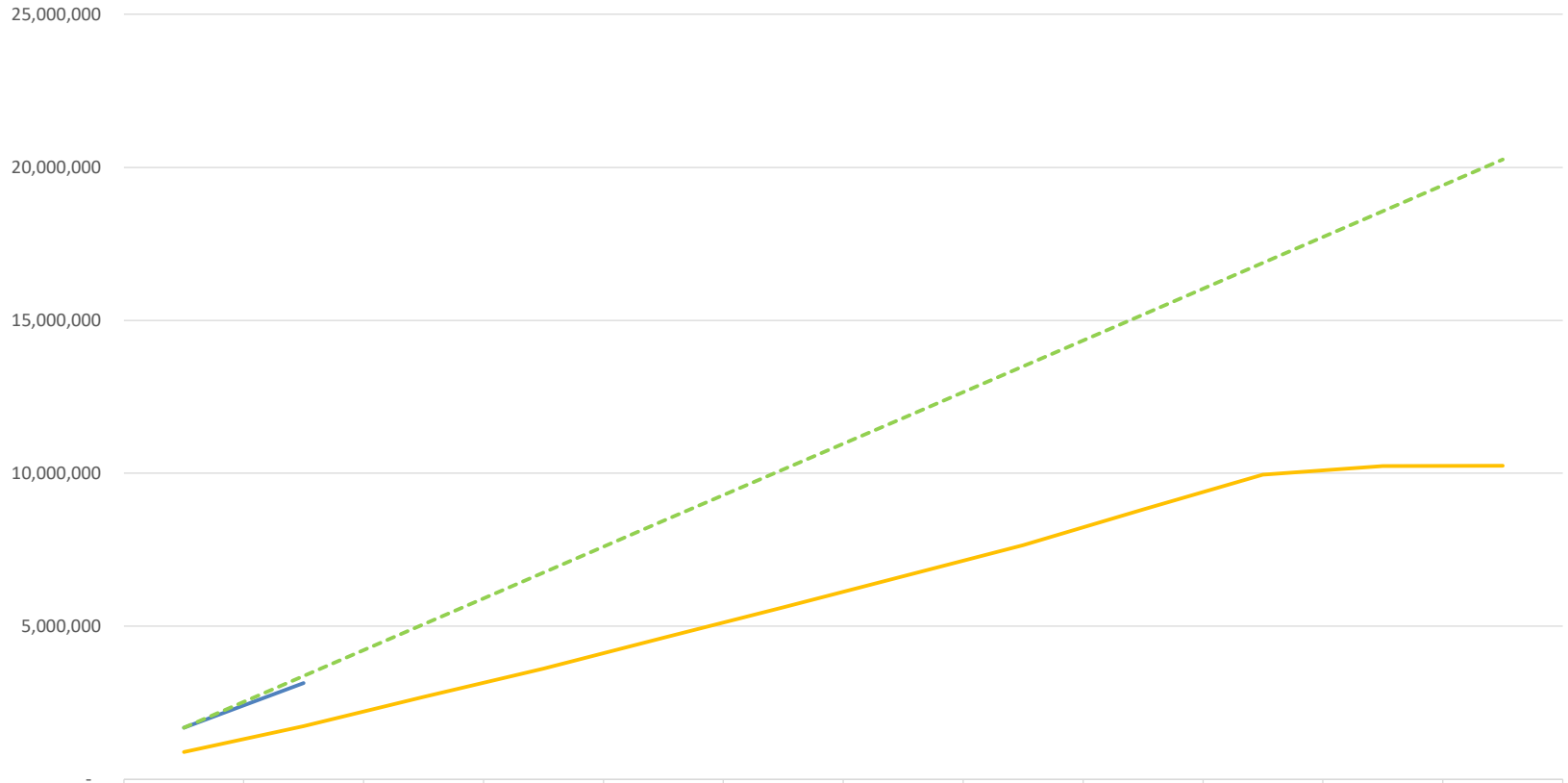
Current Month

- Current month is always an estimate
- Actuals are reported 2 months later from the State

YTD

- Nothing significant to report for the current month
- Actuals are within the expected budget range

Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	1,686,682	3,147,755										
— CY Budget	1,688,004	3,376,008	5,064,012	6,752,016	8,440,020	10,128,024	11,816,028	13,504,032	15,192,036	16,880,040	18,568,044	20,256,050
— PY Actuals	890,265	1,733,756	2,690,824	3,612,098	4,624,417	5,617,860	6,638,409	7,645,597	8,819,595	9,955,116	10,233,763	10,245,707

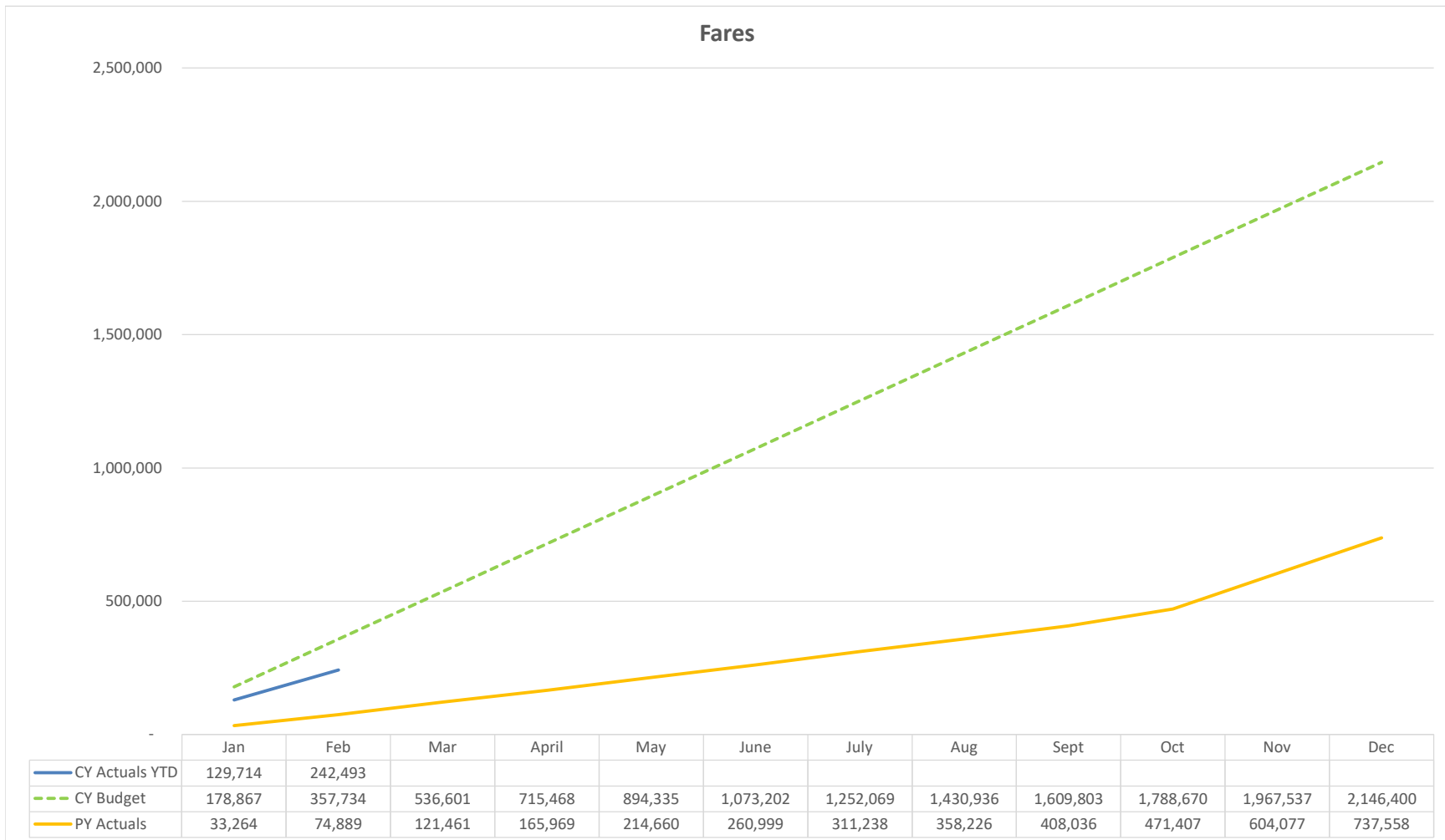
Significant Items to Note for Operating Grants

Current Month

- Nothing significant to report for the current month
- Actuals are within the expected budget range

YTD

- Nothing significant to report for the current month
- Actuals are within the expected budget range



Significant Items to Note for Fares

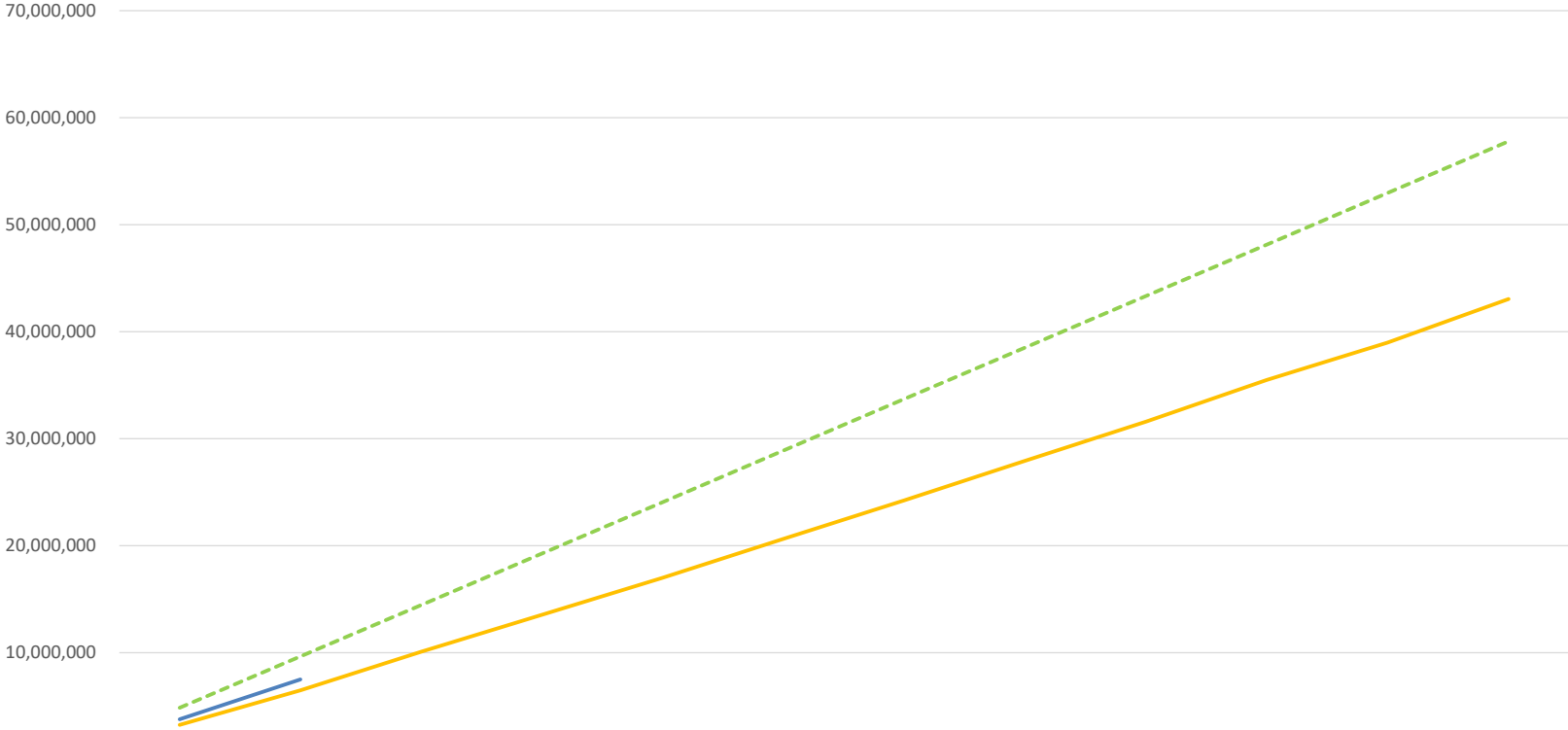
Current Month

- Slight lag in deposits going to bank as GARDA suspended service for a few weeks (should see gap reduced in March for this component)
- US Bank didn't have VIA deposit slips recognized as valid deposits (should see gap reduced in March for this component)

YTD

- Slight lag in deposits going to bank as GARDA suspended service for a few weeks (should see gap reduced in March for this component)
- US Bank didn't have VIA deposit slips recognized as valid deposits (should see gap reduced in March for this component)

Expenses



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CY Actuals YTD	3,743,556	7,479,545										
CY Budget	4,815,517	9,631,034	14,446,551	19,262,068	24,077,585	28,893,102	33,708,619	38,524,136	43,339,653	48,155,170	52,970,687	57,786,200
PY Actuals	3,220,593	6,476,167	10,063,577	13,547,659	16,986,777	20,622,424	24,229,179	27,944,468	31,590,928	35,483,858	38,979,339	43,059,074

Significant Items to Note for Expenses

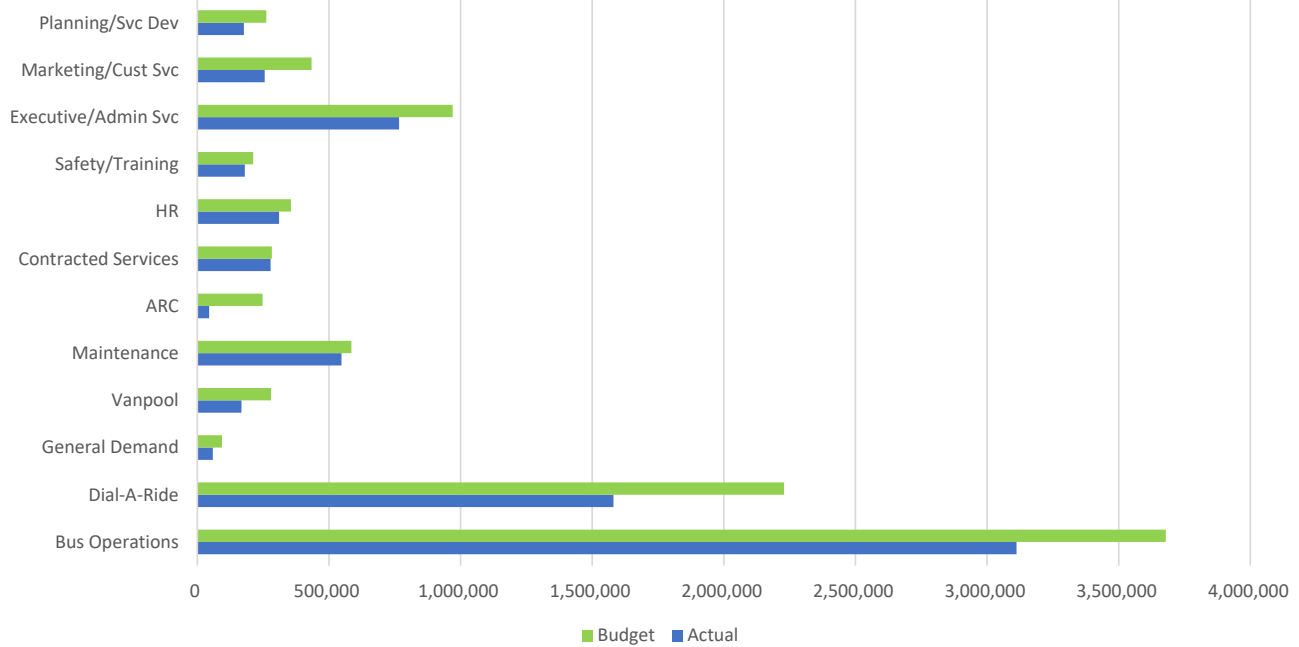
Current Month

- \$0.7 M better than budget due to hiring vacancies
- Timing of invoices and straight-line budget causing positive variance as well

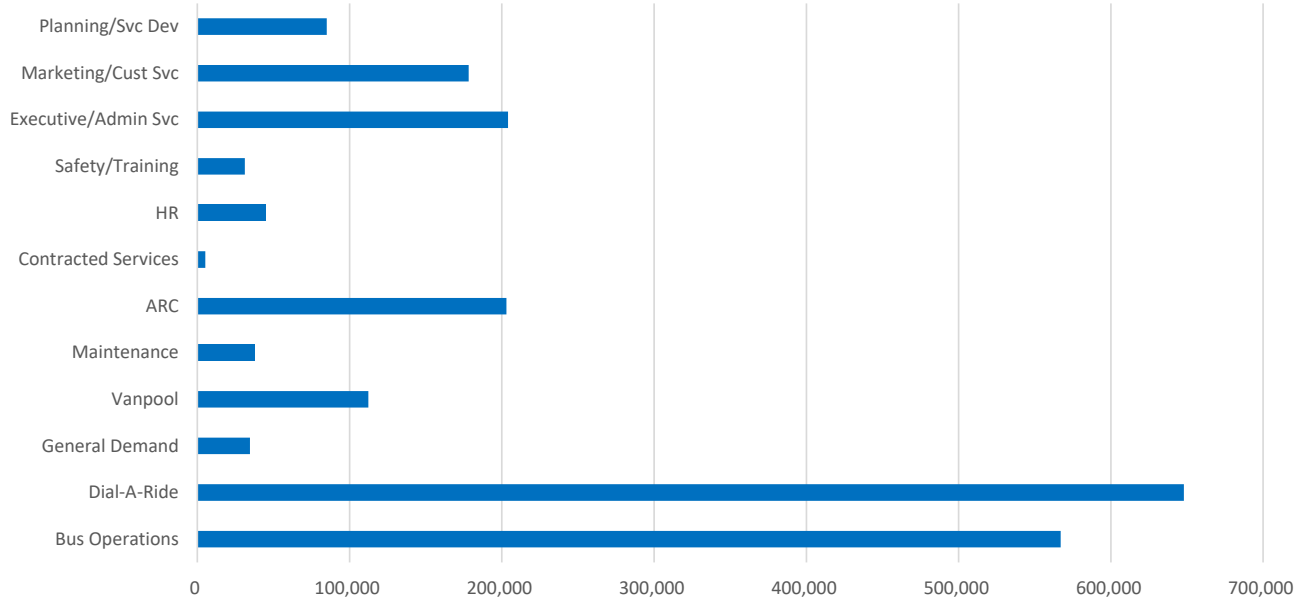
YTD

- Monthly budget is a straight-line of the annual budget. This will lead to timing differences throughout the early part of the year
- \$1.3 M better than budget primarily due to hiring vacancies
- Timing of invoicing and project starts for various Professional Services support.

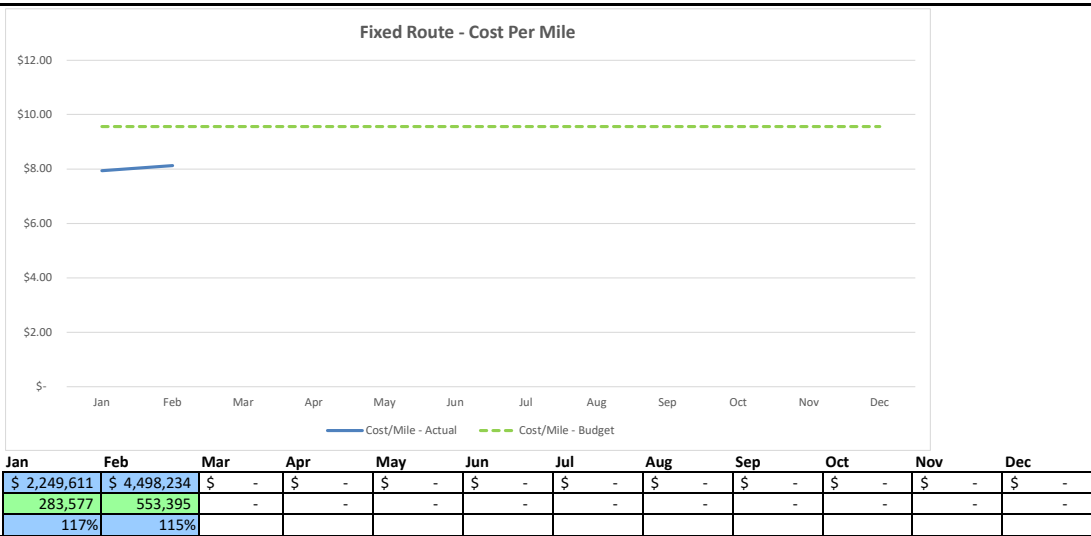
2022 YTD Expenses - Budget to Actual



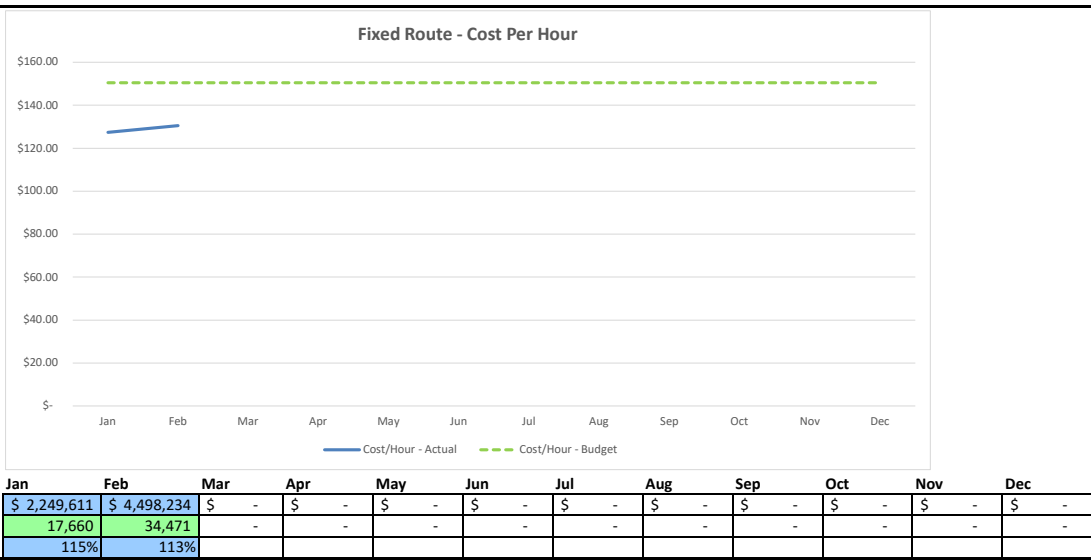
2022 YTD Expenses - B/(W) than Budget



Cost Per Mile



Cost Per Hour

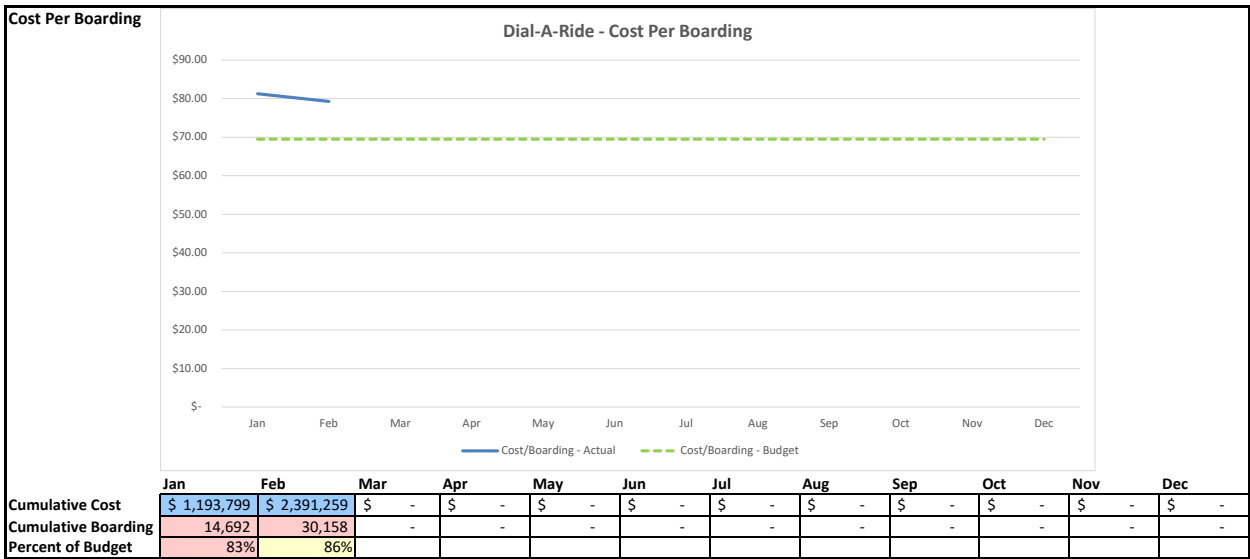
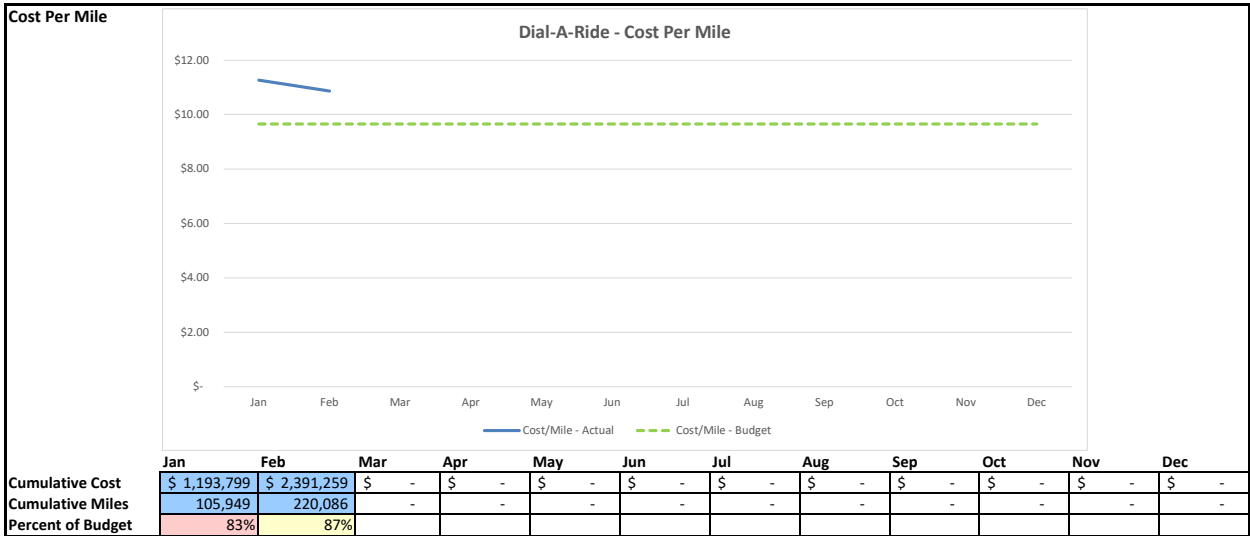


Cost Per Boarding



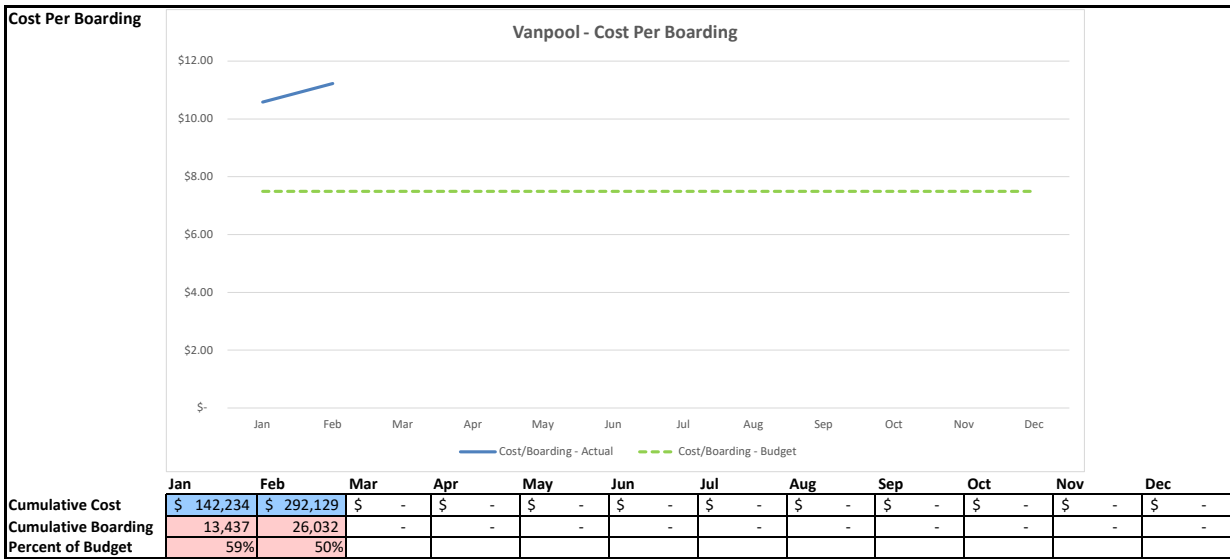
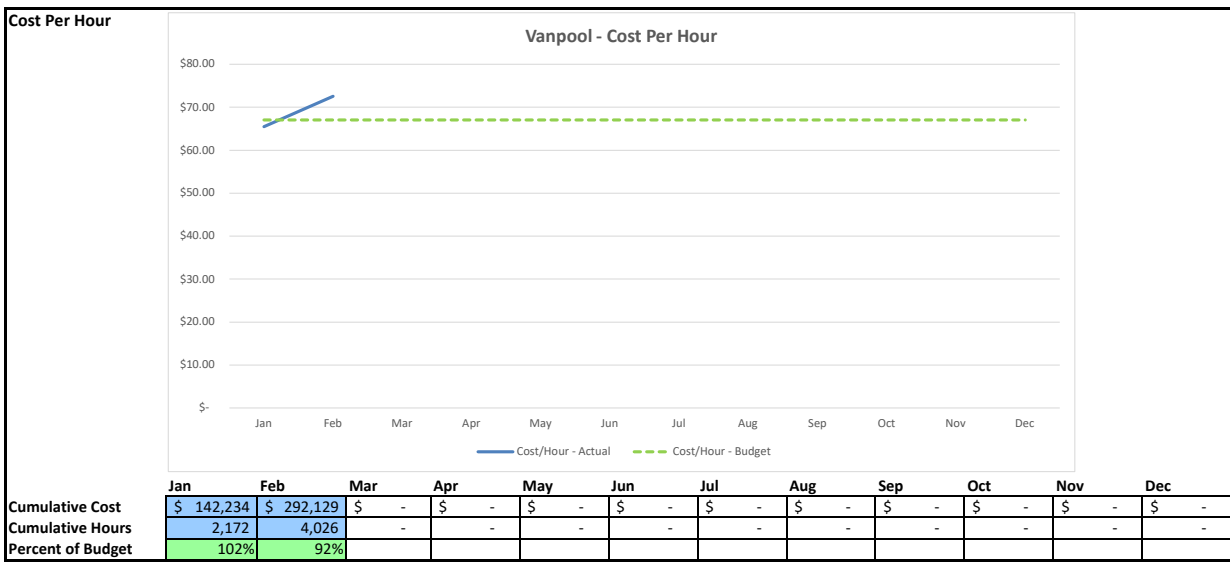
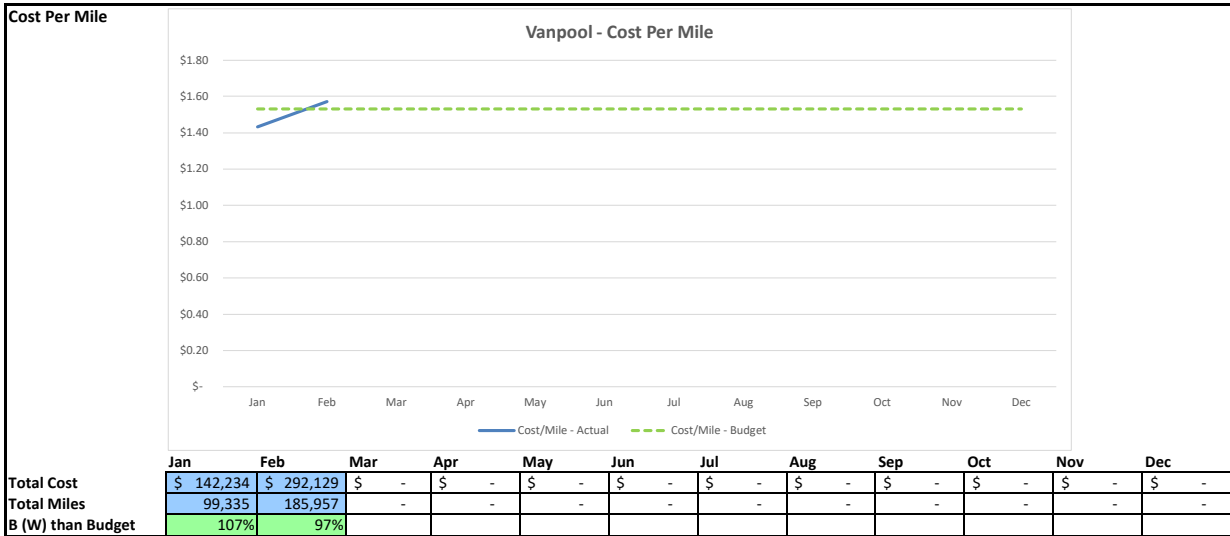
Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



Legend for Percent of Budget:

Better than budget by more than 10%
+/- 10% of budget
Worse than budget by 11% - 15%
Worse than budget by more than 15%



Legend for Percent of Budget:

- Better than budget by more than 10%
- +/- 10% of budget
- Worse than budget by 11% - 15%
- Worse than budget by more than 15%

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

	2022 Total Budget	2022 Budget Year to Date	Actual To Date February 2022	% Actuals B (W) Budget YTD	Actual To Date February 2021	% 2022 B (W) 2021
Operating Revenues						
Bus Passes	\$ 612,300	\$ 102,050	\$ 89,984	-11.8%	\$ 56	159616.1%
Bus Cash	369,700	61,617	29,383	-52.3%	-	0.0%
Dial-A-Ride	138,000	23,000	31,295	36.1%	-	0.0%
General Demand (Prosser)	16,400	2,733	-	0.0%	-	0.0%
Vanpool	810,000	135,000	91,010	-32.6%	74,857	21.6%
Contracted Paratransit	-	-	-	0.0%	-	0.0%
Contracted Services (Via)	200,000	33,333	820	-97.5%	-	0.0%
Fares	2,146,400	357,733	242,493	-32.2%	74,913	223.7%
Local Sales Tax (Operating Portion)	35,009,550	4,754,766	4,754,766	0.0%	5,097,165	-6.7%
Operating Grants	1,370,697	228,450	1,320,697	478.1%	8,333	15748.4%
CARES Act Funds	18,885,353	3,147,559	1,827,058	-42.0%	1,725,423	5.9%
Miscellaneous	374,200	62,367	85,453	37.0%	60,502	41.2%
Total Operating Revenues	\$ 57,786,200	\$ 8,550,874	\$ 8,230,467	-3.7%	\$ 6,966,337	18.1%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 22,073,300	\$ 3,678,883	\$ 3,111,872	15.4%	\$ 2,634,519	-18.1%
Dial-A-Ride	13,372,600	2,228,767	1,580,833	29.1%	1,607,544	1.7%
General Demand (Prosser)	560,400	93,400	58,781	37.1%	68,390	14.1%
Vanpool	1,680,200	280,033	167,678	40.1%	196,730	14.8%
Maintenance	3,512,900	585,483	547,604	6.5%	344,527	-58.9%
Purchased Transportation						
Paratransit - ARC	1,487,600	247,933	44,951	81.9%	24,390	-84.3%
Contracted Services (Via)	1,700,000	283,333	278,045	1.9%	92,403	-200.9%
Administration						
HR	2,131,900	355,317	310,337	12.7%	256,784	-20.9%
Safety / Training	1,270,700	211,783	180,591	14.7%	222,649	18.9%
Executive / Administrative Services	5,821,400	970,233	766,197	21.0%	651,764	-17.6%
ADA/Marketing / Customer Service	2,602,900	433,817	255,589	41.1%	201,814	-26.6%
Planning / Service Development	1,572,300	262,050	177,067	32.4%	174,653	-1.4%
* Total Operating Expenditures	\$ 57,786,200	\$ 9,631,033	\$ 7,479,545	22.3%	\$ 6,476,167	-15.5%
Operating Surplus/(Deficit)	\$ -	\$ (1,080,159)	\$ 750,922		\$ 490,170	
Capital Expenditures						
Local	\$ 27,829,006	\$ 4,638,168	\$ 189,249	-95.9%	\$ 134,692	40.5%
State	3,908,284	651,381	15,239	-97.7%	-	0.0%
Federal	4,414,765	735,794	-	0.0%	3,617	-100.0%
Total Capital Expenditures	\$ 36,152,055	\$ 6,025,343	\$ 204,487	-96.6%	\$ 138,309	47.8%

* Excludes budgeted GASB 68 year-end pension adjustment.

Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending February 2022
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	\$ 119,367	\$ 31,295	\$ -	\$ 91,010	\$ -	\$ 820	\$ 242,493
Direct Cost	\$ 3,111,872	\$ 1,580,833	\$ 58,781	\$ 167,678	\$ 44,951	\$ 278,045	\$ 5,242,161
Allocated Cost	\$ 1,310,455	\$ 793,909	\$ 33,270	\$ 99,751	\$ -	\$ -	\$ 2,237,384
Depreciation - Local (Vehicle only)	\$ 75,907	\$ 16,518	\$ 69	\$ 24,700	\$ 1,203	\$ -	\$ 118,397
Cost for Farebox Recovery Ratio	\$ 4,498,234	\$ 2,391,259	\$ 92,121	\$ 292,129	\$ 46,154	\$ 278,045	7,597,942
Boarding	223,291	30,158	957	26,032	1,334	13,044	294,816
Revenue Miles	553,395	220,086	4,404	185,957	5,453	125,094	1,094,389
Revenue Hours	34,471	14,093	233	4,026	247	6,426	59,496
Cost per Boarding	\$ 20.15	\$ 79.29	\$ 184.00	\$ 11.22	\$ 34.60	\$ 21.32	\$ 25.77
Cost per Rev Mile	\$ 8.13	\$ 10.87	\$ 20.92	\$ 1.57	\$ 8.46	\$ 2.22	\$ 6.94
Cost per Rev Hour	\$ 130.49	\$ 169.68	\$ 395.37	\$ 72.56	\$ 186.86	\$ 43.27	\$ 127.71
Farebox Recovery	2.7%	1.3%	0.0%	31.2%	0.0%	0.3%	3.2%

Directly Operated Transportation

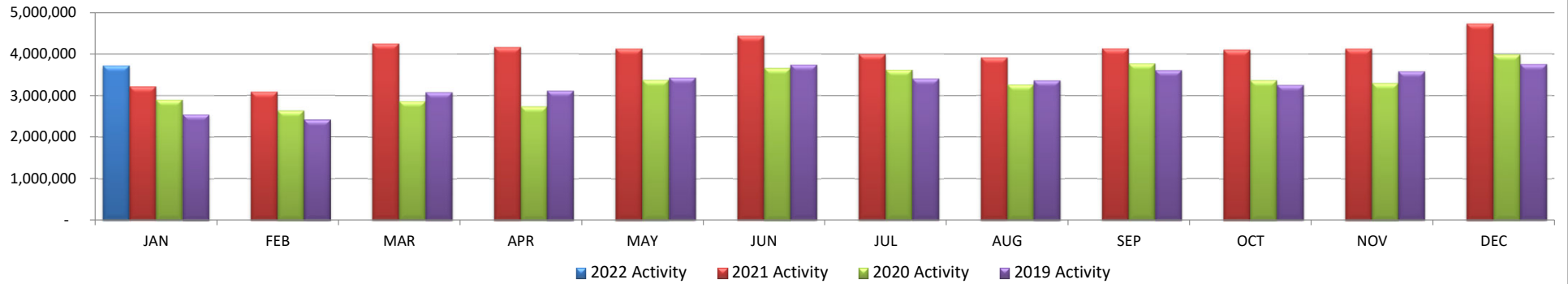
2022 YTD Budgeted Allocated Cost Per(s)	General Demand				Contracted Paratransit	Contracted Services (Via)	Combined
	Fixed Route	Dial-A-Ride	(Prosser)	Vanpool			
Fares	\$ 163,667	\$ 23,000	\$ 2,733	\$ 135,000	\$ -	\$ 33,333	\$ 357,733
Direct Cost	\$ 3,678,883	\$ 2,228,767	\$ 93,400	\$ 280,033	\$ 247,933	\$ 283,333	\$ 6,812,350
Allocated Cost	\$ 1,611,927	\$ 952,998	\$ 40,843	\$ 119,805	\$ -	\$ -	\$ 2,725,573
Depreciation - Local (Vehicle only)	\$ 74,126	\$ 14,658	\$ 35	\$ 24,701	\$ 1,209	\$ -	\$ 114,729
* Cost for Farebox Recovery Ratio	\$ 5,364,937	\$ 3,196,422	\$ 134,278	\$ 424,539	\$ 249,143	\$ 283,333	\$ 9,652,652
Boarding	352,167	46,000	4,333	56,667	13,000	5,167	477,333
Revenue Miles	561,333	331,000	24,333	277,167	37,167	62,667	1,293,667
Revenue Hours	35,667	20,667	1,133	6,333	2,333	6,000	72,133
Cost per Boarding	\$ 15.23	\$ 69.49	\$ 30.99	\$ 7.49	\$ 19.16	\$ 54.84	\$ 20.22
Cost per Rev Mile	\$ 9.56	\$ 9.66	\$ 5.52	\$ 1.53	\$ 6.70	\$ 4.52	\$ 7.46
Cost per Rev Hour	\$ 150.42	\$ 154.67	\$ 118.48	\$ 67.03	\$ 106.78	\$ 47.22	\$ 133.82
Farebox Recovery	3.1%	0.7%	2.0%	31.8%	0.0%	11.8%	3.7%

**February 2022 Actuals Better (Worse)
than Budget**

Cost per Boarding	\$ (4.91)	\$ (9.80)	\$ (153.01)	\$ (3.73)	\$ (15.43)	\$ 33.52	\$ (5.55)
Cost per Rev Mile	\$ 1.43	\$ (1.21)	\$ (15.40)	\$ (0.04)	\$ (1.76)	\$ 2.30	\$ 0.52
Cost per Rev Hour	\$ 19.93	\$ (15.01)	\$ (276.89)	\$ (5.53)	\$ (80.08)	\$ 3.95	\$ 6.11

* Excludes budgeted GASB 68 year-end pension adjustment.

**BFT Sales Tax Comparison
2019 to YTD 2022**



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2022 Activity	3,718,461												3,718,461	\$ 3,718,461
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	\$ 3,217,469
2020 Activity	2,897,013	2,628,492	2,869,290	2,734,647	3,377,653	3,655,389	3,621,523	3,259,755	3,773,316	3,372,348	3,302,921	3,981,314	39,473,663	\$ 2,897,013
2019 Activity	2,551,215	2,415,542	3,083,917	3,115,786	3,434,191	3,737,774	3,407,206	3,356,617	3,609,415	3,259,950	3,585,466	3,754,832	39,311,911	\$ 2,551,215
Chg 22 to 21	500,991	-	-	-	-	-	-	-	-	-	-	-	500,991	
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 22 to 21	15.6%												15.6%	
% 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%	
2022 Budget	3,339,912	3,196,447	3,822,127	3,685,386	4,188,859	4,468,726	4,219,761	4,071,741	4,363,599	4,029,370	4,099,852	4,641,719	48,127,500	\$ 3,339,912
2021 Budget	2,746,574	2,667,953	3,329,812	3,199,984	3,484,955	3,910,393	3,403,113	3,428,179	3,522,917	3,287,186	3,391,233	3,827,701	40,200,000	\$ 2,746,574
2020 Budget	2,627,752	2,488,008	3,176,434	3,209,259	3,537,217	3,849,908	3,166,535	3,226,237	3,156,625	3,105,347	3,015,387	3,478,464	38,037,173	\$ 2,627,752
2019 Budget	2,650,000	2,750,000	3,310,000	3,080,000	3,330,000	3,420,000	3,200,000	3,000,000	3,080,000	2,810,000	2,860,000	3,460,000	36,950,000	\$ 2,650,000
Vs. 2022 Budget	378,549	-	-	-	-	-	-	-	-	-	-	-	378,549	11.3%
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	17.1%
Vs. 2020 Budget	269,262	140,484	(307,145)	(474,612)	(159,563)	(194,518)	454,989	33,518	616,691	267,000	287,534	502,850	1,436,490	10.2%
Vs. 2019 Budget	(98,785)	(334,458)	(226,083)	35,786	104,191	317,774	207,206	356,617	529,415	449,950	725,466	294,832	2,361,911	-3.7%

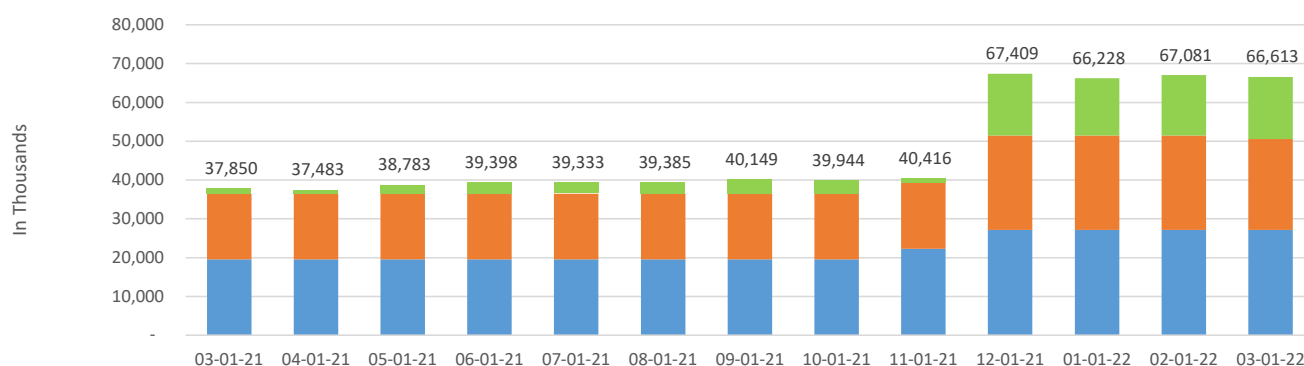
Ben Franklin Transit Treasurer's Report

Date: April 14, 2022
 To: Ben Franklin Transit Board of Directors
 From: Jeff Lubeck, Financial Services Director
 Subject: Treasurer's Report - As of Mar 31, 2022

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

ITEM	DATE OF PURCHASE	RATE	MATURITY	COST	% OF TOTAL
WA State Government Investment Pool		0.2256%	Open	\$ 48,265,027	72.5%
US Bank Commercial Paper Sweep Acct		0.0000%	Open	12,497,059	18.8%
Subtotal Investments				60,762,086	91.2%
Check Book Balance, Petty Cash, & Travel Account				* 5,851,299	8.8%
				<u>100.0%</u>	
Total Cash and Equivalents on Hand				\$ 66,613,385	
Less Reserve Funds					
Operating Reserves				(14,522,000)	
Fuel Reserves				(1,776,250)	
Fleet Replacement Reserves				(6,860,236)	
Non-Fleet Capital Reserves				(3,940,937)	
Total Reserves				(27,099,423)	
Subtotal Funds Available				39,513,962	
Local Funds for Current Capital Projects				(23,487,510)	
Fleet Vehicles		Approved Budget	12 Month Estimate		
Facilities - Transit Centers & Amenities		(1,380,001)	(1,766,459)		
Facilities - MOA Campus		(18,693,933)	(10,746,639)		
Technology		(4,838,077)	(1,183,657)		
Other		(2,658,542)	(2,402,196)		
Net Funds Available				\$ 16,026,452	

Total Cash & Investments (in thousands) as of Mar 31, 2022



	03-31-21	04-30-21	05-31-21	06-30-21	07-31-21	08-31-21	09-30-21	10-31-21	11-30-21	12-31-21	01-31-22	02-28-22	03-31-22
Total Cash on Hand	37,850	37,483	38,783	39,398	39,333	39,385	40,149	39,944	40,416	67,409	66,228	67,081	66,613
Available	1,348	982	2,282	2,896	2,832	2,884	3,648	3,443	1,136	15,898	14,717	15,570	16,026
Capital	16,976	16,976	16,976	16,976	16,976	16,976	16,976	16,976	16,976	24,412	24,412	24,412	23,488
Reserves	19,525	19,525	19,525	19,525	19,525	19,525	19,525	19,525	22,304	27,099	27,099	27,099	27,099