



BOARD OF DIRECTORS REGULAR MEETING

**Thursday, October 12, 2023, at 6 p.m.
Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington**

***Notice: Meeting attendance options include in-person and virtual via Zoom
Spanish language translation is available via Zoom***

Meeting Link:

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

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

Meeting ID: 989 6217 8731 / Password: 833979

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 comments will be taken during the meeting as indicated in the agenda below.

AGENDA

- | | |
|---|------------------|
| 1. Convene Board Meeting | Chair Will McKay |
| 2. Roll Call | Anel Montejano |
| 3. Pledge of Allegiance | Chair McKay |
| 4. Public Comments | Chair McKay |
| 5. Approval of Agenda (page 1) | Chair McKay |
| 6. Recognitions | |
| A. Resolution 42-2023 Retirement of Cole Brisbin (page 5) | Tom McCormick |
| B. WSTIP Above and Beyond Award | Joanne Kerrigan |
| 7. Citizens Advisory Network (CAN) Report | |
| 8. Consent Agenda | |
| A. September 14, 2023, Regular Board Meeting Minutes (page 6) | |

- B. September Voucher Summary *(page 11)*
- C. Resolution 43-2023 Authorizing the General Manager to Purchase Ten (10) Vanpool Vehicles for Fleet Expansion with any Approved Auto Dealership(s) Utilizing Washington State Contract #05916 *(page 32)*
- D. Resolution 44-2023 Authorizing the General Manager to Utilize the University of Washington Contract with OpenSquare for the Purchase and Furnishing of the New Operations Building *(page 35)*
- E. Resolution 45-2023 Authorizing the General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of Per BFT Policy FIN-108 *(page 38)*

9. Discussion & Informational Items

- A. 2024 Annual Service Plan & Title VI Service Equity Analysis Release for Public Comment *(page 41)* Kevin Sliger
- B. Hanford Update Cost Benefit Analysis *(page 114)* Kevin Sliger

10. Staff Reports & Comments

- A. Legal Report Jeremy Bishop
- B. General Manager’s Report Rachelle Glazier

11. Board Member Comments

12. Executive Session

13. Other

14. Next Meeting

Regular Board Meeting – Thursday, November 9, 2023, at 6 p.m.

15. Adjournment



JUNTA DIRECTIVA REUNIÓN ORDINARIA

Jueves, 12 de Octubre, del 2023, a las 6 p.m.

**Edificio de la Administración del Condado de Benton, Sala 303
7122 W. Okanogan Place, Building E, Kennewick, Washington**

***Aviso: Las opciones de asistencia a las reuniones incluyen en persona y
virtuales a través de Zoom
Traducción al Español está disponible a través de Zoom***

Enlace de la reunión:

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

Teléfono: 253-215-8782 / Número gratuito: 877-853-5247

ID de Reunión: 989 6217 8731 / Contraseña: 833979

Si desea proporcionar comentarios por escrito a la Junta o hablar durante la parte de Comentarios Públicos de una reunión de la Junta, favor envíe [este formulario](#). Los Comentarios Públicos se tomarán durante la reunión como se indica en la agenda a continuación.

AGENDA

- | | |
|--|-----------------------|
| 1. Convocar reunión de la Junta | Presidente Will McKay |
| 2. Pase de lista | Anel Montejano |
| 3. Juramento de Lealtad | Presidente McKay |
| 4. Comentarios públicos | Presidente McKay |
| 5. Aprobación de la agenda (página 1) | Presidente McKay |
| 6. Reconocimientos | |
| A. Resolución 42-2023 Jubilación de Cole Brisbin (página 5) | Tom McCormick |
| B. WSTIP Premio Above and Beyond | Joanne Kerrigan |
| 7. Reporte del Citizens Advisory Network (CAN) | |

8. Agenda de consentimiento

- A. 14 de Septiembre, 2023, Actas de la Reunión Ordinaria de la Junta (*página 6*)
- B. Resumen de los Comprobantes de Septiembre (*página 11*)
- C. Resolución 43-2023 Autorizando al Director General para Comprar Diez (10) Vehículos Vanpool para Expansión de Fleet con Cualquier Concesionario de Automóviles Aprobado Utilizando el Contrato del Estado de Washington #05916 (*página 32*)
- D. Resolución 44-2023 Autorizando al Director General para Utilizar el Contrato de la Universidad de Washington con OpenSquare para la Compra y el Mobiliario del nuevo Edificio de Operaciones (*página 35*)
- E. Resolución 45-2023, Autorizando al Director General para Declarar los Vehículos Enumerados en el Anexo A como Excedentes y Disponer de ellos Según la Poliza FIN-108 (*página 38*)

9. Temas de discusión y de información

- A. Publicación del Plan Anual de Servicios 2024 y Título VI Análisis de Equidad de Servicio para Comentarios Públicos (*página 41*) Kevin Sliger
- B. Actualización de Hanford Análisis de Costos y Beneficios (*página 114*) Kevin Sliger

10. Informes y comentarios del personal

- A. Informe Jurídico Jeremy Bishop
- B. Informe del Director General Rachelle Glazier

11. Comentarios de los miembros de la Junta

12. Sesión ejecutiva

13. Otro

14. Próxima reunión

Reunión ordinaria de la Junta - Jueves, 9 de Noviembre, 2023, a las 6:00 p.m.

15. Aplazamiento

BEN FRANKLIN TRANSIT

RESOLUTION 42-2023

**A RESOLUTION RECOGNIZING BEN FRANKLIN TRANSIT EMPLOYEE
COLE BRISBIN'S 30 YEARS OF SERVICE**

WHEREAS, Cole Brisbin was hired June 10, 1993, and has spent a remarkable 30 years as a Ben Franklin Transit (BFT) Dial-A-Ride Dispatcher. Cole has been recognized repeatedly for his outstanding customer service to the community and drivers he served. We thank Cole for his many years of service and positive impact on our customers, the agency, and his fellow employees; and

WHEREAS, Cole Brisbin submitted a letter of retirement to BFT with an effective date of September 25, 2023;

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

1. Cole Brisbin served BFT and the Tri-Cities community as a Dial-A-Ride Dispatcher for thirty (30) years.
2. The Ben Franklin Transit Board of Directors affirms the recognition of Dial-A-Ride Dispatcher Cole Brisbin for his professional efforts on behalf of the employees, customers, and agency. Cole, BFT wishes you the best in all your future endeavors and congratulates you on your retirement.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held October 12, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel



BOARD OF DIRECTORS REGULAR MEETING

Thursday, September 14, 2023, at 6 p.m.

Benton County Administration Building, Room 303
7122 W. Okanogan Place Building E, Kennewick, Washington

Meeting attendance options included in-person and virtual via Zoom

MINUTES

1. CONVENE BOARD MEETING

Chair Will McKay called the meeting to order at 6:00 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	Present via Zoom
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 via Zoom
Teamsters Union 839	Caleb Suttle	Union Representative	Present

BFT Staff: Rachelle Glazier, Janet Brett, Michaela Dimas, Sarah Funk, Brian Lubanski, Tom McCormick, Anel Montejano, Joshua Rosas, Kevin Sliger, Rich Starr

Legal Counsel: Jeremy Bishop

Interpreters: Ruth Medina, Ynez Vargas

3. PLEDGE OF ALLEGIANCE

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

4. PUBLIC COMMENTS

Chair McKay opened the meeting to comments from the public. Denise Sommer, a resident of Richland and a Dial-A-Ride driver, asked for a Standard Operating Procedure for active shooters. She addressed the Dial-A-Ride driver and Dial-A-Ride dispatch shortage. She stated that Dial-A-

Ride has to enforce fare, but fixed route does not, and they have to leave Dial-A-Ride clients at their homes if they don't have fare.

Lisa, a resident of Kennewick and a Dial-A-Ride driver, asked the Board to bring back the Safety Service schedule and for the Board to reconsider their decision not to hire new Dial-A-Ride drivers.

Sean Taylor, a resident of West Richland and Dial-A-Ride driver, stated that there are no restrooms available for customers or drivers on Route 170.

Nathan Baker, a resident of Pasco and a driver/dispatcher, stated drivers are being overworked and running late for pickups due to a shortage of workers.

Sara Stephens, a resident of Kennewick and driver/dispatcher, asked the Board for changes and to hire more Dial-A-Rider drivers.

5. APPROVAL OF AGENDA

Chair McKay asked for a motion to approve the agenda.

Director Bloom moved to approve the agenda, and Director Christensen seconded the motion. It passed unanimously.

6. CITIZENS ADVISORY NETWORK (CAN) REPORT

Mr. Matthew Howie provided a report on the Citizens Advisory Network. He reported that Ben Franklin Transit staff have been helpful in getting them up to speed on policies and have responded to their questions about day-to-day operations. He discussed trying to figure out services that can be provided for individuals who face transportation barriers that do not allow them to participate in the daily riding of buses. They are hoping to be a friendly face out in the community and to reach out to different groups to advocate for the services provided by Ben Franklin Transit. He encouraged everyone to participate in the Disability Rights Washington 2023 Week Without Driving challenge and use public transit to participate in the services we advocate for to better understand the opportunities and challenges associated with them. He also provided Board members with a copy of the CAN report.

7. CONSENT AGENDA

Chair McKay presented the Consent Agenda items and invited a motion.

A. August 10, 2023, Regular Board Meeting Minutes

B. August Voucher Summary

C. Resolution 39-2023 Authorizing the General Manager to Extend Contract #1097 on a Sole Source Basis with Roach & Bishop LLP for General Legal Counsel Services through February 29, 2024

D. Resolution 40-2023 Authorizing the General Manager to Enter into a Contract with Bud Clary Auto Group to Purchase Two (2) Service Vehicles Utilizing State Contract #05916

Director Bloom moved for approval of the Consent Agenda items. The motion was seconded by Director Christensen and passed unanimously.

8. ACTION ITEMS

- A. Resolution 41-2023 Amending Resolution 38-2023 Authorizing the General Manager to purchase (80) eighty replacement Vanpool vehicles; Authorize the General Manager to enter into a contract with Northside Dwane Lane to purchase up to thirty-two (32) 7-passenger vehicles utilizing Washington State Contract #05916; Authorize the General Manager to purchase up to forty-eight (48) 12- and/or 15-passenger full-size vehicles with any approved auto dealership(s) utilizing Washington State Contract #05916**

Chief Planning & Development Officer Kevin Sliger presented a resolution to amend Resolution 38-2023 that was approved by the Board last month. He explained that they want to make the resolution more general to allow for a wider range of approved auto dealership options to purchase vehicles of different makes and models.

Director Beckon moved for approval of Resolution 41-2023. The motion was seconded by Director Sandretto and passed unanimously.

9. DISCUSSION & INFORMATIONAL ITEMS

A. Hanford Update

Mr. Sliger provided an update on the Hanford service. Staff asked for input from the Federal Transit Administration to see if BFT could provide commuter fixed route services to the site, and the FTA stated we cannot use federal dollars. We have been working with the Federal Transit Administration to look for other options, to include to encouraging Hanford to use commuter services, or BFT purchases and operates the vehicles; or we provide services up to the Wye Barricade, then Hanford would provide their own services from that point onward. We are in the process of getting the cost/benefit for each of those options to present at the October Board meeting. Director Bloom asked if we received the Federal Transit Administration response in writing. We do not have it in writing, but we can request it from the Federal Transit Administration.

10. STAFF REPORTS & COMMENTS

A. Legal Report

BFT Legal Counsel Jeremy Bishop announced we will have an executive session later this evening.

B. Financial Report

Chief Financial Officer Sarah Funk presented the financial report for July. She reviewed the Comparison Revenue & Expenditures to Budget, the BFT Sales Tax Comparison, and the Operating Grants. She stated that we are on track and ahead with fares, sales tax numbers were favorable, and we are working on getting grant money quicker. We are doing better than we planned from a budget perspective.

C. General Manager's Report

General Manager Rachelle Glazier reported that we had 22,000 riders during the fair week, which went off without major hitches.

She stated that Stephanie Barnard took a bus ride with Kevin and herself from Lampton Stadium to the fair.

Ms. Glazier stated that we were also in the Grand Parade on August 19, with a Dial-A-Ride, a bus, and a Vanpool vehicle.

She reported that we are having our Employee Appreciation Breakfast on Wednesday, September 20, and invited the Board of Directors to join us as we are starting early from 5:00 a.m. to 11:00 a.m.

We have the 28th Annual Senior Community Picnic on Thursday, September 21, with free shuttle service running from Columbia Point Marina Park to the Senior Center and Howard Amon Park.

She will be attending the Women in Business Conference on September 27. .

She stated that Brian and his Customer Service team started collecting surveys last month at all the transit centers asking customers about their ridership experience and how they perceive safety on the transit. Once we have collected 90 to 120 days of data, we will present all of the findings to the Board in January.

Senior Manager of Customer Service Brian Lubanski reported that they have been collecting surveys for about three and a half weeks. They have temporarily stopped, as they are moving on to the Title VI Fare Study. They are trying to get about 500 responses together for the first study for next year, but currently, they have 95 responses. They were pulling favorably in experience with our drivers and safety with the Anglo population versus the Hispanic population. They will work not only in Customer Service, but in Marketing to help improve our relationship with the Hispanic community. They will continue the surveys throughout the year as soon as they finish Title VI.

Ms. Glazier stated that we kicked off refresher and CPR training again. There are individuals who have not had any refresher training in several years, and we are trying to get everyone caught up and in compliance with training.

She reported that we are working on the interlocal agreement with our local police jurisdictions, and our goal is to have it wrapped up by October to have a police presence at our transit centers and potentially do walk-throughs on the buses from time to time.

She stated that we have had a surveillance project going on for the last eight to nine months to get us up to speed amongst our peers, as we are quite outdated in terms of not having any video surveillance. This will provide support to the police if there are any incidents, and dispatchers will have live feeds of what is going on at the transit centers.

11. BOARD MEMBER COMMENTS

Director Clint Didier reported that some counties had Fentanyl mailed to two of them, one in Seattle and the other up north, and as a precaution, Franklin County got ahold of the Health Department, and they distributed Narcan to every department. He suggested that Ben Franklin Transit have Narcan available for the protection of the employees, as Fentanyl is such a powerful drug.

Board members discussed the testimony given about the need for Dial-A-Ride employees. Ms. Glazier reported that we are planning to hire more drivers; interviews will be held on September 30, and the training class is slotted to start the third week in October.

There was discussion among Board members about the lack of restrooms for the drivers and customers to use in Prosser. It was stated that Ben Franklin Transit worked out an arrangement with the gas station in Prosser that the drivers and customers can use. Board members suggested that Ben Franklin Transit get porta potties that are wheelchair accessible in Prosser.

Director Didier stated that on Saturday, September 16, the Veterans of Foreign Wars is doing their first annual fundraiser at the Double Eagle Ranch in Benton City from 5:00 to 8:00 p.m. and encouraged everyone to attend.

There was also discussion among the Board members about an online public comment submitted that stated that by participating in the West Richland Veterans Day Parade, where Semi Bird is the designated Grand Marshal, Ben Franklin Transit is providing tacit endorsement of a political candidate. It was stated that going through the parade does not represent an endorsement either way. It was agreed that Ben Franklin Transit will move forward and will participate in the parade.

12. EXECUTIVE SESSION

Mr. Bishop announced an Executive Session would be held under RCW 42.30.140(4)(b) for 15 minutes with no anticipated action. The Board recessed at 6:45 p.m. and returned to open session at 7:00 p.m.

13. OTHER

There were no other agenda items.

14. NEXT MEETING

The next meeting will be held Thursday, October 12, 2023, at 6 p.m.

15. ADJOURNMENT

Chair McKay adjourned the meeting at 7:00 p.m.

Anel Montejano, Clerk of the Board

Date



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

Thursday, October 12, 2023

To: Ben Franklin Board of Directors

From: Sarah Funk, Chief Financial Officer

RE: Vouchers for Sep 2023

Sep 2023 vouchers totaled \$6,293,180.12. An analysis of the vouchers had the following

significant vendor payment amounts:

Vendor	Description	Amount
FOWLER GENERAL CONSTRUCTION INC	Contracted Services	\$ 752,470.53
BRASCO INTERNATIONAL INC	Contracted Services	\$ 584,849.37
INTERNAL REVENUE SERVICE	Federal Income Tax on Wages	\$ 457,536.29
ASSOCIATED PETROLEUM PRODUCTS INC	Fuel	\$ 451,135.60
N.W. ADMIN. TRANSFER	Insurance	\$ 409,154.50
DEPT OF RETIREMENT SYSTEMS	PERS	\$ 348,680.63
RIVER NORTH TRANSIT LLC	Contracted Services	\$ 260,919.74
STATE OF WASHINGTON	Insurance	\$ 238,815.71
GOODMAN AND MEHLENBACHER	Contracted Services	\$ 203,400.00
ARC OF THE TRI-CITIES INC	Contracted Services	\$ 184,824.70
KPFF INC	Contracted Services	\$ 119,084.22
WESTERN CONFERENCE OF	Teamsters Pension	\$ 82,429.41
ESF DEVELOPMENT LLC	Contracted Services	\$ 76,713.64
WENAH GROUP INC	Contracted Services	\$ 64,649.15
TCF ARCHITECTURE PLLC	Contracted Services	\$ 56,970.70
STATE OF WASHINGTON EXCISE TAX	Excise Tax	\$ 52,228.99
GILLIG	Vehicle Parts	\$ 43,193.66
AVAIL TECHNOLOGIES INC	Software	\$ 36,696.03
REMIX SOFTWARE INC	Software	\$ 27,850.00
CUMMINS INC	Vehicle Parts	\$ 23,559.28
US BANK CORPORATE PAYMENT SYSTEMS	Travel/Merchandise	\$ 23,405.53
CDW GOVERNMENT INC.	Software	\$ 19,837.76
P&M HOLDING GROUP LLP	Contracted Services	\$ 17,460.00
TEAMSTERS UNION	Payroll Deductions	\$ 16,935.50
DURA SHINE CLEAN LLC	Contracted Services	\$ 16,806.40
SUMMIT LAW GROUP	Legal	\$ 15,221.50
AFLAC	Payroll Deduction	\$ 15,084.12
FGL LLC	Property Lease	\$ 14,847.75
TRACKIT LLC	Software	\$ 14,700.00
ALSC ARCHITECTS PS	Contracted Services	\$ 13,916.64
ANR GROUP INC	Contract Labor	\$ 13,336.50
CITY OF RICHLAND	Utilities	\$ 12,217.99
GREG WALDEN	Printing Services	\$ 11,637.79
MCCURLEY INTEGRITY DEALERSHIPS LLC	Vehicle Parts	\$ 11,093.27
ICMA RETIREMENT CORP	Retirement	\$ 10,026.72
	Total Significant Vendors	\$ 4,701,689.62
	Payroll Total	\$ 1,300,589.05
	Total Non-Significant Vendors	\$ 290,901.45
	GRAND TOTAL	\$ 6,293,180.12

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 September 2023.

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
518-23	NONE	9/8/2023	638,298.90 Payroll
519-23	80956 80956	9/22/2023	633,562.20 Payroll
529-23	ACH TRANS	9/5/2023	23,967.84 Payroll
532-23	NONE	9/13/2023	1,459.72 Payroll
533-23	NONE	9/25/2023	3,300.39 Payroll
Total			\$ 1,300,589.05

 AUTHORITY MEMBER
 10/12/2023

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 September 2023.

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of issue	In the Amount	
189-23	85379 85445	9/1/2023	1,303,117.87	MDSE
190-23	ACH TRANS	9/1/2023	39,318.50	ACH TRANS
191-23	85446 85453	9/8/2023	14,573.58	MDSE
192-23	85454 85520	9/15/2023	462,871.95	MDSE
193-23	85521 85606	9/22/2023	484,865.70	MDSE
194-23	85607 85653	9/29/2023	1,418,264.08	MDSE
195-23	ACH TRANS	9/8/2023	554,790.89	ACH TRANS
196-23	ACH TRANS	9/13/2023	278.19	ACH TRANS
197-23	ACH TRANS	9/22/2023	637,497.65	ACH TRANS
198-23	ACH TRANS	9/23/2023	1,378.14	ACH TRANS
199-23	ACH TRANS	9/29/2023	23,405.53	ACH TRANS
200-23	ACH TRANS	9/25/2023	52,228.99	ACH TRANS
Total			\$ 4,992,591.07	

AUTHORITY MEMBER
 10/12/2023

September 2023 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 October 12, 2023.

ACTION: As of this date, October 12, 2023, I, _____
 move that the following checks be approved for payment:

PAYROLL

Check Register Number	Check Number / Number	Date of Issue	In the Amount
518-23	NONE	9/8/2023	638,298.90 Payroll
519-23	80956 80956	9/22/2023	633,562.20 Payroll
529-23	ACH TRANS	9/5/2023	23,967.84 Payroll
532-23	NONE	9/13/2023	1,459.72 Payroll
533-23	NONE	9/25/2023	3,300.39 Payroll
Total			\$ 1,300,589.05

ACCOUNTS PAYABLE

Check Register Number	Check Number / Number	Date of Issue	In the Amount
189-23	85379 85445	9/1/2023	1,303,117.87 MDSE
190-23	ACH TRANS	9/1/2023	39,318.50 ACH TRANS
191-23	85446 85453	9/8/2023	14,573.58 MDSE
192-23	85454 85520	9/15/2023	462,871.95 MDSE
193-23	85521 85606	9/22/2023	484,865.70 MDSE
194-23	85607 85653	9/29/2023	1,418,264.08 MDSE
195-23	ACH TRANS	9/8/2023	554,790.89 ACH TRANS
196-23	ACH TRANS	9/13/2023	278.19 ACH TRANS
197-23	ACH TRANS	9/22/2023	637,497.65 ACH TRANS
198-23	ACH TRANS	9/23/2023	1,378.14 ACH TRANS
199-23	ACH TRANS	9/29/2023	23,405.53 ACH TRANS
200-23	ACH TRANS	9/25/2023	52,228.99 ACH TRANS
Total			\$ 4,992,591.07

Check Register Nos. 518-23 to 519-23, 529-23, 532-23,533-23 and 189-23 to 200-23 in the total amount of: **\$ 6,293,180.12**

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

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 518-23

CHECK NUMBER	None	\$	0.00
ACH TRANSFER		\$	638,298.90

PAYROLL DATE SEPTEMBER 8, 2023

PURPOSE: PPE 09/02/2023 AMOUNT: \$638,298.90

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

Sarah Funk
Digitally signed by Sarah
Funk
Date: 2023.09.06 15:46:06
-07'00'

AUDITOR

9/6/2023

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 519-23

CHECK NUMBER	80956	\$	516.93
ACH TRANSFER		\$	633,045.27

PAYROLL DATE SEPTEMBER 22, 2023

PURPOSE: PPE 09/16/2023 AMOUNT: \$633,562.20

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

Sarah Funk
Digitally signed by Sarah
Funk
Date: 2023.09.22 11:54:36
-07'00'

9/22/2023

AUDITOR

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 529-23

CHECK NUMBER	None	\$	0.00
ACH TRANSFER		\$	23,967.84

PAYROLL DATE SEPTEMBER 5, 2023

PURPOSE: PPE 08/17/2023 AMOUNT: \$23,967.84

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

Sarah Funk
Digitally signed by Sarah
Funk
Date: 2023.08.30 13:51:20
-07'00'

8/30/2023

AUDITOR

DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 532-23

CHECK NUMBER	None	\$	0.00
ACH TRANSFER		\$	1,459.72

PAYROLL DATE SEPTEMBER 13, 2023

PURPOSE: PPE 09/01/2023 AMOUNT: \$1,459.72

“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.”

Sarah Funk
Digitally signed by Sarah Funk
Date: 2023.09.11 13:20:30
-07'00'

AUDITOR

9/11/2023
DATE

CHECK REGISTER CERTIFICATION

PAYROLL

CHECK REGISTER NUMBER 533-23

CHECK NUMBER	\$ 0.00
ACH TRANSFER	\$ 3,300.39

PAYROLL DATE SEPTEMBER 25, 2023

PURPOSE: PPE 09/15/2023 AMOUNT: \$3,300.39

"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."

Sarah Funk Digitally signed by Sarah Funk
Date: 2023.09.25 07:40:48
-07'00'

9/25/2023

AUDITOR

DATE

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

CHECK REGISTER NUMBER 189-23

CHECK NUMBERS 85379 to 85445

DATE 09/01/2023

PURPOSE AP SEPT23A VOUCHERS AMOUNT \$1,303,117.87

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

Sarah Funk

AUDITOR

Sep 5, 2023

DATE

TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREG
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

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

CHECK REGISTER NUMBER: 190-23

ACH WIRE TRANSFERS

DATE: 09/01/2023

PURPOSE:

INTERNAL REVENUE SERVICE	\$19,519.04
DEPT OF RETIREMENT SYSTEMS	\$19,799.46
TOTAL	\$39,318.50

"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."

Sarah Funk

AUDITOR

Sep 5, 2023

DATE

TEMPLATE: T:\USER\Accounting\Accounts Payable\AP\WARREGACH
COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 191-23

CHECK NUMBERS 85446 to 85453

DATE 09/08/2023

PURPOSE AP SEPT23B VOUCHERS AMOUNT \$14,573.58

"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."

Sarah Funk
Digitally signed by Sarah Funk
Date: 2023.09.18 15:25:32
-07'00'

AUDITOR

9/18/2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 192-23

CHECK NUMBERS 85454 to 85520

DATE 09/15/2023

PURPOSE AP SEPT23C VOUCHERS AMOUNT \$462,871.96

"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."

Sarah Funk

AUDITOR

Sep 18, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 193-23

CHECK NUMBERS 85521 to 85606

DATE 09/22/2023

PURPOSE AP SEPT23D VOUCHERS AMOUNT \$484,865.70

"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."

Sarah Fink

AUDITOR

Oct 1, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER 194-23

CHECK NUMBERS 85607 to 85653

DATE 09/29/2023

PURPOSE AP SEPT23E VOUCHERS AMOUNT \$1,418,264.08

"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."

Sarah Funk

AUDITOR

Oct 1, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 195-23

ACH WIRE TRANSFERS

DATE: 09/08/2023

PURPOSE:

WASHINGTON STATE SUPPORT	\$2,546.98
INTERNAL REVENUE SERVICE	\$219,007.37
DEPARTMENT OF RETIREMENT SYSTEMS	\$328,881.17
DEPARTMENT OF RETIREMENT SYSTEMS	\$2,384.48
SAMBA HOLDINGS	\$332.58
A W REHN & ASSOCIATES	\$1,638.31
TOTAL	\$554,790.89

"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."

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
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COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

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

CHECK REGISTER NUMBER: 196-23

ACH WIRE TRANSFERS

DATE: 09/13/2023

PURPOSE:

INTERNAL REVENUE SERVICE	\$278.19
TOTAL	\$278.19

"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."

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 197-23

ACH WIRE TRANSFERS

DATE: 09/22/2023

PURPOSE:

NW ADMIN TRANSFER	\$409,154.50
HRA VEBA TRUST	\$4,680.00
WASHINGTON STATE SUPPORT	\$2,546.98
INTERNAL REVENUE SERVICE	\$218,731.69
DEPARTMENT OF RETIREMENT SYSTEMS	\$2,384.48
TOTAL	\$637,497.65

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

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH

COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 198-23

ACH WIRE TRANSFERS

DATE: 09/23/2023

PURPOSE:

A W REHN & ASSOCIATES	\$1,378.14
TOTAL	\$1,378.14

"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."

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

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

CHECK REGISTER NUMBER: 199-23

ACH WIRE TRANSFERS

DATE: 09/29/2023

PURPOSE:

US BANK	\$23,405.53
TOTAL	\$23,405.53

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

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

TEMPLATE: T:\Admin Services\Accounting\Accounts Payable\AP\FINANCE FORMS\CHECK REGISTER CERTIFICATION
DOCS\WARREGACH

COMPLETE: T:\Admin Services\Finance\Accounts Payable (AP)\Payments Made\2023\Monthly Reports

BEN FRANKLIN TRANSIT
CHECK REGISTER CERTIFICATION
ACCOUNTS PAYABLE

CHECK REGISTER NUMBER: 200-23

ACH WIRE TRANSFERS

DATE: 09/25/2023

PURPOSE:

STATE OF WASHINGTON	\$52,228.99
TOTAL	\$52,228.99

"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."

Sarah Funk

AUDITOR

Oct 4, 2023

DATE

Memorandum

Date: October 12, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

RE: A Resolution Authorizing the General Manager to purchase ten (10) Vanpool vehicles for fleet expansion with any approved auto dealership(s) utilizing Washington State Contract #05916

Background

In June 2023, BFT received the award letter from Washington State Department of Transportation (WSDOT) for the 2023-2025 WSDOT Public Transit Rideshare Program grant in the amount of \$440,000 to purchase ten (10) expansion Vanpool vehicles.

BFT can purchase the ten (10) Vanpool vehicles for fleet expansion through the Washington State Contract #05916. The Washington State contract enables smaller and medium-sized agencies to take advantage of the state's purchasing power. This cost and time saving measure alleviates the need for employees to prepare and administer vehicle procurements. The new vehicles would be used to expand the Vanpool fleet by adding ten (10) full size seven (7) passenger vehicles. BFT will utilize the WSDOT Public Rideshare Program grant and local funds to purchase the vehicles. The funds used to purchase these vehicles will now consist of 80% State funds and 20% local, changing from 100% local funding sources.

Funding

Budgeted: Yes

Project Number: FLT0035A

Funding Source: WSDOT/Capital Funds – 80%: (\$440,000)

Budget Source: Local Match - 20%: (\$110,000)

The cost of ten (10) Vanpool vehicles for fleet expansion procured through the Washington State Contract is \$550,000 or up to \$55,000 for each seven (7) passenger vehicle.

Itemized costs per vehicle include a change order authority of 8%, and make-ready costs*.

Breakdown of Vanpool Expansion Vehicle Costs:

WSDOT Public Transit Rideshare Grant	\$ 440,000
Local Capital Improvement Funds	\$ 110,000
TOTAL	\$550,00

*Make-ready costs: Inspections at BFT, miscellaneous equipment, and decals.

Recommendation

BFT Staff's recommendation is to purchase ten (10) Vanpool vehicles to expand the Vanpool fleet utilizing the WSDOT Public Rideshare Program grant.

1. Authorize the General Manager to enter into a contract with any approved auto dealership(s) utilizing Washington State Contract #05916 to purchase ten (10) full size 7-passenger vehicles and authorize spending of FLT0035A funds in budget year 2023.

Forward as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 43-2023**

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO PURCHASE TEN (10) VANPOOL VEHICLES FOR FLEET EXPANSION WITH ANY APPROVED AUTO DEALERSHIP(S) UTILIZING WASHINGTON STATE CONTRACT #05916

WHEREAS, Ben Franklin Transit (BFT) has a need to expand the Vanpool fleet; and

WHEREAS, Washington State Department of Transportation Public Rideshare Program Grant will provide funding up to \$440,000 for Vanpool expansion vehicles with the remaining 20% of funding being sources through local sales tax;

WHEREAS, Washington State has a multi-year contract in place for vans, and BFT has in place with Washington State an interlocal agreement that allows BFT to utilize the state contracts; and

WHEREAS, The cost for each seven (7) passenger vehicle with make ready costs is up to \$55,000 each.

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

1. Authorize the General Manager to enter into a contract with any approved auto dealership(s) utilizing Washington State Contract #05916 to purchase ten (10) full size 7-passenger vehicles and authorize spending of FLT0035A funds in budget year 2023.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, October 12, 2023, 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: October 12, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

RE: A Resolution Authorizing the General Manager to Utilize the University of Washington Contract with OpenSquare for the Purchase and Furnishing of the New Operations Building

Background

In preparation for the completion of the Operations Building, Ben Franklin Transit (BFT) staff are requesting the Board's approval to utilize OpenSquare. This space planning and furniture company has been previously utilized by BFT. The firm works closely with staff to create environments that amplify creativity and adapt as BFT evolves. Services provided by OpenSquare will offer a cohesive layout for each office space. Workspaces will have multi-purpose use for employees and provide office space for BFT's growing workforce that may outpace office availability. BFT has an interlocal governmental agreement in place with the University of Washington to utilize their Contract UW-18-61518 with OpenSquare.

Utilizing OpenSquare will be a cost saving measure by multiple teams across BFT's organization. Procurement will not have to spend countless hours searching for furnishings. BFT will save money by not having to purchase items individually at a higher cost. OpenSquare's services will order, deliver, and set up office equipment upon delivery. By utilizing their services, there will be significant reduction in labor costs for the Facilities team. This process will allow BFT's staff to focus on other projects before the construction of the Operations Building is complete. The expected construction completion date is June 2024. Authorizing the purchase now will allow lead time and take into consideration possible shipping delays as well as avoid potential price increases expected in Q4 2023. The estimated cost shall not exceed \$500,000 and will be funded through the approved FAC0017 budget.

Funding

Budgeted: Yes

Project Number: FAC0017

Funding Source: Local Funds – 100%: (\$500,000)

Recommendation

Staff's recommendation is to authorize utilization of FAC0017 funds for purchase of office equipment to prepare for completion of new Operations Building, purchased through OpenSquare for both furnishing and setup.

Forward as presented:

Rachelle Glazier, General Manager

**BEN FRANKLIN TRANSIT
RESOLUTION 44-2023**

**A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO UTILIZE THE
UNIVERSITY OF WASHINGTON CONTRACT WITH OPENSQUARE FOR THE
PURCHASE AND FURNISHING OF THE NEW OPERATIONS BUILDING**

WHEREAS, Ben Franklin Transit (BFT) has a need to furnish the new operations building; and

WHEREAS, OpenSquare is able to provide furnishing for the entire building including delivery and installation of standardized furniture through utilizing an interlocal governmental agreement with the University of Washington Contract UW-18-61518; and

WHEREAS, The lead time for requisition by OpenSquare is currently affected by national supply chain delays and requires timely action to avoid both cost increases and meet project deadlines; and

WHEREAS, The total cost of furnishing of the Operations Building with standard office equipment not to exceed \$500,000.

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

The General Manager is Authorized to award a Purchase Order (Contract #1395 for tracking) with OpenSquare to furnish and install the new Operations Building, floors 1 and 2, with standard office equipment, not to exceed \$500,000, for operational use in Q2 2024.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, October 12, 2023, 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chairman

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

Memorandum

Date: October 12, 2023

To: Rachelle Glazier, General Manager

From: Joshua Rosas, Senior Manager of Fleet & Facilities Maintenance

Re: Resolution 45-2023 Authorizing the General Manager to Declare Vehicles Listed in Exhibit A as Surplus and Dispose of Per BFT Policy FIN-108

Background

Ben Franklin Transit (BFT) needs to dispose of the vehicles in Exhibit A that are beyond their useful life (UL). All vehicles listed meet or exceed both federal and BFT replacement standards. Vehicles being taken out of service will be disposed of following BFT Policy FIN-108 allowing disposal of surplus property that has met the useful life expectancy.

	<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

Funding

Budgeted: NA

Budget Source: NA

Funding Source: NA

Recommendation

Approve Resolution 45-2023 authorizing the General Manager to declare vehicles listed in Exhibit A as surplus and dispose of per BFT Policy FIN-108.

Forward as presented:

Rachelle Glazier, General Manager

BEN FRANKLIN TRANSIT

RESOLUTION 45-2023

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO DECLARE VEHICLES LISTED IN EXHIBIT A AS SURPLUS AND DISPOSE OF PER BFT POLICY FIN-108

WHEREAS, Ben Franklin Transit (BFT) has a need to surplus property; and

WHEREAS, BFT staff have determined that said vehicles are beyond useful life; and

WHEREAS, BFT Policy FIN-108 establishes the disposal of surplus items

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

1. The General Manager is authorized to declare the identified vehicles surplus (which is attached to this Resolution as Exhibit A, List of Surplus Vehicles, and incorporated herein by reference).
2. The General Manager is authorized to dispose of the vehicles per BFT Policy FIN-108.

APPROVED AT A REGULAR BEN FRANKLIN TRANSIT BOARD OF DIRECTORS meeting held Thursday, October 12, 2023, at 7122 W. Okanogan Place Building E, Kennewick, Washington.

ATTEST:

Anel Montejano, Clerk of the Board

Will McKay, Chair

APPROVED AS TO FORM BY:

Jeremy J. Bishop, Legal Counsel

EXHIBIT A

List of Surplus Vehicles

Vehicle #	Model Year	Vehicle Age (YRS)	Make / Model	VIN	Mileage	Condition
BUS						
5245	2005	18	GILLIG LOW FLOOR	15GGD291251075139	680,375	Surplus
5246	2005	18	GILLIG LOW FLOOR	15GGD291951075140	831,199	Surplus
5247	2005	18	GILLIG LOW FLOOR	15GGD291051075141	809,227	Surplus
5249	2005	18	GILLIG LOW FLOOR	15GGD291451075143	844,533	Surplus
5250	2005	18	GILLIG LOW FLOOR	15GGD291651075144	807,224	Salvage
5253	2006	17	GILLIG LOW FLOOR	15GGD291561076058	776,082	Surplus
5254	2007	16	GILLIG LOW FLOOR	15GGE271971091342	665,001	Surplus
5256	2007	16	GILLIG LOW FLOOR	15GGE271271091344	723,349	Salvage
5258	2007	16	GILLIG LOW FLOOR	15GGE271671091346	637,303	Surplus
5259	2009	14	GILLIG LOW FLOOR	15GGD271091177354	645,206	Surplus
5260	2009	14	GILLIG LOW FLOOR	15GGD271291177355	614,143	Salvage
5261	2009	14	GILLIG LOW FLOOR	15GGD271491177356	638,582	Surplus
5262	2009	14	GILLIG LOW FLOOR	15GGD271691177357	669,936	Surplus
5263	2009	14	GILLIG LOW FLOOR	1DGGD271891177358	646,148	Surplus
5264	2009	14	GILLIG LOW FLOOR	15GGD271X91177359	661,418	Surplus
5265	2009	14	GILLIG LOW FLOOR	15GGD271691177360	618,417	Surplus
5267	2009	14	GILLIG LOW FLOOR	15GGD271X91177362	670,886	Surplus
5347	2008	15	GILLIG 40' PHANTOM	15GCD271581112903	637,142	Surplus
5348	2008	15	GILLIG 40' PHANTOM	15GCD271981112905	631,980	Surplus
DAR						
7061	2014	9	Chevy / ElDorado	1GB6G6BG5E1174557	121,891	Salvage
7982	2014	9	Chevy / ElDorado	1GB6G5BG3E1196387	191,591	Salvage
7984	2014	9	Chevy / ElDorado	1GB6G5BG0E1163590	220,681	Salvage
7986	2014	9	Chevy / ElDorado	1GB6G6BG8E1195676	173,635	Salvage
7989	2014	9	Chevy / ElDorado	1GB6G6BG2E1195415	203,572	Salvage
SERVICE						
6084	2006	17	DODGE CARAVAN	1D4GP24R86B680549	152,515	Surplus
6091	2003	20	FORD E350 GAS	1FBSS31L23HB23001	154,376	Surplus
6092	2003	20	FORD E350 GAS	1FBSS31L13HB23006	161,400	Surplus
6093	2003	20	FORD E350 GAS	1FBSS31L33HB23007	139,603	Surplus
6094	2003	20	FORD E350 GAS	1FBSS31LX3HB23005	162,463	Surplus
6095	2003	20	FORD E350 GAS	1FBSS31L83HB22998	145,152	Surplus

Memorandum

Date: October 12, 2023

To: Rachelle Glazier, General Manager

From: Kevin Sliger, Chief Planning and Development Officer

Re: 2024 Annual Service Plan Release for Public Comment - Informational

Background

The 2024 Annual Service Plan (ASP) consists of modest service change recommendations that will incorporate Queensgate Transit Center and making incremental changes to increase the fixed route network with the goal of providing faster, more frequent, and more reliable service. Recommended service changes will be implemented in June 2024. The 2024 ASP will be released for public comment on October 6.

Recommended Fixed Route Service Changes:

- Enhance connections and increase frequency for Route 10
- Improve productivity for Route 25
- Provide service to Columbia Center, and productive route of Queensgate and Steptoe with Route 50
- Extend Route 67
- Incorporate Route 123 and 170 with Queensgate Transit Center
- Eliminate service to Route 110 and Tripper on Route 123s
- Other Changes
 - Identify bus schedule improvements
 - Hanford Service

Recommended CONNECT Service Changes:

- Add a pilot airport service
- Provide CONNECT service to Columbia Basin Veterans center

Recommended ADA/Dial-A-Ride Service Changes:

- Dial-A-Ride service will be limited to trips entirely within the currently established Public Transportation Benefit Area (PTBA). In 2024, BFT will make minor modifications to the service area in Prosser.

Title VI Service Equity Analysis:

It has been determined that service changes outlined in the 2024 ASP are considered a major service change per BFT's Major Service Change Policy, thus a Title VI Service Equity Analysis was required. BFT staff conducted a Title VI Service Equity Analysis and it was concluded that none of the recommended changes will result in a disparate impact to minority populations. A potential disproportionate burden to low-income populations was identified through the analysis based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. That said, adverse impacts are not expected due too little to low ridership in the impacted area. The recommended changes will result in a net increase in service for those impacted. For additional information, please refer to the 2024 ASP Title VI Service Equity Analysis appendix.

Labor & Vehicle Resources:

Implementation of the 2024 ASP is estimated to require seven (7) additional operators for fixed route service in 2024. However, reaching the current approved headcount of 168 would suffice. Operations and Training staff will continue a hiring effort to address current labor shortages and work towards reaching the approved fixed route operator headcount.

Two (2) additional buses will be needed on both weekdays and Saturday, and one (1) additional bus will be needed on Sunday. BFT staff does not anticipate the need to procure additional buses to implement the recommended service increases.

Budget Impact – Revenue Hours:

The 2024 ASP is anticipated to increase annual revenue hours by approximately 9,853. This equates to approximately an addition of \$1.4 Million annual budgeted cost per revenue hour impact given the current average cost per revenue hour of \$150.61. All service recommendations will be implemented in June, so prorated revenue hours are expected to increase by approximately 5,293 in 2024, with a budget increase of approximately \$797,146. This increase accounts for the addition of two (2) vehicles on weekdays, two (2) vehicles on Saturdays, and one (1) on Sundays. All resource increases needed to operate the 2024 ASP recommendations will be included in the proposed 2024 Operating Budget. BFT planning staff recommend increasing the budgeted vehicle revenue hours from 223,000 (2023) to 231,000 (2024). This accounts for a 3.6% increase in revenue hours. Additional revenue hours are included to address potential Hanford service and an increase in frequencies along the planned Route 50 Shopper Shuttle if demand warrants this improvement.

Public Comment:

- Open House with live and Zoom link Q&A
 - Kennewick Union Mid-Columbia Library - October 12, 2023, 12 to 1 p.m.
 - Downtown Pasco Mid-Columbia Library - October 18, 2023, 6 to 7 p.m.
 - Virtual Open House - October 23, 2:30 to 3:30 p.m.
- Public Hearing
 - BFT Board of Directors Meeting – November 9, 2023, 6 p.m.

The complete Draft 2024 ASP can be viewed on the BFT website at: <https://www.bft.org/about/annual-service-plan/>

Funding

Budgeted: Pending approval of 2024 Budget

Budget Source: Operating Budget

Funding Source: FTA and Local

Recommendation

The 2024 ASP aims to encourage higher usage of the fixed route system while incorporating the growing community. There is no recommendation at this time. The public comment period ends on November 9. Staff will bring the final 2024 Annual Service Plan to the Board for approval in November.

Forward as presented:

Rachelle Glazier, General Manager



2024 ANNUAL SERVICE PLAN



Ben Franklin Transit
strives to provide faster,
more frequent, and more
reliable service.

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2024 ANNUAL SERVICE PLAN

In January 2021, the Ben Franklin Transit (BFT) Board of Directors adopted the *Annual Service Plan Policy*. The policy aligns service planning and delivery. It also provides vital input on the budget process while managing the approval of annual labor requirements. The Annual Service Plan (ASP) is produced by soliciting feedback from the community and BFT staff. During the ASP process, BFT analyzes the service data to better understand how services can be enhanced and operational efficiencies can be improved.

The 2023 ASP focused primarily on service efficiency, effectiveness, and reliability. Service change recommendations included the following:

- Reduced frequency after 8 PM for METRO Routes 1 and 3 due to low ridership
- METRO Route 1 EB realignment from Quinault to Okanogan
- Added Routes 40 and 47 to Sunday service replacing Route 42
- Increased Route 48 to 30-minute service on Saturdays
- Added Route 268 to Saturdays
- Extended Route 64 in March 2023 to serve the Lakeview Community and in anticipation of Amazon's opening.
- General Demand was eliminated and CONNECT was not allowed to board within ¼ mile of fixed routes to encourage higher usage of our fixed route system.

The 2024 ASP consists of minor service change recommendations that will result in improved fixed route service through the addition of the Queensgate Transit Center in June 2024. This addition will bring adjustments to several routes and increase frequency during peak periods to better serve communities in the western portion of our Public Transportation Benefit Area (PTBA). The extension of Route 67 and the addition of a shopper shuttle will improve access and address on-time performance issues.

A modest approach that focuses on efficiency has been taken in response to BFT's Board of Directors push to make BFT's service more cost-effective. Additionally, all modes of service for BFT will be subject to a fare change per the ongoing fare study. BFT's Board of Directors will address the planned fare change in 2024.



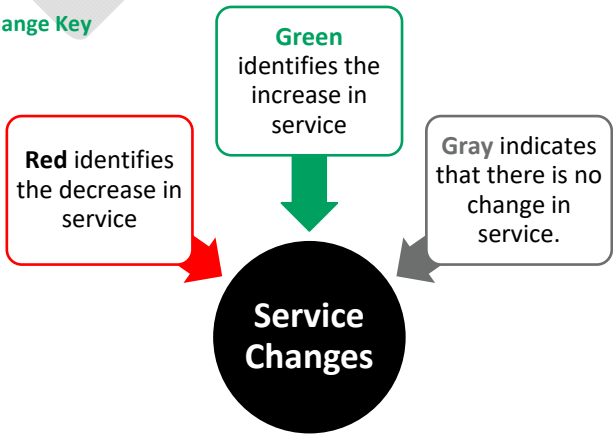
FIXED ROUTE

With the addition of Queensgate Transit Center, the 2024 ASP proposes adjustments to Routes 25, 110, 123, and 170. It also includes the extension of Route 67 to better serve areas of West Pasco and improve on-time performance. The addition of a shopper shuttle will supplement changes to Route 110. In addition, CSched will conduct a review of all fixed route schedules to improve on-time performance and transit center connections. BFT may need to make minor schedule adjustments to other routes and add, modify, or eliminate overload and tripper services based on demand. The service changes proposed do constitute a major service change per BFT’s Major Service Change Policy.

RECOMMENDED SERVICE CHANGES

For 2024, the recommended service changes are identified in red, green, and gray throughout tables in this document to reflect the decrease and increase in service.

Figure 1: Service Change Key



ROUTE 10

Queensgate Transit Center is anticipated to open in June 2024. Route 10 will maintain the current Route 110 coverage through West Richland and will focus on increased frequency during peak periods.

Recommended changes to Route 10:

- ❖ Provide 30-minute peak service on weekdays between Queensgate Transit Center and West Richland Transit Center
- ❖ Maintain the current Route 110 coverage area in West Richland
- ❖ 60-minute service on Saturday
- ❖ Provide connections with Routes 123 and 170 at Queensgate
- ❖ Increase connections with Route 20 at West Richland Transit Center

Table 1: Route 10 Proposed Service Change Data

<i>Service Window</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Vehicles</i>	<i>Annual Revenue Hours (Current)</i>	<i>Annual Revenue Hour Estimate (Proposed)</i>
Weekday	6:15 AM-8:00 PM	30 (60)*	2 (1)*		5,550 (Increase)
Saturday	7:15 AM-8:00 PM	60	1		717 (Increase)
Sunday	No Service				

*Headway and vehicles during off-peak

ROUTE 25

With the terminus of Route 170 moving from Knight Street Transit Center to Queensgate Transit Center, Route 25 will continue on Wellsian to maintain service to the southern portion of Wellsian Way.

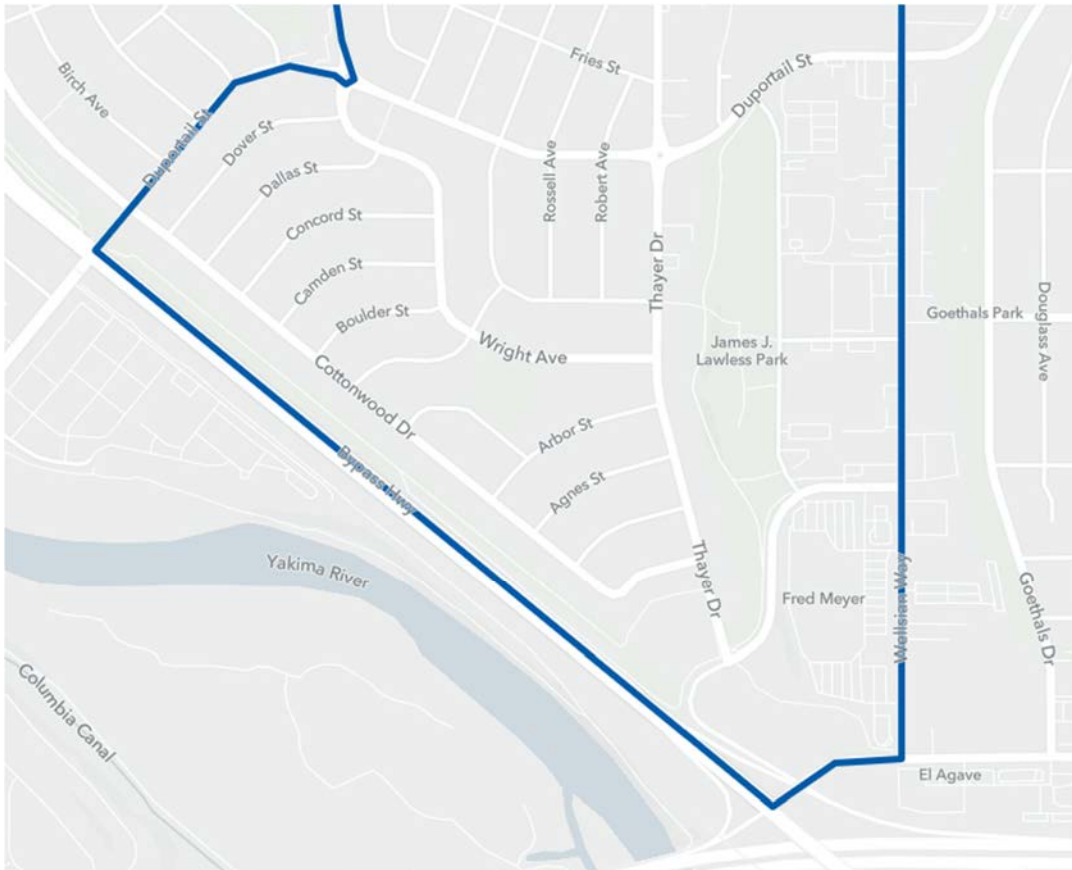
Recommended changes to Route 25:

- ❖ Maintain service along Wellsian Way
- ❖ Remove unproductive sections of Cottonwood Dr.

Table 2: Route 25 Proposed Service Change Data

<i>Service Window</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Vehicles</i>	<i>Annual Revenue Hours (Current)</i>	<i>Annual Revenue Hour Estimate (Proposed)</i>
Weekday	No Change				
Saturday	No Change				
Sunday	No Service				

Map 1: Route 10 Proposed Service Changes



ROUTE 50

Route 50 will maintain productive portions of Route 110 and provide direct service to Columbia Center Mall. The removal of Route 123 from the mall will benefit its timing to incorporate Queensgate Transit Center and eliminate the need for 30-foot buses to navigate the mall parking lot. Larger capacity buses are needed on Route 123 due to high ridership. Route 50 will utilize the new minibuses by New England Wheels arriving in Q1 2024 to provide better access to the mall. Currently, Route 50 is scheduled for 30-minute service on weekdays and 15-minute service on Saturdays due to higher ridership on Saturdays. Route 123 will maintain service to the mall on Sundays. If ridership generates too much demand for the new lower-capacity vehicles, service frequency will be increased to 15 minutes. The variation in hours and cost will be noted throughout the document.

Recommended development of Route 50:

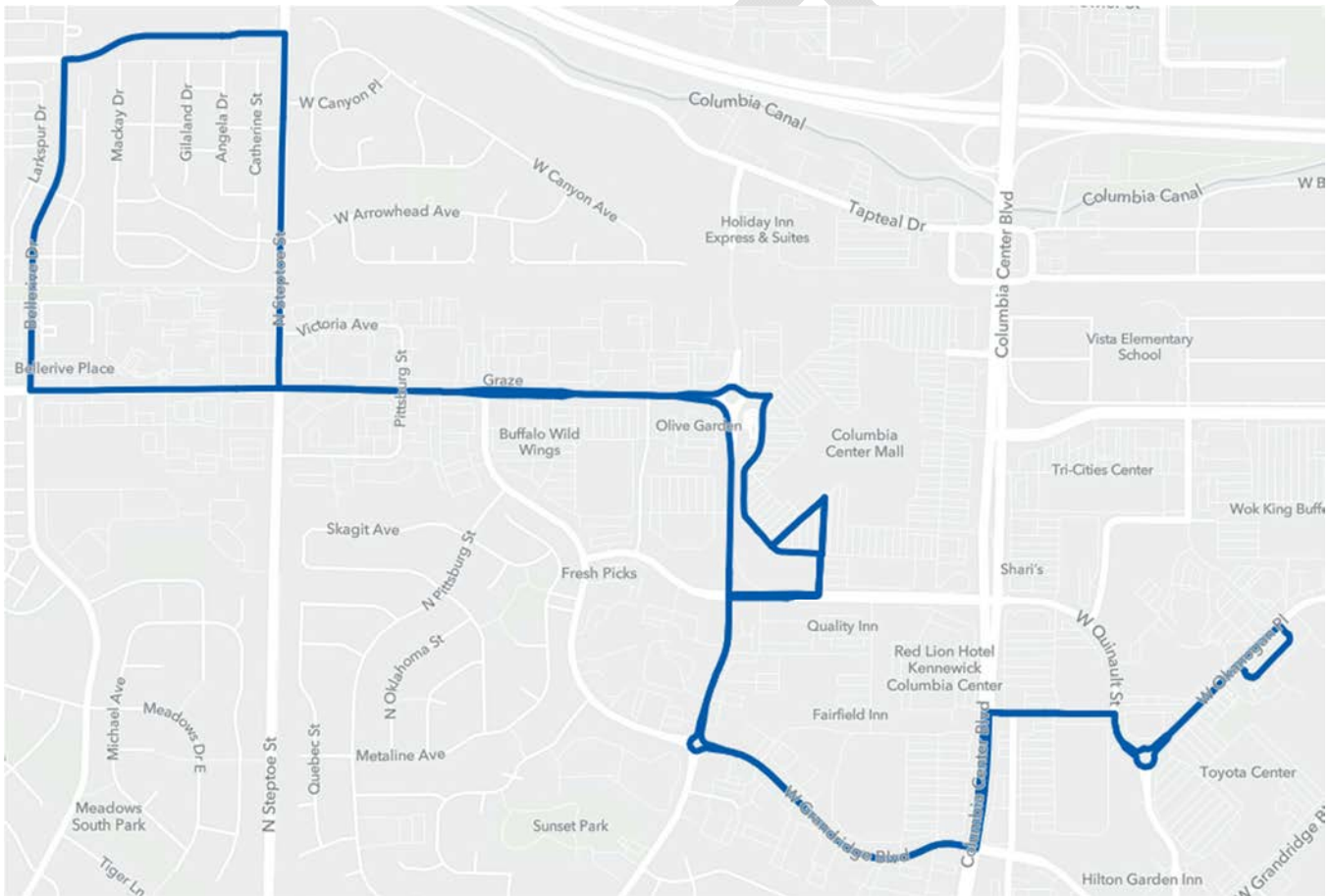
- ❖ 30-minute weekday and 15-minute Saturday service (Potential 15-minute service weekday if demand/capacity warrants)
- ❖ Circulator route that serves the Columbia Center area
- ❖ Provide frequency along productive sections of Gage Blvd
- ❖ Provide service to productive sections of Steptoe St.
- ❖ BFT has procured smaller fixed route vehicles that will be utilized on this route

Table 3: Route 50 Proposed Service Change Data

Service Window	Operating Hours	Headway (Min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	8:00 AM-8:30 PM	30	1		3,277 (Increase)
Saturday	8:00 AM-8:30 PM	15	2		1,316 (Increase)
Sunday	No Service				
Weekday	8:00 AM-8:30 PM	15	2		6,426* (Increase)

*Total estimate based on 15-min. weekday service.

Map 2: Route 50 Proposed Service Changes



ROUTE 67

Extending Route 67 will better serve West Pasco by including a portion of Burns Rd and Broadmoor for improved service to Ray Reynolds Middle School and Delta High School. Further extension of the route will provide additional service along Chapel Hill and Rd 84, increasing access to Chiawana High School and McLoughlin Middle School. Alignment of local routes in West Pasco will change with the construction of the West Pasco Transit Center tentatively starting operations in Summer 2026.

Recommended changes to Route 67:

- ❖ Route realignment (extension)
- ❖ Add one bus to alleviate OTP issues

Table 4: Route 67 Proposed Service Change Data

Service Window	Operating Hours	Headway (Min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	6:00 AM-9:00 PM	30	3	7,747	11,494 (Increase)
Saturday	7:00 AM-9:00 PM	30	3	7,239	10,732 (Increase)
Sunday	No Service				

Map 3: Route 67 Proposed Service Changes



ROUTE 123

With Route 50 serving Columbia Center Mall, Route 123 will serve the perimeter in order to improve timing and incorporate connections at the new Queensgate Transit Center. Due to Route 50 not operating on Sunday, Route 123 will maintain direct service to the mall but exclude Queensgate Transit Center since no other routes will connect there on Sunday. An additional bus will be added on Sunday to provide needed improvements to on-time performance. The additional bus will also extend the route to areas that are currently excluded on Sundays.

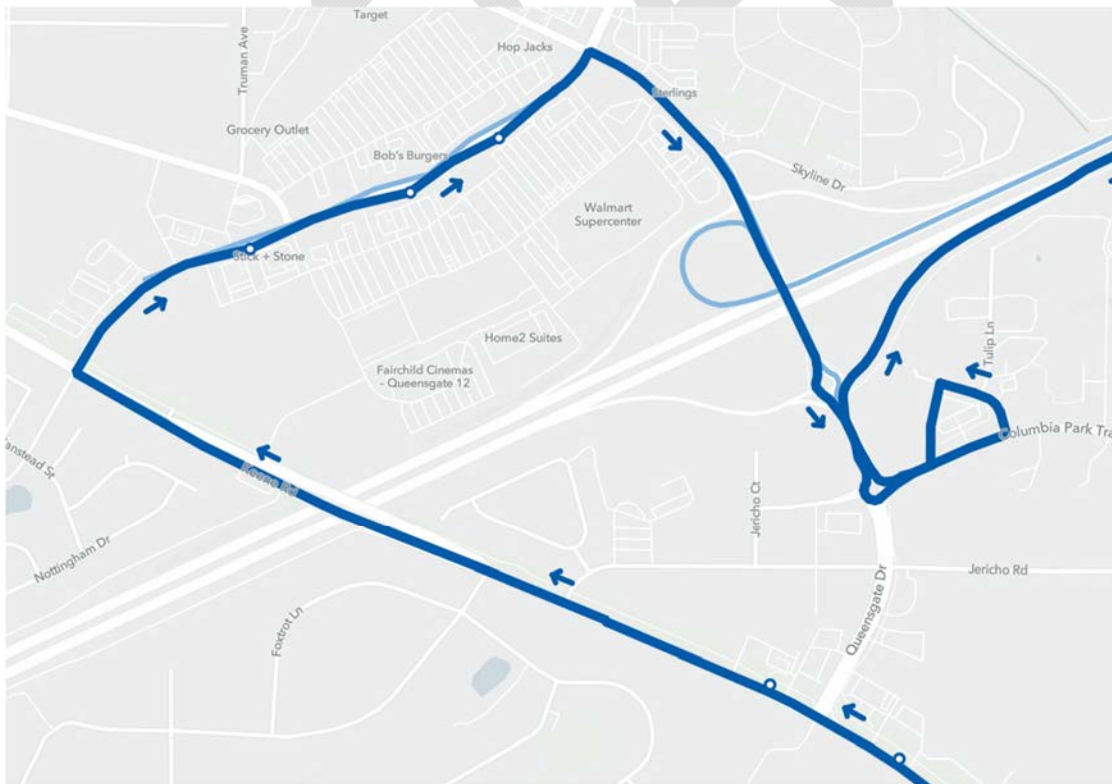
Recommended changes to Route 123:

- ❖ Incorporating connections at Queensgate Transit Center
- ❖ Excludes service to the mall except Sunday
 - Increase coverage on Sunday service only to serve Columbia Center Mall
- ❖ Additional bus on Sunday to improve on-time performance, connections at Knight Street Transit Center, and capture currently excluded areas

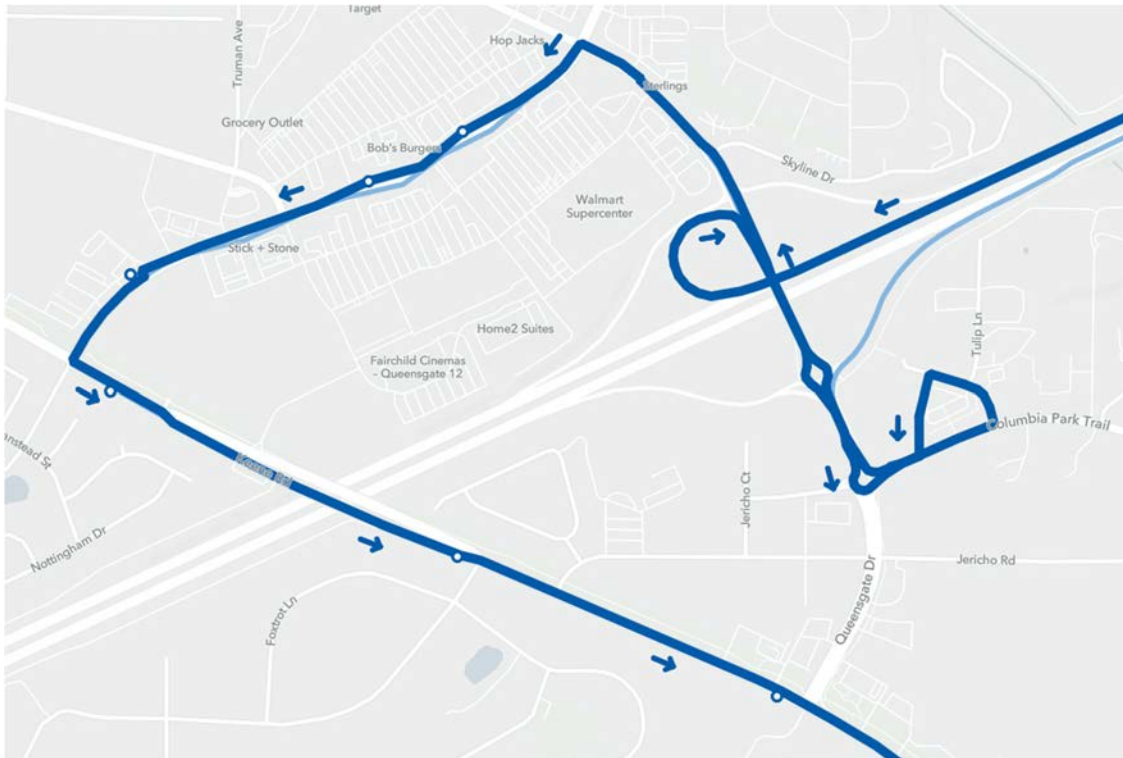
Table 5: Route 123 Proposed Service Change Data

Service Window	Operating Hours	Headway (Min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	5:45 AM-10:00 PM	30	4	16,167	16,324 (Increase)
Saturday	6:45 AM-10:00 PM	30	4	3,141	3,134 (Decrease)
Sunday	8:00 AM-6:00 PM	30	4	1,614	2,139 (Increase)

Map 4: Route 123 Northbound through Queensgate Transit Center Proposed Service Changes



Map 5: Route 123 Southbound through Queensgate Transit Center Proposed Service Changes



ROUTE 170

The eastern terminus of Route 170 will be moved from Knight Street Transit Center to the new Queensgate Transit Center providing more direct access to the Queensgate shopping area and improve frequency. Service will increase to 60 minutes during peak travel periods for weekdays. A realignment of the route through Prosser will better serve Housel Middle and Prosser High Schools as well as the commercial district near Merlot Dr. and Wine Country Rd. BFT staff will work with People for People to make sure that BFT’s services connect with their scheduled service. BFT will take into consideration service to the future location of Prosser Memorial Hospital once it is clear when the new facility will open.



Figure 2: Stacy Avenue Transit Center in Prosser, WA

Recommended changes to Route 170:

- ❖ Service between Queensgate Transit Center and Stacy Avenue Transit Center
- ❖ Eliminate section between Knight St. and Queensgate
- ❖ 60-minute peak service Weekdays
- ❖ 120-minutes on Saturday

Table 6: Route 170 Proposed Service Change Data

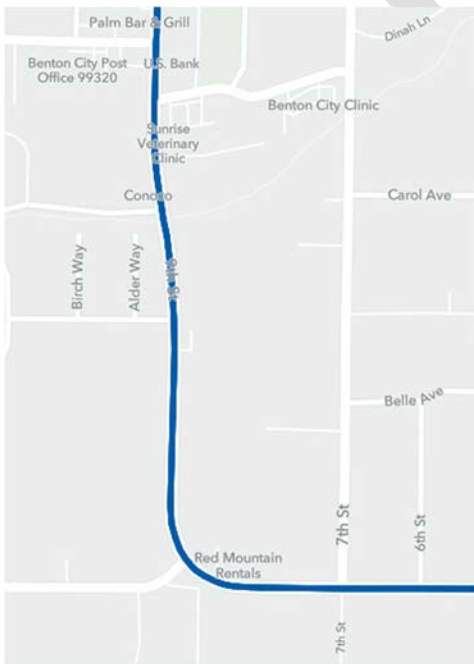
Service Window	Operating Hours	Headway (Min)	Vehicles	Annual Revenue Hours (Current)	Annual Revenue Hour Estimate (Proposed)
Weekday	5:15 AM-10:00 PM	60 (120)*	2 (1)*	3,920	6,282 (Increase)
Saturday	7:00 AM-9:00 PM	120	1	718	710 (Decrease)
Sunday	No Service				

*Headway and vehicles during off-peak

Map 6: Route 170 Prosser Proposed Service Changes



Map 7: Route 170 Benton City Proposed Service Changes



ROUTE ELIMINATION

To improve services to Benton and Franklin Counties and after thoroughly evaluating ridership, it was determined to eliminate the following two routes:

- ❖ Eliminate Route 110
- ❖ Eliminate Tripper Route 123s

BFT understands that changes to public transit routes may inconvenience some riders, but staff is committed to improving overall service and efficiency to better meet the needs of the community.

ROUTE 110

Staff has observed that ridership on Route 110 east of the future Queensgate Transit Center is very low. To improve the effectiveness of Route 110, the eastern portion will be eliminated, and the western portion will become Route 10 with higher peak frequency serving the Queensgate/Duportail area and West Richland. Route 50 will cover pertinent areas no longer served by Route 110 in the Columbia Center area.

Table 7: Route 110 Proposed Service Change Data

<i>Service Window</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Vehicles</i>	<i>Annual Revenue Hours (Current)</i>	<i>Annual Revenue Hour Estimate (Proposed)</i>
Weekday	6:15 AM-8:00 PM	60	2	6,926	Discontinued
Saturday	7:15 AM-8:00 PM	60	2	1,314	Discontinued
Sunday	No Service				

TRIPPER – 123s

Trippers are meant to accommodate high demand on routes serving the area schools. In the case of Route 123s, the demand does not exist to justify supplemental service to Route 123. For comparison, the average ridership for Route 123s is 11 per day versus 145 per day for Route 26s. This equates to an average of seven (7) boardings per revenue hour for Route 123s and approximately 97 boardings per revenue hour for Route 26s. BFT will be reaching out to those who may be affected by the elimination of Route 123s.

Recommended changes to Route 123s:

- ❖ Discontinue 123s

Table 8: Route 123s Proposed Service Change Data

<i>Service Window</i>	<i>Operating Hours</i>	<i>Headway (Min)</i>	<i>Vehicles</i>	<i>Annual Revenue Hours (Current)</i>	<i>Annual Revenue Hour Estimate (Proposed)</i>
Weekday	7:15 AM and 3 PM		1	258	Discontinued
Saturday	No Service				
Sunday	No Service				

Table 9: Fixed Route Service Change Summary

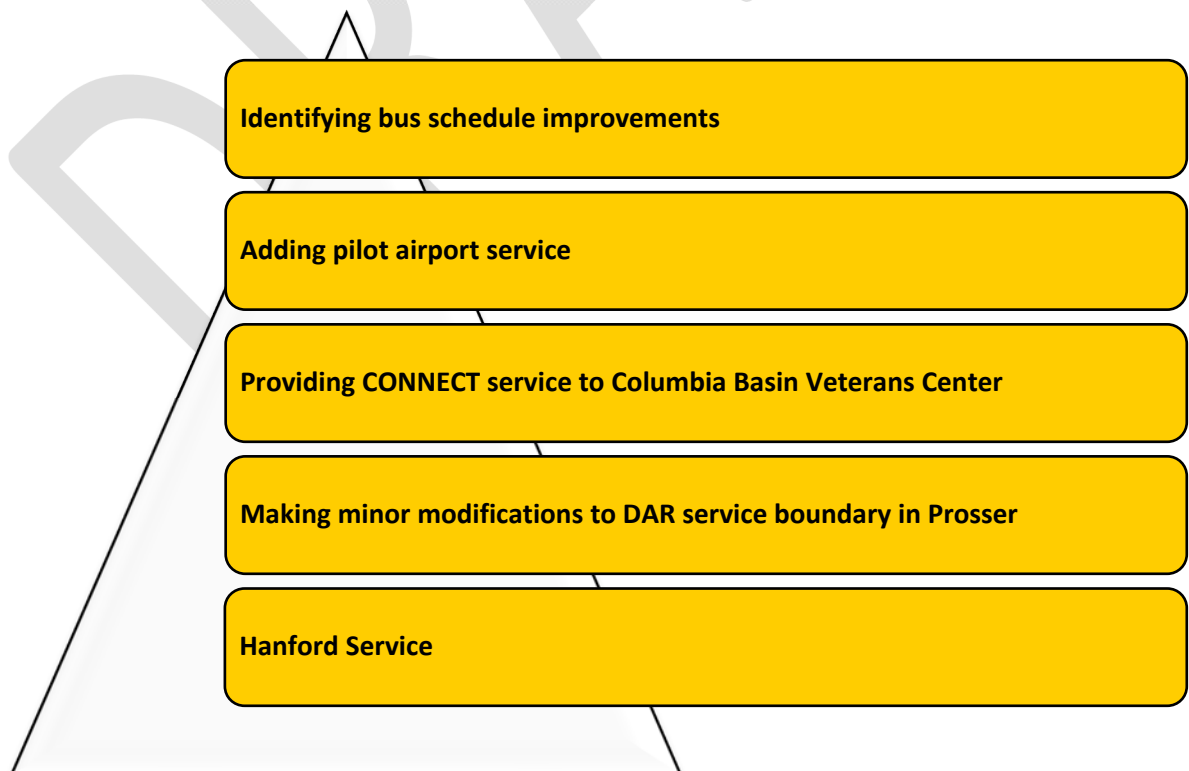
Route	Recommendations	Justification	EST. VEHICLE CHANGE (2023 BASELINE)	EST. REV HOUR CHANGE (2023 BASELINE)
10	Replacing western portion of Route 110 from Queensgate TC.	Provide increased frequency to West Richland and establish connections with Routes 123 and 170 at Queensgate TC.	2	6,267
25	Provide service along Wellsian Way and remove unproductive service from Cottonwood.	Maintain service to essential businesses and remove unproductive service.	No Change	No Change
50	Provide service to Columbia Center and productive portions of Gage & Steptoe.	Maintain Columbia Center service removed by Route 110 and allow Route 123 to bypass the mall for improved timing.	1	4,592*
67	Extend to provide better service to Burns, Chapel Hill, and Rd 84.	Provide service to Burns with improved connections to Chapel Hill and schools along the route.	1	4,461
110	<ol style="list-style-type: none"> Remove service between Queensgate TC and Three Rivers TC. Reestablish as Route 10 between Queensgate TC and West Richland TC. 	Unproductive portion between Queensgate TC and Three Rivers TC.	-2	-8,240
123	Realign service through Queensgate TC.	Establish connections with Routes 10 and 170.	No Change	676
170	<ol style="list-style-type: none"> Realign Service through Queensgate TC. Additional frequency at peak AM and PM times. 	Provide improved service to Benton City/Prosser and establish connections with Routes 10 and 123 at Queensgate TC.	1	2,354
123s	Eliminate Service	Low Ridership	-1	-258
Total Estimated Change for 2024			2**	9,853**

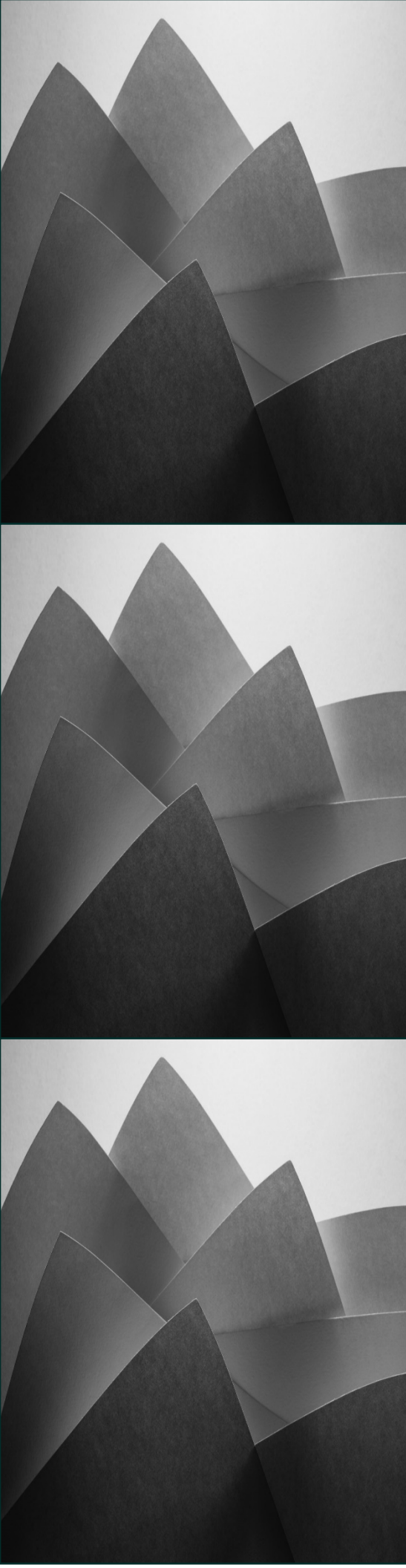
**Potential 15-minute weekday service would increase total REV hrs. from 4,592 to 7,742.*

***Potential 15-min weekday service for Route 50 would increase total vehicles to three (3) and REV hrs. to 13,003.*

OTHER CHANGES

BFT is dedicated to enhancing transportation options with ongoing initiatives to further improve the way services are offered by:





CONNECT

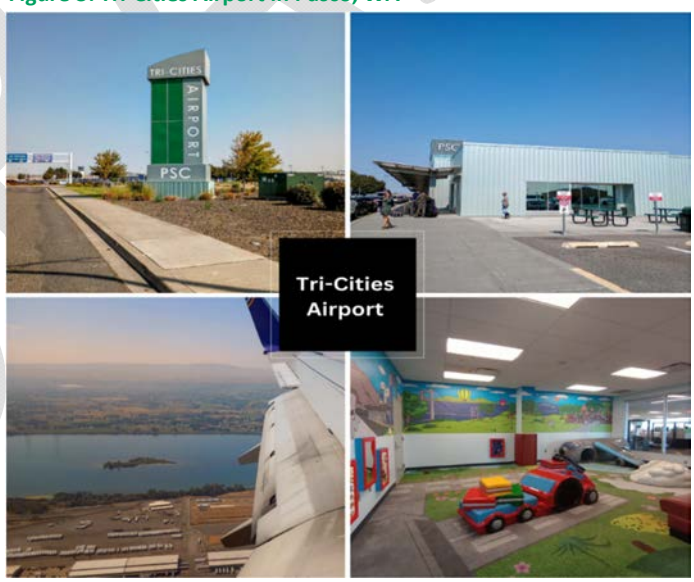
CONNECT provides an on-demand service that is open to the public and allows for same-day trips to fixed route connections within pre-defined zones. Most trips on CONNECT are scheduled via a mobile application, but a call-in option also exists for those without a smartphone or cellular data plan.

CONNECT has grown to become a staple of BFT's transit services ensuring that riders can access the fixed route services. In 2023, BFT modified the points of interest to realign how the service was meant to function. The service offers an affordable way to connect to the bus network and travel within BFT's service area. CONNECT is ideal for riders whose starting locations or destinations are too far from a bus stop.

PILOT AIRPORT SERVICE

In 2024, BFT is planning to implement a pilot service to the airport. Staff recognize a demand for the services from agencies and the community and will work with Tri-Cities Airport to ensure that service is offered at peak times of travel. This service will be provided by CONNECT and offer trips between the airport and designated locations. The fiscal impacts of implementing this service will be assessed and presented to the Board of directors prior to implementation. This service is tentatively planned to begin in June 2024.

Figure 3: Tri-Cities Airport in Pasco, WA



ADDITIONAL POINT OF INTEREST

At the request of the Columbia Basin Veterans Center, BFT is planning to add a Point of Interest (POI) in 2024 utilizing CONNECT service to ensure that veterans have access to service until fixed route can better serve the community. Columbia Basin Veterans Center assists veterans in receiving the benefits they've earned through their service in the military.

HANFORD SERVICE

Over the course of 2023, BFT explored options for a Commute Trip Reduction Program for the Hanford Department Of Energy (DOE) site located 20 miles Northwest of the Tri-Cities area. As the largest employer in the region, Hanford represents a significant opportunity to reduce greenhouse emissions from commuter vehicles but regulatory requirements do not allow us to access the nuclear facility. BFT has spent numerous hours exploring different avenues to provide a service that both meet the needs of Hanford employees and stays within the bounds of Federal Transit Administration (FTA) service requirements and restrictions.

BFT is exploring the following three options:

Outsourcing Service*

- BFT is receiving estimated quotes from local charter agencies for an outsourced service that allows charter agencies to transport employees. BFT would pay for the expense of the service. As of September 19, the estimated cost for the round trip service is roughly \$2,000,000 per year. Service would include three (3) charter buses to operate four (4) days a week.

Volunteer Hanford Drivers*

- BFT is exploring the option of providing a bus as well as maintenance for a Hanford commercial driver's license (CDL) volunteers to drive in the mornings and afternoons. This would allow for the bus to cross through the security gate and remain onsite in the event of emergency evacuation requirements before returning in the afternoon. FTA has informed BFT that this option would be feasible as long as no federal funds are utilized for running this service which would include maintenance, vehicles, etc. Drivers would also be subject to drug and alcohol testing to meet FTA standards.

Turnaround Facility at Wye Barricade*

- BFT is open to the possibility of constructing a turnaround facility at the Wye Barricade security checkpoint. The current security location does not have capacity for any vehicle staging, turnaround, or fast travel bus lanes. If constructing a turnaround facility is a viable option, then BFT would be able to provide fixed route service to the barricade. This would eliminate the concern of removing general public riders from the coach because the bus would not cross the checkpoint.

*The options detailed above are all tentative options and pending Board approval.

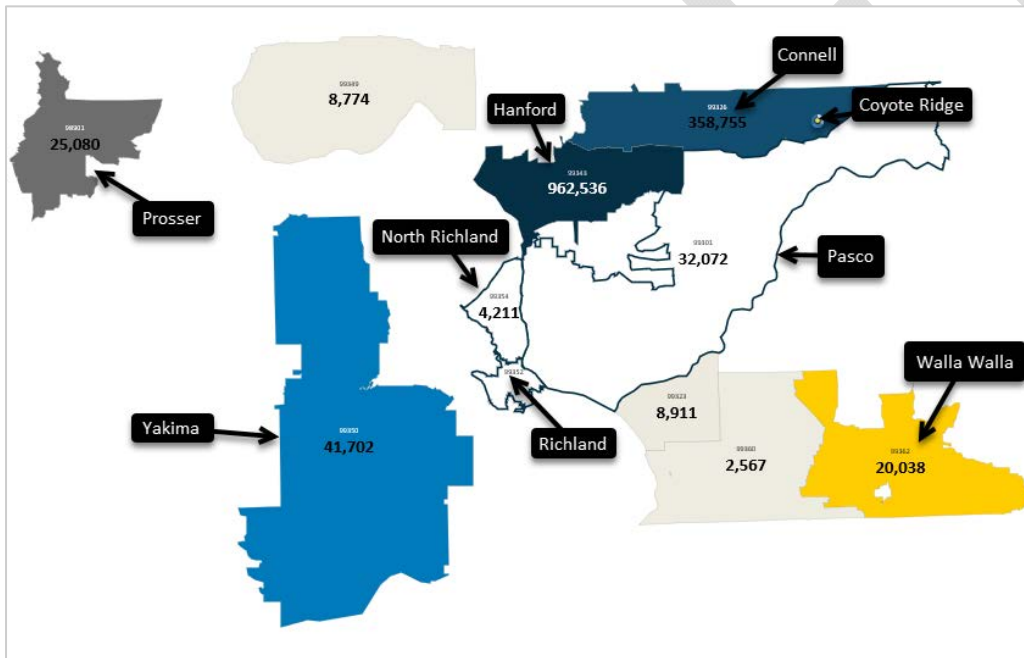
ADA/DIAL-A-RIDE

BFT's Dial-A-Ride (DAR) service provides on-demand, point-to-point transit services for eligible riders. Eligible riders must book trips at least 24 hours in advance. In 2024, BFT is planning to make minor modifications to the service area in Prosser. The fare study and the recommendations that follow may impact Dial-A-Ride fares.

VANPOOL

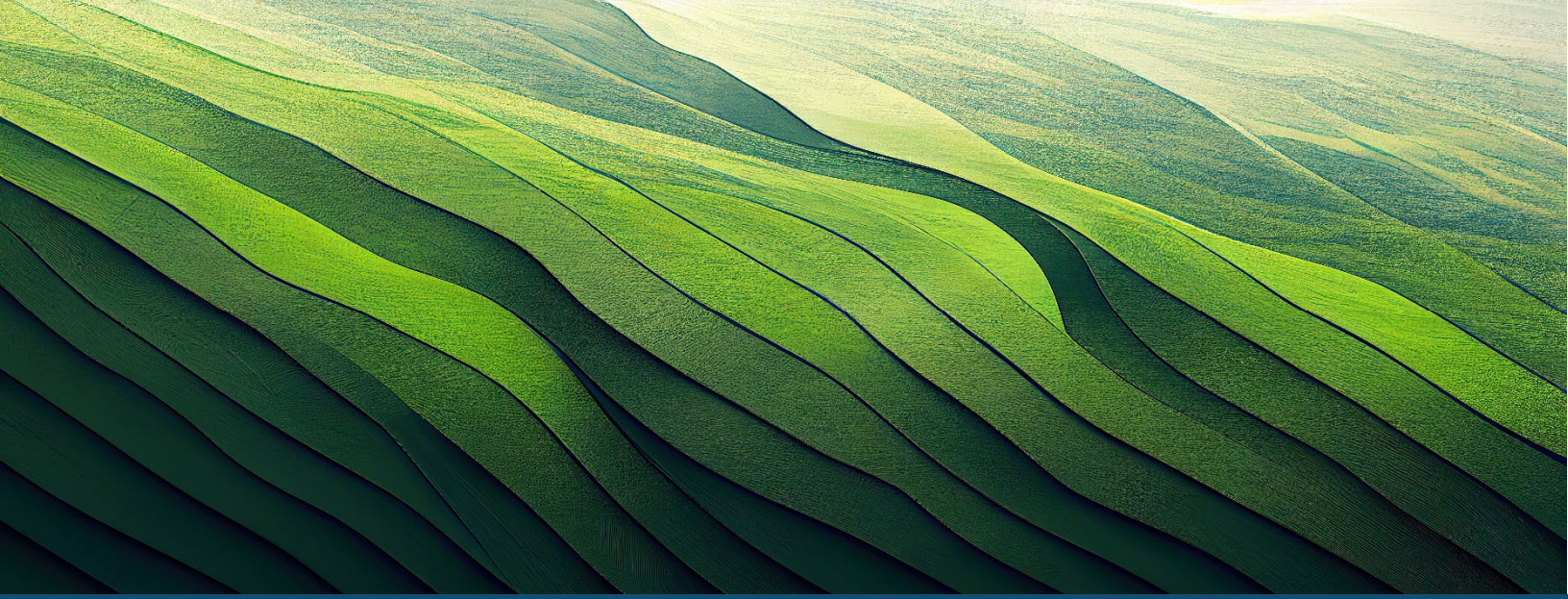
Vanpool is a Rideshare program that allows groups of 4 to 15 individuals to share a ride to and from work in a 6, 12, or 15 passenger vehicle. Every group has a trained driver, backup driver, bookkeeper, and reporter to ensure the safety of all riders and that all reports submitted meet federal guidelines. Ride matching services are provided by BFT's Rideshare Coordinators to work with individuals to provide the best possible option to commute to and from work. Ride matching is also available at [BFT.org](https://www.bft.org). Vanpooling is a perfect choice for anyone wanting to reduce the financial strain of increased fuel prices and allows individuals to sit back and relax while commuting to work within BFT's service area. The Vanpool program currently serves clients in the following locations: Pendleton, Walla Walla, Connell, Yakima, Patterson, and the Hanford site. BFT owns, maintains, manages, licenses, and insures all Vanpool vehicles.

Figure 4: Areas Utilized By Rideshare



BFT's Vanpool usage declined considerably during the 2020-2022 COVID pandemic. BFT's main goal is to continue to purchase vehicles and market the value and benefits vanpooling can provide. To meet the growing demand for Vanpool, 25 additional vehicles were purchased in 2023. BFT will be adding an additional 80 replacement vehicles and 10 additional expansion vehicles in

2024. In 2024, BFT's Vanpool monthly fares will be reviewed in accordance with the BFT Fare Policy and are set to recover part of the direct operating costs of the program. Fares will be based on individual participation as well as the roundtrip travel distance. Allocated administrative costs from departments outside of Vanpool are not included.



LOOKING AHEAD – UPCOMING PASSENGER FACILITIES (2024-2025)

As BFT works collaboratively to plan for future services, there is a continual commitment to enhance local transportation. Over the coming years, the Planning team will work closely with cities and municipalities to ensure the needs are met for each community. In the next two years, staff will be designing plans for transit facilities in strategic locations across Benton and Franklin Counties. These additions will serve to facilitate smoother and more convenient commuting. This effort will improve connections for new neighborhoods and schools making transportation more accessible and efficient for all residents.



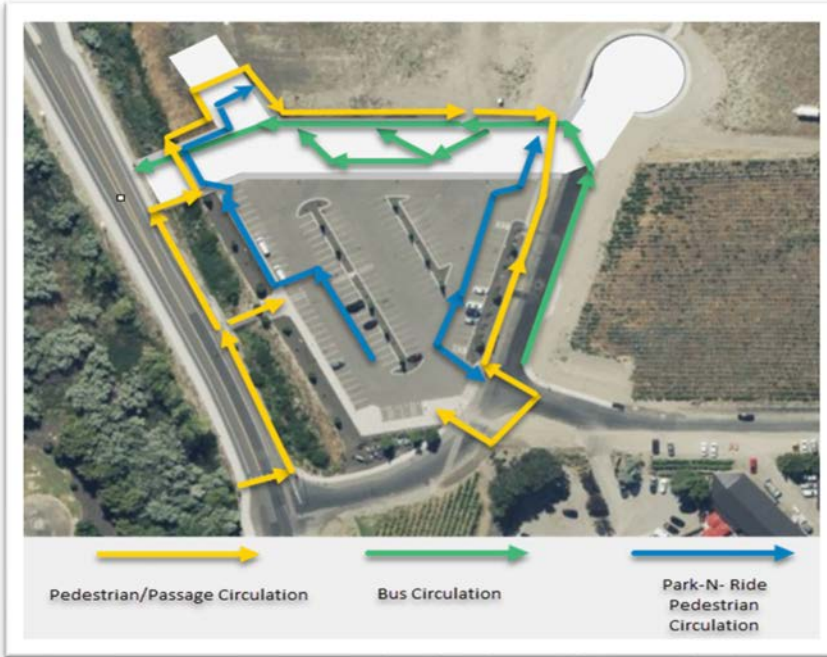
Figure 5: Transit services throughout Tri-Cities

QUEENSGATE TRANSIT CENTER

The Queensgate Transit Center located on Windmill Rd. in Richland off Interstate 182 will serve to enhance connectivity between Kennewick, West Richland, Downtown Richland, and Prosser / Benton City. This facility will also enable future high-frequency service between the Queensgate area in Richland and Kennewick.

The Queensgate facility is expected to be operational in Summer of 2024. Service changes will be made to incorporate the new transit facility into the fixed route system.

Figure 6: Queensgate Site Circulation



DOWNTOWN PASCO TRANSIT CENTER

BFT has purchased a property for the construction of a Downtown Pasco Transit Center. This facility will provide an easily accessible transportation connection within walking distance of Downtown Pasco.

It will also offer expanded service to Pasco School District's newest high school and developing areas. The career and college academy located in east Pasco is set to open in fall of 2025.

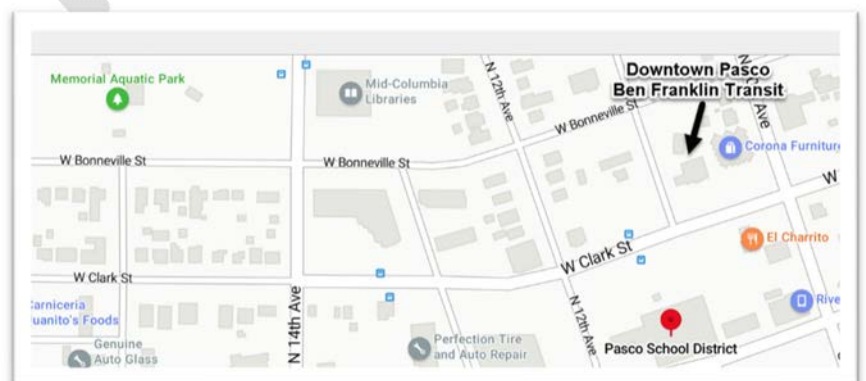


Figure 7: Location of Downtown Pasco Transit Center

BFT plans to create a space for bus operators' comfort and a small space for Customer Service and ADA. Design efforts will continue into 2024 and construction is expected to begin in late 2024 to early 2025.

WEST PASCO TRANSIT CENTER

BFT is in the process of finding property for a transit center in the Broadmoor area of West Pasco. This facility will serve as a transfer point between Pasco local routes and future METRO and express routes. This location will also include a parking area that will serve as a park and ride and shared parking for neighboring facilities. An exact location for this facility has yet to be fully determined. The intention is for the West Pasco facility to be collocated with planned City of Pasco facilities, including an aquatic center, library, and other commercial developments. This facility is expected to be operational in mid-2025 or mid-2026 depending on surrounding development including the new high school and the middle schools in the community. Property acquisition is expected in late 2023 or early 2024.



Bringing transit to
meet the needs of the
community.



Figure 8: Development and Schools in West Pasco

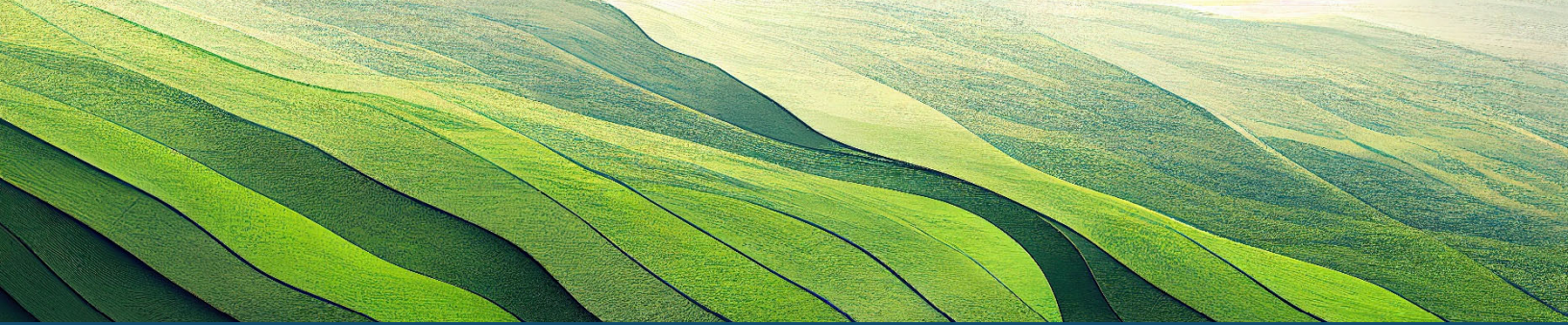
FUTURE FACILITIES

Despite the rural setting, Benton and Franklin county have experienced remarkable growth and with this growth comes the need for improved transportation infrastructure. In response to the changing dynamics, BFT is embracing the exciting journey to build new transit centers in areas that are seeing increased development. In the coming years, staff will seek out ways to align future fixed route services to connect Benton City, West Richland, and Richland. The Planning team is in the early stages of developing concepts for transfer points in Kennewick near the Southridge area, Benton City, and West Pasco to improve routes and timing to serve Benton City and Prosser.

These centers will play a pivotal role in connecting the expanding community, fostering accessibility, and ensuring that the rural charm within the community remains coupled with modern transportation solutions.



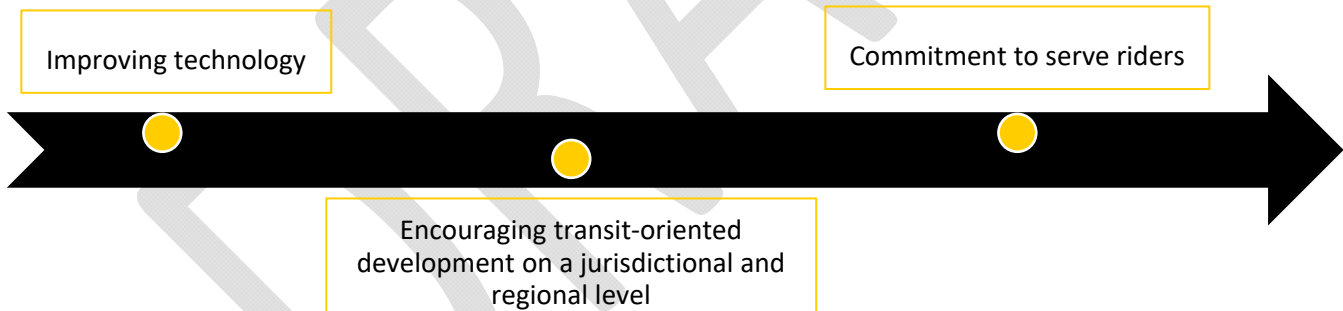
Figure 9: Memorial for 911 at Southridge Sport Complex in Kennewick, WA



DEVELOPMENT AND LAND USE

BFT aims to orient future service expansions around the evolving needs and travel patterns of the service area. While collaborating with local planning officials and private developers to ensure that future growth and development are accessible with Dial-A-Ride, fixed route, or on-demand service, the Tri-Cities and the surrounding communities within the PTBA have grown and expanded in a way that is not conducive to operating accessible and efficient transit service.

BFT recognizes the challenges of planning transit services and continually looks for ways to overcome the challenges by:



As part of the ASP process, the Planning staff has identified areas in the PTBA that are rapidly growing and may require additional service. This additional service will initially be met with CONNECT on-demand service until sufficient demand for fixed route service is developed.

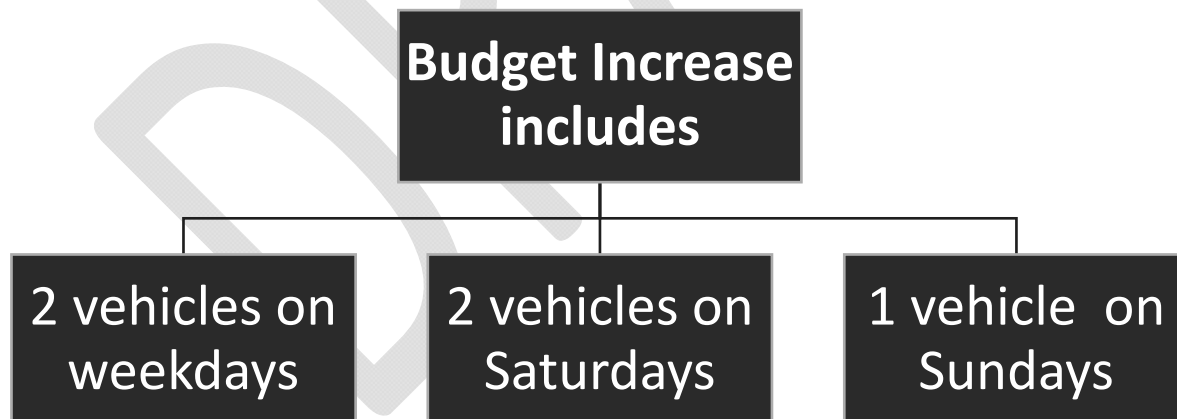
TITLE VI SERVICE EQUITY ANALYSIS

As a direct recipient of federal funds via the Federal Transit Administration (FTA), Ben Franklin Transit (BFT) is obligated to operate its programs and services without regard to race, color, and national origin in accordance with Title VI of The Civil Rights Act of 1964 and other applicable laws. To ensure compliance with federal policy, BFT is required to perform a Title VI analysis whenever any changes are made to the fixed route network which would be classified as a major service change. BFT defines a major service change as any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours.

It has been determined that service changes outlined in the 2024 ASP are considered a major service change per BFT's Major Service Change Policy, thus a Title VI Service Equity Analysis was required. BFT staff conducted a Title VI Service Equity Analysis and it was concluded that none of the recommended changes will result in a disparate impact to minority populations. A potential disproportionate burden to low-income populations was identified through the analysis based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. That said, adverse impacts are not expected due to little to low ridership in the impacted area. The recommended changes will result in a net increase in service for those impacted. For additional information, please refer to the 2024 ASP Title VI Service Equity Analysis appendix.

REVENUE

The 2024 ASP is anticipated to increase annual revenue hours by approximately 9,853. This equates to approximately an addition of \$1.4 Million annual budgeted cost per revenue hour impact given the current average cost per revenue hour of \$150.61. All service recommendations will be implemented in June, so prorated revenue hours are expected to increase by approximately 5,293 in 2024, with a budget increase of approximately \$797,146.



This increase accounts for the addition of two (2) vehicles on weekdays, two (2) vehicles on Saturdays, and one (1) on Sundays. All resource increases needed to operate the 2024 ASP recommendations will be included in the proposed 2024 Operating Budget. BFT planning staff recommend increasing the budgeted vehicle revenue hours from 223,000 (2023) to 231,000 (2024). This accounts for a 3.6% increase in revenue hours. Additional revenue hours have been included to address potential Hanford service and a potential increase in frequencies along the planned Route 50 Shopper Shuttle.

Reduction Of Annual Vehicle Revenue Hours

- ☑ Route 110: 8,240 ↓ Revenue hours
- ☑ Route 123s: 258 ↓ Revenue hours

Increase In Annual Vehicle Revenue Hours

- ☑ Route 10: 6,267 ↑ Revenue hours
- ☑ Route 50: 4,592 ↑ Revenue hours (7,742 ↑ with weekday 15-minute service)
- ☑ Route 123: 676 ↑ Revenue hours
- ☑ Route 170: 2,354 ↑ Revenue hours

Table 10: Annual Budget Impact

	REV Hours	Current Cost/REV Hr.
2023 ASP	221,127.23	\$ 150.61
2024 ASP	230,980.13	\$ 150.61
Δ	9,852.90	

Table 11: Prorated Budget Impact

	Effective	REV Hours	Current Cost/REV Hr.
2023 ASP	Jan. 2024-June 2024	101,947.30	\$ 150.61
2024 ASP	June 2024-Dec. 2024	126,015.23	\$ 150.61
Total		227,962.53	

LABOR

Implementation of the 2024 ASP is estimated to require seven (7) additional operators for fixed route service in 2024. However, reaching the current approved headcount of 168 would suffice. Operations and Training staff will continue a hiring effort to address current labor shortages and work towards reaching the approved fixed route operator headcount.

PUBLIC OUTREACH

OUTREACH INITIATIVES

The 2024 ASP was open for public comment from October 6 to November 9, 2024. Staff provided four opportunities for the community to provide feedback. Sessions were available in person and online*.

- ❖ Open houses
 - **October 12 at 12 p.m.** Kennewick Union Mid-Columbia Library
Location: 1620 S Union St., Kennewick, WA 99338
 - **October 18 at 6 p.m.** Downtown Pasco Mid-Columbia Library
Location: 1320 W. Hopkins St., Pasco, WA 99301
 - **October 23 at 2:30 p.m.** Virtual session only on Zoom*

Zoom link:

<https://us06web.zoom.us/j/82659629188?pwd=cUU2a0NXY2MwZVo3emxOOXJBQk9tUT09>

Meeting: 826 5962 9188 Passcode: 277568

By phone: 1.253.205.0468 or (Toll Free) 877.853.5247

- ❖ Public hearing
 - **November 9 at 6 p.m.** during the Board Meeting
Location: Benton County Administration Building located at 7122 W. Okanogan Place Building E, Room 303, Kennewick, Washington.

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

Meeting: 989 6217 8731 Passcode: 833979

By phone: 1.253.215.8782 or (Toll Free) 888.788.0099

- Translation services were made available in Spanish. Outreach initiatives will be updated after the public comment period.
- In an effort to expand and modernize outreach to the community, BFT offered an interactive mapping system as a visual tool to gain customer feedback on the proposed route changes. The [interactive map](#) was available during the public comment period. User friendly video instructions were available in English and in Spanish to help familiarize riders with utilizing the new tool.

Figure 10: QR Code for Interactive Remix Map





PUBLIC FEEDBACK

This section will be updated after public comment period

DRAFT



Annual Service Plan

Ben Franklin Transit strives to provide faster, more frequent, and more reliable service.



El Plan de Servicio Anual (ASP) se enfoca en la eficiencia, la eficacia y la fiabilidad del servicio.

Recommended Service Changes

Queensgate Integration

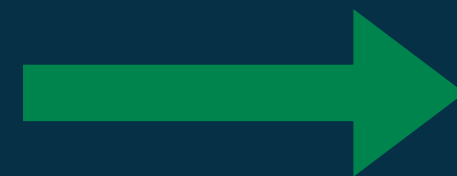
Queensgate



- ◆ Route 10
- ◆ Route 123
- ◆ Route 170



Knight Street



- ◆ Route 25
- ◆ Route 123 s (Remove)



Additional Fixed Route Improvements

Extension

Route 67

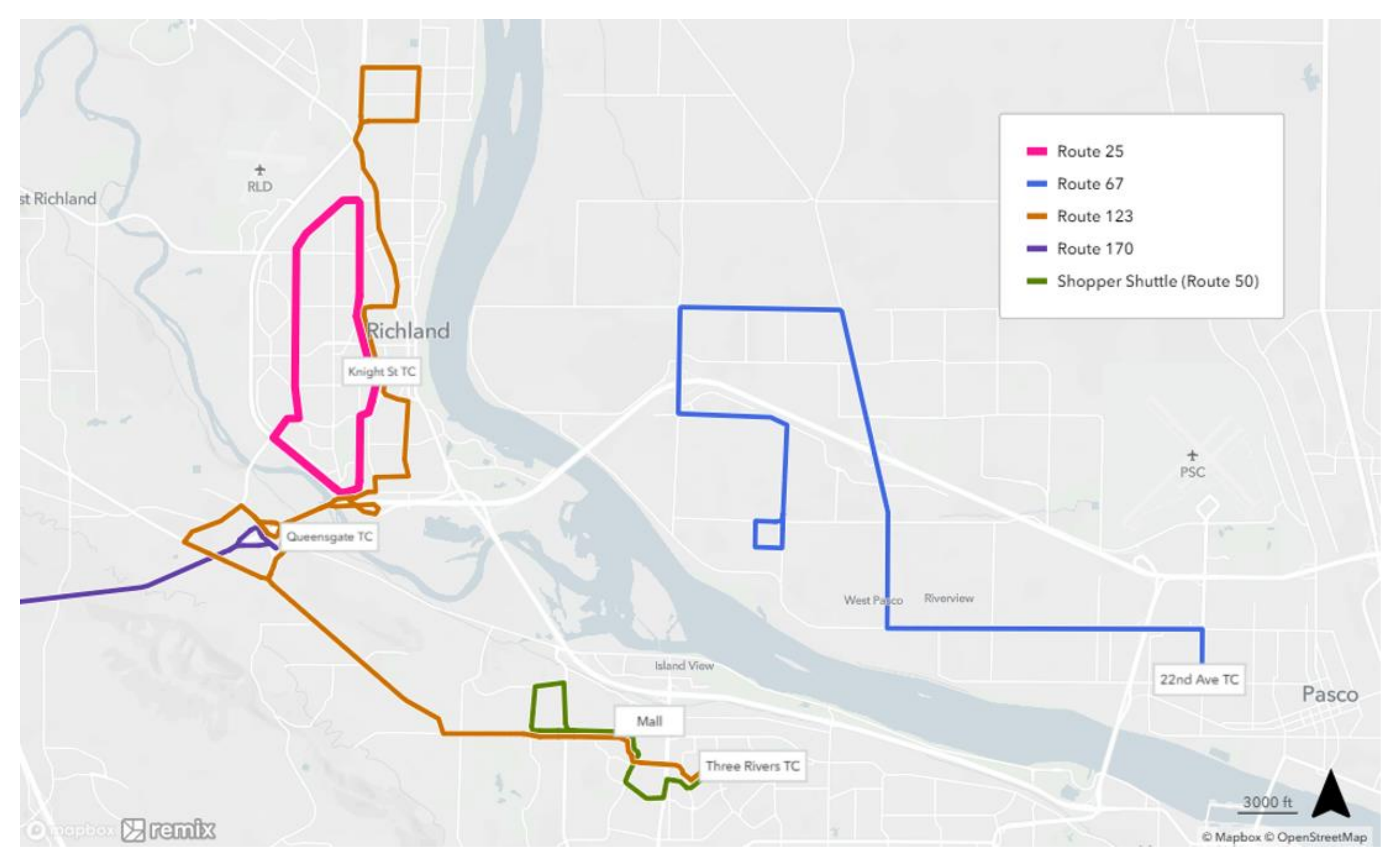
Route Addition

Route 10

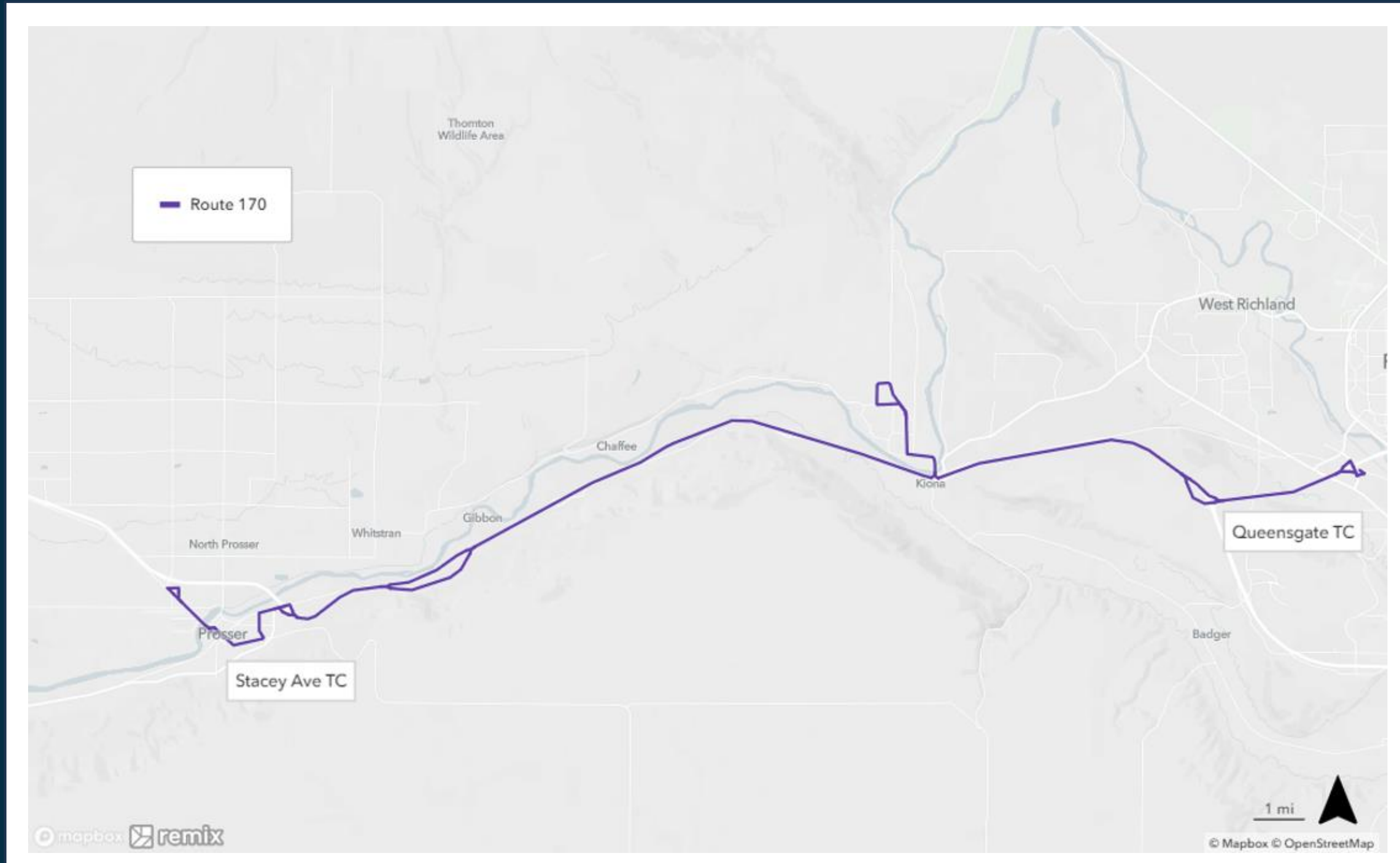
Route 50 “Shopper Shuttle”



Tri-Cities Service Changes



Route 170 Service Changes



Title VI Impacts

Major Service Changes

- Route 10
- Route 25
- Route 50
- Route 67
- Route 170

Minor Service Changes

- Route 123
- Route 123s
- Minor Schedule Changes



Title VI Service Equity Analysis Data

**People-Trips
Difference Total**

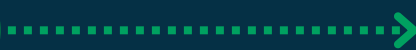
People -Trips	Low Income	Low-Income Change Borne	Minority Change Borne
+92,730,000	+8,371,081	9.0%	49.9%

Service Changes	Date Effective	Major Service Change	Disparate Impact	Disproportionate Burden
Route 10/110	6/23/24	Yes	No	No
Route 25	6/23/24	Yes	No	Yes
Route 50	6/23/24	Yes	No	No
Route 67	6/23/24	Yes	No	No
Route 123	6/23/24	No	N/A	N/A
Route 170	6/23/24	Yes	No	No
Schedule Adjustments	6/23/24	No	N/A	N/A



CONNECT Service Update

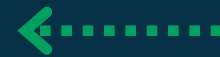
Addition of Point-of-Interest to provide direct service



Columbia Basin Veterans Center



Interzone trips to/from Pasco Airport



Airport Service



Budget & Resource Impacts

Fixed Route Budget

~5,300 Rev Hour Increase in 2024 (Prorated)

~\$800,000 2024 Budget Increase (Prorated)

~9,875 Rev Hour Annual Increase

~\$1.4 Million Annual Budget Increase

CONNECT Budget

Minimal increase to annual revenue hours to accommodate airport service

Will be addressed in separate Board action

Resources

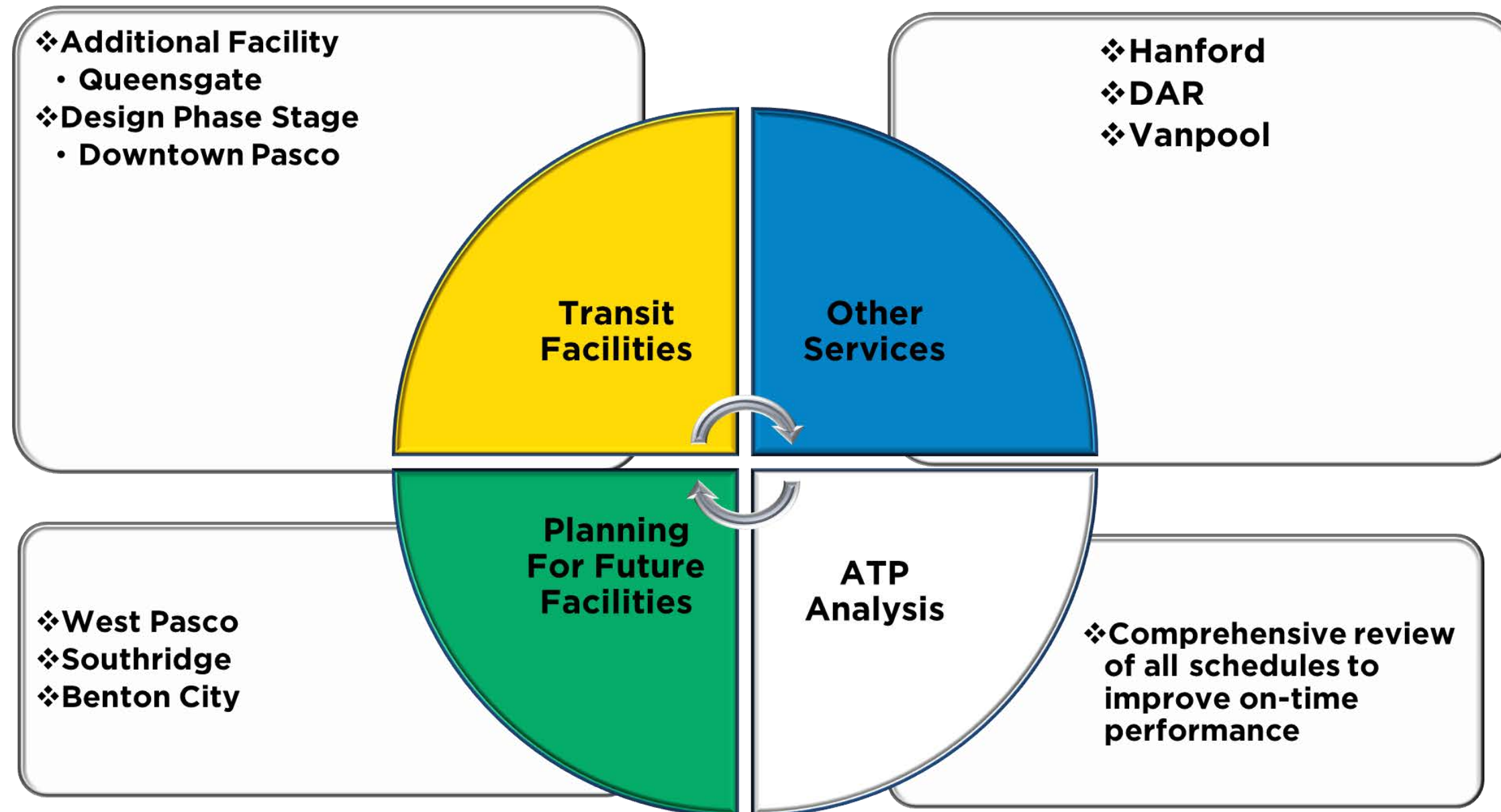
Increase vehicles operated in maximum service to 52 (2 weekdays, 2 Saturdays, 1 Sundays)

Additional 7 operators needed, within approved headcount





Looking Ahead



Questions?



2024 TITLE VI SERVICE EQUITY ANALYSIS



**BEN FRANKLIN
TRANSIT**

Queensgate Integration Related Service Changes & Route 67 Extension

BFT operates its programs without regard to race, color, and national origin. To receive additional information on BFT's discrimination obligations, including our complaint procedures, please contact BFT's Title VI Coordinator at 509.734.5107.

BFT opera sus programas sin tener en cuenta la raza, el color y el origen nacional. Para recibir información adicional sobre las obligaciones de BFT en materia de discriminación, incluidos nuestros procedimientos de denuncia, póngase en contacto con el Coordinador del Título VI de BFT en el 509.734.5107.

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APPENDICES

- APPENDIX A - Resolution 47-2022 – Establishing Title VI Policies Update
- APPENDIX B - Resolution 26-14 – PLN-113 Public Involvement Policy
- APPENDIX C - Public Hearing Overview

EXECUTIVE SUMMARY

Per the stipulations outlined in Federal Transit Administration (FTA) Circular 4702.1B §4, Chap.4-10, Ben Franklin Transit (BFT) will prepare a Title VI service equity analysis, where applicable, of all major service and fare changes using current FTA guidance. This documentation will be submitted to FTA as well as kept on file at BFT. The analysis will evaluate the proposed changes and their impacts on minority and low-income populations within the BFT service area. The outline will include methods of outreach and public involvement strategies. BFT will also include activities utilized throughout the decision-making process to involve and inform minority, low-income, and limited English-speaking populations.

BFT staff are proposing several fixed-route service changes in the 2024 Annual Service Plan (ASP) that will qualify as a major service change per BFT's Major Service Change Policy. BFT defines a major service change as "any change in service on any individual route that would add or eliminate more than 20% of the route revenue miles or route revenue hours." These service changes include the implementation of Route 10, the realignment of Route 25, the implementation of a "Shopper Shuttle" (Route 50), the realignment and extension of Route 67, the elimination of Route 110, and the realignment and peak frequency increases on Route 170. As proposed, the service changes will result in more than a 20% change in revenue hours and revenue miles/coverage area. A Title VI service equity analysis will be completed to understand the impacts of these changes and mitigate against any identified potential adverse effects. That said, the recommended service changes would result in an increase in service for all areas impacted, apart from the affluent Hills West neighborhood in South Richland and sections of Sandifur Parkway in Pasco, which already has adequate service via Route 225 that will remain unchanged.

Additionally, BFT is proposing a minor realignment of Route 123 to serve the newly constructed Queensgate Transit Center and the discontinuation of the 123s supplemental tripper due to low productivity. These changes are not considered major and were not included in this Title VI service equity analysis. Minor schedule adherence improvements may also be made on other routes if warranted.

Upon further analysis, it was concluded that none of the recommended changes will result in a disparate impact to minority populations or disproportionate burden to low-income populations based on BFT's Disparate Impact Policy and Disproportionate Burden Policy. Adverse impacts are not expected, and the recommended changes will result in a net increase in service for those impacted.

For additional clarification and detail as to how BFT operates its programs without regard to race, color, national origin, refer to BFT's 2022 Title VI Program and Language Assistance Plan, which can be found at <https://www.bft.org/civil-rights/>.

BFT MAJOR SERVICE CHANGE POLICIES

Title VI service and fare equity analyses will be conducted when proposed service changes constitute a major service change and exceed the quantitative threshold outlined in BFT's Major Service Change, Disproportionate Burden and Discriminatory Impact policies, which were updated by the BFT Board of Directors via Resolution 26-2014 (Appendix B PLN-113). Additional changes to the Disproportionate Burden and Discriminatory Impact Policy were made via the BFT Board of Directors' adoption of Resolution 47-2022 (Appendix A Title VI Program Update) detailed below.

MAJOR SERVICE CHANGE POLICY

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

DISPARATE IMPACT POLICY

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

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

DISPROPORTIONATE BURDEN POLICY

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

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

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

SERVICE AREA DEMOGRAPHIC OVERVIEW

BFT provides public transportation services in Washington State across a 618-square mile Public Transit Benefit Area (PTBA) within Benton and Franklin counties. The PTBA includes the municipalities of Kennewick, Pasco, Richland, West Richland, Benton City, Prosser, and pockets of unincorporated areas in Benton and Franklin County. BFT's operation is accounted for under a single enterprise fund, which uses the same accrual accounting method as a private enterprise. BFT has no sub-recipients and does not pass FTA funds through to sub-recipients.

The estimated population of BFT's PTBA is 284,494 as of 2023 (WA State Office of Financial Management). BFT's PTBA and surrounding areas consist of a diverse population of which 40.4% identify as a minority and 12.1% of the population has a household income at or below the federal poverty line (Figures 1 & 2).

Figure 1 – Public Transit Benefit Area Minority Population Percentage

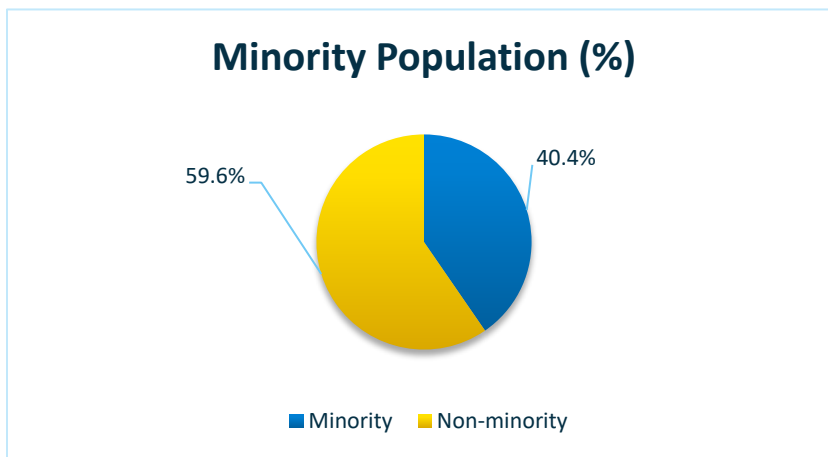
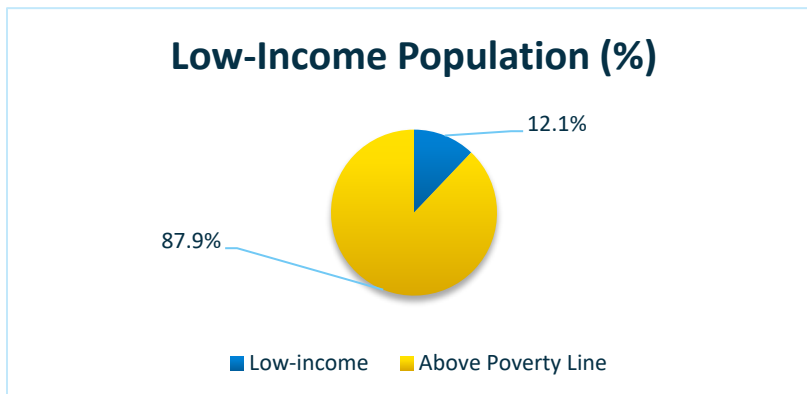
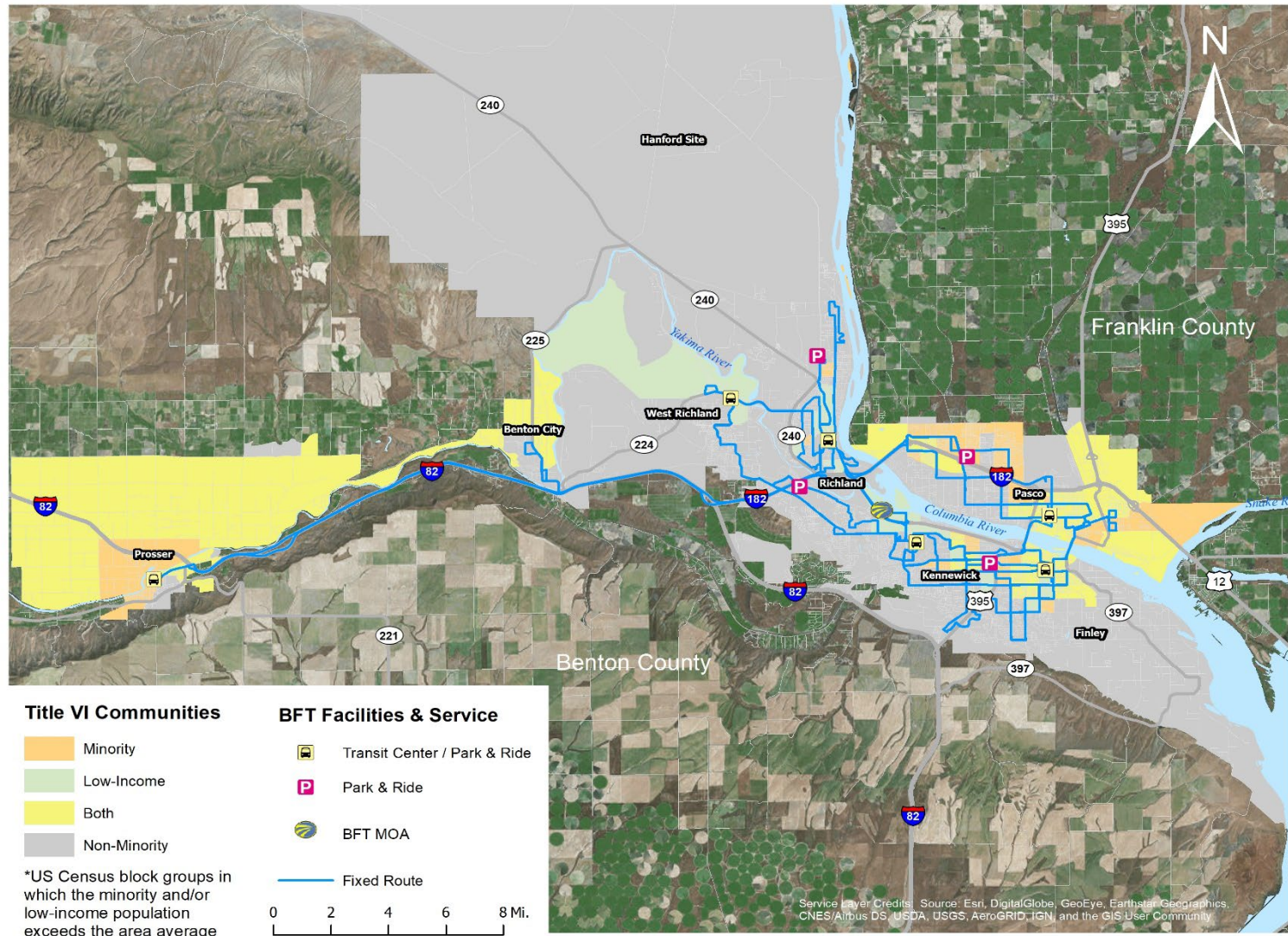


Figure 2 – Public Transit Benefit Area Low-Income Population Percentage



Source: U.S. Census Bureau, 2017-2021 American Community Survey 5-Year Estimates

Map 1 – PTBA Block Groups with Minority & Low-Income Populations Over Area Average (Title VI Program)



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

ELIMINATION OF ROUTE 110 AND ROUTE NAME CHANGE TO ROUTE 10

RECOMMENDED ROUTE 10 & 110 SERVICE CHANGE PROFILE

- ❖ Routing
 - Eliminate eastern leg which currently does not serve the mall due to low productivity
 - Least productive local route in fixed route system
 - Maintain the current Route 110 coverage area in West Richland
- ❖ Frequency improvements
 - 30-minute peak service on weekdays between Queensgate and West Richland Transit Centers
 - 60-minute service on Saturday
- ❖ Connectivity Improvements
 - Synchronize with Route 123 and 170 at Queensgate
 - More frequent connections with Route 20 at West Richland Transit Center
- ❖ Potential Adverse Impacts on Title VI populations
 - Minority - no disproportionate burdens anticipated
 - Changes borne by minorities are 16.5% below the threshold BFT stipulates
 - Low-income – no disproportionate burdens expected
 - Changes borne by minorities are 8.2% below the threshold BFT stipulates
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) are expected.
- ❖ Elimination and improvements planned for June 2024

Table 1 – Route 10 Demographic Breakdown

	Current Route 110	Recommended Route 10*
Total	16,200	6,700
Minority %	23%	20%
Low-Income%	3%	3%

*Route 50 will cover productive areas of the eastern section of Route 110 that will be eliminated

ROUTE 10 ADDITION IMPACTS

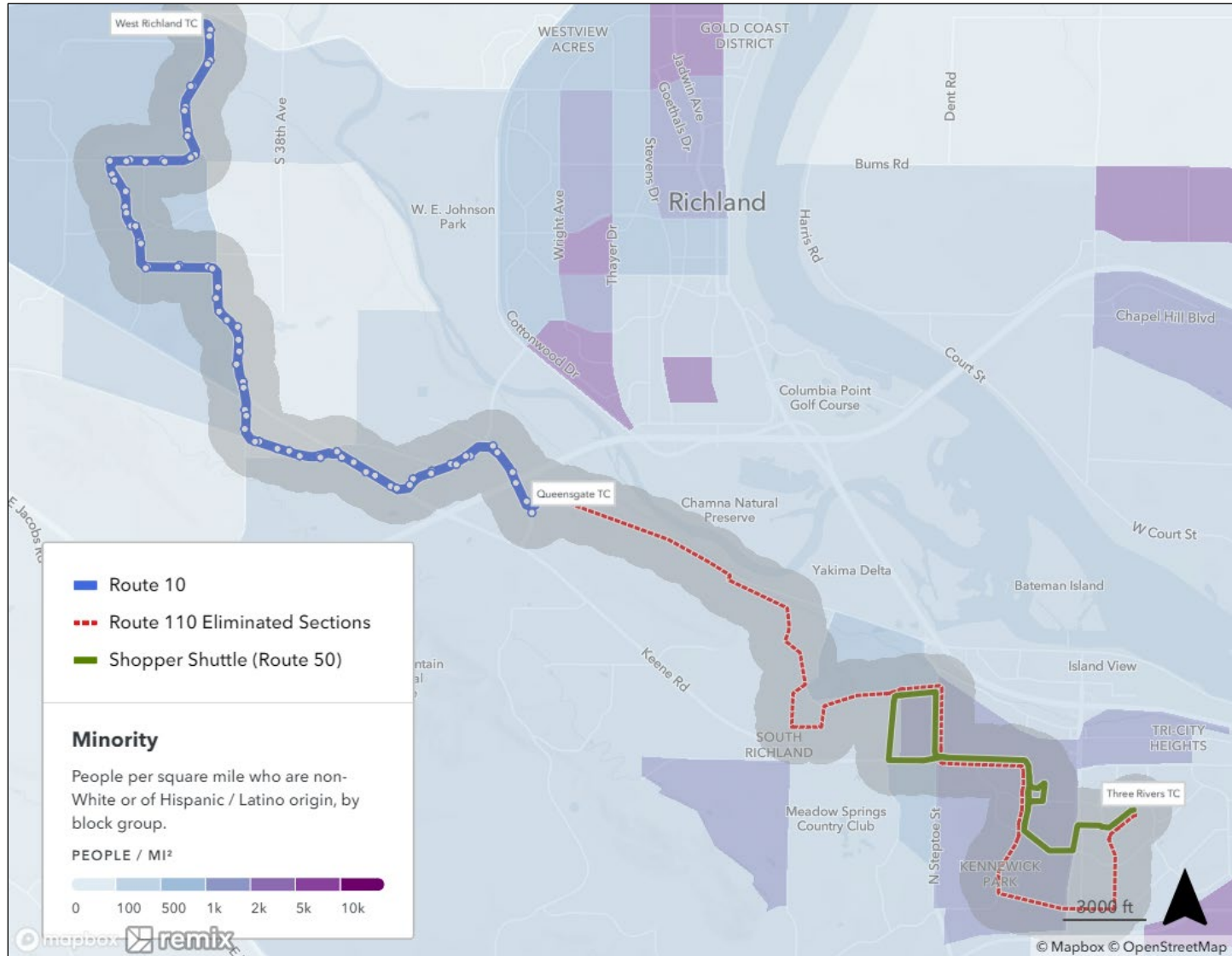
Table 2 – Route 10 Frequency

	Weekdays		Saturday		Sunday
	6:15 AM – 8:15 PM	8:15 PM – 10 PM	6:45 AM – 8:15 PM	8:15 PM – 10 PM	8 AM – 6:30 PM
Route 10	30 (Peak) 60 (Off-Peak)	No Service	60	No Service	No Service

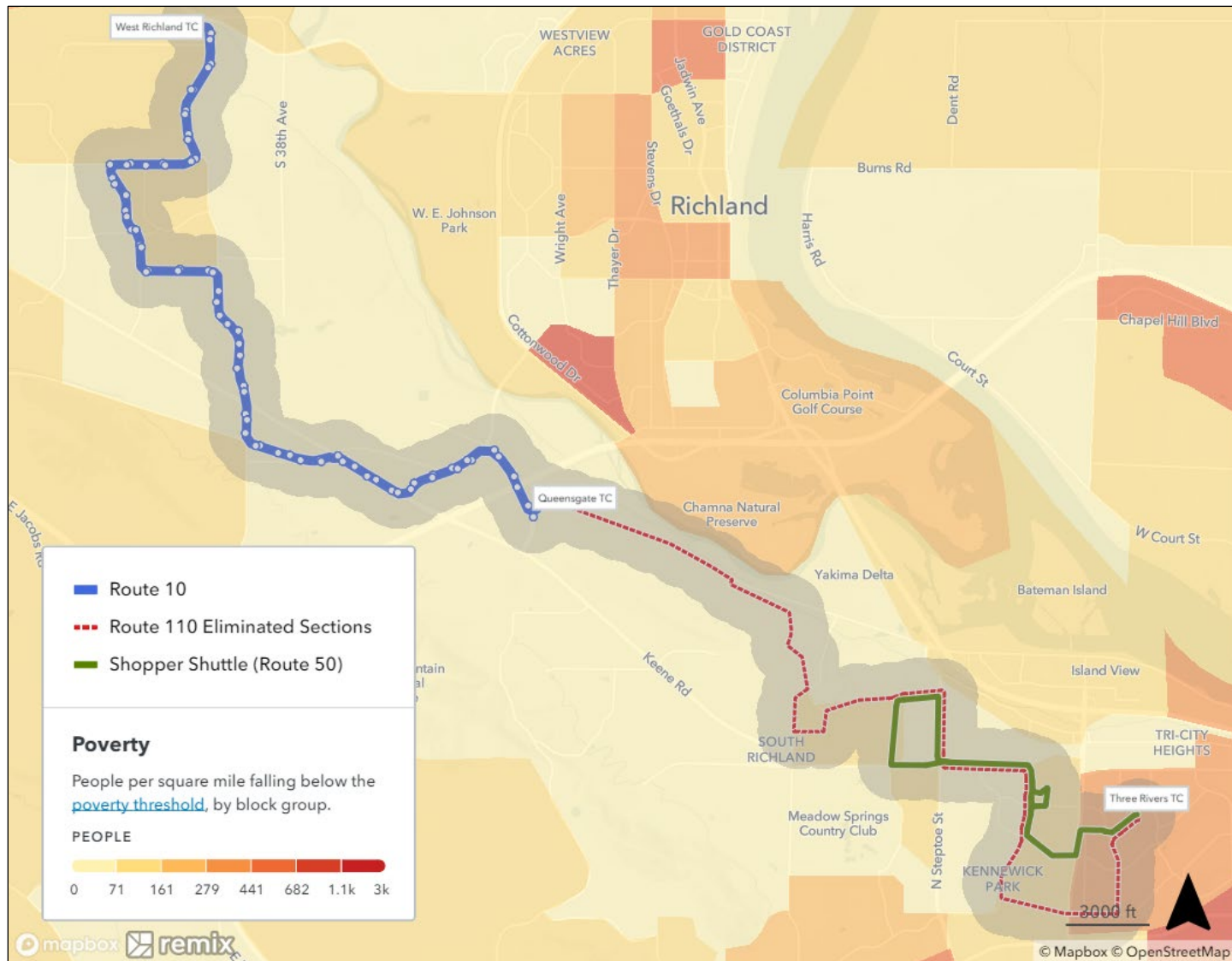
Table 3 – Route 10 Service Span Changes

	Weekdays	Saturday	Sunday
Route 10	6:15 AM – 8:30 PM	6:45 AM – 8:30 PM	No Service

Map 2 – Route 110 Elimination, Route 10 & 50 Implementation (Minority ¼ Mile Buffer)



Map 3 – Route 110 Elimination, Route 10 & 50 Implementation (Low-Income ¼ Mile Buffer)



ROUTE 25 REALIGNMENT OVERVIEW

RECOMMENDED ROUTE 25 SERVICE CHANGE PROFILE

- ❖ Add service to southern sections of Wellsian Way
- ❖ Eliminate sections of Cottonwood Drive that are unproductive, use SR 240 to access Duportail Street
- ❖ No service span change
- ❖ Considered major service change based on the increase in hours and miles
- ❖ Potential Adverse Impacts on Title VI populations
 - Minority - no disproportionate burdens expected
 - Changes borne by minorities are 14.6% above the threshold BFT stipulates
 - Low-income – possible disproportionate burdens and mitigation needed
 - Changes borne by minorities are 27.9% above the threshold BFT stipulates
- ❖ No disparate impacts (minority) are expected, but a potential disproportionate burden (low-income) has been identified.
- ❖ June 2024 implementation

Table 4 – Route 25 Demographic Breakdown

	Current Route 25	Recommended Route 25
Total	12,700	11,700
Minority %	28%	25%
Low-Income%	16%	14%

ROUTE 25 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

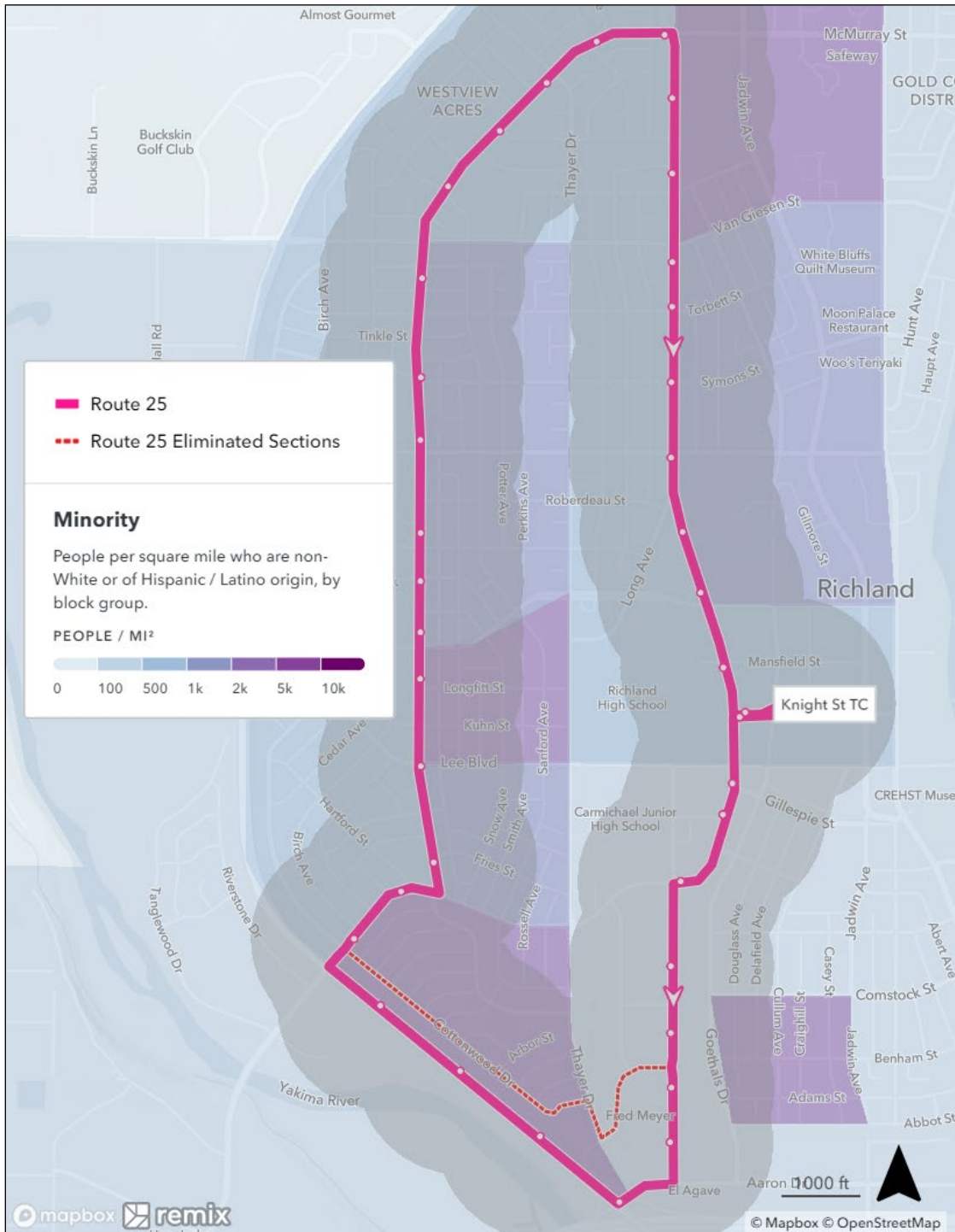
Table 5 – Route 25 Frequency

	Weekdays		7 AM – 7 PM	Saturdays	Sunday
	6 AM – 8 PM	8 PM – 10 PM		7 PM – 10 PM	8 AM – 6:30 PM
Route 25	30	No Service	30	No Service	No Service

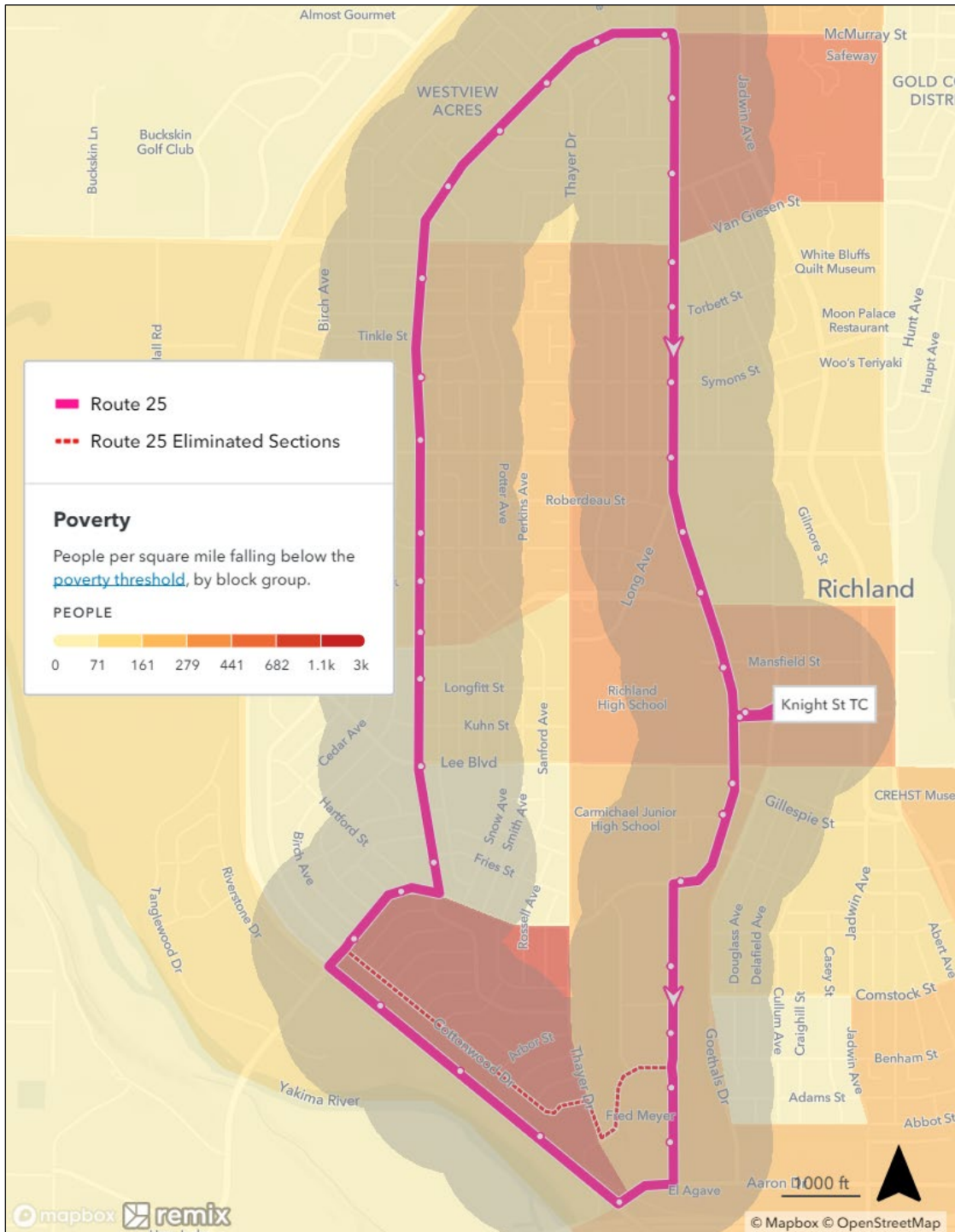
Table 6 – Route 25 Service Span Changes (No Changes)

	Weekday	Saturday	Sunday
Route 25	6:00 AM – 8:00 PM	7:00 AM – 7:00 PM	No Service

Map 4 – Route 25 Realignment (Minority ¼ Mile Buffer)



Map 5 – Route 25 Realignment (Low-Income ¼ Mile Buffer)



ROUTE 50 SHOPPER SHUTTLE OVERVIEW

RECOMMENDED ROUTE 50 SHOPPER SHUTTLE SERVICE CHANGE PROFILE

- ❖ Circulating route that serves the Columbia Center commercial area via Three Rivers Transit Center. Will be marketed as “Shopper Shuttle”
- ❖ Provides direct service to the mall via a new alignment through the Columbia Center Mall parking lot
- ❖ 30-minute service on weekdays, 15-minute service on Saturdays
- ❖ Provides coverage in productive areas of the eliminated Route 110 along Gage Blvd. and Steptoe St.
- ❖ Establishes new service along Grandridge Blvd.
- ❖ Considered major service change due to the fact it is new service
- ❖ Potential Adverse Impacts on Title VI populations
 - Minority - no disproportionate burdens expected
 - Changes borne by minorities are 14.4% less than the threshold BFT stipulates
 - Low-income – no disproportionate burdens expected
 - Changes borne by minorities are 7.7% less than the threshold BFT stipulates
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2024 implementation date if the infrastructure is in place.

Table 7 – Route 50 Demographic Breakdown

Recommended Route 50	
Total	5,800
Minority %	26%
Low-Income%	4%

ROUTE 50 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

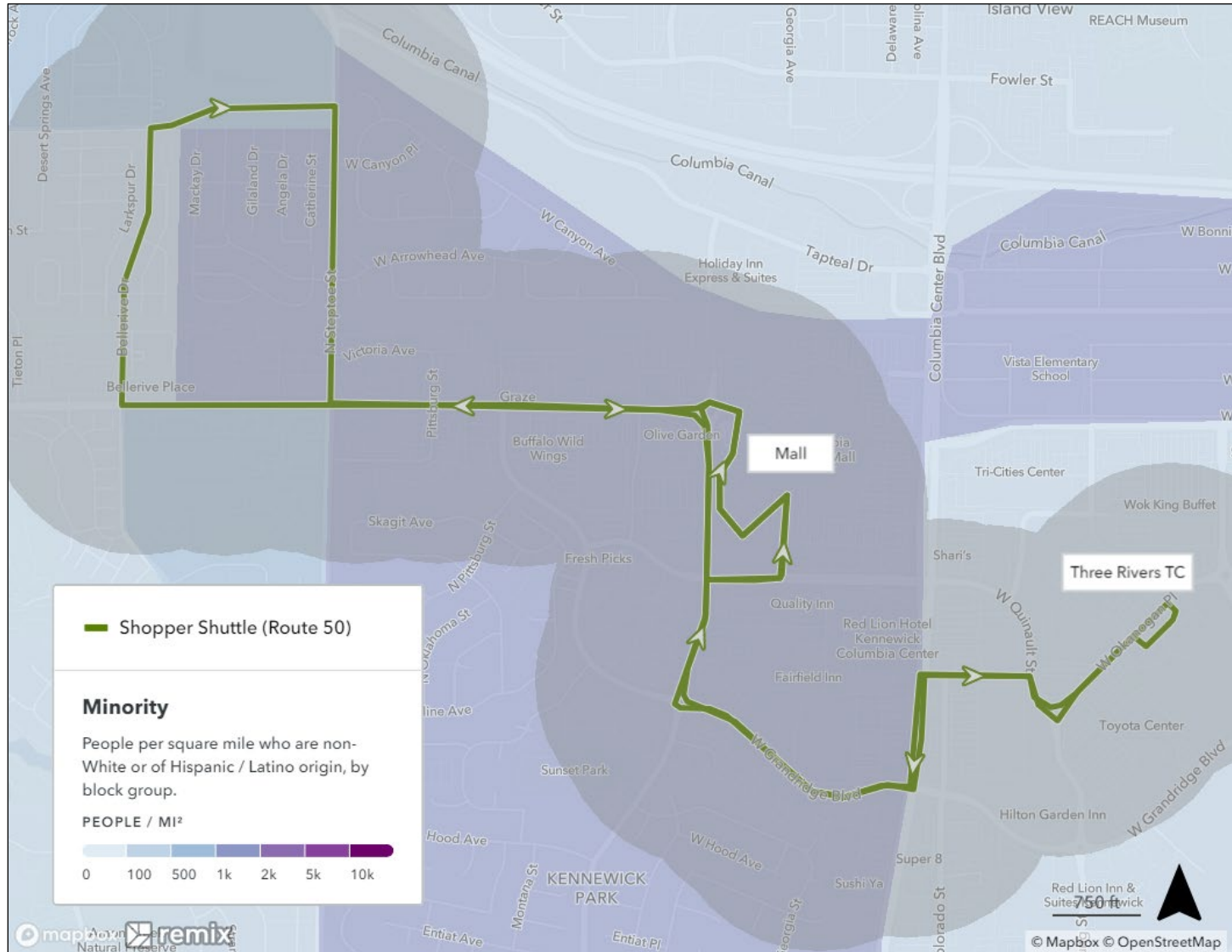
Table 8 – Route 50 Frequency (New Service)

	Weekdays		Saturdays		Sunday
	8 AM – 8:30 PM	8: 30 PM – 10 PM	7 AM – 8:30 PM	8:30 PM – 10 PM	8 AM – 6:30 PM
Recommended Route 50	30	No Service	15	No Service	No Service

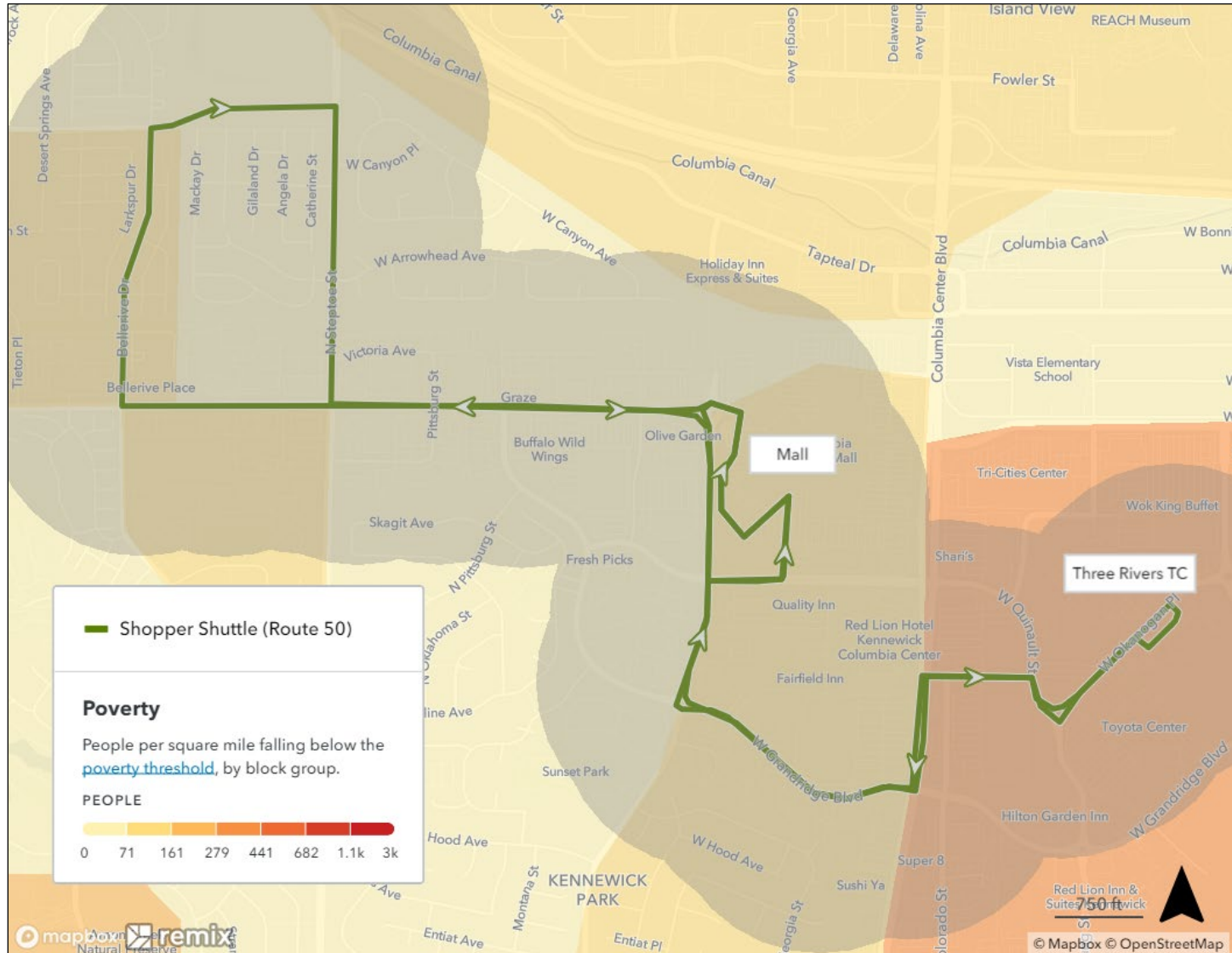
Table 9 – Route 50 Service Span Changes (New Service)

	Weekday	Saturday	Sunday
Recommended Route 50	8:00 AM – 8:54 PM	8:00 AM – 8:54 PM	No Service

Map 6 – Shopper Shuttle Route 50 Implementation (Minority ¼ Mile Buffer)



Map 7 – Shopper Shuttle Route 50 Implementation (Low-Income ¼ Mile Buffer)



ROUTE 67 EXTENSION OVERVIEW

RECOMMENDED ROUTE 67 SERVICE CHANGE PROFILE

- ❖ Realignment and extension of Route 67 to serve Burns Rd and provide direct service to Chiawana High School, Reynolds Middle School, and McLoughlin Middle School via Rd 84
- ❖ Provides coverage to newly developing areas of Pasco
- ❖ 30-minute service on weekdays and Saturdays
- ❖ Considered major service change due to change in revenue miles and hours
- ❖ Potential Adverse Impacts on Title VI populations
 - Minority - no disproportionate burdens expected
 - Changes borne by minorities are 9.8% more than the threshold BFT stipulates
 - Low-income – no disproportionate burdens expected
 - Changes borne by minorities are 0.8% more than the threshold BFT stipulates
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2024 implementation date if the infrastructure is in place.

Table 10 – Route 67 Demographic Breakdown

	Current Route 67	Recommended Route 67
Total	12,500	17,000
Minority %	59%	57%
Low-Income%	16%	15%

ROUTE 67 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

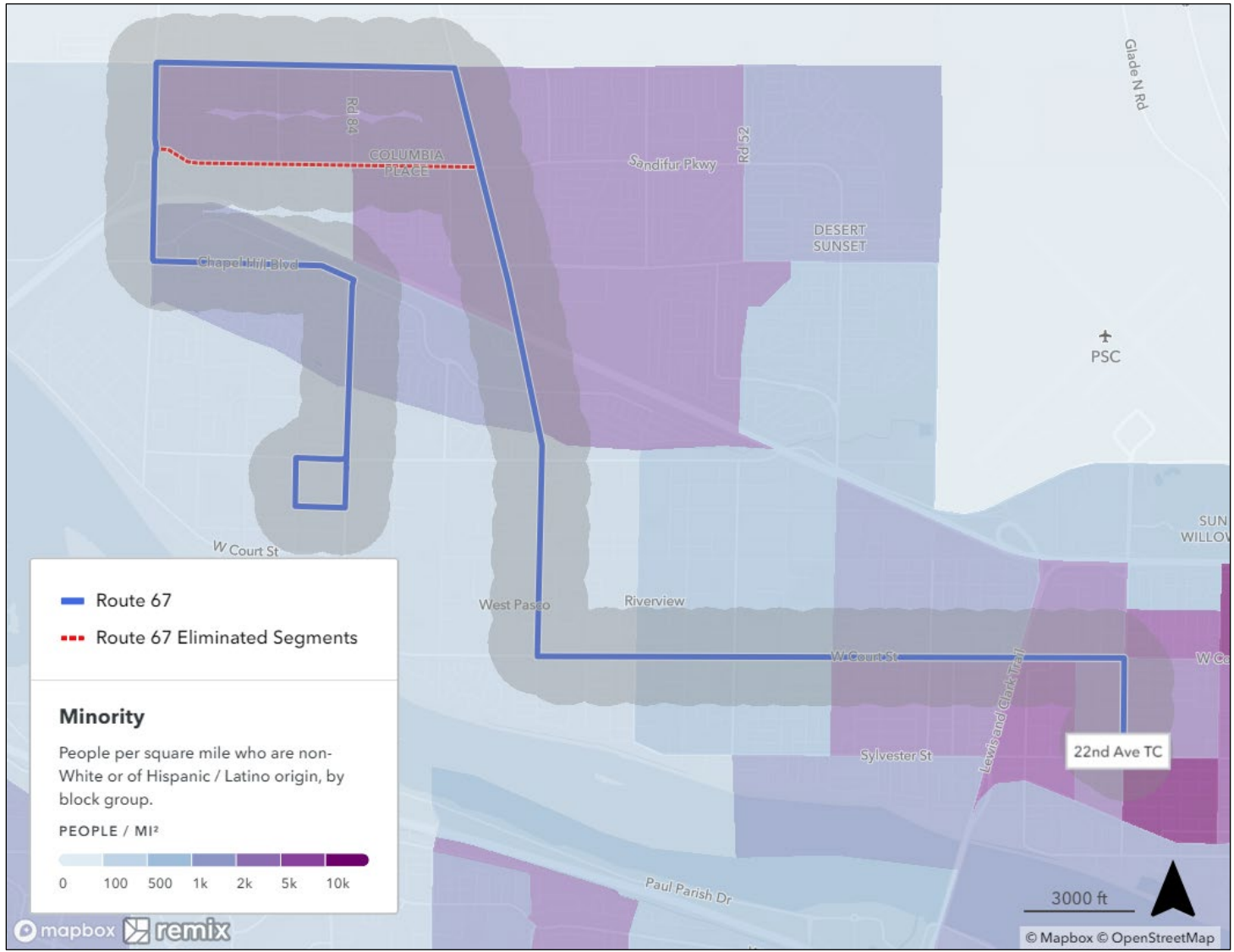
Table 11 – Route 67 Frequency (No Changes)

	Weekdays		Saturdays		Sunday
	6 AM – 8 PM	8 PM – 10 PM	7 AM – 7 PM	7 PM – 10 PM	8 AM – 6:30 PM
Recommended Route 67	30	30	30	30	No Service

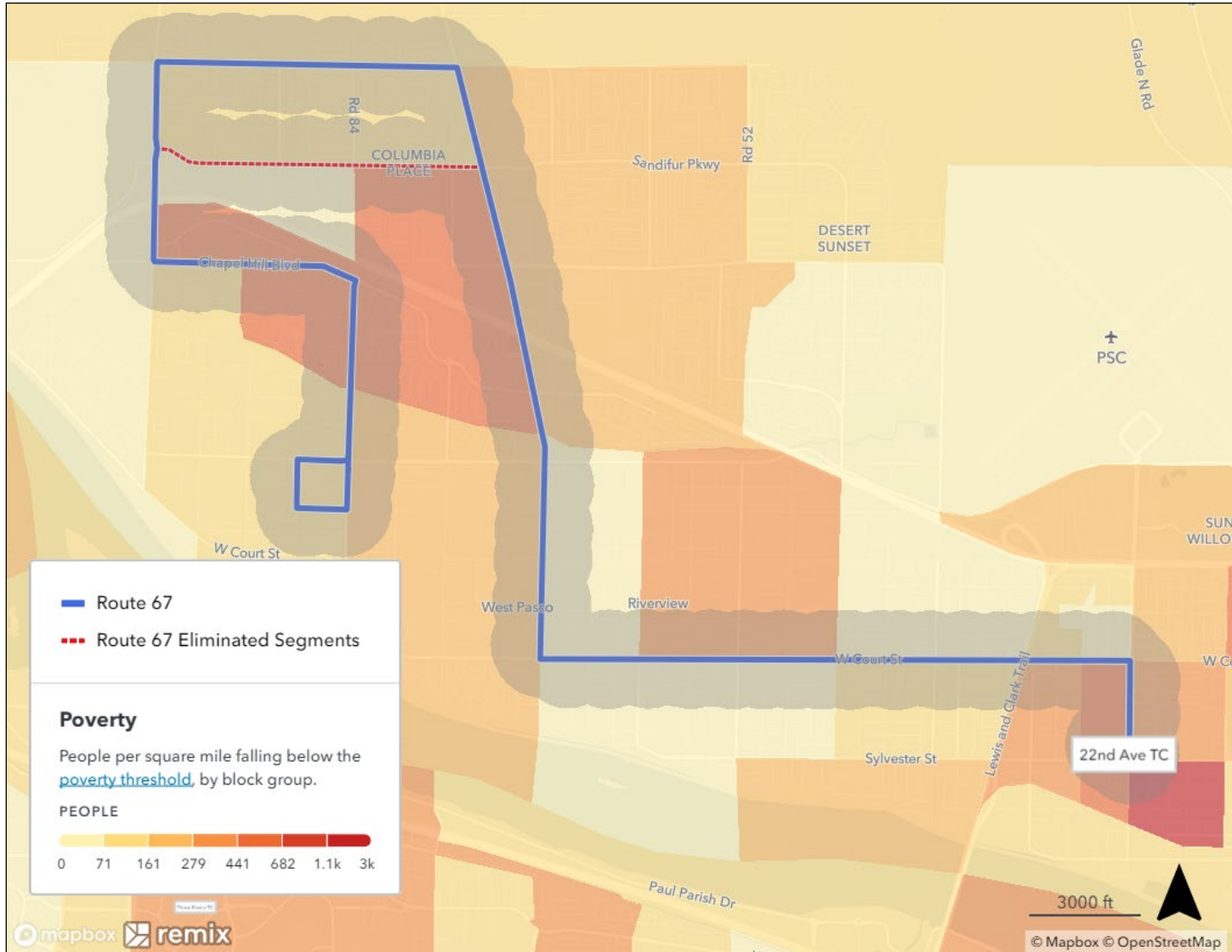
Table 12 – Route 67 Service Span Changes (No Changes)

	Weekday	Saturday	Sunday
Recommended Route 67	6:00 AM – 10:00PM	7:00 AM – 10:00PM	No Service

Map 8 –Route 67 Extension (Minority ¼ Mile Buffer)



Map 9 – Route 67 Extension (Low-Income ¼ Mile Buffer)



ROUTE 170 EXTENSION & FREQUENCY INCREASE OVERVIEW

RECOMMENDED ROUTE 170 SERVICE CHANGE PROFILE

- ❖ Realignment of Route 170 to provide service to Benton City and Prosser via the Queensgate Transit Center
- ❖ Removal of service to Knight Street Transit Center on Wellsian Way in Richland
- ❖ Realignment of Route 170 through Benton City to provide bi-direction service on 9th St. and eliminate service on 7th St.
- ❖ Realignment through Prosser to provide improved local service to the area’s schools, Downtown Prosser, and the northern commercial area adjacent to Merlot Dr.
- ❖ 60-minute service during peaks on weekdays
- ❖ 120-minute service on Saturdays
- ❖ Considered major service change due to change in revenue miles and hours
- ❖ Potential Adverse Impacts on Title VI populations
 - Minority - no disproportionate burdens expected
 - Changes borne by minorities are 5% less than the threshold BFT stipulates
 - Low-income – no disproportionate burdens anticipated
 - Changes borne by minorities are 11.4% less than the threshold BFT stipulates
- ❖ No disparate impacts (minority) or disproportionate burdens (low-income) expected
- ❖ June 2024 implementation date if the infrastructure is in place.

Table 13 – Route 170 Demographic Breakdown

	Current Route 170	Recommended Route 170
Total	5,100	5,600
Minority %	38%	37%
Low-Income%	20%	12%

ROUTE 170 RECOMMENDED FREQUENCY, SERVICE SPAN, & ROUTING

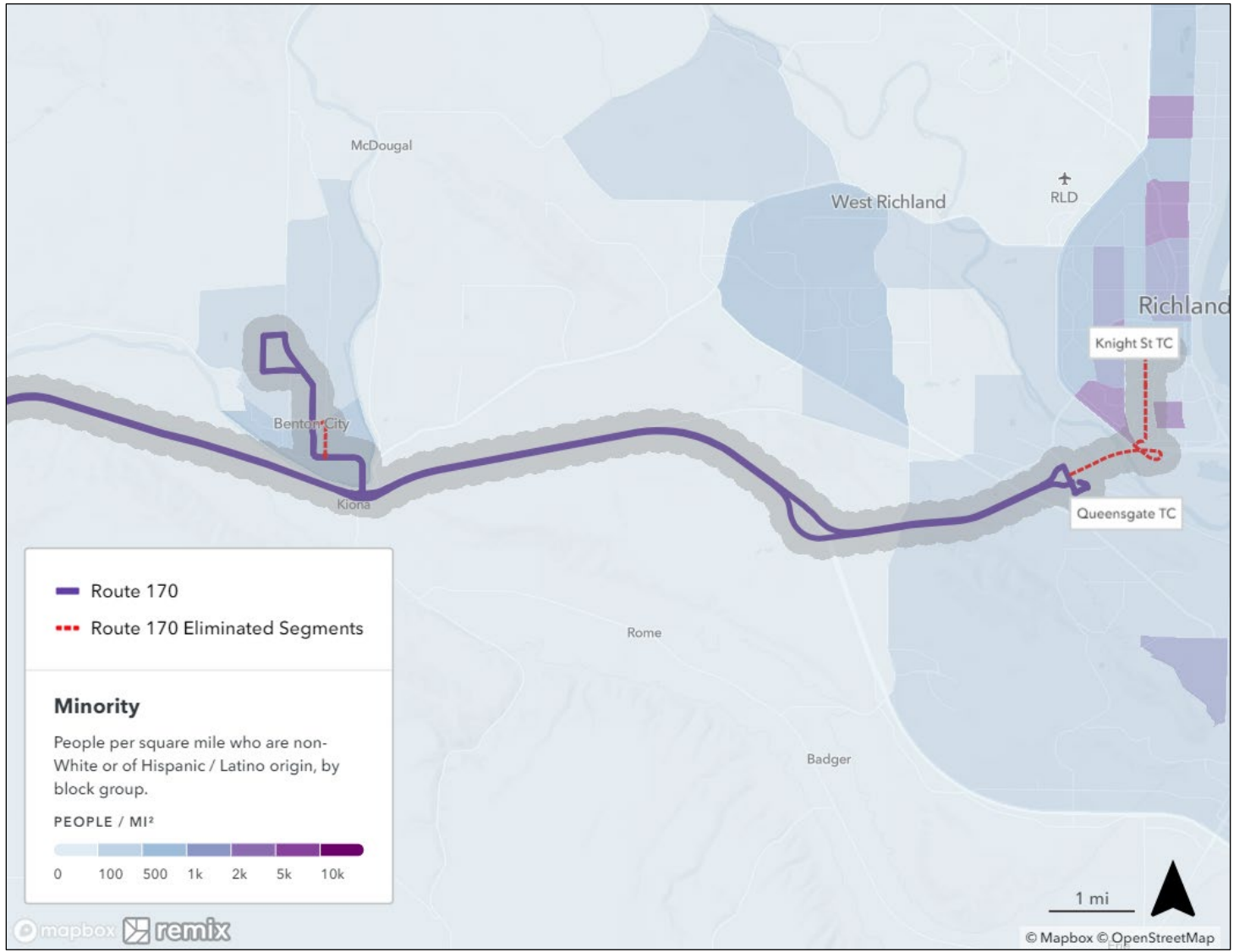
Table 14 – Route 170 Frequency

	Weekdays		Saturdays		Sunday
	5 AM – 6 PM	6 PM – 9:30 PM	7 AM – 8 PM	8 PM – 9:30 PM	8 AM – 6:30 PM
Recommended Route 170	60 (Peak) 120 (Off-Peak)	120	120	No Service	No Service

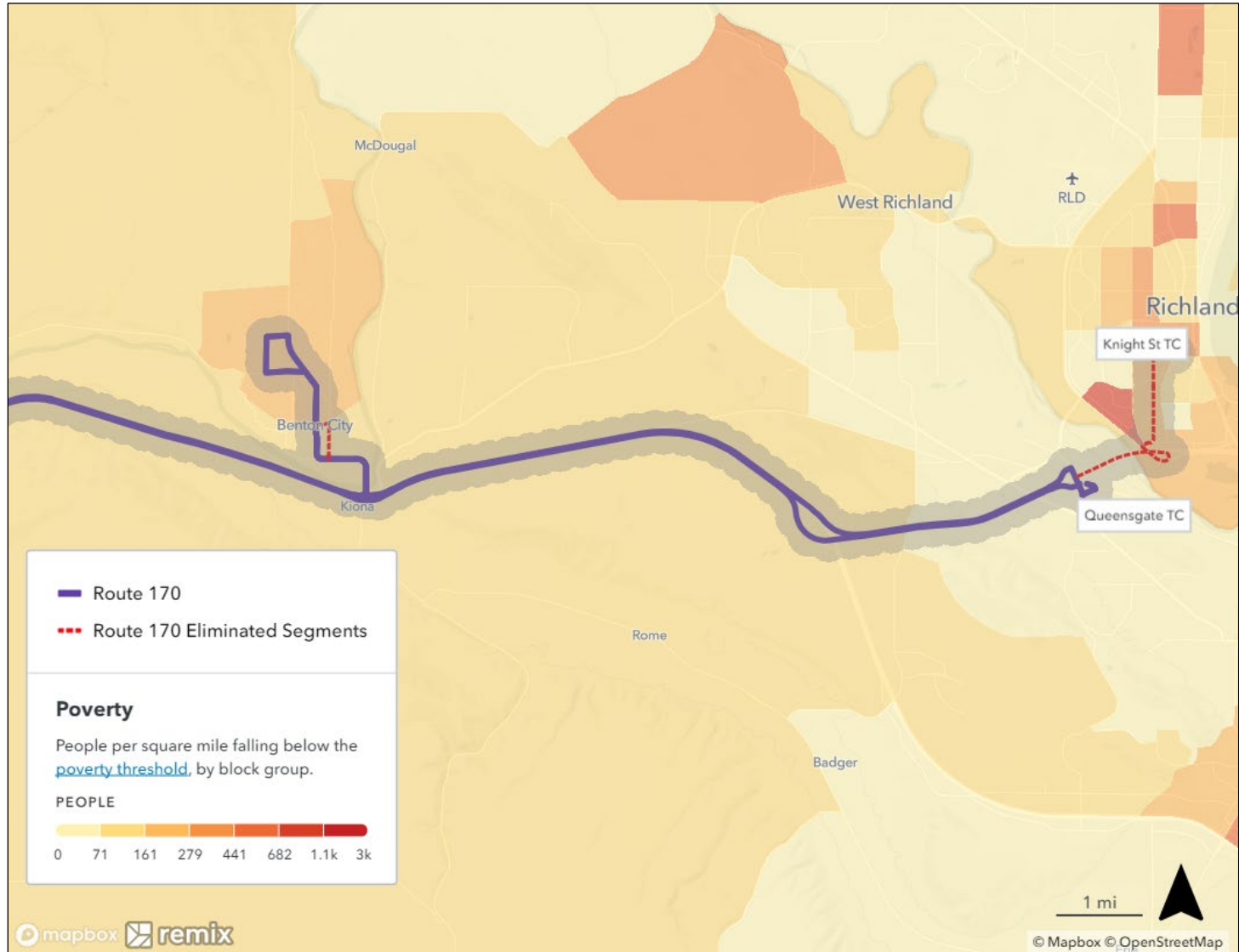
Table 15 – Route 170 Service Span Changes

	Weekday	Saturday	Sunday
Recommended Route 170	5:13 AM – 9:40 PM	7:00 AM – 8:40 PM	No Service

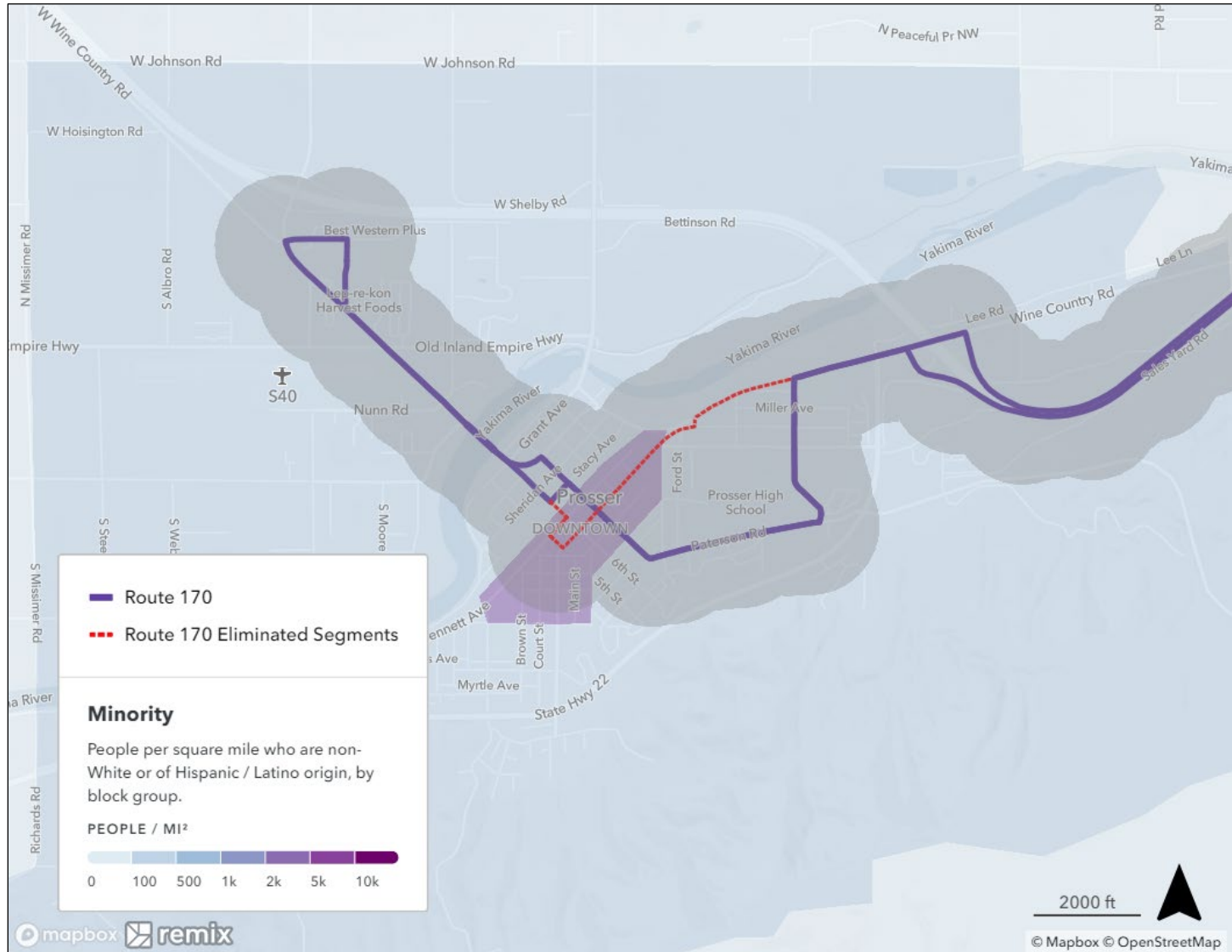
Map 10 –Route 170 Extension Benton City & Richland (Minority ¼ Mile Buffer)



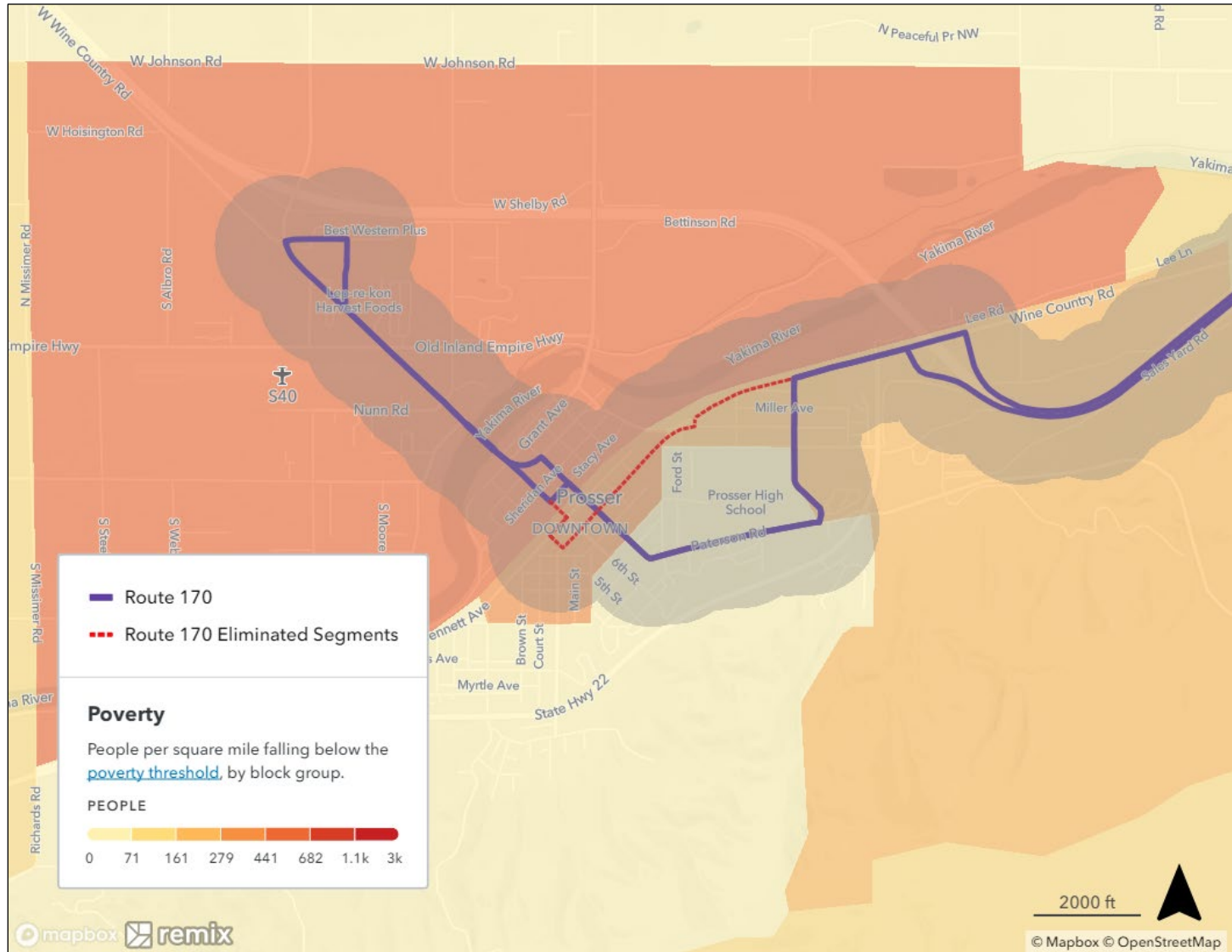
Map 11 – Route 170 Extension Benton City & Richland (Low-Income ¼ Mile Buffer)



Map 12 –Route 170 Extension Prosser (Minority ¼ Mile Buffer)



Map 13 – Route 170 Extension Prosser (Low-Income ¼ Mile Buffer)



RECOMMENDED MINOR SERVICE CHANGES

The 2024 ASP includes minor schedule adjustments to two routes:

- ❖ Route 123 – Realignment to serve Queensgate Transit Center, elimination of service
- ❖ Route 123 – Increase coverage on Sunday to serve Columbia Center Mall (Sundays only) and extend route to operate on the current weekday and Saturday alignment
- ❖ Route 123s – Discontinuation of supplemental school tripper due to low productivity

In addition, BFT may need to make minor schedule adjustments to other routes and add, modify, or eliminate overload and tripper services based on demand.

2024 ASP TITLE VI SERVICE EQUITY ANALYSIS RESULTS

This section details results from a service equity analysis conducted for the planned major service changes detailed in the 2024 Annual Service Plan. These major service changes include the implementation of Route 10 and elimination of Route 110, the realignment of Route 25, the implementation of the Shopper Shuttle (Route 50), the realignment and extension of Route 67, and the realignment, extension, and frequency increase on Route 170.

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

After further analysis, it was concluded that all changes other than the Route 25 realignment will not result in disparate impacts (minority) or disproportionate burdens (low-income). The realignment of Route 25 could potentially cause adverse effects on low-income populations, but the segment of the route being removed has little to no ridership. Additionally, the community has voiced concerns over the perceived speed of transit in the area. BFT has thoroughly evaluated safety and historical speeds. The narrowness of these street contributes to the perception. However, as part of the analysis BFT has evaluated ridership levels and routes for this area and the demand does not justify the continuation of this segment of Route 25. The decision to realign service stems from BFT's commitment to better align resources with the community needs ensuring that transit is utilized where it can make the most significant impact and meet the demands of the community effectively.

In conclusion, the recommended service changes will result in an increase in service and few areas will experience decreased frequencies or service elimination. BFT has identified several mitigation efforts to ensure that no potential adverse effects occur.

Any changes to route nomenclature between service change approval and implementation will be identified and explained to both the BFT Board of Directors and the public prior to implementation.

SERVICE EQUITY ANALYSIS METHODOLOGY

BFT staff utilized Remix to conduct this service equity analysis. Remix has the capability to automatically generate a Title VI report (2017-2021 American Community Survey data) by comparing existing fixed routes to the proposed changes.

Remix implements the following methodology to provide accurate service equity analysis data:

1. Calculate low-income and minority population within 1/4 mile of current and proposed fixed route
 - For each route, build a shape that represents the area within a quarter-mile of any of its route alignment
 - Intersect the catchment area with 2017-2021 ACS Census data. Get a list of block groups and the percentage overlap with each.
 - For each block group, take the percentage of overlap and multiply it by the block group's statistics
2. Compare the number of people-trips, before and after
 - Multiply the population near a route, times the number of trips it makes (per year), to get "people-trips"
 - Repeat for low-income and minority populations to get "low-income people-trips" and "minority people-trips"
 - Compare these numbers between the current and the proposed versions of the route, to get a set of people-trip differences. Remix compares current routes to proposed routes that have the same name.
3. Get the total difference in people-trips across the transit system
 - Repeat the process above for every route in the transit system
 - Sum the difference in people-trips. This will return three numbers: total difference in people-trips, the total difference in low-income people-trips, and the total difference in minority people-trips.
4. Calculate the change borne by low-income and minority populations
 - Divide the total difference in low-income people-trips by the total difference in people-trips to get the percentage of change borne by those with low-income
 - Repeat for minority people-trips
5. Compare the percentage change to the average in the service area
 - Calculate the average percentage of low-income and minority populations across the entire service area
 - Subtract from the change borne by those populations
 - Get two final numbers: the difference between the impact this set of transit changes had on low-income and minority populations compared to any average change

ROUTE 10/110 SERVICE EQUITY ANALYSIS (JUNE 2024)

The recommended elimination of Route 110 and renaming of Route 10 will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the recommended changes will result in a disparate impact and/or disproportionate burden for minority and low-income populations impacted.

DISPARATE IMPACT ANALYSIS

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

Minority populations will experience 24% of the impacts associated with the Route 10/110 service changes. This is 16.5% below the area average. Changes borne by minority populations will not exceed the area average by more or less than 20%. No potential disparate impacts are expected.

DISPROPORTIONATE BURDEN ANALYSIS

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

Low-income populations will experience 3.9% of the impacts associated with the Route 10/110 service changes. This is 8.2% less than the area average. Changes borne by low-income populations will not exceed the area average by more or less than 20%, meaning there will be no potential disproportionate burden.

Table 16 – Route 10/110 Equity Analysis Data

Baseline Fixed Route System				Proposed Service Change				Impact Breakdown (People-Trips Difference)					
Population (1/4 mi)				Population (1/4 mi)				Additional People-Trips			Change Borne		
Total	Low Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low Income	Minority	Low Income	Minority	
13,564	3.2%	22.0%	4,285	6,496	2.5%	19.7%	4,285	-60,401,360	-2,332,205	-14,466,160	3.9%	24%	
											Area Average	12.1%	40.4%
											Delta	-8.2%	-16.5%

ROUTE 25 REALIGNMENT SERVICE EQUITY ANALYSIS (JUNE 2022)

The recommended realignment of Route 25 will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the recommended changes will result in a disparate impact and/or disproportionate burden for minority and low-income populations impacted.

DISPARATE IMPACT ANALYSIS

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

Minority populations will experience 55% of the impacts associated with the realignment of Route 25. This is 14.6% above the area average. Changes borne by minority populations will not exceed the area average by more or less than 20%, so no potential disparate impacts are expected.

DISPROPORTIONATE BURDEN ANALYSIS

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

Low-income populations will experience 40% of the impacts associated with the realignment of Route 25. This is 27.9% above the area average. Changes borne by low-income populations will exceed the area average by more or less than 20%, meaning there will be potential disproportionate burden to low-income populations. That said, the three bus stops that are not within short walking distance of the planned Route 25 (>400’) have less than one boarding per day, on average.

Table 17 – Route 25 Equity Analysis Data

Baseline Fixed Route System				Proposed Service Change				Impact Breakdown (People-Trips Difference)					
Population (1/4 mi)				Population (1/4 mi)				People-Trips Reduction			Change Borne		
Total	Low Income	Minority	Annual Trips	Total	Low Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minority	
12,774	15.9%	27.6%	8,770	11,796	13.9%	25.4%	8,770	-8,577,060	-3,426,592	-4,718,260	40%	55%	
											Area Average	12.1%	40%
											Delta	+27.9%	+14.6

ROUTE 50 SHOPPER SHUTTLE SERVICE EQUITY ANALYSIS (JUNE 2024)

The recommended implementation of the new Route 50 Shopper Shuttle will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the recommended changes will result in a disparate impact and/or disproportionate burden for minority and low-income populations impacted.

DISPARATE IMPACT ANALYSIS

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

Minority populations will experience 26% of the impacts associated with implementation of the new Route 50. This is 14.4% less than the area average. Changes borne by minority populations will not exceed the area average by more or less than 20%, so no potential disparate impacts are expected. Route 50 is expected to benefit all who visit the Columbia Center commercial area.

DISPROPORTIONATE BURDEN ANALYSIS

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

Low-income populations will experience 4.4% of the impacts associated with implementation of the new Route 50. This is 7.7% less than the area average. Changes borne by low-income populations will not exceed the area average by more or less than 20% and the service changes will result in an increase in service, so no disproportionate burden is expected to impact low-income populations. Route 50 is expected to benefit all who visit the Columbia Center area.

Table 18 – Route 50 Equity Analysis Data (New Route)

Baseline Fixed Route System				Proposed Service Change				Impact Breakdown (People-Trips Difference)					
Population (1/4 mi)				Population (1/4 mi)				Additional People-Trips			Change Borne		
Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minority	
0	0	0	0	5,815	4.4%	26.0%	9,435	54,864,525	2,393,419	14,265,720	4.4%	26%	
											Area Average	12.1%	40.4%
											Delta	-7.7%	-14.4%

ROUTE 67 EXTENSION SERVICE EQUITY ANALYSIS (JUNE 2024)

The recommended extension of Route 67 will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the recommended changes will result in a disparate impact and/or disproportionate burden for minority and low-income populations impacted.

DISPARATE IMPACT ANALYSIS

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

Minority populations will experience 50.2% of the impacts associated with the Route 67 extension. This is 9.8% above the area average. Changes borne by minority populations will not exceed the area average by more or less than 20%, so no potential disparate impacts are expected.

DISPROPORTIONATE BURDEN ANALYSIS

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

Low-income populations will experience 12.9% of the impacts associated with the Route 67 extension. This is 0.8% above the area average. Changes borne by low-income populations will not exceed the area average by more or less than 20%, so no disproportionate burden is expected to impact low-income populations.

Table 19 – Route 67 Equity Analysis Data

Baseline Fixed Route System				Proposed Service Change				Impact Breakdown (People-Trips Difference)				
Population (1/4 mi)				Population (1/4 mi)				Additional People-Trips			Change Borne	
Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minority
11,903	16.3%	59.5%	9,500	16,581	15.2%	56.8%	9,500	90,212,000	11,619,480	45,315,000	12.9%	50.2%
										Area Average	12.1%	40.4%
										Delta	+0.8%	+9.8

ROUTE 170 EXTENSION & FREQUENCY INCREASE SERVICE EQUITY ANALYSIS (JUNE 2024)

The recommended extension and increase of peak frequencies on Route 170 will qualify as a major service change per BFT’s Major Service Change Policy due to the substantial change in the route’s coverage area, revenue hours, and revenue miles. As such, a service equity analysis was conducted to determine if the recommended changes will result in a disparate impact and/or disproportionate burden for minority and low-income populations impacted.

DISPARATE IMPACT ANALYSIS

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

Minority populations will experience 35.4% of the impacts associated with the extension and increase of peak frequencies on Route 170. This is 5% less than the area average. Changes borne by minority populations will not exceed the area average by more or less than 20%, so no potential disparate impacts are expected.

DISPROPORTIONATE BURDEN ANALYSIS

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

Low-income populations will experience 0.7% of the impacts associated with the extension and increase of peak frequencies on Route 170. This is 0.8% above the area average. Changes borne by low-income populations will not exceed the area average by more or less than 20%, so no disproportionate burden is expected to impact low-income populations.

Table 20 – Route 170 Equity Analysis Data

Baseline Fixed Route System				Proposed Service Change				Impact Breakdown (People-Trips Difference)					
Population (1/4 mi)				Population (1/4 mi)				Additional People-Trips			Change Borne		
Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Annual Trips	Total	Low-Income	Minority	Low-Income	Minority	
11,903	16.3%	59.5%	9,500	16,581	15.2%	56.8%	9,500	90,212,000	11,619,480	45,315,000	12.9%	50.2%	
											Area Average	12.1%	40.4%
											Delta	+0.8%	+9.8

SERVICE EQUITY ANALYSIS SUMMARY

Based on the service equity analysis results relating to the recommended service changes outlined in the 2024 ASP, BFT staff has concluded that no disparate impact will occur if the recommended service changes are implemented. There is a potential for a disproportionate burden resulting from recommended changes to Route 25, but the bus stops that will be discontinued have low ridership. This conclusion means that there will be no apparent adverse effects on minority or low-income populations resulting from the planned service changes outlined in the 2024 ASP (Table 22). In fact, if implemented, these service changes will result in a notable net gain of service to low-income and minority populations and will benefit all those who utilize BFT’s fixed route system (Table 21).

Table 21 – Service Equity Analysis Results

People-Trips Difference Total					
Change	People-Trips	Low-Income	Minority	Low-Income	Minorities
2024 ASP	+92,730,000	+8,371,081	+46,291,575	9.0%	49.9%

	Low-Income	Minority
Change Borne By	9.0%	49.9%
Area Average	12.1%	40.4%
Delta	-3.0%	9.5%

Table 22 – Disparate Impact & Disproportionate Burden Determination

Service Changes	Date Effective	Major Service Change	Disparate Impact	Disproportionate Burden
Route 10/Route 110	6/23/24	Yes	No	No
Route 25	6/23/24	Yes	No	Yes
Route 50	6/23/24	Yes	No	No
Route 67	6/23/24	Yes	No	No
Route 123	6/23/24	No	N/A	N/A
Route 170	6/23/24	Yes	No	No
Schedule Adjustments	6/23/24	No	N/A	N/A

MITIGATION EFFORTS

The only population that will lose direct fixed-route service if the proposed service changes outlined in the 2024 Annual Service Plan are implemented are those living in the affluent Hills West neighborhood and along Cottonwood Dr. in Richland.

The Route 25 change will result in the removal of four stops along Cottonwood Dr. Three of the four average less than one boarding per day. Stop RC176, which averages three boardings per day, is within 430' of stop RC426 on Duportail St., which will continue to be served by Route 25. The last remaining stop to be removed, RC472, averages roughly 12 boardings per day, but will be within 300' of a stop that will continue to be served by fixed route. CONNECT will continue to be provided in this area.

Mitigation efforts include:

- ❖ Retaining service to bus stops within walking distance of removed bus stops
- ❖ Maintaining CONNECT on-demand service in the area that is impacted

BFT Staff has concluded that these mitigation efforts will reduce the potential for any inequities to occur if the service changes outlined in the 2024 Annual Service Plan are approved.

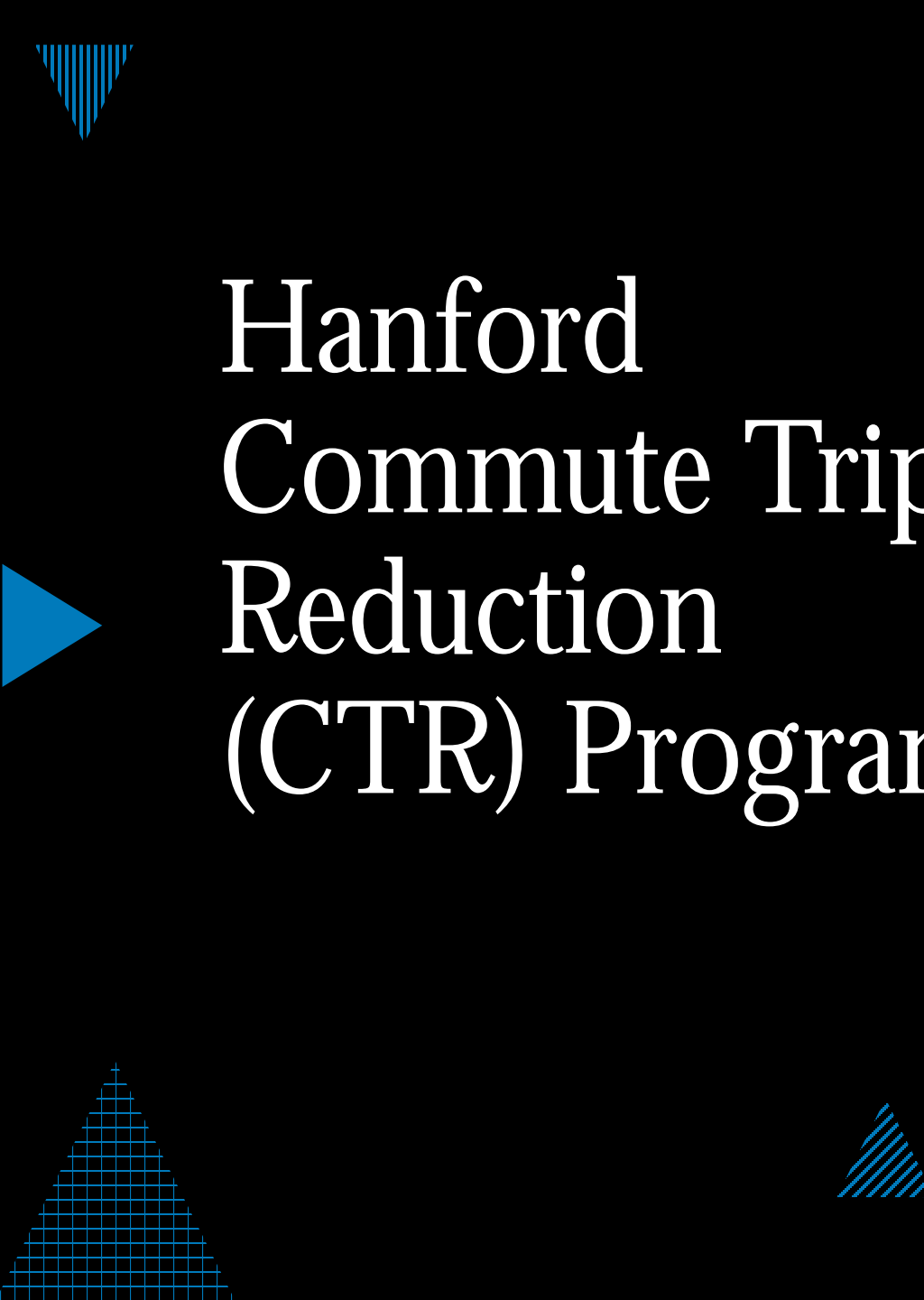
PUBLIC OUTREACH & COMMENTS

The 2024 ASP was open for public comment from October 6 to November 9, 2024. Staff provided four opportunities for the community to provide feedback. Sessions were available in person and online via Zoom. Planning staff hosted the public outreach period which involved direct engagement with the community, three open houses, and one public hearing. The sessions were promoted on the BFT website/social media, at transit centers, with partner agencies, and in the Tri-City Herald.


Additionally, an [interactive mapping system](#) was created on the BFT website to gain feedback on the proposed route changes. Comments were also accepted by utilizing BFT's website, submitted via email or by contacting Customer Service. Information about the public outreach sessions were advertised throughout the public comment period. This forum allowed members of the public to view an interactive map of proposed service changes and provide named or anonymous feedback.

PUBLIC FEEDBACK

This section will be updated after public comment period.



Hanford Commuter Trip Reduction (CTR) Program





BLUF – 3 CTR Program Options

1

2

3

- Ø Local Charter Contract
- Ø Worker/Driver Partnership Program
- Ø Construction of Turnaround Facility



BLUF – 3 CTR Program Options

- 
- Ø Each option explored by BFT has several benefits, but also faces significant drawbacks.
 - Ø Most notably, the cost accrued by BFT for operating a Commute Trip Reduction program to the site will be substantial, regardless of the path forward.

Charter Service Contract

- Ø BFT contracted Charter service is not governed by the same FTA regulations as a standard fixed route service.
- Ø Public being unable to disembark the bus at the Wye barricade before entering the secure facility would force BFT to turn them away before boarding.
 - This is a violation of FTA charter policy.

Pros	Cons
BFT takes 'hands off' approach	Expensive to BFT
No charter regulations or violations	No Ridership gain for BFT
Reliability of Drivers	

*Cost Breakdown and comparison of each option provided at the end

Option
1

1

2

BFT Provided Vehicle

- Ø BFT would provide the bus and all maintenance and storage.
- Ø Hanford would provide CDL rated drivers to operate the vehicle.
- Ø Hanford employees would arrive at BFT, pick up the bus after inspection, meet riders at Queensgate Transit Center/Tulip Lane Park & Ride, and then shuttle to Hanford.
- Ø Bus would remain on site at Hanford until end of day, and employee driver would return riders to Queensgate and then return bus to BFT.
- Ø This option requires a de minimis use agreement, and no federal money can be used for bus procurement, maintenance, or other costs.

Option 2

Pros	Cons
BFT Ridership Increases	No Federal Dollars allowed
BFT doesn't coordinate on-site drop off or pick up	Hanford Employee subject to FTA Drug Screening
Hanford riders have bus ICO emergency	Reliability of Drivers

Future Turnaround Facility

- ∅ Wye Barricade checkpoint does *not* have any space for bus turnaround, or parking space available for employee drop off

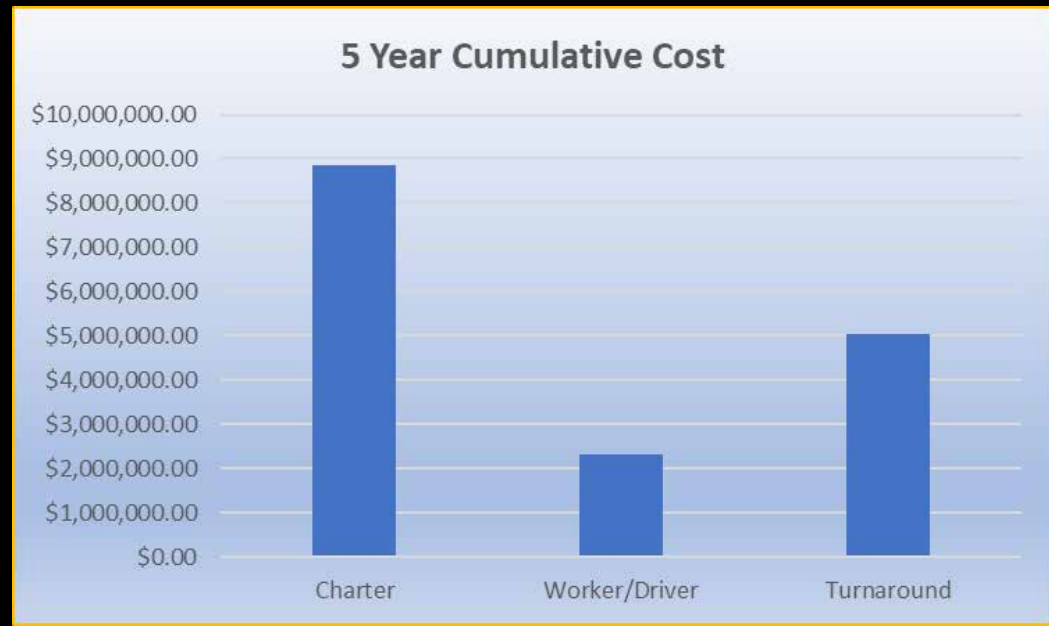
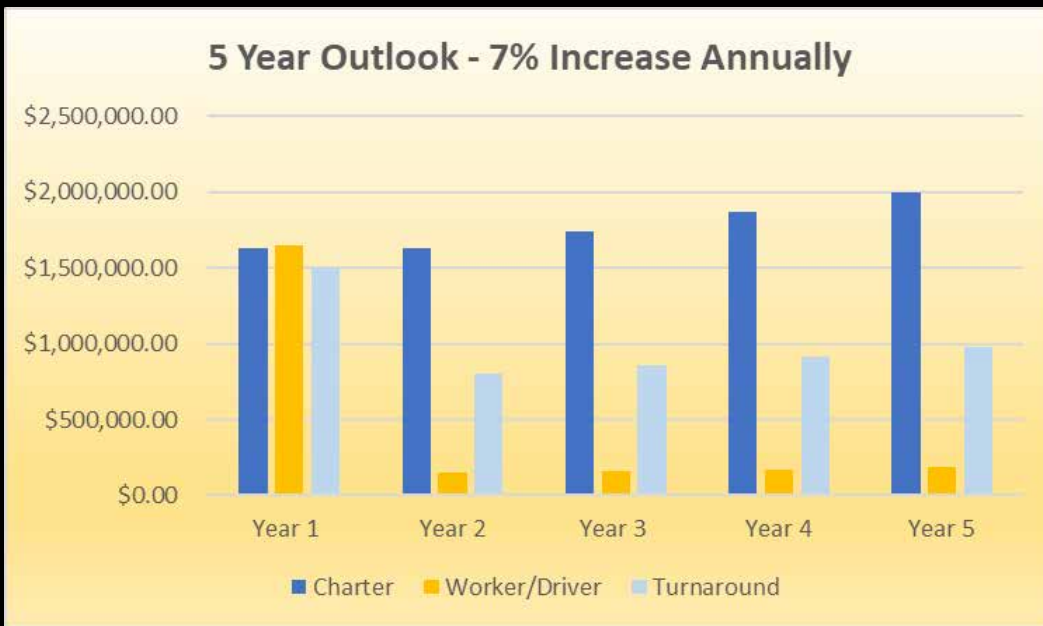


Option
3

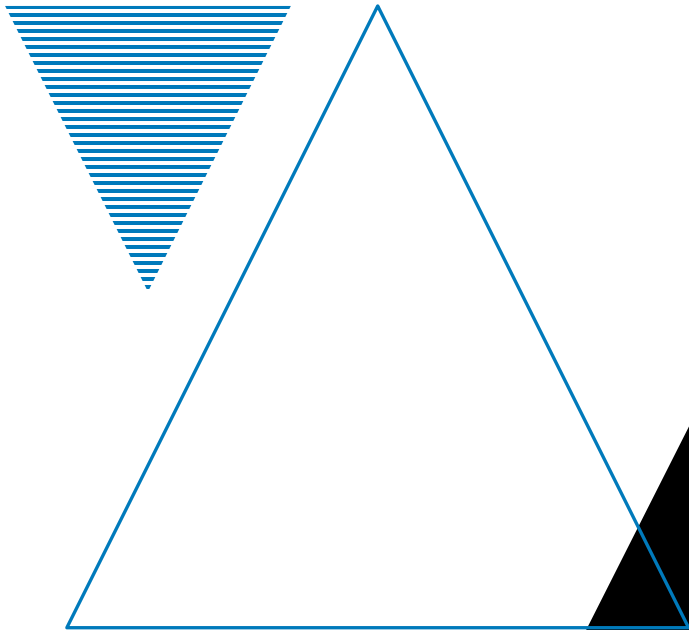
Cost Breakdown – Initial Setup Cost

Option 1: Charter Service	Option 2: BFT Bus, Hanford Driver*	Option 3: BFT Turnaround Construct*
Total Cost : \$1,630,200.00	Total Cost: ~\$1,650,000 first year	Total Cost: ~\$1,500,000
Weekly: \$10,450.00 per bus	Procurement of Buses: ~\$1.5 Million	Facility: ~\$700,000 construction cost
Annually: \$543,000.00 per bus	Maintenance & Fuel: \$150,000 annually	Service : ~\$800,000 annually
3 Buses	3 buses	3 buses

5 Year Cost Outlook



Questions?





Additional Board Information

October 2023

1. 90-Day Procurement Outlook as of September 21, 2023
2. Financial Report through August 2023

Procurement Outlook - 90 Day
Invitation for Bids / Request for Proposals

As of: 9/21/2023	Budget	Estimated Cost	Contract Term	Type IFB/RFP	Estimated Release Date	Estimated Award Date	Executive Board Committee
In Progress							
Color Code: Yellow - In Process							
Paratransit Contracted Services (Currently The Arc is under contract)	Operating	\$500,000 per year	Up to 5 Years	RFP	7/20/223	11/15/2023	X
Recommendation to Award - Labor Law Legal Counsel Services	Operating	\$100,000 Est. per Year	Up to 5 years	RFP	9/6/2023	12/10/2023	X
Enterprise Resource Planning (ERP) Software System (Possible replacement for Avail/FleetNet ERP software system)	Operating	\$4,000,000	Over 5 Years	RFP	8/21/2023	12/10/2023	X
October							
Color Code: Green - Recommendation for Award							
Authorization to enter into a contract to purchase ten expansion vans utilizing WA State contract #05619	Capital	\$550,000	1 Year	NA	NA	10/15/2023	X
Authorization to Award Contract to Open Square for the Operations Building Project	Capital	\$350,000	6 Months	Cooperative Governmental Agreement	NA	10/15/2023	X
November							
Color Code: Grey - Future Procurement Awards							
Purchase Two Replacement ADA Minivans for The Arc	Capital	\$150,000	6 Months	State Contract	NA	11/15/2023	X
Paratransit Contracted Services (Currently The Arc is under contract)	Operating	\$500,000 per year	Up to 5 Years	RFP	7/20/223	11/15/2023	X
December							
Recommendation to Award - Bus Stop & Sidewalk Improvement Contract (Pending Grant Approval)	Capital	\$2,500,000	2 Years	IFB	10/15/2023	12/20/2023	X
Recommendation to Award - Labor Law Legal Counsel Services	Operating	\$100,000 Est. per Year	Up to 5 years	RFP	9/6/2023	12/10/2023	X



Financial Report Through August 2023



Financial Performance Overview - 2023 YTD Cumulative Totals

Revenue & Expenses									
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
Revenue									
YTD Budget	\$ 4,351,595	\$ 8,579,332	\$ 13,450,490	\$ 18,205,698	\$ 23,237,746	\$ 28,618,591	\$ 33,628,211	\$ 38,561,951	
YTD Actual	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395	
Variance - B/(W)	632,415	887,115	2,478,694	3,253,576	5,029,627	8,419,317	10,951,813	9,640,444	
Percentage	115%	110%	118%	118%	122%	129%	133%	125%	
Expenses - Operating									
YTD Budget	\$ 3,894,858	\$ 7,789,715	\$ 11,684,573	\$ 15,579,430	\$ 19,474,288	\$ 23,369,145	\$ 27,264,003	\$ 31,158,861	
YTD Actual	2,951,602	6,540,029	10,092,706	13,332,562	16,295,726	19,408,408	23,346,839	26,731,643	
Variance - B/(W)	943,256	1,249,686	1,591,866	2,246,869	3,178,562	3,960,738	3,917,164	4,427,218	
Percentage	76%	84%	86%	86%	84%	83%	86%	86%	
Expenses - Admin									
YTD Budget	\$ 1,025,019	\$ 2,050,038	\$ 3,075,057	\$ 4,100,076	\$ 5,125,095	\$ 6,150,114	\$ 7,175,132	\$ 8,200,151	
YTD Actual	735,499	1,568,979	2,460,991	3,238,530	4,056,215	4,749,694	5,595,793	6,222,035	
Variance - B/(W)	289,520	481,059	614,066	861,545	1,068,880	1,400,419	1,579,340	1,978,117	
Percentage	72%	77%	80%	79%	79%	77%	78%	76%	

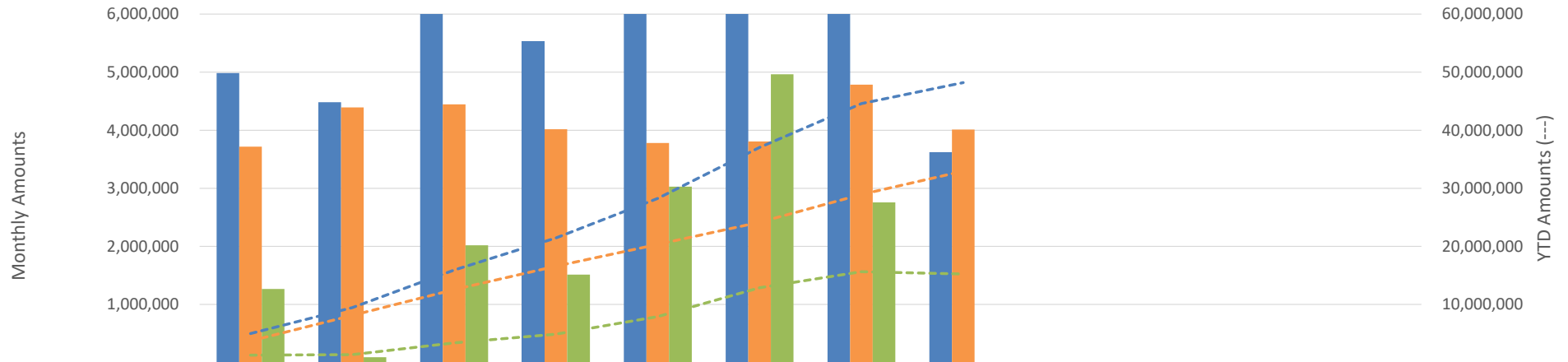
Cost Per Mile									
Fixed Route									
YTD Budget	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51	\$ 9.51
YTD Actual	8.26	8.67	8.54	8.40	7.72	8.04	8.40	8.40	8.18
Variance - B/(W)	1.25	0.84	0.97	1.11	1.79	1.46	1.11	1.11	1.33
Percentage	87%	91%	90%	88%	81%	85%	88%	88%	86%
DAR/ADA									
YTD Budget	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92	\$ 9.92
YTD Actual	9.14	9.10	8.81	8.83	8.09	8.55	9.08	8.89	8.89
Variance - B/(W)	0.77	0.82	1.11	1.09	1.83	1.37	0.84	1.03	1.03
Percentage	92%	92%	89%	89%	82%				
Vanpool									
YTD Budget	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20	\$ 1.20
YTD Actual	1.24	1.21	1.21	1.17	1.09	1.21	1.18	1.13	1.13
Variance - B/(W)	(0.04)	(0.01)	(0.01)	0.03	0.11	(0.00)	0.02	0.07	0.07
Percentage	103%	101%	101%	97%	91%	100%	98%	94%	94%

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%



Financial Overview



	January	February	March	April	May	June	July	August	September	October	November	December
Monthly Rev	4,984,010	4,482,437	6,462,737	5,530,090	6,808,099	8,770,535	7,542,116	3,622,371				
Monthly Exp	3,716,938	4,392,070	4,444,689	4,017,395	3,780,848	3,806,162	4,784,530	4,011,046				
Mo. Surplus (Deficit)	1,267,072	90,367	2,018,048	1,512,695	3,027,251	4,964,373	2,757,586	(388,675)				
YTD Revenues	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395				
YTD Expenses	3,716,938	8,109,008	12,553,697	16,571,092	20,351,940	24,158,102	28,942,632	32,953,677				
YTD Surplus (Deficit)	1,267,072	1,357,439	3,375,487	4,888,182	7,915,433	12,879,806	15,637,392	15,248,717				

High Level Summary of Pages that Follow:

Revenue

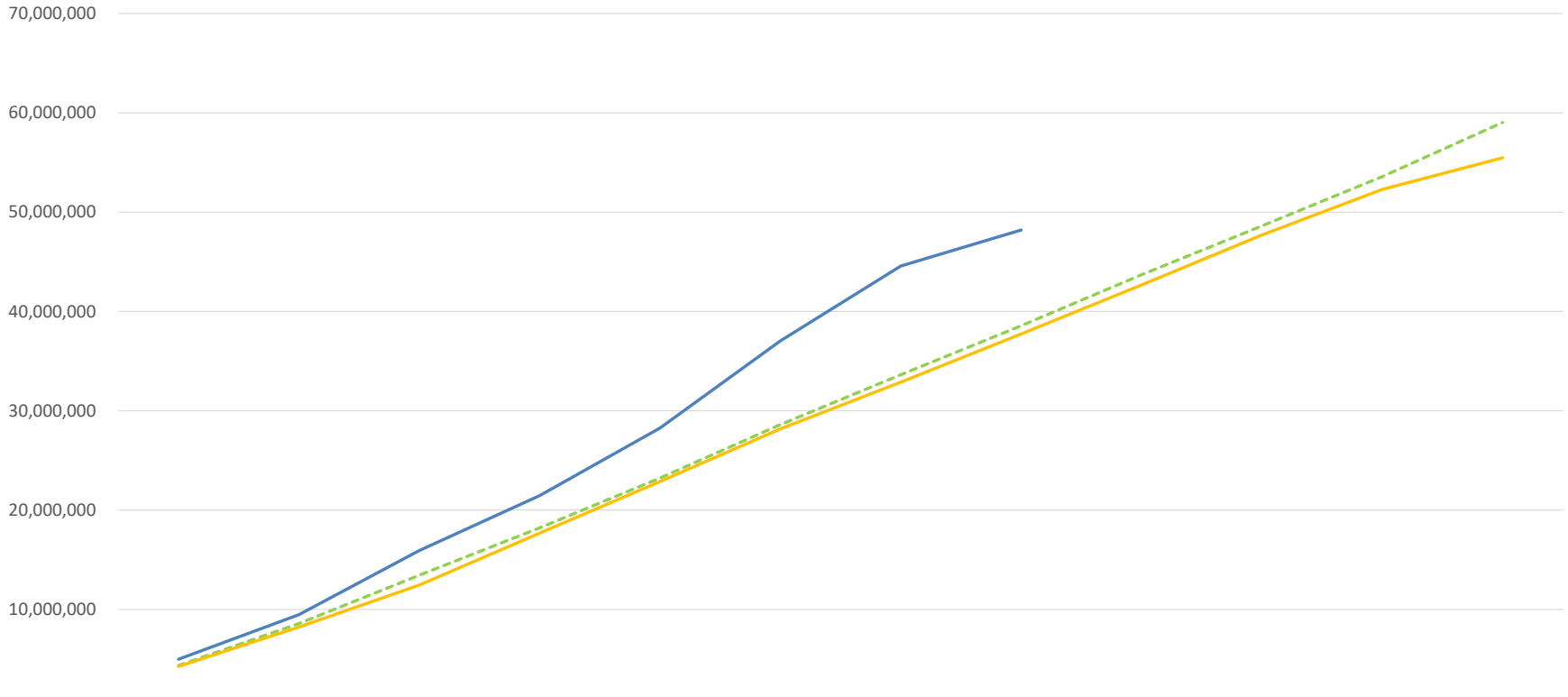
- August revenues are 27% below budget due to winding down of the ARP Act funding.
- Operating Sales Tax revenues YTD are right on budget, but 5% better than 2022.
- Operating grants revenues are 66% better than budgeted YTD due to optimized qualifying expenditures in the agency.
- Ridership revenues are 49% above budget YTD, and 8% better than 2022.
- Boardings YTD were ABOUT 3% above budgeted estimates, while revenue miles were 9% lower than projected.

Expenses

- Expenses are 16% better than budgeted, YTD.
- Expenses are 1% higher than 2022



Total Operating Revenues



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	4,984,010	9,466,447	15,929,184	21,459,274	28,267,373	37,037,908	44,580,024	48,202,395				
— CYTD Budget	4,351,595	8,579,332	13,450,490	18,205,698	23,237,746	28,618,591	33,628,211	38,561,951	43,695,392	48,613,069	53,579,501	59,038,518
— PY Actuals	4,258,209	8,230,467	12,456,266	17,691,013	22,885,626	28,180,339	32,887,183	37,732,598	42,670,260	47,700,759	52,291,484	55,480,322

Significant Items to Note for Total Operating Revenue

Current Month

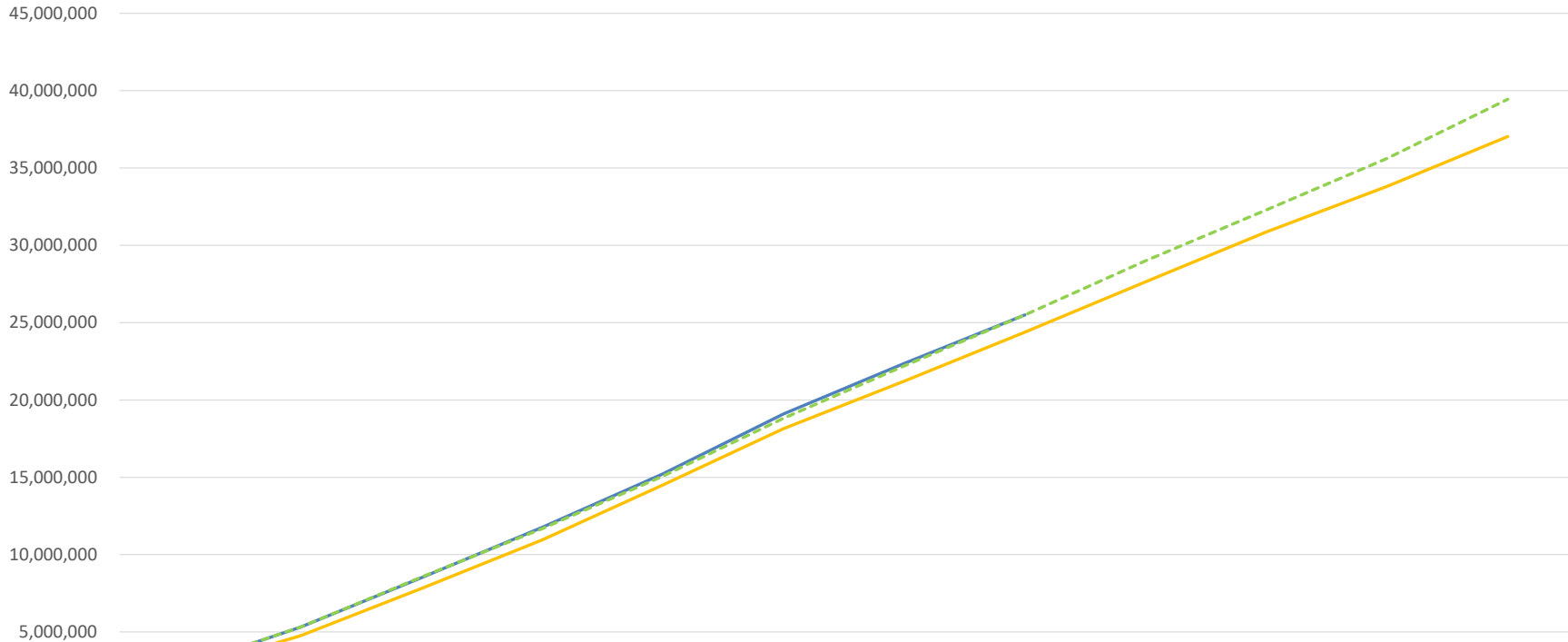
- Current month revenues are 27% above budget, because of the sunsetting of the ARP Act funding , henceforth.
- 2023 MTD revenues are 25% below 2022.

YTD

- Actuals are 25% above budgeted operating revenues.



Sales Tax Revenue (GAAP Basis for Financials)



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,677,469	5,314,069	8,508,780	11,758,679	15,216,080	19,095,103	22,368,557	25,501,029				
— CY Budget	2,718,963	5,314,069	8,552,596	11,675,173	15,074,590	18,822,803	22,199,792	25,500,900	29,001,710	32,286,756	35,620,557	39,446,942
— PY Actuals	2,429,564	4,754,766	7,810,478	10,943,896	14,504,452	18,144,563	21,222,204	24,382,415	27,640,651	30,867,104	33,814,155	37,035,434

Significant Items to Note for Sales Tax Revenue

- Current and prior month are budget estimates due to reporting lag from the State
- July Sales Tax revenues received on September 29th, are 4% below budget forecast, but 1% better than 2022 levels.

Current Month

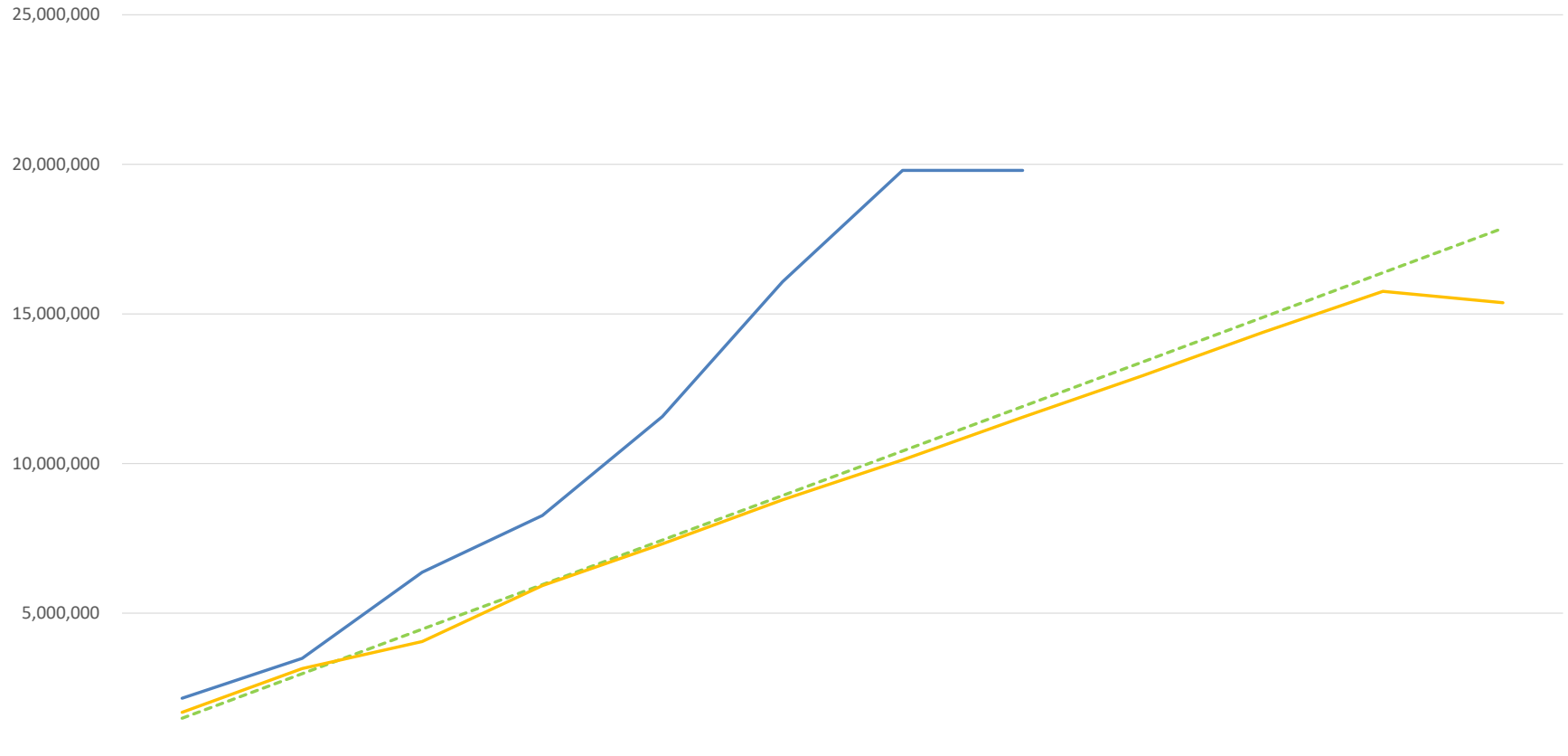
- Estimate for June 2023 adjusted to actuals in August 2023

YTD

- 74% of sales tax revenue is allocated to Operations in 2023, while 26% is allocated to the capital budget. For 2022, the ratio is 73:27



Operating Grants



	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
— CY Actuals YTD	2,157,240	3,488,688	6,367,991	8,263,563	11,575,179	16,078,763	19,799,328	19,799,328				
— CY Budget	1,488,881	2,977,762	4,466,643	5,955,525	7,444,406	8,933,287	10,422,168	11,911,049	13,399,930	14,888,812	16,377,693	17,866,576
— PY Actuals	1,686,682	3,147,755	4,054,951	5,919,781	7,318,257	8,788,655	10,122,160	11,548,236	12,938,981	14,383,275	15,757,019	15,375,594

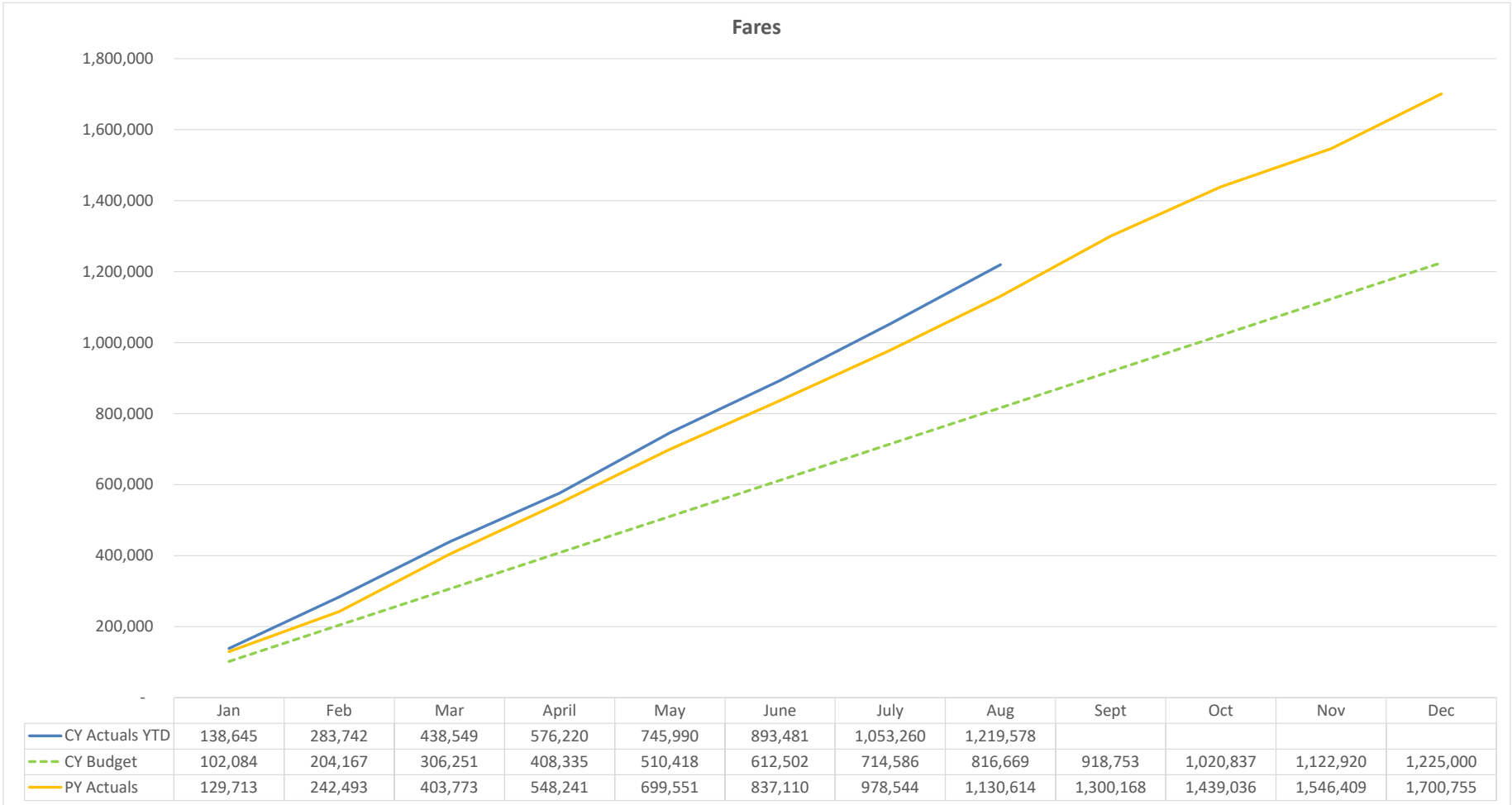
Significant Items to Note for Operating Grants

Current Month

-Current month operating grants opportunities were not available due to sunseting of the ARP Act funding and slowed down qualifying expenditures.

YTD

- YTD Operating Grants Revenue are 66% above budget.
- Includes 2022 Rollover for ARP- \$5 million and WSDOT TSG, (Transt Support Grants), \$1.3 million.



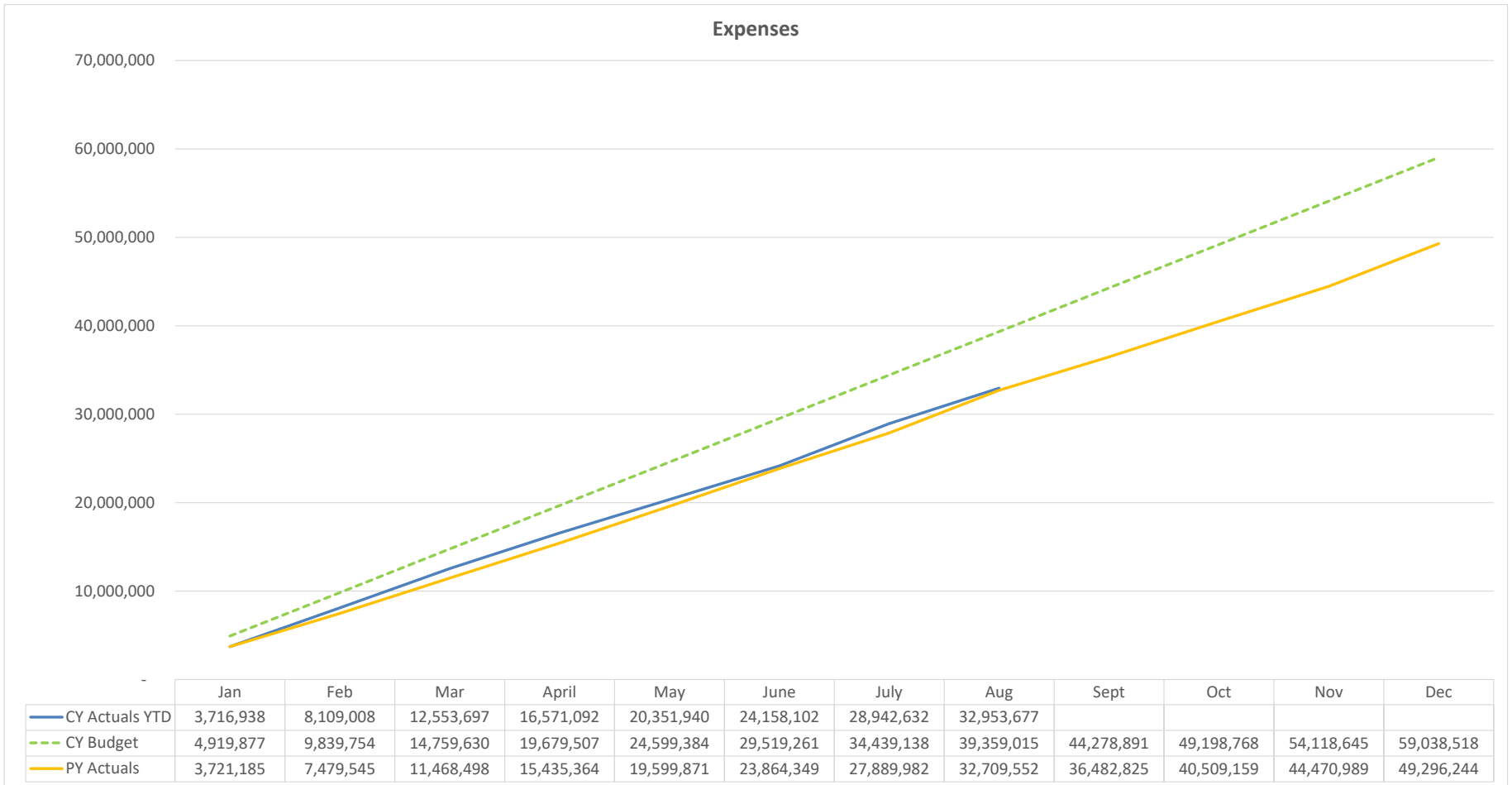
Significant Items to Note for Fares

Current Month

- Increasing ridership has continued to positively impact fares collection
- August fares are 63% above 2022 collections .

YTD

- August YTD 2023 fares revenues have increased by 8% over 2022 .



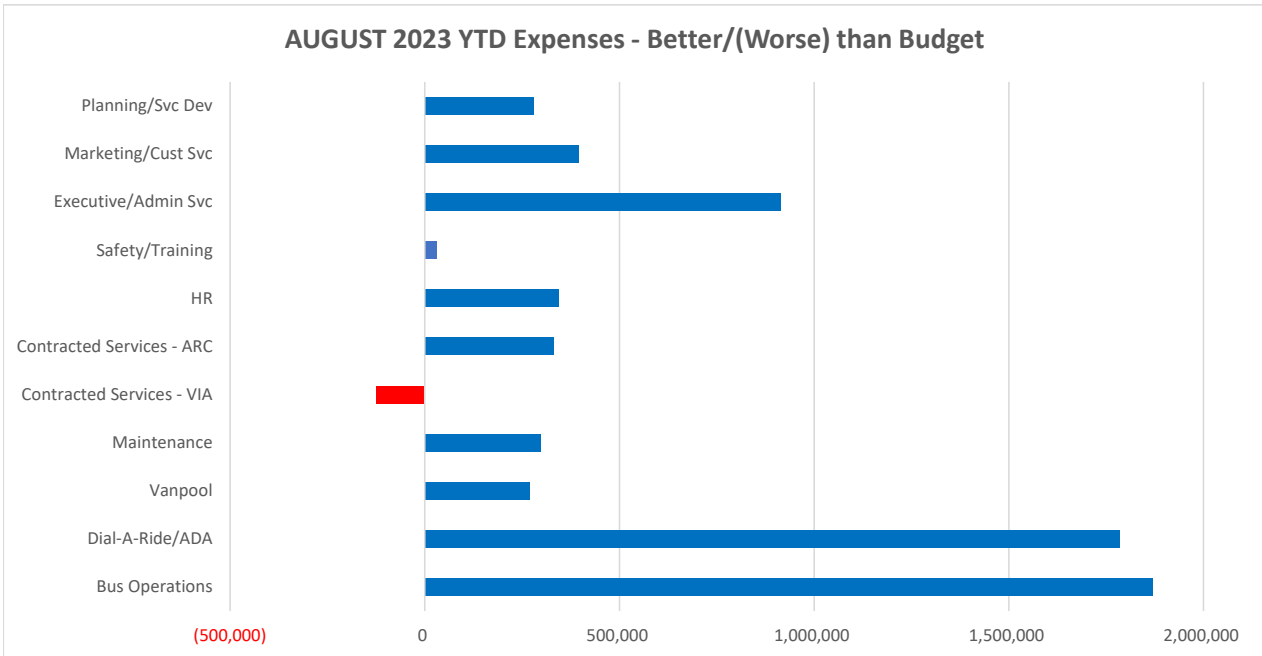
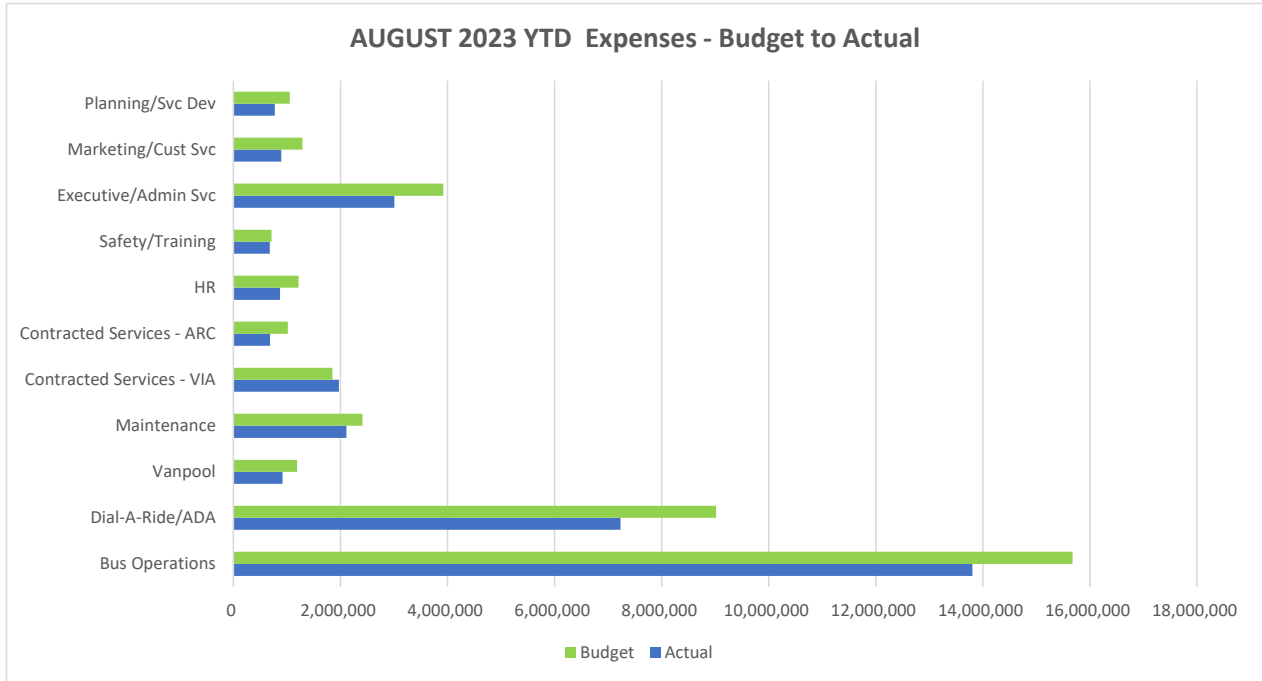
Significant Items to Note for Expenses

Current Month

- August expenditures are 3% below budget.
- Main cause for lower expenditures is vacancies for budgeted positions.

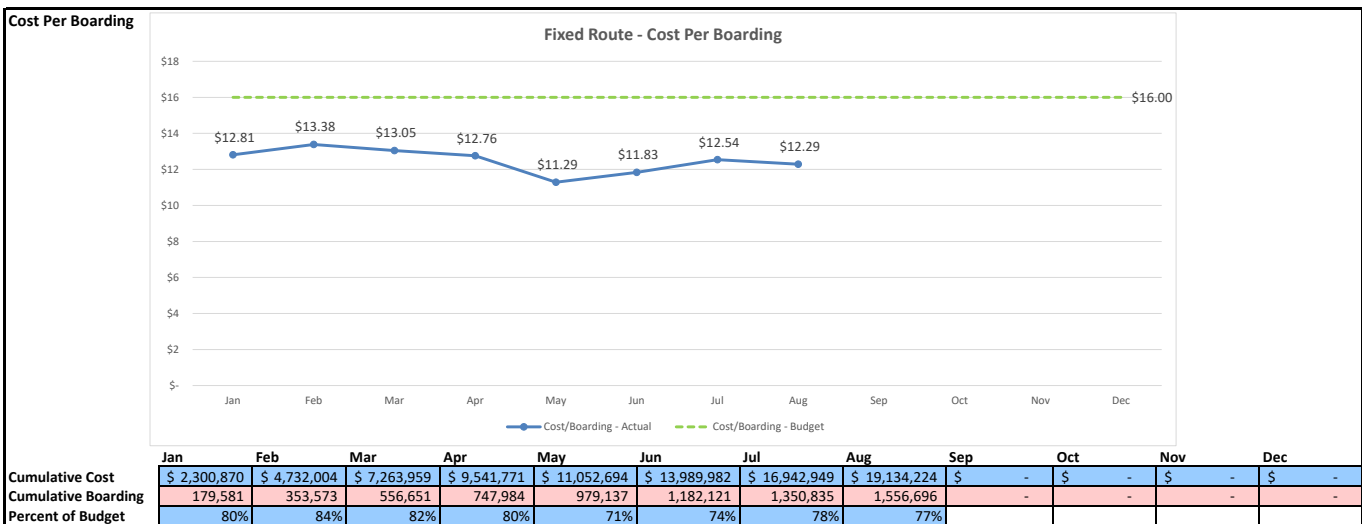
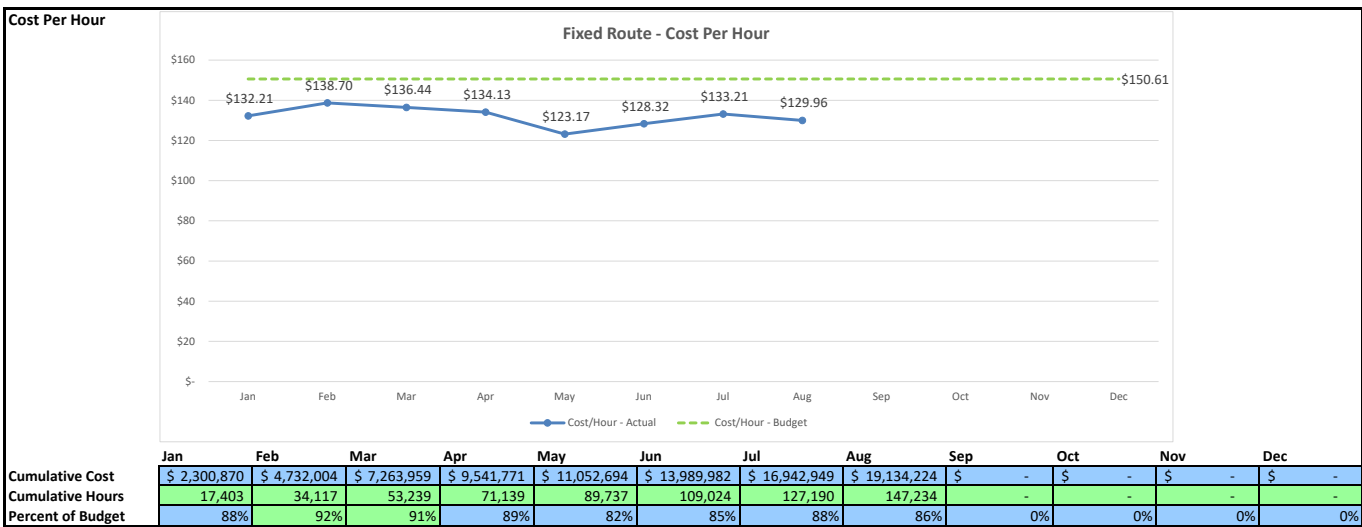
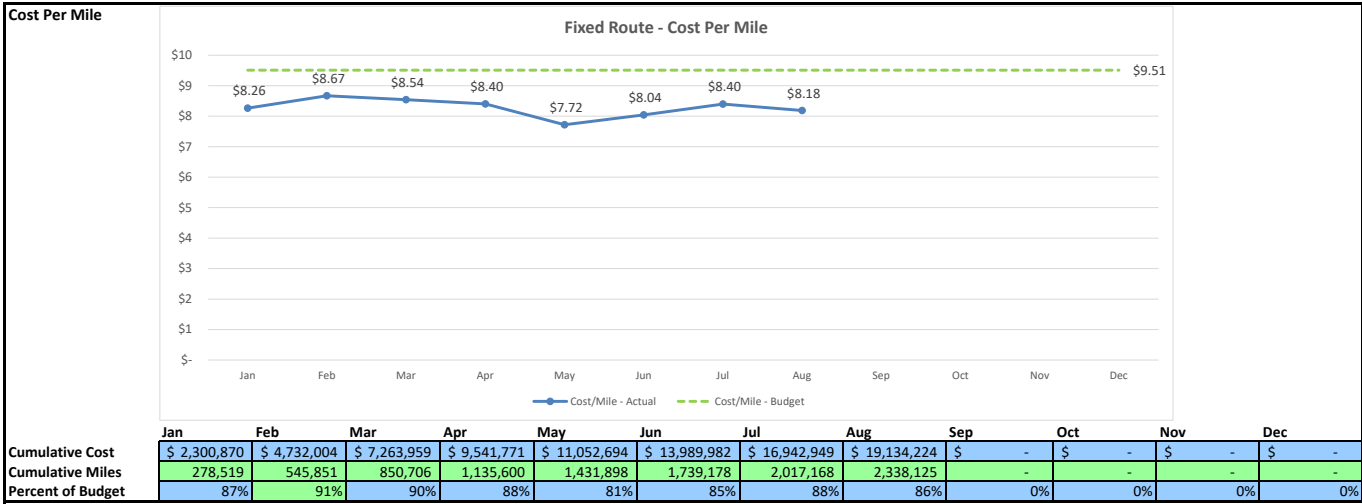
YTD

- YTD expenses 17% lower than budget.
- Projects' invoices usually lag the reporting period and are accrued estimates for current month.



Significant Items to Note:

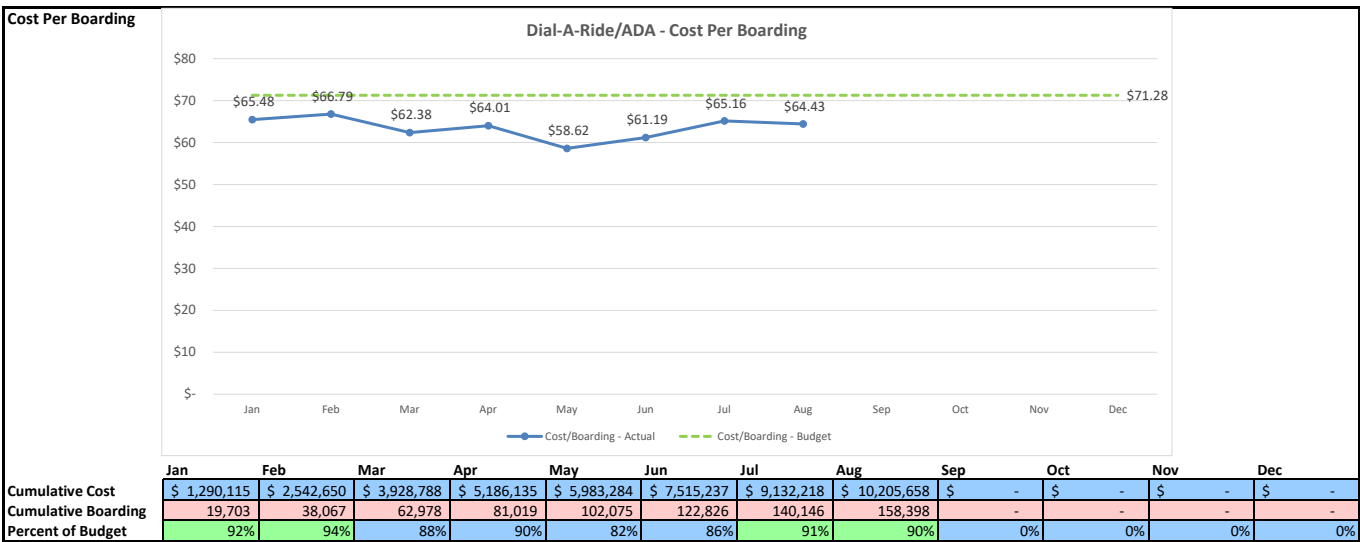
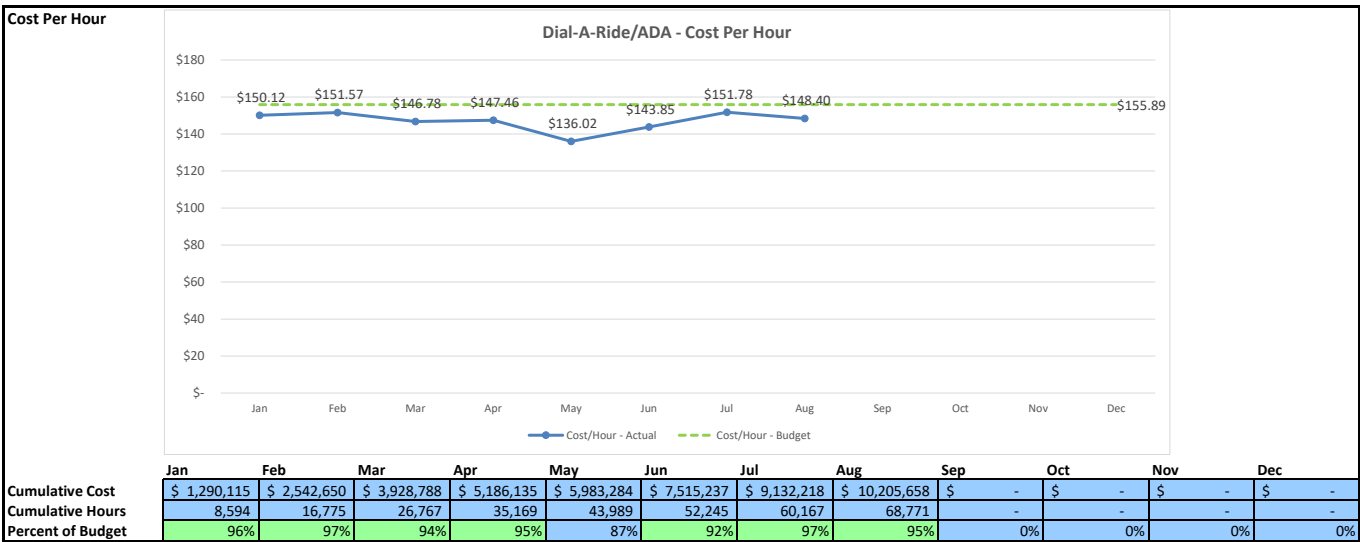
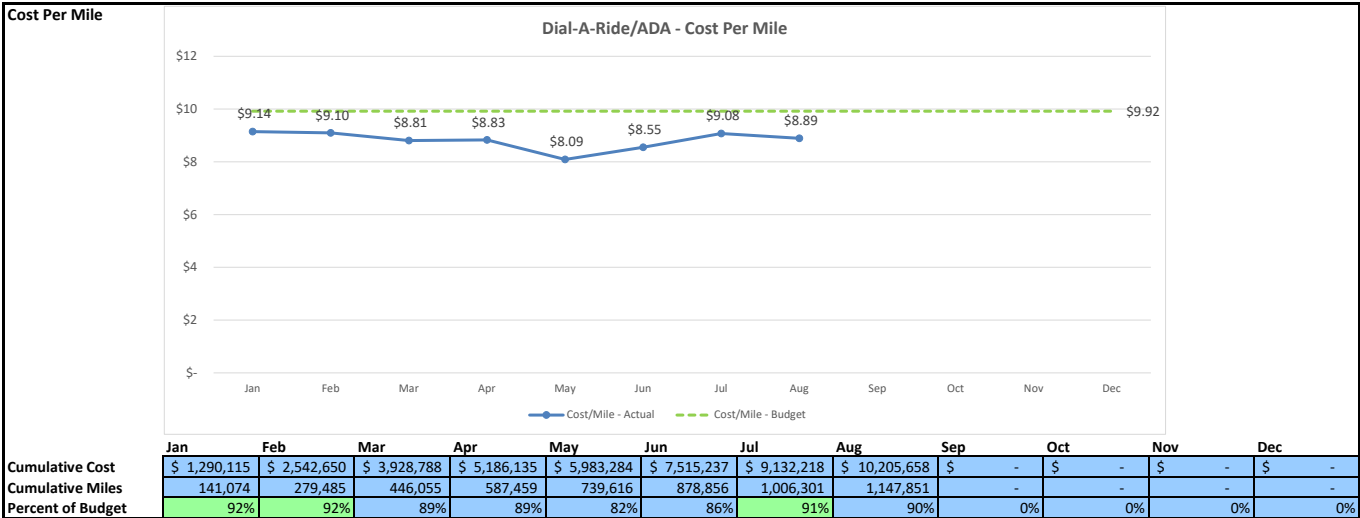
-Via Contracted service is running about 7% over budget.



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%

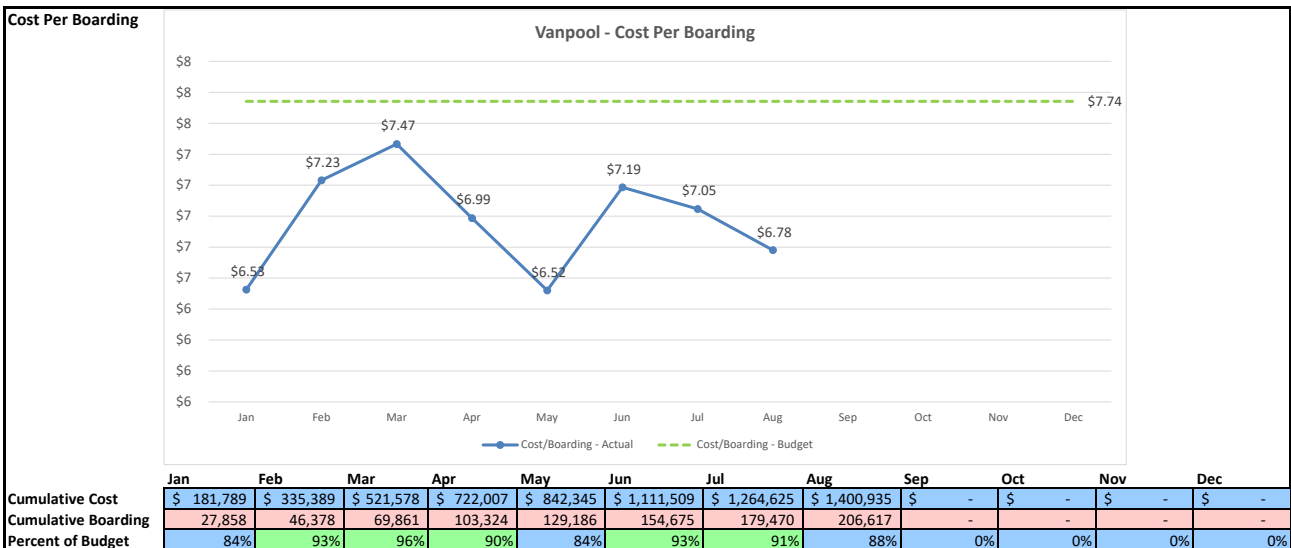
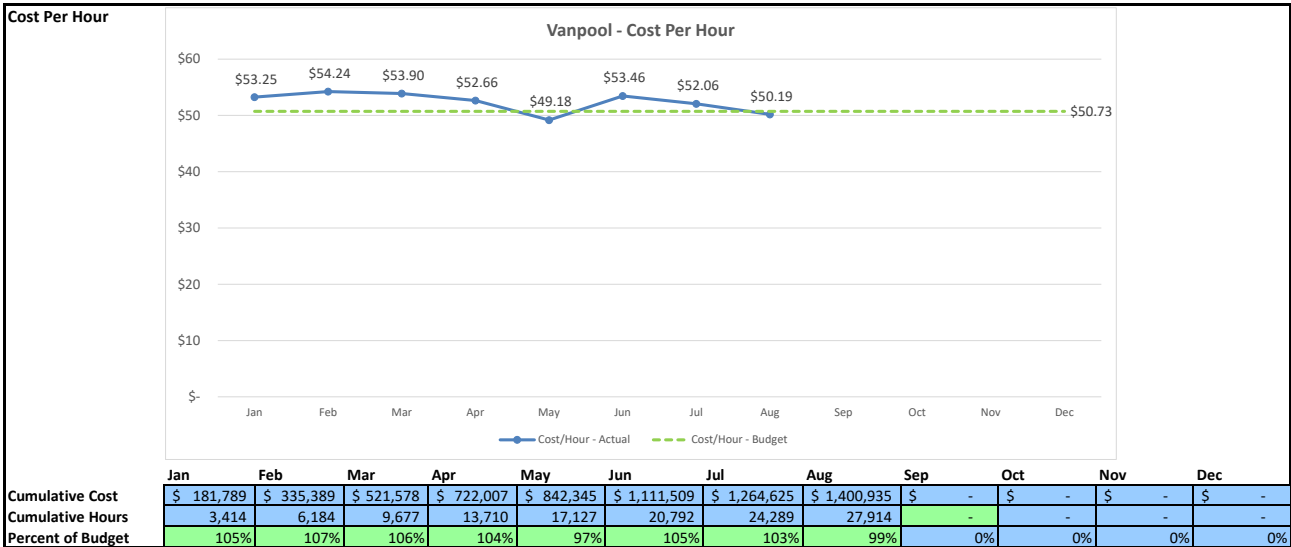
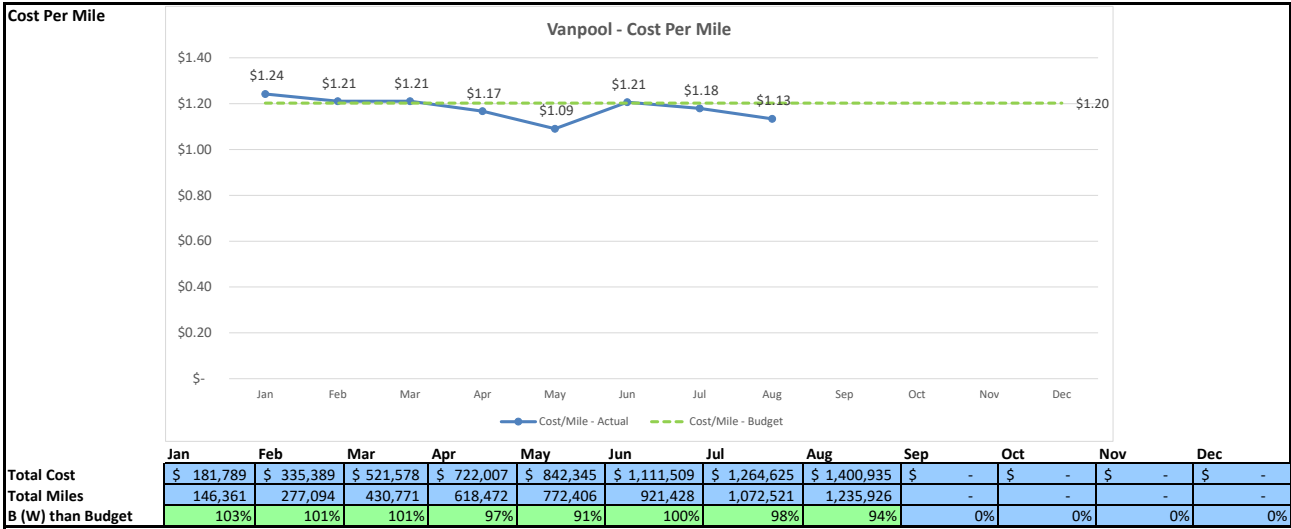
NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



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%

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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%

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending August 31, 2023

	2023 Total	2023 Budget Year to Date	Actual YTD August 2023	% Actuals B (W) Budget YTD	Actual YTD August 2022	% 2022 B (W) 2022
Operating Revenues						
Bus Passes	\$ 178,066	\$ 118,711	\$ 323,007	172.1%	\$ 356,282	-9.3%
Bus Cash	121,934	81,289	113,308	39.4%	\$ 176,941	-36.0%
Dial-A-Ride/ADA	200,000	133,333	144,663	8.5%	\$ 134,997	7.2%
Vanpool	700,000	466,667	633,977	35.9%	\$ 448,330	41.4%
Contracted Services (Via)	25,000	16,667	4,623	-72.3%	\$ 14,064	-67.1%
Fares	1,225,000	816,667	1,219,578	49.3%	1,130,614	7.9%
Local Sales Tax (Operating Portion)	39,446,942	25,500,900	25,501,029	0.0%	24,382,415	4.6%
Operating Grants	3,184,200	2,122,800	4,590,662	116.3%	1,333,860	244.2%
CARES Act Funds	14,682,376	9,788,251	15,208,666	55.4%	10,214,376	48.9%
Miscellaneous	500,000	333,333	1,682,459	404.7%	671,332	150.6%
Total Operating Revenues	\$ 59,038,518	\$ 38,561,951	\$ 48,202,395	25.0%	\$ 37,732,598	27.7%
Operating Expenditures						
Directly Operated Transportation						
Fixed Route	\$ 23,515,686	\$ 15,677,124	\$ 13,806,666	11.9%	\$ 13,436,953	-2.8%
Dial-A-Ride/ADA	13,523,514	9,015,676	7,230,847	19.8%	\$ 7,000,307	-3.3%
Vanpool	1,784,291	1,189,527	920,488	22.6%	\$ 680,215	-35.3%
Maintenance	3,617,484	2,411,656	2,114,496	12.3%	\$ 2,293,106	7.8%
Purchased Transportation						
Contracted Services - VIA	2,774,800	1,849,867	1,974,321	-6.7%	1,569,782	-25.8%
Contracted Services - ARC	1,522,515	1,015,010	684,825	32.5%	492,405	-39.1%
Administration						
HR	1,827,956	1,218,638	874,801	28.2%	1,434,281	39.0%
Safety / Training	1,070,397	713,598	668,740	6.3%	622,006	-7.5%
Executive / Administrative Services	5,883,097	3,922,065	3,006,825	23.3%	3,300,702	8.9%
Marketing / Customer Service	1,938,559	1,292,373	897,698	30.5%	1,139,277	21.2%
Planning / Service Development	1,580,217	1,053,478	773,971	26.5%	740,519	-4.5%
* Total Operating Expenditures	\$ 59,038,518	\$ 39,359,012	\$ 32,953,677	16.3%	\$ 32,709,552	-0.7%
Operating Surplus/(Deficit)	\$ 0	\$ (797,061)	\$ 15,248,717		\$ 5,023,046	
Capital Expenditures						
Local	\$ 13,953,058	\$ 9,302,039	\$ 4,842,597	-47.9%	\$ 2,296,245	110.9%
State	12,871,112	8,580,741	335,295	-96.1%	58,748	470.7%
Federal	7,275,970	4,850,647	2,648,936	-45.4%	10,646	24782.5%
Total Capital Expenditures	\$ 34,100,140	\$ 22,733,427	\$ 7,826,829	-65.6%	\$ 2,365,638	230.9%

* Excludes budgeted GASB 68 year-end pension adjustment.



Ben Franklin Transit
Comparison Revenue & Expenditures to Budget
For the Period Ending August 31, 2023
Directly Operated Transportation

2023 YTD Actual Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 436,315	\$ 144,663	\$ 633,977	\$ -	\$ 4,623	\$ 1,219,578
Direct Cost	\$ 13,806,666	\$ 7,230,847	\$ 920,488	\$ 684,825	\$ 1,974,321	\$ 24,617,147
Allocated Cost	\$ 5,049,500	\$ 2,903,891	\$ 383,139	\$ -	\$ -	\$ 8,336,530
Depreciation - Local (Vehicle only)	\$ 278,058	\$ 70,920	\$ 97,308	\$ 4,871	\$ -	\$ 451,157
Cost for Farebox Recovery Ratio	\$ 19,134,224	\$ 10,205,658	\$ 1,400,935	\$ 689,696	\$ 1,974,321	\$ 33,404,834
Boarding	1,556,696	158,398	206,617	35,355	94,963	2,052,029
Revenue Miles	2,338,125	1,147,851	1,235,926	105,126	664,348	5,491,376
Revenue Hours	147,234	68,771	27,914	6,046	33,788	283,754
Cost per Boarding	\$ 12.29	\$ 64.43	\$ 6.78	\$ 19.51	\$ 20.79	\$ 16.28
Cost per Rev Mile	\$ 8.18	\$ 8.89	\$ 1.13	\$ 6.56	\$ 2.97	\$ 6.08
Cost per Rev Hour	\$ 129.96	\$ 148.40	\$ 50.19	\$ 114.07	\$ 58.43	\$ 117.72
Farebox Recovery	2.3%	1.4%	45.3%	0.0%	0.2%	3.7%

Directly Operated Transportation

2023 YTD Budgeted Allocated Cost Per(s)				Contracted	Contracted	Combined
	Fixed Route	Dial-A-Ride	Vanpool	Paratransit	Services (Via)	
Fares	\$ 200,000	\$ 133,333	\$ 466,667	\$ -	\$ 16,667	\$ 816,667
Direct Cost	\$ 15,677,124	\$ 9,015,676	\$ 1,189,527	\$ 1,015,010	\$ 1,849,867	\$ 28,747,204
Allocated Cost	\$ 6,427,653	\$ 3,696,446	\$ 487,709	\$ -	\$ -	\$ 10,611,808
Depreciation - Local (Vehicle only)	\$ 285,547	\$ 70,617	\$ 98,162	\$ 4,811	\$ -	\$ 459,137
* Cost for Farebox Recovery Ratio	\$ 22,390,325	\$ 12,782,739	\$ 1,775,398	\$ 1,019,821	\$ 1,849,867	\$ 39,818,149
Boarding	1,399,333	179,333	229,333	52,000	136,667	1,996,667
Revenue Miles	2,354,667	1,288,667	1,476,667	148,667	758,667	6,027,333
Revenue Hours	148,667	82,000	35,000	9,333	40,667	315,667
Cost per Boarding	\$ 16.00	\$ 71.28	\$ 7.74	\$ 19.61	\$ 13.54	\$ 19.94
Cost per Rev Mile	\$ 9.51	\$ 9.92	\$ 1.20	\$ 6.86	\$ 2.44	\$ 6.61
Cost per Rev Hour	\$ 150.61	\$ 155.89	\$ 50.73	\$ 109.27	\$ 45.49	\$ 126.14
Farebox Recovery	0.9%	1.0%	26.3%	0.0%	0.9%	2.1%

**August 2023 Actuals Better (Worse)
than Budget**

Cost per Boarding	\$ 3.71	\$ 6.85	\$ 0.96	\$ 0.10	\$ (7.25)	\$ 3.66
Cost per Rev Mile	\$ 1.33	\$ 1.03	\$ 0.07	\$ 0.30	\$ (0.53)	\$ 0.52
Cost per Rev Hour	\$ 20.65	\$ 7.49	\$ 0.54	\$ (4.80)	\$ (12.94)	\$ 8.42

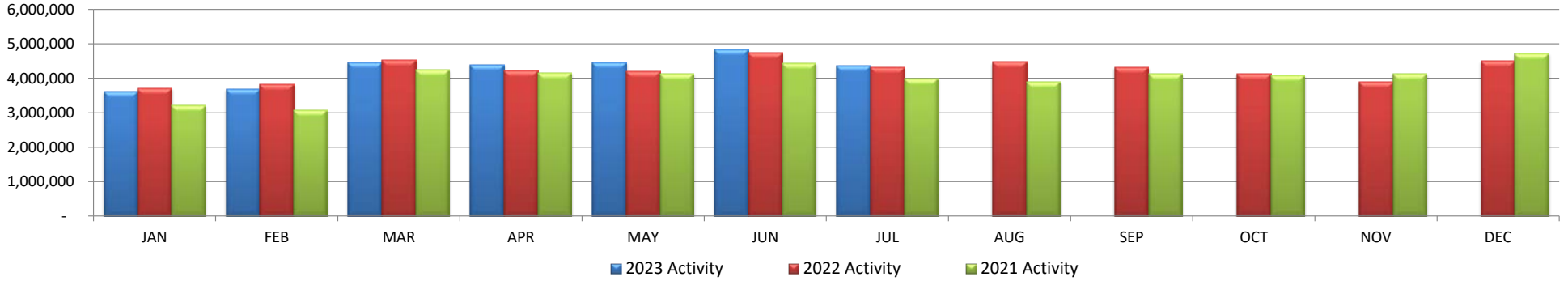
* Excludes budgeted GASB 68 year-end pension adjustment.

* VIA Connect July Invoice was not received on time to be included in the report.

NB: In the January through March reports, the Administrative costs had not been duly allocated to the Cumulative costs. That has been corrected.



BFT Sales Tax Comparison 2020 to YTD 2023



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	YTD
2023 Activity	3,621,393	3,685,398	4,462,542	4,404,165	4,461,692	4,845,735	4,376,047						29,856,973	\$ 29,856,973
2022 Activity	3,718,461	3,818,560	4,527,951	4,220,707	4,199,919	4,741,316	4,335,247	4,477,763	4,315,048	4,142,860	3,892,338	4,504,698	50,894,868	\$ 29,562,162
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	\$ 27,270,824
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	\$ 21,784,008
Chg 23 to 22	(97,068)	(133,162)	(65,409)	183,458	261,773	104,419	40,800	-	-	-	-	-	294,811	
Chg 22 to 21	500,991	738,291	274,103	58,223	72,428	307,145	340,156	569,799	178,872	42,300	(237,388)	(221,564)	2,623,356	
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 23 to 22	-2.6%	-3.5%	-1.4%	4.3%	6.2%	2.2%	0.9%						1.0%	
% Chg 22 to 21	15.6%	24.0%	6.4%	1.4%	1.8%	6.9%	8.5%	14.6%	4.3%	1.0%	-5.7%	-4.7%	5.4%	
% 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%	
2023 Budget	3,680,707	3,513,039	4,384,049	4,227,086	4,601,849	5,074,020	4,571,488	4,468,766	4,739,106	4,447,024	4,513,023	5,179,843	53,400,000	\$ 30,052,238
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	\$ 26,921,218
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	\$ 22,742,784
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	\$ 22,055,112
Vs. 2023 Budget	(59,315)	172,359	78,493	177,079	(140,157)	(228,285)	(195,440)						(195,266)	
Vs. 2022 Budget	378,549	622,113	705,824	535,321	11,060	272,590	115,486	406,023	(48,551)	113,489	(207,515)	(137,021)	2,767,368	9.8%
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	19.9%
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	-1.2%

