



## AGENDA

### CITIZENS ADVISORY NETWORK REGULAR MEETING

**Monday November 27, 2023 6:00 p.m.**  
**Benton Franklin Transit Administration Building,**  
**1000 Columbia Park Trail, Richland WA**

**Join Zoom Meeting:**

<https://us06web.zoom.us/join/88161679988>

or

<https://us06web.zoom.us/j/88161679988>

Meeting ID: 881 6167 9988

Passcode: 833979

Dial In: (888) 788 0099 US Toll-free

**1. CONVENE CAN MEETING**

Chair, Ed Frost

Convened at:

**2. ROLL CALL**

Secretary / Recorder, Dennis Kreutz

Representing	Attendee Name	Title	Status
Citizen Advisory Network	Ed Frost	Chair	
Citizen Advisory Network	Dori Luzzo-Gilmour	Vice Chair / Recruitment Chair	
Citizen Advisory Network	Dennis Kreutz	Recording Secretary	
Citizen Advisory Network	Frank Cuta	Member	
Citizen Advisory Network	Bernie Vinther	Member	
Citizen Advisory Network	Laurie Price	Member	
Citizen Advisory Network	Mathew Howie	Member	
Citizen Advisory Network	Nayeli Aranda	Member	
BFT Staff	Janet Brett	Manager of Communications	
BFT Staff	Brittany Nelson	Social Media Manager	
BFT Staff	David Parra	AGA Eligibility Supervisor	
BFT Staff	Megan Schmidt	Mgr Paratransit Operations	
BFT Staff	Kevin Sliger	Chief Planning & Development	
Guest	Brooklyn Hufstader	CAN Member Candidate	
Guest	Ulises Navarro	CAN Member Candidate	
Guest	Vanessa Pruitt	CAN Member Candidate	

**3. COMMENTS BY GUESTS:**

Chair, Ed Frost

**4. MINUTES OF OCTOBER 2023 REGULAR MEETING APPROVAL:**Chair, Ed Frost

Discussion:

Motion to Approve the Minutes by:

Second to Approve the Minutes by:

Minutes Approved unanimously by a Voice Vote of the CAN Members: YES / NO

**5. OLD BUSINESS:**

Chair, Ed Frost

A. QR Codes have been implemented on BFT signage at Transit stations and placards on DAR and Fixed Route Coaches per the recommendation of the CAN.

Dennis Kreutz noted that the QR Codes don't lead to the same information that is shown on the associated signage. Also, that the information displayed by using the QR Codes is not usable by visually impaired if read back in TEXT Format.

ACTION REQUIRED BY BFT: Kevin Sliger will respond at the next CAN Meeting in November.

NOTE: Per email received from Janet Brett on October24, after the CAN Meeting:  
I learned this morning that the QR codes on the route cards go directly to that route's webpage; the QR codes on the large route maps go to the schedule book.

FOR DISCUSSION: The original question centered on the QR Code displaying the same Text as on the signage so that it can be read by visually impaired. Is this possible?

**6. NEW BUSINESS:**

Chair, Ed Frost

A. BFT Social Media Manager Brittany Nelson present the following BFT Videos:  
Week Without Driving  
How To Rack Bike on BFT Coach  
Using Connect Services

B. BFT ADA Eligibility Supervisor David Para discuss and answer questions regarding Dial-A-Ride Eligibility.

C. BFT Manager of Paratransit Operations Megan Schmidt will answer questions about Paratransit Services.

D. Report from CAN Recruitment Committee: Dori Luzzo-Gilmour

E. Discuss December CAN Meeting date, fourth Monday is Christmas Day.

F. Assign CAN Member to attend BFT Board Meeting in December.  
CAN Member Dennis Kreutz is assigned.

**7. BFT BOARD / BFT STAFF COMMENTS:**

**8. CAN MEMBER COMMENTS:**

**9. OTHER:**

**10. NEXT MEETING:**

A. Regular CAN Meeting Monday December ??, 2023, at 6:00 p.m.

**11. ADJOURNMENT:**

Chair, Ed Frost

A. Meeting adjourned at:

# MINUTES

## CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday October 23, 2023 6:00 p.m.

Benton Franklin Transit Administration Building,  
1000 Columbia Park Trail, Richland WA

**Notice: Meeting attendance options include in-person and virtual via Zoom**

### Join Zoom Meeting:

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

Meeting ID: 989 6217 8731 Passcode: 833979

Dial In: (253) 215 8782 or (888) 788 0099 US Toll-free

### 1. CONVENE CAN MEETING

Chair, Ed Frost

Convened at: 6:00 pm

### 2. ROLL CALL

Secretary / Recorder, Dennis Kreutz

Representing	Attendee Name	Title	Status
Citizen Advisory Network	Ed Frost	Chair	Present
Citizen Advisory Network	Dori Luzzo-Gilmour	Vice Chair / Recruitment Chair	Present
Citizen Advisory Network	Dennis Kreutz	Recording Secretary	Present
Citizen Advisory Network	Frank Cuta	Member	Present
Citizen Advisory Network	Bernie Vinther	Member	Present
Citizen Advisory Network	Laurie Price	Member	Present
Citizen Advisory Network	Mathew Howie	Member	Present
Citizen Advisory Network	Nayeli Aranda	Member	Via Zoom
BFT Staff	Janet Brett	Manager of Communications	Present
BFT Staff	Kevin Sliger	Chief Planning & Development	Present
Guest			

### 3. COMMENTS BY GUESTS:

Chair, Ed Frost

None.

### 4. MINUTES OF SEPTEMBER 2023 REGULAR MEETING APPROVAL: Chair, Ed Frost

Discussion: None.

Motion to Approve the Minutes by: Dennis Kreutz

Second to Approve the Minutes by: Laurie Price

Minutes Approved unanimously by a Voice Vote of the CAN Members: YES

### 5. OLD BUSINESS:

Chair, Ed Frost

A. QR Codes have been implemented on BFT signage at Transit stations and placards on DAR and Fixed Route Coaches per the recommendation of the CAN.

Kevin Sliger, BFT reported that this in process for all signage.

Dennis Kreutz noted that the QR Codes don't lead to the same information that is shown on the associated signage. Also, that the information displayed by using the QR Codes is not usable by visually impaired if read back in TEXT Format.

Tabled until October CAN Meeting.

ACTION REQUIRED BY BFT: Kevin Sliger will respond at the next CAN Meeting in November.

FOR DISCUSSION: The original question centered on the QR Code displaying the same Text as on the signage so that it can be read by visually impaired. Is this possible?

NOTE: Per email received from Janet Brett on October24, after the CAN Meeting: I learned this morning that the QR codes on the route cards go directly to that route's webpage; the QR codes on the large route maps go to the schedule book.

## 6. NEW BUSINESS:

Chair, Ed Frost

### A. Discuss status of the BFT 2024 Annual Service Plan and Public Comments.

BFT Kevin Sliger made the presentation.

1. CAN Member Nayeli Aranda questioned whether there will be access to the new Pasco Vocational High School.  
BFT Response: Yes, via Route 65.

2. CAN Member Ed Frost questioned whether the residences no longer to be serviced by Route 25 on Cottonwood can be advised in advance by leaving flyers on doors.  
BFT Response: That can be done along with other methods.

3. CAN Member Dennis Kreutz questioned whether the budgeted vehicles and hours shown on the presentation slides reflected Route 50 additions.  
ACTION REQUIRED BY BFT: BFT Response: Believe so but will double check.

### B. BFT Report discussing how the Connect Service works: by BFT Kevin Sliger.

1. What determines eligibility to ride: BFT – Anyone can use the service.
2. Cost of service to riders, are BFT Passes honored: BFT – Yes, or \$1.50 per ride.
3. Where are the stops for residences, for destinations: BFT – Varies on schedule. Not determined until the ride is booked.
4. Are the vehicles ADA Compliant: BFT – currently only two are ADA Compliant.
5. BFT stated that rides from Tri-City Park-n-Rides to Airport is coming.
6. BFT stated that rides are available for destinations within ¼ mile of fixed route.

### C. BFT Board of Directors meeting report – by CAN Member Dori Luzzo-Gilmour:

1. There was a retiree with 30 years of service at BFT.

2. Several BFT Drivers spoke out about an employee that was terminated that they would like the Board to look into giving a second chance.

D. Report by CAN Recruitment Committee on new members applications:  
CAN Recruitment Committee Chair – Dori Luzzo-Gilmour:

Dori and Dennis have reviewed the new applications, went over the pertinent information in the meeting with Frank Cuto, and directed by Chairperson Ed Frost to proceed with interviewing three of the Applicants. Report back to the November CAN Meeting with recommendations of who to present to the Board for approval.

E. Assign CAN member to attend November BFT Board of Directors Meeting.  
ACTION REQUIRED BY CAN: Nayeli Aranda will attend the November Meeting.

**7. BFT BOARD / BFT STAFF COMMENTS:**

**8. CAN MEMBER COMMENTS:**

ACTION REQUIRED BY BFT: Chairperson Ed Frost requested that BFT Social Media Manager Brittany Nelson present the Week Without Driving and new Training Videos at the November CAN Meeting.

ACTION REQUIRED BY BFT: Chairperson Ed Frost requested that ADA Eligibility Supervisor David Para attend the November CAN Meeting to discuss how ParaTransit Eligibility is determined.

**9. OTHER:**

**10. NEXT MEETING:**

A. Regular CAN Meeting Monday November 27, 2023, at 6:00 p.m.

**11. ADJOURNMENT:**

Chair, Ed Frost

B. Meeting adjourned at: 7:47 pm