



AGENDA

CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday February 17, 2025 6:00 p.m.
BFT Administration Bldg. GM Conference Room
1000 Columbia Park Trail, Richland, WA

Join Zoom Meeting

<https://us06web.zoom.us/j/88161679988?pwd=fxrppdq7U7NCfNysoYymMxYiXmfUTu.1>

Meeting ID: 881 6167 9988 Passcode: 155544 Dial In: (253) 215 8782 or (888) 788 0099

CAN Meeting Agenda, Meeting Minutes and archived Zooms will be available at:
[Citizens Advisory Network - Board Information | Ben Franklin Transit \(bft.org\)](#)

1. CONVENE CAN MEETING

Convened at: 6:00 PM

Chair, Dennis Kreutz

2. ROLL CALL

Recording Secretary, Dennis Kreutz

| Representing | Attendee Name | Title | Status |
|--------------------------|--------------------|------------------------------|--------|
| Citizen Advisory Network | Dennis Kreutz | Chair – Recording Secretary | |
| Citizen Advisory Network | Vanessa Pruitt | Vice Chair | |
| Citizen Advisory Network | Dori Luzzo-Gilmour | Recruitment Committee Chair | |
| Citizen Advisory Network | Ed Frost | Past Chair | |
| Citizen Advisory Network | Bernie Vinther | Member | |
| Citizen Advisory Network | Brooklyn Hufstader | Member | |
| Citizen Advisory Network | Frank Cuta | Recruitment Committee | |
| Citizen Advisory Network | Laurie Price | Member | |
| Citizen Advisory Network | Nayeli Aranda | Member | |
| Citizen Advisory Network | Ulises Navarro | Member | |
| | | | |
| BFT Staff | Tom Drozdt | CEO | |
| BFT Staff | Janet Brett | Manager of Communication | |
| BFT Staff | Kevin Sliger | Chief Planning / Development | |
| BFT Staff | Gabe Martin | Manager of Transit Planning | |
| BFT Staff | Shea Walter | Executive Assistant | |

3. COMMENTS BY GUESTS:

Chair, Dennis Kreutz

4. JANUARY 2025 MEETING MINUTES APPROVAL:

Chair, Dennis Kreutz

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, Dennis Kreutz

6. NEW BUSINESS: Chair, Dennis Kreutz

A. Report of the February BFT Board Meeting – Ed Frost

B. 2024 BFT Agency Performance – Kevin Sliger

C. CAN Participation in BFT Events - Discussion

1. Request list of 2025 Events from BFT

2. 2025 Tri-Cities Triathlon

3. Parades

4. Ben Franklin Fair

D. Benton-Franklin County of Governments – Comprehensive Safety Action Plan.

This is an interactive map that was featured in a recent BFT Facebook post that is seeking public input from January 22 through March 09.

Discussion of CAN providing input.

[Safety Map | Benton-Franklin Council of Governments Comprehensive Safety Action Plan](#)

E. BFT discuss status of BFT's efforts to update Fixed Route Stops accessibility maps.

F. Review new CAN Membership applications:- Dori Luzzo-Gilmour

7. BFT BOARD / BFT STAFF COMMENTS: BFT Manager of Communication: Janet Brett

8. CAN MEMBER COMMENTS: Chair, Dennis Kreutz

9. OTHER: Chair, Dennis Kreutz

10. ASSIGN CAN MEMBER TO ATTEND NEXT BOARD MEETING:

Board Meeting March 13, 2025 6:00 PM BFT Board Room

CAN Member Assigned:

10. NEXT MEETING: Chair, Dennis Kreutz

Regular CAN Meeting Monday March 17, 2025 6:00 p.m.

Ben Franklin Transit Admin Building, GM Conference Room

1000 Columbia Park Trail, Richland WA

11. ADJOURNMENT: Chair, Dennis Kreutz

A. Meeting adjourned at:



MIINUTES

CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday January 27, 2025 6:00 p.m.
BFT Administration Bldg. GM Conference Room
1000 Columbia Park Trail, Richland, WA

Join Zoom Meeting

<https://us06web.zoom.us/j/88161679988?pwd=fxrppdq7U7NCfNysoYymMxYiXmfUTu.1>

Meeting ID: 881 6167 9988 Passcode: 155544 Dial In: (253) 215 8782 or (888) 788 0099

CAN Meeting Agenda, Meeting Minutes and archived Zooms will be available at:
[Citizens Advisory Network - Board Information | Ben Franklin Transit \(bft.org\)](#)

1. CONVENE CAN MEETING

Convened at: 6:00 PM

Chair, Dennis Kreutz

2. ROLL CALL

Recording Secretary, Dennis Kreutz

| Representing | Attendee Name | Title | Status |
|--------------------------|--------------------|------------------------------|---------|
| Citizen Advisory Network | Dennis Kreutz | Chair – Recording Secretary | Present |
| Citizen Advisory Network | Vanessa Pruitt | Vice Chair | Present |
| Citizen Advisory Network | Dori Luzzo-Gilmour | Recruitment Committee Chair | Zoom |
| Citizen Advisory Network | Ed Frost | Past Chair | Present |
| Citizen Advisory Network | Bernie Vinther | Member | Present |
| Citizen Advisory Network | Brooklyn Hufstader | Member | Present |
| Citizen Advisory Network | Frank Cuta | Recruitment Committee | Present |
| Citizen Advisory Network | Laurie Price | Member | Present |
| Citizen Advisory Network | Nayeli Aranda | Member | Absent |
| Citizen Advisory Network | Ulises Navarro | Member | Absent |
| | | | |
| BFT Staff | Tom Drozdt | CEO | Present |
| BFT Staff | Janet Brett | Manager of Communication | Present |
| BFT Staff | Kevin Sliger | Chief Planning / Development | Present |
| BFT Staff | Gabe Martin | Manager of Transit Planning | Present |
| BFT Staff | Julie Thompson | Director of Finance | Present |
| BFT Staff | Shea Walter | Executive Assistant | Present |

3. COMMENTS BY GUESTS:

Chair, Dennis Kreutz

None

4. DECEMBER 2024 MEETING MINUTES APPROVAL: Chair, Dennis Kreutz

Discussion: None

Motion to Approve the Minutes by: Laurie Price

Second to Approve the Minutes by: Frank Cuta

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

5. OLD BUSINESS:

Chair, Dennis Kreutz

None

6. NEW BUSINESS:

Chair, Dennis Kreutz

A. Report of the January 9 BFT Board Meeting – Dennis Kreutz

Inserted as Attachment A below:

B. BFT – Julie Thompson and Kevin Sliger

Presentation of the BFT 2025 Annual Budget

- a. Ed Frost noted that the Bus Revenue Hours have remained the same, but Boardings have increased by 9%, which is impressive.
- b. Tom Drozt noted that Coach Capacity Average is currently running at about 14 passengers per hour, but each bus's capacity is 37 passengers per hour so there is still plenty of room for increased ridership without significantly increasing Revenue Hours.
- c. Dennis Kreutz requested information to be able to compare the 2025 Budget against 2024 Actual Costs instead of comparing the prior Budget against Anticipated Budget. That information was not available at this meeting.
- d. CAN questioned why the labor budget was so high and BFT explained that that budget was so that Board Authorization would be enough to fund for all allocated positions to be filled.
- e. CAN asked why insurance budget was so high and BFT responded that BFT is in a Cohort with other transit agencies and the rates are prorated equally across the Cohort. This is monitored periodically to determine if it is still in the best interest for BFT to remain in the Cohort. BFT has been determined that it is in the best interest to stay.
- f. CAN requested a breakdown of what vehicles are being purchased in 2025. BFT responded:
 - Projecting twenty (20) 30–35-footer Coaches.
 - Two (2) of those will be Electric Vehicles
 - Projecting seventeen (17) Dial-A-Ride vehicles
 - Projecting forty (40) Ride Share vehicles
 - Project a Service Truck for fleet maintenance
 - Additionally, there are two (2) previously ordered Electric Coaches
- g. Brooklyn Hufstader requested information on how to get a request to BFT regarding existing bus stops that need improvement to be accessible and/or safe.

BFT responded that the best method is through the Customer Comment Portal for consideration. Kevin Sliger offered to assist with this if requested.

C. BFT – Kevin Sliger

Presentation of the BFT 2025 Annual Service Plan

- a. CAN questioned if there would be service on Kennewick Avenue between Dayton and Olympia.

BFT Response: Not this year.

- b. CAN requested information on how neighborhoods that are losing Fixed Route Service will no longer have a route there.

BFT Response: They will be notified in advance of the service changes.

- c. CAN noted that there is no mention of Hanford service in the 2025 ASP.

BFT Response: That service will be evaluated in 2025 and an update provided later.

7. BFT BOARD / BFT STAFF COMMENTS: BFT Manager of Communication: Janet Brett
Janet Brett presented a recently received CAN Membership Application for consideration by the CAN Recruitment Committee.

8. CAN MEMBER COMMENTS: Chair, Dennis Kreutz
Frank Cuta – update CAN on WA House Bill 1418, recommendation to have two members of the Public as Voting Members on Transit Boards.
Status: In Committee for discussion.

9. OTHER: Chair, Dennis Kreutz
None

10. ASSIGN CAN MEMBER TO ATTEND NEXT BOARD MEETING:
Board Meeting February 14, 2025 6:00 PM BFT Board Room
CAN Member Assigned: Ed Frost

10. NEXT MEETING: Chair, Dennis Kreutz
Regular CAN Meeting Monday February 17, 2025 6:00 p.m.
Ben Franklin Transit Admin Building, GM Conference Room
1000 Columbia Park Trail, Richland WA

11. ADJOURNMENT: Chair, Dennis Kreutz
B. Meeting adjourned at: 7:42 PM

ATTACHMENT A: REPORT OF THE JANUARY BFT BOARD MEETING

BOARD OF DIRECTORS REGULAR MEETING
THURSDAY, JANUARY 09, 2025, AT 6 P.M.

1. Citizens Advisory Network (CAN) December Report by Dennis Kreutz
2. Resolution 01-2025 A Resolution Authorizing the Chief Executive Officer to Accept the Completion of the Operations Building Construction was approved.
3. 2025 Annual Service Plan & Release for Public Comment presented by Kevin Sliger.
4. Notice of Delay and Reassessment of Approved Fare Structure
Recommendation Informational. BFT's Chief Executive Officer and staff will begin a reassessment of the proposed fare structure and bring more information to the Board in the coming months. This will lead to more public comment in the coming months.
5. Chief Executive Officer's report:
 - a. On Thursday, December 12, 2024, Ben Franklin Transit sent a bus to serve as a temporary warming shelter at the request of the Kennewick Fire Department. The bus offered a safe and warm space for displaced residents while the fire department managed the fire.
 - b. Ben Franklin Transit made a generous donation to the TriCities Food Bank in the form of unclaimed hams immediately following the Holiday Open House.
 - c. BFT delivered a 12-van to the Benton-Franklin Workforce Development Council as part of the BFT Van-Me-Down Program.
 - d. Graduation of a class of Three Fixed Route Drivers, and Three Mechanics.
6. Next Meeting
Regular Board Meeting – Thursday, February 13, 2025, at 6:00 p.m.