

# Agenda

## CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday April 21, 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

Chair, Dennis Kreutz

Convened at: 6:01 PM

### 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	Amber Wissenbach	Member	
Citizen Advisory Network	Bernie Vinther	Member	
Citizen Advisory Network	Brooklyn Hufstader	Member	
Citizen Advisory Network	Bill Barlow	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	Janet Brett	Manager of Communications	
BFT Staff			
BFT Staff			
BFT Staff			

### 3. COMMENTS BY GUESTS:

Chair, Dennis Kreutz

### 4. MARCH 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

- A. Report of the April BFT Board Meeting – Dennis Kreutz
- B. Issues with DAR scheduling and dispatch – Dennis Kreuz
  - 1. BFT reported last month they hired a person to manage the proposed upgrade to the existing Scheduling, Dispatch, and Ranger in-vehicle electronics.
  - 2. BFT – Kevin Sliger will provide input this meeting regarding status.

## 6. NEW BUSINESS:

Chair, Dennis Kreutz

- A. Review new CAN Membership applications:- Dori Luzzo-Gilmour
- B. CAN requested in the previous CAN Meeting that BFT Marketing get information to the various High Schools requesting students apply as CAN Members.
  - a. BFT - Update of the status?

- C. Resignation of two existing CAN Members:  
Dori Luzzo-Gilmour

Vannessa Pruit

- D. Review of BFT Events Schedule:  
Discuss CAN Involvement

Friday, May 2 12 noon	Fixed Route Driver Graduation Class 2025-02 Administration Building Boardroom
Monday, May 19 6 p.m.	Art Bus Awards at CAN Meeting Three Rivers Transit Center
Sunday, June 1 12 noon	BFT Dust Devils Baseball Brunch and Game Dusty's Deck GESA Stadium
Sunday, June 29 7 a.m.-3 p.m.	BFT Rodeo & Employee Picnic Gesa Stadium in Pasco
Wednesday, July 30 6 p.m.	BFT Dust Devils Baseball BBQ and Game Dusty's Deck GESA Stadium
Saturday, August 16 10 a.m.	Benton Franklin Fair Grand Parade Downtown Kennewick
Saturday, September 6 5:30 p.m.	BFT Dust Devils Baseball BBQ and Game Dusty's Deck GESA Stadium
Saturday, November 8 9:30 a.m.	Veterans Day Parade Downtown West Richland
Friday, December 5 5:45-6:15 p.m.	Richland Lighted Vehicle Parade John Dam Plaza

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

**8. CAN MEMBER COMMENTS:**

Chair, Dennis Kreutz

**9. OTHER:**

Chair, Dennis Kreutz

**10. ASSIGN CAN MEMBER TO ATTEND NEXT BOARD MEETING:**

Board Meeting May 8, 2025                      6:00 PM              BFT Board Room  
CAN Member Assigned:

**10. NEXT CAN MEETING:**

Monday May 19, 2025                      6:00 p.m.  
Ben Franklin Transit Admin Building, GM Conference Room  
NOTE: Three Rivers Transit Center, Kennewick (Art Bus Awards)

**11. ADJOURN:**

A. Meeting adjourned at:

## Minutes

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### CITIZENS ADVISORY NETWORK REGULAR MEETING

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

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**1. CONVENE CAN MEETING**

Chair, Dennis Kreutz

Convened at: 6:01 PM

**2. ROLL CALL**

Recording Secretary, Dennis Kreutz

Citizens Advisory Network	Dennis Kreutz	Chair – Recording Secretary	Present
Citizens Advisory Network	Vanessa Pruitt	Vice Chair	Absent
Citizens Advisory Network	Dori Luzzo-Gilmour	Recruitment Committee Chair	Present
Citizens Advisory Network	Ed Frost	Past Chair	Present
Citizens Advisory Network	Bernie Vinther	Member	Present
Citizens Advisory Network	Brooklyn Hufstader	Member	Zoom
Citizens Advisory Network	Frank Cuta	Recruitment Committee	Present
Citizens Advisory Network	Laurie Price	Member	Zoom

Citizens Advisory Network	Nayeli Aranda	Member	Absent
Citizens Advisory Network	Ulises Navarro	Member	Absent

BFT Staff	Tom Drozt	CEO	Present
BFT Staff	Gabe Martin	Planning Manager	Present
BFT Staff	Alex Smith	CFO	Present
BFT Staff	Julie Thompson	Director of Finance	Present
BFT Staff	Brian Lubanski	Marketing Manager	Present

### 3. COMMENTS BY GUESTS:

Chair, Dennis Kreutz

None

### 4. FEBRUARY 2025 MEETING MINUTES APPROVAL:

Chair, Dennis Kreutz

Discussion: None

Motion to Approve the Minutes by: Dori Luzzo-Gilmour

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

A. Dennis Kreutz requested that BFT provide past year actual costs vs proposed budget financial information at an upcoming CAN Meeting.

1. BFT would not commit to providing the information, but the December financial information will not be available until May according to Julie Thompson.
2. Ed Frost suggested that CAN try to glean the actual costs of previous years by using the published financial information.

### 6. NEW BUSINESS:

Chair, Dennis Kreutz

C. Report of the March BFT Board Meeting – Dennis Kreutz

D. Discuss status of BFT's efforts to update Fixed Route Stops accessibility maps. By Dennis Kreutz from information provided by Kevin Sliger.

1. Stops that have been checked for ADA Compliance are shown in Green on Transit App, in Red if NOT ADA Compliant, in Gray if not yet checked.
2. The indications know only show ADA compliance if they have been physically checked by ADA.

E. Issues with DAR scheduling and dispatch – Dennis Kreutz

3. BFT has hired a person to manage the proposed upgrade to the existing Scheduling, Dispatch, and Ranger in-vehicle electronics. Michelle Encisco will provide input to CAN as this progresses.

F. BFT Presentation of Treasurer's Report - JulieThompson

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

1. Two applicants information were presented to the CAN and voting was done for approval and to provide their names to BFT.
2. Bill Barlow was voted unanimously as new member of CAN.
3. Amber Wissenbach was voted unanimously as new member of CAN.

4. CAN requested that BFT Marketing get information to the various High Schools requesting students apply as CAN Members.

H. Discuss future CAN Meeting times – Frank Cuta

1. After discussion it was agreed unanimously to set the CAN Meeting times to 6:00PM until 7:30PM.

- I. Dori Luzzo-Gilmour stated that she will be able to participate as a CAN Member until April in order to review new CAN Applications, but she will need to resign from CAN at that time due to her time constraints.

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

Brian Lubanski – Marketing Manager:

1. Upcoming BFT Events were discussed, with an agreement to provide a schedule of upcoming events to CAN as available.
2. WISTA Conference will be in October and CAN Members are encouraged to attend.

#### **8. CAN MEMBER COMMENTS:**

Chair, Dennis Kreutz

#### **9. OTHER:**

Chair, Dennis Kreutz

#### **10. ASSIGN CAN MEMBER TO ATTEND NEXT BOARD MEETING:**

Board Meeting April 10, 2025                      6:00 PM              BFT Board Room  
CAN Member Assigned: Dennis Kreutz

#### **10. NEXT CAN MEETING:**

Monday April 21, 2025                      6:00 p.m.  
Ben Franklin Transit Admin Building, GM Conference Room  
1000 Columbia Park Trail, Richland WA

#### **11. ADJOURN:**

B. Meeting adjourned at: 7:45PM