



MINUTES

CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday May 20, 2024 6:00 p.m.

Three Rivers Transit Center, Conference Room Kennewick, 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, 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	Zoom
Citizen Advisory Network	Bernie Vinther	Member	Present
Citizen Advisory Network	Laurie Price	Member	Absent
Citizen Advisory Network	Mathew Howie	Member	Zoom
Citizen Advisory Network	Nayeli Aranda	Member	Absent
Citizen Advisory Network	Brooklyn Hufstader	Member	Absent
Citizen Advisory Network	Ulises Navarro	Member	Present
Citizen Advisory Network	Vanessa Pruitt	Member	Present
BFT Staff	Janet Brett	Manager of Communication	Present

3. COMMENTS BY GUESTS:

Chair, Ed Frost

- A. BFT has invited the Winners of the 2024 BFT Art Contest to attend the May 2024 CAN Meeting and be introduced to the Citizen Advisory Network.

CAN Chairman Ed Frost welcomed the Art Contest Winners and families/friends, thanking them for participating in this decades long tradition. BFT Brittany Archibald presented the winners with a plaque and gift cards prior to a tour of the Coach with the artwork displayed.

4. MINUTES APRIL 2024 MEETING MINUTES APPROVAL: Chair, Ed Frost

Discussion: None

Motion to Approve the Minutes by: Dennis Kreutz

Second to Approve the Minutes by: Dori Luzzo-Gilmour

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

5. OLD BUSINESS:

Chair, Ed Frost

- A. In the February CAN Meeting BFT Imelda Collop presented information regarding new rollout of Audio.

CAN Members Discussion: An investigative CAN Team consisting of Vanessa and Frank had met with BFT, and presented their findings.

1. Frank stated that they had listened to the audio inside and outside of the Coaches and noted that some audio was hard to distinguish the words.
2. He also said that they noted the audio volume was low on one of the Coaches, but that was corrected on the spot.
3. They reviewed the Transit App and found that it worked pretty well.
4. They tested being able to convert existing BFT signage to audio, and that it was usable.
5. They trained BFT Staff on how to use iPhone to convert text to audio.
6. It was agreed by the CAN to put together a summary of the findings and transmit it to Janet Brett for distribution at BFT, and she will arrange to have representative(s) from BFT report at the June 17 CAN Meeting.

BFT ACTION ITEM: Follow-up report in June CAN Meeting.

6. NEW BUSINESS:

Chair, Ed Frost

- A. Report of the May BFT Board of Directors Meeting.

CAN Member: Dori Luzzo-Gilmour

1. Discussed possible impact of Director Clint Didier’s proposal to pull Franklin County out of the Ben Franklin Public Transportation Benefit Area.
2. The CAN will wait for the BFT Board to take any action before becoming involved.
3. Discussed the need to follow-up to the Board with an example of how the CAN Recommendations will be handled using the Document Identification Number that was recommended.

CAN ACTION ITEM: Dennis Kreutz will update the previous three CAN Recommendations and put them into the recommended format for transmittal to Janet Brett.

- B. Discuss changing CAN Meeting dates to allow for prompt submittal of items onto the subsequent BFT Board Meetings.

<u>Board Meeting Date</u>	<u>Due Date for Board Packet</u>	<u>Proposed CAN Mtg</u>
July 11, 2024	June 27, 2024, at 12 noon	June 17
August 8, 2024	July 25, 2024, at 12 noon	July 15
September 12, 2024	August 29, 2024, at 12 noon	Aug 19
October 10, 2024	Sept 26, 2024, at 12 noon	Sept 16
November 14, 2024	Oct 31, 2024, at 12 noon	Oct 21

December 12, 2024

Nov 27, 2024, at 12 noon

Nov 18

A Motion was made by Dori Luzzo Gilmour to change CAN Meeting dates to those proposed above.

The Motion was seconded by Frank Cuta.

The Motion passed unanimously.

C. Assign CAN Member to attend BFT Board Meeting:

NOTE: There is NO Board Meeting in June.

7. BFT BOARD / BFT STAFF COMMENTS:

BFT Janet Brett requested that all CAN Correspondence to BFT Management or BFT Board be routed through her.

8. CAN MEMBER COMMENTS:

1. Frank Cuta asked BFT if it is possible for CAN Members to attend the August 12-14 Washington State Transit Association Conference in Kennewick WA.

BFT ACTION ITEM: Janet Brett will check and get back with information.

2. Dennis Kreutz asked BFT if it possible for BFT Users and/or CAN Members to take part in workshops or groups that are exploring solutions for technical or policy issues.

BFT ACTION ITEM: Janet Brett will check and get back with information.

9. OTHER:

10. NEXT MEETING:

A. Regular CAN Meeting Monday June 17, 2024, in the Three Rivers Transit Center Office, at 6:00 p.m.

11. ADJOURNMENT:

A. Meeting adjourned at: 7:45PM

Chair, Ed Frost