



AGENDA

(Updated August 23, 2023)

CITIZENS ADVISORY NETWORK REGULAR MEETING

Monday August 28, 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

1. CONVENE CAN MEETING

Chair, Ed Frost

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	
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	
BFT Staff	Rachelle Glazier	General Manager	
BFT Staff	Brandy Arojo	ADA Liaison Supervisor	
BFT Staff	Janet Brett	Manager of Communications	
BFT Staff			
BFT Staff			
BFT Staff			
Guest			

3. COMMENTS BY GUESTS:

Chair, Ed Frost

4. MINUTES OF JULY 24, 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. Disposition of proposed by-laws changes
- B. Status of non-attending CAN members – (report) BFT staff
- C. Nominating Committee report
- D. How to interface with agencies and organizations (discussion)
- E. 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.

6. NEW BUSINESS:

Chair, Ed Frost

- A. BFT financial information and budget –(presentation) BFT Staff
- B. Update on BFT Special Event services – (presentation) BFT Staff
- C. BFT August Board meeting – Dori Luzzo-Gilmour
- D. Discuss Driver and Rider safety after recent incident where two BFT Coaches were struck by a pellet gun in Pasco. – Dori Luzzo-Gilmour
- E. Discuss impact on Riders when BFT starts enforcing exact fees required starting September 1. Dori Luzzo-Gilmour
- F. Discuss issues encountered regarding scheduling of Dial-A-Ride. Dennis Kreutz
 - 1. Confirmation of schedule is not sent via email if ride request is called in.
 - 2. Scheduling or Dispatch is changing or incorrectly entering addresses.
 - 3. Ride is scheduled correctly but confirmation is not sent when request is done online.

7. BFT BOARD / BFT STAFF COMMENTS:

8. CAN MEMBER COMMENTS:

9. OTHER:

10. NEXT MEETING:

A. Regular CAN Meeting Monday September 25, 2023, at 6:00 p.m.

11. ADJOURNMENT:

Chair, Ed Frost

A. Meeting adjourned at: