

**SKAGIT TRANSIT  
CITIZENS' ADVISORY COMMITTEE  
MEETING MINUTES**

Tuesday, December 8, 2015 5:05 p.m.  
Skagit Station Conference Room  
Mount Vernon, WA

The meeting was called to order at 5:05 p.m.

**Committee Members**

Joy Kane  
Valerie Rose  
Dick Phillips  
Doris Brevoort  
Lynne Jordan  
Joe Kunzler

**Skagit Transit**

Carolyn Chase

**Members of the Public**

None

**I. Public Comment:**

Joe Kunzler read a written statement that requested Skagit Transit staff to prepare an annual accountability report and proposed a number of 2016 goals. Some of the items to be included in the annual accountability report included miles traveled and ridership, farebox recovery, monthly passes purchased, the cost of fare collection, cost per service hour of bus operation, and goals for the coming year.

It was decided that Joe would present information on his request, including examples of accountability reports from other agencies, at the January CAC meeting.

**II. Approval of Minutes:**

A needed correction to the misspelling of Lynne Jordan's name was noted. With this correction, the minutes were approved unanimously.

**III. Budget Presentation**

The CAC reviewed projected revenues and expenditures in the draft 2016 budget and discussed differences between the draft budget and the 2015 budget. The group discussed the reduction in the advertising budget (-\$5,000) seen in the draft document and how a reduction could hamper CAC goals of enhancing public outreach. A motion was made by Valerie Rose and seconded by Joe Kunzler to restore the \$5,000 to advertising in the final 2016 budget.

**IV. Future Agenda Items**

As discussed in previous meetings, there will be space on upcoming agendas for CAC members with particular areas of concern or interest to speak on that matter. At this meeting, the group took time to plan out future agendas. All presentations should include possible next steps for furthering improvements or changes. The following was decided:

- **January, 2016 Agenda.** Joe Kunzler will lead discussion on the need for a Skagit Transit Accountability Report. Staff to be ready to present on existing data and the cost of additional data.
- **February, 2016 Agenda.** Valerie Rose and Lynne Jordan to lead discussion on public engagement and outreach.
- **March, 2016 Agenda.** All CAC members welcome to discuss route issues.

- **April, 2016 Agenda.** Joy Kane to present on the challenges she has encounters with Paratransit service.

**V. Adjournment**

The meeting was adjourned at 6:00 PM.

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Joy Kane, Chair  
Skagit Transit Citizens' Advisory Committee

Attest:

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Carolyn Chase  
Service Development Planner