

May 2026 – Meeting Minutes

Community Advisory Committee (CAC)

Date: May 12, 2026

Time: 4:30 PM – 5:22 PM

Location: Skagit Station Community Room (in-person)/Microsoft Teams (online)

CAC Chair: Judy Jones

Minutes Prepared by: Rogelio Conejo

1. Call to Order

The meeting was called to order by Maleah K. and proceeded according to the agenda.

2. Announcements & Updates

- **Staffing Update:**
 - Jenny (Customer Service) has accepted a new internal role as a dispatcher.
 - Recruitment is underway:
 - 72 applicants received.
 - 5 candidates scheduled for interviews.

3. Old Business

Week Without Driving Initiative

- The committee discussed expanding participation compared to last year.
- Plan to **partner with Skagit Transit** for greater collaboration.
- A list of **five proposed activities** was developed.

Key Points:

- Each activity will:
 - Be collaborative between CAC and transit staff.
 - Include defined outcomes and benefits.
- CAC members are asked to:
 - **Volunteer as activity leaders** for each initiative.

- Refine and develop activity details.
- Examples of potential activities:
 - Riding transit (fixed route or paratransit)
 - “Lunch without driving” group outing
 - Community outreach (e.g., distributing materials at libraries)
 - Board/staff participation in transit experiences

Staff Input:

- Emphasis on:
 - Clear goals and “asks” for each activity
 - Identifying short-term improvements (cost-neutral)
 - Gathering feedback to inform planning and funding priorities
- Opportunity to strengthen:
 - Collaboration
 - Community engagement
 - Understanding of rider experience

Next Steps:

- Members to review activity list.
- Volunteer leaders to be identified **by next meeting**.
- Irene to distribute materials via email.

4. Communication & Coordination

- A **central CAC email account** will be used for:
 - Record-keeping
 - Public records compliance
- Members encouraged to include this email in communications.
- Accommodation note:
 - Printed materials can be mailed to members without email access.

5. New Business

Agenda Format

- Current format (plain text) is preferred for accessibility.
- Members may request alternate formats (e.g., PDF).

6. Upcoming Items

- **Next Meeting:**
 - Scheduled for **June 16 at 4:30 PM**
 - Possible extension by 30 minutes under consideration
 - A substitute will attend if staff are unavailable
- **Transit Development Plan (TDP):**
 - Will be released for **public comment (30+ days)**
 - Members encouraged to review and provide feedback

7. Public/Member Comments

- A member noted not receiving prior CAC-related emails.
- Staff will ensure distribution lists are updated.

Adjournment: 5:22 P.M.

Next Meeting: June 9, 2026

Time: 4:30 P.M.

Location: Skagit Station Community Room (in-person)/Microsoft Teams (online)