

Community Advisory Committee (CAC)

DRAFT Meeting Minutes

Date: February 10, 2026

Time: 4:30 PM – 5:30 PM

Location: Hybrid (in person at Skagit Station & Microsoft Teams)

Recorded by: Skagit Transit

1. Call to Order

The meeting was called to order at approximately 4:34PM by CAC Chair, Judy Jones.

2. Roll Call

- **Guests/Public:** The Chair asked for public commenters and guests; none present.
- **CAC Members Present:** Monette Partin, Louise Edens, Valerie Rose, BJ Carol, Irene Prokuski, Chris Jones, Ray Brock, John Norman, and Judy Jones.
- **Staff Present:** Derek Messling, Jennifer Selander, Rogelio Conejo and Sarah Pelle

1.2 Approval of January 2026 Minutes

Item: Approval of January 13th meeting minutes

Motion: Move to Approve January 2026 minutes as submitted

Moved by: Valerie Rose

Seconded by: Chris Jones

Vote: Passed unanimously

Decision: January 13 minutes accepted as submitted.

1.3 Staff Liaison Update

- **2:49–3:19** — CAC Chair, Judy Jones, announced that Skagit Transit staff member Maleah K. is on bereavement leave; timeframe unknown.

2) Skagit Transit Staff Reports

2.1 Introductions

- **Report** (Given by Rogelio Conejo)
 - Rogelio C. introduced Jenny S., Skagit Transit's new Customer Service Representative, in-person.
 - Jenny stated she started two weeks ago and is excited to participate.

2.2 Ridership Report (December)

- **Report** (Given by Rogelio C.)
 - Fixed Route: 37,547 riders; up 6.4% vs. prior year (December).
 - Paratransit: 5,745 riders; 12.68% vs. prior year.

2.3 National Transit Database (NTD) Reporting

- **Report** (Given by Rogelio C.)
 - Annual NTD reporting underway; due end of April.
 - Some productivity/cost-per-trip figures are placeholders based on 2024 NTD data.
 - Finalized year-end totals are expected in early March, with a year-end report to be shared with CAC for review and question development.

2.4 Operational / Planning Updates

- **Report** (Given by Derek Messling)
 - Website accessibility updates to improve compliance (referenced WCAG).
 - Paratransit booking system launch is underway via Spare Mobility app; more information to be shared closer to launch.
 - Advertising policy submitted to the Board's governance committee; feedback expected next week; CAC members can route questions/concerns to Maleah Kuzminsky.
 - Transit Development Plan (TDP): Maleah began work on this plan; with a goal to open public comment period May 15th.

2.5 Advertising Policy Discussion (Committee Q&A)

- **Question (Valerie R) and response (Derek M.)**
 - Valerie asked if policy covers:
 - External ads (businesses/nonprofits placing physical ads on buses), and
 - Internal agency self-promotion (wraps/signage, messaging).
 - Derek: policy is mostly external but could also support agency-based messaging depending on implementation details; advised sharing policy for committee review.

- **13:09–14:29 — Chair**
 - Chair noted intention from prior month to discuss advertising policy before Board consideration, but bereavement leave disrupted distribution/discussion.
 - Staff committed to getting the policy to the Chair / committee and informing Malia of the request.

2.6 Travel Training and Outreach (Sarah)

- **15:05–17:22 — Sarah Pelle (Travel Trainer & Event Specialist)**
 - Reported three new travel training clients recently.
 - Upcoming outreach/events:
 - **Feb 19:** Lucille Umbarger Middle School parent-teacher conferences — youth passes, youth program promotion, travel training outreach.
 - **Feb 23:** “Walk/Roll” event with Non-Drivers Alliance — Sarah and Derek attending as Skagit Transit representatives.
 - **Feb 24:** Presentation at “Where the Heart Is” — fixed route options + travel training program.
 - **Mar 4:** Concrete High School incoming freshman orientation — youth passes + travel training promotion.
 - **17:22–18:26 — Follow-up**
 - Chair referenced Mar 28 event coordination; Sarah to follow up with VJ, and noted Louise was present as a contact.

2.7 Close of Staff Reports

- **18:32–18:49**
 - Chair asked for any additional Skagit Transit reporting; staff: none.
 - Roelio: no additional items.

3) Committee Business and External Partner Updates

3.1 March 28 Community Event — “Memory Roundup”

- **19:12–20:25 — Louise (committee/guest)**
 - Announced “Memory Roundup” event:
 - Date/Time: Saturday March 28, 10:00 AM–2:00 PM
 - Location: Swinomish Yacht Club, La Conner
 - Program includes resource exhibits and speakers:
 - Patricia Hunter (State Ombuds) on elder abuse
 - Carol Johnson on scams

- Louise invited CAC members/Skagit Transit to attend; mentioned prizes and community give-back intent.
- **20:37–21:17 — Ray**
 - Confirmed she took over special projects; noted Louise covered key points.
 - Mentioned Patricia Hunter has **MSW** credential and suggested reading about her online.

3.2 Feb 23 “Walk/Roll” Event — Non-Drivers Alliance

- **21:41–27:33 — Chair overview**
 - Event details:
 - Date: Sunday Feb 23
 - Location: Sedro-Woolley Library
 - Time: 10:00 AM–1:00 PM
 - Registration required; Chair indicated registration deadline was Friday the 13th (as stated in transcript).
 - Purpose: pedestrian/non-driver safety, sidewalk/accessibility mapping and tools.
 - Partners mentioned:
 - **Non-Drivers Alliance**
 - UW/Seattle group referenced as “TASCAR Center” (as spoken)
 - Demonstration of sidewalk mapping database + “AVIV/Avivve” scouting tool (as spoken); devices available for participants to test.
 - **27:33–27:45 — Manette**
 - Confirmed attendance/registration for the Feb 23 event.

3.3 Riders on Boards — Outreach to Intercity Transit

- **28:22–35:13 — Chair**
 - Chair reported meetings/discussions with:
 - Commissioner Browning (Board chair) on Jan 22
 - Amanda Collins (Intercity Transit CAC liaison) in a recent call (date referenced as “yesterday” within transcript)
 - Purpose: gather operational details on how Intercity Transit implements rider representation on its board.
 - Key background shared (per Chair’s recounting):
 - Intercity Transit board structure: 6 elected officials + 3 rider members (total 9).
 - CAC recruitment practices: annual recruitment cycle (Aug–Oct/Nov), strong outreach, term limits.
 - Next step: plan a March coordination call between Skagit Transit + Commissioner Browning + Chair + Intercity Transit (and involve Maleah K.).

4) Bylaws Discussion (Revisions; Section 5.2 Focus)

4.1 Review of Revised Bylaws Table

- **35:28–36:37 — Chair**
 - Members received a side-by-side table: original bylaw text (left) and revised text (right).
 - Chair stated first two sections appeared acceptable; focus remained on **Section 5.2**.

4.2 Proposed Process: “Call for Nominations” (Oct–Nov)

- **36:44–41:28 — Chair explanation**
 - Chair proposed replacing “recommendations” concept with a formal Call for Nominations process:
 - Call for nominations announced at the meeting prior to elections (e.g., October for November elections).
 - Members submit nominations to Chair or staff liaison.
 - Between meetings, Chair confirms nominees’ willingness to accept/decline.
 - At the election meeting (typically November), Chair/Vice Chair officially opens nominations and proceeds with election process.
- **39:51–41:06 — Clarifying Q&A (Manette + Chair)**
 - Manette summarized understanding; Chair clarified acceptance/decline occurs between meetings.
- **41:48–43:17 — Irene clarification**
 - Irene asked about month-by-month sequencing; Chair confirmed the intent is a two-month process (October call; November nominations opened and elections conducted).

4.3 Process for Legal Review and Return to CAC

- **43:51–45:02 — Chair**
 - No bylaw vote taken at this meeting.
 - Plan (as described): submit approved sections to Crystle (legal review), return draft back to CAC around March, then CAC reviews legal language before finalizing.

4.4 Committee Consensus to Forward Section 5.2 Language

- **46:32–47:19 — Derek Messling**
 - Asked Chair to loop Maleah K in; indicated Maleah should be available this week.
- **49:08–50:00 — Chris Jones**
 - Confirmed Chair’s request: committee agreement to submit recommendations to Malia for next steps.
- **50:00–50:20 — Judy Jones**
 - Asked if anyone disagreed; none recorded.

- **Outcome:** Chair to forward the revised bylaw recommendations (including Section 5.2 language) to Maleah, and onward for legal review. (49:08–50:20)

5) Closing Items

5.1 Advertising Policy Follow-up Request

- **50:33–51:22 — Monette + Judy**
 - Manette asked whether CAC will revisit advertising policy.
 - Chair indicated likely March, acknowledging it may go to the Board before CAC discussion occurred.
 - Derek noted the policy is on the Board agenda “this month” (as stated).

5.2 Adjournment

- **52:10–52:41 — Motion**
 - **Mover: Ray** — motion to adjourn.
 - **Second: Valerie**
 - **Vote:** approved (ayes; no opposition recorded)
 - **Adjourned.** (52:10–52:41)