



Transit Advisory Group (TAG)

**Jefferson Transit Authority
Transit Advisory Group Meeting Agenda
Wednesday, January 7, 2026, 5:00 PM**

In-Person: Jefferson Transit Board Room, 63 Four Corners Road, Port Townsend, WA 98368

Attend via Zoom: <https://us06web.zoom.us/j/82896656068>

Audio Only: Dial: (Toll Free) 833 548 0282 Webinar ID: 828 9665 6068

To provide public comment: press *9 to raise hand, press *6 unmute/mute audio.

It is the mission of the Jefferson Transit Authority (JTA) Transit Advisory Group to advocate for public transit and to serve as a resource to the Jefferson Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

- I. Call to Order/Roll Call**
- II. Public Comment**
- III. Consent Agenda (action)**
 - a. Approval of November 5, 2025 Meeting Minutes
- IV. JTA Board Update**
- V. Staff Reports**
- VI. Unfinished Business**
- VII. New Agenda Items**
- VIII. New Business**
 - a. Proposed TAG Bylaws Amendments (action)
 - b. 2026 Goals and Workplan (discussion)
 - c. 2026 Meeting Topics (discussion)
 - d. 2026 Calendar and Community Events (discussion)
 - e. Feedback from TAG Members to JTA for 2026 (discussion)
- IX. Agenda Planning**
- X. Public Comment**
- XI. Adjourn**

Jefferson Transit Authority | Transit Advisory Group (TAG)

Draft Meeting Minutes

Wednesday, November 5, 2025 | 5:00 p.m.
63 Four Corners Road, Port Townsend, WA 98368

CALL TO ORDER/ROLL CALL

The meeting was called to order at 5:00 p.m. by Linda MacIntyre. A quorum was present.

TAG Members Present: Linda MacIntyre [Chair], Deborah Jahnke [Vice Chair], John Frasca, Becci Kimball, Laurel Geyer, Dave Nakagawara, Rose Harris, and Tim Caldwell

Staff/Board Members Present: Jefferson County Commissioner Greg Brotherton, General Manager Nicole Gauthier, Marketing and Outreach Manager Kelly Olsen, and Clerk of the Board Amanda Watkins

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Motion: Dave Nakagawara moved to approve the consent agenda. Becci Kimball seconded the motion.

Vote: The motion carried unanimously, 8-0 by voice vote.

Jeff Kostechka joined at 5:03 p.m.

JTA BOARD UPDATE

Nicole Gauthier presented a summary of the topics covered at the Authority Board Meeting on November 4, 2025. The summary included updates on the proposed 2026 budget, the Sunday service pilot program scheduled to begin in May 2026, water pressure issues in the Third Maintenance Bay, bus signage, and the CAD/AVL project.

STAFF REPORTS

Nicole Gauthier provided JTA staffing, ridership, and micro transit updates. Kelly Olsen provided an overview of past and upcoming community events, social media, and marketing data.

NEW AGENDA ITEMS

There were no new agenda items.

NEW BUSINESS

2026 Upcoming Vacancies and Reorganization of Officers

Nicole Gauthier reported that two TAG member positions will become vacant in 2026 due to the resignations of Brandon Maxwell and Laurel Geyer. JTA plans to begin recruitment to fill these openings. Linda MacIntyre invited TAG members to share comments on the nomination of Chair and Vice Chair officers for 2026.

Motion: Deborah Jahnke moved to elect Linda MacIntyre as Chair for 2026. Laurel Geyer seconded the motion.

Vote: The motion carried unanimously, 9-0 by voice vote.

Motion: Becci Kimball moved to elect Deborah Jahnke as Vice Chair for 2026. Tim Caldwell seconded the motion.

Vote: The motion carried unanimously, 9-0 by voice vote.

2026 Meeting Schedule Adoption

Linda MacIntyre proposed the TAG meeting schedule for calendar year 2026.

Motion: Tim Caldwell moved to approve the 2026 meeting schedule. Deborah Jahnke seconded the motion.

Vote: The motion carried unanimously, 9-0 by voice vote.

Role of Transit in Emergency Preparedness and Response Panel

Bret Black, Chief of East Jefferson Fire Rescue, and Willie Bence, Jefferson County Emergency Management Director, gave a presentation on the role of transit in emergency and disaster preparedness. They highlighted the importance of Jefferson County Nixle emergency alerts, reducing roadway congestion, and using transit buses for evacuations. Potential disaster scenarios discussed included wildfires, earthquakes, and flooding. The presenters stressed key factors such as personal safety, fuel availability, and community response. Their presentation concluded with a question-and-answer session and group discussion.

Transit and Tourism Follow-Up

Linda MacIntyre reviewed the key takeaways from the earlier discussion on transit and tourism, along with possible follow-up actions. She and Becci Kimball proposed creating a transit and tourism subcommittee to ensure consistent promotion of current information. The group expressed support for the idea, and interest was gauged in forming a temporary (6-month) subcommittee to address how transit can be leveraged to promote tourism.

Update on Port Townsend's Sustainable Streets Plan and Active Transportation Plan

Jeff Kostechka provided an update on current plans for non-motorized transportation. These plans emphasize improvements to trails and sidewalks and enhancing curbs and shoulders to make walking and biking more comfortable. They also include creating connected routes with signage, designed to better link people within the town.

AGENDA PLANNING

Linda MacIntyre asked the group to come prepared for the next meeting with feedback on potential goals, work plan ideas, subcommittee needs and education topics for 2026.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting concluded at 6:34 p.m. The next TAG meeting will be held on January 7th, 2026.

Clerk of the Board

Date

DRAFT

Fixed Route Ridership Numbers: 2024-2025

2024														
	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1202	1181	1461	1371	1631	1266	1155	1304	1323	1444	1115	1239	15692	1308
#11 Shuttle	4322	4636	5190	5230	5311	5709	6293	6566	6080	6203	5177	5443	66160	5513
#2 Ft. Worden	1240	1290	1635	1586	1896	1722	1949	1933	1696	1919	1446	1383	19695	1641
#3 Castle Hill	954	1045	1208	1221	1322	1179	1208	1450	1349	1582	1157	1102	14777	1231
#4 Upper Sims Loop	2999	3162	3275	3345	3627	3397	3674	3836	3422	3995	3140	3192	41064	3422
#6A Tri Area	1174	1132	1238	1286	1435	1255	1312	1256	1227	1354	1110	1175	14954	1246
#6B Tri Area	1056	1125	1231	1342	1288	1211	1260	1277	1216	1322	1052	1219	14599	1217
#7 Poulsbo	1236	1297	1393	1414	1514	1396	1555	1692	1536	1524	1170	1387	17114	1426
#8 Sequim	1019	1243	1284	1525	1626	1531	1867	1835	1663	1598	1304	1410	17905	1492
#14 Kingston Express	277	278	331	350	341	406	527	434	461	393	367	406	4571	381
Wooden Boat	0	0	0	0	0	0	0	0	7017	0	0	0	7017	7017
Riders	15479	16389	18246	18670	19991	19072	20800	21583	26990	21334	17038	17956	233548	19462
Average Per Day	619.16	682.88	701.77	718.08	768.88	762.88	800.00	799.37	1124.58	790.15	709.92	718.24	765.73	766
On Time Performance	98.95	98.78	97.90	98.07	96.85	96.67	96.79	97.75	97.55	98.59	98.44	97.99	97.86	97.86
#Days In Service	25	24	26	26	26	25	26	27	24	27	24	25	305	25
Mileage	40057	39269.4	42318.5	43093	43018.7	40667.7	43102.8	44164	39605	44740	38848	41300.2	500184	41682

Affected Snow Days: 1/11/24 - 1/12/24, 1/17/24 - 1/18/24, 1/23/24 - 1/24/24, 1/26/24

#3 Castle Hill started deviation on 10-24-2023 through present

5/18/24 Rhody Parade Deviation

9/6/24 - 9/8/24 Wooden Boat

2025														
	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Yearly Total	Monthly Average
#1 Brinnon	1394	1009	1282	1429	1427	1234	1332	1238	1329	1521	1114		14309	1301
#11 Shuttle	5986	5307	6318	7143	7332	7865	8293	8224	7594	7636	6280		77978	7089
#2 Ft. Worden	1489	1278	1563	1710	1722	1758	1921	1800	1574	1431	1091		17337	1576
#3 Castle Hill	1273	1149	1407	1399	1406	1442	1535	1332	1304	1571	1092		14910	1355
#4 Upper Sims Loop	3610	3274	3988	4094	4156	4091	4459	4387	4138	3990	2934		43121	3920
#6A Tri Area	1324	1182	1406	1365	1392	1218	1373	1380	1341	1452	1151		14584	1326
#6B Tri Area	1226	1279	1345	1427	1365	1396	1474	1402	1300	1387	1066		14667	1333
#7 Poulsbo	1393	1403	1503	1666	1572	1667	1866	1719	1548	1565	1230		17132	1557
#8 Sequim	1558	1293	1624	1586	1612	1589	1777	1737	1803	1840	1371		17790	1617
#14 Kingston Express	418	427	548	525	651	632	743	841	712	742	593		6832	621
Wooden Boat	0	0	0	0	0	0	0	0	6246	0	0		6246	6246
Riders	19671	17601	20984	22344	22635	22892	24773	24060	28889	23135	17922	0	244906	22264
Average Per Day	786.84	765.26	807.08	859.38	870.58	915.68	952.81	925.38	1155.56	856.85	779.22	0.00	880.96	880
On Time Performance	98%	98%	97%	98%	99%	98%	98%	96%	99%	98%	99%	0%	97.85%	98%
#Days In Service	25	23	26	26	26	25	26	26	25	27	23		278	25
Mileage	41342	37707	42431	43137	43961	43031	44908	44198	43339	50777	42036		476867	43352

NOTE: Service changes effective 9/29/25 (Route 1 - added mid-morning run, Route 4 - Route change, Route 11A service every 20 minutes, Route 11B Shuttle removed)

Canceled Routes 2025			
Date	Route	Time	Reason
02/05/25	1	2:00 AM	Weather
02/05/25	1	3:25 AM	Weather
02/05/25	3	3:30 AM	Weather
02/05/25	4	4:00 AM	Weather
02/07/25	3	7:30 AM	Driver shortage
03/07/25	4	8:30 AM	Driver shortage
05/22/25	4	12:00 PM	Road Construction
08/01/25	4	4:00 PM	Breakdown
09/30/25	11	12:40 PM	Ridership
10/01/25	11	11:40 AM	Helping passengers
10/16/25	11	11:40 AM	Ridership
10/16/25	4	12:00 PM	Driver shortage
10/18/25	11	6:40 PM	No Kings Rally on Sims Way
10/27/25	11	12:20 PM	Ridership
10/28/25	4	9:00 AM	Driver and bus shortage
10/29/25	4	8:30 AM	Traffic accident
10/29/25	3	10:30 AM	Traffic accident
10/29/25	11	10:40 AM	Traffic accident
10/29/25	11	2:20 PM	Unforeseen circumstances
10/31/25	11	4:20 PM	Halloween Parade on Sims Way
11/04/25	11	12:40 PM	Mechanical Issues
11/05/25	11	10:20 AM	Mechanical Issues / Driver
11/06/25	14	6:17 PM	Accident on bridge
11/06/25	14	7:37 PM	Accident on bridge
11/12/25	11	11:40 AM	Unforeseen circumstances
11/12/25	11	12:40 PM	Ridership
11/12/25	11	3:00 PM	Driver shortage
11/20/25	11	12:20 PM	Driver shortage
11/21/25	4	5:00 PM	Driver shortage
11/24/25	11	3:20 PM	Driver shortage
11/24/25	4	3:30 PM	Driver shortage
11/26/25	4	3:00 PM	Mechanical Issues
11/26/25	11	3:00 PM	Driver shortage
11/26/25	3	3:30 PM	Mechanical Issues
11/29/25	11	1:40 PM	Mechanical Issues

JTOC Ridership Numbers: 2024-20205

2024	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Average
JTOC Riders	694	764	752	807	903	827	883	756	738	632	486	542	8784	732
#Days In Service	25	24	26	26	26	25	26	26	24	27	24	25	304	25
JTOC Mileage	11876	11472	12208	12482	12403	11672	12120	12360	11409	12934	11189	11913	144038	12003

Notes: 1/26/25 morning runs cancelled due to staffing

2025	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Monthly Average
JTOC Riders	567	503	613	785	690	700	763	590	690	639	541		7081	644
#Days In Service	25	22	26	26	26	25	26	26	25	27	23		277	25
JTOC Mileage	11926	10192	12227	12458	12006	11848	12393	11626	11597	12886	10591		129750	11795

Cancelled Routes 2025

Date	Time	Reason
02/03/25	11:05 AM	Weather
02/04/25	7:00 AM	Weather
05/21/25	11:05 AM	Driver shortage
05/21/25	12:53 PM	Driver shortage
08/15/25	8:00 PM	SR101 Closed
08/16/25	7:20 AM	SR101 Closed
08/16/25	9:10 AM	SR101 Closed

Kingston Express Monthly Ridership (Monday-Saturday): 2024-2025

2024	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders
Riders	277	278	331	350	341	406	527	434	461	393	367	406	4571
Average Per Day	11	12	13	13	13	16	20	16	19	15	15	16	15
# Days in Service	25	24	26	26	26	25	26	27	24	27	24	25	305

1/12/2024 outbound 7:20 AM and inbound at 8:42 AM canceled

2/15/2024 outbound 7:20 AM and inbound at 8:42 AM canceled

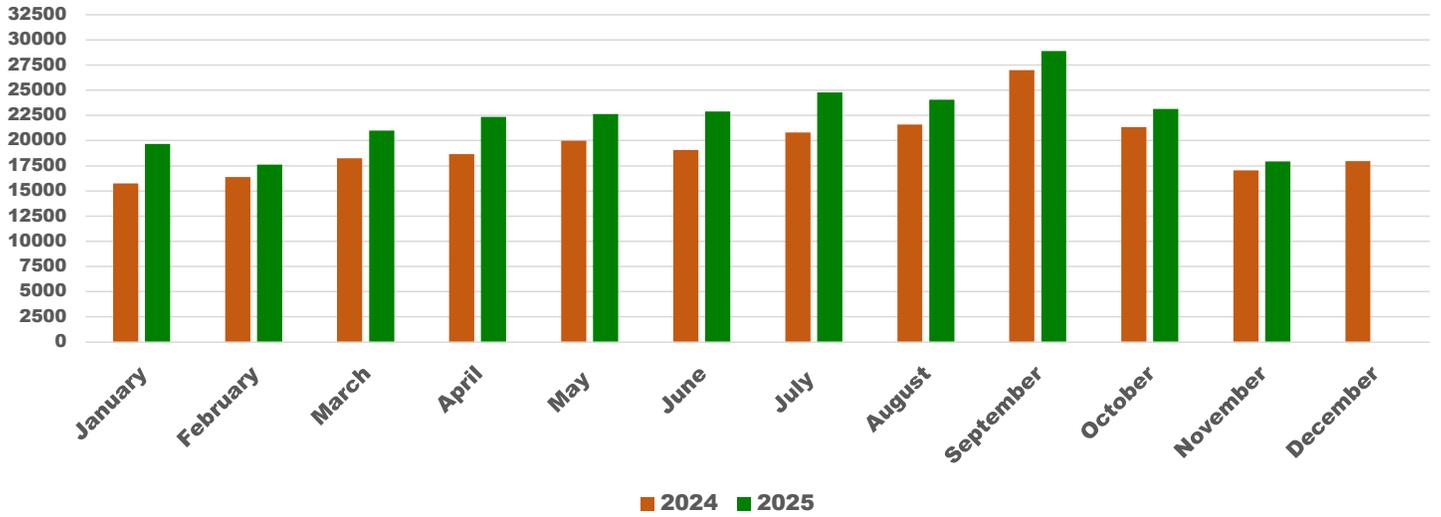
2025	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders
Riders	418	427	548	525	651	632	763	841	712	742	593	0	6852
Average Per Day	17	19	21	20	25	25	29	32	28	27	26	0	27
# Days in Service	25	23	26	26	26	25	26	26	25	27	23	0	255

Dial-a-Ride Ridership 2024-2025

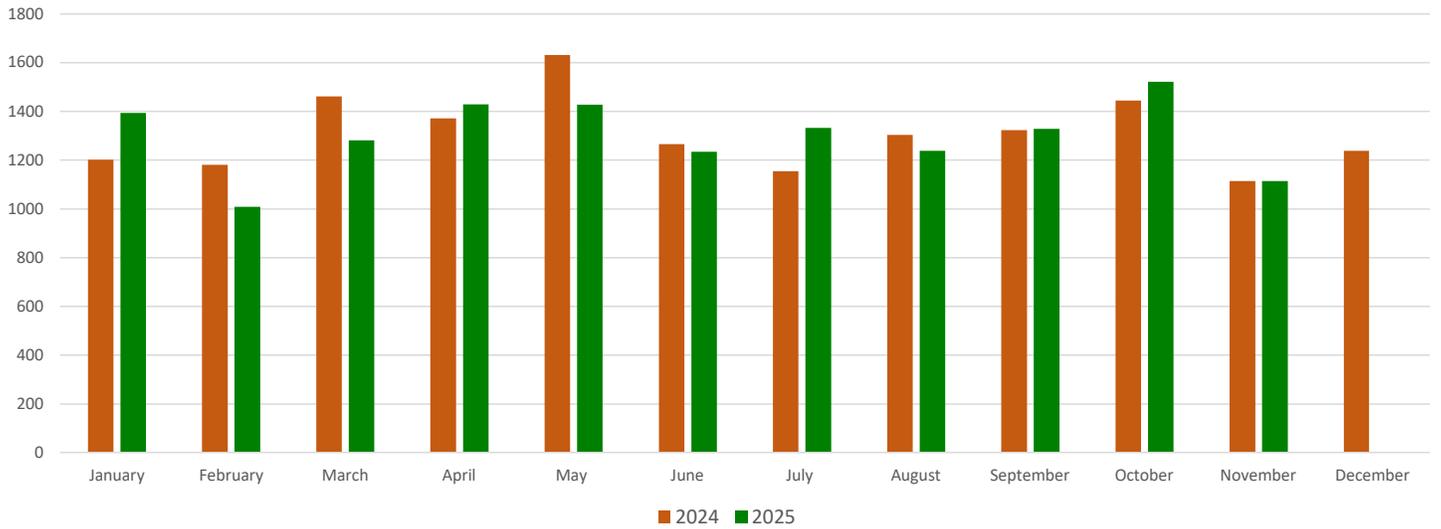
2024	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1183	1387	1587	1535	1744	1663	1484	1549	1397	1683	1331	1381	17924	1494
PCA Boardings	227	306	365	346	388	375	332	355	300	294	307	309	3904	325
Other Boardings	4	4	16	6	14	27	5	14	8	18	10	19	145	12
Riders	1414	1697	1968	1887	2146	2065	1821	1918	1705	1995	1648	1709	21973	1831
Trips	952	1077	1206	1183	1342	1261	1147	1180	1089	1271	1014	1053	13775	1148
Service Hours	548	598	680	637	725	688	677	709	635	729	601	621	7846	654
Service Mileage	6496	7456	8852	8816	10581	9951	9361	9786	7800	9948	7729	8454	105230	8769
Avg Riders per day	56.56	70.71	75.69	72.58	82.54	82.60	70.04	71.04	71.04	73.89	68.67	68.36		71.98
Trip Productivity	1.49	1.58	1.63	1.60	1.60	1.64	1.59	1.63	1.57	1.57	1.63	1.62		1.59
On Time Performance	89%	94%	93%	96%	94%	92%	93%	93%	91%	87%	84%	89%		91%
#Days In Service	25	24	26	26	26	25	26	27	24	27	24	25	305	25

2025	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1388	1368	1584	1564	1745	1460	1602	1671	1660	1651	1428		17121	1556
PCA Boardings	295	319	389	355	443	339	368	380	356	323	302		3869	352
Other Boardings	3	11	3	10	17	10	8	7	20	22	18		129	12
Riders	1686	1698	1976	1929	2205	1809	1978	2058	2036	1996	1748	0	21119	1920
Trips	1090	1038	1192	1199	1285	1111	1226	1284	1284	1306	1108		13123	1193
Service Hours	677	598	747	772	750	646	698	680	697	707	594		7565	688
Service Mileage	8119	7212	8860	9032	9971	8736	9004	8247	8926	8610	7781		94498	8591
Avg Riders per day	67.44	73.83	76.00	74.19	84.81	72.36	76.08	79.15	81.44	73.93	76.00	0.00		75.93
Trip Productivity	1.55	1.64	1.66	1.61	1.72	1.63	1.61	1.60	1.59	1.53	1.58	0.00		1.61
On Time Performance	94%	92%	95%	95%	93%	94%	94%	94%	94%	94%	93%	0%		94%
#Days In Service	25	23	26	26	26	25	26	26	25	27	23		278	25

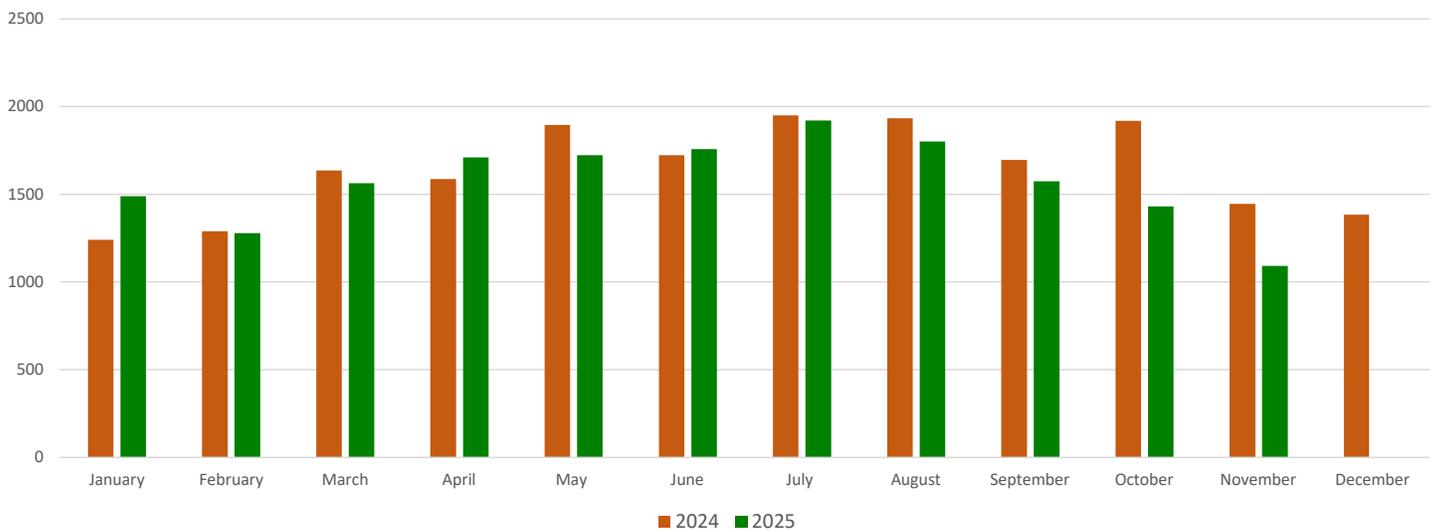
Fixed Route Ridership Numbers: 2024 - 2025



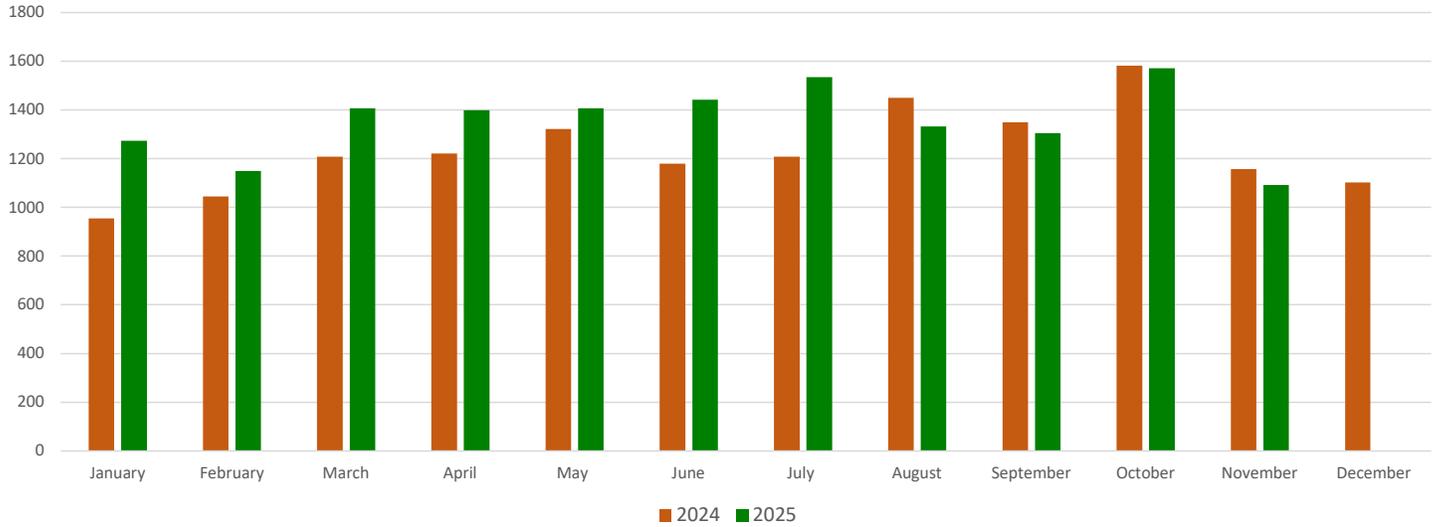
#1 Brinnon Ridership Numbers 2024 - 2025



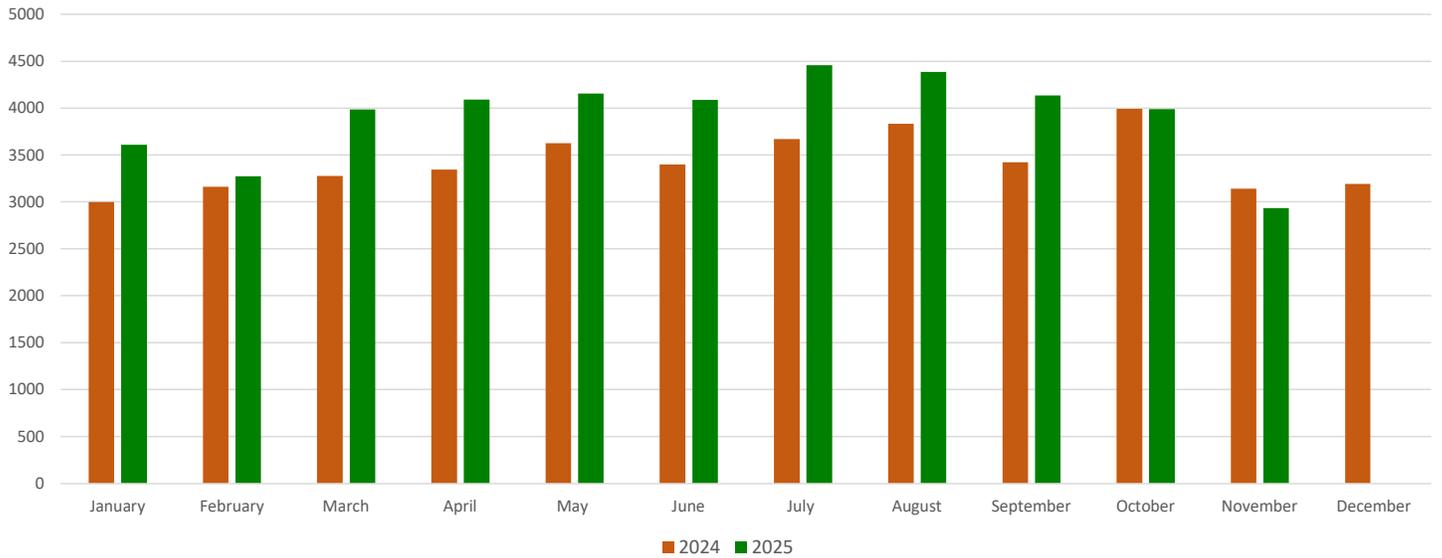
#2 Fort Worden Ridership Numbers: 2024 - 2025



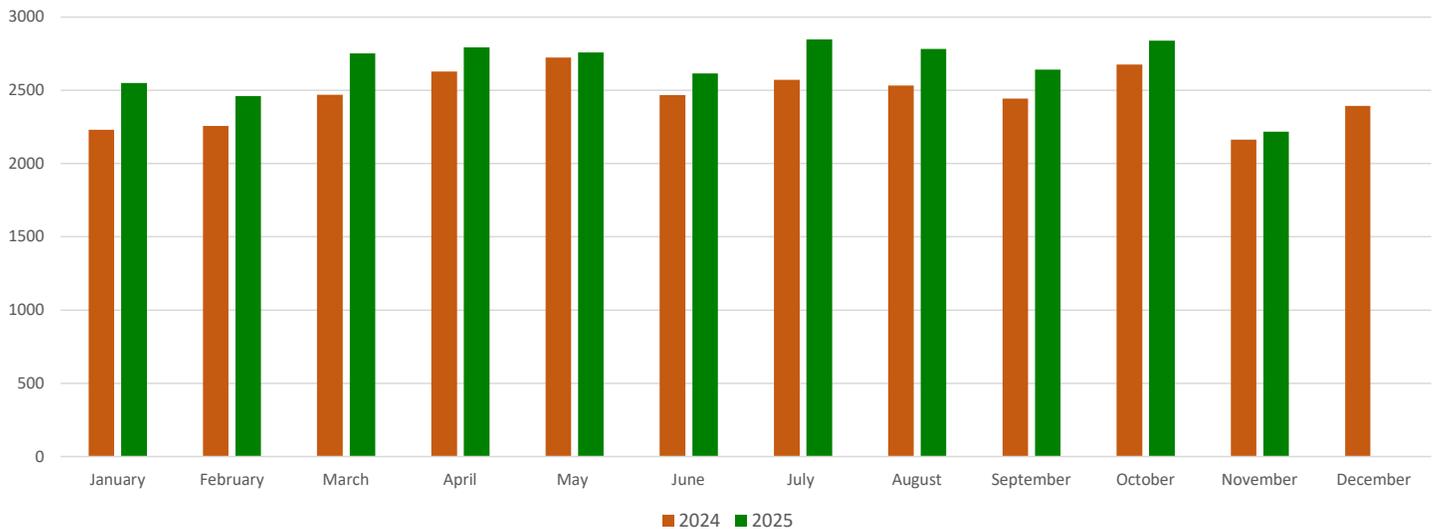
#3 Castle Hill Ridership Numbers: 2024 - 2025



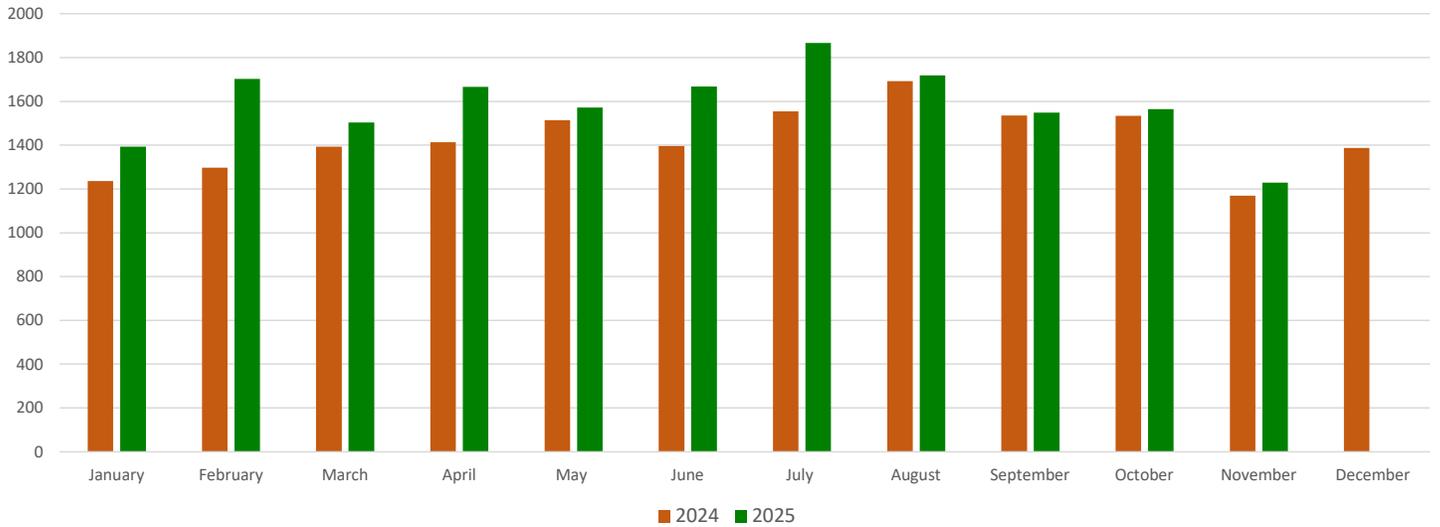
#4 Upper Sims Loop Ridership Numbers: 2024 - 2025



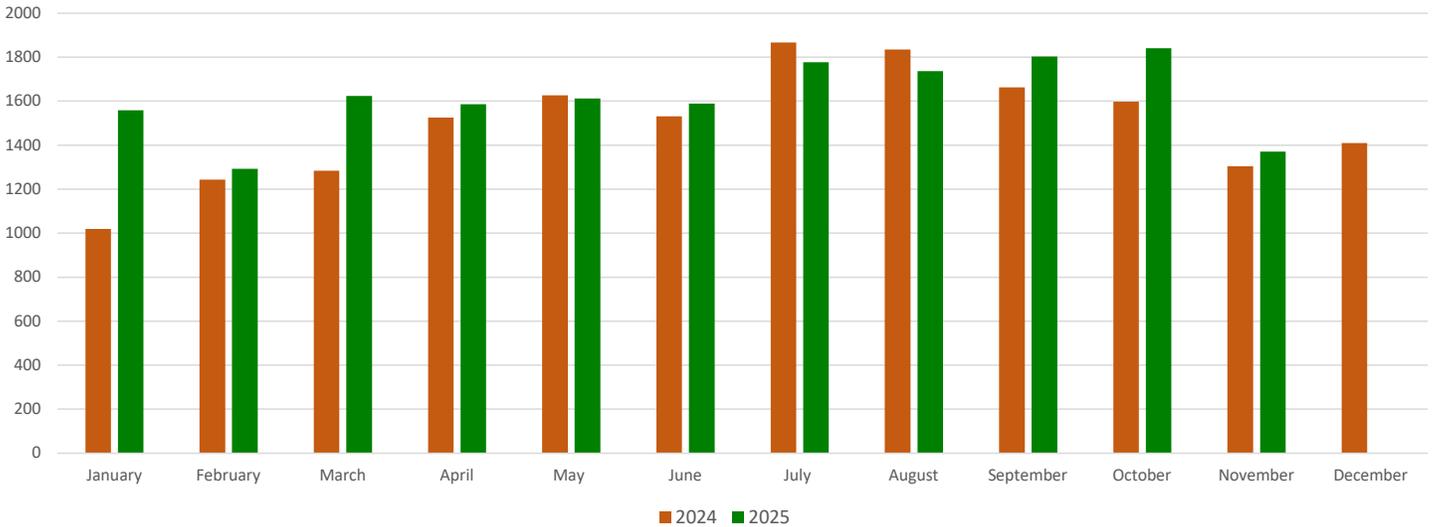
#6 A/B Ridership Numbers: 2024 - 2025



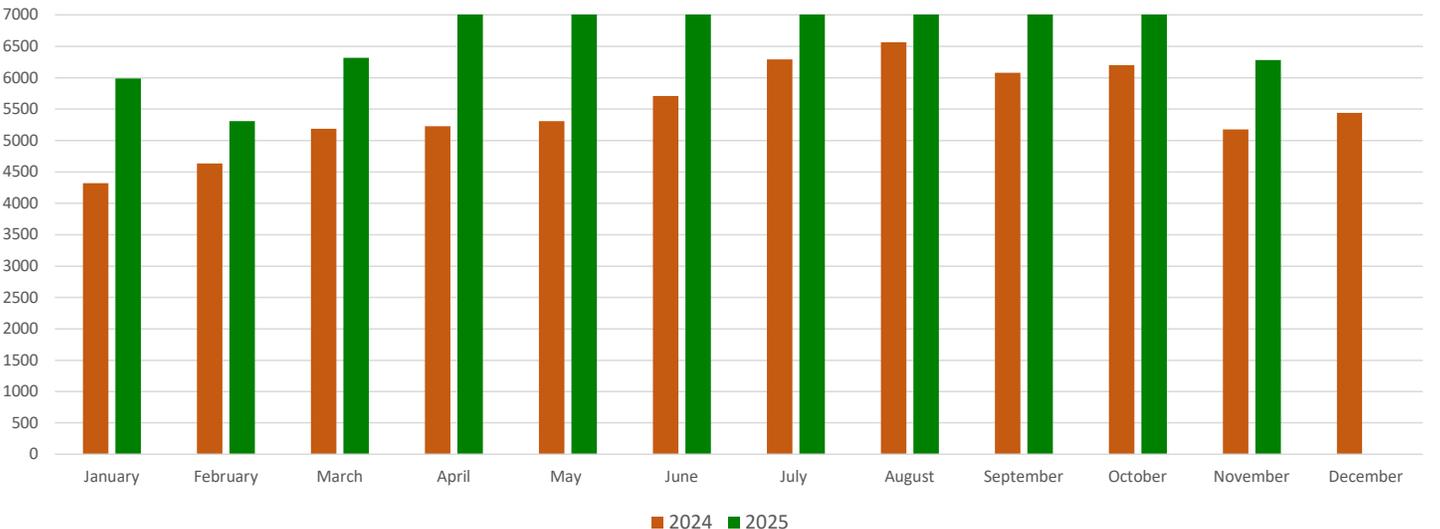
#7 Poulsbo Ridership Numbers: 2024 - 2025



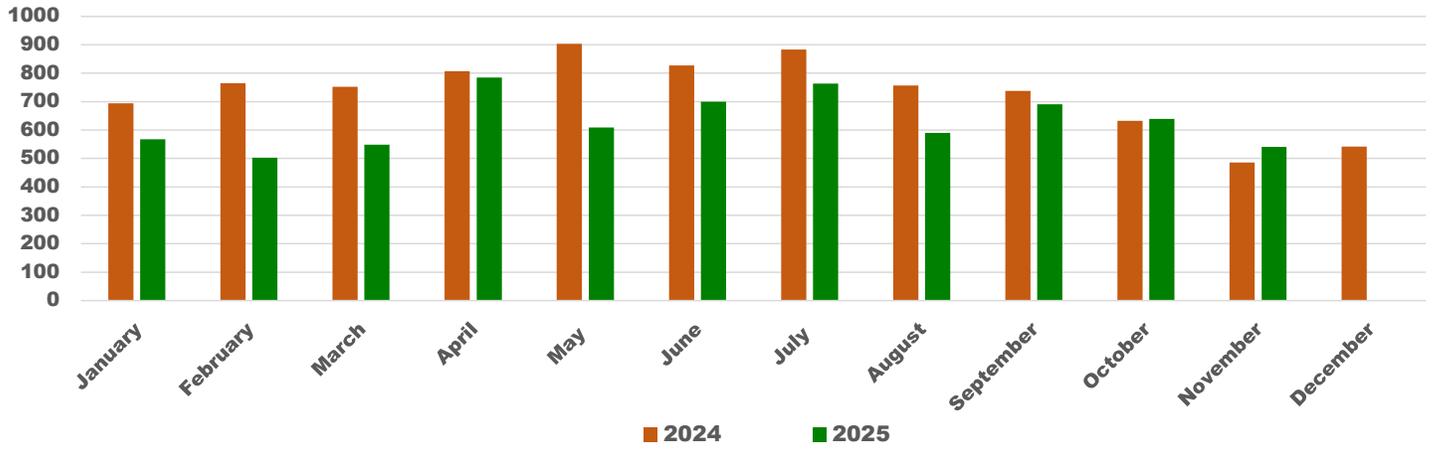
#8 Sequim Ridership Numbers: 2024 - 2025



#11 A/B Ridership Numbers: 2024 - 2025



JTOC Ridership Numbers: 2024 - 2025





General Manager Board Report

Nicole Gauthier

General Manager

Board Report: January 7, 2026

Agency Workplan

Administration

- Plan public outreach and stakeholder meetings for the Haines Place Re-Design Project
- Purchase the Gateway Visitors Center and start the re-design process
- Continue work on digitizing agency records
- Hire and train a new Finance/Human Resources Manager

Finance/Human Resources

- Implement new financial software tools
- Implement new Human Resources software tools
- HR consultant to assist with streamlining HR functions, processes, and manuals

Operations/Marketing

- Hire and train Transit Operators and Dispatchers
- Plan a public outreach campaign for the 2026 service changes
- Sunday service launch in early May 2026
- Begin process of transitioning over to the new paratransit software
- Begin the RFP process for identifying a CAD/AVL system
- Begin the re-brand process by putting out a Request for Proposal and selecting a consultant

Maintenance/Facilities

- Resolving the fire suppression system for the building and moving into the 3rd maintenance bay
- Continuing work on the Facilities Building
- Work with a consultant and develop a fleet electrification strategy
- Purchase bus shelter replacements
- Research and purchase lighted bus stops
- Complete an energy audit for the 4 Corners building
- Fuel management system and tank monitoring upgrades



Marketing and Outreach Update

Kelly Olsen | Marketing and Outreach Manager
TAG Report: January 7, 2026

Marketing Update:

2025 Accomplishments

- **Enhanced Event Presence:** Introduced a new branded JTA tent, an updated display board tailored for each event, and new 24x36 poster boards to better highlight key information.
- **Redesigned Bus Schedules:** Resigned schedules with updated route maps and a consistent look across all JTA schedules.
- **2025 Service Change Outreach:** Collaborated with Operations on print and digital outreach materials, website spotlights, multiple pop-up events, and special event signage to ensure riders were well informed.

2026 Marketing Projects:

- Digital Accessibility Compliance (website and social media)
- Cyber Security Audit/Training
- Enhanced Print and Digital Advertising
- Video Creation (instruction videos and social media reels)
- Wellness Committee
- Agency Rebrand
- Outreach Projects (2026 Service Changes, HP Redesign.....)



Transit and Tourism Update:

- **Tourism Council Committee (TCC) - Jefferson County**
BOCC approved my application. First meeting is in January.
- **Lodging Tax Advisory Committee (LTAC) - City of Port Townsend**
Submitted application for non-voting member. Waiting to hear back if accepted.
- **LTAC Marketing Group - City of Port Townsend**
Nov 2025 Mtg: Enjoy PT’s print ads for 2026, Collaboration on Ferry ads, new Olympic Peninsula sign at round-about, use of influencers for marketing.
- **Olympic Peninsula Visitors Bureau**
Attended first meeting with OPVB, Olympic Hiking Co., and Clallam Transit. Kick off meeting to talk about what projects we are all working and how we can collaborate on future projects. Will be attending quarterly meetings.
- Clallam/Jefferson Collaboration on Exploring the Olympic Peninsula with Transit brochure.

Past Events:

- Toys 4 Toys/Stuff the Bus | December 6

Rider Alert Subscribers

	Total Suscribers	Email Subscribers	SMS Suscribers
2024	209	114	128
2025	345	158	244

Social Media Following

	Facebook 	Instagram 	X (Twitter) 	Linked In 
2022	25	n/a	30	n/a
2023	684	118	57	6
2024	1,166	244	80	32
2025	1,416	296	72	49

Most Popular Posts (as of Oct 30, 2025)



QR Code Scans

	JTA Website	Rider Alerts	Linked In	Facebook	Instagram	Twitter/X
2024	118	170	27	19	14	13
2025	297	305	67	76	63	49

Fall Service Changes	PT Leader Annual Mnl	PT Leader Fall Lifestyles	Coffee News	Main St Nwsltr	Brinnon Route	Fort Wrdrn Route
188	9	23	23	9	30	25

Cstl Hill Route	Uppr Sims Route	Tri Area Route	Poulsbo Route	Sequim Route	Shuttle Route	Kingston Route
28	32	27	29	27	45	81

2026 Events

Connectivity Summit	March
Salish Coast Elementary - Literacy Night	March
Rhody Festival - Grand Parade	May
All County Preparedness Day	June
Veterans Stand Down	July
Jefferson County Fair	August
Wooden Boat Festival	September
Quilcene Fair and Parade	September
Chimacum School Trunk or Treat	October
Touch A Truck	TBD
Toys 4 Tots/Stuff the Bus	December
Saturday Farmers Markets (Port Townsend)	April - December
Sunday Farmers Markets (Chimacum)	May - October
Wednesday Farmers Markets (Port Townsend)	June - September
Pop-Up Events (as needed - Various Locations)	
Job Fairs (High School/College)	



2025 Rhody Festival Parade

2026 Advertising Plan | Print & Digital Ads

January			
	PTLeader	Lifestyle	
	Coffee News	Route Highlight	2026: Time to get on Board.....
	Facebook	Paid Ad - Gain Followers	2026: Time to get on Board.....
	Facebook	Regular post	Previous Years accomplishments
	Facebook	Regular post	Agency Rebrand project outline
	Facebook	Regular post	2026 Service Changes
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/ Spotlight/ Gain Followers	
	PDN/Forks Forum	JTOC/spotlight services	
February			
	PTLeader	Working Waterfront	
	Coffee News		Ride Local. Ride Free. Ride Easy/Valentines
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
March			
March 19 -	PDN	Living on the Peninsula	
	PTLeader	Display Ad	Promote Survey
	Coffee News		Promote Park and Rides
	Facebook	Paid Ad - Services	2026 Service Change Survey
	Facebook	Paid Ad - Gain Followers	
	Facebook	Operator Appreciation Day	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
April			
	PTLeader	Display Ad - Upcoming Serv Changes	
	Coffee News		Route Highlight
	Facebook	Service Change info?	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	Paid ad - Gain Followers	Earth Day...
	Facebook	JTOC/Spotlight - gain followers	
	PDN/Forks Forum	JTOC/spotlight services	
May			
May 28 -	PTLeader	Getaway Guide	
	PDN	Visitors Guide-Sprintg/Sum	
	Coffee News		Route Highlight
	Facebook	Regular post	Service changes. Sunday Service Pilot
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	KPTZ	Voice Ad - Highlight services	
	Facebook	JTOC/Spotlight - gain followers	

June			
June 18 -	PTLeader	Map Brochure	
	PTLeader	Map Brochure	
	PDN	Living on the Peninsula	
	Coffee News		Route Highlight
	Facebook	Service Change Pub Hearing ?	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
July			
	PTLeader	Lifestyle 1/2 pg	
	Coffee News		Route Highlight
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	KPTZ	Voice Ad - Highlight services	
	Facebook	JTOC/Spotlight - gain followers	
	PDN/Forks Forum	JTOC/spotlight services	
August			
	PTLeader	Wooden Boat	
Aug 27 -	PDN	Living on the Peninsula	
	Coffee News		Route Highlight
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
	PDN/Forks Forum	JTOC/spotlight services	
September			
	PTLeader	Annual Manual	
	Coffee News		Route Highlight
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
October			
	PTLeader	Lifestyle	
	Coffee News		Route Highlight
	Facebook	LibraryLovers month/Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
November			
	PTLeader	Holiday Guide	
	PTLeader	Working Waterfront	
	Coffee News		Route Highlight
	Facebook	Gratitude/ Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
	PDN/Forks Forum	JTOC/spotlight services	
December			
Dec 17 -	PDN	Living on the Peninsula	
	Facebook	Paid ad - Gain Followers	
	PT/Coupeville Ferry	Featured Ad	
	Facebook	JTOC/Spotlight - gain followers	
	Coffee News		Route Highlight



Transit Advisory Group Agenda Summary

MEETING DATE:

AGENDA ITEM:

ATTACHMENTS:

SUMMARY

RECOMMENDED ACTION

**JEFFERSON TRANSIT AUTHORITY
TRANSIT ADVISORY GROUP
BYLAWS**

Purpose

The purpose of this document is to declare the duties of the Transit Advisory Group (TAG or Group) and adopt rules for the transaction of business of the Group.

Mission Statement

It is the mission of the Jefferson Transit Authority (JTA) Transit Advisory Group to advocate for public transit and to serve as a resource to the Jefferson Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS

1.1 - The TAG shall serve in an advisory capacity to the JTA Board. It is understood that any actions or recommendations of the TAG are strictly advisory. Said Group shall be composed of not more than eleven (11), or less than five (5) members. Members of the TAG shall serve without compensation.

1.2 - It is in the best interest of JTA that the membership of the TAG reflect a diverse and wide representation. The JTA Board expects that the TAG members will introduce and talk about JTA in as many venues as are open to the members. In that regard, the membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

1.3 Representative Interests

- Citizens representing diverse geographic areas of Jefferson County.
- Citizens representing diverse transit service users.
- Regular users or commuters; Disabled users; Dial-A-Ride (DAR) users; Van Pool users
- Mental Health Community
- Business/Economic Development Organizations
- Major Employers/Business Owners
- Private for-profit senior/disabled provider
- Public sector senior/disabled provider
- Private non-profit senior/disabled provider
- Medical Community Staff
- Educational Community/Parent Organizations
- School District Staff
- Ethnic Community Organizations
- Financial Community
- Other Community Based Organizations
- Law Enforcement
- Recreational/Bicycling/Pedestrian Advocate
- Student, High School

- Student, Post-Secondary
- Visitor Information Centers Staff
- Ferry Riders
- District 2 & 3 in County Residents
- Accessibility Community
- Community Members under the age of 25

SECTION II -TAG STANDING RULES

2.1 - The JTA Board shall have the power to appoint or remove any members of the TAG. A member of the TAG may represent more than one representative interest, (i.e. Dial-A-Ride rider and a citizen of Port Townsend.) JTA will advertise openings on the TAG on the JTA website www.jeffersontransit.com.

2.2 - Residency Requirement, Nomination, and Confirmation Process

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by federal or state law, the following requirements apply to all members of the TAG:

A. Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website <https://jeffersontransit.com>

B: Each person at the time of application—and continuing uninterrupted thereafter while serving on the TAG—shall be a resident of and/or work in Jefferson County.

C. All applications received shall be reviewed by the TAG for recommendation for appointment by the Board. The JTA Board will vote to appoint any new TAG members.

D. Each person shall be deemed appointed and shall commence service after confirmation by the JTA Board, or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

E: The TAG member will be a voting member of the Group following the date their application is approved by the JTA Board.

F. Membership shall constitute a cross section of representative interests as described in Section I. The JTA Board values community diversity among members serving on its Transit Advisory Group.

G. Prior to recommendation to the full JTA Board, all nominees shall be subject to a criminal background check, the results of which will not necessarily disqualify a candidate for TAG membership.

SECTION III - POWERS AND DUTIES

3.1 - The TAG, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of the JTA Board and shall maintain appropriate confidentiality in regard to issues shared by the JTA Board, or JTA staff. Any actions or recommendations of this Group are strictly advisory. To that end, it may undertake such surveys, analysis, research and reports as may be generally authorized or requested by the JTA Board. In addition, the TAG is further empowered and authorized as follows:

- a) To review significant policy decisions and draft technical documents as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The TAG is an advisory group and, therefore, it is strictly understood that all recommendations by the TAG are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the TAG is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

SECTION IV – TERM LENGTHS OF APPOINTEES

4.1 – The scope of TAG terms shall be subject to the following rules:

- a) The term of office of each person appointed to membership on said Group shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms. Terms will start upon appointment and run through December of the terminal year. If a member leaves before their term expires, a new member shall be appointed to fill the remaining term, and the new member may serve up to three consecutive terms thereafter.

- b) At the expiration of a member's term, the member may resign or ask to be appointed for another term. TAG would need to recommend appointment to the Board and the Board would vote to confirm appointment.

SECTION V- VACANCY AND CONFLICT POLICY

5.1 - Vacancies that occur other than through the expiration of a term may be filled for the unexpired term. Nominations for appointment to the TAG may be proposed by the representative interest group as may be appropriate, and shall be submitted to the JTA Board for consideration of appointment. Nominees may also be proposed by the individual members of the JTA Board. Insofar as possible, representation shall take into account geographical diversity, whether the individual is a user or non-user of public transportation services, and population demographics. Appointment shall be made without respect to political affiliation.

5.2 - Any member of the TAG having an interest in any matter being considered by the TAG, which would tend to prejudice his or her action shall so publicly indicate and refrain from the deliberations or voting upon such matter. In addition, should the circumstances arise, each member of the TAG shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine.

5.3 - The members of the TAG shall not lobby representing themselves as JTA Staff, Board Members, or ~~otherwise~~ attempt to influence legislation or elected officials without specific JTA approval.

SECTION VI - MEETINGS

6.1 - The Group shall hold a minimum of six (6) regular meetings each calendar year. The time and place of TAG meetings shall be established on a yearly, published calendar All regular meetings of the Group shall be open to the public at the Authority's offices at 63 Four Corners Road, Port Townsend, WA.

6.2 - Agendas will be prepared for all meetings by the Chairperson. Items may be placed on the agenda by the Chairperson, in collaboration with JTA staff.

6.3 - It is the responsibility of a TAG member to inform the Recording Secretary whether or not they can attend a regular meeting. Unexcused absences from ~~two~~ three regular meetings in a twelve-month period shall constitute resignation from the TAG.

6.4 - At each regular meeting of the TAG, when a quorum is present, the Chairperson shall report the names of the members in attendance. Those members who asked in advance to be excused shall be considered excused.

6.5 - Any member, whose absence was considered as unexcused, may ask for reconsideration at the next TAG meeting when a quorum is present. Such requests shall not be unreasonably denied.

6.6 - The Group shall comply with the requirements of the Washington State Open Public Meetings Act RCW 42.30 and Public Record Act RCW 42.56. Upon appointment, all TAG members shall complete Open Public Meetings Act and Public Records Act trainings..

6.7 - A quorum shall consist of a majority of the currently appointed members (half of membership plus one).

6.8 - The rules contained in Roberts Rules of Order Revised, shall govern the Advisory Group in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.

6.9 - Remote Attendance. The Group recognizes the benefits of the fullest practicable attendance and participation by its members. Members may participate and conduct the public's business by means of remote communication. Remote attendance may occur as follows:

1. Members will have satisfactory equipment to participate in the meeting. Satisfactory equipment shall mean any telephone or other device equipped with a speaker function capable of broadcasting the Member's voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Member to pose and answer questions.
2. During any meeting that a Member is attending via remote communications, the Chair or presiding officer shall state the name of the Member attending via remote communication.
3. Members attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
4. Participation in accordance with these provisions shall constitute attendance within the meaning of these Bylaws. Remote attendance by the Group shall be by virtual meeting and include access to information provided to participating Group Members, staff, and members of the public at least 24 hours in advance of a regularly scheduled meeting. Individuals attending at the designated physical location or a remote location where the public can listen to the discussions and participate, shall have access to attend virtual meetings, and view any on-screen information, in accordance with the requirements of RCW 42.30 (Open Public Meetings Act), ensuring transparency and public participation.

6.10 – The JTA Clerk shall provide copies of these Bylaws to each member of the TAG upon appointment. It is the responsibility of all TAG members to have comprehensively read these Bylaws before attending their first official TAG meeting. Time shall be set aside in each meeting following a new appointment, to address questions from TAG members regarding the Bylaws and their interpretation.

SECTION VII – OFFICERS AND STAFF

7.1 - The TAG shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. Said Group shall adopt rules for the transaction of the business of the TAG.

7.2 - Officers of the Advisory Group shall consist of a Chairperson and a Vice Chair to be elected by the Advisory Group at the first meeting of each calendar year or as needed to serve a one year term commencing January 1. The duties of Officers shall be as follows:

Chairperson. It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the Group in its proper order, to state and put all questions properly brought before the Group, to preserve order and decorum, and to decide all questions of order. It is the Chairperson's duty to ensure that all TAG members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated TAG liaison to the JTA Board. The Chairperson may provide optional, periodic summaries of significant TAG activities in writing to the JTA Board.

Vice Chair. In the absence of, or by the direction of the Chairperson, the Vice-Chair shall perform all duties of the Chairperson as stated in the preceding paragraph.

7.3 -Staff shall consist of the General Manager or designee and the Clerk/ Recording Secretary. Staff shall acquire meeting facilities and equipment..

General Manager. The General Manager or a representative appointed by the General Manager for such purpose shall serve as a non-voting member of the TAG and shall be the principal staff support to the TAG.

Clerk/Recording Secretary. A JTA staff member will be appointed as Clerk/Recording Secretary to the Advisory Group by the JTA General Manager. The duties of the Clerk/Recording Secretary shall be to distribute meeting agendas and supporting documents and to keep written records of TAG meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the TAG meetings shall be provided to the JTA Board.

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1. Align with the TAG mission statement and by-laws.
2. Include a JTA Staff Liaison to coordinate meeting times and places, take notes, and serve as a non-voting member.
3. Develop up to 5 written recommendations for TAG and JTA Board consideration.
4. All task forces will automatically disband within three months of the TAG vote to establish them.

7.5 - A JTA Board Liaison shall be available to the TAG for the purpose of providing a constructive relationship with the JTA Board without implying direction, review, or oversight of the activities of the TAG. The JTA Board Chairperson will make an appointment recommendation to the full JTA Board for said appointment. The Board Liaison should review the Group's meeting agendas, minutes, and stay apprised of the Group's work. The Board Liaison can attend TAG meetings as appropriate, but is not a voting member of the TAG.

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TRANSIT ADVISORY GROUP
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Transit Advisory Group (TAG)

2026 Meeting Schedule

The Jefferson Transit Authority **Transit Advisory Group** (TAG) meets bimonthly in January, March, May, July, September, and November on the first Wednesday of the month, 5:00 – 6:30 pm.

- January 7, 2026
- March 4, 2026
- May 6, 2026
- July 1, 2026
- September 2, 2026
- November 4, 2026

The meetings are open to the public in accordance with the Open Public Meetings Act, [RCW 42.30](#).

Attend in-person: JTA Boardroom, 63 Four Corners Road, Port Townsend, WA 98368.

The virtual meeting link and agenda will be posted prior to all meetings.

For meeting information go to www.jeffersontransit.com, and visit our public meetings page.

JTA will advertise any changes to this schedule or location in the legal notices section of the Port Townsend Leader, and post changes on our website at www.jeffersontransit.com.

Transit Advisory Group (TAG) Agenda Calendar – General

Month	Agenda Items
January	Adopt TAG Goals and Workplan
February	No Meeting
March	Community event locations and schedule
April	No Meeting
May	
June	No Meeting
July	Review draft TDP
August	No Meeting
September	
October	No Meeting
November	<ul style="list-style-type: none"> • Reorganization of the group – vote for Chair, Vice Chair • Adopt next year’s meeting schedule • Brainstorm Goals/Workplan ideas • Terms, reappointments (check spreadsheet)
December	No Meeting

2026 Events

Connectivity Summit	March
Salish Coast Elementary - Literacy Night	March
Rhody Festival - Grand Parade	May
All County Preparedness Day	June
Veterans Stand Down	July
Jefferson County Fair	August
Wooden Boat Festival	September
Quilcene Fair and Parade	September
Chimacum School Trunk or Treat	October
Touch A Truck	TBD
Toys 4 Tots/Stuff the Bus	December
Saturday Farmers Markets (Port Townsend)	April - December
Sunday Farmers Markets (Chimacum)	May - October
Wednesday Farmers Markets (Port Townsend)	June - September
Pop-Up Events (as needed - Various Locations)	
Job Fairs (High School/College)	



2025 Rhody Festival Parade