



Transit Advisory Group (TAG)

**Jefferson Transit Authority
Transit Advisory Group Meeting Agenda
Wednesday, March 4, 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 January 7, 2026 Meeting Minutes
- IV. JTA Board Update**
- V. Staff Reports**
- VI. Unfinished Business**
- VII. New Agenda Items**
- VIII. New Business**
 - a. Approved TAG Bylaws Amendments (Discussion)
 - b. Proposed Service Changes Public Comment Period (Discussion)
 - c. Preparing for 2026 Special Event Season (Discussion)
 - d. How JTA Prepares for Service and Route Changes (Discussion)
 - e. Round Robin (Discussion)
- IX. Agenda Planning**
- X. Public Comment**
- XI. Adjourn**

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator

Jefferson Transit Authority | Transit Advisory Group (TAG)

DRAFT Meeting Minutes

Wednesday, January 7, 2026 | 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, and Tim Caldwell.

TAG Member Excused Absences: Dave Nakagawara and Rose Harris.

Staff Present: General Manager Nicole Gauthier, Marketing and Outreach Manager Kelly Olsen, and Clerk of the Board Amanda Watkins.

Jeff Kostechka joined at 5:04 p.m.

PUBLIC COMMENT

Joyce James, a Port Townsend resident, provided comments via Zoom. Joyce, who is legally blind and relies entirely on JTA buses for transportation, expressed concern about recent cancellations on Route 11, which she regularly uses. She emphasized the importance of maintaining scheduled trips, as cancellations have personally impacted her ability to attend medical and other essential appointments. Joyce stressed the need for reliable service.

Nicole Gauthier responded that JTA takes scheduling seriously, though some cancellations are unavoidable due to mechanical issues and ongoing driver shortages. The matter will be reviewed by staff, and JTA remains committed to minimizing disruptions.

CONSENT AGENDA

Motion: Tim Caldwell moved to approve the consent agenda. Deborah Jahnke seconded the motion.

Vote: The motion carried unanimously, 6-0 by voice vote.

JTA BOARD UPDATE

Nicole Gauthier presented a summary of the December 16, 2025 Authority Board Meeting, which included updates on the approved purchase of three JTOC vehicles, adoption of the 2026 operating and capital budget, approval of a contract to implement on-demand paratransit software, procurement of new finance software, a marketing policy update,

introduction of a new wellness committee policy, progress on the JTA rebrand project, and a proclamation honoring Ben Thomas. Nicole reported on staffing changes, noting the departure of Finance and HR Manager Miranda Nash and announcing the hiring of Veronica Lomba as the new Finance Manager, effective January 12.

STAFF REPORTS

General Manager and Marketing reports were included in the meeting packet. Nicole Gauthier summarized her report with an update on the 2026 agency work plan, which includes the Haines Place redesign, records digitization, public outreach for service changes, staffing and training initiatives, implementation of Sunday service, paratransit and financial software upgrades, the agency rebrand, resolution of a fire suppression issue in the third maintenance bay, fleet electrification strategy, bus shelter maintenance, and fuel tank system improvements. Questions were raised regarding the Gateway Visitor Center, the rebranding project, and driver recruitment, followed by discussion.

Kelly Olsen presented highlights of the 2026 marketing plan, which includes online accessibility requirements, a cybersecurity audit, a digital advertising strategy, outreach for the agency rebrand, collaboration with transit and tourism committees, and planning for 2026 community events. Questions were asked regarding the 2026 marketing plan and new TAG member recruitment.

UNFINISHED BUSINESS

There was no unfinished business.

NEW AGENDA ITEMS

There were no new agenda items.

NEW BUSINESS

Proposed TAG Bylaws Amendments (Action)

Linda MacIntyre reviewed proposed amendments to the TAG bylaws, including revised wording in Sections 3.1 and 5.3, increasing the number of unexcused absences constituting resignation from two to three, replacing the term “subcommittee” with “task force” in Section 7.4, and updating task force requirements. Questions were asked, leading to a discussion.

Motion: Becci Kimball moved to recommend the proposed TAG bylaw amendments to the JTA Board for approval. John Frasca seconded.

Vote: The motion carried unanimously, 6-0 by voice vote.

2026 Meeting Topics, Goals and Workplan (Discussion)

Linda MacIntyre shared a document outlining potential meeting topics for 2026. A suggestion was made for JTA to provide advertising to the *Jefferson County Beacon*.

TAG members provided input on priority topics, including:

- Outreach and marketing collaboration with Port Townsend businesses and the Production Alliance regarding community special events
- Annual ridership review
- Youth mobility
- Consistent JTA marketing messaging
- National trends in rural transit services
- Improving access to transit
- Potential changes to TAG meeting duration and start time

Questions were raised, leading to further discussion.

Feedback from TAG Members to JTA (Discussion)

TAG members engaged in a round-robin style discussion to provide feedback to JTA. The feedback reads as follows:

- Suggested improvements in downtown Port Townsend marketing strategies
- Positive feedback received on the plans for Gateway Visitor Center and Haines Place Park and Ride
- Question was asked regarding federal funding concerns
- Support offered for driver recruitment efforts
- Emphasis on promoting connectivity between JTA and out-of-county routes
- Support for continued integration of JTA in the Active Transportation Plan
- Inclusion of JTA marketing on WA State Ferries
- Suggestions provided for school outreach initiatives
- Concern shared regarding bus reader board signage at Haines Place
- Recommendation for rebranding comparisons with other transit agencies
- Need for increased park-and-ride signage in and around Port Townsend
- Potential JTA involvement in downtown “party bus” program
- Promotion of transit options for the new hotel in Port Townsend
- Positive feedback received for the agency’s accomplishments under Nicole Gauthier’s leadership

Questions were raised, leading to further discussion.

PUBLIC COMMENT

Port Townsend resident Joyce James asked how to access bus trip cancellation data and how to ensure buses remain consistently on schedule.

ADJOURNMENT

The meeting concluded at 6:31 p.m. The next TAG meeting will be held on March 4, 2026 at 5:00 pm.

Clerk of the Board

Date

DRAFT

Fixed Route Ridership Numbers: 2025-2026

2025	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Yearly Total	Monthly Average
#1 Brinnon	1394	1009	1282	1429	1418	1234	1332	1238	1329	1521	1114	1325	15625	1302
#11 Shuttle	5986	5307	6318	7143	7305	7865	8293	8224	7594	7636	6280	7018	84969	7081
#2 Ft. Worden	1487	1278	1563	1710	1722	1758	1921	1800	1574	1431	1091	1214	18549	1546
#3 Castle Hill	1273	1149	1407	1399	1406	1442	1535	1332	1304	1571	1092	1309	16219	1352
#4 Upper Sims Loop	3610	3274	3988	4094	4156	4091	4459	4387	4138	3990	2934	3455	46576	3881
#6A Tri Area	1324	1182	1406	1365	1392	1218	1373	1380	1341	1452	1151	1381	15965	1330
#6B Tri Area	1226	1279	1345	1427	1365	1396	1474	1402	1300	1387	1066	1217	15884	1324
#7 Poulsbo	1393	1403	1503	1666	1572	1667	1866	1719	1548	1565	1230	1444	18576	1548
#8 Sequim	1558	1293	1624	1586	1612	1589	1777	1737	1803	1840	1371	1603	19393	1616
#14 Kingston Express	418	427	548	525	651	632	743	857	712	742	593	685	7533	628
Wooden Boat	0	0	0	0	0	0	0	0	6246	0	0	0	6246	0
Riders	19669	17601	20984	22344	22599	22892	24773	24076	28889	23135	17922	20651	265535	22128
Average Per Day	786.76	765.26	807.08	859.38	869.19	915.68	952.81	926.00	1155.56	856.85	779.22	794.27	873.47	872
On Time Performance	98%	98%	97%	98%	99%	98%	98%	96%	99%	98%	99%	98%	97.84%	98%
#Days In Service	25	23	26	26	26	25	26	26	25	27	23	26	304	25
Mileage	41342	37707	42431	43137	43961	43031	44908	44198	43339	50777	42036	48707	525574	43798

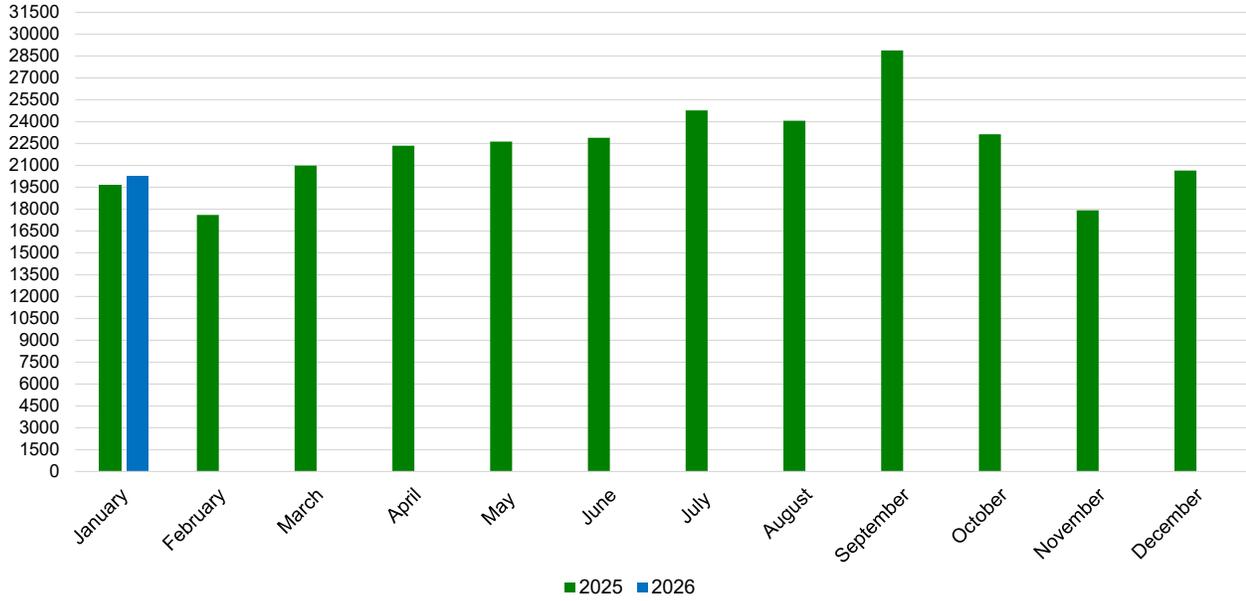
NOTE: Service changes effective 9/29/25 (Route 1 - added mid-morning run, Route 4 - Route change, Route 11A service every 20 minutes, Route 11B Shuttle removed)

Canceled Routes 2025											
Date	Route	Time	Reason	Date	Route	Time	Reason	Date	Route	Time	Reason
02/05/25	1	2:00 AM	Weather	10/29/25	11	2:20 PM	Unforeseen circumstances	12/01/25	11	12:00 PM	Multiple Ramp uses
02/05/25	1	3:25 AM	Weather	10/31/25	11	4:20 PM	Parade on Sims Way	12/02/25	11	12:20 PM	Ridership
02/05/25	3	3:30 AM	Weather	11/04/25	11	12:40 PM	Mechanical Issues	12/03/25	11	7:00 AM	Driver Shortage
02/05/25	4	4:00 AM	Weather	11/05/25	11	10:20 AM	Mechanical Issue/Driver	12/03/25	11	10:40 AM	Mechanical Issues / Driver
02/07/25	3	7:30 AM	Driver shortage	11/06/25	14	6:17 PM	Accident on bridge	12/03/25	11	3:40 PM	Driver Shortage
03/07/25	4	8:30 AM	Driver shortage	11/06/25	14	7:37 PM	Accident on bridge	12/06/25	11	4:40 PM	Canceled due to traffic
05/22/25	4	12:00 PM	Road Construction	11/12/25	11	11:40 AM	Unforeseen circumstances	12/08/25	11	12:40 PM	Driver Shortage
08/01/25	4	4:00 PM	Breakdown	11/12/25	11	12:40 PM	Ridership	12/09/25	14	4:06 PM	Canceled due to accident at HCB
09/30/25	11	12:40 PM	Ridership	11/12/25	11	3:00 PM	Driver shortage	12/09/25	14	6:17 PM	Canceled due to accident at HCB
10/01/25	11	11:40 AM	Helping passengers	11/20/25	11	12:20 PM	Driver shortage	12/13/25	11	4:40 PM	Canceled due to ridership on prev 11.
10/16/25	11	11:40 AM	Ridership	11/21/25	4	5:00 PM	Driver shortage	12/15/25	11	12:40 PM	Ridership
10/16/25	4	12:00 PM	Driver shortage	11/24/25	11	3:20 PM	Driver shortage	12/17/25	11	7:20 AM	Driver Shortage
10/18/25	11	6:40 PM	Rally on Sims Way	11/24/25	4	3:30 PM	Driver shortage	12/18/25	4	9:30 AM	Mechanical Issues
10/27/25	11	12:20 PM	Ridership	11/26/25	4	3:00 PM	Mechanical Issues	12/22/25	11	2:40 PM	Mechanical Issues
10/28/25	4	9:00 AM	Driver and bus shortage	11/26/25	11	3:00 PM	Driver shortage	12/22/25	11	3:00 PM	Driver Shortage
10/29/25	4	8:30 AM	Traffic accident	11/26/25	3	3:30 PM	Mechanical Issues	12/29/26	11	12:40 PM	Driver Shortage
10/29/25	3	10:30 AM	Traffic accident	11/26/25	3	3:30 PM	Mechanical Issues				
10/29/25	11	10:40 AM	Traffic accident	11/29/25	11	1:40 PM	Mechanical Issues				

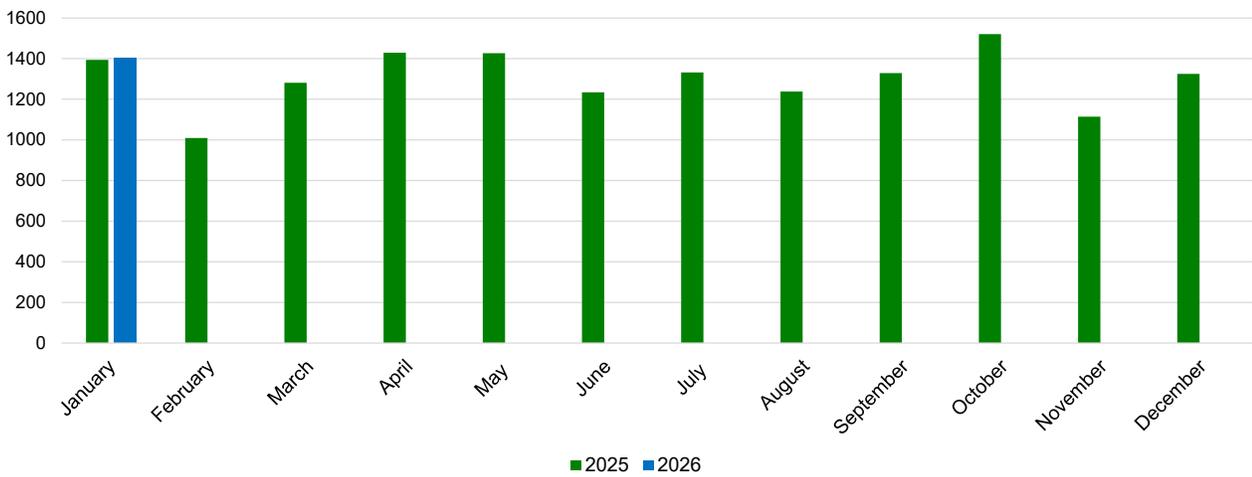
2026	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Yearly Total	Monthly Average
#1 Brinnon	1400												1400	1400
#11 Shuttle	6788												6788	6788
#2 Ft. Worden	1189												1189	1189
#3 Castle Hill	1325												1325	1325
#4 Upper Sims Loop	3070												3070	3070
#6A Tri Area	1374												1374	1374
#6B Tri Area	1358												1358	1358
#7 Poulsbo	1398												1398	1398
#8 Sequim	1751												1751	1751
#14 Kingston Express	625												625	625
Wooden Boat	0												0	0
Riders	20278	0	20278	20278										
Average Per Day	811.12	0.00	811.12	811										
On Time Performance	98%												97.65%	98%
#Days In Service	25												25	25
Mileage	46128												46128	46128

Canceled Routes 2026			
Date	Route	Time	Reason
01/14/26	11	4:40 PM	Canceled due to priority access requirement on prior 11
01/28/26	11	7:00 AM	Canceled due to driver shortage

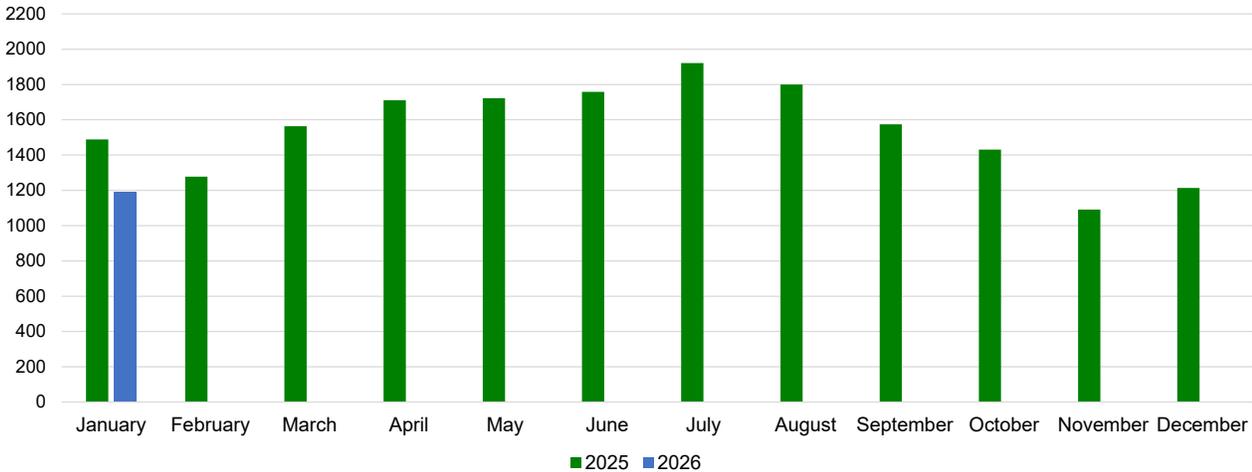
Fixed Route Ridership Numbers: 2025 - 2026



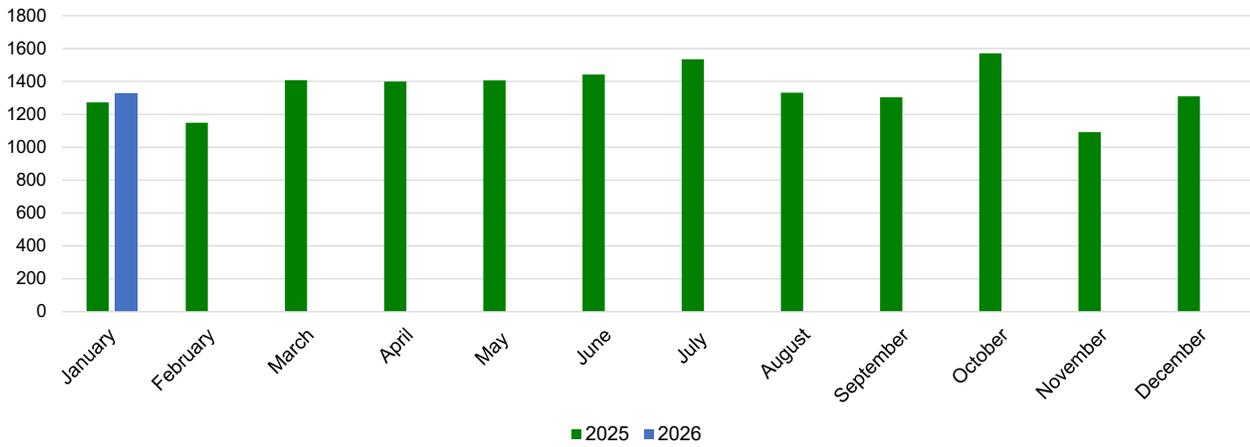
#1 Brinnon Ridership Numbers: 2025 - 2026



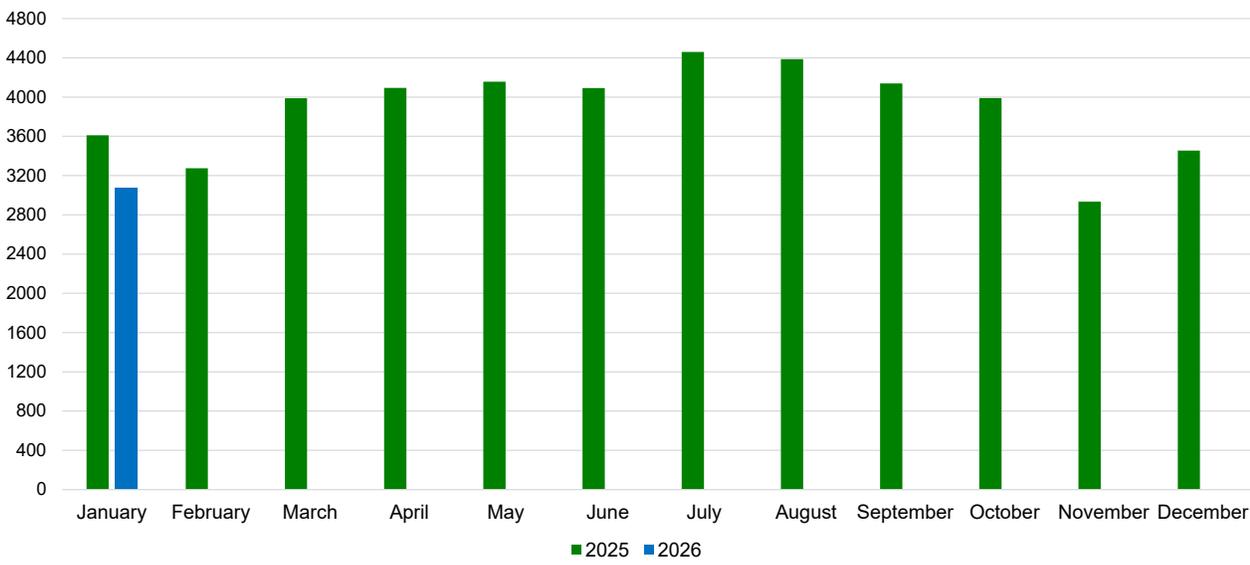
#2 Fort Worden Ridership Numbers: 2025 - 2026



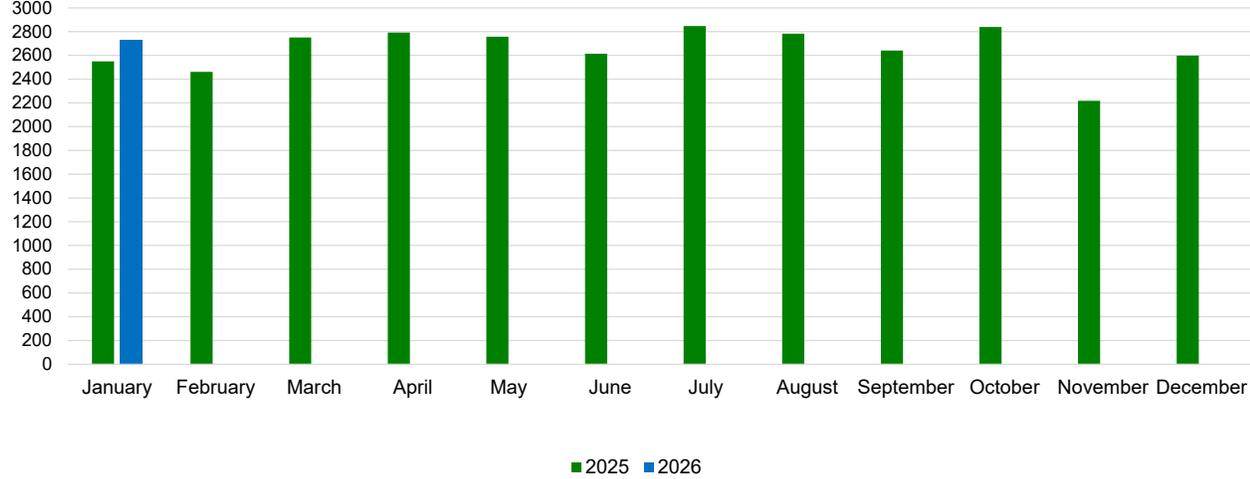
#3 Castle Hill Ridership Numbers 2025 - 2026



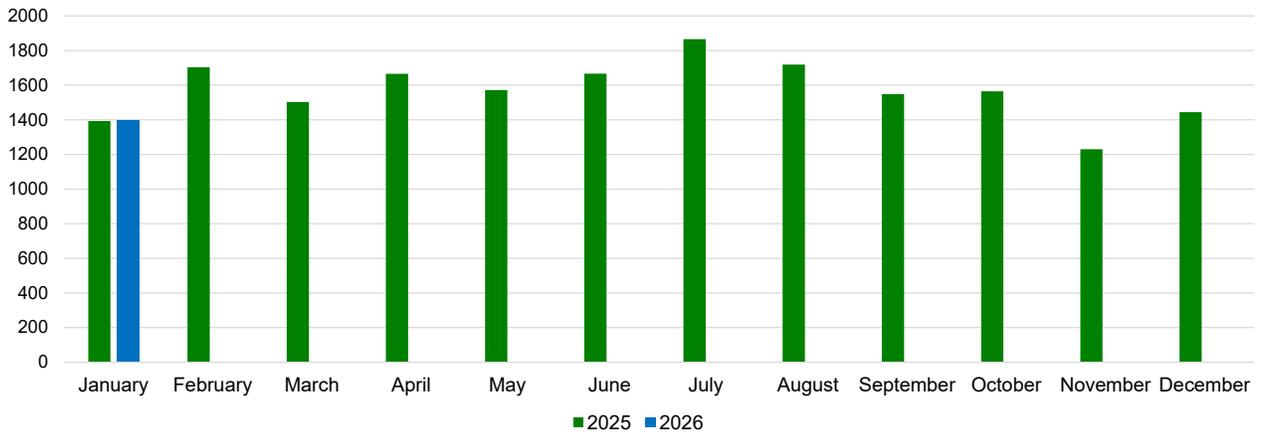
#4 Upper Sims Loop Ridership Numbers: 2025 - 2026



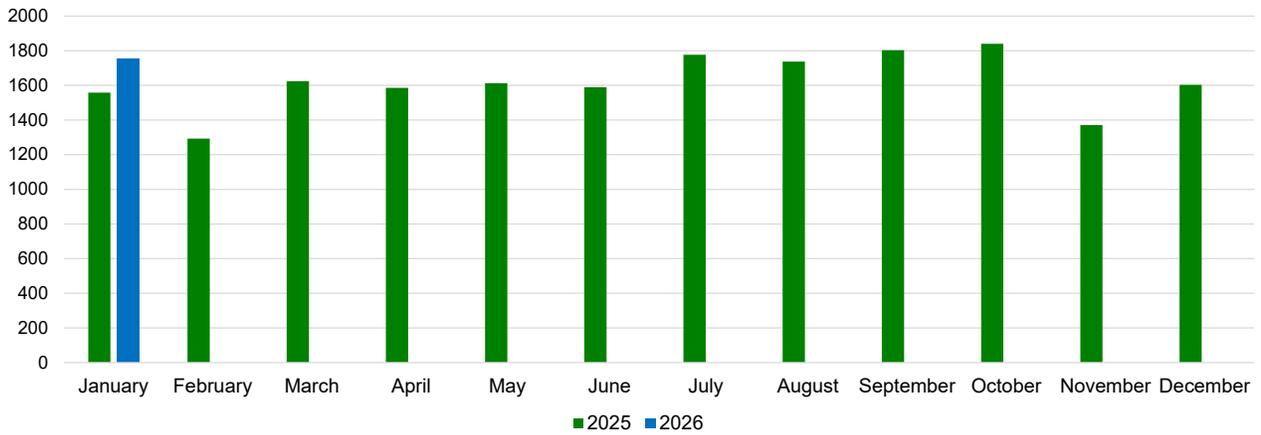
#6 A/B Ridership Numbers: 2025 - 2026



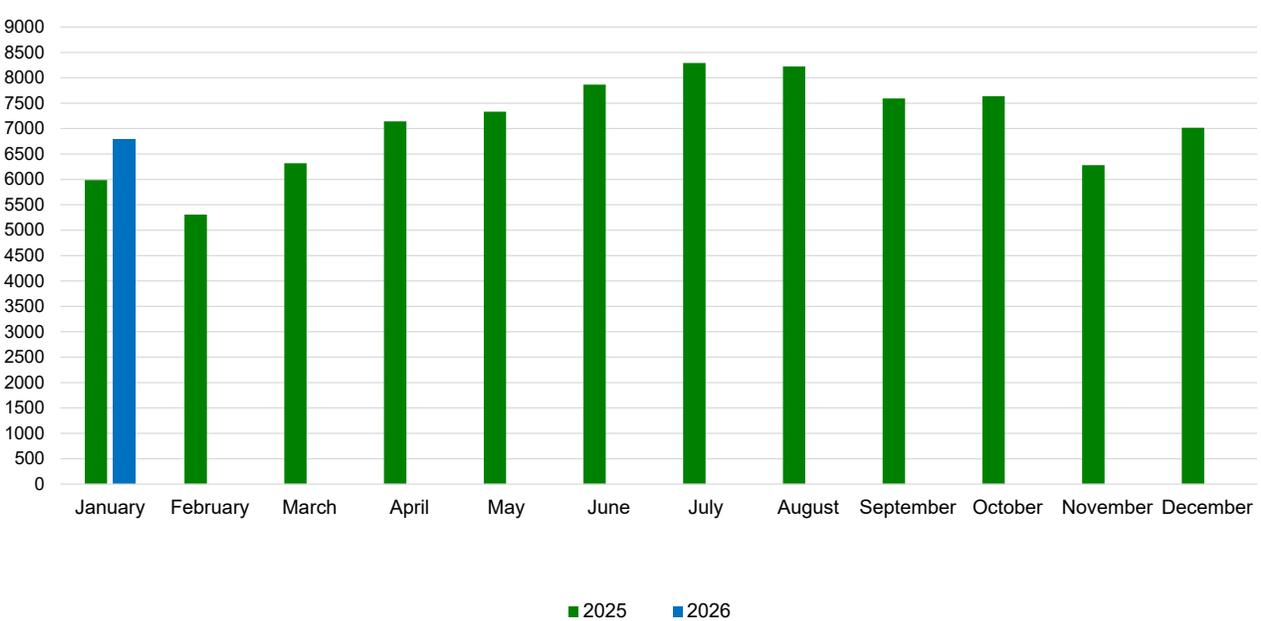
#7 Poulsbo Ridership Numbers: 2025 - 2026



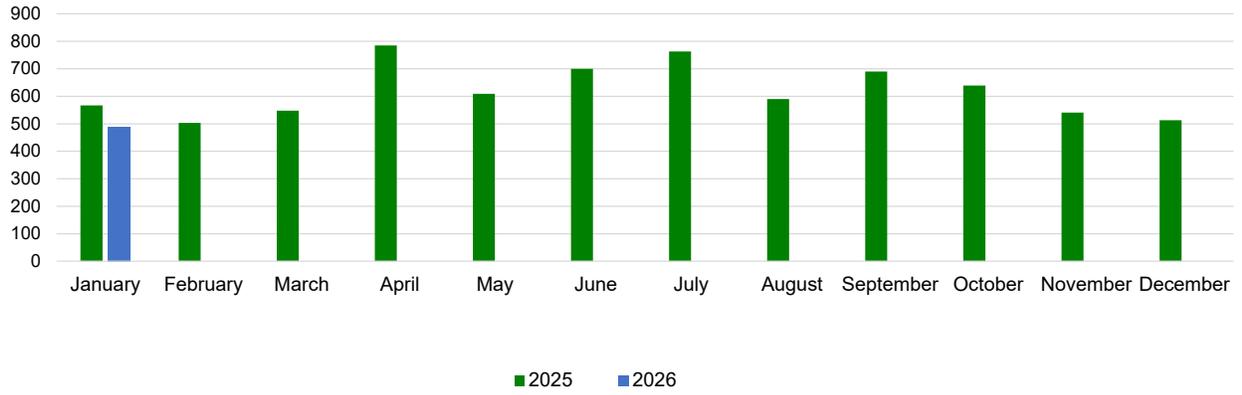
#8 Sequim Ridership Numbers: 2025 - 2026



#11 A/B Ridership Numbers: 2025 - 2026



JTOC Ridership Numbers: 2025 - 2026





Marketing and Outreach Update

Kelly Olsen | Marketing and Outreach Manager
TAG Report: March 3, 2026

Marketing Update:

2026 Partnerships:

PT Main Street

- Spot in Monthly online newsletters
- Collaboration on 3 events: Concerts on the dock, Downtown Trick-Or-Treat, Christmas Tree Lighting.
- Support in promoting Service change info and survey as well as agency rebrand.

The Production Alliance

- Working together to promote Community events and taking the bus to those events.
- Transportation instructions on event webpages, flyers on buses and in some shelters.

Outreach/Marketing Project Updates:

- **Jefferson County Beacon:** Reached out to them about Advertising Opportunities
- **School Newsletters:** Reached out to Chimacum, Port Townsend, Quilcene, and Brinnon School Districts about their newsletters and doing age appropriate Transit 101 Trainings for students.
 - Met with PT HS Principal on 01/12, we will be adding a flyer to their weekly newsletters quarterly, and we will be doing a Transit 101 Session with 9th graders in May.
 - Brinnon: Going to start with Quarterly blurbs in their Thursday Folders. and will be doing a Transit 101 Session with 5/6th & 7/8th graders in May.

- **Agency Rebrand Update**

Transit and Tourism Updates:

- **Tourism Council Committee (TCC) - Jefferson County**
February Meeting Update:
- **Lodging Tax Advisory Committee (LTAC) - City of Port Townsend**
Officially a member. First meeting March 10, 2026
- **LTAC Marketing Group - City of Port Townsend**
- **Transportation Working Group**
Attended February meeting with Olympic Hiking Co, City of PA, City of PT, Clallam Transit.
Reviewed Olympic Peninsula brochure draft
- Clallam/Jefferson Collaboration on Exploring the Olympic Peninsula with Transit brochure.

Social Media Update

Most Popular Posts

Jefferson Transit Authority is with City of Port Townsend, WA Government.
Published by Dakota Brooke · 6 days ago ·

Today was a nice community moment for the reopening of the Kah Tai Lagoon restrooms. Kah Tai Lagoon is located right beside our Haines Place Park and Ride!

Pictured: David Jorgensen, Field Supervisor, and Melvin Lawless, Service & Training Supervisor, with Port Townsend Mayor Amy Howard.

See insights and ads [Boost post](#)

43 1 comment 3 shares

Jefferson Transit Authority
Published by Kelly Olsen · January 26 at 12:26 PM ·

Our General Manager, Nicole Gauthier is in Olympia today meeting with Representative Bernbaum at the Capitol.

See insights and ads [Boost post](#)

Good Dad Bad Man, Walla Walla Valley Transit and 34 others 1 share

Other Social Media Posts

TRIP PLANNING MADE EASY!

Plan your bus ride in seconds with Google Trip Planner.

Enter your starting point and destination, tap the transit icon, and browse the available routes and times

Click "Details" to see more information about departure times, and get step-by-step directions for your ride.

For more information, contact Customer Service at: 360-385-4777 or visit our website: www.jeffersontransit.com

The Numbers Behind the Service

A look at our 2025 Fixed Route and Dial-A-Ride service.

Fixed Route	Dial-A-Ride
525,574 Miles Driven	102,893 Miles Driven
265,557 Riders	22,910 Riders
75,364 Gallons of Fuel	12,588 Gallons of Fuel

Fixed Route and Dial-A-Ride

85 Tires Used 63,850 kWh Charged

www.jeffersontransit.com | 360-385-4777

The Numbers Behind the Service

A look at our 2025 Olympic Connection service.

JTOC Fixed Route

- 141,858 Miles Driven
- 7,594 Riders
- 13,915 Gallons of Fuel
- 13 Tires Used

Your connection from Forks to Amanda Park!

www.jeffersontransit.com | 360-385-4777

January/February Event and Outreach Update

Chimacum School Bike Club | January 7



Salish School Literacy Night | January 21



Upcoming Events:

- **Connectivity Summit [The Production Alliance] | March 27-29**
- **Rhody Festival Grande Parade | May 16**

Advertising and Outreach January/February

Main Street Newsletter

Coffee News

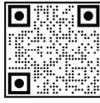
2026: Time to Get On Board!



jeffersontransit.com

Every bus ride helps reduce traffic, pollution, and stress. Join your community, ride the bus and be part of a cleaner, connected future.

Ride Local. Ride Free. Ride Easy.



Roses are red. Buses roll through.
Hop on today. We're here just for you!

2026: Time to Get On Board!

Every bus ride helps reduce traffic, pollution, and stress.
Join your community — ride the bus and be part of a cleaner, connected future.



JTA's newest electric vehicle: 603



Dosewallips State Park, along the 1 Brinnon route

Ride Local. Ride Free, Ride Easy.



Roses are red. Buses roll through.
Hop on today. We're here just for you!

Social Media

2026: Time to get on Board!

Every bus ride helps reduce traffic, pollution, and stress.

Join your community — ride the bus and be part of a cleaner, connected future.



Like and follow our page for JTA news, service changes, fun behind the scene photos and more!

My favorite part of working at JTA is feeling like I'm an important part of the community

-Dan, Bus Operator

JOIN THE JTA TEAM

We offer paid CDL training and a generous benefits package!

Starting wage: \$30.57/hr

Visit our website to apply: www.jeffersontransit.com

2026 Service Change Outreach

1/26/2026	Flyers in buses/Shelters [hung up Feb 17]
1/26/2026	Flyers distributed to businesses
1/26/2026	Banner at HP [hung up Feb 17]
1/26/2026	Flyers/Bus cards for events
1/26/2026	Mailers to promote survey
1/26/2026	Kiwanis Newsletter [mention of presentation]
1/23/2026	Website - Service Changes page
1/23/2026	Website - News Flash
1/23/2026	Website - Spotlight Carousel
1/23/2026	Social media post
2/17/2026	Survey goes live
2/18/2026	PT Leader Display Ad
2/18/2026	Social media post
2/18/2026	Quilcene School Board Meeting
2/18/2026	ICG Meeting
2/19/2026	Cape George HOA Meeting
2/23/2026	BOCC Meeting
2/24/2026	Pop-Up Event - Brinnon Community Center
2/25/2026	Pop-Up Event - Brinnon Food Bank
2/25/2026	Pop-Up Event - PT Library
2/25/2026	Chimacum School Board Meeting
2/27/2026	Pop-Up Event - PT Food Co-Op
3/1/2026	PUD Newsletter
3/3/2026	DASH Meeting
3/3/2026	TCC & OPVB Meeting
3/4/2026	TAG Meeting
3/4/2026	Pop-Up Event - Jeff Co Library
3/4/2026	Kiwanis Newsletter [display ad]
3/7/2026	Pop-Up Event - Kiwanis
3/9/2026	Website - Public Hearing
3/9/2026	Social Media - Public Hearing
3/17/2026	JTA Board Pub Hearing

Flyer

2026 Proposed Service Changes



- Sunday Service Pilot**
- Microtransit Pilot**
- San Juan/Uptown route**



We want to hear from you!

Take our survey Feb 20 - March 17



Banner

UPCOMING SERVICE CHANGES

We want to hear from you!



jeffersontransit.com/service

Mailer



2026 Proposed Service Changes

We want to hear from you!

Take our survey Feb 20 - March 17



scan the QR code to get to our survey or visit jeffersontransit.com/service

Sunday Service Pilot | Microtransit Pilot | San Juan/Uptown Route

**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 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 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.

7.4 - The TAG shall have the ability to form task forces as needed. Establishment of a task force requires a vote by the TAG. A task force is a temporary, short-term group that would explore a specific transit issue. Task forces must include a minimum of 3 members but not constitute a quorum, and adhere to the following:

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.

SECTION VIII – AMENDMENTS

8.1 - No amendment to these Bylaws shall be permitted without JTA Board approval. The TAG may recommend Bylaw changes to the JTA Board.

From Planning to Launch: Jefferson Transit's Implementation Framework



Jefferson Transit Authority

Nicole Gauthier, General Manager

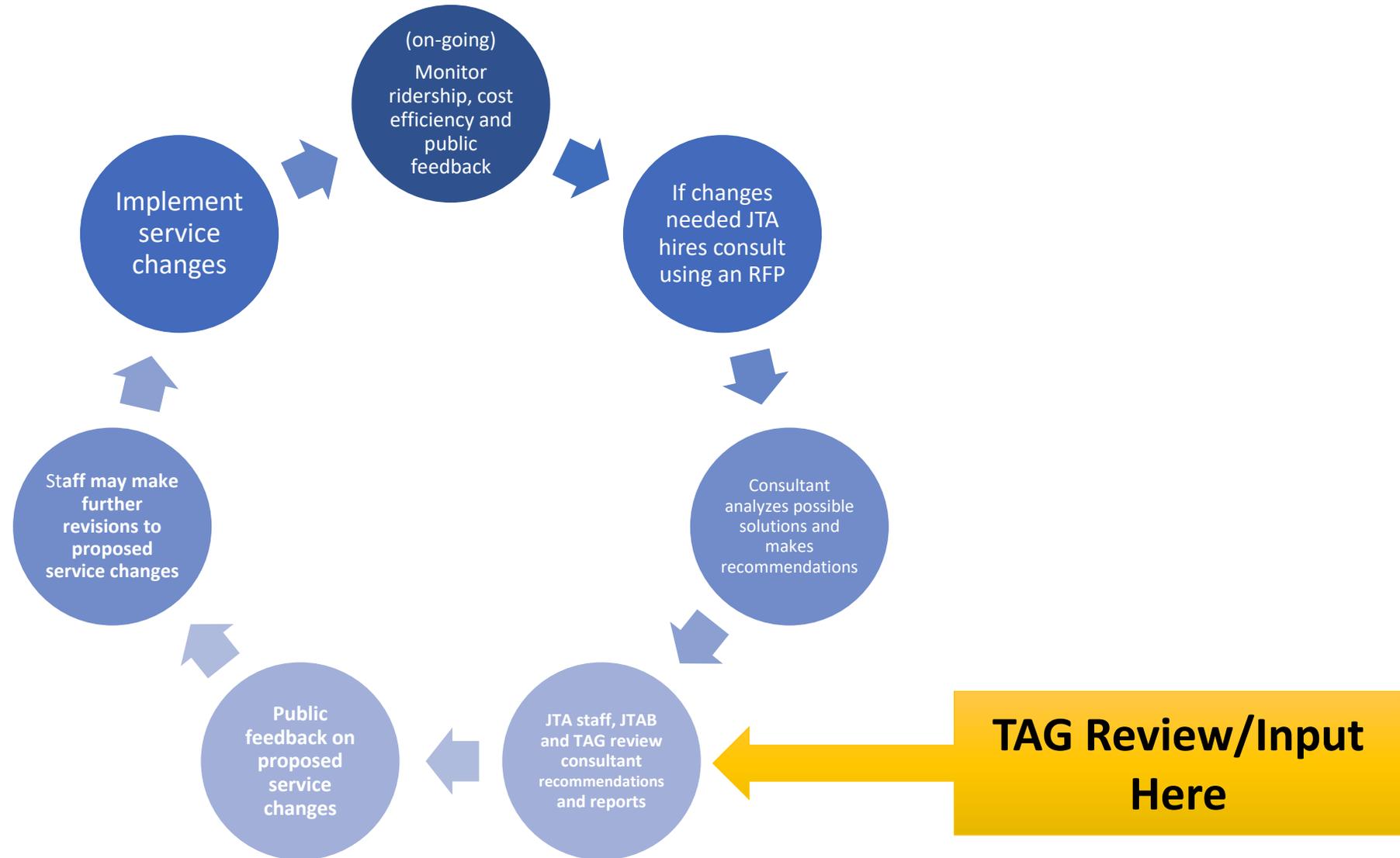
March 4, 2026

Jefferson Transit's TAG Mission

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.



JTA Service Changes: Start to Finish



TAG's Role in Reviewing JTA Reports, Recommendations, and Proposed Changes

JTA staff, JTAB and TAG review consultant recommendations and reports and provide feedback

Review Process May Include These Activities:

- Attending TAG meetings to hear consultant presentations
- Reviewing a plan or technical document and sharing your written comments with JTA staff and recommendations to JTAB
- Attending public meetings
- Responding to JTA public surveys



2024 – 2025: Plans / Changes/ Recommendations



2024: Development of the Climate Action Plan, the creation of JTA's new website, advancement on JTA's Long Range Plan, and a review of the annual Transit Development Plan.

2025: Presentations during the creation of the Comprehensive Operational Analysis (COA), review of the final COA, implementation of service recommendations, and a review of the annual Transit Development Plan.

On-going: JTA staff attends multiple meetings each month such as City Council, Board of County Commissioners, local and regional planning meetings, economic development groups, LTAC, and TCC. Attendance at these meetings inform staff on community opportunities, and concerns about transit services.



2026 - 2027: Plans / Changes/ Recommendations

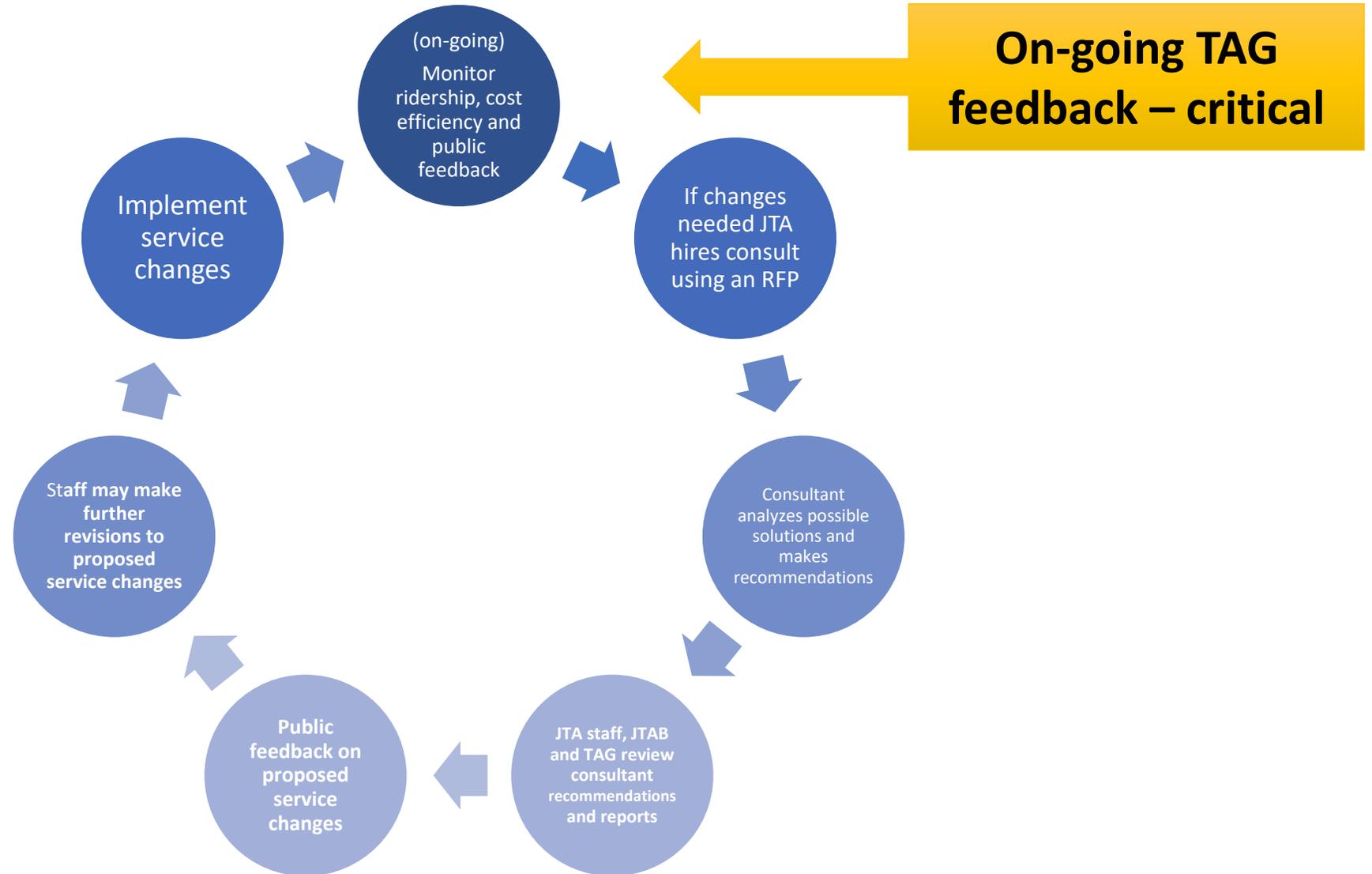


2026 - 2027: JTA staff will be bringing the following to TAG members for feedback over the course of the next two years:

- Annual Transit Development Plan
- New service recommendations: San Juan Connector and micro transit in the Hastings/Cook/Cape George areas.
- CAD/AVL Technology
- Agency re-brand and marketing plan
- Haines Place Re-Design
- Gateway Visitors Center
- Service changes in the Tri-Area
- TAG Members can complete the public survey ending 3/17



Critical TAG Feedback: On-Going





Thank you!

www.JeffersonTransit.com



2026 Transit Advisory Group (TAG) Agenda Calendar

Month	Agenda Items
January	Adopt TAG Goals and Workplan
February	No Meeting
March	<i>How Jefferson Transit Authority Prepares for Route and Service Changes</i> Preliminary JTA public event locations and schedule
April	No Meeting
May	<i>How Transit Supports Economic Development (with speakers)</i> Preview of annual Transit Development Plan Summer public events volunteer sign-up
June	No Meeting
July	<i>Connectivity: Transit + bikes + trails + ferries +boats + planes (with speakers)</i> Being a transit advocate outside of TAG <ul style="list-style-type: none"> • Action: Recommendation to JTAB on draft Transit Development Plan
August	No Meeting
September	<i>Youth Mobility and Transit (with speakers)</i>
October	No Meeting
November	<i>Regional and national transit trends (virtual speakers from other transit agencies)</i> <ul style="list-style-type: none"> • Action: Elections for chair, vice chair • Action: Establish TAG meeting calendar for coming year • Review terms, reappointments
December	No Meeting