

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 15, 2013, 1:30 p.m.

701 Harrison Street. Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:32 p.m. Other members present were Catharine Robinson, David Sullivan, John Austin, Robert Gray and Alice Lane.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Cara Swanson, Leesa Monroe, John Koschnick

OTHERS PRESENT

Tom Anderson, Brenda McMillan, Burt Langsea, Chris Hanson, Margaret Lee, Mark Grant, Harold Andersen, Jay Ward, Richard Berg

PUBLIC COMMENT- *The following are a summary of comments made by citizens in attendance at the meeting and reflects their personal opinions:*

Margaret Lee: Ms. Lee stated that she sent a letter on December 5th to JTA regarding the new audio and camera equipment and the need for a policy to be established regarding its use. She stated that she was notified by the General Manager that the Operations, Maintenance and General Manager would all have access to view the recordings. Ms. Lee voiced concerns about who would be viewing the tapes, how long the recordings would be retained and whether or not law enforcement would have immediate access to them or if they would require a subpoena. She asked, since the recordings were public recordings, could they be accessed by anyone with a Public Records Request? Ms. Lee noted that the current signs on the buses notifying passengers of the recording equipment were very small and hard to see. Ms. Lee requested clarification on all of these issues and a written policy be put into place.

Brenda McMillan: Ms. McMillan stated that she was upset because she believed the Board Members had already made up their minds about cutting Sunday service and there was no discussion at the prior board meeting. She stated she had received a letter from JTA telling her she could not be a volunteer at this time. She asked for a discussion on having the CAC reinstated. She asked that the Board put administrative salaries be put on the agenda for a future meeting.

Harold Andersen: Mr. Andersen stated that he was pleased to learn about Transit moving ahead with the new facility. He expressed concern over the scope of the project as detailed on the Request for Qualifications (RFQ). He stated the \$3.5M budget does not match the proposal or scope of work. He stated that the RFQ as written would exclude all the local designers and contractors

because they have not worked on five Transit facilities. He stated that a local project would benefit everyone. He asked if JTA would consider scaling down the project so that the local people would have a chance to compete.

Mark Grant: Mr. Grant stated that he was trying to get an understanding of Transit's methodology and the process by which the project is going through with the numbers that are being dealt with. He stated that the budget given and the size of the project as stated would translate into a \$93 per sq ft facility. In comparison the unsolicited proposal which he had also worked on with Mr. Andersen was \$304 per sq ft. Also, Island Transit's ongoing project is \$380 per sq ft and Santa Clara Transit's was \$425 per sq ft. He stated that in 2006 TCF architecture said the project needed to be scaled back and he believes the \$92 per sq ft isn't going to get Transit the facility they are seeking in the solicitation.

Richard Berg: Mr. Berg stated that he is an architect and had also participated in the unsolicited proposal. He reiterated what was stated by Mr. Andersen and Mr. Grant. He would like to see Request for Qualifications written differently in the future so that he can compete.

Jay Ward: Mr. Ward stated that he had been Mr. Andersen's partner for 10 years and had also participated in creating the unsolicited proposal. He reiterated what the others had said. He asked that JTA please consider rewriting the Request For Qualifications.

Chris Hanson: Mr. Hanson stated that he was not here to criticize but that it seems like 'déjà vu all over again' in respect to the new facility. He stated that it is everyone's tax money that will be spent and everyone wants the most bang for the buck. He stated that it makes him crazy when he sees a big I-5 firm come over to work in PT because someone thinks that firm has more expertise than a local firm. He suggests that there be more discussion between Transit and local people. He encouraged staff to find more ways to involve the local community.

Rubert responded that the Request For Qualifications was written to coordinate with the grant. Changing it would require rewriting the scope of work in the grant.

Rubert responded to Ms. Lee's comments: she encouraged Ms. Lee to come see her so they could discuss the records retention regulations and the laws that JTA is following, as well as the information from the JTA insurance company about audio and video recordings on the buses. She stated that law enforcement would not need a subpoena; they would have access like all the public since the recordings are public records. She agrees the signs on the buses are too small and JTA is working on replacing them with much larger signs.

In response to Ms. McMillan on the topic of cost-effective use of volunteers, Rubert clarified that JTA did not intend to suggest that volunteers were not wanted. There are specific rules on having volunteers working with vulnerable people that require a background check and L&I insurance, and Ms. McMillan just needs to indicate that she is ready to take those further steps.

Johnson asked if the proposal was written by Samantha Trone, the Project Manager. Rubert responded that yes, Trone had written it within the constraints of the grant funding. Johnson asked if the grant funding required five similar buildings or projects. Rubert responded that without the grant in front of her she didn't want to risk misquoting it. Patten stated that the scope written on the initial grant application was approved by the Board with the application, and so if it were to be changed it would have to go through the Board again. It would then have to go through the FTA again to see if it could be changed.

Gray stated that as far as the qualifications for bidding on it, could that be answered more promptly. Patten stated that Trone would need to answer that question. Sullivan stated that Trone has not had the benefit of past discussions about the project and asked for a briefing from Trone so that these items could be discussed. He stated that much of what was being discussed had already come up in the past. He stated that local contractors have natural advantages over companies that are coming in from a long distance.

Johnson stated that he was concerned about the \$92 a sq ft, if that is a correct estimate, but that comparing it with \$425 a sq ft seemed much too high. He also would like an opportunity to sit down with Trone and discuss these issues.

Robinson stated that it would be helpful to have a review update at the next board meeting with Trone present, and perhaps also let each board member have a meeting with staff to get a project review.

Gray asked about the deadline for the RFQ and if it was something that could be cancelled. Rubert stated that she would be handing out a project timeline but she would have to research the procedure for a cancellation.

Austin stated that he had noticed a theme in the Public Comments and that it was, "how can we as a public help out." He discussed the need for volunteers and how appreciative JTA has always been of volunteers. He recognized that the scale of the new facility project had been cut back severely from the original and he wondered if that reduced building was in the current Request For Qualifications. Rubert responded that the RFQ matched the scope of work in the grant, and that the next step was to contact the FTA and find out what could be done now that the RFQ was already released. Austin responded that if there was any rationality in the federal government, they should be willing to cut back to a reasonable scope.

Discussion about the square footage of new buildings and what the cost of projects includes.

NEW AGENDA ITEMS

Robinson asked that Item 2c, *Approval of Out of State Travel*, be removed from Consent Agenda and moved to New Business.

Rubert requested an Executive Session be added per RCW 42.30.110(1)(g) to discuss General

Manager Annual Evaluation.

Rubert asked to strike the *Maintenance Report* from Section 5 and replace with *Mobility Coordinator Report*.

Motion by Robinson, seconded by Sullivan to approve the new Agenda with changes as noted. The motion passed unanimously.

FINANCE REPORT

Crouch presented the December 2012 Financials. The budget tracking figure is at 100%. Operational Expenses for December were \$302,675.58 and operational income was \$20,495.06. Non-operational income was at \$430,258.40. Sales tax revenues received in December for October were \$265,862.08, a 10.95% increase from the same time last year. Cash on hand: \$1,207,794.84 in the Operating Account, \$84,928.45 in the Capital Account, \$250,905.20 in the Treasury Pool, \$49,498.00 in the Fuel Fund Account, \$162,904.90 in the EFT Fund Account, \$1,371.02 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that the 2012 Year End report is only a draft because the December sales tax revenues won't be received until the end of February. Also, JTA is still receiving bills that are for December 2012. Revenue is over-budget because –the budget amendment did not include \$8K RTAP revenue, \$7K in additional federal grant funds, \$2K in additional advertising revenues, and an additional \$10K from the State from a special legislative session that gave an additional direct appropriation. There will also be an additional \$20k-\$40K in 2013 from the direct appropriations. The Expense revenue budget was \$66,000 under budget but some items were over budget. Salaries were \$47K over budget due to additional holiday and vacation coverage and overtime. The tires were also over budget. Printing the new schedules for January 2013 and a 50% increase in the cost of printing daily passes caused printing to be over budget.

CONSENT AGENDA

a. Approval of Minutes, December 18, 2012.

Corrections to the minutes:

- On Page 3, 5th paragraph, "Robinson asked what was the benefit..."
- On Page 5, 3rd paragraph, strike Sullivan statement and correct with "Sullivan stated that with the Sales Tax at the maximum allowable rate other avenues of funding need to be explored. Funding from the creation of a Transportation Benefit District may be directed towards Transit, but that is a decision for a later time and he is not ready to advocate for that."
- On Page 5, 4th paragraph, "Austin stated that he was initially skeptical..."
- On Page 5, 5th paragraph, "...a viable agency providing service..."
- On Page 7, Operations Report, 2nd bullet, "Cameras are 100% grant funded."

- *On Page 7, Mobility Coordinator Report, 1st bullet, "some files more than...."*

Motion by Austin, seconded by Robinson to approve the Minutes with changes as noted. The motion passed unanimously.

b. Approval of Expenses, December 2012

- Capital Check: 337
- Vouchers: 91044-91145
- EFT Checks: 5344-5350 and 145
- Voided Checks: 335, 336, 5339
- Transfer in the amount of \$71,291.01

Motion by Robinson, seconded by Sullivan to approve the December Expenses. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 13-01: Records Management Policy Update

Swanson stated that the Records Management Policy passed in Resolution 07-01 needed to be updated to account for changes in technology and Records Retention regulations. She stated that a Procedures section was also added, outlining how records will be considered for archiving or destruction.

Gray asked if the audio and video recordings would be considered under Electronic Records. Swanson stated that they fall under Security in the State Records Retention Schedule, and that she did not specifically discuss those recordings in the Policy because it is an overall coverage of all records. Gray asked what the retention timeframe is for those recordings. Swanson stated that per the newly updated State Records Retention Schedule, security recordings are to be held for a maximum of 30 days. Because JTA's system can only hold 7 days of recording, they will be held for 7 days before being overwritten.

Austin asked if the audio recordings of the City meetings are public record. Swanson responded that they are. Robinson pointed out that those recordings are on the City's website.

Gray asked about if there is oversight of the program so that the Records Officer is not the sole authority. Swanson stated that the General Manager is the final authority and will conduct a final review of any records before anything is destroyed. Gray asked about the Departments

conducting their own Annual Reviews of their files. Swanson replied that logistically she cannot review everyone's files and that the Department Heads as Records Coordinators are to coordinate with their own staff on conducting reviews in conjunction with the Records Officer and the General Manager. Gray asked that it be clarified in the Policy that staff would not be conducting their own individual reviews.

Robinson stated that she assumed the Records Officer would be advising the Department heads so that they were not making unilateral decisions on Records.

Robinson asked if the recordings from the buses were considered public records. Swanson responded that they are.

Robinson asked if there should be a specific reference in Section 2 about protecting confidentiality of personnel records. Swanson stated that because exclusions are already spelled out in the Public Records Act, there was no need to relist them in the JTA Policy which refers to the Public Records Act.

Robinson asked on page 4 under Records Coordinators, that the very long sentence be broken up and clarified.

Sullivan asked if the Policy was reviewed by a legal authority. Swanson stated that the original Policy had been, but not the updated Policy.

Sullivan stated that there is vagueness in the Public Records Act so he would suggest having the Policy reviewed by a lawyer.

The decision was made to table the Resolution until the next Board meeting.

b. Authority Board Member Elections

Johnson explained the process and that a new Vice-Chair would now be elected. Discussion on who would like to be the Vice-Chair.

Motion by Austin, seconded by Gray to move Robinson into Chair and elect Sullivan as Vice Chair. The motion passed unanimously.

c. Approval of Out of State Travel – Ben Arnold and Desiree Williams

Robinson asked what the actual amount would be. Swanson stated that if the RTAP Scholarship were received, the final JTA amount for two people to attend would be \$1,296.90, including overestimations on mileage, airfare, and per diem. The amount for one person would be \$752.20 with the same overestimations.

Rubert stated that if RTAP did not grant the scholarship, only one person would be attending the training.

Gray asked if it wouldn't just be better for one person to attend no matter what. Rubert agreed and asked for the Board to approve Desiree Williams to attend. Gray stated that it might be better not to designate who went, but to approve just one Maintenance person.

Gray asked if the \$35K on the 2012 budget for travel and training was excessive. Crouch pointed out that all travel and training would be across the Sound, which was more expensive, and that it included the GM attending school.

Robinson pointed out that there are professional training requirements that the JTA Staff have that cannot be foregone.

Patten stated out that the training was for a system that Williams uses for about 80% of her job as Maintenance Clerk.

Rubert reiterated that the request was for the Board to approve a cost of \$752.20 for one person to attend the RTA Training and Conference.

Motion by Sullivan, seconded by Robinson to approve Out-of-State Travel for one Maintenance staff member. The motion passed unanimously.

STAFF REPORT

A. Manager's Report

- Rubert will be attending the WSTA Legislative Conference and First Quarter Board Meeting in Olympia. A new Senate Transportation Committee Chair will be announced.
- She is having weekly meetings with the Project Manager, Samantha Trone.
- JTA will have an ad in the Strange Brewfest programs.
- The phone system problems discussed in prior Board meetings have been corrected.

B. Operations Report

- January employment anniversaries; John Maiden, 30 years; Linda Moerke, 22 years; and Ron Scott, 10 years.
- JTA's first snow event of the season occurred the week of Dec. 17. Following the 2013 Emergency Operations Plan, a Level 1 Snow Emergency/Action Plan was implemented.
- All fixed-route buses have had the new cameras installed. Two situations have already occurred wherein complaints came in and the video was examined to see what occurred; in both cases, the video/audio showed the problem was

circumstantial.

- The purchase of the grant-funded Training Media Display kiosk has been completed. The system will be presented at the March WSTA Operations Meeting and the Trainer's Showcase in April.
- The PTPD finalized installation of their camera at the Haines Place Park & Ride. It is a single camera with no audio.

C. Mobility Coordinator Report

- Ken Dane from ECHHO has let Monroe know that area pastors are interested in working with ECHHO. ECHHO is seeking bids for insurance coverage for the proposed-donation vehicles.
- Monroe is doing her end-of-year review of the Vanpool drivers (pulling driving records) to make sure everyone is in compliance.
- She is having Customer Service tracking what types of calls they get and the highest volume times in the continued effort to make the phone system more efficient.
- She has had people volunteer to help make the schedules better for low-vision people.

D. Project Report

- Patten gave a rundown on the funding for the new facility: \$4,083,068 in total project cost; total expenditures to date are \$420,008 from the grant funds and \$105,002 in JTA matching funds; \$2,846,446 remaining in grant funds and \$711,611 in JTA matching funds remaining for a total remaining of about \$3.6M.
- Patten stated that she will also be applying for further grants as soon as MAP21 opens for applications.
- Rubert handed out Project Timelines to the Board.

MISCELLANEOUS

Patten stated that there has been an increase in ridership of the #11 Shuttle as well as increases in both the #3 Castle Hill and #6 Tri-Area runs. The year overall saw a 0.41% increase from 2011.

Robinson asked about tracking ridership for Dial-A-Ride and Patten stated she will make separate graphs for Vanpool and Dial-A-Ride.

Robinson asked if the JTA logo was protected on the website. Swanson said she will look into it.

EXECUTIVE SESSION per RCW 42.30.110 (1) (g) for General Manager Annual Evaluation for 15 minutes with no possibility of action being taken.

Executive Session started at 3:15pm

Executive Session ended at 3:30pm

ADJOURNMENT

The meeting was adjourned at 3:30 p.m. The next regular meeting will be held at 1:30pm, February 19th, 2013.



Natalie Patten, Interim Clerk of the Board

3/12/2013
Date