

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, February 19, 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 Catharine Robinson at 1:32 p.m. Other members present were Phil Johnson, David Sullivan, John Austin, Robert Gray and Alice Lane.

### **STAFF PRESENT**

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

### **OTHERS PRESENT**

Burt Langsea, Scarlet Sankey, Darryl Conder, Richard Berg,

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

Burt Langsea- Mr. Langsea discussed the dismissal the former Clerk and the letter that she submitted to the Board and suggested that all reread the letter. Mr. Langsea handed out copies to the Board and Robinson submitted one to the Clerk for entry into the record.

Scarlett Sankey- Ms. Sankey agreed with Mr. Langsea regarding the former Clerk's dismissal. She then discussed the proposed cost of construction of the new Transit building, stating that it would be impossible to complete under the new estimated cost estimate. She, along with Burt Langsea and Darrel Condor, request to be shown receipts for all grant expenditures in the presence of Tristan Hiegler of the Port Townsend Leader.

Darrel Condor- Mr. Condor also discussed the former Clerk's letter and stated that the Board should investigate allegations implied by her.

Richard Berg- Mr. Berg read a statement that was prepared with Harold Anderson of Quadrant Engineering stating that because of how the criteria on the RFQ was worded it would favor out of town firms that specialize in the type of facility advertised, and this would fail to stimulate local economy.

## **NEW AGENDA ITEMS**

Austin stated that during the Project Manager Report he would like to hear more about the facility progress.

Sullivan stated that the Board has already looked into the former Clerk's letter.

Rubert responded to comments about the former Clerk's letter by stating that they have contacted the State Auditors' office, requested that they look into the allegations, and give the Board a report. Also, regarding the records request, there is a prepared document already available showing what has been spent to date on the new transit building project. Robinson wanted to clarify that the documents requested will be for qualification to do design work on the facility, not to build it.

## **FINANCE REPORT**

Crouch presented the January 2013 Financials. The budget tracking figure is at 8.33%. Operational Expenses for January were \$346,605.00 and operational income was \$23,147.65. Non-operational income was at \$300,385.57. Sales tax revenues received in January for November were \$263,071.24, a 12.0% increase from the same time last year. Cash on hand: \$987,426.93 in the Operating Account; \$10,101.91 in the Capital Account; \$250,905.20 in the Treasury Pool; \$49,248.43 in the Fuel Fund Account; \$106,656.50 in the EFT Fund Account; \$1,034.03 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that our east side revenue is up compared to budget. JTOC is down due to required travel to the site to pick up the fare boxes. DAR numbers need to be monitored. Our advertising revenue is an accrued number at this time because we have not received the check from our advertising vendor.

Crouch discussed revenue items that were over budget:

- Overtime: Over budget due to the working holiday (Martin Luther King Jr. Day)
- Holiday & General Leave: Over budget due to Personal Holidays and two (2) holidays in January.
- Vehicle Licensing: Over budget due to three (3) rideshare vehicles being licensed in January.

Crouch stated that she will know what the Capital and Operating Reserve transfers will be next month for 2012 when the sales tax numbers come in.

Gray requested that Crouch type up a narrative of her report and submits it to the Board with the board packet.

Gray requested that the statement of cash flows & statement of income/loss include cash basis. Crouch stated that JTA is required to use an accrual-based reporting method. Gray questioned whether some of the financial reports were already showing a cash basis. Robinson stated that only the sales tax document showed cash basis vs. accrual basis.

Gray discussed formatting changes to the financial reports.

Robinson stated that in the past, there was a report submitted with the financial report.

## **CONSENT AGENDA**

### **a. Approval of Minutes, January 15, 2013.**

#### **Corrections to the minutes:**

- *Page 5, Paragraph 3 under Resolution 13-01 (Austin asked if the audio recordings of the "City" and Robinson pointed out that those recordings are on the "City's" website.*
- *Page 2 under Richard Burg.. Burg should be "Berg"*
- *Page 8 under Adjournment. Time should be changed to "3:30pm". This meeting adjourned after the Executive Session.*

### **b. Approval of Expenses, January 2013**

- Capital Check: 338-341
- Vouchers: 91146-91226
- EFT Checks: 5351-5364
- Voided Checks: 91207, 91210

### **c. Resolution 13-02: Claim Notice Designation**

***Motion by Johnson, seconded by Austin to approve the Consent Agenda with changes to the minutes as noted. The motion passed unanimously.***

## **OLD BUSINESS**

None

## **NEW BUSINESS**

None

## STAFF REPORT

### A. General Manager's Report

- Rubert attended the WSTA Board Meeting on 1-19-2013. There was a report presented which stated that the majority of WA state voters believe that focusing on transit is critical to our traffic problems. WSTA will be watching Senate Bill 1599 which concerns fuel usage for publicly owned vehicles. This law will require that by 2014 all State vehicles will use 40% alternative fuels and by 2018 all local government and subdivisions of State are required to satisfy 100% of alternative fuels. The vehicles we have now are exempt from this rule.
- JTA along with 31 other transit agencies have formed a coalition to support a funding package for transit.
- While at the Legislature, Rubert met with Representative Van De Wege and discussed transit, the Regional Mobility Grant that was submitted and a transit stop in Sequim.
- Patten applied for a WSTIP Risk Management Grant for our safety program which gives awards to drivers for their years of safe driving and funds our All-Staff Training Day. This year's grant will also provide lights for passengers who are waiting at stops in the dark.
- Rubert followed up on Robinson's question about whether JTA's logo and various images on our website are protected. She verified that JTA images cannot be copied. There has been a disclaimer placed on the website that lets users know that the logo cannot be used without express written permission.
- Rubert stated that JTA has the permits in hand for the new 10<sup>th</sup> and Sheridan Street stop shelter. As soon as a third bid is obtained to satisfy our procurement policy, construction will commence.
- Rubert reported for Maintenance that JTA traveled 57,051 miles in the month of January and used an average of 853 gallons of gas which cost \$29,502.00. There were 41 services for a total of 72 hours, with 0 tow-ins and 0 road calls. JTA has ordered large decals which have been placed on all of the buses advising passengers of the cameras.

Sullivan stated he is on a subcommittee with the State Association of Counties on Transportation. An early draft of Representative Caterman's bill was reviewed. There is concern about decreasing the amount to transit and we need to pay attention to the formulas being used and what they are attached to for revenue sources, some of which are protected better than others.

## **B. Operations Report**

- February Employment Anniversary: Alice Lane, 17 years.
- The winter bid started January 12, 2013 running through April 6, 2013.
- John Maidens 30<sup>th</sup> employment anniversary was on January 25<sup>th</sup>, 2013. He has the honor to be the first Jefferson Transit employee to reach that benchmark. *He was honored with a plaque which the Authority Board presented to him during the meeting.*

## **C. Mobility Coordinator Report**

- Monroe has been working on the schedule to make it more user friendly.
- Customer Service has tracked calls for 19 business days during our slower winter months. Of the 582 calls, which came into the office between the hours of 9am and 5pm, 22.8% were requests for information outside of the Port Townsend area. This is significant because these calls take more time than average as they often deal with connections to other transit agencies. It was recorded that 153 customers come into the office during those 19 days.
- JTA purchased three Braille schedules, two of which have gone out to people in the community.
- Monroe reported that she spent 97 hours working on Van Pool because of work schedule changes which have caused passenger and driver changes. The drivers' manual has been updated and condensed to 22 pages. In working with the DMV, it was determined that our vehicles are considered exempt and now have all been updated with specialized plates with no extra transfer fees or charges for new tabs. There is a potential for two new van-pool groups in February. These groups are waiting to see if they qualify for reimbursement vouchers.

## **D. Project Report**

- JTA completed the Request for Qualifications and received 13 submittals which were shortlisted to three. Interviews will be done on February 21<sup>st</sup> and 22<sup>nd</sup>, 2013. This process is for the design phase. The shortlist was based mainly on key personnel experience, references and overall presentation of the package.

## RIDERSHIP REPORT

Patten reported that including West Jefferson County, we had 22,434 passengers in the month of January. We had an increase in riders from December to January of 2,293. In January 2103, there was a ridership decrease on the Shuttle Route of 1,631 compared to January 2012. This may be due to the New Year holiday falling on a Tuesday which encouraged people to also take Monday as a holiday. Usually, there are approximately 900 riders on a weekday, which may be the cause of the low ridership numbers in January. Natalie did note that ridership evens out as the year progresses, and usually increases by about 2 - 3% each year.

## MISCELLANEOUS

Discussion regarding Four Corners area being a possible radio dead zone.

**EXECUTIVE SESSION** per RCW 42.30.110 (1) (g) for Personnel Matters and General Manager Annual Evaluation.


The meeting went into Executive Session at 2:30pm.

The meeting went back into Open Session at 3:00pm.

***Motion by Austin, seconded by Gray to adopt the General Manager's evaluation. The motion carries unanimously.***

## ADJOURNMENT

The meeting was adjourned at 3:01 p.m. The next regular meeting will be held at 1:30pm, March 19<sup>th</sup>, 2013.

  
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Laura Smedley, Clerk of the Board

3-26-2013  
Date