

**Jefferson Transit Authority Board**  
Meeting Minutes  
Tuesday, January 20, 2009, 1:30 p.m.  
Port Townsend Fire Station  
Port Townsend, WA

**CALL TO ORDER/WELCOME**

The Meeting was called to order by Jefferson Transit Authority Board Chair George Randels at 1:32 p.m. Other members present were John Austin, David Sullivan, Phil Johnson and Catharine Robinson.

**LATE ARRIVALS**

Melanie Lockhart  
Jeff Chew  
Burt Langsea

**STAFF PRESENT**

Dave Turissini, Carla Meyer, Van Church, Leigh Kennel, Tammi Rubert, Rachel Katz, Mike Pollack

**CAC PRESENT**

Linda Pfafman  
Brenda McMillan  
Martha Ann Sackett

**OTHERS PRESENT**

Artis  
Jim Todd  
Lars Johannessen  
Ali Dyche

**PUBLIC COMMENTS**

The Board Chair opened the meeting to public comment at 1:32 p.m.

- Brenda McMillan stated that she lacks hope for the future due to poor planning and oversight and hopes the Authority Board will give careful consideration to decisions regarding raising taxes and how the money would be spent in the future.
- Linda Pfafman spoke as a resident about Senate Bill 5180 which supports rural transit by allowing buses to legally stop on roadways to pick up and drop off passengers, at designated stops using "flag stops". She has requested that the Jefferson Transit Authority Board support this bill.
- Artis spoke about cutting service. He believes the Jefferson Transit should be clear about the reasons for cutting service and alternate solutions sought if cutting service is only a matter of economics. Dave Turissini responded to Artis by clarifying the issues concerned with Sunday

service.

Public comments were closed at 1:41 p.m.

## **CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS**

Linda Pfafman reported on the following from the January Citizens Advisory Committee meeting:

- Recommendation to the board to increase fares by @ 20%
- Change service configuration to reduce expenses
- Recognition of the need to consider a sales tax levy later in the year.
- Linda introduced Ali Dyche as a candidate for Citizens Advisory Committee membership.

## **NEW AGENDA ITEMS**

**New business d. SB 5180**

## **PUBLIC HEARING**

### **a. Sunday Service to Poulsbo**

**The public hearing began at 1:48 p.m.**

Staff report: Turissini spoke about the issue of eliminating Route #7 Sunday service. This is in response to Kitsap Transit eliminating all of their Sunday service. He described Route #7 as a connecting service and stated it is nonsensical to operate connecting service where no connections exist. He proposes that the service hours saved by not running the Sunday #7 to Poulsbo be reallocated to 2 additional Tri Area Loop trips. He noted that an alternate suggestion has been made to operate service all the way to the Bainbridge Island ferry, but he opposes the idea, as it would be an added expense rather than a savings. He also noted that Olympic Bus Lines operates service between Port Angeles and Seattle on Sundays. Turissini also noted that he had received a few phone calls from people who were unhappy about the situation but supported his recommendations.

Austin stated that the casino on Bainbridge Island has a bus that meets every ferry and suggested a possible option of meeting that bus. Turissini stated that only publicly operated services were considered when seeking alternatives.

The hearing was opened to public comment at 1:57 p.m.

- Linda Pfafman asked about adjacent public transit systems, but there are none that operate on Sunday.
- Brenda McMillan recommends drastic cuts including all Sunday service.
- Ali Dyche wanted to know if it is cut, if it would be reinstated when the financial situation is better.

Public Comment was closed at 1:59 p.m.

Board discussion:

Robinson requested that discussion should be limited to the subject of the public hearing. Church reported that staff is working on developing data to determine costs of all Sunday service.

Robinson stated that it is her hope that any services that are cut would be restored when the financial situation is better. Randels stated he would like to see "middle ground" by running #7 Sunday service to Port Ludlow or Paradise Bay rather than curtailing it by limiting it to the Tri Area route. Turissini

responded by saying that weekend ridership in the county is minimal. Meyer reported that there is hardly any ridership between Port Hadlock and Poulsbo on the two Sunday trips. Robinson wanted to know what the financial impact would be by curtailing Sunday #7 service altogether. Church recommended not making any drastic service level changes until the grant cycle ends and will analyze the impact against operating grant revenue. Robinson stated concerns about adding service (additional Tri Area Loop service) and then possibly eliminating all Sunday service. Turissini stated that the recommendation is the modification of an existing route rather than an enhancement or addition of service.

The public hearing closed at 2:14 p.m.

**Motion by Austin, second by Sullivan to approve Resolution 09-01: Curtailing Sunday Service To Poulsbo. The motion passed unanimously.**

**Motion by Robinson second by Austin to approve the consent agenda.**

## **CONSENT AGENDA**

- a. Approval of Minutes, December 16, 2008**
- b. Approval of Expenses, December 2008**
- c. Appoint Ali Dyche to the Citizens Advisory Committee**
  - Operating checks 84782 - 84996: \$ 254,372.19 (includes payroll of \$135,220.21)

**Motion by Austin, second by Johnson to approve the consent agenda. The motion passed unanimously.**

## **UNFINISHED BUSINESS**

### **a. Border patrol situation – Safe Haven Policy**

Turissini reviewed the issue and materials presented.

Legal Counsel advised against posting any information that advises passengers of their rights in dealing with Border Patrol officers. Turissini has been in contact with immigration attorneys who will speak to Jefferson Transit's Legal Counsel. He recommends postponing taking action on this matter until signed off by Legal Counsel.

Robinson commented that we should give information to people in the form of a modified poster and brochures available on buses that are not Jefferson Transit publications but still inform people of their rights. Austin recommended informing the ACLU that they could post public service announcements on the bus. Johnson recommended contacting MRSC for legal advice.

Randels commented that in Obama's speech that it is a false choice to choose between safety and our ideals. He believes that Jefferson Transit should stand up on this issue. He recommends modifying poster option B by adding a disclaimer, and getting it approved by a third party legal authority. Robinson recommended the following changes: substitute "your rights" for "their rights", add language about choice rather than dictating actions regarding the riders actions and adding a disclaimer.

**Motion by Robinson, second by Johnson to show changes to Jefferson Transit legal counsel and MRSC and to see about getting brochures from another source.**

Discussion: there is a logistical problem with brochures as there is already limited space on buses for brochures and adding more is an invitation to any group asking Jefferson Transit to have their brochure on the bus as well. Randels stated that while no Jefferson Transit bus has been boarded yet by the

Border Patrol, there is a perception that some riders have already stopped riding the buses because of what has happened elsewhere. Randels suggested a friendly amendment to direct Turissini to move forward once he has established he has a solid legal footing for posting the information as edited. There was no second on the amendment. Austin agrees with the attorney, stating that it would make more sense to leave the production of this information to those who know more about the issues, such as the ACLU. There was a call for the question. The motion passed 4 – 1.

## **NEW BUSINESS**

### **a. Election of Officers**

**Motion by Randels, second by Johnson to appoint David Sullivan as Chair and Catharine Robinson as Vice Chair. Motion by Johnson, second by Austin to close the nominations. The motion passed unanimously. The original motion passed unanimously.**

Sullivan took over as Chair of the meeting.

### **b. Resolution 09-02: Authorize Board Chair to sign 1st Amendment to GCA-5534 (Hood Canal Bridge Contract)**

Turissini explained that the amendment adds \$50,000 to pay for project management of the transit portion of the mitigation project. This work was originally going to be filled by existing staff, but attrition and layoffs have thinned the ranks sufficiently that the appointment of Mike Pollack to the task of project management required backfilling of vacated positions, as another employee was required to take over Pollack's regular duties.

**Motion by Robinson, second by Randels to approve Resolution 09-02: Authorize Board Chair to sign 1st Amendment to GCA-5534. The motion passed unanimously**

### **c. Resolution 09-03: Establishing a Standing Finance Subcommittee**

Turissini reviewed the discussion regarding the formation of a finance subcommittee to foster ongoing communication regarding financial matters.

**Motion by Randels, second by Johnson to approve Resolution 09-03. The motion passed unanimously. Sullivan and Robinson will serve on the committee.**

### **d. Senate Bill 5180**

Austin stated a concern regarding having unmarked "flag" stops. The problem is that people may think they are in a safe spot but the bus driver may not consider the same place to be safe. The rider may have planned their entire day around being able to catch the bus at that place and time. The board should surrender the decisions regarding safe flag stops to those who are in the business. He suggested that additional stops could be designated with signs. Meyer spoke about the work the safety committee has already done to establish designated stops in the county, and about some of the considerations in deciding stop locations. She stated that the current stops could be reviewed and more added if appropriate to the conditions. Randels stated his opinion that the board should consider the endorsement, as Pfafman's attention to safety is unsurpassed and has influence. He suggested that somebody testify at the legislature about the bill. Discussion re: following our own policy of using designated stops even if the law changes and allows flag stops. Turissini stated there may be some middle ground, establishing areas for flag stops, or putting up signs adjacent to roadways that are considered safe. Pollack stated his concern for other drivers. In the event that a car rear-ends a bus stopped in a safe area of the roadway, the car driver would probably not survive the accident. Robinson suggested re-addressing the issue at the next meeting. No action was taken.

## **STAFF REPORT**

**a. Operations Report**

Turissini reported on ridership for December. He also commented on the excellent job staff did during the snow storms.

**b. Financial Report**

Church reported on the December financials. The total discrepancy between budgeted revenue and actual revenue and expenses was \$147,000.

Sales tax revenue to date for 2008 is approximate \$35,000 less than budgeted. Fuel expenditures were approximately \$81,000 more than budgeted. Wages and benefits were within budget. Expenditures for capital items from capital reserves were about \$169,000. The combination of capital expenditures and operating net loss amounts to a total net loss of cash reserves amounting to approximately \$221,000 in 2008.

He stated that while he does not believe Transit's financial is as dire as McMillan does, the board needs to take action quickly to reduce the drain on cash reserves. Robinson asked how much cash, in addition to capital reserves, he feels is necessary for operating. Church responded that \$600,000 is needed for regular cash flow. He also feels we should have an operating cash reserve. Also, the capital reserve should be based on vehicle replacement and the Transit Development Plan.

**c. Comprehensive Service Plan**

Turissini reported that staff has been holding public meetings and have incorporated about a dozen changes into the new service design. He plans to present the final draft of the service plan in March.

**d. Hood Canal Bridge Update**

Pollack reported on his efforts as the project manager. He discovered that relatively few people are aware of the closure, and has developed an informational brochure for use by Jefferson Transit. He reviewed his activities that include vehicle procurement, recruiting personnel, service development, housing, facilities etc.

**MISCELLANEOUS/CORRESPONDENCE**


**Motion by Robinson, second by Austin to authorize the board chair to sign a letter to Kitsap Transit with corrections as recommended.**

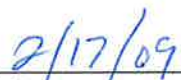
**EXECUTIVE SESSION**

The meeting went into executive session at 3:31 p.m. for 10 minutes to discuss the General Manager's evaluation. The executive session ended at 3:43. No action was taken.

**ADJOURNMENT**

**Motion by Robinson, second by Austin to adjourn the meeting. The motion passed unanimously.** The meeting was adjourned at 3:43 p.m. The next Regular Meeting is to be held at 1:30 p.m., February 17<sup>th</sup>.

  
Rachel Katz, Clerk of the Board

  
Date