

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 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 David Sullivan at 1:36 p.m. Other members present were John Austin, George Randels, Phil Johnson and Catharine Robinson.

STAFF PRESENT

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

CAC PRESENT

Linda Pfafman

OTHERS PRESENT

Pam Thompson

Susie Church

Burt Langsea

Ron Ryan

Brenda McMillan

Savinka Vajler

Lillian Kuehl

PUBLIC COMMENTS

The meeting was opened to public comments at 1:33 p.m.

- Savinka Vajler stated she feels some unease in the company for the last few years. She stated route changes should only be made to take care of the people Jefferson Transit is serving, and should accommodate them in a more economical way. She stated Jefferson Transit's administrative staff should take pay cuts at the same percentage that service is cut, and that instead of cutting service they should do whatever is necessary to get the funding required to continue to provide good service. She observed that drivers do not have enough time at the end of a trip and sometimes have to run late. She concluded by saying that she's happy with the service but that all employees must work together to make one big family.
- Brenda McMillan commented that route changes proposed are so vague that she doesn't understand how they could have been proposed. She stated that if she was a board member

she would request more specific information, including specific costs.

- Lillian Kuehl stated she appreciates the commuter service she uses.

Public comments ended at 1:44 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Pfafman reported that there was no CAC meeting in October as the annual retreat was originally scheduled for this month.

NEW AGENDA ITEMS

Executive session – personnel issues (by 3:00 p.m.)

CONSENT AGENDA

a. Approval of Minutes, September 15, 2009

b. Approval of Expenses, September 2009

- Operating checks 86465 - 86560: \$216,86053 (includes payroll of \$140,796.83)

Brenda McMillan stated she was misquoted in the September minutes and restated what she actually said.

Motion by Austin, second by Johnson to approve the Consent Agenda with the minutes as corrected. The motion carried unanimously.

UNFINISHED BUSINESS

a. Resolution 09-20: Amending 2009 Operating and Capital Budgets

Turissini stated that the amended budget reflects a \$155,000 surplus rather than the \$150,000 deficit projected at the end of last year due to a number of factors that lined up in a positive way. Church reviewed the amended 2009 budgets. The total anticipated capital expenditure for 2009 is \$483,000, with \$374,000 of that coming from grant funds. Any unspent money will be moved to the 2010 capital budget. Planned capital expenses for 2010 include a design for the new facility to make it “shovel-ready” in anticipation of future funding opportunities.

Capital reserves for year end are projected at \$563,000, which includes the excess of the operating budget that he spoke about earlier. Originally, the operating budget projected a deficit of \$156,000 due to last year’s fuel prices and other factors. Actual expenses should be about \$220,000 less than originally projected. In non operating revenue, Church stated we will have \$256,000 more than was projected at the end of last year. The extra could go into operating reserves, capital reserves, or both. Capital reserve money would be used on some projects that have been postponed and for the new building project. His report concluded with an operating summary. Fuel costs changed considerably between 2008 and 2009. Labor costs have held steady, due in part to a reduction of management staff.

Motion by Randels to adopt resolution 09-20, Amending 2009 Operating and Capital Budgets, second by Austin. Randels commented that he hopes that in future years we aren’t

dealing with the budget 10 months into the year. Robinson stated she appreciates the work that went into the amended budget and that she prefers that any movement of excess funds happens at year end. Randels commented that Church's suggestion to move excess operating funds to the capital reserve is consistent with the idea of having to make a conscious decision to move funds back from capital to operating. **The motion carried unanimously.**

b. Service Change/Comprehensive Service Planning Update

Turissini reviewed recent changes in the proposed service plan. The current model saves about \$6,800 per month in operating expenses. He would like to discuss at next month's board retreat and meeting proposed actual schedules, if and when to implement, or whether to keep service the same with no changes. Staff currently recommends an April 10, 2010 implementation date, but Turissini stated that we have a year before budgetary considerations would make it necessary to make changes. For long term planning with the objective of having a balanced budget the questions to be addressed are as follows:

- Do we want to implement the new service model?
- Do we want to continue service as it is now?
- Do we want to implement a reduced version of our existing schedule?
- Do we want to implement any of the above and go out for a sales tax increase in November, 2010?

He acknowledged that any change is going to be a compromise between the sometimes conflicting service needs of the passengers.

Randels urged the board to stick with an early implementation date to avoid another deficit situation. Sullivan stated his concern that the new model may not have sufficient recovery time, and suggested one or more trial runs with representative board members on board. Turissini stated an average of 15% of a driver's work time should be break time according to industry standard, and that Jefferson Transit is well above that, with an average of 28%. He emphasized that the object is not to squeeze the drivers; it is to schedule the work in a sensible way that accommodates the schedule. Robinson requested cost per trip information on the proposed new routes.

c. Retreat Planning

There will be a regular Authority Board meeting on November 17, and the retreat will be on Saturday, November 21 from 9 a.m. to 1 p.m.

EXECUTIVE SESSION

The Board Chair announced at 2:43 p.m. that he would immediately convene an executive session to discuss a personnel briefing. The session was expected to last 15 minutes. The executive session was adjourned at 3:02 p.m. No action was taken.

NEW BUSINESS

a. Resolution 09-26: Authorizing the Board Chair to Sign and Execute Operating Grant Agreement GCA 6174

The funding in this grant covers the period from July 1, 2009 to June 30, 2011. It funds the mobility coordinator position at 100%, much of east Jefferson County transit services, and 50% of West Jefferson service.

Motion by Robinson to adopt 09-26: Authorizing the Board Chair to Sign and Execute Operating Grant Agreement GCA 6174, second by Randels. The motion passed unanimously.

b. Resolution 09-27: Authorizing the Board Chair to Sign and Execute Operating Grant Agreement GCA 6337

This grant covers 100% funding through the American Recovery and Reinvestment Act (ARRA) for two 35-foot coaches and two 28-foot cutaways. Randels commented that the Auditors found against Jefferson Transit for having inadequate documentation from the contracting agency in Florida in a similar situation a few years ago that involved “piggybacking” on the other agency’s contract. Meyer explained that she had contacted the Washington State Department of Transportation on this issue and had worked out a solution that will make these arrangements easier and avoid any future issues of this kind with the State Auditor’s Office.

Motion by Austin, to approve resolution 09-27: Authorizing the Board Chair to Sign and Execute Operating Grant Agreement GCA 6337, second by Randels. The motion passed unanimously.

Mr. Johnson left the meeting at 3:05 p.m.

c. Award Bus Advertising Contract

Motion by Randels, second by Austin, to authorize staff to negotiate a contract with the Port Townsend and Jefferson County Leader for a one year. The motion passed unanimously with Commissioner Johnson absent.

STAFF REPORT

a. Operations Report

Turissini reported a slight reduction in ridership of .3% overall. He also stated that the past four years has seen an increase in ridership of 30%.

b. Financial Report

- Church reported that he hopes to have WSTIP do a presentation at the November, December or January meeting. He also hopes to have Kristin Manwaring come in and do a presentation about health insurance costs. Staff is anticipating an 11% increase in health insurance premiums in 2010.
- Fuel costs are going back up. Average costs per gallon year to date was \$1.72 but is now \$2.05.
- Fare collection since July 1 implementation of the fare increase and out of county fee has increased 24% even though there has been a drop in ridership since this time last year.
- Church will include a summary on fare collection in the next monthly financial summary.
- Revenue is a little below what was budgeted but only by .5%.

- Church will be working on an analysis of cash reserves and cash flow.

Discussion: has the collection of the out of county fee been worth it? Church responded that the routes it is collected on are the two most expensive to operate and in his opinion, people traveling from outside the county should help pay for those trips.

c. Community Van Program Update


Turissini reported that the community van program is on hiatus until further notice. The vans Jefferson Transit planned to acquire from Kitsap Transit were not acceptable. He recommends the program be dropped from next year's budget.


MISCELLANEOUS/CORRESPONDENCE

Discussion regarding a complaint from someone who received a travel voucher from OlyCap and didn't realize he had to pay a dollar surcharge in addition. Meyer will communicate with Olycap to work out a solution.

ADJOURNMENT

The meeting was adjourned at 3:30 p.m. The next Regular Meeting will be held at 1:30 p.m., November 17, 2009.


Rachel Katz, Clerk of the Board


Date