

**Jefferson Transit Authority Board**  
**Meeting Minutes**  
**Tuesday, April 21, 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 1:34 p.m. Other members present were John Austin, Phil Johnson and Catharine Robinson.

**STAFF PRESENT**

Dave Turissini, Leigh Kennel, Carla Meyer, Van Church

**CAC PRESENT**

Linda Pfafman

Margaret Lee

Pam Thompson, Transit Operator

**OTHERS PRESENT**

Kate Pike, Brisa Services

**PUBLIC COMMENTS**

Linda Pfafman, commenting as a citizen, expressed disappointment in not noticing an annual pass fee discount identified in the Resolution to approve fare change. She also expressed concern that one of every four licensed drivers in Jefferson County are over the age of 65 and will prompt a significant future population of non-drivers who will need public transportation. Dave Turissini noted that, at the bottom of page 5 of the New Fare Proposal, it states "Annual passes will be made available anytime during the year by discounting the existing pass category by an additional 20%"

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

Linda Pfafman reported that there was a well-attended meeting and terms were discussed, with members taking the Board suggestion to use more succinct wording. Regarding fares, the membership approved Brenda McMillan's proposal, the annual pass at \$275, and an annual commuter pass for \$395 (to include out-of-county trip). It was suggested that Dial-a-Ride be the same as the regular fare (\$1.50). The CAC also supported the idea that there be one out-of-county fare, with boarding out-of-county (which includes Jamestown S'Kallam to Sequim) having an extra \$1 charge. Regarding the financial plan, Plans A & B submitted by Mr. Church were discussed with support of a combination of the two, maintaining Saturday service to Brinnon, which includes service to the Tri-Area and Quilcene.

**NEW AGENDA ITEMS**

**Security Services Northwest, Inc. Protest**

Dave Turissini commented that, pursuant to Board contract award to the Jefferson County Sheriff

Department for security services during the Hood Canal Bridge closure, a protest was received from Security Services Northwest, Inc. Legal counsel determined the protest to be without merit and no action is needed by the Board.

## **CONSENT AGENDA**

- a. Approval of Minutes, March 17, 2009**
- b. Approval of Expenses, March 2009**
  - Operating checks 85198 – 85227, 85330 - 85360: \$376,501.63 (includes payroll of \$129,460.27)
  - Capital Checks 236 - 237: \$40,786.50
- c. Approval of Final Changes to CAC Bylaws**

**Motion by Robinson, second by Johnson to approve the Consent Agenda with comment regarding keeping public comments in the March 17, 2009 Minutes consistent. The motion carried unanimously.**

## **UNFINISHED BUSINESS**

- a. Resolution 09-10: Approve Fare Change**

The General Manager presented for review and discussion original and updated proposals for new fares, as well as, for ACTION, Jefferson Transit Authority Resolution No. 09-10 adopting a new fare structure, effective July 1, 2009. After review of recommendations, including out-of-county, Dial-a-Ride, annual, monthly and day passes, and youth passes, the members took the following ACTION:

**Motion by Austin, Second by Johnson, carried unanimously, to adopt Jefferson Transit Authority Resolution No. 09-10 with an amendment made by Robinson that the annual pass be made available at 80 per cent of the cost of 12 monthly passes.**

## **NEW BUSINESS**

- a. Reappoint Citizens Advisory Committee members**

Three members of the Citizens Advisory Committee whose terms are ending have requested consideration for reappointment. After discussion regarding continued outreach for and diversity of future Committee members, the Board took the following ACTIONS:

**Motion by Sullivan, Second by Austin, carried unanimously, to re-appoint Julie Duke and Kaheya Cunningham to the Jefferson Citizens Advisory Committee.**

**Motion by Robinson, Second by Austin, carried unanimously, to re-appoint Linda Pfafman to the Jefferson Citizens Advisory Committee.**

- b. Resolution 09-11: Update Disadvantaged Business Enterprise Program Goal**

Leigh Kennel advised the Board of the required annual update to Jefferson Transit's Disadvantaged Business Enterprise (DBE) goal, the purpose of which is to identify the percentage of DBE's with which Jefferson Transit will contract in 2009. The public hearing on this update was held February 17, with no comments received there or during the 45-day comment period. A DBE participation of 10 per cent is identified as the 2009 goal. After discussion the Board took the following ACTION:

**Motion by Robinson, Second by Austin, carried unanimously, to update the Jefferson Transit Disadvantaged Business Enterprise (DBE) with a goal of 10 per cent participation in contracts awarded during 2009 and adopt Resolution No. 09-11, Adopting DBE Program Goal.**

**c. Public Service Announcement Policy**

Dave Turissini presented for review a draft policy for posting free public service announcements inside Transit vehicles. The policy would permit placement of these announcements (informational and for non-profit organizations) on interior ad frames as space is available with no guarantee and the possibility of replacement by sale of the space by the advertising broker. After discussion concerning time limits (3 months) and replacement of vandalized signs (not feasible by current staff), it was determined to bring this issue back for further Board address.

**STAFF REPORT**

**a. Operations Report**

Dave Turissini presented a tabular operations report for March 2009 and a graphic representation of ridership, noting that it continues to grow, with a rise in 2009 of 4.6 per cent from the same January-February-March time period in 2008. Additionally, van pools have become more popular, with smaller vans available for ease in starting a new group.

**b. Financial Report/ budget discussion**

Van Church announced that he completed the 2008 financials last month. Also, he has just completed those for March 2009, and year-to-date there is an operating loss of approximately \$14,500, which is an improvement over the same time period in 2008, with fuel costs down and sales taxes holding steady. If fuel remains at current pricing and income is at what is budgeted, projected losses may be less or may not occur. However, the operating net income needed to sustain is in the \$200,000 to \$300,000 range.

**c. Hood Canal Bridge Update**


Dave Turissini reported that, while Jefferson Transit is prepared for the closure and the infrastructure is in place, staff will spend two weeks placing customer service representatives at ferry terminals and at park-and-ride locations.

**MISCELLANEOUS/CORRESPONDENCE**

Dave Turissini, announced that the Finance Committee meeting is to be held on Tuesday, May 5.

**ADJOURNMENT**

The meeting was adjourned at 3:00 p.m. The next Regular Meeting will be held at 1:30 p.m., May 19, 2009.

  
Rachel Katz, Clerk of the Board

May 19, 2009  
Date