

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, May 19, 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 1:35 p.m. Other members present were George Randels, Phil Johnson and Catharine Robinson.

STAFF PRESENT

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

CAC PRESENT

Linda Pfafman

OTHERS PRESENT

Brenda McMillan

Jeff Chew, Peninsula Daily News

Melanie Lockhart, Port Townsend Leader

Pam Thompson, Transit Operator

Ron Gregory

Larry Carter

Craig Durgan

Paul Richard

Jim Boyer

PUBLIC COMMENTS

The meeting was opened to public comments at 1:36 p.m.

- Ron Gregory commented about public policy. He referred to correspondence regarding the crafting of a notice to be posted on buses regarding the rights of people when questioned by border patrol personnel on buses. He stated that the transit board politicized the agency and authorized political actions outside of the public process. He stated he expects follow-up.
- Linda Pfafman spoke about Senate Bill 5433 which is currently on the Governor's desk for signature. This bill allows transit agencies to seek voter approval for a congestion reduction tax collection at a maximum of \$20 per vehicle. A portion of this tax would be allocated to public transit.
- Craig Durgan requested the Performance Report included in the packet include average cost per passenger trip, or the range of costs per passenger trip for the purpose of consideration of service costs and potential reductions.
- Brenda McMillan recommends cutting all Sunday service.

Public comments ended at 1:43 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Linda Pfafman reported that the CAC would like to see the various components of Service (Reduction) Options A, B and C costed out individually for the purpose of crafting alternatives using realistic financial data. The CAC endorsed the Smart Trips option of the state DOT corridor improvement program as a green alternative and would like to see Jefferson Transit involved with a local Smart Trips program. The CAC discussed moving their regular meetings to a day two weeks before the regular Authority Board meetings in order to have enough time to work with staff through issues raised at their meetings and be better prepared to discuss them at Authority Board meetings.

NEW AGENDA ITEMS

None.

CONSENT AGENDA

- a. Approval of Minutes, April 21, 2009**
- b. Approval of Expenses, April 2009**
 - Operating checks 85328, 85329, 85361, 85442 - 85608: \$322,959.58 (includes payroll of \$ 195,819.77)
 - Capital Checks 238, 239, 241: \$16,756.82
- c. Approval of Final Changes to CAC Bylaws**

Motion by Robinson, second by Johnson to approve the Consent Agenda. The minutes should be changed to reflect more accurately the pricing of the annual pass. The motion carried unanimously with the minutes as amended.

UNFINISHED BUSINESS

a. Resolution 09-12: Adopting a Policy for Posting Public Service Announcements Inside Transit Vehicles

Discussion: Limiting public service notices to three months. Some members believe PSAs should be posted for longer if space is available.

Discussion: reference to "general information of general use" puts staff in the position of acting as editors of content, which is not appropriate.

Discussion: conformation to bus ad content policy. Randels used marijuana usage as an example of a PSA that might violate Jefferson Transit's ad content policy. He believes the draft policy as written challenges first amendment rights, and the whole idea of having a written policy concerns him when it seemed that having an unwritten policy actually worked very well. Discussion: definition of public service notices, what is acceptable or not. Turissini proposed an alternative which would require that all interior postings, whether public service notices or for-profit advertising, should be handled by the advertising contractor. The downside of that proposal is that non-profits may choose not to advertise. Randels commented that as a public agency we have a duty beyond our primary function of transportation to be a forum for public debate. He reiterated the importance of first amendment rights.

Robinson suggested editing the policy to eliminate the three-month time limit, and the posting agency should take the responsibility for monitoring the condition of the placards they want to

post and replace them, if necessary. She also suggested adding language to the policy that states that public service notices may be posted for longer periods of time if space is available or space may be purchased at any time for an extended period.

No action was taken. This issue will be discussed at the next meeting.

NEW BUSINESS

a. *Resolution 09-13: Commending Brenda McMillan*

Sullivan read the resolution into the record. **Motion by Robinson, second by Johnson to adopt Resolution 09-13: Commending Brenda McMillan. The motion carried unanimously.**

b. *Approve New Vanpool Rates*

Turissini stated that the vanpool pricing policy is embedded in the vanpool policy, which is currently being revised, and will no longer include the pricing policy. The discussion today regards the establishment of a vanpool pricing formula that would apply to any type of vanpool vehicle. Church listed the reasons for using a formula based pricing system over a fixed-price system, which include an obligatory capital recovery component as well as the ability to cover operating costs. Randels suggested supplying some cost scenarios for different sized vans at the next meeting. Motion by Johnson, second by Robinson to schedule and advertise a public hearing on vanpool rates. The motion passed unanimously.

c. *Set Public Hearing Date for Possible Service Reductions*

Turissini stated staff recommends a public hearing sometime before the June Authority Board meeting, setting it apart from the regular board meeting, to obtain public comment on potential service reductions. Discussion: the process of gathering public comment should include two parts – seeking input and then having a public hearing on a specific proposal. The first of these two parts would not need to be a formal public hearing, more like a workshop. A final proposal for board action would be prepared for the August meeting. Motion by Robinson, second by Randels, to direct staff to hold two public meetings in June, prior to the June Authority Board meeting, to gather input from the public regarding possible service reductions. The motion passed unanimously.

STAFF REPORT

a. **Operations Report**

Turissini reviewed the ridership for April.

b. **Financial Report/ budget discussion**

- Church reported that the Hood Canal Bridge project is generating more paperwork for the Finance department than staff anticipated. If it is necessary to bring in a temporary employee to help, the cost will be reimbursed by the Department of Transportation.
- Church introduced a draft policy for donating general leave to employees who have run out because of long term medical issues. This policy will be on the June Authority Board meeting agenda.
- Change in dollar amount for advanced travel fund. Church proposes to increase it from \$500 - \$1,500.

- Staff is ready for the 2008 financial audit, but it has not yet been scheduled.

c. Hood Canal Bridge Update

Mike Pollack reported on the Hood Canal Bridge project. The service is meeting the needs of the public pretty well. Projected numbers based on DOT estimates of bridge crossings have served the project well in terms of service planning and ridership to date has passed the 33,000 mark. Use is heavy first thing in the morning, so employees have to hit the ground running before 4:00 a.m. Pollack reported that his team is working well together and they are providing good customer service.

MISCELLANEOUS/CORRESPONDENCE

The Authority Board discussed the following issues brought up in Customer Comment correspondence:

- Location of bus stops on upper Sims Way
- Smoking in bus stops
- Bus conditions
- Mid-evening bus to return people to Fort Worden. Randels suggested a conversation with the Fort and/or Centrum about funding such as service.

There was also a discussion regarding the use of the new Visitors Center for meetings and the use of their restrooms by transit passengers.

ADJOURNMENT

The meeting was adjourned at 2:55 p.m. The next Regular Meeting will be held at 1:30 p.m., June 16, 2009.


Rachel Katz, Clerk of the Board

6-16-09
Date