

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, July 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 1:32 p.m. Other members present were George Randels, Phil Johnson and Catharine Robinson. John Austin was excused.

STAFF PRESENT

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

CAC PRESENT

Ali Dyche

OTHERS PRESENT

Margaret Lee

PUBLIC COMMENTS

The meeting was opened to public comments at 1:34 p.m.

Margaret Lee encouraged the board and staff to address the issue of park and ride lots, particularly in regard to the following issues:

- Maintaining at current capacity
- Increase number of park and ride lots
- Shared use

She stated her opinion that park and ride lots ought not to be compromised by shared usage and should be devoted to promoting transit use.

Ms. Lee also stated that city/county Climate Action Committee has come up with a comprehensive list of potential measures to reduce greenhouse gasses, almost 1/3 of which are transit related. She encouraged increased transit usage rather than reducing service.

Public comments ended at 1:37 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Ali Dyche reported on CAC transit promotion efforts at Hadlock Days. She stated it was well

attended on Saturday and Transit volunteers educated quite a few people about transit services they didn't know about, including using public transit to get to Sea-Tac Airport. The committee also discussed the service reduction issue, promoting ideas for preserving as much cost effective service possible, rather than reducing service.

NEW AGENDA ITEMS

Executive session – litigation issue

CONSENT AGENDA

- a. Approval of Minutes, June 16, 2009**
- b. Approval of Expenses, June 2009**
 - Operating checks 85893 - 86142: \$498,912.27 (includes payroll of \$141,476.89)
- c. Approve Out of State Travel for Van Church**

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

UNFINISHED BUSINESS

- a. Possible Service Reductions: Strategies**

Turissini reported that Meyer has been adjusting the proposed new service model to work with a reduced budget. He also reported that Jefferson Transit has experienced a "perfect storm" with favorable conditions, and he believes it will not be necessary to reduce service before next year. He stated Jefferson Transit's financial picture is improving, giving staff more time to fine tune service and make adjustments as needed for a comprehensively planned service change in 2010.

Randels mentioned that the financials as reported by Church still indicate a need to build reserves and enhancing sales tax receipts. A discussion regarding a sales tax increase initiative in 2010 is indicated.

Turissini reported that staff will not need to use reserves for any bus purchases for the next two years. He stated that at the next finance committee there will be more details provided regarding service adjustments.

NEW BUSINESS

- a. Resolution 09-18: Authorize Board Chair to sign and execute GCA5956 (STIP Flex funds)**

This grant is part of an allocation of funds from the Surface Transportation program (STIP Flex) that represents the 2004 – 2008 allocation to be used for capital expenses. The funds from this portion have been dedicated to the preservation of the operating/maintenance/administration base and to preserve and expand passenger amenities and services.

Motion by Robinson, second by Randels to approve resolution 09-1⁸: Authorize Board Chair to sign and execute GCA5956. The motion carried unanimously.

STAFF REPORT

a. Operations Report

Turissini reviewed the ridership for June, which shows a slight decrease from May. Overall ridership is up by 5.8% over this time last year.

Discussion: effect of Hood Canal Bridge project on data. There was a consensus at last month's meeting that ridership on the #7 was overstated by approximately 2,000. It was determined that the number that is in error is in the Hood Canal ridership count rather than the #7. There was a disagreement as to whether or not #7 ridership should be considered part of the Hood Canal service.

b. Financial Report

- Church will be adding a few more graphs to the financial reports.
- Fuel costs are going down so we are taking a hit on the Fuel Risk Management contract, which requires partners to pay the difference between the fixed price and the actual reduced cost of fuel.
- Hood Canal Bridge accounting is complete, and Church stated we came out ahead on that project.

From this point forward, financials will be completed by the 10th of the month.

Upcoming issues: Vanpool capitalization, A/R collections

Randels commented that he likes the level of detail in the current financial summaries.

Randels pointed out that ridership on vanpools as reported in the ridership by route graph is equivalent to that of the Castle Hill route, and supports his opinion that it was a mistake to reduce vanpool rates. Church explained that rates will be adjusted up or down as fuel prices change. Randels stated that, as bus riders still have to pay a fixed fee, an equity issue still exists.

c. Community Van Program

Turissini reported that the program has been on hiatus since the Hood Canal Bridge project. WSTIP is not willing to extend insurance coverage to 15-passenger vans unless there is a plan in place to replace them with 12-passenger vans.

Turissini stated WSTIP is brokering a deal to procure 4 used 12-passenger vans from Kitsap Transit to supply the community van program, which may be able to start up again by August 1. There is also a possibility that there is an issue concerning potential violations of the Federal Transit Administration's charter bus rules. Kennel stated she thinks the issue can be resolved as long as the only user groups are human services organizations (which are exempt from charter rules) and meet all the other program criteria.

MISCELLANEOUS/CORRESPONDENCE

Sullivan met with Rita Spalding, who submitted a list of questions after the June Authority Board meeting. Sullivan passed the questions to Turissini, who promptly responded.

Other issues raised in customer comments:

- Brinnon mid-day riders – how many is “many”?

- Possible drug transaction comment was forwarded to the police.
- Park and ride shelter needing cleaning – Turissini reported that the Park and Ride is on a regular cleaning cycle, but it is not as frequent as staff would like due to staffing issues. Trash is emptied every day.
- Sequim route timing for commuters. Meyer is addressing this in the service planning process.

Randels projected that in the future, commuter hours will become more staggered rather than less. Robinson has 211 posters and help cards for transit to post or circulate.

Items for future agenda:

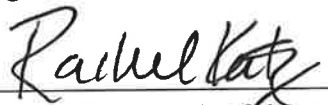
Park and ride, and A/R collection

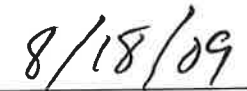
EXECUTIVE SESSION

The meeting went into executive session at 2:35 p.m. to discuss a litigation issue for approximately 10 minutes. The executive session ended at 2:38 p.m. No action was taken.

ADJOURNMENT

The meeting was adjourned at 2:38 p.m. The next Regular Meeting will be held at 1:30 p.m., August 18, 2009.


 Rachel Katz, Clerk of the Board


 Date