

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, September 15, 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 and Catharine Robinson.

**George Randels arrived at 1:40 p.m.**

**Phil Johnson arrived at 1:45 p.m.**

### **STAFF PRESENT**

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

### **CAC PRESENT**

Ali Dyche

Linda Pfafman

### **OTHERS PRESENT**

M. Thuy Gohn

Dreena Baily-Gohn

Margaret Lee

Peter Badame

Greg Aten

Pam Thompson, Transit Operator

### **PUBLIC COMMENTS**

The meeting was opened to public comments at 1:38 p.m.

- Thuy Gohn stated that Transit service is the only transportation some children have in the county. She spoke on behalf on retaining Sunday service for all kids in the community and her daughter in particular. She also stated that Sunday service is a necessity for service workers who work on weekends.
- Brenda McMillan had several comments:
  - The service plan is not ready
  - Routes are too tight for drivers to be able to complete them in time.
  - Current runs are also too tight.

- Dial a Ride only service on Sunday may open transit up to a lawsuit since fixed route riders would be disenfranchised.
- New in-town routing is confusing.
- Drivers would lose 70 hours, which is, in effect, a 14% pay cut. Administrative staff should take the same cut.
- Why is it necessary to recover \$150,000 in one year? Can this be spread over a longer period?
- In a time of economic downturn, it is not good to experiment with transit service.
- Greg Aten commented that Jefferson Transit will lose ridership if Sunday service is curtailed.
- Margaret Lee stated that she is confused by what is driving the service change. She also stated that there was not enough publicity for last week's public meeting. The maps should have been blown up and displayed in bus shelters and on buses. Getting public involvement is not the time to hold back on resources. Extra effort is required by staff to publicize meetings.
- Brenda McMillan told a story about people who brought many items aboard the bus, including 10 bags of groceries and a half sheet of plywood. She stated limits should be left to the drivers' discretion.
- Ali Dyche stated the public meetings should have been held over a longer period of time, for example over a period of months, instead of in just one day.

Public comments ended at 1:49 p.m.

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

Linda Pfafman has drafted a letter that the Citizens Advisory Committee can send out to businesses pursuant to recruiting new members. She has also drafted a letter to a member who has been delinquent regarding attending meetings, asking her to attend meetings or submit her resignation. Pfafman spoke about the discussion regarding public outreach. Scott Walker stated the members' efforts could be better spent than in volunteering at festivals and events and the first part of the meeting was devoted to that subject.

She explained that she requested that transit staff not be present at the meeting although she is cognizant that the meetings are open to the public.

She reviewed the discussion regarding current service planning:

- The good points of the current plan include eliminating the necessity to transfer and benefits for commuters.
- Bus drivers are stressed and many are concerned with the tightness of the routes.
- She commented that bus schedules will be severely affected by construction on upper Sims Way.
- All the stressors will affect customer service on the road. This will damage efforts for a successful sales tax increase initiative next Fall.
- More than one person on the CAC would like to see a delay in deciding on the proposed service change.

Discussion: reference in bylaws to consistency of attendance by Citizens Advisory Committee members. A recommendation to the Authority Board to terminate the committee member is at the

discretion of the CAC.

### **NEW AGENDA ITEMS**

**New Business Items h, i and j: Salaried Staff Pay Scale adjustments Resolutions 26, 27, 28**

**Move public hearing after other New Business**

**New Business item k: Resignation of Peg Furey from the CAC.**

### **CONSENT AGENDA**

**a. Approval of Minutes, August 18, 2009**

**b. Approval of Expenses, August 2009**

- Operating checks 86297, 86343 - 86464: \$270,820.89 (includes payroll of \$137,807.12)

**Motion by Randels, second by Robinson to approve the Consent Agenda. The motion carried 4-0 with Mr. Johnson abstaining from voting on the minutes.**

### **UNFINISHED BUSINESS**

**a. Proclamation Commending Peter Badame**

**Moved by Austin, seconded by Robinson to read and sign a proclamation commending Peter Badame for his work in establishing and managing Jefferson Transit.** Johnson recalled the conditions that led up to the establishment of the Public Transportation Benefit Area. **The motion carried unanimously.** Mr. Badame thanked the Authority Board and also thanked County Commissioners B.G. Brown and Bud O'Meara for "having the guts" to address public transportation issues and move the idea of a public transportation forward, City Council members Frieda Imislund, an advocate for senior citizens and public transportation and Janice Hunt, who went from a transit opponent to advocate, John Parker, who was a strong advocate for public transportation and Alice Szell, who convinced Warren Magnuson to contribute \$2.00 to the campaign.

**b. Service Change/Comprehensive Service Planning: Update**

**Alice Lane and Burt Langsea entered the meeting at 2:11 p.m.**

Turissini reviewed the history of the current service planning process, which was driven by the following factors:

- Need to have a consistent practice of spending less than our annual revenue
- Have a service model that saves money
- Is the current service model meeting the public's needs?

Public input revealed the following 3 priorities (in order)

- Intra-county commuters
- Inter-county commuters
- Discretionary users

Turissini presented the currently proposed service model. Regarding the idea of implementing limited Dial a Ride service only on Sundays, ADA paratransit service can be implemented in any way the Authority sees fit, although not the reverse.

Input and response from September 9 Meetings:

- Concern over limited Sunday Service
  - *Limited Sunday service could be re-introduced at the cost of reducing proposed weekday services that addressed commuter needs*
- A request to re-instate the Penny Saver stop
  - *The issues that previously existed still exist*
- A request to serve the front door of the hospital with fixed route services
  - *This would be impossible to accommodate without a major service restructuring. Fixed Route services operate within 750' of a hospital entrance*
- A question regarding the number of buses traveling through the downtown
  - *True, more buses will be operating through the downtown (Washington and Water Streets); however, this is part of the service design. The number of trips in the downtown could be reduced with only marginal savings while adding to a more complex schedule.*

Discussion: Isn't more frequent service better? Turissini responded that it is a perception issue for people who pay attention to the "empty bus syndrome". Transit drivers believe that 50 - 75% of Shuttle riders transfer from other routes.

Comment: Monday – Friday commuter service should be reallocated to the weekends.

Discussion: Proposed elimination of 50 hours or driver time. Meyer explained that the drivers are currently understaffed, though supplemented by temporary employees, so the existing staff should be able to handle the new driver hours without significant loss.

Austin commented that the board needs to be mindful about the tendency of micromanaging. He also commented that there are variances of opinion about whether across-the-board hours reductions are preferable to layoffs.

Turissini stated he would like to address issues presented over the next month and present a final proposal for adoption at the October meeting following a public hearing. If the new plan is not implemented in January 2010, the next opportunity will be in April.

## **NEW BUSINESS**

### **a. Resolution 09-21: Disposition of Surplus Personal Property**

The property for disposal consists of six 15-passenger vans that were being used by the Community Van Program. Since the insurance pool prefers not to insure them and they are fully depreciated, Staff wishes to have them declared surplus property and dispose of them.

**Motion by Randels, second by Johnson to approve Resolution 09-21: Declaration and Disposition of Surplus Personal Property. The motion passed unanimously.**

### **b. Resolution 09-22: Adopting an Animals on Transit Vehicles Policy**

**Motion by Austin second by Robinson to approve Resolution 09-22: Adopting an Animals on Transit Vehicles Policy.**

Discussion: what is the definition of a service animal?

Discussion: "under control" means well-behaved.

Discussion: are we fixing a problem that doesn't exist?

**There was a call for the question. The motion passed 4 – 1 with Johnson opposed.**

**c. Resolution 09-23: Revising a Policy on Complaints of Unfair Competition**

**Motion by Austin, second by Robinson to approve Resolution 09-23: Revising a Policy on Complaints of Unfair Competition.** Discussion: in future for policy revisions, please include a draft that shows the changes requested. **The motion passed unanimously.**

**d. Resolution 09-24: Adopting a Carry-On Limits Policy**

Meyer explained that this policy would make carry-on limits consistent with current practice on Dial a Ride. Discussion: Why should weight limits apply to fixed route passengers that were created to address issues that concern Dial a Ride drivers. It should not be a one-size-fits-all policy. Response: to do this would make Jefferson Transit vulnerable to a lawsuit.

**Motion by Austin, second by Robinson to approve Resolution 09-24: Adopting a Carry-On Limits Policy. Motion by Randels to amend the motion by having the weight limit apply only to Dial a Ride. There was no second.** Recommendation: talk to DASH about this policy. Robinson requested seeing the current ADA policy with the draft. There was a call for the question. **The motion passed unanimously.**

**e. Resolution 09-25: Approving implementation of a Mobility Coordinator Position**

Turissini described the position and requested the board approve the position. Discussion: what happens when the funding period ends?

- Reapply for funding
- Fund from Operating fund
- Position ends after two years.

Robinson commented that the job description indicates a lot of work for the position.

Discussion: coordinate with all relevant local government and other organizations (on a trip reduction program) rather than specifying City and County. Turissini explained that the language was crafted that way in order to tie the position in to Energy Conservation grant application being submitted by the City of Port Townsend and Jefferson County as part of the local match. **Motion by Austin, second by Randels to approve Resolution 09-25: Approving implementation of a Mobility Coordinator Position. The motion carried unanimously**

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

This item was deferred to the next meeting of the Authority Board.

**g. Annual Board/CAC Joint Meeting**

This item was struck from the agenda as no action is required.

**Items h, i and j were deferred to the next meeting of the Authority Board. Item k was struck from the agenda, though the Authority Board acknowledged the resignation of Peg Furey from the Citizens Advisory Committee.**

## STAFF REPORT

### a. Operations Report

Overall ridership is flattening out after increased numbers last year due to gas prices. Turissini reported that Jefferson Transit carried 7,283 passenger trips over the weekend between the Park and Ride and downtown for the Wooden Boat Festival.

### b. Financial Report

- The audit exit report indicated 3 minor issues that need to be addressed.
- There was a year to date net operating income of \$140,000, which is considerably better than last year. Much of the change can be attributed to fuel costs and not operating increased service hours during the summer.
- Church will have a draft of the 2010 budget ready for the Finance Committee meeting.
- Fare boxes revenue yielded about \$6,000 in fares over the weekend.

### c. Transit Advertising RFP

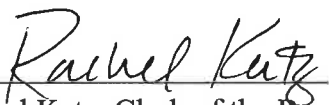
Turissini reported on the Transit Advertising RFP. The deadline for submittal is September 30.


## MISCELLANEOUS/CORRESPONDENCE

Discussion: Can passengers who have been grossly inconvenienced be compensated with a pass?

## ADJOURNMENT

The meeting was adjourned at 3:43 p.m. The next Regular Meeting will be held at 1:30 p.m., October 20, 2009.

  
Rachel Katz, Clerk of the Board

  
Date