

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, April 16, 2013, 1:30 p.m.

701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Chair Catharine Robinson at 1:33 p.m. Other members present were; David Sullivan, Robert Gray, John Austin, Phil Johnson and Alice Lane

STAFF PRESENT

Tammi Rubert, Ben Arnold, Sara Crouch, John Koschnick, Leesa Monroe, Natalie Patten and Laura Smedley

OTHERS PRESENT

Darrell Conder, Robert Eash, Tristan Heigler and Margaret Lee

PUBLIC COMMENT- *the following are a summary of comments made by citizens in attendance at the meeting and reflects their personal opinions:*

Darrell Conder- Mr. Conder stated that after examining nine years worth of financial statements for the Four-Corners project, he believes that Transit management and the Authority Board have been frugal and cautious in their spending. He feels that transit patrons can trust the current Board and management to build the Four-Corners project within its budget. He publically offered his support for General Manager Tammi Rubert, her staff and the Authority Board and as they proceed with this project.

Robert Eash, 587ATU- Mr. Eash wanted to add to the previous statement by saying that he has found the senior staff of Jefferson Transit to be of a high professional caliber and integrity.

NEW AGENDA ITEMS

Rubert requested adding a brief Executive Session after the meeting for a discussion about leasing public property and a contract negotiation.

Austin requested a brief discussion on the Citizens Advisory Committee.

FINANCE REPORT

Crouch presented the March 2013 Financials. The budget tracking figure is at 24.99%. Operational Expenses for March were \$325,971.72 and operational income was \$19,557.63. Non operational income was at \$431,265.56. Sales tax revenues received in March for January were up 42.0% from the same time last year. Sales tax revenues received in March were \$291,292.37. Cash on hand: \$650,404.62 in the Operating Account, \$250,000.00 in the Operating Treasury Pool, \$67,431.39 in the Capital Account, \$527,431.20 in the Treasury Pool, \$49,546.00 in the Fuel Fund Account, \$101,238.8 in the EFT Fund Account, \$1185.62 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

We received an outstanding amount for sales tax for January, which is very unusual. We are \$85,000 above budget. Crouch called the Department of Revenue and asked them to research the increase. They said they were able to attribute \$55,000 to unusual sales, which is a good economic indicator. There were two (2) construction companies that had sales in January. There was also a major marine sale and a government entity in Jefferson County that purchased vehicles. Also, there was a very large general consumer sale. This extra money will go towards our reserves.

Crouch stated that East Side revenue is slightly down. We did add a new Van Pool group so revenue was up, but we lost a Van Pool in April.

Crouch discussed revenue items that were over budget:

- **DAR Overtime:** Over budget due to a February retirement, expect to see this overtime increase until July.
- **Holiday/General Leave:** Always high at the first of the year due to front loading personal days and accrual will adjust as the year progresses.
- **Other Benefits:** Over budget and are likely to remain over for the year. The general leave transfers to VEBA were not calculated when the overall budget was calculated. If a represented employee has more than 520 total hours in their general leave, or a non-represented employee has more than 280, the overage is paid into their VEBA account.
- **Lubrication:** Over budget due to a timing issue. Lubrication is purchased at set increments during the year and we purchased in February/March.
- **Printing, Tires and Safety Supplies:** We have credits on these items, but we will not be lowering the budget for next year.
- **Utilities/Propane:** Could be timing due to heating the building.

Gray asked what East Side fare box and JTOC fare box referred to. Crouch responded by explaining JTOC is for our Forks Operation and East Side is all East Side Jefferson County. Gray asked what type of leave the 520 hours in General Leave referred to. Crouch responded by saying that Jefferson Transit does not have Vacation Leave or Sick Leave, it is all considered General Leave which can be accumulated. Gray asked what VEBA is. Crouch stated that it stands for Variable Employee Benefit Association. It is a Health Reimbursement Account which goes towards your deductible which offsets co-pays.

Gray asked for a schedule showing budgeted expenses. Crouch responded by explaining where the New Facility project schedule is listed and how to interpret it. We did not have any expenditure in March, but we did have some activity which Patten will explain in her report. Patten also referred Gray to a document which lists what has been spent on the Four Corners project from the beginning until present. Crouch will add to the New Facility Project report and outline the individual expenses for the year.

CONSENT AGENDA

a. Approval of Minutes, March 19, 2013

Corrections to the minutes:

- *Move Robert Eash from the "Board Members" line to the "Others Present" line.*
- *Page 5 under 3rd bullet, second sentence, change "Mobility Coordinated" to "Mobility Coordinator".*
- *Question on March 29th minutes from Page 1, second paragraph of New Business, did Robinson or Trone explain Grays' question. The recording will be checked and needed corrections made.*

b. Approval of Expenses, March 2013

- There has been no capital activity in March

Motion by Johnson, seconded by Sullivan to approve the Consent Agenda with changes as noted. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 13-1: Records Retention Policy Update

Rubert stated that this is an update of our Records Retention Policy. We presented an earlier version at a previous Board Meeting, but we have completely redone that policy. Rubert removed the procedures because we are going to have procedures done in-house. It is strictly the Policy that we are asking the Board to approve for our Records Retention Management System.

Gray asked what part the drivers would play in the Public Records Retention. Rubert answered that drivers create a time card with ridership numbers on it. Gray also asked what the retention periods are and suggested that we give an example. Rubert answered that we refer to the RCW Retention Schedule for that information. Patten stated that the retention period changes for different documents.

Robinson asked about Page 2 under definitions, 6.3-Essential Record, the last sentence states "Security back-up of these records should be created". Robinson suggested that "should be created" be changed to "shall, or must be created". Patten stated that all essential records, such as Resolutions and Minutes, and anything that has archival value (which is in the schedule), are sent to the Archive and they create their electronic storage and then return the original.

Robinson also wanted to make an edit on Page 3, 6.10, the last sentence "If a disposition authority number cannot be cited for a particular record series, there is no legal authority to dispose records. Add the word "of" to make it "dispose of records".

Motion by Austin, seconded by Gray to approve Resolution 13-01 with changes as noted. The motion passed unanimously.

b. Resolution 13-7: Vehicle Donation

Rubert stated that Monroe, our Mobility Coordinator, put together the criteria for the donation of the two (2) vehicles. We are asking the Board to approve the criteria for donating these vehicles to a non-profit organization. Leesa has worked very hard with Ken Dane to put together the Policy and the plan.

Austin asked if these vehicles being donated are vehicles we might want to have again if our service increases. Rubert stated that they would be surplus and taken off our property. Crouch stated that they are past their useful value and are fully depreciated from both grant funds and the Jefferson Transit match.

Robinson asked in the first "Whereas" if we should add at the end "...for public transit". We are saying that it is past its useful life for our needs, but someone else may find it useful.

Gray asked if this Resolution would cover all donated vehicles. Monroe answered that it is just this one time, and we would create a new Resolution in order to donate vehicles again. Gray also questioned the bid process. Monroe explained her process for determining who will receive the donated vehicles. Austin commented that he believes the purpose of this is to try to respond to the needs of the community after the loss of Sunday service. The staff should be commended for asking what Jefferson Transit can do to encourage an organization like ECHHO to pick up the ball. Tammi explained that one of the criteria is "Demonstrated Community Benefit". ECHHO's plans for our bus are not only to drive seniors to church on Sunday, but to also transport people to doctors' appointments, etc. There is a huge community benefit for ECHHO to receive one of our vehicles, but we are not saying that they are definitely being chosen. All of the proposals need to be reviewed.

Robinson stated that when the proposal of cutting Sunday service came up, the main concern from the community was how they would get to their church service. The Board asked staff to try to find some alternatives for organizations that would be willing to help with this. Tammi stated that she personally talked to Oly-CAP, to the Olympic Area Agency on Aging in Port Hadlock, to Ken Dane from ECHHO and all of the churches. Mr. Dane at ECHHO is the only one who moved forward to coordinate with all of the churches. Robinson stated that the other piece of this is that normally when we surplus vehicles, we do not donate. Arnold stated that surplus vehicles are either auctioned or scrapped.

Motion by Austin, seconded by Sullivan to approve Resolution 13-7 with changes as noted. The motion passed unanimously.

c. Citizens' Advisory Committee (CAC)

Austin recently spoke with McMillan regarding the CAC. When the CAC was dissolved, the Board and several CAC members were unhappy with their inefficiency. He believes that transit would benefit from input and ideas from CAC and having a ready pool of willing volunteers would be beneficial. He would like the Board to consider reinstituting CAC. He suggested being cautious and develop criteria for volunteers. Sullivan mentions there is the ad-hoc provision where committees can be created for different purposes. Sullivan's concern with starting the CAC again is that it took a lot of staff time. Because we want to keep costs down, he believes it would be better to have committees on an "as needed" basis. Patten stated that Jefferson Transit still makes an effort to reach out to the CAC members who want to be part of Jefferson Transit and have them sign a volunteer list.

STAFF REPORT-

A. Managers' Report

- Rubert stated that three Board members attended the Safety Award Banquet where the winner of the Wall of Fame was announced. Every year the employees of Jefferson Transit select by popular vote a co-worker who shows dedication and commitment to our community and Jefferson Transit. This year Carol Headley was selected. Carol has been with Jefferson Transit for 25 years and will be retiring this year.
- Proposals for the transportation budget appear to be on hold at this point. Funding and programs for transportation bills in the Senate and the House appear to have bipartisan support, but nothing will proceed until the budgets are done. The MVET Bill has changed to a Sales Tax Bill with a Sunset Clause, and voters' approval would be required. The House and the Senate are still working together on budgets, but we may not see a new Transportation budget before the end of this month.
- The STPR (Surface Transportation Program Rural) Fund is moving through proper channels. WSDOT has sent notice to FTA to transfer the funds which total \$577,066.00. This includes our local match. These funds are slated for the Four-Corners Project.
- The Jefferson Transit Planning Team met with our architect, Randy Cook at Jefferson Transit on Friday, May 5, 2013 for a programming and concept workshop. Randy Cook presented photos and Trone will explain in more detail later in this meeting. We had a lot of enthusiastic participation from our drivers, dispatchers, maintenance and all staff.
- We met with Jim Parker from PUD on May 11, 2013 to discuss the possibility of an Inter Local Agreement with the PUD to utilize their fueling facility. It appears to be a small facility with only 3000 gallons of diesel and 3000 gallons of gas. It may not be a possibility, but the issue was left open. We also discussed our future water line and how to get water to the property. Johnson asked what water lines are required and Trone explained that JTA is considering giving an easement to PUD for a larger water line for joint partnering. Arnold attended this meeting and also discussed partnering with PUD for maintenance on their vehicles.
- Jefferson Transit met with Eash to talk about beginning Union negotiations. This is set to begin August 7, 2013.
- We are also gearing up for the Earth Day Art Contest and The Rhody Festival. Last year we had two (2) entries for Earth Day. This year we received eighty three (83) entries. Lane requested that some of the non-winning entries be posted on the inside of the buses. This had already been planned by Monroe.

B. Mobility Coordinators' Report

- Monroe spoke with Ken Dane, ECHHO. He has heard from two (2) churches and is waiting to hear from several other people.

- We have one new Van Pool group traveling from Sequim to Keyport. One group left the first week of April and hopes to restart in six (6) to eight (8) weeks.
- Monroe has been working on the Veterans Transportation Committee. It is part of Obama's commitment to Veterans in which Washington State DOT is administering \$1.5 million dollars in Grants. Monroe meets with the Steering Committee once a month online. Veterans' make up 11% of Washington States' population. In Jefferson and Clallam County, Veterans make up 17% of our population. In rural communities, Veterans travel an average of sixty three (63) miles for basic medical care. There is talk of adding more services in Port Angeles so Veterans will not have to travel to Seattle. We had a request from the Forks area Veteran's advocate asking us to advertise Veterans Stand Down Day on our buses. A banner will be placed on our Forks buses that states Veterans Stand Down Day will be held at Forks Elks Lodge on May 2, 2013 and that this bus will take you there.

C. Project Report

- We held a programming and concept meeting with all Jefferson Transit departments and TCF architects. We are hoping to achieve a preliminary floor plan. We will also hold a Public Meeting after our County application approval. Traffic counts for the existing facility are being done next week. Austin asked about traffic implications at Four Corners and if there will be a stop light requirement. Trone explained that the traffic count will help determine whether the discussion with WSDOT is warranted. Trone presented the timeline for the new facility.

D. Maintenance Report

- Arnold reported that Jefferson Transit has purchased 6 used shelters. We will be placing one shelter at our 10th and Sheridan stop.
- We are also implementing our Storm Water Project around our current building.
- We traveled 56,524 miles in the month of April. 8,225 gallons of fuel were used in the amount of \$28,798.00. Our average MPG was 6.9. There were two (2) road calls.

E. Ridership Report

- Patten reported that we had 23,197 riders in the month of March. There were 672 bicycles loaded. By September of last year the bicycle number was over 1,000.
- The six (6) Van Pool programs traveled 8,311 miles in the month of March.

- We had a 9% increase over February. This is attributed to fewer days in February. Overall we are down 10.89%. Reports dating from 2010 until now show that we are up 9% overall. In the future, we would like to track passengers per stop. Gray asked about events and if we will be running Friday and Saturday for Wooden Boat festival as usual. Rubert noted that she has spoken with the Coordinator, reminded her of the Sunday service cancellations and gave her the name of charter companies in the area.
- Austin discussed the cruise line stops for this summer and suggested that a temporary bus stop be added where cruise passengers will be disembarking on Taylor. Monroe added that we might possibly put up signs on the windshields of the buses welcoming cruise line passengers and adding, "This bus goes to.... Ride this bus for \$1.50"
- Patten also reported on project expenditures. We have \$13,610 in new project expenditures for March.

MISCELLANEOUS

Sullivan noted that the State Transportation Commission is coming next month to Port Townsend. They will be here on May 21st, 22nd and 23rd, 2013. The Commission would like a tour of the Four Corners property, and the base of Discovery Bay where the trail is trying to maneuver around that portion of the bay on May 21st. We should look ahead and consider options for rescheduling our next Board meeting.

EXECUTIVE SESSION per RCW 42.30.110 (1) (c) for the potential lease of public property, and RCE:42.30.110 (1) (d) for Contract Negotiations for 20 minutes with no anticipated action.

Executive Session started at 3:10pm

Executive Session ended at 3:31pm

ADJOURNMENT

The meeting was adjourned at 3:31pm. The next Regular Meeting will be held at 1:30pm, May 21, 2013.



Laura Smedley, Clerk of the Board



Date