

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, June 18, 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 Board Chair Catharine Robinson at 1:34 p.m. Other members present were David Sullivan, John Austin, Robert Gray and Lloyd Eisenman. Phil Johnson was absent.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Ben Arnold, John Koschnick, Leesa Monroe, Samantha Trone and Laura Smedley

OTHERS PRESENT

Shirley Moss, Darryl Conder, Tristan Heigler, Burt Langsea and Brenda McMillan

PUBLIC COMMENT

Langsea – He is here to advocate for better bus service for the Food Bank. One bus every hour passes the Food Bank. He is asking that our #11B Shuttle make a route deviation to pass by the Food Bank during the operating hours on Wednesdays and Saturdays. He then introduced the Food Bank Director, Shirley Moss.

Moss – The Food Bank is serving over 300 families each week. A survey was done on a slow day during June. Twenty-three (23) people showed interest in added bus service. Moss mentioned people leave the Food Bank with large quantities of food that is sometimes quite heavy. Having a stop closer to the Food Bank would be helpful.

Darryl Conder – He believes that people would use this service and adding regular route buses would reduce the Dial-A-Ride usage. He would like to add that the Public Library, the Police Department, Working Image, YMCA and the Mountain View Swimming Pool are all located near the Food Bank. He would also like to request a shelter at this stop. The current bus stop is located on a sloping, muddy path across the street and is not ADA accessible. He presented a copy of his request to Tammi Rubert and hopes Jefferson Transit will consider his proposal.

Rubert responded by thanking the public for the suggestion. The process for a request of this nature is to have John Koschnick, Operations Manager, investigate the possibility of making this change reasonably, safely and cost effectively. We will begin that process.

Robinson agrees this is a good thing to investigate and pursue. Gray also mentioned that there is a free summer lunch program now offered. Moss added that this lunch program began yesterday and is offered to any child under the age of 18. Jefferson Transit has consensus from the Board to proceed with an investigation and Robinson requested a formal report at our next Board Meeting.

NEW AGENDA ITEMS

Rubert requested to add Resolution 13-11 and Resolution 13-12 to New Business.

Robinson noted that there will be an Executive Session at the end of the meeting for Personnel Matters under RCW 42.30.110 (1)(g).

FINANCE REPORT

Crouch presented the May 2013 Financials. The budget tracking figure is at 41.65%. Operational Expenses for May were \$303,367.90 and Operational Income was \$20,948.22. Non operational income was at \$492,580.86. Sales tax revenues received in May for March were up 12.3% from the same time last year. Sales tax revenues received in May were \$299,768.61. Cash on hand: \$862,520.56 in the Operating Account, \$175,555.47 in the Capital Account, \$527,431.20 in the Treasury Pool, \$49,546.00 in the Fuel Fund Account, \$91,365.39 in the EFT Fund Account, \$1152.21 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that the sales tax receipts for March 2013 were 12% higher than last year and 11.6% higher than budget. Revenue is over budget due to sales tax receipts and advertising income. An over budget condition for expenses should be expected in overtime through June and summer vacations due to having only one extra board operator which is creating an overtime situation for us. Once we have two (2) extra board operators back on board, those numbers should decrease. There are several over budget line items due to timing. This means it is not expensed out evenly throughout the year. We have a lump sum which comes early in the year so it reflects a higher than budgeted percentage. Those items include; lubrication, vehicle licensing and the Safety Program. Our utilities did even out with the warmer months.

Our financial activity on the new Facility Project has been limited to Project Manager, preliminary design, documents and assistance with the Tiger Grant. We expect delivery in late June or early July of four (4) small, Dial-A-Ride vans, one cut-away for the Olympic Connection in Forks and one crew maintenance truck with a snow plow on the front.

Crouch presented the Board with the final copy of the State Audit report. On June 10, 2013 the Auditor of the State issued their final report for Jefferson Transit. The State Auditor performed three (3) separate audits; an Accountability Audit, a single audit of Grant Expenditures and a Financial Audit of Jefferson Transits' financial statements. The audit came back clean with no findings and no management statements. The Accountability Audit was moved up by one year due to a letter sent by a former employee. The auditor examined Contracts and Interlocal Agreements, Payroll and Personnel exit documentation, credit card accounts and documentation, payments for expenditures for travel and compliance with Grant requirements. The auditor found that there were no improper expenditures utilizing the credit cards and Jefferson Transit internal controls are adequate to safeguard our public assets.

Robinson recognized Crouch for her extra effort before and during the audit. Gray and Robinson were included in the exit interview with the auditors. It was a good meeting and a good audit and they are pleased with the results. Robinson requested that the Audit Report be posted on the website. Sullivan commented that with the staffing changes that have occurred over the last few years, the audit report is a good sign that everything is stable and can be explained to the auditors.

CONSENT AGENDA

a. Approval of Minutes, April 16, 2013

- *Page 3, end of 1st paragraph, "deductable" should be deductible.*
- *Under b. of the Consent Agenda Expenses, "capitol" should be capital.*
- *Page 5, paragraph beginning Robinson stated, second line, "concern from the community was to how", remove to.*
- *Under Citizens Advisory Committee, line 4, beginning of sentence, "We would like the Board", change to He would like the Board...*
- *Page 6, two things at the bottom, paragraph beginning "Jefferson Transit met with Eash", change second line to "This is set to begin"...*
- *Next paragraph change "Earth Day Contest" to "Earth Day Art Contest"...*
- *Page 7, 1st bullet, change second line to "and hopes to restart"...*

b. Approval of Expenses, April and May, 2013

- *Capital Check: 348-353*
- *Vouchers: 91418-91623*
- *EFT Checks: 5400-5430*
- *EFT Checks: 148-150*
- *Travel Vouchers: 297-303*
- *Voided Checks: 91372, 91536, 91540*

Motion by Robinson, seconded by Austin to approve the consent agenda with corrections to the minutes. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 13-11 – GCB 1274-2 Amendment-Capital Grant

Rubert explained that Jefferson Transit received a Sales Tax Equalization Grant in the amount of \$553,318. This was to be spent by the end of June on capital purchases. It was 100% funding with no match by Jefferson Transit. At this time we have four (4) Dial-A-Ride vehicles, one cut-away and a truck on order and in the process of being delivered. We are concerned that we will not receive these vehicles by June 30th, which is the cutoff date. At the suggestion of WSDOT we will transfer the remaining funds of \$376,305, into our Operating Account. When the vehicles arrive we will transfer the funds back into the Capital Account to pay for the vehicles. Ben explained that the F250 4-wheel drive diesel pickup that we ordered with a 7 foot snow plow is at least three (3) weeks out. The truck is waiting at the dealership for the snow plow. The cut-away has not left the plant and the minivans should be at the dealership in Auburn by the end of this week. The delivery date for these vehicles will also be after the end of June.

Rubert added that this transfer amount includes the \$44,484 that we amended at the Special Session. This Amendment will supersede the last amendment for clarity.

Gray asked if a snow plow is necessary equipment and Ben explained that the City is not able to plow our bus pull-outs before our buses leave the depot. We would like to plow our pull-outs, our Park & Ride and our facility before our buses start their routes. The plow will also be used in east Jefferson County to aide our bus routes.

Motion by Sullivan, seconded by Austin to approve Resolution 13-11. Motion passed unanimously.

b. Resolution 13-12 – GCA 6825 Amendment 3-Operating Grant

Crouch explained that this Amendment is to increase our Operating Grant by the same amount we are transferring from the Capital Grant.

Motion by Sullivan, seconded by Austin to approve Resolution 13-12. Motion passed unanimously.

STAFF REPORT-

A. Managers Report

- Rubert stated that on Friday, June 14, 2013, Jefferson Transit received notice that with the passage of the 2013-2015 Transportation Budget the Washington State Department of Transportation awarded Jefferson Transit formula fund for the upcoming biennium. These are Special Needs/Paratransit funds of \$139,515, and a Rural Mobility-Sales Tax Equity \$237,874.
- On May 3rd Jefferson Transit was awarded \$1,275,000 for our East Jefferson operations and \$354,866 for our West Jefferson operations. Jefferson Transit had requested \$1,657,000 for the East Jefferson operations and \$361,964 for the West Jefferson operations. These requests were based on our actual revenue and operating costs.
- Because the award letter sent by the Transportation Department did not include the formula funds, Clallam Transit considered taking away our funding for the West Jefferson base. With the passing of the Transportation budget Clallam Transit believes they will be able to continue to fund West Jefferson service which equals \$15,000/year.
- We have a pre-application conference with the County and a kick-off meeting with TCF this week which Trone will discuss.
- Some of the marketing plans that Smedley has been working on this month with the Port Townsend Leader are Dump the Pump Day, Summer Youth Passes, the Leader's Summer Guide and the ending of Sunday service. Notice for the ending of Sunday service has also been advertised in the Peninsula Daily News, placed on the website and on our telephone answering message.
- JTA's new IT Specialist/Accountant, Doug Bullis started working for Jefferson Transit June 17th, 2013. JTA and Hansen Electric met to assist with the transition. He has already started working on some of our computer problems and the telephone system.
- Jefferson Transit met with the East Jefferson Fire Department about the use of our facility for emergency fuel. We will possibly join in an Interlocal agreement. During this meeting we discussed working together at our new Facility as well.
- Jefferson Transit is meeting on June 19th, 2013 with the three (3) local School Districts, Port Townsend, Quilcene and Chimacum, to discuss an Interlocal agreement which may include maintenance or fuel.
- In an effort to assist our community with the local Sunday service change, Jefferson Transit has selected the two (2) non-profit organizations that have met our criteria for vehicle donation. The first agency is The Transition Academy, which is a transitional high school program. The second agency is the YMCA. Both agencies have a history in our community. They are both very receptive to making the vehicles available for the churches to use on Sunday.

Gray asked if the sales tax increases would possibly have an effect on the cancellation of Sunday service in the near future. Crouch responded by explaining our primary concern is fully funding our operating reserves. At this time it is one quarter funded and the projections are that it will take five (5) years to fully fund.

B. Mobility Coordinators' Report (Koschnick reported for Monroe who is attending a Washington State Van Pool meeting in Pierce County.)

- Monroe attended the Jefferson Healthcare new hospital building construction meeting with members of the DASH (Disability Awareness Starts Here) Board.
- Monroe coordinated the Jefferson Transit Rhododendron Parade bus entry.
- Monroe attended a monthly meeting of the Jefferson County Council of the Blind.
- Monroe was invited to speak before Washington State Transportation. She gave a presentation on challenges and successes for Special Needs Transportation on the Olympic Peninsula.
- Along with Field Supervisor Eisenman, Monroe met with Chimacum preschool students and gave a presentation on how to safely ride a transit bus. Eisenman has been working on a formal proposal to create an outreach program for the local schools.
- Monroe is near completion of the vehicle donation project.
- An upcoming project will be working with an AARP reporter from Washington DC who is producing a video about the essential role public transportation plays in rural communities.

C. Operations Report

- Employment anniversaries include:
 - Mike Pollack – 3 Years (In his latest position. He has been employed by JTA much longer)
 - Eldon Burrows – 5 Years
 - Jan Baker – 14 Years
 - Elizabeth Trollsplinter – 2 Years
- The Jefferson Transit Safety Award Banquet was held on April 14, 2013 was. There was a small but enthusiastic crowd. Dispatcher, Carol Headley was awarded "Employee of the Year". She is a WSDOT Hall of Fame Honoree and will travel to Spokane at the end of August to accept that award at the WSDOT Conference.

- Koschnick attended the WSTA Premier Showcase in SeaTac where he demonstrated the Jefferson Transit Training Kiosk on April 16th and 17th. Since then he has been working with Island Transit and Interstate Transit in Olympia to help implement the same technology.
- On May 18th we provided extra shovel service for the Rhody Parade and helped decorate the bus.
- In mid May a fellow transit agency provided guest riders to ride with our drivers and score them on their professionalism. As a rule we received high scores and will be working with the small issues in November at our yearly Staff Training Meeting. A similar guest rider session is set up for late August, early September with a different agency.
- There will be an upcoming July service change. The main change is the elimination of Sunday service. Also, the first Tri-Area departure has been made earlier so returning passengers are able to connect with the 7:35am #11 shuttle to uptown/downtown. There are two departure adjustments on the #8 Sequim route. Both of these changes are from the Sequim Transit Center location. These have been changed to allow more time for the connection with Clallam Transit #30 commuter route out of Port Angeles. We rerouted the #11A in the Castle Hill area in order to access Jefferson Healthcare more often. New schedules are being printed now and will be available July 5th to the public. Ads have been running weekly in the Leader in June as well as an article in the Peninsula Daily News. Information is available on the website and by telephone. Rider alerts have been posted on all buses. July 7th is the actual service change date.

D. Maintenance Report

- Arnold stated that the shelter at 10th and Sheridan will be set into place on Thursday morning.
- Jefferson Transit traveled 56,705 miles in the month of May and averaged 6.8 MPG. JTA used 8,315 gallons of fuel for a total of \$29,360. There were 36 services for 57 hours. There were three (3) minor road calls. One vehicle had to be switched out and one vehicle was towed in from Forks. This was diagnosed as an engine failure which was a major issue, but requiring a minor repair. It will be returned to Forks tomorrow.

E. Project Manager Report

- Jefferson Transit has applied for a Tiger 5 Grant. This is a U.S. Department of Transportation Federal Grant. The application is available on Jefferson Transit's website for viewing. It consists of a narrative, cost analysis and application process. JTA will be notified in August if we will be awarded the Grant.

- Jefferson Transit is working on partnering prospects with the local School Districts and with East Jefferson Fire and Rescue.
- JTA will be meeting with Randy Cook, TCF and his team on Thursday, June 20, 2013 to start schematic design. This will be refining the current design, budgets and the schedule.
- JTA and the TCF team will be meeting with Jefferson County for a pre-application meeting.
- Approximately three (3) weeks after our pre-application, JTA will be able to submit our Conditional Use Permit and SEPA (State Environmental Policy Act) which will require a hearing examiner and a much more refined design. This will be a three (3) to five (5) month process.

Gray asked if there was a question as to where the fueling station will be located when the new facility is finished. Trone explained that the location is not the question but the size of the tank. Our budget is currently set at 12,000 gallons for both diesel and gasoline. We will need to confirm our partnering to make a final determination on how large our tanks will be. Funding is in place for our fueling station because of a STIP Regional Grant we were awarded. Gray asked if we will continue to use our current fueling facility on Sims Way. Rubert answered that we will not use this facility once the new fueling station is completed. Gray asked when we will begin the process of selling our Sims Way property. Rubert answered that the first step will be getting an official appraisal. She has been compiling a list of appraisers and will move forward with that process.

F. Ridership Report

- Ridership for the month of April had a slight decrease on the #11 Shuttle and JTOC. May is beginning to rise again for both.
- Our Dial-A-Ride boarding per hour in April was 2.66 and increased in May to 2.76. On-time schedule, which we are very proud of, is at 94%. We also had thirteen (13) new DAR applications.

EXECUTIVE SESSION per RCW 42.30.110 (g)(i) for personnel matter. Authority Board went into Executive Session at 2:32 pm with General Manager Tammi Rubert and Finance/HR Manager, Sara Crouch. Executive Session ended at 3:05 pm with no action being taken.

ADJOURNMENT

The meeting was adjourned 3:05 pm. The next regular meeting will be held at 1:30 pm, July 16, 2013.



Laura Smedley, Clerk of the Board



Date