

Jefferson Transit Authority Board
Meeting Minutes
Tuesday, March 19, 2013, 1:31 p.m.
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Member David Sullivan at 1:31 p.m. Other members present were Phil Johnson, John Austin, Robert Gray and Alice Lane.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, John Koschnick, Laura Smedley and Samantha Trone-City of Port Townsend/JTA Project Manager

OTHERS PRESENT

Bob Eash, Burt Langsea, Scarlet Sankey, Darrell Conder, Tristan Hiegler, Brenda McMillan 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:*

Scarlett Sankey- Ms. Sankey handed each Board Member a document of her own creation that detailed discrepancies she found regarding the funding of the new Four Corners facility. Ms. Sankey verbally requested to view the cancelled checks for all funds spent on the new facility to date. She petitioned the Board to order the Four Corners facility project halted and that the Board bring in an outside financial consultant to conduct an investigation into Jefferson Transit finances. Pending the results of the audit, she petitioned the Board to consult the FTA to determine if the grant money spent to date can be forgiven, or a long term repayment plan can be established.

Darrell Conder- Mr. Conder agreed with Ms. Sankey's findings. Mr. Conder stated that a shelter at 10th and Sheridan and a windbreak at the Park & Ride need to be installed soon.

Burt Langsea- Mr. Langsea urged the Board to revisit the building project again and make sure that they are certain this can be done. Mr. Langsea said "I can't imagine anyone having faith the new facility will get built as we are saddled with an administration that has a hard time putting up bus shelters. Shelters just need to be bolted down to the ground, put in the glass and walk away." Mr. Langsea also asked if anything has happened in regards to Cara Swanson's firing.

Brenda McMillan-Ms. McMillan asked the Board to answer Burt Langsea's question.

Sullivan responded by saying that the Board could look into the questions that are brought up, but will not be addressing any personnel issues in public. There will be information about the business of Transit in the various reports if the public chooses to stay for the rest of the meeting and the Board will take time to analyze what has been submitted.

NEW AGENDA ITEMS

None

FINANCE REPORT

Crouch presented the February 2013 Financials. The budget tracking figure is at 16.66%. Operational Expenses for February were \$255,907.73 and operational income was \$19,682.66. Non-operational income was at \$329,367.96. Sales tax revenues received in January for November were \$361,349.36, a 9.0% increase from the same time last year. Cash on hand: \$664,127.61 in the Operating Account; \$72,105.37 in the Capital Account; \$250,000.00 in the Operating Treasury Pool; \$527,431.20 in the Capital Treasury Pool; \$49,546.00 in the Fuel Fund Account; \$95,958.74 in the EFT Fund Account; \$970.89 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that East Side revenue is up compared to budget, however Jefferson Transit Olympic Connection and Dial-a-Ride are down. A new Van Pool group was added and Van Pool revenue will see an increase starting this month.

Crouch discussed revenue items that were over budget:

- **Overtime:** Over budget due to a retirement in February.
- **Holiday & General Leave:** Always over budget at the first of the year because JTA front loads personal days.
- **Vehicle Licensing:** Over budget due to three (3) rideshare vehicles licensed in January. There were additional licensing expenses when a Cutaway Vehicle and a DAR Vehicle are purchased in time.
- **Other Benefits:** over budget and are expected to remain so because of a miscalculation of General Leave transfers to the VEBA (Variable Employee Benefit Account) account.

Crouch stated that the Capital Reserve transfer for 2012 was \$385,000 and that the Operational Reserve transfer for 2012 was \$250,000. JTA now has a quarter of what is needed for the Operating Reserve per JTA's policy. Crouch discussed formatting changes to the financial report.

Sales tax for December 2012 came in 12.0% higher than budget and 9.0% higher than actual December 2011 sales tax receipts.

Gray asked to address the fact that ridership is down in January and February. Patten responded by stating that the ridership numbers are comparable to the prior year. February is a lower ridership number because there are less days in the month.

Gray requested that the report Ms. Sankey presented at the beginning of the meeting be addressed. Staff stated that they were not given a copy of this document. Crouch stated that JTA could compare the numbers compiled by Ms. Sankey with the official documents. Johnson stated that the document would need to be reviewed and discussed at a later time.

CONSENT AGENDA

- a. **Approval of Minutes, February 19, 2013**
- b. **Approval of Special Meeting Minutes, March 8, 2013**
- c. **Approval of Expenses, February 2013**
 - Capital Check: 342-347
 - Vouchers: 91272-91323
 - EFT Vouchers: 146-147
 - EFT Checks: 5365-5378
 - Voided Voucher: 294
 - Advance Travel Voucher: 295
- d. **Consent to sign Resolution 13-2, Second original for Auditor**

Motion by Austin, seconded by Gray to approve the Consent Agenda. The motion passed unanimously.

OLD BUSINESS

None

Gray requested an answer to a question from the February 19, 2013 Board meeting. A citizen had stated that the Four Corners property is in a radio dead zone. Rubert responded by saying that the dead zone exists before and after the Four Corners property. JTA currently travels past this area over 40 times per day and the radio is not a problem.

NEW BUSINESS

4a Resolution 13-3; Drug and Alcohol Policy Update.

Crouch stated that the revisions to the JTA Drug & Alcohol Policy were made based on a third party administrator's review of the policy.

Gray asked about the statement in the policy on Page 7 that says, "An employee may not leave the scene, unless they must leave the scene". Crouch responded by saying that "must leave" means if they need to go to the hospital.

Gray asked what a self-referral is as listed on Page 15. Crouch responded by saying that if an employee comes to HR and states that they have a drug or alcohol problem and asks for help, JTA refers them to an EAP (Employee Assistance Program). JTA does not have a second chance policy. If an employee tests positive it is grounds for dismissal.

Gray asked about Attachment B, Page 2, 2nd paragraph, and why the statement that says “low dose amphetamine use will cause short term improvement of mental and physical function” is included. Crouch responded by saying that “short term” is most likely referring to a matter of minutes and after a longer period of time, it will cause impairment of functions. Sullivan added that if you connect this statement with the next sentence, it goes on to say that “with greater use however” and starts listing negative effects.

Motion by Johnson, seconded by Austin to approve Resolution 13-3. The motion passed unanimously.

4b Resolution 13-5: Certifications and Assurances. Rubert states that this resolution authorizes the General Manager and JTA’s attorney to sign the annual update to the Certification and Assurances. This document is required and certifies that Jefferson Transit is in compliance with all of FTA’s statutes, regulations, executive orders and administrative requirements for grant funding.

Motion by Austin, seconded by Gray to approve Resolution 13-5. The motion passed unanimously.

STAFF REPORT

A. General Manager’s Report

- Rubert introduced Laura Smedley, the new Clerk of the Board and Executive Assistant.
- JTA is waiting for the States revenue forecast, and watching the House and Senate Bills and the Alternate Fuel Bill.
- JTA is moving forward with “Keep Transit Moving” and requests that the Board will support the funding package for transit.
- JTA has completed the RFQ process and has selected TCF Architecture to design the new facility. The FTA reviewed and approved the process that was used to select TCF Architecture.
- JTA met with Randy Cook from TCF Architecture to discuss the contract. The Pre-Design phase of the contract should be completed and ready to present to the Board by Special Meeting by the week of March 25, 2013. The next step is having a Program and Concept Workshop. JTA should have a Pre-Design report by the last week of May. Phase 2 will be the schematic design, which is the floor plan. This will begin mid June and Rubert will prepare something in writing so the Board will have an updated time line. JTA anticipates design development to run through October and should have construction documents at that time.
- JTA is waiting for delivery of one (1) light duty Cutaway, four (4) MV1 Dial-a-Ride vehicles and one (1) maintenance truck. This equipment was purchased using 100% grant funding

- Patten and Smedley are planning a meeting with the Port Townsend Leader to discuss a two (2) page spread in the summers' Visitors Guide that will show visitors how to use Jefferson Transit and how to get to the parks in the area.
- JTA is starting to receive artwork for our Earth Day Contest. Four (4) top winners will have their artwork displayed on the buses. There will be an event at the Park & Ride on April 22, 2013.
- JTA is working on renewing the contract with Albright Networks which expires in 2013.
- Rubert met with Chris Duvall from WSTIP to discuss JTA's Systems Security Safety Plan. This is a MAP 21 mandatory requirement for JTA and may require JTA to have a certified Security Officer. Koschnick is working on the plan and determining if someone can take on the additional duties of Security Officer or if JTA needs to hire an additional staff.
- Rubert presented the report for Monroe, who could not be present because JTA is short-staffed today. Since the last Board meeting, the Mobility Coordinator spent fifty eight (58) hours working on Van Pool. There is a new Van Pool group who started on March 1, 2013 who travel from Sequim to Keyport. Monroe also met with Ken Dane from ECCHO. Dane met with ECCHO's board and they have a Memorandum of Understanding in place now. The next step will be that Dane will present the MOU at the ministerial meeting and find out who is interested in participating. Monroe is also working on the paperwork which is required to donate those vans.
- Rubert will also report for Arnold, who is not present. We have agreed to purchase six (6) 5' x 10' used bus shelters from Intercity Transit. As soon as they are delivered, we will install the first one at the 10th and Sheridan St. stop, and use one as a temporary shelter at the Park & Ride. Fixed route used 7,037 gallons of diesel and traveled 40,117 miles. Dial-A-Ride used 501 gallons of diesel for 4,684 miles. There were two (2) calls for minor, wheelchair lift issues and hard drive issues on the cameras.

Discussion ensued regarding the Four Corners facility project. Johnson expressed his concern about the possible rising costs of the Four Corners project as happened between 2004 and 2006. Trone answered by saying the scope of the 2004-2006 project was different than the current project. JTA has been discussing ways of saving money by possibly cooperating with other agencies for fueling, cutting the size of the building, and cutting costs by not paving around the entire building. Budget is the first thing mentioned during meetings; it is in the forefront of everyone's mind. Sullivan discussed how he had been a member of the selection committee and felt that the entire Board would feel reassured about budget issues if they had been able to sit in on JTA's interviews for architectural firms as well. The main focus in the interviews was asking whether or not this project could be built within JTA's budget and what the tradeoffs would be in order to do that. Sullivan said that at the end of the interviews, it was very obvious which firm was most qualified for this project, and it was a unanimous pick for the whole group.

Austin discussed the risks involved in skipping any steps during construction such as the Archeological Survey. This is work that the general public can't see, but can cost tens of millions of dollars if something is found at a later date as was in Port Angeles, when Indian artifacts were found after a project was started.

Gray discussed the installation of bus shelters around the county and how JTA's decides where the shelters will be placed. Rubert answered that a shelter has been requested at 10th & Sheridan, at the Park & Ride, across from Chimacum School and in Quilcene across from the Community Center. JTA tries to place them where the largest congregations of people are waiting for buses. Gray requested a shelter be placed in front of Les Schwab Tires. Lane requested a shelter be placed at Hastings and Sheridan.

Trone wanted to clarify the earlier discussion regarding the new facility project. The project in the past focused on how large JTA could make the facility in the hopes that JTA would be given more money. JTA is now focused on what can be done to have a functioning transit agency, as well as having a useful building for maintenance with the money we have.

Sullivan stated that he thinks it is critical to the future of JTA to have a facility that meets JTA's needs now and into the future. We have already made this decision having committed the money we have so far to the project. It would be difficult to turn back now and he thinks it is very clear with our contractors that we have a budget that we have to work with.

Gray asked if the Visitor's Center Project was moving forward. Rubert responded by saying that we do not have the funds to move forward at this time. We are waiting for that part of the grant to come in. We are still negotiating with the city for the building at the Park & Ride.

B. Operations Report

- February Employment Anniversaries: Ben Arnold, Maintenance Manager, 10 years; and Desiree Williams, Maintenance Clerk, 10 years; Tom Smithers, Mechanic, 3 years; and Leesa Monroe, Mobility Coordinator, 1 year
- Operations unveiled the electronic training kiosk February 1, 2013. Koschnick will present it at a meeting in Port Angeles in March and in Seattle mid April at a trainers' conference.
- Troy McKelvey's retirement was celebrated on February 13, 2013 after 14 years of service.
- JTA has started work on the "Jefferson Transit System Safety Program Plan". It is a comprehensive document laying out all the safety and risk programs related to a transit agency which consists of approximately 25 sections that need to be addressed. We are planning to have this completed by late spring or early summer for Authority Board approval.
- Koschnick is continuing to work on small problems with the camera systems on the buses.

- Patten and Koschnick are preparing for the Jefferson Transit Safety Awards Banquet scheduled for April 14, 2013.
- July service change meetings started in February and include route, run and schedule design.

RIDERSHIP REPORT

Patten reported that we had a decrease in riders of 1,386 from January and February because we generally have 900 passengers per day, and February has fewer days. Overall for the year we are at a decrease of 11% which when compared to last year is the same. DAR boardings per hour are at 2.62 per hour; our goal is 3. "Scheduled on-time performance" is a new parameter which is a percentage of rides scheduled that are picked up and delivered on time. February's figure is at 91.72%. We are holding steady with 9 new DAR applicants per month.

Patten stated that we would like to start a survey which would track riders as to where they are boarding and de-boarding. Rubert added that a schedule is being developed for the Field Supervisors to start that count.

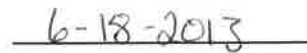
Gray discussed a handwritten flyer he saw posted at the Community Center offering to help people learn to ride the bus. He asked if someone from Jefferson Transit had posted it or a private party. JTA had not posted it and Rubert responded by saying that when you are representing JTA there are certain criteria, such as a criminal background check, that needs to be done if you are helping the public.

ADJOURNMENT

The meeting was adjourned at 2:28 p.m. The next regular meeting will be held at 1:30pm, April 16th, 2013.



Laura Smedley, Clerk of the Board



Date