

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 18, 2011, 1:30 p.m.

Mountain View Commons

1925 Blaine St., Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:30 p.m. Other members present were George Randels, David Sullivan, Phil Johnson, John Austin and Pam Thompson.

STAFF PRESENT

Peggy Hanson, Sara Crouch, Cori Boyd, Ben Arnold, Patty Perry, Natalie Patten, Rachel Katz

CAC PRESENT

OTHERS PRESENT

Scarlett Sankey, Robert Komishane, Brenda McMillan, Darrell Conder, Deborah Jahnke, Rick Jahnke, Tom Thiersch, Barbara Singleton-Mason Transit, John Campbell-Mason Transit, Dave O'Connell-Mason Transit, Jay Rosapepe-Mason Transit

PUBLIC COMMENTS

The meeting was opened to public comments at 1:33 p.m.

- Scarlett Sankey commented on the public's need for public transportation. She spoke about Dial-a-Ride and transportation needs for tourists coming for events. She discussed why voters need to say yes to Proposition 1.
- Brenda McMillan requested that the board request JTA provide overtime information in their financial information. She would like customer comments brought back to the board packet and asked questions about the MOU with Mason Transit. She questioned the cost of the MOU and who would be paying for it. She also wanted to know the term of the MOU.
- Tom Thiersch stated that he sent an email to the General Manager, Peggy Hanson on December 8th, 2010 with a set of questions regarding Forks Service. He said he received a response last week stating that Hanson would get some information to him. Thiersch stated that it is unacceptable for a General Manager not to reply to a request for information. He stated that he will publically request records if needed. Thiersch stated information he received from the State Auditors office regarding Ride versus dollar amount for Jefferson Transit funding. Thiersch stated he could not find any information regarding how many people actually need public transit.
- Darryl Condor stated that at the last county commissioners meeting the board endorsed the sales tax levy. He questioned what form that endorsement will take. Robinson stated that the Authority Board endorsed the measure at their last board meeting and that allows the board members to be more active in the campaign. Condor then questioned whether the members will be public with their endorsement and Board member Johnson gave Mr. Condor some dates. Robinson then stated that there is a website and members of the

audience could give him that web address.

Public comments ended at 1:49 p.m.

CONSENT AGENDA

a. Approval of Minutes, December 28, 2010

b. Approval of Expenses December 2010

Operating Checks 88493-88587: \$322,872.85, including payroll of \$146,171.33

Total Expenditures: \$22,872.85

Motion by Randels, Seconded by Austin to approve the consent agenda. The motion passed unanimously.

NEW BUSINESS

a. Mobility Manager MOU

Peggy introduced Dave O'Connell, General Manager of Mason Transit who then introduced John Campbell, School Board Member; Barb Singleton, Special Projects Manager and Jay Rosapepe, Operations Manager.

O'Connell discussed Mason Transit's history and their involvement in the MOU for the Shared Mobility Coordinator Position. He said that the Shared Mobility Manager Position is a vital development to coordinate the agencies and improve and enhance connectivity of the Olympic Peninsula. He stated that Mason Transit will be paying for the work the Mobility Coordinator does while working for Mason one (1) day a week.

- Robinson stated that in regards to Brenda McMillan's final question about the term of the MOU; the term is two point five years (2.5).
- Randels said he is glad this is happening. He hopes that at some point these two agencies can reach out to all other agencies and maybe someday there will be West Sound Transit.
- Sullivan asked about the makeup of Mason's Board. Mason Transit Board Member Campbell stated that the board is comprised of Elected Officials and in the district that they live in that is comprised of by the Hospital District and the School Board.

Tom Thiersch left the meeting at 1:54pm

Robinson questioned why a resolution was not placed before the board before the MOU was signed. Sullivan stated that General Manager Hanson did inform the board that this type of coordination through an MOU would happen prior to this Board Meeting.

Motion by Austin, seconded by Sullivan to endorse the MOU. The motion passed unanimously.

b. Authority Board Member Elections

Johnson moved to nominate Robinson as Chair. Austin seconds. The motion carried unanimously.

Randels moved to nominate Johnson as Vice Chair. Austin seconds. The motion carried unanimously. Board members agree that this is a one (1) year term.

c. Review Authority Board Composition

Discussion regarding RCW 36.57A.055 concerning Governing Bodies and the Periodic review of composition.

Randels stated that it is interesting that there is a diversity in other agencies around the state regarding their governing bodies. He stated that it would be helpful to have a survey of agencies around the state, and look at that before the next composition review in 2015. Robinson stated that they would need to also look at how the Benefit Area was formed, they might have to amend the terms under which the Authority was formed.

Johnson motioned, Randels seconded to keep the current configuration. Motion passed unanimously.

STAFF REPORT

a. General Manager's Report – Peggy Hanson

- Hanson stated that Mr. Thiersch was correct and she will be getting back to him. The data he is requesting is on the JTA website and in our monthly board packets. Hanson stated that she will ensure he gets the information he needs.
- In regards to Brenda McMillan's question about capturing overtime, Hanson stated that there were some structural moves that will stabilize unscheduled overtime and that these could be reflected at the Boards direction.
- Hanson reported that JTA did have a Level 1 Snow Event. Service was maintained and service continued as normal.
- Hanson stated that she is excited about work to start with the shared Mobility Coordinator and Mason Transit.
- Hanson attended the Legislative Session in Olympia and anticipates having an Executive Session in February to have dialogue and answer questions.
- There is a proposal to reduce the Rural Mobility Grant by half. Transit is asking for that money to be left in the budget. Hanson will brief the board next month regarding this.

Sullivan asked where this grant was in the State Budget. Hanson stated she attended a briefing and it was described as a rural mobility program for the state and it may be cut in half. Randels asked whether the meeting she attended included the tribes. Hanson stated that the Tribal representation was noticeably absent.

b. Finance Report – Sara Crouch

Sara presented the board members with a brief summary of financials for December: Operational Expenses for December were \$322,872.85 and operational income was \$18,714.27. Sales tax revenues received in December for October were down 2.53% from the same time last

year. Cash on hand: \$222,883.52 in the Operating Account and \$130,944.01 in the Treasury Pool.

There was a discussion regarding fuel prices and line items for fuel.

Robinson noted an error on the summary sheet that shows the word September and should read October.

Operations Report-Cori Boyd

- Reroute continues to be well received
- Overall ridership showed an increase of 5% from the previous month
- Interviews were held for the Field Supervisor positions. Pam Thompson and Lloyd Eisenman were selected following a competitive internal process.
- Daily on time pullouts were achieved
- New Years Eve Service was extremely successful. Flyers went out to local businesses, police agencies, JTA website and the Main Street Program. 97 Riders utilized the service on New Year's Eve
- The flexibility of unscheduled Dial-a-Ride service was utilized by 18- passengers in December

Robinson questioned the Ridership form used by staff weekly in the board packet. Patten explained the columns and information contained in the Ridership document.

Randels asked if the ADA eligible members riding fixed route is a good mix compared to those riding the DAR system. Hanson stated that it was and it was useful information for the Mobility Manager to identify the rider applying for DAR during the assessment process

Robinson questioned the information on the Operations Report regarding DAR numbers for 2009 and 2010. Hanson stated that she does not have enough information to answer Robinson's question regarding the difference in numbers between 2009 and 2010. She suspects it is either a reporting flaw in 2008 and 2009. Hanson stated that JTA reviewing the report aggressively.

Johnson questioned whether JTA provides service to the Port Townsend Film Festival and the Rhody Run. Hanson stated that there is no agreement for the Rhody Run and even though the Film Festival was serviced in the past it was not serviced in 2010.

Hanson distributed the 2011 Authority Board and Citizens Advisory Committee Meeting schedule to the Authority Board. Hanson stated that it is also posted on the JTA Website.

MISCELLANEOUS/CORRESPONDENCE

- Robinson addressed Brenda McMillan's comment regarding customer comments in the Board Packet. Robinson stated that they have been talking about less paper consumption and the customer comments are available for public records requests. Robinson stated that her opinion is that since customer comments do not have board action and are taken care of by JTA staff, they should have been excluded from the board packet. The board discussed the city and counties use of a log format to record incoming comments.

- Austin commented that he spoke with Officer Daily of the PTPD regarding New Years Eve service and that there were no DUI's that night in the city of Port Townsend.

ADJOURNMENT

The meeting was adjourned 2:29 p.m. The next Regular Meeting will be held at 1:30 p.m., February 15, 2011.



Natalie Patten, Clerk of the Board



Date