

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, February 15, 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 1:31 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**

Robert Komishane, Margaret Lee, Kendal McKee

### **PUBLIC COMMENTS**

**The meeting was opened to public comments at 1:32 p.m.**

- Kendall McKee handed out printouts to the Authority Board and General Manager, Peggy Hanson. McKee explained his concern for issues regarding the #11 Shuttle, the #2 Mountain View and the #3 Castle Hill routes. McKee expressed concern over Board Member Randels comments in regards to Operator Lloyd Eisenman placing 1<sup>st</sup> in the State Rodeo at a previous board meeting. Randels asked for a Point of Personnel Privilege and request was granted by Board Chair Robinson. Randels stated that Mr. Eisenman should be asked if there is mutual respect which he believes there is. McKee interrupted Randels talking and Board Chair Robinson said enough. McKee's public comments ended.
- Margaret Lee expressed her happiness over the public's support of transit in the election.
- Robert Komishane agreed with Margaret and wanted to thank the Jefferson County Residents for Transit and all their hard work on the election.

**Public comments ended at 1:37 p.m.**

### **NEW AGENDA ITEMS**

- Sullivan added the new amended budget in regards to Prop 1 passing. Board Chair added this item to the Finance Report.
- Patten added customer comment log. Board Chair added this item to General Manager Report.

## **CAC REPORT-Peggy Hanson**

- CAC discussed a new possible meeting location at the Skookum Center. Field trip is scheduled for next CAC meeting on March 7, 2011.
- General Manager was granted permission to actively recruit new members of the CAC. Small business owners, Port and County citizens are being looked at. An ad will be placed in the Port Townsend Leader in March
- CAC Members are currently updating their Bus Passes so that all passes are consistent and clearly state their position.
- Support is being given to new CAC Chair regarding meeting facilitation, Roberts Rules of Order and identifying a program to gather and hold a retreat.

## **CONSENT AGENDA**

**a. Approval of Minutes, January , 2011**

**b. Approval of Expenses January, 2011**

Operating Checks 88588-88663: \$304,144.47, including payroll of \$150,427.72

**Total Expenditures: \$304,144.47**

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

## **NEW BUSINESS**

### **6A- Resolution 11-1: Process & Protocol for presenting MOU between Jefferson Transit and Governmental, Public or Private Entities.**

Hanson stated that Resolution 11-2 is to establish for JTA strong guidance and protocols for entering into MOU's. Austin questioned the timing of such a resolution and Hanson stated that it really gives herself and staff a strong set of guidelines to follow. Robinson stated that policies are being looked at by JTA Management staff and to expect more policies to come.

**Randels motioned, Johnson seconded to approve Resolution 11-1. Motion passed unanimously.**

### **6B- Resolution 11-2: Authorization for Jefferson Transit to pursue and obtain a Line of Credit**

Crouch stated that Resolution 11-2 is an effort to be proactive for any cash shortfalls in 2011 and into 2012. A line of credit is being sought because any increase in sales tax will not be felt until September and this line of credit will be used as a "bridge" to cover any gaps. Robinson asked about the cost of the loan to JTA. Crouch stated that there will be a 1% loan fee and there is a cost to have the property at 4-Corners appraised. Sullivan asked about the selection process for the loan provider. Crouch stated that Kitsap Bank was very professional. Hanson stated that Kitsap also spoke to them about business analysis and their strong recommendation for the right product for transit. JTA explored every option and was very impressed with the knowledge and level of depth within Kitsap Bank. Robinson thanked JTA for the amount of research that was done for the line of credit.

**Austin motioned, Sullivan seconded to approve Resolution 11-2. Motion passed unanimously.**

### **6C - Resolution 11-3: Policy Revision of Substance Abuse Policy and Drug & Alcohol Testing Program**

Hanson stated that when WSDOT came and audited JTA's Substance Abuse Policy and Testing Program that he noted that Human Resources Manager, Cori Boyd's practices and application in overseeing this program was exceptional and he was very complimentary to Cori's strong oversight level of attention.

- Boyd stated that the following changes occurred in this update to the Policy and Program.
- Due to staff changes, the contact information was changed
- The Testing locations were updated
- Throughout the policy there are underlined portions that are JTA Policy only and not under federal mandate.
- The content of the policy has not changed from the last revision. Just the Contact and Testing locations.

Robinson noted that the date on the policy needs to be changed to 02-15-2011 and that Resolution 11-3 needs to have the date changed to match.

Randels noted that the document needs page numbers and that there are several instances throughout the policy where the topic of Reasonable suspicion contradicts with other instances that contain the words Random Testing. Discussion regarding the terms used in the Drug & Alcohol Policy. Boyd stated that the Reasonable Suspicion and Random Testing are two different types of testing and the wording does need to be different. Boyd stated that she will contact WSDOT to verify the wording used in the policy to make sure they are compliant and accurate. Robinson questioned the alcohol content of 0.1%. Boyd stated that the 0.1% is a level set by agencies so that the employee can have a false positive with a chance to test again in 10 minutes. The goal is 0% but there is margin for error, (i.e., someone brushing their teeth just before the test)

**Randels motioned, Austin seconded to approve Resolution 11-3 with changes as noted if needed. Motion passed unanimously.**

### **STAFF REPORT**

#### **a. *General Manager's Report – Peggy Hanson***

1. Patten noted the Customer Comment book is a new tool used to present the customer comments to the Board and the Public. It will be brought to the Board meeting each month, updated with current comments. Any other day of the month it will be located at the customer service desk at JTA.
2. Hanson thanked the voters of Jefferson County for the positive vote outcome. She thanked the Board for their commitment and Staff and Operators who handled the election professionally. JTA will remain committed with strong fiscal controls.

3. The Board will be receiving a package and letter regarding Senate Bill 5796 from the General Manager. The bill includes 3 areas that would affect Jefferson Transit. The process of reporting, assigning of public facilities, and the consideration of air-space leases. *Randels asked if JTA leases the spaces above the shelters, can JTA use that space as they see fit, i.e., advertisement.*
4. FTA announced availability of 3.2 billion in formula funding. FTA is going to issue a second appropriation of funds. A portion of it is 5311b.3 – FTA Rural Transit, JTA is going to aggressively and purposefully pursue.
5. JTA is going to pursue becoming members of AFTA. AFTA is a resource and partner for Transit Agencies.
6. Management staff has been issued their 2<sup>nd</sup> year of unpaid furloughs hours. Management staff will receive 40 hours and General Manager will receive 80 hours. These reduced furlough hours need to be used between January 13<sup>th</sup> to December 31<sup>st</sup>, 2011.
7. Annual Performance Reviews were conducted in January with all Management Staff. Performance Reviews will be conducted every January. This annual review will be a time to discuss goals and progress of past goals. The Annual Performance Reviews completed in January did not include salary increases. The Reviews set a direction that is important to the agency and how we deliver service to our community.

**b. Finance Report – Sara Crouch**

Sara presented the board members with a brief summary of financials for January: Operational Expenses for December were \$304,335.97 and operational income was \$25,172.63. Sales tax revenues received in January for November were up 9.74% from the same time last year. Cash on hand: \$396,727.67 in the Operating Account and \$130,944.01 in the Treasury Pool.

Amended Budget 2011: Crouch proposes to prepare an amended 2011 budget for the March 15<sup>th</sup> board meeting. With reductions in state funding, JTA should keep an eye on the June grants because they may be affected and if they are then another amended budget will be needed at that time. Budget workshop will be held on March 15<sup>th</sup> before the Authority Board Meeting. A resolution to pass an amended budget will be placed on the April 2011 Authority Board Meeting Agenda.

Robinson asked for clarification regarding sales tax and the accrual and cash method. Robinson noted that labor was up under operating expenses for fixed route and questioned why the percentage was higher than the 8.33%. Crouch stated that the accrued percentages were from March and not from January so it is not an even 12<sup>th</sup> month split.

**Operations Report-**

- Ridership is up 6% over the previous month.
- Spring Run cut begins Sunday, February 20<sup>th</sup>, 2011
- Rhody Fest and Wooden Boat are coming up. JTA plans on running during Wooden Boat until 11pm.
- JTA was accident free for the month of January.

- Austin asked about a bus being in the Rhody Parade. Rubert stated that one of the newer buses from Forks is going to be in the Grand Parade on Saturday during the Rhody Festival. Austin asked about the Rhody Run. Rubert stated that the YMCA just recently contacted her about running some extra shuttles for the Rhody Run. She also received a request for 1967 to be at the Fairgrounds during Earth Day.

***Maintenance Report-***

- Ben Arnold, Maintenance Manager reported on the Maintenance Department
- Parts costs have consistently gone down since he has taken over his department.
- Road calls are decreasing. This is due to great preventative maintenance.


**MISCELLANEOUS/CORRESPONDENCE**

**EXECUTIVE SESSION**

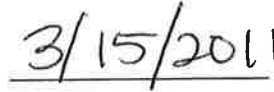
The Chair announced that the meeting would go into executive session immediately at 2:42 p.m. for 30 minutes to discuss personnel matters under the terms of RCW 42.30.110(1)(g). The Executive Session concluded at 3:05 p.m. No action was taken

**ADJOURNMENT**

The meeting was adjourned 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m., March 15, 2011.



Natalie Patten, Clerk of the Board



Date