

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, March 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 1:30 p.m. Other members present were George Randels, David Sullivan, John Austin and Pam Thompson. Phil Johnson was absent.

### **STAFF PRESENT**

Peggy Hanson, Tina Flores-McCleese, Cori Boyd, Tammi Rubert, Ben Arnold, Patty Perry, Natalie Patten

### **CAC PRESENT**

Ali Dyche

### **OTHERS PRESENT**

Jay Rosapepe, Chauncey Tudhope-Locklear

### **NEW AGENDA ITEMS**

There were no new agenda items

### **CAC REPORT-Ali Dyche**

Dyche stated that the last Citizens Advisory Committee Meeting was cancelled on March 7, 2011. The next meeting is the 4<sup>th</sup> of April and the Committee will address issues such as cancellations and who has the authority to cancel meetings. Dyche stated that the CAC feels they are a resource of private citizens and only they have the right to decide who can cancel the meetings.

Hanson stated CAC is a very important and vital role for Transit. She stated that the meeting was cancelled by staff on the day of the meeting. An agenda was set and when the meeting was cancelled CAC members were contacted. A cancellation notice was placed at the meeting location for any members not available by phone and an operator was on standby to help any CAC members with transportation if they arrived at the meeting location. Hanson explained that agenda items were requested from the CAC up to 2 weeks in advance and none were sent in. The only items on the Agenda were from Hanson herself.

Dyche discussed how the CAC felt that Transit was a guest at their meetings and Hanson disagreed. Dyche said that the CAC members were discussing a way to relieve Patten from recording their minutes so that Transit would not have to have that burden. Robinson ended the discussion and stated that maybe a committee between the Board and the Citizens Advisory should get together and look at the Bylaws. Robinson placed this topic under Miscellaneous for further discussion at the end of the meeting.

## **CONSENT AGENDA**

**a. Approval of Minutes, February 15, 2011**

**b. Approval of Expenses February 2011**

Operating Checks 88664-88791: \$340,635.61, including payroll of \$149,017.16

**Total Expenditures: \$340,635.61**

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

## **NEW BUSINESS**

**a. Resolution 11-4: Collection of Additional Sales & Use Tax**

Hanson stated that Resolution 11-4 authorizes the General Manager of Jefferson Transit to enter into a contract with the Department of Revenue as required by law for the administration and collection of the sales and use tax. Resolution 11-4 reflects the additional sales tax increase of 0.3% (three-tenths of one percent) for a new total of 0.9% (nine-tenths of one percent) approved by the voters of Jefferson County, Washington on February 8, 2011. The additional sales and use tax will be imposed effective July 1, 2011. Hanson asked for the Board consideration for approval of the Resolution.

**Motioned by Randels, seconded by Austin to approve Resolution 11-4. The motion passed unanimously.**

**b. Resolution 11-5: Van Pool Shared Use Memorandum of Understanding**

Hanson stated Resolution 11-5 is a Resolution for an MOU between Jefferson Transit and Mason County Transportation Benefit Authority. Both agencies have implemented public transportation programs within Mason County and Jefferson County that include providing Vanpool services to the respective citizens of both counties. Hanson stated that the attached Memorandum of Understanding (MOU) would provide for Mason Transit and Jefferson Transit shared use of their vanpool vans. The Contract would be for the period of March 15, 2011 and end on June 30, 2013. Hanson asked for the Board consideration and recommends their approval of the Resolution and Memorandum of Understanding.

Hanson introduced Jay Rosapepe, Operations Manager with Mason Transit and stated that Shamus Mysak of WSDOT, is in full support of the shared use partnership for the vanpool vans. Hanson stated that Patty Perry, Mobility Coordinator or Jay Rosapepe would be more than happy to answer any questions the Board has regarding the MOU. Austin asked about vans operating in the South County and into Mason County. Perry stated that she has just received a request for a group to go from Belfair to Indian Island and she feels that with rising gas prices, she will continue to receive more calls.

Randels questioned whether this type of MOU would extend into the other counties. Rosapepe stated that an MOU will be sent to Grays Harbor Transit this week and Clallam Transit will be receiving one in the next month. Hanson stated that WSDOT is noticing the regional connectivity that is happening on the Peninsula and she hopes that if Jefferson, Mason, Grays Harbor and Clallam are all interconnected that this will persuade Kitsap to join this regional connectivity.

**Motioned by Austin, seconded by Randels to approve Resolution 11-5. The motion passed unanimously.**

## **STAFF REPORT**

- ***General Manager's Report – Peggy Hanson***

- Natalie Patten will be attending a week long Clerks training in June. She received a scholarship for this training.
- ADA workshop in April will be attended by Patty Perry-Mobility Coordinator, Kaheyia Cunningham-CAC Member, Betty Mysak-Dispatcher and Jan Baker-Operator. This training will be covered by RTAP scholarships.
- JTA has entered into a 2 service contracts. The first is GO USA. They provide service to many area agencies and provide many levels of service including online ordering and the convenience of direct shipment. JTA is keeping the same uniform branding but has included new items such as a Hawaiian shirt and a bowling shirt. The second is Brinks Services. This was a previously cancelled service. They have lowered their rates and the service is suitable for the coin and cash counting and transfer.
- Due to good union negotiations, the General Leave calculations have started to show a positive cost reduction to the agency. Randels stated that he believes the public saw the reductions JTA made previous to the election and that played a large part in way people voted. He offered Kudos to JTA for continuing to do good work.
- Ben Arnold, Maintenance Manager priced shelter schedule displays and found them to be upwards of \$500. The Maintenance Department was able to create a cost effective model that cost less than \$50. Arnold passed around photos of the new schedule display. Robinson reminded JTA to contact the City and County governments to make sure all permits are met per the signage code.
- Hanson introduced Tina Flores-McCleese from Clarity who is on a month to month contract and is working in the Finance Manager capacity following Sara Crouch's departure last month.

- ***Finance Report – Tina Flores-McCleese***

Flores-McCleese presented the board members with a brief summary of financials for February: The budget tracking figure is at 16.66%. Operational Expenses for February were \$340,635.61 and operational income was \$15,177.50. Sales tax revenues received in February for December were down 6.44% from the same time last year. Cash on hand: \$551,066.36 in the Operating Account and \$130,944.01 in the Treasury Pool.

Flores-McCleese stated that the budget was hard to ascertain whether the differential in the budget was significant in any way because the budget is presented in a non cyclical way. Randels stated that this was something that was going to be looked at in the next couple of months.

Robinson asked about the labor costs under operating expenses. Boyd stated that these numbers were due to be slightly skewed due to the budget needing to be amended. Austin asked about the Dial-a-Ride overtime numbers on the February report. Hanson stated that the Dial-a-Ride requests that are over a large region are creating a larger cost. Rubert stated that dispatchers and herself are working with the Mobility Coordinator to create group trips to cut down those costs.

- ***Operations Report- Tammi Rubert***

- System wide ridership is up 2% for the month.
- Spring Bid was completed and the new schedules are currently being distributed.

- Joint Labor Relations Committee (JLRC) convened on February 17<sup>th</sup>. The team negotiated Extra Board Rules and with the new rules, all Extra Board work will be assigned to the Extra Board first.
- Winter Weather Plan was activated the week of the 22<sup>nd</sup>. Patten updated the website by 5:30am and Thompson was checking roads at 3am. The warming bus is activated when weather is 30 degrees or below and has been a huge success.

Chauncey Tudhope-Locklear entered the meeting at 2:14pm

## **MISCELLANEOUS/CORRESPONDENCE**

### **CAC Conversation-**

Robinson stated that collaboration between the Board and CAC on how to best use the CAC as a resource is definitely needed. The Authority Board members have a lot of experience with committees and will come to the table with some expectations on how the process works. Dyche stated that the CAC is interested to know where the CAC is to go from here and to find out how they can best service transit. The CAC had put their agenda on hold during the election and believed they were going to be bringing those topics back to the table. Robinson and Dyche both agreed that the Bylaws may need to be looked at. Austin stated that the other Advisory Committees that he has been involved with and aware of are more information sharing with the public and encouragement to the agency.

Dyche stated that the CAC will be meeting the first Monday of April and she would like to know the needs of the Board and Transit for the CAC to discuss at their next meeting. Dyche also stated that the CAC would like to be given the Customer Comments instead of viewing them in the binder at the Board meeting, at Transit or at the CAC meeting. Hanson said that the role of the CAC is about projects and she was getting ready to present them with the Rider Advocate program. Sullivan said that CAC should look to Olympia and the legislative updates and communicate with other Citizens Committees. Dyche stated she will update the Board next month.

## **PUBLIC COMMENTS**

Chauncey Tudhope-Locklear of the Recyclery announced a “Walk Your Child to School Day” which will be held on May 4, 2011. He is working with Blue Heron and Grant Street School and is trying to raise \$3500 for t-shirts. Port Townsend and Jefferson County is below the average of kids who walk or bike to school and this program is to bring awareness to that. Information can be found on their website at [www.sparkinteraction.com/walkday](http://www.sparkinteraction.com/walkday)

## **EXECUTIVE SESSION**

The Chair announced that the meeting would go into executive session immediately at 2:45 p.m. to discuss personnel matters under the terms of RCW 42.30.110. The Executive Session concluded at 3:30 p.m. No action was taken

## **ADJOURNMENT**

The meeting was adjourned 3:30 p.m. The next Regular Meeting will be held at 1:30 p.m., April 19, 2011.

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Natalie Patten, Clerk of the Board

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Date