

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, March 20, 2012, 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 (JTA) Board Member David Sullivan at 1:30 p.m. Other members present were John Austin and Robert Gray. Pam Thompson, Catharine Robinson and Phil Johnson were absent and excused.

### **STAFF PRESENT**

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel

### **OTHERS PRESENT**

Brenda McMillan, Bob Eash ATU 587, Burt Langsea

### **PUBLIC COMMENT**

Brenda McMillan- requested information on the President's Day Admin staff holiday. Rubert responded that the President's Day Admin staff holiday was a practice of past management and that the non represented staff policy is currently being revised to look at items such as holiday's.

### **NEW AGENDA ITEMS**

None

### **FINANCE REPORT**

Crouch presented the February 2012 Financials. The budget tracking figure is at 16.66%. Operational Expenses for February were \$272,263.77 and operational income was \$22,969.11. Non operational income was at \$271,231.62. Sales tax revenues received in February for December were up 50.0% from the same time last year. Sales tax revenues received in February were \$331,921.43. Cash on hand: \$745,193.63 in the Operating Account, \$482.39 in the Capital Account, \$307,070.85 in the Treasury Pool, \$45,644.80 in the Fuel Fund Account, \$74,380.99 in the EFT Fund Account, \$1518.02 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that sales tax projections were down less than 1% point for 2012. Passenger fares are 2.5% higher than budgeted; this is in correlation to increased ridership. Other non transportation revenue includes Insurance recoveries and ATU reimbursements.

Gray asked what the other salaries and wages line is for? Crouch stated that dispatchers, maintenance and customer service make up the other salaries and wages. Gray asked about the holiday line item under benefits being at 53.54%. Crouch stated that she would expect to see this

line at around 33% due to the accrual of the 6 regular and 2 personal holidays. Crouch said that this line item is being looked at to determine if it needs to be corrected or needs an amendment.

## **CONSENT AGENDA**

- a. Approval of Minutes, February 21, 2012**
- b. Approval of Expenses, February 2012**
  - Operating Checks 89225-90033
  - EFT Checks: 5155-5173

Gray requested an update on Constance Jump's customer complaint from the February meeting is in process. Rubert stated that Ms. Jump's complaint has been fully investigated and that she and the Operations Manager have been in contact with Ms. Jump numerous times. The file has been sent to JTA's insurance company for review and they will send out an investigation follow up letter to Ms. Jump.

Austin stated that Ms. McMillian suggested that the Tri Area reader board on the buses be changed to reflect Chimacum, Port Hadlock and Irondale during the last meeting. Austin asked where that was in process and if it was a possibility. Rubert responded that it is a possibility and that staff was working on the marquee to ensure that when the bus passes, riders could read the destination. There is concern that the wording would be too long and the bus would pass before anyone could read it.

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

## **OLD BUSINESS- none**

## **NEW BUSINESS**

### **a. Public Hearing: DBE Program Goal**

Kennel stated that the Disadvantaged Business Enterprise (DBE) program has been updated. Kennel stated that she took information from the 2010 US Census and updated the goal. The Comment Period for this hearing is open for 45 days and will close at the close of business on April 6<sup>th</sup>, 2012.

Open public hearing: 1:44pm

Brenda McMillan asked if JTA was looking into hiring any disabled individuals to clean the transit offices. Kennel explained that the DBE program is related to minority and women owned business and not specifically about disabled workers.

Gray asked how JTA ensures that DBE's are invited to be subcontractors when we put out a prime bid. Kennel stated that JTA has not used subcontractors in the past but JTA's does use a

process where the contractors are obtained by advertising through a well publicized process, through the shared procurement portal and the state contracts.

Close public hearing: 1:49pm

#### **b.Resolution 12-4: Drug & Alcohol Policy-Update**

Crouch stated that she recently attended a Federal Transit Administration (FTA) Substance Abuse course. Crouch summarized the Agenda Item cover 4B which is the policy revisions made to the updated Drug & Alcohol Policy.

Austin asked if a legal council has looked at the policy. Crouch stated that the policy was not looked at by legal counsel and that the changes to the policy were requirements made by FTA. Conversation regarding substance abuse in relation to the policy.

***Motion by Austin, seconded by Gray to approve Resolution 12-4: Drug & Alcohol Policy-Update. Motion passed unanimously.***

#### **c.Resolution 12-5: Travel & Travel Reimbursement Policy**

Crouch stated that the Travel & Travel Reimbursement Policy was rewritten to ensure accountability for all reimbursements and per diem paid by JTA. Gray asked about out of state travel. Conversation regarding two current employees on out of state travel for Ron Turley Associates (RTA) maintenance classes. RTA is the program used in the maintenance department for inventory and maintenance work orders.

***Motion by Austin, seconded by Gray to approve Resolution 12-5: Travel & Travel Reimbursement Policy. Motion passed unanimously.***

### **STAFF REPORT-**

#### **A. Managers Report-Rubert**

- New JTA Website was launched on March 8, 2012. JTA has received positive feedback from the public regarding the new site.
- The middle island at the Haines Place Park & Ride has been cleaned out creating a cleaner and safer area.
- JTA had an informal visit from FTA. During the site visit, there were conversations regarding where JTA was with the new site facility and included a tour of the property at Four Corners. FTA made suggestions and offered resources for help. The visit was very positive.
- JTA has joined with the Main Street Program to advertise during the downtown construction to ride the bus.
- Shelly Reynolds has included JTA in her Earth Day programs notice. JTA had an Earth Day art contest and will award the top 2 winners at the Park & Ride on April 20, 2012. The board is invited to come and congratulate them.

- Total Ridership is up YTD. All Commuter routes are full.
- JTA will be implementing a new service change policy in April that was developed during an ad hoc committee.
- The Department of Ecology has modified their storm water permit process. There will now be 8 reporting periods per year.
- The maintenance department has installed a semi seat at Sherman St and Discovery. This was a customer request.

Gray asked about a seat opposite the hospital stop on Sheridan. Rubert stated she will have maintenance look at the issue.

- Maintenance reported one road call for February. The road call was a minor break issue. There was one driver assist on Mt. Walker who had to turn around due to an accident.

Gray asked about the website and whether the board packets are on the website. Rubert stated that the Clerk uploads the agenda and packets to the website the Thursday prior to the board meeting and that the website has all meeting minutes, resolutions and packets dating back to January of 2011.

Discussion regarding the Supervisors at the Park & Ride and the space that was made available for them in the visitors center building.

## MISCELLANEOUS

Austin stated that he took his twin granddaughters on the #11 Shuttle recently. A car missed the stop sign and almost caused an accident. The driver of the shuttle was very alert and cautious and handled the situation very well.

Sullivan read of a statistic that there is a 2.3% increase in transit nationally since 2008. Sullivan also relayed a positive customer comment that he received through conversation. This comment was in regards to a Cub Scout troop who became stranded in Port Townsend a couple of years ago due to the weather turning and the PT-Coupeville ferry cancelling runs for the day. This group was helped by customer service and was able to get home with the help of JTA.

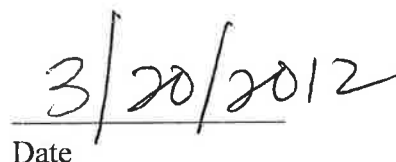
Gray requested that there be name tags for the Board Members and staff on the tables so the public can identify everyone.

## ADJOURNMENT

The meeting was adjourned 2:16 p.m. The next Regular Meeting will be held at 1:30 p.m., May 15, 2012.



Natalie Patten, Clerk of the Board



Date