

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, May 17, 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, Phil Johnson and Pam Thompson.

STAFF PRESENT

Dan DiGuilio, Teresa Lange, Tammi Rubert, Natalie Patten, Mike Pollack, Greg Prescott

CAC PRESENT

Ali Dyche, John Reynaud

OTHERS PRESENT

Robert Komishane, Brenda McMillan, Tom Thiersch, Margaret Lee, Nicholas Johnson-PT Leader, Robert Eash-ATU 587

Robinson stated that there will only be 1 hard copy of the Board Packet available at the meetings for the public's viewing. They may obtain additional copies on the website or at the front desk at transit. Any questions should be referred to Natalie, the Clerk of the Board.

PUBLIC COMMENT-started at 1:33pm

Brenda McMillan stated that she has discovered that there are twenty drivers, seventeen people in the transit office and six people in maintenance and this seems out of balance. She also feels that JTA should not have "service operations" people who drive around all day and have nothing to do. McMillan would also like to suggest not giving CAC members free bus passes so that JTA could see who is there for the pass and who is there for the transit.

Public Comment ended at 1:35pm

NEW AGENDA ITEMS

DiGuilio added Resolution 11-16: Credit Line Signing Authority. Robinson added this to New Business Line D.

FINANCE REPORT

DiGuilio introduced Teresa Lange, the new Finance Manager

Lange presented the board members with a brief summary of financials for April: The budget tracking figure is at 33.33%. Operational Expenses for April were \$291,537.28 and operational income was \$17,399.41. Sales tax revenues received in April received for February were up 2.77% from the same time last year. Cash on hand: \$204,556.74 in the Operating Account and \$130,944.01 in the Treasury Pool.

Lange said that monthly sales tax revenue numbers are looking good and starting to rise. The fuel partnership numbers are good; JTA is at a credit of \$9,481.

Randels asks for the tracking number to be written on the expense statement in future packets.

CONSENT AGENDA

a. Approval of Minutes, March 15, 2011

b. Approval of Minutes, April 19, 2011

Randels noted Page 2 under public comments, Ali Dyche said .3% instead of 3%. Sullivan noted Page 4, Section G. Change word "than" to "then". Robinson noted Page 4, Section G, the word of to be inserted after minimum "reserves be kept at a minimum of the capital projects". Page 5, "Lloyds fundraising for the Roadeo", an apostrophe needs to be added to Lloyd's name.

c. Approval of Expenses, April 2011

Operating Checks 88912-88962: \$285,365.23 including payroll of \$151,327.61. EFT Fare Box: \$14,668.20 Total Expenditures: \$270,697.03

d. Approval of CAC Bylaw changes

e. Heckman Motors, Inc Contract

f. Resolution 11-14: Index of Records

Motion by Randels, seconded by Johnson to approve the consent agenda with changes as noted. The motion passed unanimously.

OLD BUSINESS

a. Resolution 11-8: Adopt 2011 Amended Budget-Public Hearing

DiGuilio presented the Amended 2011 Budget with no cuts in service, reduce 1 supervisor position, Customer Service position goes to the operator extra board and 2 part time/no benefit customer service positions are hired. Resignation of maintenance worker is not replaced at this time. Forks Supervisor position is eliminated. \$60,000 that was set aside for unemployment compensation is dispersed back through the budget since no layoffs are happening. Some capital projects are being placed on hold for later years. DiGuilio would like to recognize the hard work that was put into the budget by staff.

Discussion regarding impact on overtime, the budget operating numbers, employee classifications and the fuel cost.

2011 Amended Budget public hearing open to public comment at 1:50pm

- Margaret Lee suggests upgrades to the website. There needs to be an ease of use of the website and an easier way to connect with the board via the website.
- Brenda McMillan wants to know if there has been any talk of combining Jefferson Transit with Clallam Transit.
- Tom Thiersch stated that he saw a graph in the Port Townsend Leader recently that showed large negative cash flows starting in June of 2011. What happens to Jefferson Transit when the bills cannot be paid? Is the county required to cover that like they do when the school district runs into trouble? Why wasn't this presented before the budget for discussion?

2011 Amended Budget public hearing comment period ended at 1:55pm

Board Response to questions:

Sullivan stated it was recognized when looking at last year's budget that there would be cash flow problems. Since we knew there would be a time when the cash flow would be an issue and not wanting to make cuts and needing to keep face with the voters the line of credit was approved to enable JTA to continue service for the passengers. There is a plan to get JTA back in the black and start to build reserves.

Robinson stated that the sales tax that the voters approved will not be received by JTA until the end of September and that the time period in between needs to be bridged. Board made the decision to take out the line of credit instead of cutting service and employees.

Ludwig Becker entered the meeting at 1:57pm

Randels agrees with Sullivan and Robinson. He believes that the graph in the PT Leader is as transparent as it gets. It shows that without the line of credit, JTA will face some serious shortfalls in cash. It might have been useful to have 2 graphs showing the budget with the line of credit and without. He also stated that he agreed with Sullivan. The board took a chance and the voters showed that they wanted JTA to continue their service.

Robinson thanked staff for all their hard work on the budget and finding a way around not making any cuts. Sullivan said that the budget presented keeps faith with the union and the negotiations.

Robinson said that she is very interested in having a more user friendly website by year's end or beginning of next year. She would like the website to contain more direct contact with the board. DiGuilio stated that he met with our current website provider to discuss upgrade options. JTA is currently awaiting their recommendations.

Johnson asked DiGuilio what the tax level that Clallam Transit gets and DiGuilio said 6/10th.

Robinson stated that in regards to the question about joining with Clallam Transit, it is not an active conversation but it is a conversation that could be in the future. JTA is currently in collaboration for the West End Service Supervisor.

Public hearing closed at 2:05pm

Motioned by Randels, seconded by Austin to approve Resolution 11-8. The motion passed unanimously.

NEW BUSINESS

a. Resolution 11-15: Adopt Transit Development Plan 2011-2016

DiGuilio presented the Transportation Development Plan (TDP) that needs to be updated annually for the Washington State Department of Transportation. The plan is a 5 year document. It discusses fare structure, routing, special projects, capital improvements, operating and capital funding. The plan also discusses regional and state goals and preservation projects.

Lange discussed the operating expenses, the new facility project and grant funded purchases over the next 5 years that are detailed in the TDP.

Austin stated that it would be helpful to have what we would get for the investment in a new facility. For example: Improved working conditions, less risk of injury, efficiency of maintenance.

Public hearing for the Transportation Development Plan 2011-2016 Open to the public for comment at 2:16pm

- Robert Eash, ATU 587 commented that the vanpool numbers are listed under general operating expense and pull out under revenue. There needs to be some consistency.
- Margaret Lee asked about the money that will be used towards the construction of the new facility. She also mentioned the original design of the Park & Ride in Port Townsend and how that design showed inside facilities and restrooms. JTA needs to attract riders and making their experience more comfortable will help get them out of their cars. Lee also stated that the non motorized transportation committee did a survey and 50 percent of students are still being transported to school by automobile.
- Ali Dyche stated that people are not going to pay for the bus when there is free parking in the downtown area.

Public hearing for the Transportation Development Plan 2011-2016 public comment period closed at 2:20pm

Board response:

Austin responded to Ali Dyche's comments regarding parking. The public perception is that they have to wait 30 minutes for a bus and in turn end up waiting the same amount looking for a space to park. He would like to see the #11 shuttle coming more frequently in the future and changing that perception.

In the TDP document, Sullivan stated that on page 10 Section 2 under preservation, this needs to be updated to reflect the roundabouts being completed and the business park access.

Randels commented that he would like changes to Appendix A in the TDP document but will withhold them at this time when they could be looked at more specifically. DiGuilio stated that the TDP can be more massaged in December when the Board starts to look at the updates for next year. Randels commented that there was no current collaboration for this list. Robinson commented that Appendix A is a sort of a wish list for services that comes from the Board, staff and the public.

Robinson noted the following items in the TDP document:

- On page ten under #4, Robinson noted that in the past JTA worked in collaboration with the City and other private entities to create a walking/bike riding/bus riding map. The non motorized transportation plan at the city is starting this process again.
- On page eleven #1 under expansion. When the topic of building the new facility first came up, the original plan included an LEED design.

Discussion regarding the current facility on Sims Way. Johnson stated that the current facility is an eye sore and not adequate for staff and maintenance.

Robinson commented that the Park & Ride plan that was originally presented was collaboration with the Chamber of Commerce and the original design did include indoor buildings and restrooms but it never came to fruition because the chamber never came up with the money. The current building was provided by the City.

Randels noted that on page eleven, number eight, the list contains Park & Ride lots needed and some have already been done so this list needs to be updated.

Robinson noted on Page 23, the Organizational Chart does not contain the Board. DiGuilio stated that a new Organizational Chart was created earlier. The one contained in the TDP was created by the previous General Manager and it will be replaced before going to WSDOT.

Motioned by Randels, seconded by Johnson to approve Resolution 11-1 with changes as noted within a reasonable time frame. The motion passed unanimously.

DiGuilio wanted to thank staff for all the hard work they put into the TDP.

b. Discussion-General Manager Recruitment

Robinson stated that DiGuilio will not be available indefinitely. The new Finance Manager is in place, the TDP and Amended Budget have been passed and it is time to start looking for a new General Manager. She would like DiGuilio to be available for mentoring if possible and have an overlap with the new General Manager.

Discussion: looking locally for a candidate, what type of interview process the board would like and advertising. Robinson commented that the community reception is a good process and stated that JTA has a very passionate ridership and it is good to give them the opportunity to see who is being considered.

Robinson motioned, Randels seconded to direct DiGuilio to start the process of looking for a new General Manager. The motion passed unanimously.

c. Discussion-FTA Grant Activities

DiGuilio discussed the need to take action on the FTA new facility grant before July so that the grant is not lost. The Archeological Study does need to be done and he would like the board's approval to send out RFQ's for that study.

Motion by Randels, seconded by Robinson to approve DiGuilio to send out RFQ's for the archeological study at the Four Corners property. The motion passed unanimously.

d. Resolution 11-16: Credit Line Signing Authority

DiGuilio presented Resolution 11-16: Credit Line Signing Authority. This Resolution would give signing Authority for the Kitsap Bank line of credit to the General Manager, Operations Manager and the two members of the Finance Subcommittee.

Move by Austin, seconded by Johnson to approve Resolution 11-16. The motion passed unanimously.

STAFF REPORT- Dan DiGuilio

- Forks Supervisor will be in place until the end of May. Clallam Transit is prepared to start on June 1st. The cost will be \$12,000 for the remainder of the year. This will be presented at the June Board meeting.
- Staff will be meeting with the Manager of the Kingston Passenger only ferry. JTA does not see this as something that will happen in the immediate future but wanted to discuss what their expectations are.
- DiGuilio has handed the Union contract over to the union. All the tentative agreements have been finalized and are in the contract. Ludwig Becker stated that there are a few more items that he would like to talk to the General Manager and Operations Manager about.
- DiGuilio will be out of town from August 12-16. The 16th is a Board Meeting day and would like the board's suggestion on either moving the meeting or allowing Tammi Rubert, Operations Manager to represent management. The Board stated they are fine with Rubert representing management.

OPERATING REPORT-Tammi Rubert

- Rubert presented a new easier to read ridership report. Ridership is up 4%.

- There was 1 trespass in the month of May. A transient was found sleeping in Bus 1967 and there were 2 collisions that were deemed non preventable.
- The summer youth pass program will start on Memorial Day. There will be promos on the website and in the leader.

CAC REPORT-Ali Dyche

- The CAC is down to 10 members. They are actively looking for new recruits. They had a shorter meeting and discussed recruiting and the 30th anniversary.
- The meeting location has been moved to the Raven room at the Skookum Center starting in June. The meeting time has also been changed to 5:15pm-6:45pm.

Robinson stated she and Rubert will both be attending the meeting in June and suggested putting the 30th anniversary on the agenda.

Robinson wanted to bring up Brenda McMillan's comment regarding the distribution of staff and would like Rubert to bring that information to the CAC meeting for discussion.

ADJOURNMENT

The meeting was adjourned 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m., June 21, 2011.



Natalie Patten, Clerk of the Board



Date