

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, June 19, 2012, 1:30 p.m.

701 Harrison Street. Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan and Pam Thompson. Robert Gray and John Austin were absent and excused.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel

OTHERS PRESENT

Brenda McMillan, Bob Eash ATU 587, Gerald Braude, Margaret Lee, M. Thuy Gohn* (per sign in sheet), Darrell Conder, Burt Langsea

PUBLIC COMMENT

Thuy Langsea* (per recording): Mrs. Langsea read the Equal Opportunity Employer statement from the bottom of JTA's applications and schedules and stated that JTA does not adhere to these rules and is falling short. She stated that JTA drivers are predominantly white men and Management is predominantly white women. She stated that JTA should be actively recruiting people of color. She stated that Jefferson County, the City and the Government are all white as well.

Burt Langsea: Mr. Langsea requested that a West End Supervisor not be hired for the Forks Base. With the addition of the two field supervisors at the Port Townsend Base, there is no need for a Supervisor in the west end.

Brenda McMillian: Ms. McMillian agreed with Mr. Langsea. She stated that while looking at an organization chart for JTA she does not believe the 3 people in Forks need a manager.

Darrell Conder- Mr. Conder stated that 2 years ago he campaigned vigorously for the sales tax increase and was told personally by the previous General Manager that previous service cuts would be added back into the service if the sales tax increase passed. This has not happened and he would like to know why.

Rubert responded to Mr. Langsea's comments about the West End Supervisor position. This position is part time at a significantly reduced rate of pay from the previous supervisor. Rubert stated that if there is an accident in the West End, the drivers do not have the proper support that they need. In addition, a supervisor is needed on site to perform Fit for Duty checks before any driver takes a bus out. Currently a Manager from Port Townsend travels to the West End once a

*Thuy Gohn and Thuy Langsea are the same person.

week for paperwork and any questions the drivers have but there needs to be a supervisor on site in the area for emergencies. Clallam Transit did provide supervisor support in 2011 but that contract has ended.

NEW AGENDA ITEMS

None

FINANCE REPORT

Crouch presented the May 2012 Financials. The budget tracking figure is at 41.65%. Operational Expenses for May were \$303,856.31 and operational income was \$18,943.83. Non operational income was at \$303,587.17. Sales tax revenues received in May for March were up 39.0% from the same time last year. Sales tax revenues received in May were \$266,972.22. Cash on hand: \$777,622.23 in the Operating Account, \$584.00 in the Capital Account, \$307,070.85 in the Treasury Pool, \$49,672.00 in the Fuel Fund Account, \$97,486.96 in the EFT Fund Account, \$334.24 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that fare revenue is up which does track with the increased ridership. Non operating revenue is down 11%. This is lower than anticipated. March and April are traditionally lower months for income. The revenue report contains some negative numbers in the grant categories and this is due to an amendment that is coming from WSDOT.

Robinson stated that she noticed some trends in certain categories being higher than the tracking number. IT Services, Advertising, Holiday, Pension Plans, Dial A Ride and Dispatch Wages and Utilities. Robinson asked for Crouch to address those.

Crouch relayed the following information:

Dial a Ride & Dispatch- This category is higher due to the extra board operators and the percentage of time that was budgeted originally for Dial a Ride and Dispatch was under budgeted. This will consistently be over budget until an amendment is done.

Pension Plans- This was a clerical error due to the percentage amount for PERS Retirement not being changed in two categories. This has been changed and this increase should level off.

Advertising- The advertising fees are increased due to staff changes and having to advertise in the area newspapers. JTA is also advertising more this year than in the past.

IT Services- This category shows an increase due to having to purchase a software upgrade. This will require a budget amendment.

Utilities- Utilities were budgeted with 2010 numbers and this may require a budget amendment but could just be a timing issue. These should go down during the summer months.

Holidays- Previously, Finance was not tracking the Personal Day holidays. Since they are an unfunded liability they must be tracked and this has created an increase.

Robinson asked when a budget amendment will be presented. Crouch stated that she would like to wait until September or October so that she can see how everything is trending. Robinson noted that overall the budget is under budget. Sullivan stated that sales tax is down county wide.

CONSENT AGENDA

- a. Approval of Minutes, May 15, 2012**
- b. Approval of Expenses, May 2012**
 - Operating Checks 90244-90367
 - EFT Checks: 5220-5235
 - Advance Travel: 271-276

Motion by Sullivan, seconded by Robinson to approve the consent agenda. The motion passed unanimously.

OLD BUSINESS

- a. Resolution 12-9: Adopt Amended 2012 Capital Budget**

Johnson opened the Public Hearing on the Amended 2012 Capital Budget at 1:50pm. No public comments were received. The Public Hearing closed at 1:51pm.

Robinson stated that she was happy to see the vehicle replacement reserve fund listed in the Capital budget.

Motion by Robinson, seconded by Sullivan to approve Resolution 12-9: Adopt Amended 2012 Capital Budget. Motion passed unanimously.

NEW BUSINESS

None

STAFF REPORT-

A. Managers Report

- The Transit Development Plan (TDP) for 2012-2017 is located on our website and is currently in the public comment period. There will be a public hearing at the July Board Meeting with Adoption in August.
- Microsoft obtained maps from JTA to include in the next release of Windows.
- JTA is participating in a guest rider program. Members of other transit agencies will ride our routes and visiting selected sites and evaluating operations.
- Ridership shows an increased YTD total of 10%.
- JTA has suspended the Community Van program due to not wanting to unfairly compete with local businesses and Federal Charter rules would require substantial

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staff time to participate in a Charter program.

- Interviews for the West End Supervisor position are taking place on Friday, June 22nd. Rubert responded to Thuy Langsea's comments regarding hiring practices and stated that JTA does use Transit Talent which reaches a national audience so that the local newspapers are not the only place JTA advertises.
- Rhody Festival had an increase of 169 riders and everything went smoothly.
- Monthly diesel fuel report with a period ending of March 16, 2012 shows the price per gallon was \$3.46. JTA is keeping an eye on this.
- 51 scheduled preventative services, 74 scheduled repairs and 3 road calls in the Maintenance Department.
- All 6 Vanpools are full again and out on the road.

Rubert stated that at the May 2012 board meeting, Board Member John Austin asked about writing a letter to get a stop put out at the Dosiwallips Camp Ground. Rubert said that the US Forest Service has agreed to allow JTA to place a stop at the park and the stop should be in place in July.

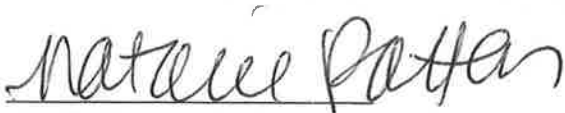
Rupert reported that JTA has looked into Board Member John Austin's request to find out about retrofitting the buses and placing an additional bike rack on the buses. Gillig USA stated that they would sell JTA an additional bike rack but would not install it due to safety issues with the additional rack interfering with the headlights and windshield wipers. Due to Gillig's recommendations, Fleet & Facilities Manager Ben Arnold will not be pursuing the additional bike racks on the buses. Robinson asked about the capacity for bikes in the buses and suggested some thought for the future and how to accommodate more bikes as bike ridership increases.

Rubert stated that the Peninsula Cup Bus Roadeo will take place on Sunday, June 24th at Clallam Transit. Jefferson Transit will have two competitors in this Roadeo.

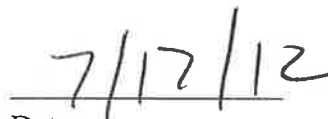
MISCELLANEOUS

ADJOURNMENT

The meeting was adjourned 2:03 p.m. The next Regular Meeting will be held at 1:30 p.m., July 17, 2012.



Natalie Patten, Clerk of the Board


Date

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