

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, June 21, 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, John Austin, Phil Johnson and Pam Thompson.

### **STAFF PRESENT**

Dan DiGuilio, Teresa Lange, Tammi Rubert, Ben Arnold, Natalie Patten, Lloyd Eisenman, Greg Prescott

### **CAC PRESENT**

Gerald Braude, John Reynaud

### **OTHERS PRESENT**

Robert Komishane, Brenda McMillan, Jack Range, Nicholas Johnson-PT Leader, Robert Eash-ATU 587

**Meeting went into Executive Session at 1:34pm for 30 minutes under RCW 42.30.110 (g) for Personnel matters.**

**Meeting came back into Regular Session at 2:03pm. No action was taken.**

### **PUBLIC COMMENT-started at 2:04 pm**

Jack Range commented that he is an investigator for the public defender's office. He came today to offer his support to Tammi Rubert's reworking of Jefferson Transit Exclusion order adjudication process. Mr. Range stated that no one is entitled to make the drivers and other passengers feel unsafe but at the same time he believes in giving people a second chance and in an equitable remedy for these dangerous situations that may arise on the buses. For the past 8 months he has been requesting records from JTA on orders of exclusion for passengers that have been banned from the buses. He stated he successfully worked with JTA to get a passenger back on the bus that had been permanently excluded. In his process he has found real issues with the Exclusion order. The first is the ability for the Transit Authority to exclude passengers permanently. The old guidelines state a passenger could be kicked off for a specified period of time and when looking at the exclusion orders, that date range has been crossed off and permanent ban was written in its place. By excluding these passengers it has a real detrimental effect on their lives. It limits their abilities to access vital services. Range stated that JTA needs to rework the program to shortcut the permanent

ban thing and work out a better adjudicated process. It shouldn't be 1 person making these decisions.

Brenda McMillian commented that she thinks the Summer Youth Passes cost too much. They were \$10 last year and \$20 this year. There should also be a family rate for families. McMillian also wanted to sing the praises of Mike Pollack. His work on the Hood Canal project was exceptional.

**Public Comment ended at 2:09pm**

## **NEW AGENDA ITEMS**

No new Agenda Items

## **FINANCE REPORT**

Lange presented the board members with a brief summary of financials for May: The budget tracking figure is at 41.65%. Operational Expenses for May were \$276,833.57 and operational income was \$19,490.41. Non operational income was at \$272,329.71. Sales tax revenues received in May for March were down .0071% from the same time last year. Cash on hand: \$433,161.05 in the Operating Account and \$130,944.01 in the Treasury Pool.

Lange discussed Finance documents presented in packet. Sales tax revenue spreadsheet shows that the March revenue is just under budget but is looking good. The cash flow spreadsheet shows that JTA is going to dip down to an uncomfortable low but will not need to access the line of credit at this time. Discussion regarding the cash flow and the current budget.

DiGuilio wanted to recognize Lange for all the work she has done on the budget and the Finances. It is Lange's hard work that has keep JTA from having to use the line of credit. Robinson stated that she echoes DiGuilio's gratitude.

## **CONSENT AGENDA**

### **a. Approval of Minutes, May 17, 2011**

- *Sullivan stated on Page 3, under board response to questions. The wording needs to be changed from Face to Faith.*
- *Robinson stated on Page 6, last bullet of the staff report, needs to be changed from run the meeting to represent management.*

### **b. Approval of Minutes, May 31, 2011**

- *Randels noted he is stated as present. He was not present.*

### **c. Approval of Expenses, April 2011**

- *Operating Checks 88963-89502: \$282,660.35 including payroll of \$143,341.51.*  
*Total Expenditures: \$282,660.35*

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

## OLD BUSINESS

- a. Update on General Manager Recruitment
  - DiGuilio stated that he put up a notice at the Boards request to do an in house search for a new General Manager. He received 3 applications by the deadline and he gave those applications to the Authority Board. Robinson stated that the Board met in Executive Session and has decided that they will interview the 3 candidates as soon as possible. Robinson stated the 3 candidates are Tammi Rubert, Mike Pollack and Lloyd Eisenman.
- b. Clallam Transit Inter-local Agreement for West End Service
  - DiGuilio stated that this is a renewal of an agreement that Jefferson Transit has had with Clallam Transit for service between Forks in Clallam County and Amanda Park in Grays Harbor County. This agreement states that Clallam Transit would pay Jefferson Transit \$30,000 for this service.

***Motioned by Austin, seconded by Johnson to authorize the General Manager to sign the Interlocal Agreement with Clallam Transit for West End Services. The motion passed unanimously.***

- c. Clallam Transit Inter-local Agreement for West End Supervisor
  - DiGuilio stated that this Inter-local Agreement is a partnership between JTA and CTS for an on-site supervisor of the Forks Base. Rubert stated that the Supervisor started on June 1<sup>st</sup> and has been very successful in this transition.
  - Randels stated he is glad to see these Inter-locals with Clallam and Robinson agreed.

***Motioned by Randels, seconded by Johnson to authorize the General Manager to sign the Interlocal Agreement with Clallam Transit for Supervisor services. The motion passed unanimously.***

- d. Update on the FTA Grant Activities
  - DiGuilio presented the FTA Grant award letter for the 2011-2013 Biennium. Discussion regarding the correlation between 2009 and 2011 numbers. Robinson asked why Capital funds were not applied for. DiGuilio stated that the previous GM did not apply for them and that could have been because of the inability to come up with the match for Capital projects.
- e. Update on Archeological Survey
  - DiGuilio stated that an RFQ for an Archeological Survey was sent out and 5 applications came in. He is currently looking for an Archeologist to help review the applications. Discussion regarding who the PUD, City and County have used in the past.

## NEW BUSINESS

- a. Resolution 11-17: 2<sup>nd</sup> Amendment to GCA 6174
- DiGuilio stated that this is a Mobility Grant and when this position was changed from Grant funded to a full time employee it left funds available. This amendment transfers those funds so that they can be used on the Operating side of the grant.

***Motioned by Randels, seconded by Austin to approve Resolution 11-17. The motion passed unanimously.***

- b. Resolution 11-18: Authorize Finance manger to transfer funds
- DiGuilio stated that this authorizes Lange to transfer funds within the Bank of America and Jefferson County Treasurers accounts.

***Move by Austin, seconded by Johnson to approve Resolution 11-18. The motion passed unanimously.***

- c. Resolution 11-19: Designate Check Signers
- DiGuilio stated that this Resolution takes members of the Finance Department off the Check Signers registry and replaces them with Ben Arnold, Tammi Rubert, Dan DiGuilio and Rachel Katz.

***Move by Randels, seconded by Johnson to approve Resolution 11-19. The motion passed unanimously.***

- d. Resolution 11-20: Amended ADA Policy
- DiGuilio stated that the Agency is required to have an ADA Policy updated regularly. The changes to this policy are a listing of full fares, new mobility devices such as Segways, No Show Policy and a Travel Training Program.

***Move by Randels, seconded by Sullivan to approve Resolution 11-20 with Veterans Day added as a closed Agency day if approved in the next item. The motion passed unanimously.***

- e. Operations Proposal-Approve All Staff Training Day
- Rubert stated that Veterans Day was always utilized as an All Staff Training Day. This training day is an opportunity for the entire staff to come together and have updates about what is going on with Jefferson Transit, First Aid and other required certifications. The employees are paid straight pay and this training is mandatory. Austin asked about notification to the riders. Rubert stated that notice would go out in the paper and Rider Alerts. Discussion regarding what day of the week Veterans Day falls. Robinson stated that since it was a precedence for the past 8 years, it must work.

***Move by Austin, seconded by Johnson to approve staff to close for All Staff Training Day. The motion passed unanimously.***

## STAFF REPORT-Operations Manager

- Overall Ridership for the month of May is slightly down. There is no ridership listed for the month of May for the Forks site due to the staff changes.
- The new Summer Schedule starts July 3<sup>rd</sup>. New schedules are being currently being distributed.
- The Coast Guard has started a summer pilot project and will stack up pleasure boaters and open the Hood Canal Bridge from 3pm and 6pm from May 27<sup>th</sup> through September 30<sup>th</sup>. This would delay our 6pm #7 bus returning from Poulsbo. Rubert contacted Representative Van DeWege and the Coast Guard and requested they delay the opening by 5 minutes. They agreed and we have changed the schedule to leave 5 minutes earlier on this route.
- The #11 Shuttle route has been split up into two routes, A and B. The A route goes downtown then uptown. The B route will travel uptown then downtown. This was in response public interest and comments.
- The Castle Hill Connector will no longer access Hancock Street because it is being serviced by the #11 Shuttle twice an hour.
- Congratulations to Lloyd Eisenman. He attended the APTA North American Rodeo in Nashville, Tennessee. He placed 2<sup>nd</sup> in the 35 foot division and 4<sup>th</sup> place in Customer Service. Rubert asked Eisenman to explain what the Customer Service portion of the Rodeo means. Eisenman stated that you are placed in a mock bus and there is an audience of 60 people. "Riders" get on the bus with many different scenarios and you are rated on your Customer Service skills.
- Rubert stated that Forks Operator Darrell Finley went to the state competition and placed 6<sup>th</sup> place out of 80 for Body on Chasis.
- JTA is accident free in the month of May.
- JTA provided 2 additional Shuttles for the Saturday Rhody Parade and had an increase of 162 additional riders.

*Austin asked that signs be placed at the shuttle stops on Water Street to let riders know that the 2 new shuttles will not begin until July 3<sup>rd</sup>. Austin commented that he also rode the #7 route the previous week and there was only 1 seat left on the bus. He said that people who say there should be smaller buses on these routes are inaccurate.*

*Robinson asked Rubert if she has any feedback from the individuals who were looking for service to Indian Island on a Saturday. Rubert stated that 2 members of the Armed Services came in and they were given an overview of the system and schedules. They seemed pleased and confident that they could navigate around with that. Robinson asked about feedback from the drivers and Rubert stated she has heard of none and hasn't seen an increase in ridership in relation to this.*

*Randels questioned the hospital stop on Sheridan Street due to the new schedule. Rubert stated that the route was changed from the 7<sup>th</sup> street to 9<sup>th</sup> street in front of the cross walk. This stop is closer to the hospital. There is also still a stop at 10<sup>th</sup> and Sheridan.*

*Discussion regarding Charter Service. Randels referenced an article where Senator Patty Murray came to the aid of sports fans in Seattle, where Metro had been prohibited from having special Charter buses for sports. DiGuilio stated there is a Federal Rule preventing Transit systems from competing with private enterprise. Randels said If Senator Murray can get rid of the charter rule for sports fans, Indian Island should have direct service. He would like some more research and offered to draft a letter to the Senator.*

#### **STAFF REPORT-Fleet and Facilities Manager**

- The last week of May, JTA received 4 new Gillig Buses. One has been brought to the meeting for everyone to go look at.

*DiGuilio stated that there was roughly \$14,000 left in one of the bus grants and those funds were used to order new fare boxes. The boxes should be at JTA by the end of the month.*

*DiGuilio stated that The Union contract is in Seattle with the President of ATU. DiGuilio expects those to be back in time for the next meeting.*

*DiGuilio stated that Mason Transit has given JTA 2 Vans. They will be picked up by the end of the week. JTA is looking to use these in a new Community Van program because these buses do meet the requirements for this program.*

#### **CAC REPORT-Gerald Braude**

- Harold Craig and Roger Oster have turned in applications to join the CAC
- Rubert briefed everyone on the new routes
- Rubert asked for the CAC's help on tracking stops on the routes.
- The next meeting will be at the Skookum Center on June 6<sup>th</sup>.
- Braude commented that when he rides Island Transit everyone says there service is free because they get a subsidy from Whidbey Island's Military Base. He thinks this is something that should be looked into with Indian Island.

#### **MISCELLANEOUS**

*Discussion regarding possible dates for the General Manager interviews. The Board agreed on the 24<sup>th</sup> of June at 1pm with 1 hour interviews each. It will be an advertised Special Session.*

*Robert Eash, ATU 587 wanted it noted that the Union supported Lloyd Eisenman financially to go to the Rodeo. Robinson thanked the Union.*

#### **ADJOURNMENT**

The meeting was adjourned 3:10 p.m. The next Regular Meeting will be held at 1:30 p.m., July 19, 2011.

  
Natalie Patten, Clerk of the Board

  
Date