

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, July 19, 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, Ben Arnold, Natalie Patten, Ludwig Becker

CAC PRESENT

John Reynaud, Gordon Neilson and Linda Pfafman

OTHERS PRESENT

Jack Range, Robert Eash-ATU 587

PUBLIC COMMENT

No Public Comments

NEW AGENDA ITEMS

No new Agenda Items

FINANCE REPORT- DiGuilio

Finance Manager Lange was unable to attend meeting. DiGuilio presented the board members with a brief summary of financials for June: The budget tracking figure is at 50.00%. Operational Expenses for June were \$287,313.91 and operational income was \$23,354.64. Non operational income was at \$295,854.80. Sales tax revenues received in June for April were up 11.824% from the same time last year. Cash on hand: \$341,497.05 in the Operating Account and \$131,570.85 in the Treasury Pool.

DiGuilio discussed Finance documents presented in packet. Sales tax revenue spreadsheet shows that the June revenue is slightly ahead for the year. Discussion regarding the cash flow and the current budget. Austin asked if the sales tax increase is included in June's statements. DiGuilio stated that the sales tax has started to be collected but will not be received until September.

Robinson noted she was happy to see the overall budget numbers were under budget. DiGuilio noted that the cash flow spreadsheet shows that JTA is not going to have to access the line of credit at this time.

CONSENT AGENDA

- a. **Approval of Minutes, June 21, 2011**
- b. **Approval of Special Meeting Minutes, June 24, 2011**
- c. **Approval of Special Meeting Minutes, June 28, 2011**
- d. **Approval of Expenses, April 2011**
 - Operating Checks 89053-89165: \$345,802.25 including payroll of \$140,000.00.
EFT Revenue \$16,109.39 Total Expenditures: \$329,692.86

Motion by Austin, seconded by Johnson to approve the consent agenda with no changes. The motion passed unanimously.

OLD BUSINESS

- a. **30 Year Celebration-** Presented in the packet is the ad currently running in the local paper inviting citizens to the Park and Ride for the 30 year celebration on the 22nd at 1pm. DiGuilio presented the board members with the safety stars that JTA will be giving away at the celebration.
- b. **ATU #587 Represented Employee 2011-2013 Contract-** The final contract is presented to the board to re ratify and authorize the board chair to sign the contract. DiGuilio wanted to thank the Union the hard work that was put into the contract. Robinson thanked the union and staff for coming to agreement over the contract. Sullivan stated that the signed contract brings stability to JTA and he appreciates all the union and staffs work on it.

Motion by Randels, seconded by Austin to re ratify the contract and authorize the Board Chair to sign the agreement. The motion passed unanimously.

NEW BUSINESS

- a. **Resolution 11-21: CAC ad hoc committee**

DiGuilio presented the staffs proposal to disband the current CAC and reorganize it into an ad hoc structure. DiGuilio stated that the current membership does not meet the requirements, they are often lacking a quorum, not enough work to sustain them, too little turnover from year to year and the staff needed to facilitate the group exceeds the benefit gained. DiGuilio stated that JTA would maintain a volunteer list and still continue to obtain customer suggestions from such organizations as Main Street, Chamber of Commerce, DASH, the DD Board, walk able and Livable communities, JTA's website and customer comments.

Robinson discussed the volunteer application that staff is developing and how it would create a list of volunteers that could be called up for specific tasks and input.

Sullivan questioned whether there were any requirements for having a CAC. Patten stated that the requirement exists to obtain customer input but it is not specific to how that input is received.

Discussion regarding the protocol to disband the CAC. Austin requested that a notice be placed on the website stating that the Board is looking into disbanding the CAC so that people can

comment if they choose. Randels supports tabling this Resolution to see if any comments are received until the next meeting.

Robinson stated that she anticipates that the CAC meeting for August will not happen since they do not have a quorum or the number of members needed according to their bylaws.

This Resolution has been tabled until the August 16, 2011 meeting.

b. Resolution 11-22: Code of Conduct-Exclusion Order Policy

DiGuilio presented Resolution 11-22: Code of Conduct Exclusion Order Policy. This policy has been updated and revised. Discussion regarding Length of exclusions, pet policy and concerns about civil liberties.

Randels suggests forming an ad hoc committee to discuss the policy and revise it for the next board meeting. Discussion regarding service animals on the bus.

Board Discussion regarding ad hoc committee. George Randels, Phil Johnson, Jack Range, Tammi Rubert, Pam Thompson and a CAC member will form a committee to review and finalize the Code of Conduct/Exclusion Policy. Board Clerk will arrange a date to meet as soon as possible.

Move by Austin, seconded by Randels to have the Board Chair appoint a subcommittee to review and finalize the Code of Conduct/Exclusion Policy and present back to the board at the August 16, 2011 meeting. The motion passed unanimously.

c. Resolution 11-23: Intent to Dispose of Surplus Personal Property

Arnold presented list of buses and property that needs to be surplus. 6 items on the list will be sent to auction.

Move by Randels, seconded by Johnson to approve Resolution 11-23. The motion passed unanimously.

d. Resolution 11-24: Capitalized Assets Policy

DiGuilio stated that the current Capitalized Asset Policy was written in 1983. The amendments to this policy include an increase in the value of a capitalized asset and methods for identifying the useful life of an asset. Randels questioned whether WSDOT uses the same methodology as USDOT as stated in the policy.

Move by Randels, seconded by Austin to approve Resolution 11-24 with changes if needed in regards to the USDOT/WSDOT method of calculating useful life. The motion passed unanimously.

STAFF REPORT-DiGuilio

- Review of Ridership report. Board would like the report to reflect a comparison to last year.
- Wall of Fame Transportation Nominee- Kenny Yingling was elected by his peers to be Jefferson Transit's Wall of Fame honoree for 2011. DiGuilio stated that the employees were appreciative of being given the opportunity to nominate this year's honoree.
- 3 Archeological firms were interviewed on July 15th. They have been scored and are being calculated.
- New fare boxes have arrived. The drivers are happy that they can see how much money is being dropped into the boxes.
- The Auditor arrived on the 15th. He would like to do an entrance interview on Friday the 22nd at 9am. Robinson and Sullivan agreed to attend.
- DiGuilio stated that he believes this will be his last meeting and appreciates working with everyone.

CAC REPORT-Robinson

Robinson stated that she did attend the last CAC meeting. Ali Dyche came in and resigned during the meeting and the discussion centered on the future of the CAC.

EXECUTIVE SESSION

Robinson called the meeting into Executive Session to discuss personnel matters under RCW 42.30.110 (1) (g) for 40 minutes. The meeting went into Executive Session at 2:20pm

The Executive Session ended at 3:00pm. No action was taken.

ADJOURNMENT

The meeting was adjourned 3:00 p.m. The next Regular Meeting will be held at 1:30 p.m., August 16, 2011.



Natalie Patten, Clerk of the Board



Date