

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, August 16, 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**

Tammi Rubert, Teresa Lange, Patty Perry, Ben Arnold, Natalie Patten, Ludwig Becker

### **CAC PRESENT**

Gerald Braude, Gordon Neilson

### **OTHERS PRESENT**

Jack Range, Robert Eash-ATU 587, Cammy Brown, Brenda McMillan,

**Robinson wanted to publically welcome Tammi Rubert as General Manager. Dan DiGuilio who been acting Interim General Manager is on vacation and will be with transit through the end of the month during the transition.**

### **PUBLIC COMMENT**

**Opened to public comment at: 1:32p.m.**

*Brenda McMillan- The CAC failed because of the lack of leadership, free bus pass attracted members who had little motivation and members who had little motivation kept getting renewed. The CAC was an 80% working group organizing the County Fair booth, helping with Wooden Boat, distributing new bus schedules when needed and was a big help to staff in critiquing new routes. Neither staff or the board gave the CAC projects to work on or advise on. This is mostly to do with the last 18 months and there being Dave Turisinni, Mike Pollack, Peggy Hanson, Dan DiGuilio and now Tammi Rubert running JTA. There has been no input going back to the CAC. Brenda stated that she does not believe an ad hoc group will appear without leadership.*

*Cammy Brown- The Fair booth was very successful.*

**Public comments ended at: 1:35pm.**

## **NEW AGENDA ITEMS**

No new Agenda Items

## **FINANCE REPORT- Lange**

Finance Manager Lange presented the board members with a brief summary of financials for July: The budget tracking figure is at 58.33%. Operational Expenses for July were \$178,477.07 and operational income was \$20,088.84. Non operational income was at \$351,152.23. Sales tax revenues received in July for May were up 22.02% from the same time last year. Sales tax revenues received in July were \$191,845.36. Cash on hand: \$374,953.98 in the Operating Account and \$131,570.85 in the Treasury Pool.

Sales tax revenue spreadsheet shows that the July revenue is slightly ahead for the year. Anticipating a significant amount coming in for August. Robinson asked if Lange could add a total percentage on the Sales Tax Analysis chart.

Randels asked Lange to check the Revenue Statement and verifying that the formulas are accurate because the subtotals are less than 58% and the total revenue is listed as 65.98%. Lange said she would run those numbers and verify that they are correct.

Robinson asked about the Dial A Ride numbers. They were higher than the average. Lange said that she was looking into the classification numbers because she did find some discrepancies in prior years and is making those corrections.

## **CONSENT AGENDA**

- a. **Approval of Minutes, July 19, 2011**
- b. **Approval of Special Meeting Minutes, July 22, 2011**
- c. **Approval of Expenses, July 2011**
  - Operating Checks 89166-89217 with checks numbered 89168-89200 being voided: \$180,529.07 including payroll of \$120,000.00.

*Robinson noted that the start time on the July 22' 2011 special meeting minutes has a start time of 11:25am. The meeting started at 10:24am.*

*Robinson noted that the check register document that the board chair will sign has checks out of numerical order.*

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

## **OLD BUSINESS**

### **a. 30 Year Celebration-** Transit pass winner.

Rubert reported that JTA celebrated their first 30 years of service. In attendance were JTA's first dispatcher Kay Harper and JTA's first General Manager, Peter Badame. The winner of the annual transit pass was Philip Downey. Mr. Downey is a daily rider and was very happy to receive his pass.

### **b. Resolution 11-21: CAC Ad Hoc Committee-**

Discussion regarding the CAC and changing the committee to that of an ad hoc committee. Robinson stated that she received no feedback from citizens regarding the decision before the board. Austin stated he had received feedback but it was varied. Patten stated that information regarding the CAC committee was placed on the website with ways to contact the board. There was no feedback received at transit. There was a discussion regarding volunteerism for the Jefferson County Fair. Randels promoted use of the GM Old Look Bus (1967). He also spoke about recruiting as an ongoing issue for the Citizens Advisory Committee. He recommended disbanding the committee while this and other issues are evaluated.

**Robinson opened the meeting to public comment on this issue at 1:50 p.m.**

- Gordon Neilson: has been an active member of the Citizens Advisory Committee and has gone to bat for staff and board members on many occasions when they have been criticized for making certain decisions. He considers the CAC to be a vibrant organization that had really diverse representation at meetings until attendance began to decline, and asked the question: why did people stop showing up? He spoke about the importance of a regular committee as a conduit of information, constantly providing intelligence to staff and the Board about the transit system and the community. He recommended that the board "amp up" the CAC rather than disband it, and encouraged participation on a larger scale.
- Gerald Braude: stated that he joined the CAC to help make the system work better. He has relayed information from other bus riders to staff about a variety of improvements. He stated that he is optimistic about what the CAC can do working with a stable management staff.
- Brenda McMillan: stated her opinion that the Authority Board has shown a lack of interest for the CAC and transit in general, citing the delay of the sales tax initiative.

The meeting was closed to public comments.

- Johnson stated he believes it will be too hard to gain interest in ad hoc committee participation. There is more that the Board and staff can do to give the committee some energy.

- Austin recommended keeping it together and getting the word out that Board and staff would provide more support and encouragement for CAC activities. This may have the effect of reviving the committee.
- Randels stated he is not unsympathetic to this approach if all involved address the “deadwood” issue. Repeated reappointment of members creates a systemic problem of non-participation.
- Thompson recommended against disbanding the committee. She believes that they didn’t think they were getting the support they needed.
- Rubert stated the committee has some sizeable problems that need to be handled and it might be a good idea to step back and evaluate, seeking new members.
- Sullivan stated it may be freeing to suspend the CAC and recommended forming an ad hoc committee to address the issues and the best way to re-form the committee.
- Robinson commented that there is, in effect, no committee when there is less than a minimum of members. She stated she has no doubts about the commitment of the members of the committee. She cited the lack of competition for representation on the committee, and agreed with the comment regarding the lack of leadership, as well as confusion about who the committee advises. She spoke about the idea of a Jefferson County – wide transportation committee. She said many of the issues can be addressed and talents of community members put to use without a standing Citizens Advisory Committee. She would also like to be able to give Tammi some time to settle into her new job as General Manager and identify agency needs. She therefore recommends disbanding at this time and reevaluating over the course of the rest of the year. She also stated that citizens can contact the board or staff about anything at any time.

***Motion by Austin second by Randels to approve Resolution 11-21 with the following amendments: Third Whereas should read: “Current committee and organization structures are not effective”. End resolution title with “disbanding the current Citizens Advisory Committee.” Motion carried unanimously.***

**c. Resolution 11-22: Code of Conduct/Exclusion Order Policy**

Rubert stated the committee was very effective in the work it set out to do.

***Motion by Randels, second by Johnson to approve Resolution 11-22. The motion passed unanimously.***

*Johnson left the meeting at 2:41pm.*

**d. Approve Scope of Work and Budget with AMEC for Archaeological Survey**

***Motion by Austin, second by Randels to approve the Scope of Work and Budget for the Archaeological Survey. The motion passed unanimously.***

## NEW BUSINESS

**a. Resolution 11-25: Department of Ecology Signer**

*Motion by Randels, second by Austin to approve Resolution 11-25. The motion passed unanimously.*

**b. Resolution 11-26: General Manager as auditing officer**

*Motion by Randels, second by Austin to approve Resolution 11-26. The motion passed unanimously*

**c. Resolution 11-27: Check Signers**

*Motion by Randels, second by Austin to approve Resolution 11-27. The motion passed unanimously.*

**d. Resolution 11-28: Agreement for Legal Services**

*Motion by Randels, second by Sullivan to approve Resolution 11-26. The motion passed unanimously.*

**e. Resolution 11-29: GCA6825 Operating Grant Agreement**

*Motion by Randels, second by Sullivan to approve Resolution 11-26. The motion passed unanimously.*

**f. Resolution 11-30: Warrant cancellations**

*Motion by Austin, second by Randels to approve Resolution 11-26. The motion passed unanimously.*

## STAFF REPORT-

Rubert reported on new Extra-Board rules, Hadlock Days activities.

## ADJOURNMENT

The meeting was adjourned 2:59 p.m. The next Regular Meeting will be held at 1:30 p.m., September 20, 2011.



Natalie Patten, Clerk of the Board



Date