

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 20, 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

Tammi Rubert, Teressa Lange, Patty Perry, Rachel Katz, Ben Arnold, Natalie Patten and Kenny Yingling

OTHERS PRESENT

Nicholas Johnson-PT Leader, Gordon Neilson

PUBLIC COMMENT

No public comments

NEW AGENDA ITEMS

General Manager requests an Executive Session under RCW 42.30.110 (g) (i) for the end of the meeting. Executive Session will be added to the agenda as the last item.

FINANCE REPORT- Lange

Finance Manager Lange presented the board members with a brief summary of financials for August: The budget tracking figure is at 66.64%. Operational Expenses for August were \$396,027.18 and operational income was \$16,448.83. Non operational income was at \$392,251.12. Sales tax revenues received in August for June were up .277% from the same time last year. Sales tax revenues received in August were \$203,110.70. Cash on hand: \$167,384.32 in the Operating Account, \$695.38 in the Capital Account and \$131,570.85 in the Treasury Pool.

Sales tax revenue spreadsheet shows that the August revenue is slightly ahead for the year. Lange reported that the Income and Expense Statement are each under budget and she anticipates coming out ahead for the year. Lange stated that JTA has not had to use the line of credit and with the increase in Sales tax starting in September you should start to see those increases in October.

Gordon Neilson entered the meeting at 1:37pm.

Randels asked Lange about the difference in ending cash balances on the Statement of Cash Flows. He questioned why the August ending balance did not match the year to date balance. He asked if Lange could look into it and see if they are supposed to match or if they are different for another reason.

Robinson asked about Randels question from August regarding the Revenue Statement ending percentages. Lange reported that there was a glitch in the calculation that has since been fixed.

Discussion regarding the sales tax analysis. Lange reported that we are ahead of the budgeted projections and asked if the Board would like any different formats to see the analysis. Robinson stated that they could talk about that during the finance committee meeting, Lange said she would provide examples.

Robinson asked if Neilson wanted to make public comment. He replied no.

CONSENT AGENDA

a. Approval of Minutes, August 16, 2011

Robinson noted that the finance section of the minutes needed to be updated from the correct month, since the section that is contained is from the July meeting.

b. Approval of Expenses, August 2011

- Operating Checks 89230-89371 with checks numbered 89366, 89367 and 89369 being voided: \$469,684.58 including payroll of \$202,634.21
- Advance Travel Checks 259-260: \$563.00.
- Capital Checks: 330: \$2103.35.

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

Robinson asked that all minutes state draft on them until they are adopted. Draft should appear on each page.

OLD BUSINESS

a. Cultural Resource Survey-Update

Rubert reported that AMEC has signed the contract and field work is to be started shortly.

b. Website Rebuild-Update

Rubert reported that Insideout Solutions is sending over the contract for the website rebuild and will start that process in the next couple of weeks. The website will be updated and current and will be a more interactive user friendly version for riders.

Robinson asked about Google Transit and the website. Rubert stated that Inside out is creating an add on to make the Google Transit app easier for users. Neilson commented that Google Transit is behind in their updating because Google Transit has been such a success.

NEW BUSINESS

a. Resolution 11-31: Interlocal Fuel Risk Management Agreement

Rubert reported that Grant Transit has cancelled their involvement with the Agreement and by doing so created an excess of fuel. Clallam Transit accepted 4000 gallons of fuel and Jefferson Transit will accept the other 2000 gallons. Randels asked why Grant Transit pulled out of the contract and Rubert reported that it was her understanding that the Grant Transit Board was hesitant because the contract did not have a guaranteed cost. Lange reported that JTA is \$29,000 ahead with the Fuel Hedge Fund. It has been very beneficial to JTA. The corrected Agreement will arrive at JTA in the next few days.

Motion by Randels, seconded by Austin to approve Resolution 11-31 authorizing the General Manager to sign the Agreement with the amendment changes (Grant County being taken off agreement and JTA's increased fuel amount). The motion passed unanimously.

GENERAL MANAGER REPORT-

- a. Rubert reported that Vintage Bus 1967 was used during Wooden Boat.
- b. The asphalt project is going forward. JTA has requested 3 bids and received 3 for approximately 5800 square feet of asphalt overlay to our existing surface. This will not involve any ground disturbances. JTA is waiting for WSDOT to enter the project into TEAM and amend the grant agreement.
- c. JTA will be renewing the Quileute Valley School District contract which provides preventative maintenance and repair for the West End. There was just a small change to the retirement percentage rate which increased the monthly cost by only 2%.
- d. Ludwig Becker was hired as the Mobility Coordinator. He has been an Operator with Jefferson Transit and JTA welcomes him to his new position.
- e. The State Audit came back with no findings.

STAFF REPORT-

A. Operations Manager- Perry

- a. August ridership was at 27, 421. This is an increase over 2010 YTD of 3,112. This is significant because this is the first month that you can see the true results of adding the shuttle back in to rotation.
- b. Staff attended the WSTA Symposium in Kennewick, WA for training, to watch two JTA Operators compete in the WSTA Rodeo and to honor JTA Wall of Fame Winner Kenny Yingling. Lloyd Eisenman took 2nd place overall in the 30 foot division and Darrell Finley placed 1st place overall in the body on Chassis division.
- c. There was one preventable accident in August.

- d. Wooden Boat Ridership was 6,741. This was a very successful year. Perry thanked, staff, Maintenance and all the volunteers for making this Wooden Boat so successful.
- e. Operator Burt Langsea is retiring from JTA and there will be a retirement party on 09/21/2011 at 2pm. Everyone is welcome. Burt has been with JTA for 5 years and in Transit for over 20.

B. Fleet & Facilities Manager-Arnold

- a. Arnold said that the contract for the repaving contract has been chosen and the project is moving forward.

MISCELLANEOUS

Sullivan asked about the WSTIP Risk Pool and JTA is on a list to update. Rubert stated that she just last month sent in the new information for updates.

EXECUTIVE SESSION

The meeting entered Executive Session at 2:10 pm under terms of RCW: 42.30.110 (g) (i) for personnel matters for 20 minutes. The Executive Session ended at 2:30p.m.

ADJOURNMENT

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., October 18, 2011.



Natalie Patten, Clerk of the Board



Date