

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, January 17, 2012, 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 Robert Gray, David Sullivan, John Austin, Phil Johnson and Pam Thompson.

### **STAFF PRESENT**

Tammi Rubert, Sara Crouch, Natalie Patten

### **OTHERS PRESENT**

None

Robinson welcomed new Board Member City Councilman Robert Gray.

### **PUBLIC COMMENT**

None

### **NEW AGENDA ITEMS**

None

Robinson noted that there is an Executive Session at the end of the meeting for Personnel Matters under RCW 42.30.110 (g) (i). This meeting will be brief and no action will be taken.

### **FINANCE REPORT**

Crouch presented the December 2011 Financials. The budget tracking figure is at 100%. Operational Expenses for December were \$325,056.38 and operational income was \$18,081.12. Non operational income was at \$202,925.62. Sales tax revenues received in December for October were up 43.5% from the same time last year. Sales tax revenues received in December were \$239,549.02. Cash on hand: \$910,965.61 in the Operating Account, \$11,835.01 in the Capital Account, \$312,070.85 in the Treasury Pool, \$41,016.80 in the Fuel Fund Account, \$16,338.87 in the EFT Fund Account, \$38.26 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that the sales tax cash basis is tracking at 1.86% and if the sales tax comes in as budgeted for November and December the accrual basis will probably come in the same way. Cash

balances are healthy due to the state draw down. On the Revenue report, there are some negative numbers. This is due to some corrections that were made to the grant funding in December. The Quinault Indian Nation funding, which was accrued for July, August and September, was adjusted in December and the Rural Mobility Competitive was adjusted after the draw down due to the accruals for December. Overall for the year 2011, JTA is under budget by 6.3%. \$3.679 million was spent and \$3.9 has been budgeted for 2012.

*Phil Johnson entered the meeting at 1:34pm.*

Robinson noted that she had already asked about the financial summary cash-on-hand total not matching the statement of cash flow/cash balance year end numbers and had asked Crouch to put a footnote explaining this. Crouch stated that the statement of cash flows is accrual based, which is different from the financial summary total cash on hand which is based off the bank statement. Crouch stated that there will be a footnote on the cash-on-hand summary to note that the summary will not include any accounts payable/accounts receivable outstanding at months end.

Discussion regarding the drawdown of state funds for the Rural Mobility Competitive Grant and how they are reflected in the revenue statement. Crouch stated that these funds need to last because these are the funds for the next grant cycle.

Robinson asked about the advertising revenue budget and why it came in very under budget. Crouch stated that when the budget was made for 2011, the information regarding revenue for advertising was faulty and was forecasted higher than should have been.

Robinson asked about the Other Overtime on the Expense Statement. Crouch stated that this line item is for Dispatchers and Maintenance staff.

## **CONSENT AGENDA**

- a. Approval of Minutes, December 20, 2011**
- b. Approval of Expenses, December 2011**
  - Operating Checks 89689 to 89826 with checks numbered 89694, 89697-89707, 89816 being voided: \$303,074.89 including payroll of \$131,512.40
  - Advance Travel Check: -none
  - Capital Checks: 332 totaling \$9,532.05
  - EFT Checks: 137 totaling \$10,475.41.
- c. Approval of 2011 "Live" Payroll checks**

*Robinson stated that voided check number 89816 was left out of the December 2011 Accounts Payable sheet. Patten will amend the document prior to Robinson signing.*

*Gray noted that the minutes were very well written.*

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

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **a. Authority Board Member Elections**

Robinson stated that she has enjoyed her time as Chair of the Authority Board but it is time for a change. Robinson stated that traditionally, the Vice Chair moves up to Chair. Robinson asked Johnson if he was willing to serve. Johnson agreed to be Chair.

***Motion by Robinson, seconded by Austin to elect Phil Johnson as Chair for 2012. Motion passed unanimously.***

Johnson asked for nominations for Vice Chair. Sullivan nominated Catharine Robinson. Austin seconded. Johnson asked for any other nominations. None were given. Motion passed unanimously. Catharine Robinson was elected

### **b. Resolution 12-1: Authority Board Meeting Schedule**

Patten stated that the Authority Board Meeting Schedule was created using the 3<sup>rd</sup> Tuesday of every month. There were no holidays in 2012 that coincided with a 3<sup>rd</sup> Tuesday. This schedule needs to be approved by Resolution so that it can be published for public knowledge. This notice is used by the PT Leader for the government meetings notice.

***Motion by Robinson, seconded by Austin to approve Resolution 12-1: Authority Board Meeting Schedule. Motion passed unanimously.***

## **STAFF REPORT-**

### **A. General Managers Report-Rubert**

- a. Rubert presented the pamphlet from the Washington State Transit Association guide to the Washington State Legislature.
- b. Rubert again welcomed Councilman Robert Gray and noted that she gave him a notebook of information regarding Jefferson Transit. She invited him to come to Transit for a tour and meet staff.
- c. Mobility Coordinator Ludwig Becker has returned to driving and JTA is currently recruiting a new Mobility Coordinator. Leigh Kennel has returned to JTA as the Grants Administrator.
- d. Rubert talked about Governor Gregoire's Transportation Plan. Rubert said she will keep the board updated as the Transportation Plan unfolds.
- e. Rubert noted that Patty Perry, Operations Manager and Ben Arnold, Fleet & Facilities Manager are out in the field with the buses and the snowy weather. She will be going over their reports.
- f. The Paving Project has been completed.
- g. 2012 Emergency Operation Plan has been updated. The Emergency Operations Plan is what is used when you see that JTA is on "snow route" on our website or in the PT

Leader.

- h. Washington State Transit Insurance Pool (WSTIP) awarded Jefferson Transit a Risk Management Grant that was used to revitalize the Safety Initiative and Safe Driving Award Program. In December the Safety Banquet was held at the Under Town in Port Townsend. Chris Duvall from WSTIP spoke at the banquet about Transit Safety and awarded JTA with a new training program for JTA's entire staff. Patty Perry and Pam Thompson will be going to training to learn how to put this training into place.
- i. JTA reports no accidents in the month of December.
- j. The JTA run cut committee has decided to continue with the current runs that are in place for the operators and have them re bid shifts.
- k. Ridership for December was 23,096. Total for 2011 was 283,644 which was up 21,391 riders from 2010. The shuttle continues to be successful. Dial A Ride had 8 new applicants in December with 2.60 boarding's per hour.

Discussion regarding the Dial-a-Ride system and combining rides to increase the boarding's per hour. Rubert stated that this was something that the new Mobility Coordinator will focus on.

Gray stated that through his volunteer work at the Visitors Center, Community Center and Senior Meals, he has had a lot of contact with Dial-a-Ride and has always found them to be very courteous and helpful.

## MISCELLANEOUS

Robinson noted that February 2012 will be Tammi Rubert's 6<sup>th</sup> month as General Manager and a review is needed. Discussion regarding having Patten forward a review form to the Board members and have the review during Executive Session at the February 21, 2012 Authority Board meeting. Johnson agreed.

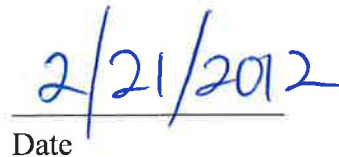
**EXECUTIVE SESSION** per RCW 42.30.110 (g) (i) for personnel matter. Authority Board went into Executive Session at 2:05pm with General Manager Tammi Rubert. Executive Session ended at 2:26pm with no action being taken.

## ADJOURNMENT

The meeting was adjourned 2:26 p.m. The next Regular Meeting will be held at 1:30 p.m., February 21, 2012.



Natalie Patten, Clerk of the Board

  
Date