

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 18, 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 1:35 p.m. Other members present were George Randels, David Sullivan, John Austin, Phil Johnson and Pam Thompson.

STAFF PRESENT

Tammi Rubert, Patty Perry, Ben Arnold, Natalie Patten.

OTHERS PRESENT

Bob Eash, ATU 587, Brenda McMillan

NEW AGENDA ITEMS

No new agenda items

FINANCE REPORT

Robinson stated that the General Manager notified her of some inaccuracies in the September finances. Robinson stated that the September financials are being taken off the agenda and will be reported along with October's Financials at the November meeting.

PUBLIC COMMENT

Public Comment began at 1:37pm.

Brenda McMillan- stated that the bus ride from Forks to Seattle needs to be looked at, that the ride has too long of a wait time in Port Townsend. Her suggestion was to add the 11am Poulsbo bus back into the schedule. McMillan questioned the payroll line items on the list of Account Payable checks. Robinson noted that some of the payroll line items in question were voids.

Robinson asked staff for response to McMillan's schedule suggestion. Rubert stated that she has received a few other requests for the same route and those suggestions are taken into consideration when determining new routes and adjustments. Austin stated that he agrees with the addition of the mid day run. Johnson stated that he recently broke down in Cle Elum and had to travel home on the network of buses and the entire system felt seamless. Eash stated that the Sequim bus was moved back an hour recently and that created a break in the connections and he would like to add that to the list of suggestions. Randels suggested that Transit keep a list of these suggestions for this purpose and Rubert acknowledged that this is happening and in addition Transit is working on a

policy regarding service changes.

Gerald Braude- stated that during the 3 years he was on the CAC, Jefferson Transit felt a decline. Rates went up, Surcharge was enacted, a tax increase was approved. Braude requested that the Authority Board members let him know how each member got started on the Authority Board and how they rate their experience on the Board and with Transit. Robinson stated that she was not going to have the Board respond at this moment but they were free to talk with Braude in person after the meeting or at a later date.

Public Comments ended at 1:44pm.

CONSENT AGENDA

Robinson stated that Item C is being taken off the Agenda and it can be brought back up at the November board meeting if it is desirable to do so.

a. Approval of Minutes, September 20, 2011

Robinson stated the following changes to the minutes.

- Page 1, Gordon Neilson is not listed on the first page under others present. He entered the meeting at 1:37pm.
- Page 2, change statement to Robinson asked if Neilson wanted to make public comment. He replied no.
- Page 2 Old Business B. Website Rebuild-Update. Change interact to *interactive*.
- Page 3, General Managers Report. A. Added more description regarding 1967 for those reading who do not know what 1967 is.

b. Approval of Expenses, September 2011

- Operating Checks 89372 TO 89503 with checks numbered 89403 through 89420 and 89440 through 89441 being voided: \$303,065.39 including payroll of \$133,926.46
- Advance Travel Check: -none
- Capital Checks: none

Robinson asked staff about the amount of cancelled checks in September and Patten explained that a temp was hired and the voids were a result of a learning curve on a new system. Robinson addressed McMillan's question about the amount of payroll checks and Patten stated that there were 3 payrolls in the month of September.

c. Approve cancellation of December 20, 2011 Monthly Board Meeting

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

OLD BUSINESS

a. Cultural Resource Survey-Update

Rubert stated that the archeologist has completed the field work and has not identified any archeological sites. They requested geotechnical and environmental data to work on the next phase of the project.

NEW BUSINESS

a. Resolution 11-32: GCA5956-02 Grant Amendment

Rubert stated that this Grant Amendment adds a bus paving line item to the scope of work. Arnold stated that the paving will be done at the entrance to the depot and from the fuel island all the way around to the storage containers.

Motion by Austin, seconded by Randels to approve Resolution 11-32. Motion passed unanimously.

STAFF REPORT-

A. Operations Manager- Perry

- a. Operator testing has been going on all week. JTA is hiring 2 new Extra Board Operators to replace the 2 recent operators that left.
- b. Wooden Boat was very successful. Total Wooden boat ridership was 6741. Total of 5746 rode Wooden Boat specific routes and 595 were increased ridership on the fixed routes using a Wooden Boat pass.
- c. Ridership for September was 24,060. This shows a decrease from August, JTA believes this is due to school starting.
- d. JTA had 1 preventable accident for September.
- e. All Staff Training day will be on November 11, 2011. Paul Hoffman from Spokane Transit will be coming to teach wheelchair securement and safety.

Randels stated that it would be well received by the public to do some publicity to let them know why Transit will be closed and what this training is. Randels further suggested reaching out to Dash to let them know.

Board discussion regarding using PTTV and the local radio station to advertise when there is a change to service and public service announcements.

B. Fleet & Facilities Manager-Arnold

- a. The fueler position has been refilled by Jake Hollingsworth who was working in Customer Service.
- b. 2 road calls for the month of September. They were both minor issues and did not require being towed into the depot.

Brenda McMillan asked about the Dial-A-Ride numbers. She read off the Ridership report the numbers of 1400 boarding and 1200 runs for the month of September. Robinson stated that staff was already looking at various ways to minimize the runs and consolidate the rides. Bob Eash stated that he schedules Dial a Ride at Clallam Transit and that is the nature of Dial a Ride. Rubert said that JTA has been looking and working on a way to get passengers to join group rides. Perry stated that she has been looking into a "Link" service that will link passengers from the outlying areas to the fixed route buses.


MISCELLANEOUS

EXECUTIVE SESSION

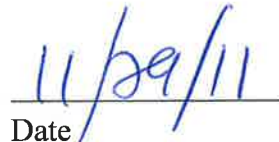
The meeting entered Executive Session at 2:00 pm under terms of RCW: 42.30.110 (g) (i) for personnel matters for 30 minutes. The Executive Session ended at 2:30p.m. No Action was taken.

ADJOURNMENT

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., November 29, 2011.



Natalie Patten, Clerk of the Board



Date