

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, November 19, 2013, 1:30 p.m.

701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:33 p.m. Other members present were Robert Gray, John Austin and Lloyd Eisenman.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Ben Arnold, John Koschnick, Leesa Monroe, Samantha Trone and Laura Smedley

OTHERS PRESENT

Kara Rogers, Tim Nolan, Jake Nolan, Steve Oakford, Darrell Conder, Burt Langsea, Brenda McMillan and Marilyn Muller.

PUBLIC COMMENT

Conder would like to know how the new stop at Mt. View Commons is working.

McMillan asked when the stop will be reinstalled at Sheridan and 7th Street. She would also like information on the new hire in the Operations Department.

Muller commented on the stop by Aldrich's Market. Because this corner is already congested, she would like to see the stop placed at Lawrence and Taylor.

In response to Conder's question, Koschnick stated there has not been adequate time to collect information about the stop at Mt View Commons. JTA will continue to monitor the stop during Food Bank hours of operation. Rubert thanked Langsea for the flyers he initiated which detail Food Bank stop times.

Trone explained that the stop at 7th and Sheridan was temporarily removed for construction and will be replaced early next week. It will now be located next to the Hospital's main entrance.

Rubert responded to McMillan's question regarding the new Operations position explaining that this position has not been worked out with the Union and the amount set aside in the 2014 budget is a placeholder.

PUBLIC BUDGET HEARING

Robinson clarified that today's Public Budget hearing is for public comment. A vote to adopt the 2014 Operating/Capital Budget will be taken at the December Board Meeting. The Public Hearing was open at 1:43 pm.

Lee requested a hard copy of the budget, which was provided. She also requested acronym meanings be provided in a document.

Robinson would like to interject that Crouch gave a nice narrative about the budget and requested that JTA place that on the website together with the actual 2014 budget. Robinson will hold the public comment portion of the hearing open through our next Board Meeting in December.

Oakford recommended that distributed documents be in 12 point font and a glossary should be added for acronyms used in the document.

Crouch explained STP Flex Funding is Surface Transportation Program Flex money which was a grant used to purchase replacement PC's.

NEW AGENDA ITEM

Austin would like to discuss the stop on Washington St. in front of the Courthouse between Cass and Walker. This will be added under the Operations Report.

FINANCE REPORT – Crouch

Crouch presented the October 2013 Financials.

Financial Summary

- Sales tax receipts for August of 2013 were 5% higher than last year and 4.9% higher than budget. Sales tax receipts for the year are 14% higher than last year.

Revenue Report

- Overall, we are over budget primarily due to sales tax receipts and advertising income.
- The State Grant revenue was high due to a transfer of Sales Tax equalization to Operations.
- The Federal Grant revenue was over budget.
- Expenses are tracking 3.88% under budget as of October. Advertising was over budget due to Public Notices and two (2) employment advertisements.

- Non-vehicle maintenance and repair is over budget due to the purchase of the flower planters that aid in the storm water drainage issue at the depot.

Capital Activity

- Capital activity this month has primarily been Design and Project Management for the new facility. Five (5) PC's were purchased with the STP funding.

Gray asked for an explanation about the extraboard process and if the numbers of monthly pass sales are tracked. Gray asked if JTA is charged a fee for the booth at the Farmer's Market.

Austin asked how JTA disposed of old PC's and suggested offering the equipment to non-profits or schools before auctioning.

CONSENT AGENDA

- a. Approval of Minutes, October 17, 2013
 - Page 6, second to last paragraph, correct spelling of Surber's name.
 - Page 1, last paragraph, change "round-about" to "bus loop" also change "attorneys offices" to "the public or individuals"
- b. Approval of Expenses, October, 2013
- c. **Resolution 13-20 - Authorization for Jefferson Transit General Manager to sign HRA VEBA Employer Adoption Agreement:**
Crouch recaps HRA VEBA (Health Reimbursement Account Variable Employee Benefit Association) accounts to explain Resolution 13-20.

Gray asked Crouch for an explanation for the two large accounts payable vouchers.

Motion by Austin, seconded by Gray to approve the consent agenda with changes to the minutes. The motion carried unanimously.

OLD BUSINESS

Rubert requested JTA's attorney perform an analysis regarding how we should proceed with exterior bus advertising. The attorney agreed with our advertising moratorium and recommended it be handled in a public meeting format with public comment allowed. This moratorium has been publicly discussed during our last meeting, the current meeting and will be open for public comment during our December meeting before Resolution 03-02 is repealed. This resolution adopted advertising on the exterior of JTA's buses. The Policy for public service announcements on the interior of the buses will also be updated.

Robinson stated adoption of these policies will be included on our December agenda for action.

NEW BUSINESS

a. Resolution 13-21 - Amending the Credit Card Policy:

JTA maintains a \$2,000 credit limit for all employees with credit cards. Crouch requested having the ability to grant certain people a higher limit, not to exceed \$2,500. The last time the credit limit was changed was in 2001.

Gray asked how many staff members have credit cards, what type of card they are and what names are on the cards. He also wanted the payment procedure explained.

Motion by Austin and seconded by Gray to adopt Resolution 13-21. The motion carried unanimously.

STAFF REPORTS

• General Manager's Report – Rubert

- The Senate listening sessions are over, but many in the transportation community continue to push for a transportation package this year. The Governor sent a letter to Senators King and Eide congratulating them on their listening sessions and urging them to work with others in both the House and the Senate to develop a transportation package for a special session. There is still no such package after the third special session
- JTA met with TCF and received 100% design which Trone will present today. JTA is on budget for project management contract, but the bid date for the project will slide because Jefferson County plans to schedule the Conditional Use Hearing for late February or March 2014. TCF will revise the schedule to reflect this slide in the schedule.
- JTA placed a beautiful ad on the Leader website asking people to ride the bus and be kind to their environment. It includes a link to JTA's website.
- JTA is part of The Small and Midsize Transit Alliance (SMTA) which met during the latest quarterly Washington State Transit Association (WSTA). This meeting was held in Bremerton on November 7 & 8 to discuss issues handled by small and rural transit agencies. At the beginning of 2013, SMTA recruited and hired a new lobbyist. Her name is Jennifer Ziegler. She has worked as a Transportation Policy Advisor at the Office of Governor Chris Gregoire and as a Government Relations Director with the Toll Division at WSDOT.
- At the regular WSTA meeting we received an update on the Transportation package and the messaging related to the package. We are still looking to protect and maintain existing transit funding. We hope for significant new State investments in public transportation that is sustainable, flexible and distributed directly to public transit agencies for operating and capital investments that meet local and regional priorities. We also had an update on alternative fuels requirements.
- The current ads on our bus exteriors have expired. The advertisements have been removed.
- Local ATU will be presented with changes to the Collective Bargaining Agreement on November 24th. If it is ratified, I will ask the board to approve the changes during the December board meeting.

B. Operations Report – Koschnick

November Employment Anniversaries:

- Paul Hausmann - Operator and Relief Dispatcher 22 years
- Darrell Finley - JTOC Operator 11 years
- Gordon Meling - Operator 2 years
- Eric Kaahanui - Operator 2 years

October Monthly Highlights:

- Koschnick attended a WSTA Operations Committee Meeting at Salem/Keizer Transit in Oregon. One of the highlights was visiting their new Park & Ride facility in Keizer which is similar to Haines Place Park & Ride but with all the modern amenities. They also have a \$25 million dollar facility built in downtown Salem which ran into some serious issues and the building collapsed in on itself. They are now spending \$32 million dollars to renovate that building.
- Bus zones at Mt. View Commons have been established and agreed to by the City of Port Townsend and Shirley Moss. These stops are in front of the Food Bank entrance and directly across the street on the golf course side. New service began November 4, 2013 for that route and we will continue to gather ridership numbers.
- The stop on Kearney Street was re-established just below where the tennis courts are located.
- The stops affected by the Sheridan Street construction have been re-established.
- Koschnick sent the proposal for the Aldrich's Market stop to the Aldrich's Market Condo Association. Comments from them were received on November 17th and we hope to reach a solution for a stop location by January 2014.

Austin discussed the current stop in front of the Courthouse on Washington Street. He has talked to drivers and riders and concluded it would be safer if the bus stopped on Cass Street so riders could disembark on hard ground instead of sloping grass, which can be slippery. Koschnick said moving the stop has been discussed in the past. JTA will pursue approval from the city to move the bus stop sign.

C. Maintenance Report – Arnold

- There has been a recent increase in vandalism. Glass was knocked out of the shelter at HJ Carroll Park; there has been graffiti at a few different shelters; and an I-stop was stolen from Shold Business Park.

- Arnold attended a WSTA Maintenance Committee meeting in Leavenworth. A group rode the bus to Wenatchee to visit Link Transit. They were able to ride and observe the new electric trolley system.
- Arnold has been working with WSDOT and has started the permit process for a shelter on each side of Highway 20 at Martin Road. This process should be finalized by the end of 2013.
- A shelter has been requested across from the visitor's center in Quilcene. WSDOT says the permitting process is the same as the Martin Road process. Arnold will gather the numbers WSDOT requires to approve a shelter.
- Arnold has signed up JTA for the "publicsurplus.com" website and has started listing some of our surplus vehicles for auction.
- Arnold has been working on a towing, recovery, impound and body and paint contract with Evergreen Towing and Collision and All City Towing and Collision. JTA's lawyer has reviewed the contract and when completed, it will be submitted to the Board for approval.
- There have been PH issues with the coolant and Arnold has been working with Petit Oil and Chevron to determine the cause.
- A rain shelter was installed at the Haines Place Park & Ride on October 30, 2013.
- After having a zinc level of over 700 on a storm water test, flower beds were installed and the zinc level has dropped to 137.

D. Mobility Report – Monroe

- JTA is waiting for the final AARP video which includes an on-site interview with Rubert.
- JTA is now involved with the Kiwanis and Toys for Tots. There will be a Stuff the Bus event held on December 7, 2013 from 10 – 4 behind Henery's Garden Center. All gifts will stay local. Gift wrapping volunteers and paper are needed.

E. Project Managers Report – Trone

Trone gave a power point presentation on JTA's new facility. It included site plans, floor plans and examples of siding and color options in 3D renderings. Trone also explained the building schedule and an overview of the budget.

F. Ridership Report – Koschnick

- Ridership is down 12% in October compared to September. After doing a few calculations, JTA is down about 315 boarding per route per month. This works out to approximately 12 riders less per day on each route which is typical for this time of year. Overall for the year we are down about 4.5% from last year at this time.
- Dial a Ride is at 2.86 boarding's per hour. On time performance is 93.4.

PUBLIC COMMENT

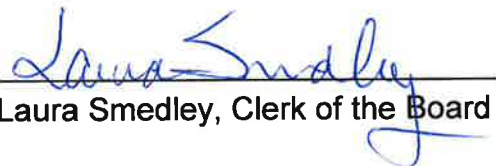
Oakford agrees with Muller about moving the Aldrich's Market stop to Lawrence and Taylor. He also believes that a red curb and cross hatching at the Food Bank stop will help prevent cars from parking in the bus stop area. Oakford would like JTA to consider adding a stop at Lawrence and Kearney.

Conder asked Arnold what was stolen. Arnold explained that an I-stop is a solar light with a beacon that notifies the driver if someone is waiting at the stop. Conder would also like to see environmental reasons to ride the bus added to JTA's website.

Executive Session for discussion regarding property and negotiations per RCW 42.30.110. There will be no decisions made.

ADJOURNMENT

The meeting was adjourned at 3:26 pm. The next regular meeting will be held at 1:30 p.m., December 17, 2013.


Laura Smedley, Clerk of the Board

12-19-2013
Date