

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, November 29, 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, Patty Perry, Natalie Patten, Alice Lane

OTHERS PRESENT

Bob Eash, ATU 587

PUBLIC COMMENT

Public Comment began at 1:32pm.

Alice Lane- stated she is a 16 year employee for Jefferson Transit. Lane stated she gets many comments from customers on how wonderful the system is and how much they appreciate it. In the past 16 years, she has seen over 200 hours of service cut. In the last cut, the system lost 40 hours. The public is hearing rumors that the board is considering making the shuttle a free service. The revenue that the shuttle generates could be used to fill the hole in the Poulsbo mid day run. Customers are constantly getting stranded in Poulsbo because there is a 6.5 hour window of no service. When you give the service for free, it has no value. When customers buy their passes they are proud of them, they are investing in the service. When you start to give it away, it becomes worthless.

Johnson stated that he rode the Poulsbo bus recently and that bus was full. Robinson stated that the board is currently looking at the 2012 budget and that staff and the board do hear the public and recognize the public's needs when determining what service to take away and add in. Robinson also noted that the rumor of the free shuttle service is nothing more than a rumor. Randels stated that he understands why the free shuttle would be desirable but hopes to encourage the board to take serious thought before going down that road. Any token or fee for a service has value and the fares brings value to the system. Austin asked if staff is being directed to look into adding back in the mid day Poulsbo. Robinson stated that the 2012 budget didn't have an increase in cost for additional service but it could be looked at.

Public Comments ended at 1:40pm.

NEW AGENDA ITEMS

No new agenda items

FINANCE REPORT

Crouch presented the September and October Financials. The Financial Summary page has been amended to include all Fiscal Accounts. The Summary now details out the cash on hand in the Operating Account, Capital Account, Treasury Pool, Fuel Fund, EFT Fund and the Travel Fund.

Crouch noted that there were several areas that needed corrections as she was compiling the financials from prior months. Due to this, the Financials are in draft format. She will be making those corrections as she works through the system to ensure accurate reporting.

For September the budget tracking figure is at 75.00%. Operational Expenses for September were \$376,211.53 and operational income was \$30,208.16. Non operational income was at \$416,698.22. Sales tax revenues received in September for July were up .47.44% from the same time last year. Sales tax revenues received in September were \$285,132.17. Cash on hand: \$162,072.21 in the Operating Account, \$713.67 in the Capital Account, \$131,570.85 in the Treasury Pool, \$31,756.40 in the Fuel Fund Account, \$14,838.08 in the EFT Fund Account and \$53.26 in the Travel Fund Account

For October the budget tracking figure is at 83.33%. Operational Expenses for October were \$323,090.92 and operational income was \$16,597.85. Non operational income was at \$335,615.20. Sales tax revenues received in October for August were up 69.37% from the same time last year. Sales tax revenues received in October were \$305,799.23. Cash on hand: \$255,260.38 in the Operating Account, \$727.14 in the Capital Account, \$131,570.85 in the Treasury Pool, \$34,633.20 in the Fuel Fund Account, \$6,604.32 in the EFT Fund Account and \$53.26 in the Travel Fund Account

Sullivan stated he would like to see a year to date percentage on the Sales Tax Analysis form. Austin asked if we could have a value of our real estate on one of the documents.

CONSENT AGENDA

a. Approval of Minutes, October 18, 2011

Robinson stated the following changes to the minutes.

- Page 1, under public comments, 1st paragraph 2nd to last word should be were instead of “where”.
- Page 2, 3rd line of Gerald Braude’s comments “stated” should be started.
- Page 4, Under Executive Session, “No Action is anticipated” should be no action was taken.

- Page 4, Under Fleet & Facilities Manager Report, “refilled” should be filled.
- Under the Accounts Payable Authorization form, under voided checks, “89577 “ should be 89557

b. Approval of Expenses, October 2011

- Operating Checks 89504 TO 89569 with checks numbered 89507, 89514, 89521, 89529, 89533, 89535, 89557, 89560, 89561, 89562 and 89563 being voided: \$227,930.21 including payroll of \$117,130.18
- Advance Travel Check: -none
- Capital Checks: none

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

OLD BUSINESS

None

NEW BUSINESS

a.Resolution 11-33: Designates Check Signers on Fiscal Accounts

Robinson and Johnson questioned the need for so many signers. Robinson believes the board members were put on as signers during the transition phase. Discussion regarding the need for more than two check signers when two signatures are required. Johnson proposed taking the board members off as check signers because staff is no longer in transition. Randels suggests signing this resolution for the interim and having a new resolution presented in December or January after staff can look at the configuration again.

Motion by Johnson, seconded by Randels to approve Resolution 11-33 with the correction to the word “their” in the first be it resolved. Motion passed unanimously.

b.Resolution 11-34: Line of Credit Signatory Authority

Resolution 11-34 adds and authorizes Sara Crouch, Finance and HR Manager to have full authority to discuss all levels of the line of credit and checking account with Kitsap Bank Representatives.

Discussion regarding the activation and interest fees accessed on the line of credit. Crouch stated that the line of credit can be terminated in March 2012. Robinson questioned whether the original resolution had a process to access the line of credit. Patten said she would pull the resolution and give a copy to Crouch.

Motion by Randels, seconded by Sullivan to approve Resolution 11-34 with the correction of the words "to authorized" to be taken out and the word "Manger" to be changed to Manager in the paragraph BE IT FURTHER RESOLVED. Motion passed unanimously.

STAFF REPORT-

A. Operations Manager- Perry

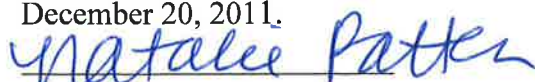
- a. JTA tested, trained and hired 2 new operators in October. Gordon Meling and Eric Kaahanui were hired to refill empty positions.
- b. Washington State Transit Insurance Pool awarded Jefferson Transit a \$2500 Safety Award and Incentive Grant. Jefferson Transit will be holding a safety banquet on December 11, 2011 to present longevity and safety awards. Chris DeVoll from WSTIP will be attending and showing a presentation on safety.
- c. In October, JTA had no accidents
- d. October Ridership was 23,527. This shows a slight increase of 543 riders from September. Ridership is showing an increase of 16,815 riders from 2010.
- e. Dial A Ride had 9 new applicants in October.
- f. Mason Transit gifted Jefferson Transit with two used Vanpool vans a few months back and 1 van went into the vanpool program and the 2nd went into revitalizing the Community Van program. JTA went through WSTIP to ensure there were no issues with using this size van for the program, which was the problem with the vans used in the program previously. Robinson questioned the policy of use and procedures for the program. JTA complied with WSTIP's requirements regarding proof of insurance on any users of the Community Van.
- g. JTA has been contacted by local youth agencies, police department and the schools to help with a youth problem at the park and ride. Thompson has increased her patrols at the park and ride.

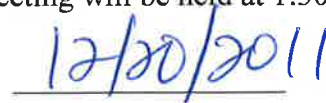
MISCELLANEOUS

Austin was wondering about the good gesture of sending a bus pass to those individuals that write comments in when they are being missed at bus stops. Robinson would like some clarification from the state auditor regarding the distribution of free passes since this question was brought up to the auditor. Crouch stated that she just recently sent over the information the auditor requested and is awaiting his response.

ADJOURNMENT

The meeting was adjourned 2:25 p.m. The next Regular Meeting will be held at 1:30 p.m., December 20, 2011.


Natalie Patten, Clerk of the Board


Date