

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 17, 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 1:34 p.m. Other members present were John Austin, David Sullivan, Phil Johnson, Robert Gray, and Lloyd Eisenman.

STAFF PRESENT

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

OTHERS PRESENT

Darrell Conder, Burt Langsea and Kendall McKee

PUBLIC COMMENT

Conder asked about Aldrich's Market stop. This will be answered in the Operations Report.

McKee read a prepared statement about the #11 Shuttle route.

PUBLIC BUDGET HEARING

Robinson requested public comment for the Public Hearing. After no public comment the Public Hearing was closed at 1:42 pm.

NEW AGENDA ITEM

None

FINANCE REPORT – Crouch

Crouch presented the November 2013 Financials.

Financial Summary

- Sales tax receipts for September of 2013 were 7% higher than last year and 11.5% higher than budget. Cumulative sales tax receipts are 13% higher than last year.

Revenue Report

- The State Grant revenue is higher due to the transfer of sales tax equalization funding.

- Expenses are tracking 4.9% under budget as of November. Overtime continues to be over budget and will remain over budget in 2013.

Capital Activity

- Capital activity this month has primarily been Design and Project Management for the new facility. Software was also purchased utilizing JTA's STIP (Statewide Transportation Improvement Program) flex grant to update the server.

Austin asked if JTA is protected from experiencing major cuts similar to the cuts which are taking place at Metro Transit. Crouch stated that JTA is safe through June 2015. Rubert added that JTA thanks our community for supporting transit with our sales tax.

Gray asked if a JTA employee was on sick leave, vacation or Jury Duty, would it require someone to work overtime. Rubert explained Extraboard rules (drivers on call); these operators would be offered the work until they are at 40 hours and then the piece of work would go to the Willing to Work list, then Overtime Willing to Work.

CONSENT AGENDA

- a. Approval of Minutes, November 19, 2013
- b. Approval of Expenses, November, 2013
- c. **Resolution 13-25 – 2014 Board Meeting Schedule**
- d. **Resolution 13-27 – Authorize JTA to sign the Revised Business Associate Agreement with First Choice Health**

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

OLD BUSINESS

Resolution 13-23: Update Policy for Posting Public Service Announcements Inside Transit Vehicles. Rubert explained this Resolution is an update to the current Policy and summarized the changes.

Johnson suggests omitting the word "All" in the sentence "All public service notices will be approved by JTA", and Robinson recommended changing the word "on" to "inside" in the sentence beginning with the second "WHEREAS" and in the Policy itself under "Scope". Robinson wanted to clarify that the original Resolution 03-02, which adopted advertising content on the buses, has the language restrictions which are still in place.

Motion by Gray with changes, seconded by Johnson. The motion carried unanimously.

NEW BUSINESS

a. Resolution 13-22 – Repeal Resolution 03-02.

All are in favor of no action.

b. Resolution 13-24 - To Adopt the 2014 Proposed Budget

Motion by Austin and seconded by Sullivan to adopt Resolution 13-24. The motion carried unanimously.

c. Resolution 13-26 – Ratify 2014-2017 ATU 587 Labor Agreement

Rubert read a summary of changes in the new Union Contract mutually agreed to by JTA and ATU 587 that were proposed for Board approval.

Motion by Sullivan and seconded by Austin to adopt Resolution 13-26. The motion carried unanimously.

STAFF REPORTS

B. Operations Report – Koschnick

December Employment Anniversaries:

- Pam Thompson – Field Supervisor 16 years

November Monthly Highlights:

- On November 21, Koschnick and Thompson met with the Homeless Shelter stakeholders in preparation for the opening of the shelter on Sunday, December 1.
- Koschnick met with the City of Port Townsend, Jefferson Healthcare and the owner of 934 Sheridan Street building about the elimination of one of the parking lot entrances. With only one entrance and exit, the parking lot is now too small for JTA's Dial-A-Ride vehicles. We are now blocking the driveway during drop-offs and pick-ups until a solution can be reached.
- On December 2 through December 5, Koschnick attended a Certified Safety and Security Officer training in Olympia. Results of the required exam have not been reported.
- Koschnick attended Riskmaster update training at the WSTIP (Washington State Transit Insurance Pool) offices in Olympia. Riskmaster is a program that WSTIP uses for gathering information on accidents and incidents for all thirty-two properties in the State.
- On December 12, Thompson, Eisenman, Arnold and Monroe attended Reasonable Suspicion Drug and Alcohol training at Clallam Transit in Port Angeles.

Bus Stop Updates:

- Lawrence & Tyler – The decision was made to begin stopping at Lawrence and Taylor effective December 16, 2013. This stop will help avoid the high traffic situation at Lawrence & Tyler. A Rider Alert has been placed inside Aldrich's Market and in shelters and buses.
- Mountain View Commons – The stop across the street from Mountain View Commons has now been relocated closer to Walker Street.
- Washington Street – After meeting with the city, this stop will be relocated next to Cass Street.
- Hospital Stops:
 - a. Front Entrance – This stop is functioning well. No issues have been reported.
 - b. 9th at Sheridan – The improvements made by the City to this stop has significantly enhanced service for the #11B shuttle.

C. Maintenance Report – Arnold

- The last storm water test results were returned and our zinc levels continue to drop and fall below the benchmark.
- WSDOT (Washington State Department of Transportation) was seen inspecting Martin Road for shelter placement.
- During an emergency lighting test, it was discovered the building had experienced an electrical spike which damaged all of the emergency lighting. This is in the process of being replaced and repaired.
- JTA is continuing to monitor vandalism.
- A maintenance meeting was recently held to plan for winter weather. The entire fleet is winterized and JTA's crew is prepared for cold weather.
- Five vehicles have been placed on publicsurplus.com. They will be available for bidding for fourteen days.

D. Mobility Report – Monroe

- Toys for Tots were collected on Saturday, December 7, 2013 by JTA staff and members of the Port Townsend Kiwanis Club in a Stuff the Bus event. One hundred sixty toys and \$260 were collected.

E. Project Managers Report – Rubert (for Trone)

- In November, JTA met with TCF Architects and reviewed design development, and interior and exterior materials.
- It is understood, but not confirmed, that JTA's Conditional Use Permit hearing will be held at the end of January.

- On January 2, 2014 Trone will submit building, power, water and septic permits to Jefferson County.

F. Ridership Report – Koschnick

- Ridership is down 14% in November. Compared to 2012, JTA ridership for 2013 is down 4.4%. A monthly ridership report was included in the packets from November of 2012 in order to point out a trend. If you look at the total monthly boardings per hour in 2013, there were 11.74/hour, compared to 2012 of 11.26/hour. After comparing all months in 2012 to 2013, it appears we are running more efficiently.
- Dial a Ride is at 2.81 boardings per hour. On time performance is 94.87%

PUBLIC COMMENT

Langsea would like to thank everyone involved in the changes to the Shuttle route which include Mountain View Commons and the Food Bank. He also made several calls regarding reviving the CAC (Citizens Advisory Committee) and did not receive a great deal of enthusiasm from the people he spoke with. He would also like to see the run cut committee remain independent from management.

Conder would like to follow up on the comments made earlier in this meeting about the Shuttle by stating that the in-town route is one of JTA's best routes.

Executive Session for discussion regarding property and negotiations per RCW 42.30.110. There may be possible action.

ADJOURNMENT

The meeting was adjourned at 3:21 pm. The next regular meeting will be held at 1:30 p.m., January 21, 2014.


 Laura Smedley, Clerk of the Board

1-24-2014
 Date