

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, December 20, 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, Sara Crouch, Ben Arnold, Natalie Patten

### **OTHERS PRESENT**

Alice Lane, Brenda McMillan, Nicholas Johnson-PT Leader, Burt Langsea

### **PUBLIC COMMENT**

**Public Comment began at 1:31pm.**

Brenda McMillan stated that she would like to see the customer comments that come in to transit. Robinson stated that the customer comments are placed into a book that is available to view at each board meeting. It is also available to viewing at the front desk of the transit office.

**Public Comments ended at 1:32pm.**

Robinson stated that this is George Randels last meeting and wanted to thank him for his commitment and contribution to transit and the board. Randels stated that it has been a pleasure to be a part of the transit team and thanked Robinson for her leadership over the last couple of year on the board. He believes that transit is on the upslope right now and stated that he will be stopping in from time to time to check up on the old bus.

*Phil Johnson entered the meeting at 1:35pm.*

Austin agreed with Robinson and thanked Randels for putting his heart and soul and mind into working on the board and all other organizations he has been a part of.

*Burt Langsea entered the meeting at 1:37pm*

Johnson stated that he appreciated working with Randels and is happy that he is staying on the Fort Worden Advisory Committee so that they can still work together.

## **NEW AGENDA ITEMS**

On today's meeting agenda, the business item will go away and the AMEC contract will move to the General Managers report and the Asphalt work will go to the Fleet & Facilities Manager report.

### **PUBLIC HEARING- 2012 Budget- Finance Manager, Sara Crouch**

Robinson stated that she will hear from staff first and then there will be public comment. There was a budget workshop on November 29, 2011 to work on the budget.

Crouch stated that the budget only had minor changes since the budget workshop. She removed the \$13,000 funding from the Quinault Nation due to the Quinault Nation withdrawing that funding. She also removed the asphalt project from the wrong line item in the capital budget and placed it in the correct line item. Crouch stated that there has been no comments from the public since the budget became available for viewing.

Robinson asked Crouch to discuss the Grant funding surplus. Crouch stated that JTA receives quarterly grant funding from WSDOT. Due to the possibility of grant funds drying up at the state level, JTA "drew down" the funds in a lump sum to ensure they received them. These funds need to last into the next year.

### **Public Comments regarding 2012 Budget**

Alice Lane asked where the bottom line was located on the budget work sheets? Crouch showed her page 1 of 1-operating summary and where the bottom line figure was.

Robinson stated that during the budget workshop meeting in November, it was agreed that the board and staff will be checking in at the end of the first quarter to see how the budget is tracking and that they will be looking at this a lot more formally than in the past. Crouch stated that she sees a more standard reporting that will highlight things that you should be really concerned about. Robinson stated that you don't want to adjust your budget with every up and down but with quarterly budget tracking it will be easier to course correct it if needed.

### **Robinson closed the public comment portion of the public meeting**

***Motion by Sullivan, seconded by Austin to approve Resolution 11-36: 2012 Operating and Capital Budget. The motion passed unanimously.***

*Sullivan thanked the voters for passing the sales tax, otherwise it would have been a different budget. Robinson thanked Crouch for putting together the budget.*

## FINANCE REPORT

Crouch presented the November Financials. The budget tracking figure is at 91.63%. Operational Expenses for November were \$264,918.76 and operational income was \$19,944.38. Non operational income was at \$1,037,332.76. Sales tax revenues received in November for September were up 35.36% from the same time last year. Sales tax revenues received in November were \$300,142.06. Cash on hand: \$918,434.83 in the Operating Account, \$20,739.37 in the Capital Account, \$321,570.85 in the Treasury Pool, \$37,891.60 in the Fuel Fund Account, \$4,660.02 in the EFT Fund Account, \$53.26 in the Travel Fund Account and \$14.89 in the Kitsap Bank account.

Crouch stated that the sales tax report has been changed to show cumulative cash and a cumulative accrual total and what was budgeted so that you can compare the two. The sales tax shows a bump in August that Crouch believes is from the destination based car sales that took place at the old Courtesy Ford site. Discussion regarding advertising projections on the revenue statement. 2011 projections versus 2012 projections.

Austin asked about the overtime expenses in the Operating expenses. Robinson stated that the extra board rules were changed which helped with the overtime expenses.

Crouch stated that the fuel bill was paid in late October and early December and then the Fuel Hedge Fund arrived in November. That is why expenses look low for November, no fuel was paid for. Robinson asked about the bump in Rural Mobility Competitive on the Revenue Statement. Crouch stated that Rural Mobility is where the drawdown of funds happened. That is the increase of grant funds that needs to be used over the next year and half.

## CONSENT AGENDA

- a. **Approval of Minutes, Budget Workshop, November 29 2011**
- b. **Approval of Minutes, Regular Meeting, November 29, 2011**
- c. **Approval of Expenses, November 2011**
  - Operating Checks 89570 to 89707 with checks numbered 89575, 89584, 89619, 89685, 89699, 89700-89707 being voided: \$321,707.29 including payroll of \$144,473.85
  - Advance Travel Check: -none
  - Capital Checks: 331 totaling \$8887.90
  - EFT Checks: 135-136 totaling \$15214.25. Check 135 being voided

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

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **a. Resolution 11-35: Operating and Capital Reserve Account Amendment**

Crouch stated that the changes are primarily to make the policy clearer. The term working capital was changed to operating fund balance and a minimum fund balance was set to the amount of one month's expenses, which is an average of over 12 months. Crouch stated that JTA must have that amount before she can fund the reserves.

Randels suggested, in the future, putting the full word before the first acronym as in the term Transit Development Plan (TDP). He also suggested deleting the word to from the last sentence.

***Motion by Johnson, seconded by Randels to approve Resolution 11-35: Operating and Capital Reserve Account Amendment with changes as noted. Motion passed unanimously.***

Robinson thanked staff for bringing clarity to the policy.

### **b. Resolution 11-37: Designating Fiscal Account Signers**

Rubert stated that Resolution 11-37: Designating Fiscal Account Signers removes Catharine Robinson, David Sullivan and Ludwig Becker as check signers on all fiscal accounts. This Resolution also designates primary check signers as Tammi Rubert, General Manager and Sara Crouch, Finance & HR Manager. Back up check signers will be Patty Perry, Operations Manager and Ben Arnold, Fleet & Facilities Manager.

Discussion regarding how many check signers are needed per check and the need for having more than 2 check signers.

Robinson stated that the Finance Subcommittee spoke with Crouch regarding consolidating check runs, and having a more formalized and contained schedule for check signers.

***Motion by Austin, seconded by Randels to approve Resolution 11-37: Designating Fiscal Account Signers. The motion passed unanimously.***

### **c. Ad Hoc Committee for Service Design**

Rubert has worked on a Service Change Policy and would like the Board to approve an Ad Hoc Committee for Service Design/Change. Robinson thinks that is a great idea and said that when ideas come in from the public they could be funneled into this process for service consideration. Rubert stated that JTA does have a design committee that operators are involved in. This Ad Hoc committee would work on creating the process for when change is incorporated into the system, not

what service would change. Randels and Austin both agree that this policy would benefit JTA and the community, and would let the community take a part in the process. Austin stated he would be willing to serve on the committee.

## **STAFF REPORT-**

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

- a. JTA received the draft report from AMEC regarding the cultural resource survey. AMEC found no historical problems with the Four Corners property.
- b. There was a meeting regarding the Fuel Hedge fund. The group has decided to go with US Gulf Coast pricing. BP did not offer the Gulf Coast pricing. Quotes will arrive in the next week or two to ensure the prices remain protected under the hedge fund.
- c. Northern Asphalt will be starting the asphalt project on December 23<sup>rd</sup>. The only disruption to service will be that JTA's fleet will be parked at the park & ride for the entire day. Drivers will start and end shift at the park & ride. The public has been notified and the project will only last one day.
- d. With the Finance Department turnover this past year, JTA has requested a financial audit. Jim Huff will be coming in to do a forensic audit of the balance sheet. Jim Huff prepares Grays Harbors audit every year and he is projecting the forensic audit of JTA to last 2 weeks.

### **B. Operations Manager Report-Perry**

- a. November 11, JTA had an All Staff Training Day. Paul Hoffman came from Spokane Transit and educated employees on wheel chair securement and safety. Pete Matt came and certified employees on First Aid & CPR. Drivers Lloyd Eisenman, Mike Pollack and Darryl Finley set up a Rodeo course at the Park & Ride to teach defensive driving.
- b. JTA had one non preventable accident in November.
- c. Lud Becker, Mobility Coordinator had a presentation at San Juan Commons on fixed route and dial a ride. 15 people attended.
- d. New Years Eve bus service will be in service again this year. #11 Shuttle and #6 Tri Area Loop will be out from 8pm until 2:30pm.

### **C. Fleet & Facilities Manager-Arnold**

- a. There were zero breakdowns, towing or road calls in the month of November.
- b. The I-Stops in the West End are no longer working. An I-Stop is a solar powered strobe connected to a pole. A passenger can push a button to start the strobe which lets a bus driver know they are waiting on the side of the road. The I-Stop company is out of business. Arnold presented the board with some information on some new solar signboards that work in the same way the I-Stops do but have a lot of other features such as a signboard, schedule holder and the strobe. Discussion regarding I-Stops, what other agencies are using and the need for more light at the park & ride.

**RIDERSHIP-Perry**

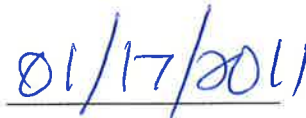
November ridership is 18,680 passengers. Month to month route shows a decrease of 4,807 riders from October to November. This decrease would be largely due to closed service on November 11<sup>th</sup> and Thanksgiving Day. The total yearly ridership for 2010 as of November was 243,076. The total yearly ridership for 2011 as of November is 260,475. This is an increase for 2011 of 17,399 passengers. JTA had 9 new DAR applicants in November.

**MISCELLANEOUS****ADJOURNMENT**

The meeting was adjourned 2:30 p.m. The next Regular Meeting will be held at 1:30 p.m., January 17, 2012.



Natalie Patten, Clerk of the Board



Date