

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, July 16, 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 Vice Chair David Sullivan at 1:31 p.m. Other members present were Robert Gray, John Austin, Phil Johnson and Lloyd Eisenman. Catharine Robinson was absent and excused.

### **STAFF PRESENT**

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

### **OTHERS PRESENT**

Darrell Conder, Brenda McMillan, Burt Langsea and Steve Oakford

### **PUBLIC COMMENT**

McMillan – She would like our Dial-A-Ride buses to pick up riders and take them to the Park & Ride for early departures out of town.

Conder – He would like to have a public comment added near the end of the Board Meetings.

Langsea – He would like to challenge the Board to be more open and responsive to the public. He would also like to see the Citizens Advisory Committee (CAC) revived.

Sullivan addressed the comments by stating that the Board does business for the public and it is at the discretion of the person running the meeting when they choose to allow public comment. It would be appropriate for the public to have their questions answered before the Board meeting by contacting JTA. During a meeting there is not enough time to research an issue which makes it awkward to completely address questions. As meetings progress, we sometimes answer questions in the Manager's Report or from reports from other administrators.

Austin commented on the request for public comment throughout the meeting. He stated that it is not a practice that is usually allowed. We recommend that the public look at the meeting agenda online before the meeting. Rubert said the agenda is placed on our website before the Board meeting. She also would welcome telephone calls and is always available to answer questions.

## **NEW AGENDA ITEM**

Austin would like to add a discussion regarding the Citizen's Advisory Committee (CAC).

## **FINANCE REPORT**

Crouch presented the June 2013 Financials. The budget tracking figure is at 50%. Operational Expenses for June were \$307,553.59 and operational income was \$19,220.02. Non-operational income was at \$701,660.70. Sales tax revenues received in June for April were up 8% from the same time last year. Sales tax revenues received in June were \$258,797.23. Cash on hand: \$858,746.56 in the Operating Account, \$250,000.00 in the Operating Treasury Pool (Reserve), \$171,178.89 in the Capital Account, \$527,432.2 in the Capital Treasury Pool (Reserve), \$49,546.00 in the Fuel Fund Account, \$102,810.53 in the EFT Fund Account, \$1,485.01 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Financial Summary - Crouch stated that the sales tax for April came in higher than April 2012. We are 15.72% higher than our budget for the year. Sales tax is up 12% from last year. This is due to large retail sales and construction sales tax. We cannot count on this to be consistent. A typical budget would reflect a 3-4% increase in a good economy.

Revenue Report - Overall we are over budget. The State Grant Revenue is significantly over budget due to the transfer of the Sales Tax Equalization dollars to the Consolidated Grant. These additional funds will immediately be transferred to the Capital Reserve when they arrive in order to pay for the four (4) Dial-A-Ride (DAR) vehicles, the Service Truck and the Forks Cutaway.

Expense Report – Overall we are under budget slightly. Our Fixed Route/DAR Overtime is over budget due to having only one Extra Board Operator; expect to see this overtime gradually decrease over the rest of the year because after the Sunday service cut, we will have an additional Extra Board Operator. As predicted holiday accrual is adjusting as the year progresses, general leave is now under budget and expect fluctuations with summer vacations. Lubrication is over budget and is adjusting as predicted. Our non-vehicle maintenance and repair parts may be slightly over budget because of the installation of planter boxes for our storm water discharge.

Capital Activity – The primary capital activity in June for the Facility has been Project Management. Several vehicles were delivered in June and we are awaiting the delivery of a service truck. Those vehicles go through a strict acceptance procedure that takes approximately 2-3 weeks. After the acceptance paperwork is complete, a check will be issued in July.

## **CONSENT AGENDA**

- a. **Approval of Minutes, June, 18, 2013**
- b. **Approval of Expenses, June, 2013**

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

## **OLD BUSINESS**

- a. **Public Hearing:** Transit Development Plan(TDP)/State Transportation Improvement Plan (STIP) 2013-2018

Rubert explained that Washington State Transit Agencies are required to have a TDP. It is a plan for the current year and six (6) years into the future and is updated every year. It is an important planning tool that we use to identify priorities for the budget development. It is a requirement for many types of Grant applications. In order to request a Grant, it must be listed in our TDP. It includes items that we know we will do and things that we will want to do. The TDP is our Capital Plan. It is service model, planning for vehicle acquisition, and speaking to maintenance and finance goals. Our current TDP draft is a work in progress. We will ask the Board to approve the TDP at our next meeting. It will be submitted to the State by September 1, 2013. Public comment will be open until our next Board meeting. Please read it over and make suggestions for changes or additions to the plan. The TDP is available on our website and a copy is available to read in our office.

Gray would like to see short range and long range goals and address progress yearly. He would also like to bring to JTA's attention that the City has funding to improve Landes Street adjacent to JTA's Park & Ride with sidewalks and bicycle lanes.

### **Public Hearing opened at 1:54pm.**

Conder stated that the Haines Place Park & Ride needs to be repainted and asked if this improvement is part of the current TDP draft. Rubert responded that it can be added to the plan.

Langsea asked if there is a statement in the TDP about maintaining or increasing service. Rubert replied there is a statement that talks about preserving existing service and that is our goal at this time.

Johnson requested clarification on the difference between the *safety* of customers and the *security* of customers. Rubert replied that safety involves the policies JTA follows for our Drivers' and the public's safety. Providing increased security would relate better to our camera system. She will make a change that will combine the statements because they both refer to providing a safe and secure environment in which to work and to be a passenger.

Gray asked if we have tried ideas listed on page eight (8) to reduce single occupancy vehicle use. Rubert explained that recently at the Farmers Market, thirty-two (32) free day passes were given to new riders. We are actively encouraging the public to park at the Park & Ride and ride the bus into the downtown area through the Dump the Pump program and current ads in the Leader. The employees at several downtown businesses were contacted and given free day passes promoting downtown transit and leaving parking spaces for customers.

Oakford worked for Metro Transit and discussed promotions the Agency used to encourage bus use.

Austin suggested JTA change timing so the public will not have to wait thirty (30) minutes between buses on the #11 Shuttle Route. Rubert will begin the process of researching the cost increase and benefits of increasing service to every fifteen (15) minutes.

**Sullivan leaves the Public Hearing open and moves on to Old Business agenda items.**

**b. Routing Change to #11 Shuttle Loop B**

Koschnick reported that a request was made in the June 2013 Board Meeting for a change to our #11B Shuttle to access the Food Bank during its operating hours on Wednesdays and Saturdays. Koschnick discussed the change with the Service Review Committee and the Safety Committee and the concerns are as follows:

- There is no bus stop pull out in front of the Food Bank which could increase congestion.
- The left turn from Walker to Lawrence.
- Missed connections to the Commuter Routes.
- The loading and unloading of passengers with Food Bank groceries. The Food Bank has volunteers available to help load at their location, but the problem would occur when passengers would unload their own groceries at their stop or transfer to another route.
- The operating hours of the Food Bank also coincide with the peak ridership hours for the Shuttle which has an average of thirty-nine (39) passengers per trip.

JTA's staff recommends that more time is needed for research and surveys. A trial period could be considered early in 2014.

## **NEW BUSINESS**

### **a. Citizens Advisory Committee Discussion**

Austin began the discussion by saying he would be interested in hearing from the public. He reviewed some of the reasons the CAC may have disbanded and believes those concerns could be dealt with by having the CAC maintain independence. This could be accomplished by having their own chair and have suggestions brought to the Board. Austin would like to see the Board take another look at the CAC. Austin does not believe that JTA staff or the Board should make decisions on what the CAC should do.

Gray explained that the City of Port Townsend has several committees that have to be applied for and approved by the Council. Sullivan clarified if the committee was sanctioned by this Board, it would be considered a public meeting with public records. If a citizens group outside of the Board would like to be an advocacy group, they would be free to run their own meetings.

## **STAFF REPORT-**

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

#### **Legislative Updates**

Although there was good progress in getting the legislative leaders to understand the crisis facing our transportation system, unfortunately for all, the Legislature did not pass a statewide transportation package. The politics were sometimes tricky to follow, but by the 30<sup>th</sup> of June, the House had passed the two bills needed for the package. Despite much pressure from the Governor and others, the Senate did not vote on the package. The proposed statewide transportation package included funding for roads, bridges, rail, ferries, transit, pedestrians, bicyclists, fish passage and more. The Transportation Budget passed during regular session and became effective in May.

#### **Planning and Capital Projects**

The TDP Draft 2013-2018 will be presented to the Board today for comment and brought before the Board on August 20, 2013 for approval and adoption. This six (6) year planning document is due to be submitted to the Washington State Department of Transportation by September 1, 2013.

## **New Facility Project**

Work completed in March:

- Negotiation and Execution of A&E Contract
- Total Project Budget
- Start of Pre-Application Form

Work completed in April:

- One-Day Programming Workshop
- Submitted Pre-Application Form to Jefferson County

Work completed in May:

- Review of Conceptual budget and site plan
- Assistance with TIGER V grant application
- Meeting with School district regarding fueling options

Work completed in June

- Signed the Phase 2 contract which includes schematic design/design development/construction development/bidding and construction admin
- Schematic Design Kick-Off Meeting with TCF June 20<sup>th</sup>
- CUP – Pre-Application meeting with Jefferson County

Schedule/Budget Status:

- On budget and schedule pending approval from local jurisdictions

Next Steps:

- Continue to review schematic design (in particular – maintenance)
- Mid-August, receive schematic design
- Design development to begin in August through October

## **Marketing**

- Summer Youth Guide
- 2013 Getaway Visitors Guide
- 2013 Chamber Map
- Rhody Festival Edition
- Farmer's Market Report:

On June 15<sup>th</sup> we had 133 visitors to JTA's booth. JTA promoted Dump-the-Pump Day and donated 32 passes to new riders. Sue Jones is our Customer Service Clerk and she is our representative for JTA at the Farmer's Market every month with the exception of July and August (non-profits are not allowed during those months in favor of profitable produce and sales booths). I wanted to publicly thank her for all of the work and good will that she gives each month.

## **Miscellaneous Items**

- We interviewed and hired Doug Bullis for the In-House IT position. The transition from Albright networking to in-house IT went very smoothly.
- I would also like to recognize Sue Jones, Leesa Monroe and Laura Smedley for our new COHO Ferry Connection schedule.
- We will begin union negotiations August 21, 2013.

## **B. Operations Report – Koschnick**

### July Employment Anniversaries:

- |   |          |
|---|----------|
| • Mechanic 1 – Tom Smithers                   | 3 years  |
| • Facility Maintenance Worker - David Lont    | 3 years  |
| • Maintenance Service Worker – Kenny Yingling | 3 years  |
| • JTOC Operator – Emma Henry                  | 10 years |
| • Operator – Todd Oestreich                   | 12 years |
| • Operator – Greg Prescott                    | 12 years |

### June Monthly Highlights:

- On June 4, 2013 JTA and Intercity Transit traveled to Island Transit where Koschnick gave a successful workshop on the electronic training kiosk. We also had an email from Whatcom Transit inquiring about the system.
- Most of June was spent preparing for the July service change and new schedules. We also collected information for the Food Bank report.
- We had a meeting with the City of Port Townsend and Jefferson Healthcare to discuss the Sheridan Street improvements.

Austin wanted to publicly say that he is very impressed with the way the new schedule is laid out in terms of ease of reading.

## **C. Maintenance Report – Arnold**

- JTA traveled 53,162 miles in the month of June and consumed 7,938 gallons of fuel for an average of 6.7 MPG and a total of \$27,343.00.
- JTOC traveled 13,753 miles in the month of June and consumed 1,369 gallons of fuel for an average of 10 MPG and a total of \$4,646.00.
- We paid \$3.22 for diesel in June with a State average of \$3.89.9.
- We performed 23 services for 35.8 hours and \$2,585 for parts and labor.
- We had one road call. It was a reboot issue with the on board computer. We had 0 tow-ins.
- JTA purchased a 16' x 24' x 9' tall mezzanine for the new facility from Island Transit. Maintenance employees are there now preparing to transport it home.

#### **D. Mobility Report – Monroe**

- Vehicle donation is complete, one to YMCA and one to Transition Academy. YMCA is on the road taking kids to camp. I sent reminder letters to our 14 frequent Sunday DAR riders June 24<sup>th</sup> to let them know that if they needed ride assistance, to speak to their church representatives. Three riders changed their rides to church to attend Saturday services. The pastor from Oak Bay Baptist Church and a gentleman from the Unitarian Church stopped by and were referred to the contacts at the YMCA and the Transition Academy.
- Dump The Pump is an annual national event whereby transit agencies promote using transit as an alternate commute option. Monroe heard comments that there is no parking downtown so she chose to target downtown businesses for the focus of the campaign. JTA printed 100 free ride coupons. Jones gave out 32 at June's Farmers Market. Monroe gave out 35 passes to downtown businesses as she met people and gathered data.
- July 29<sup>th</sup> is Veterans Stand Down Day. Ben mounted signs on each of our buses announcing where Stand Down will be held this year. Monroe has been working with the Veterans Transportation Coalition along with the Voices of Veterans who are working to improve services for Veterans on the Olympic Peninsula.
- On July 11<sup>th</sup>, Jana Lynott, AARP Senior Strategic Policy Advisor for Transportation and Livable Communities, visited JTA with her cameraman to film a transportation video featuring Port Townsend and the Olympic Peninsula area. They interviewed Rubert for the video and their focus was showing the value of JTA in the lives of residents living in rural areas. It will be completed October 1, 2013 and will be shown at national transit conferences, AARP and on social media.

#### **E. New Facility Report – Trone**

- JTA had our Schematic Kick-off meeting June 20<sup>th</sup> and discussed in more detail Maintenance and circulation between Operations and Administration. Recently we discussed how to handle the storage of fare boxes more efficiently. Arnold met with Parsons Brinckerhoff and discussed the equipment we will be moving to the new facility and what will need to be purchased. We are on schedule pending our master land use application which includes the Conditional Use Permit.
- We tried to meet with the local School Districts, but apparently the Chimacum School District is in the middle of turnover in higher management. We will try to reschedule this meeting to discuss possible joint maintenance.
- Our next step will be doing water availability from the PUD to ensure what is needed for fire flow.
- We will be talking to the City of Port Townsend about zoning for JTA's existing property in order to complete the property appraisal.

#### **F. Ridership Report – Koschnick**

Ridership for June was a total of 22,738 passengers. City routes have all increased slightly. Overall we are down about 1% from last month, and from last year at this time we are down 9 ¼%.

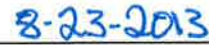


## ADJOURNMENT

The meeting was adjourned at 3:02 pm. The next regular meeting will be held at 1:30 p.m., August 20, 2013.



Laura Smedley, Clerk of the Board



Date