

# Jefferson Transit Authority Board

## Meeting Minutes

Tuesday, July 17, 2012, 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) Vice Chair Catharine Robinson at 1:34 p.m. Other members present were Phil Johnson, John Austin, David Sullivan, Robert Gray and Pam Thompson.

### STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel, Leesa Monroe

### OTHERS PRESENT

Brenda McMillan, Gerald Braude, Margaret Lee, Scarlett Sankey, Burt Langsea, Todd Wexman, Darrell Conder

**PUBLIC COMMENT-** *The following are a summary of comments made by citizens in attendance at the meeting and reflects their personal opinions:*

**Scarlett Sankey-** Ms. Sankey stated that she had been one of many who had worked hard to pass the sales tax levy with the promise that prior reduced service would come back. She said that as of today, there have been no increases in service and it appears to her that the increase in sales tax is only being used to keep an excessive amount of people in management. Ms. Sankey stated that there are thirteen members of management and over the years as management increased, the service decreased. She stated that hiring a supervisor for the Forks Base to supervise three drivers is wrong and the position should be eliminated. She stated that the people who use transit would like to see the following changes:

- Fewer people in management positions- money could be used for increased service and to build reserves.
- Reinstatement of mid day Tri-Area and Poulsbo.
- Increase in Saturday and Sunday Tri-Area Routes.
- Direct service to Bainbridge Island Ferry.

*Phil Johnson entered the meeting at 1:36pm*

**Margaret Lee** - In response to the Transit Development Plan-Appendix A list of unfunded needs, she would like to have included an analysis of the area surrounding the Hospital in Port Townsend. As this area grows with new buildings and streetscapes, transit should be involved and Ms. Lee would like to see Jefferson Transit involved in the process.

**Todd Wexman** - Mr. Wexman read a statement regarding his disapproval of Jefferson Transit's

possible purchase of the City of Port Townsend's Visitor Information Center located at the Haines Place Park & Ride.

**Gerald Braude** - Mr. Braude stated that at the recent Transportation Lab meeting, Sunday service to the Bainbridge Ferry was discussed. Mr. Braude passed out information on the New Starts Grant Funding Program. Mr. Braude stated that Jefferson Transit is the backbone to making Port Townsend a non motorized community. Mr. Braude offered his services to Jefferson Transit to make a survey to find out more information regarding the ferry.

**Darryl Conder** - Mr. Conder agreed with Ms. Sankey's comments and stated that they reflect the comments of a lot of people who ride transit. Mr. Conder asked if any action was taken regarding the comments at the June 19, 2012 meeting regarding the hiring practices at Jefferson Transit. Mr. Conder stated that the Citizen's Advisory Committee should be restored. He stated that this committee was a direct link between the ridership and management.

**Gerald Braude** - Mr. Braude stated that Mike Pollack said that the Citizen's Advisory Committee members were the foot soldiers for the agency. He also stated that the drivers could make comments to the committee and the committee could speak for the drivers to management without having to do it themselves.

**Burt Langsea**- Mr. Langsea encourages the Board and Management to take criticism enthusiastically. Mr. Langsea suggested that the 1<sup>st</sup> Poulsbo bus of the morning run the shuttle route on its return to Port Townsend. By making this small change, those coming into Port Townsend would be able to get to the uptown/downtown corridor without having to wait a half an hour.

**Brenda McMillan** – Ms. McMillan stated that she would like to know why when Rachel Katz left her position as Board Secretary her position was not advertised and now that Leigh Kennel is leaving, why her position is not being advertised?

Austin asked for a clarification from Scarlett Sankey regarding which ferry she wanted the direct bus to go to. Ms. Sankey stated it was the Bainbridge Island Ferry.

Austin agreed with Mr. Langsea's comments regarding the #7 Poulsbo route and needing to be looked at. Rubert stated that the JTA run cut committee is meeting in August and she will bring the idea to them to discuss.

Rubert responded to Ms. McMillan's comments regarding Rachel Katz & Leigh Kennel's positions. She stated that JTA has succession planning and Natalie Patten has been training with Leigh Kennel since her return to JTA. Kennel added that training Ms. Patten was the reason she came back to JTA out of retirement.

Robinson asked Rubert to talk about hiring a Forks Supervisor since it was brought up again during public comment. Rubert stated that the Forks Supervisor position is an important position, drivers have to have a supervisor perform fit for duty checks, to respond to accidents and to support those drivers. The position is being filled by a part time employee with no benefits.

## **NEW AGENDA ITEMS**

**Resolution 12-11:** was presented as new business by staff. Board Chair placed this item under new business.

***Motion by Austin, seconded by Sullivan to approve the new agenda with the new agenda item added. Motion passed unanimously.***

## **FINANCE REPORT**

Crouch presented the June 2012 Financials. The budget tracking figure is at 50.00%. Operational Expenses for June were \$273,638.57 and operational income was \$24,447.26. Non operational income was at \$352,272.95. Sales tax revenues received in June for April were up 39.0% from the same time last year. Sales tax revenues received in June were \$239,889.31. Cash on hand: \$717,597.07 in the Operating Account, \$13,306.81 in the Capital Account, \$307,070.85 in the Treasury Pool, \$49,354.00 in the Fuel Fund Account, \$95,740.35 in the EFT Fund Account, \$1485.01 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that fare revenue is up which does track with the increased ridership. Non operating revenue is down 7.26% for the month and 5.46% down for the year. Expenses are below budget by 4.48%. Crouch stated that a meeting will have to take place by September to determine if an amendment is needed for the current year budget. Overall expenses are tracking to budget except for the line items that were discussed at the June meeting. An operating grant amendment will probably be seen at the end of the state fiscal year.

Gray asked what the budget tracking figure is? Crouch stated that it is the figure used to determine how far into the year the budget is. This number can be used to determine if line items are tracking higher or lower than where they were anticipated to be.

Gray asked about line items that were tracking higher than the current 50% budget tracking figure. Crouch discussed the line items that were brought up at the June meeting and how they are being monitored.

Robinson expressed concern with keeping a budget that is working with lower than expected sales tax revenues. She would like to look at amending the budget sooner rather than later. Johnson agreed. Sullivan stated that amending the budget will create a better picture of what can be set aside

in reserves. He stated that his recollection of the Proposition 1 passage would be that 2/10<sup>th</sup> of the

increase would be used for maintaining service and the other 1/10<sup>th</sup> would be used to prepare for the future by creating a reserve. He stated that it would be great to increase service where we need it and where we could but in general the expectation was not to increase service but to keep what we have and prepare for the future because we cannot go out for another increase.

## CONSENT AGENDA

### a. Approval of Minutes, June 19, 2012

#### Corrections to the minutes:

- *Under others present it states Martha Lee was in attendance. It should say Margaret Lee*
- *Under the Public Comments, add a note indicating that Thuy Gohn and Thuy Langsea are the same person even though she said her name and wrote her name differently.*

### b. Approval of Expenses, June 2012

- Operating Checks 90368-90498 (voided 90463-90497)
- EFT Checks: 5236-5251
- Advance Travel: 277

Gray stated that he was not at the last meeting and requested that in the future if the minutes could contain more detail regarding the public's comments and responses. Robinson stated that the minutes are recorded and if a meeting is missed they could listen to the recording. The minutes do not have every word from the meetings.

Point of Process question raised by Leigh Kennel: Ms. Kennel stated that she always thought that public comment was just comment and that if the board wished for staff to respond or follow up on something they would direct them to. Robinson stated that in the past public comment was just left at comments only. From time to time though, questions have come up that needed answering right away. There has been misinformation out in the public and it is better to answer those right away. Having dialogue during the public comment period is not the purpose of the business meeting.

Robinson requested that staff do some research regarding what literature was given to the public regarding Proposition 1.

Austin stated that the County Commissioners public comment minutes are captured in a similar manner as the transit's minutes. The public hearing comments are captured in more detail. Robinson stated that the City of Port Townsend's comments are captured in a similar way and if any board member wants to hear the detail of the minutes they can listen to the recording or view them on the website.

***Motion by Robinson, seconded by Austin to approve the consent agenda with correction noted. The motion passed unanimously.***

## **OLD BUSINESS**

**a. Public Hearing: Transit Development Plan/Transportation Improvement Plan 2012-2017**

Rubert stated that a Transit Development Plan/Transportation Improvement Plan (TDP) is a requirement of every Washington State Transit agency. This document needs to be updated every year and is an important planning tool used for budget development and grants. The document speaks to finance, maintenance, vehicle acquisition and planning goals. The 2012-2017 TDP will mainly focus on preserving existing service, replacing vehicles and taking the next steps on the building project at Four Corners. The TDP was placed on the website, input was gathered from staff and drivers, notice was placed in the newspaper and a 45 day waiting period for comment started in June. Today's public hearing will allow for the public to give their input to Jefferson Transit for the new TDP. The 2012-2017 TDP will be presented to the board for adoption at the August Board meeting so that it can meet the September 1, 2012 deadline to the Washington State Department of Transportation.

Kennel added that the Transportation Improvement Plan (TIP) that the state has is driven by the capital portion of the local TDPs. In the quest for buses and other capital improvements for JTA, those items must be in the TDP to receive funding through the TIP.

Public Hearing opened at 2:17pm.

Margaret Lee- Ms. Lee asked for some clarification on Line 8 on Appendix A: Unfunded Needs.

*Kennel stated that the Unfunded Needs list are services that were requested at some point by either staff or the public. They are included in the TDP as a list of services that JTA may want to do at some point in the future. These services have no current funding to establish them nor does Jefferson Transit have any data to back up the need for the service. They are requests only. Kennel stated that the wording on request #8 was written exactly as seen. JTA has done no research as to how the service could or would be enacted.*

Gerald Braude- Mr. Braude stated that the survey program that he discussed during public comment would be a long range goal for Jefferson Transit. Determining how to reach out to the public and implementing a program would need to take some time to develop.

Sullivan asked about the Appendix A: Unfunded Needs list. Kennel stated that this list was given out to the public attending this meeting, to staff and to the board for the purpose of having individuals prioritize the list. It is an unfunded list of requests from the public.

Discussion regarding the TDP and how the body of the TDP contains all the things that Jefferson Transit has planned for the next 6 years. If extra funding is obtained, this list can be looked at

for possible services or partnerships. Recommendation by Robinson for the title of Appendix A: Unfunded Needs to be changed due to the current title implying that these items have already been vetted.

Gray commented that he believes it is a great thing that JTA is seeking the public's help in organizing the list for the TDP and that a lot of these requests are brought up in the public comment period of each meeting. He believes that is a great reason to add more information to the minutes.

Public Hearing is closed at 2:29pm

## **NEW BUSINESS**

### **a. Resolution 12-10: Clallam Transit Interlocal Agreement**

Rubert stated that the Interlocal Agreement that allows Clallam Transit and Jefferson Transit to work within their respective counties was last signed in 1981. The prior agreement stated specifically that Jefferson Transit could not pick up passengers between 2<sup>nd</sup> and Cedar Street in Sequim and the Jefferson County Line. The General Manager of Clallam Transit and Rubert agreed that that needed to be changed. Clallam Transit has also agreed that this change will still make Clallam Transit responsible for all Dial A Ride requests within Clallam County.

***Motion by Austin, seconded by Sullivan to approve Resolution 12-10: Clallam Transit Interlocal Agreement. Motion passed unanimously.***

### **b. Resolution 12-11: Grant Contract GCB1274**

Rubert stated that Grant Contract GCB1274 awards Jefferson Transit \$556,000 in 2012-2013 Rural Mobility Sales Tax Equalization Formula Funds. These funds require no match and are reflected in the amended 2012 Capital Budget.

***Motion by Austin, seconded by Robinson to approve Resolution 12-11: Grant Contract GCB1274. Motion passed unanimously.***

## **STAFF REPORT-**

### **A. Managers Report**

- JTA participated in the Peninsula Cup Rodeo at Clallam Transit. Darrell Finley placed 1<sup>st</sup> in the Cutaway division and Lloyd Eisenman won 3<sup>rd</sup> place in the 35ft division. Both drivers will participate in the State Rodeo at the South Base of Seattle Metro in August.
- Legislative Update: The Washington State Transportation Committee has been directed to form a joint transportation committee that will conduct research to

evaluate the fiscal health of public transportation in the State of Washington.

- JTA received confirmation from the Federal Transit Administration that the new facility project still qualifies for Categorical Exclusion concerning environmental impact. JTA has started the process of working on an RFP for A/E Design.
- Rubert & Crouch rode the buses, visited businesses and received public comment during Dump the Pump day, April 21, 2012. This day of public outreach encourages people to “Dump the Pump” and ride the bus.
- Rubert acknowledged Leigh Kennel’s contributions to JTA and stated that this would be her last board meeting.
- Senator Murray’s office will be visiting JTA July 27<sup>th</sup>. They will be visiting the current base and the new facility site.
- Tami Shaner has been hired as the Supervisor in Forks. She works part time with the Quileute School District as well.
- Ridership remains strong. YTD shows an increase of 7%.
- Staff will be attending the Washington State Department of Transportation Conference in Bellevue at the end of August.
- JTA Wall of Fame winners for 2012 are Sue Jones, Customer Service and David Lont, Facilities Maintenance. They will be recognized by the State at the Conference in Bellevue. These winners were chosen by their fellow employees.
- The Fuel report shows that the price per gallon at the end of June, 2012 was \$2.79. JTA is keeping a close eye on the fuel prices.
- Rubert introduced Leesa Monroe, Mobility Coordinator.

Monroe talked about the work she has been doing with JTA in the last 4 months as well as her history in transit.

- Worked at Pierce Transit for 15 1/2 years in Para transit Operations Management.
- Worked at DSHS in Aging and Long Term Care.
- Monroe discussed her extensive experience working with Para transit, call centers, scheduling and mobility events and services.
- Monroe discussed working in JTA’s Para transit database, vanpool program, community outreach & meeting committees and groups within the community to find where the mobility needs are.

Robinson stated that she had a citizen ask about vehicles for summer recreational purposes. She had advised the citizen to contact JTA. Monroe stated that the YMCA had contacted JTA regarding vehicle use for summer camps. Sullivan stated that transportation is a great place that the community can connect with youths.

Rubert stated that Laura Smedley has accepted the position of part time Customer Service Representative. She will start on the 18<sup>th</sup> of July.

## MISCELLANEOUS

**EXECUTIVE SESSION** per RCW 42.30.110 (1) (b) regarding Real Estate for 20 minutes with possible action being taken.

Executive Session started at 2:58pm

Executive Session ended at 3:18pm

Johnson reported that no action was taken during Executive Session. Johnson opened the meeting for discussion from the board.

Robinson moved for the Board to direct the General Manager to open discussion with City of Port Townsend Administration to possibly lease or purchase the visitors information center located at the Haines Place Park & Ride.

Motion by Robinson, seconded by Austin to open discussion with the City of Port Townsend for the possible lease or purchase of the visitor's information center. Motion passed unanimously.

Austin stated that he would like it noted that this only opens discussion to show transit's interest in purchasing or possibly leasing the building. This is not to sign a binding contract. The Board agreed.

## ADJOURNMENT

The meeting was adjourned 2:20 p.m. The next Regular Meeting will be held at 1:30 p.m., August 21, 2012.

Cara J. Swanson  
Cara Swanson, Clerk of the Board

8/21/2012  
Date