

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, August 21, 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 1:33 p.m. Other members present were Phil Johnson, David Sullivan, Robert Gray and Pam Thompson. John Austin was absent and excused.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Cara Swanson

OTHERS PRESENT

Bob Eash, ATU587, Brenda McMillan, Darrell Conder, Burt Langsea, Scarlett Sankey

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

Darrell Conder – Mr. Conder thanked the General Manager and all the staff for their hard work at the County Fair and for how nice the Park & Ride looks. He said when sitting and waiting for the bus he often notices how nice the landscaping is and how it now resembles a park.

Brenda McMillan – Ms. McMillan stated that because Rachel Katz worked for Jefferson Transit for so long, she feels that Rachel should have received a bus pass when she resigned. Although Rachel didn't retire from Jefferson Transit, she requests that Rachel be given a bus pass.

Scarlett Sankey entered the meeting at 1:40pm

Scarlett Sankey – Ms. Sankey stated that it was her understanding that if the proposition was passed that the Poulsbo and the mid-day Tri-Area route would be reinstated, and that an express route to Bainbridge would be added.. She stated that tourists who spend money to bring their vehicles over on the ferry would be better to spend their money at businesses in Port Townsend.

Bob Eash, ATU587 – Mr. Eash stated that he is pleased to hear how the Board responds to Public Comment.

Rubert responded to Ms. McMillan's comments regarding Rachel Katz. She stated that the policy is very clear that only employees who retire from Jefferson Transit receive a bus pass when they leave.

Gray asked, in regards to prepared public statements, if the Clerk ever requests copies of the notes so they can be presented in the minutes verbatim. Patten stated that she does ask the presenter if they would like to offer a copy of their statement to be included in the minutes, and it is up to the presenter if they wish to do so.

FINANCE REPORT

Crouch presented the July 2012 Financials. The budget tracking figure is at 58.31%. Operational Expenses for July were \$307,227.91 and operational income was \$20,173.96. Non operational income was at \$354,282.31. Due to the sales tax increase in July 2011, receipts should be at least 50% or higher than what was received in 2011. In July, sales tax revenues were \$256,787.52. Sales tax revenues received in July for May were 34% of what we received the same time last year. Cash on hand: \$850,325.25 in the Operating Account, \$13,321.61 in the Capital Account, \$307,070.85 in the Treasury Pool, \$47,355.40 in the Fuel Fund Account, \$86,807.05 in the EFT Fund Account, \$1,335.02 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that VanPool revenues are down and that one VanPool route was lost and that aggressive marketing is being done for the VanPool Program. The Mobility Coordinator was on the Ferry last week promoting both the VanPool and RideShare online.

Crouch stated that sales tax revenues continue to be lower than anticipated. She has provided the Finance Committee a forecast budget and if JTA is to fulfill the reserve requirement it will have to reduce expenses in several areas. A budget amendment should wait until the grant funding amendments are in place so that multiple budget amendments are not being accomplished. The revised budget figures have been communicated to staff and a revised budget is expected in the Sep/Oct timeframe. A grant payment was received in July which is why there is a negative amount showing.

JTA continues to maintain a stable cash balance. In July an amendment was signed for the sales tax equalization grant that was capital funding related. This month on the Consent Agenda is an amendment for the paving project that was done in December 2011, which will reimburse JTA for 80% of the cost of that project.

CONSENT AGENDA

- a. Approval of Minutes, July 17, 2012.**

Corrections to the minutes:

- *Under others present (Page 1), Darrell Conder was not included although he was present.*
- *Under the Finance Report (Page 3), in paragraphs 2 and 4 where it says August, correct to say June.*

b. Approval of Expenses, July 2012

- Operating Checks 90499-90595
- EFT Checks: 5252-5267
- Out of State Travel, Tammi Rubert
- Training Costs, Tammi Rubert

Gray asked if Senator Murray's office was still going to visit or had visited. Rubert responded that the visit had been rescheduled and she would get the new information out to the Board.

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

OLD BUSINESS

a. Resolution 12:12 Transit Development Plan 2012-2017.

Rubert stated that the Transit Development Plan contains information about how Jefferson Transit intends to meet local and State long-range priorities for public transportation in Jefferson County.

Patten went over the major changes of note that had been made from the prior Transit Development Plan that was discussed at the July board meeting. The structure of the TDP was reorganized. The Equipment Rolling Stock section on page 11 was amended to include a forecast of purchasing four Dial-A-Ride buses and four Van Pools in 2012 using the sales tax equalization money, which is money that has to be spent before June of 2013. On page 19, Appendix A, the title was changed as requested to read "Unfunded Project and Service Request List." These are items that are requests only, they have not been vetted and there are no funds associated with them. Under Services, a "Top 10" list was amended using comments from public and staff. "Direct Service to Bainbridge" is now #1 as there was overwhelming requests for that. The Organizational Chart was amended to include the number of employees in each of the Departments and color-coded to reflect who manages whom and where everyone falls on the chart. The TDP is due to WSDOT by September 1.

Rubert stated that on page 11, it should be noted that the rolling stock additions were for replacement, not expansion.

Rubert stated that Leesa Monroe, the Mobility Coordinator is doing a study on ferry use to determine how many people riding the Bainbridge Ferry are coming to Port Townsend, and she will report to the Board once the study is done.

Patten stated that it was important to note that Appendix A consisted of projects that do not have funding. Rubert stated that if something is not in the TDP, funding for it cannot be pursued and that is why items with no funding are included.

Discussion regarding the cost of the Four Corners project. The \$800,000 listed includes new design and construction costs, and JTA is only responsible for 20% of that amount.

Item 1 on page 10 under Expansion should be rewritten to read “explore alternate bus routes to Upper Sims” rather than mentioning construction of the roundabouts.

Page 4, the word “commuter” should be added to title of “reduced fare pass” to clarify that the \$20 pass is the commuter pass.

“Safe working environment” should be added back in on page 6, letter G.

Discussion regarding transit shelters. Page 13 under Expansion lists no funds for shelters, but page 10, item 3 says “add shelters.” The two line items need to be adjusted to correlate.

Robinson noted that there was no use of gasoline or diesel listed under fixed route. Rubert stated that all of the fixed-route buses are biodiesel. Patten stated that per state reporting, if any biodiesel is used, then all of the use is reported as biodiesel.

Robinson noted that there was no mention of the Sk'lallam Tribe. Patten stated that the tribe's contribution ended in 2011.

Motion by Robinson, seconded by Sullivan to approve Resolution 12-12: Transit Development Plan 2012-2017 and the 2011 Annual Report with corrections noted. The motion passed unanimously.

a. Resolution 12:13 State Transportation Improvement Plan (STIP) 2012-2017

Patten stated that this Resolution will allow JTA to amend the STIP to include the new TDP which was just approved under Resolution 12-12. She stated that she needs to adjust cost year and amend purchases of vehicles, but that after updating the JTA STIP it is included in the State-wide STIP.

Motion by Robinson, seconded by Gray to approve Resolution 12-13: State Transportation Improvement Plan 2012-2017. The motion passed unanimously.

NEW BUSINESS

a. Resolution 12-14: WSDOT Grant Agreement GCB1293

Patten stated that Resolution 12-14 authorizes the Board to sign and execute Capital Construction Grant 1293 which awards JTA 80% of a \$18,906.70 grant from 2011-2013 State Rural Mobility Funds. This reimburses JTA for 80% the asphalt paving project that was completed in 2011.

Motion by Robinson, seconded by Sullivan to approve Resolution 12:14 WSDOT Grant Agreement GCB1293. The motion passed unanimously.

STAFF REPORT-

A. Managers Report

- Introduced Cara Swanson, the new Executive Assistant/Clerk of the Board.
- August is the Anniversary month for three employees; Ludwig Becker, 17 yrs, Mike Pollack, 11 yrs, Elizabeth Trollsplinter, 2 yrs.
- Received Grant Agreement GCB1274, \$550,000 100% No-Match Grant for purchases of replacement Dial-A-Ride vans and replacements Vanpools, and camera systems on the entire fleet. These will be purchased off State Contracts.
- Meeting with City of PT regarding bus stop improvements, coordinating sidewalk repairs, researching feasibility of city project manager to help on Four Corners site.
- Actively coordinating with businesses around town to advertise JTA on their Facebook pages, websites, and newsletters.
- Participated in Festival by the Bay last month. 1967 and AmeriVans were on display. JTA did demonstrations and had a display about the Dial-A-Ride services. 71 people visited the booth.
- Fuel update: as of Friday August 17 2012, price per barrel was \$95.21, average price per gallon for diesel \$3.28, hedge fuel fund cap was \$3.00.
- During July, JTA consumed 7,995 gallons of diesel. Had 22 services and 2 callouts. Both callouts were for wheelchair ramp issues and both were handled in the field.
- Leesa Monroe, Mobility Coordinator, will give a presentation when she finalizes her report on ferry use. She is also preparing Trapeze [software program] for an upgrade.
- There were 1,260 bicycles on JTA buses in July. Ben Arnold is looking at purchasing swing locks that go inside the bus, which will add space for 2 additional bicycles. One will be piloted as a test. They fit in an area where the seat lifts up, so there is no loss of seating capacity. This will raise each bus's bike capacity to 5 at a time (3 on front and 2 in the swing lock).
- The first monthly Employee newsletter was handed out. Employees will receive this informational newsletter at the beginning of each month.
- John Koschnick is the new Operations Manager. He previously worked for JTA and most recently worked for Clallam Transit. He will be attending Board Meetings beginning in September.
- Natalie Patten enters the data for the Ridership Reports and so she will be giving the Ridership Reports from now on.

Patten stated that the JTA DAR Ridership goal is to get 3 boardings per hour on Dial-A-Ride. On the Ridership Dashboard overall, Fixed Route, JTOC, and Dial-A-Ride are up 5% for the year. 10,000 more riders are anticipated this year than in 2011. Robinson asked if Wooden Boat numbers would be kept distinct. Patten stated that Wooden Boat numbers would be separated out on the September Ridership Report.

MISCELLANEOUS

Gray noted that at the Visitor's Center, much of the information given out is regarding Transit. He wondered if JTA might consider training the Visitor's Center volunteers or having a fan tour / Q&A session.

Johnson stated that he does ride the bus to go to Seattle and asked if JTA meets the ferry on this side of the water. Rubert stated that JTA has adjusted scheduling to coincide better with the ferry but that the ferry changes very often. Sullivan noted that the ferry schedule changes because of weather so often that it is the large variable in any trip.

ADJOURNMENT

The meeting was adjourned 2:35 p.m. The next regular meeting will be held at 1:30pm, September 25th, 2012.

Cara J. Swanson
Cara Swanson, Clerk of the Board

Sep 26, 2012
Date