

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 25, 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) Chair Phil Johnson at 1:31 p.m. Other members present were Catharine Robinson, David Sullivan, John Austin, Robert Gray and Pam Thompson.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Cara Swanson, Ben Arnold, John Koschnick, Alice Lane

OTHERS PRESENT

Bob Eash, ATU587, Brenda McMillan, Darrell Conder, Burt Langsea, Gerald Braude

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

Burt Langsea – Mr. Langsea noted that a discussion about the Visitor's Center at Haines Place Park and Ride took place during Executive Session at the July 2012 Authority Board Meeting, followed by a vote on the matter. He stated that he had only known about it by a statement in the newspaper and asked why it has not been stated prior to the Executive Session that there would be a vote. He encouraged the Board to be open to public discussion.

Darrel Conder – Mr. Conder thanked the staff for how well everything went during the Wooden Boat Festival. He asked if it would be possible to put Bus 1967 under cover to protect it from the weather.

Brenda McMillan – Ms. McMillan commented that she called JTA earlier today and was not able to get through to anyone.

Bob Eash, ATU587 – Mr. Eash commented that he would appreciate Board responses to Public Comments.

Robinson responded to Mr. Langsea's comment that she had stated prior to the Board going into Executive Session that action was possible, but that when the Board came out of Executive Session

and voted on the matter at hand all public attendees had left. The outcome of the vote was that a letter would be sent to the City of Port Townsend expressing interest in acquiring the Visitor's Center in order to allow the Jefferson Transit General Manager to open discussion with the City Manager. Johnson stated that real estate matters are discussed in Executive Session per regulation [RCW 42.30.110] but that the vote was a public vote.

Arnold responded to Mr. Conder's comment and stated that currently, there are no covered spaces for any of the vehicles but that he is aware of the weather impact on 1967.

Johnson and Robinson responded to Ms. McMillan's comment and acknowledged the frustration of not being able to get to a live person when calling. Patten stated that Customer Service's busiest time is between 11:30 am and 1:30 pm, but also that she would take another look at the phone system to make sure it was working properly as far as how unanswered calls were routed through the system.

Rubert responded to a past comment made by Ms. McMillan regarding lifetime bus passes being given to employees leaving Jefferson Transit. The Policy passed by Resolution 08-12 states lifetime bus passes will only be given to employees that are retiring.

Johnson responded to Mr. Eash's comment in that there is a policy that the Board responds to public comments, but after all comments are made.

NEW AGENDA ITEM

Introduction of Alice Lane, who will be taking over as ATU587 Union Representative to the Board beginning October 2012. Pam Thompson will be stepping down.

FINANCE REPORT

Crouch presented the August 2012 Financials. The budget tracking figure is at 66.67%. Operational Expenses for August were \$389,236.12 and operational income was \$17,455.72. Non operational income was at \$359,834.46. Sales tax revenues received in August for June were \$291,693.72, a 44% increase from the same time last year. Cash on hand: \$867,790.37 in the Operating Account, \$13,45931 in the Capital Account, \$307,070.85 in the Treasury Pool, \$46,643.20 in the Fuel Fund Account, \$105,174.10 in the EFT Fund Account, \$1,482.01 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

JTA 2011 Audit was completed and there were no findings. The amended budget will be presented to the Board and general public at the October 16 Authority Board meeting. There will be a Budget Workshop for the Proposed 2013 Budget on November 6. There will be two separate Public Hearings at the November 20 Authority Board meeting; one for the Amended 2012 Budget and one for the Proposed 2013 Budget. The Amended 2012 Budget will be voted on at the November 20 Authority Board meeting, and the Proposed 2013 Budget will be voted on at the December 18 Authority Board meeting.

CONSENT AGENDA

a. Approval of Minutes, August 21, 2012.

Corrections to the minutes:

- *Page 2, Finance Report, paragraph 1: correct 3rd and 4th sentences to read: Due to the sales tax increase in July 2011, receipts should be at least 50% or higher than what was received in 2011. Sales tax revenues received in July for May were 34% of what we received the same time last year. In July sales tax revenues were \$256,787.52.*
- *Page 2, Finance Report, paragraph 2; correct Van Pool to read Vanpool.*
- *Page 2, Finance Report, paragraph 3; correct 2nd sentence to read: ...to fulfill the reserve requirement it will have to....*

b. Approval of Expenses, August 2012

- Operating Checks 90596-90696
- EFT Checks: 5268-8293

c. Resolution 12-15: WCIP Termination Resolution

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

a. Resolution 12-16: Designate Check Signers on Fiscal Accounts

Rubert stated that Resolution 12-16 designates John Koschnick, Operations Manager, as a check signer on the Jefferson County Treasurers Account and the Bank of America accounts for Jefferson Transit.

Corrections to the Resolution:

- *Line 18, correct "of their employment" to read "of his employment."*

Motion by Robinson, seconded by Sullivan to approve Resolution 12-16: Designate Check Singers on Fiscal Accounts with correction noted. The motion passed unanimously.

a. Resolution 12-17: Intent to Dispose of Surplus Personal Property

Rubert stated that Resolution 12-17 approves a list of 5 vehicles and equipment to be sold or surplus.

Johnson asked how it is determined that a vehicle is ready to be disposed of. Arnold and Crouch responded that the determination is made based on years of age, mileage of usage, and life span of the vehicle as projected by WSDOT.

Motion by Robinson, seconded by Austin to approve Resolution 12-17: Intent to Dispose of Surplus Personal Property. The motion passed unanimously.

STAFF REPORT

A. Manager's Report

- MAP21, Moving Ahead for Progress in the 21st Century, is the new Transportation Law that guides how funding is received by Transit agencies. Performance Measurements will be required but the exact specifications of the measurement tool have not yet been determined. There are major changes for transit programs and funding, and JTA is actively participating in conversations regarding how this will affect our funding and reporting.
- An application for a Regional Mobility Grant has been submitted to pursue funding for the joint Jefferson Transit/City of Port Townsend Sheridan Street gateway project.
- Alex from Senator Murray's office will be visiting on September 27, 2012.

B. Operations Report

- September is the employment anniversary for Betty Mysak (11 years), Troy McKelvey (13 years), Casey Quayle (10 years), and Tim Nolan (10 years).
- Two Jefferson Transit operators competed and placed highly in the Washington State Transit Association Rodeo in August; Lloyd Eisenman placed 2nd in the 35' Coach category and Darrel Finley placed 1st in the Body-on-Chassis category.
- A 6-unit camera system has been installed on one bus as a pilot program.
- Leesa Monroe, the Mobility Coordinator, is working on organized shopping trips for Dial-a-Ride customers from Marine Plaza to streamline DAR routes.
- Port Townsend Police Department has approached Jefferson Transit regarding sharing the cost the install cameras at the Haines Place Park and Ride.

C. Maintenance Report

- The price of a barrel of oil is \$92.96, down \$2 from the previous month.
- The average price of diesel is \$4.17/gallon and Jefferson Transit is paying \$3.66/gallon on the state contract.
- Total mileage for August was 61,457, and with 8,995 gallons of fuel used the average mpg is 6.8. Total fuel costs for August was \$31,331.
- There were 0 tow-ins and 0 road calls in August.
- 25 services and 8 oil changes were performed in August, for a total service cost of \$3,410.

Patten stated that there were 11 new Dial-a-Ride applicants in August. Boardings per hour in August was 2.54. She noted that bike ridership has gone down on the Castle Hill route and believes it is because the Shuttle now goes up the hill as bike ridership has gone up on the Shuttle. Bike ridership has increased overall by 8.6% from 2011.

MISCELLANEOUS

Gray stated that the Community Center will begin doing a Senior Lunch on Tuesdays and Thursdays beginning October 3, so he will coordinate with the Mobility Coordinator for Dial-a-Ride on those days to make the routes as efficient as possible.

Austin asked what happens when a bicyclist is refused service due to lack of space for their bicycle. Rubert stated that the Bus Operator notifies Dispatch who notifies her (Rubert).

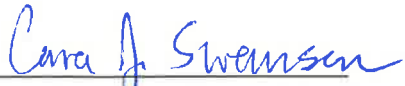
Robinson asked if people are utilizing the bike lockers, and Arnold responded that they are at 60% capacity.

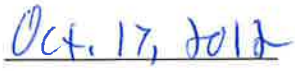
Austin stated that he was glad to see the Port Hadlock QFC Bus Shelter had been replaced.

Johnson noted that it is time for the General Manager's Annual Evaluation. The Clerk will send each Board Member an Evaluation Form. The forms will be compiled during Executive Session at the October 16th Board Meeting, and then presented to the General Manager at the November 20th Board Meeting.

ADJOURNMENT

The meeting was adjourned 2:40 p.m. The next regular meeting will be held at 1:30pm, October 16th, 2012.


Cara Swanson, Clerk of the Board


Date