

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 16, 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 1:35 p.m. Other members present were Catharine Robinson, John Austin, David Sullivan, and Alice Lane.

STAFF PRESENT

Sara Crouch, John Koschnick, Cara Swanson

OTHERS PRESENT

Brenda McMillan, Scarlett Sankey, Burt Langsea, Darrell Conder, Tristan Heigler (Port Townsend Leader)

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

Darrel Conder- Mr. Conder asked about getting a protected shelter on 10th & Sheridan in front of the hospital. He emphasized the need for a shelter with winter coming as that it a high-traffic bus stop. He mentioned that there is a rarely-used shelter on Chimacum Road that would be ideal for swapping out.

Scarlett Sankey – Ms. Sankey spoke about why a shelter at 10th & Sheridan would not be adequate; that spot is unsafe because people have to cross so many roads and parking lots to get from the stop into the hospital. She felt a shelter directly in front of the hospital would be better and safer. She also spoke about projected changes to Dial-a-Ride service for Pt. Ludlow, and stressed that she does not feel service should be changed.

Brenda McMillan – Ms. McMillan asked what happened to the extra shelter at the park & ride. She also spoke about the budget and asked how much reserve funds are needed before there are enough available funds to institute route changes. She also said she had observed 27 Jefferson Transit vehicles in the back lot that she does not believe to be street legal. Also, she would like to be a Bus Buddy again (a Transit Trainer). She does not understand why opportunity to receive Transit training is limited to seniors and disabled. She spoke again about Rachel Katz not getting a lifetime bus pass when she left JTA.

Austin responded to Ms. McMillan about the extra shelter at Park & Ride; that it had been used to replace the destroyed one in front of the Pt. Hadlock QFC. Discussion about taking the one from Chimacum Rd and putting it in front of the hospital. Ms. Sankey added comments about where the shelter should go. Robinson added that there is a long-range project in the works to add sidewalks and an enhanced shelter on Sheridan Street in front of the hospital, but that she agrees it would be ideal to move a shelter there in the meantime.

Koschnick responded to Ms. Sankey's comments about Dial-a-Ride service changes in Pt. Ludlow in that ADA Regulations specify that paratransit service is to be complementary to fixed route service and follow the same times of service. Letters were sent to all the Dial-a-Ride passengers who live in the Pt. Ludlow area to notify them of changes. Sullivan requested a follow-up from the general manager regarding any changes in service to Dial-a-Ride.

Crouch stated that 5 of the mentioned vehicles would be going up for auction per Resolution 12-17 that was passed on September 25, 2012.

Crouch responded to Ms. McMillan's comment about the reserve accounts. JTA has two reserve accounts, Capital and Operational. Capital reserve currently has \$307,070.85 in it but all of those funds have been allocated to projects. The Operational reserve account has \$0.00. A minimum of 3 months' operating expenses is required to be maintained in the reserve account, but reserve accounts are funded at the end of the fiscal year so any funding possibilities will depend on the balance at the end of 2012.

Sullivan pointed out that reserve funds had been used to keep service in place while income from sales tax revenues from Prop. 1 was pending, in order to prevent disruption to service.

FINANCE REPORT

Crouch presented the September 2012 Financials. The budget tracking figure is at 75.00%. Operational Expenses for September were \$304,174.65 and operational income was \$24,243.09. Non-operational income was at \$366,117.36. Sales tax revenues received in September for July were down 0.0001% from the same time last year. Sales tax revenues received in July were \$285,111.93. Cash on hand: \$850,012.81 in the Operating Account, \$13,548.40 in the Capital Account, \$307,070.85 in the Treasury Pool, \$47,516.80 in the Fuel Fund Account, \$117,964.68 in the EFT Fund Account, \$1,375.22 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that farebox revenue is still trending up. Sales tax revenues for July came in at budget in September. The final processed grant amendment for transferring funds from State to Federal is completed. JTA is maintaining stable cash balances. Four replacement 8-passenger vanpool vans, funded by 100% no-match sales tax equalization funding, were ordered. The project to equip the fleet with security cameras is underway.

CONSENT AGENDA

a. Approval of Minutes, September 25, 2012

Corrections to the minutes:

- *Under Manager's Report it states the Mobility Coordinator is working on organizing shopping trips for Dial-a-Ride customers to Monroe Plaza. It should read from Marine Plaza.*

b. Approval of Expenses, September 2012

- Operating Checks: 90697-90805
- EFT Checks: 5294-5308
- Advance Travel: 297

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

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 12-18: Second Amendment to Grant Agreement GCA6825

Crouch stated that GCA6825-2 amends Jefferson Transit's Operating grant 6825 to fully allocate projected 2012-2013 funds in the amount of \$342,100 for Project A-East Jefferson County. These funds were included in GCA6825 and GCA6825-1 as projected funds only. This Resolution updates them as current funds.

Motion by Austin, seconded by Robinson to approve Resolution 12-18: Second Amendment to Grant Agreement GCA6825. Motion passed unanimously.

b. Introduction to 2012 Amended Operating Budget

Crouch stated that the 2012 Proposed Amended Budget is a revised version of the original budget that was adopted in December 2011, and has been amended due to reduced sales tax revenues and revised Federal and State Grant funding. This proposed budget reduces total operating expenses by

5.28% and reduces expected sales tax revenues by 6%. It also allows for reduced State Grant funding and increased Federal Grant funding, and projects obligated Operating and Capital Reserve transfers. There will be a Public Hearing at the next regular Board Meeting on November 20, 2012, followed by a vote on the 2012 Amended Budget.

STAFF REPORT-

A. Managers Report

- Regional Mobility Grant was submitted to WSDOT on October 10, 2012, for the Sheridan Street shelter enhancement / hospital corridor project.
- The consolidated grant process for 2012-2015 grant cycle has begun, with letters of support from area agencies beginning to arrive.
- JTA will have an advertisement in the Shop Local Coupon Book that is produced by the Port Townsend Leader.
- Swanson and Monroe are researching expanding Vanpool marketing into the Whidbey Island military community.
- Rubert met with the fuel hedge group on September 20, 2012; the contract goes through February 2013. JTA is not proposing changing the volume of fuel received.
- Alex from Senator Murray's office visited JTA on September 27, 2012 and was taken on a tour of JTA and the 4-Corners new facility site. She requested to be kept informed of progress on the new facility project.

B. Operations Report

- October employment anniversaries: Carl Thompson and Rob Bondurant, 14 years as of October 22, 1998; they are the remaining 2 employees from the 6 brought on board when Dial-a-Ride was incorporated into JTA.
- Thanks to Darrel Conder and John Rendoux for assisting during wooden boat festival.
- JTA is working with the vendor to get the security camera project completed.
- Two Operators went to Pierce Transit in September to participate in the WSTIP Guest Rider program. Two Operators from Pierce will come up to JTA to reciprocate.
- Signage at the Haines Place Park & Ride is getting upgraded.
- November 11, 2012 is All-Staff Training Day and there will be no service that day.
- The Mobility Coordinator approved 11 new Dial-a-Ride applicants in September.
- Vanpool is getting several smaller vans (8 passenger vs. 15 passenger) to make it more cost-efficient for both JTA and Vanpool customers.

C. Maintenance Report

- Traveled 54,744 miles in the month of September; 7,986 total gallons of fuel; 6.9 average mpg for total cost of \$27,950.
- Fixed route: 6586 gallons of diesel at a cost of \$22,766 and an average mpg of 5.4.
- Vanpool: 8,088 miles, 490 gallons at a cost of \$1,944 and 16.5 average mpg.
- Dial-a-Ride: 560 gallons of diesel at \$1,936 and 210 gallons of gasoline at \$830.
- Price of crude oil is \$92.16/barrel, average price of gas is \$4.04 per gallon; Transit pays \$3.20 on the State contract. Diesel is \$4.45 per gallon and is \$3.79/gal on the State contract.
- 3 road calls for minor wheelchair-lift issues; 1 tow for a minor fuel-line issue on a shop service van.

MISCELLANEOUS

Austin suggested looking into getting surplus shelters from Metro Transit, as they are closing several routes.

Robinson commented that the City Council had voted the previous night to allow Transit to work with the City Engineer on the 4-Corners facility project, which will save money for Transit and foster a cooperative relationship with the City of Port Townsend.

EXECUTIVE SESSION per RCW 42.30.110 (1) (g) regarding Personnel (General Manager Evaluation) with no possibility of action being taken.

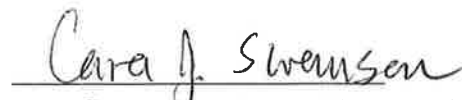
Executive Session started at 2:25pm

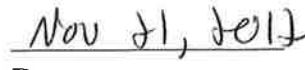
Executive Session ended at 3:00pm

Johnson reported that no action was taken during Executive Session.

ADJOURNMENT

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


 Cara Swanson, Clerk of the Board


 Date