

# Jefferson Transit Authority Board

## Meeting Minutes

Tuesday, November 20, 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 1:37 p.m. Other members present were Catharine Robinson, David Sullivan, John Austin, Robert Gray and Alice Lane.

### STAFF PRESENT

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

### OTHERS PRESENT

Darrell Conder, Kay Harper, Walt Windblad, Edna Mullins, Julie Duke, Todd Wexman, Greg Atson, Lyle Courtsal, Scarlett Sankey, Ali Dyche, Carol Headley, Burt Langsea, M. Thuy Langsea, Pam Thompson, John Reynaud, Rose Harris, Margaret Lee, Cass Peters, Delores Hosier, Dorothy Frost, Eldon Burrow, Elysia D'Amico, Patricia Murphy, Connie Smith, Robin Nye, Brenda McMillan, Tim Nolan, Charlie Biermant (Peninsula Daily News), Tristan Hiegler (PT Leader), Susan Bryant, Jesse Page

2013 Proposed Budget Presentation, given by Finance Manager Sara Crouch [Presentation is attached behind the Minutes].

General Manager Tammi Rubert discussed the history of the Transit Sales Tax Levy and how expectations of increased sales tax revenues had not been realized, and what Jefferson Transit has been doing to cut costs. She described the alternative Sunday transportation solutions that are being discussed with area Ministry and how the gap would be filled.

**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 states that he rides on Sundays and knows that a tough decision is ahead of Jefferson Transit. He asked that before the decision to cut Sunday service is made, that the impact on people be considered and show that it is the only feasible option.

**Kay Harper:** Ms. Harper stated that she is impressed with the idea of donating two buses, and it would be ideal if something could be worked out with ECCO. Her primary concern is having some

type of service on Sundays.

**Walt Windblad:** Mr. Windblad stated that he has been a resident of Port Townsend for 74 years and he is amazed at the quality of bus service here. The most important part of his week is to ride the bus to church on Sunday. He would hate to have to find a new church as he's been attending this one for 15 years. He appreciates the Budget presentation and again commends the quality of Transit service.

**Edna Mullins:** Ms. Mullins has been using Dial-A-Ride for six years to get to church and hopes she will be able to continue doing that.

**Julie Duke:** Ms. Duke thanked Jefferson Transit for being available and stated she used the service quite often. Her priority is going to church on Sunday as it is the high point of her week.

**Todd Wexman:** Mr. Wexman states that he loves Jefferson Transit and all of the drivers. He has studied the budget and believes that approving it as is would be inadequate. He asked the Board to look beyond elimination of Sunday service and consider cuts across the board, including elimination of positions in Operations and Administration and cutbacks in capital expenditures.

**Lyle Courtsal:** Mr. Courtsal stated that Jefferson Transit should be looking at a twenty-year long-range comprehensive plan. All capital expenditures should be put off for at least five years. Service should be expanded to include evenings and Holidays. The population will continue to age and the older they are, the more services they will need.

**Scarlett Sankey:** Ms. Sankey stated she was told 3 weeks previously that a covered bus shelter would be in place at 10<sup>th</sup> and Sheridan, and a windbreak at the Haines Place Park and Ride, within 3 weeks, and it has not happened. She stated that if service is the top priority, cuts should come from elsewhere and there is no chance that OlyCap or the churches are going to provide Sunday service as proposed. She believes Jefferson Transit plans to add a \$60,000 a year management position and build a multi-million dollar transit center. She wants an independent financial analyst and an efficiency expert to be brought in.

**Ali Dyche:** Ms. Dyche stated she is a former member of the Community Action Committee [CAC]. She asked why the CAC had been disbanded, why there is a Mobility Coordinator when there is a hiring freeze, and why there are two Road Supervisors. She stated the original Mobility Coordinator position was funded by an 18-month grant. She stated the CAC assisted with mobility coordination and she does not understand the need for two Road Supervisors.

**Carol Headley:** Ms. Headley stated she has been with Jefferson Transit for 24 years, including back when they worked 365 days a year and she spent Christmas in a bus instead of with her children. The drivers now are being harassed and that's wrong and uncalled for. She does not want Sunday service to go away either, but if it saves 50 people their jobs, then she is in support of it.

**Burt Langsea:** [Mr. Langsea passed handouts to the Board] Mr. Langsea stated that for the third time in 5 years, Jefferson Transit is facing money difficulties and that their solution now is to cut Sunday service. He stated this approach does not go far enough, and service cuts fall only on the drivers and dispatchers. He wants to see cuts across the board.

**Rose Harris:** Ms. Harris stated that she had been riding the bus for 19 years, both personally and in her job as training disabled people. She asked that other ways be considered other than cutting Sunday service, and asked that the mid-day Poulsbo run be added back in if Sunday gets cut.

**Margaret Lee:** Ms. Lee stated she heard that morning that Pierce Transit's levy did not pass and they will be making more cuts. The analogy was of spreading the peanut butter thinner across the toast, and she believes that Jefferson Transit is instead spreading the peanut butter on half the toast because it is the drivers who she feels will feel the biggest impact from eliminating Sunday service. She wishes the riders could have been involved earlier on and she doesn't like the idea that the decision has already been made. She suggests spreading the cuts over all the staff, including managerial. She believes the Federal government would see Jefferson Transit as being wise if JT were to put off the building of the new facility rather than foolhardy.

**Cass Peters:** Ms. Peters stated that she is disabled and lives in Port Townsend. She asked where specifically the reductions in administration had taken place.

**Eldon Burrow:** Mr. Burrow stated that he is a Transit driver and also does Dispatch. He would like a streamlining of management to be considered before service cuts are made. He does not feel cuts should come from the drivers.

**Elysia D'Amico:** Ms. D'Amico asked if Jefferson Transit deals with getting people to their appointments and how she could take the bus to get to Poulsbo for appointments. She also commented that it is cheaper to buy a monthly pass than to keep buying daily passes.

**Patricia Murphy:** Ms. Murphy commented that the buses are not crowded on Sundays, but that it is the more vulnerable citizens who tend to ride on Sunday. [Ms. Murphy introduced two petitions she brought, from Seaport and Discovery View]. She stated that she would hate to see Dial-A-Ride being stopped and would like to see the cuts come from elsewhere.

**Connie Smith:** Ms. Smith stated that she works at Discovery View as an Activities Director. She understands that managements wants to have a new building, but if service is cut, there will be no point in having a new building.

**Susan Bryant:** Ms. Bryant asked, why not run a smaller bus on Sunday instead of cutting service. She commented that fuel is not infinite and a smaller bus would be advantageous.

**Jesse Page:** Ms. Page asked if anyone had thought of readjusting the existing schedules so that Sunday service could be kept. She suggested dropping several runs from the #2 and #3 during less populated times. She asked if a survey had ever been done of the ridership on the outlying buses.

**Brenda McMillan:** Ms. McMillan stated that nothing could be done on the budget until Jefferson Transit decided not to build the new facility. She feels that continued funding of the project is meaningless. She commented on a lack of use of volunteers and stated that at the 2012 County Fair, employees were being paid \$20 an hour to sit at a booth at the fair. She stated that all capital expenditures should be put on hold.

***Motion by Robinson, seconded by Sullivan to continue the Public Hearing for the Proposed 2013 Budget at the next Regular meeting of the Authority Board on December 18. The motion passed unanimously.***

Rubert responded to the question about the churches being capable of providing Sunday service and stated that Leesa Monroe, the Mobility Coordinator, was assisting the churches in building schedules and routes and providing training so that they would be fully capable. She commented [in response to the statement about ridership being down] that ridership has been up, not down. In response to Ms. Sankey's comments about the shelter at 10<sup>th</sup> and Sheridan and the windbreak at the Park and Ride, that the permitting process has begun. It has not yet been determined what type of wind break will be installed at the Park and Ride, as they want something that works for everyone.

Robinson noted that the permit process takes longer now that city staff has been cut.

Rubert responded to the comment about the Project Manager costing \$60K a year. The \$60K is for the hiring of a project manager through the design phase.

Rubert responded to the question about reduction in administrative staff. There used to be 11 and now there are 8. In response to the question about using smaller buses on Sunday, she stated that the cost savings is low because the majority of the cost is labor and benefits for operators and other staff. Adjustments in service have been considered and efforts are in progress to make service as efficient as possible. In response to Ms. McMillan's comment, she stated that not only had volunteers been used at the 2012 County Fair but that Ms. McMillan herself had been one of them. In response to Ms. Dyche's question, Rubert stated that the Mobility Coordinator position was made a budgeted line-item by a prior General Manager when it was determined that a full-time person was imperative. She also stated that the two Road Supervisors are Union employees, and that their positions were negotiated into the last contract.

Crouch made a statement about capital funding versus operational funding. She stated that much of the grant funding received by Jefferson Transit is for capital purchases; if all capital expenditures were to be tabled, then that grant funding would no longer be available for use.

Robinson asked for a statement explaining the need for a new facility. Arnold responded by describing how the existing facility has only 1.5 maintenance bays; the one full-sized bay is also too

small for a forty-foot bus, which is why Jefferson Transit only has 35-foot buses. The one full-sized bay has to be shared by any large vehicles that are in need of service or repair, which means maintenance takes longer and ends up being more costly. There is no storage for parts; tires, nuts and bolts, and all supplies are stored outside in shipping containers or under a tent, making them vulnerable to weather and theft. The maintenance area is unsafe because all the tools and machines have to be kept in the aisles around or between the bay-and-a-half because there is nowhere else to put them. The Parts Department is upstairs in the loft, so mechanics have to carry parts up and down stairs all day, adding to safety hazards.

Johnson asked about the condition of the storage tanks. Rubert stated that the petroleum storage tanks are thirty years old, and the existing facility has environment issues with stormwater drainage. If the existing facility is going to be used for the long-term, it will require a commitment to extensive funding for repair and maintenance. She reiterated that the new facility project has been put off since 2006 and if it is not built, Jefferson Transit will lose grant funding and the Federal government will take back what it has spent to date on the project, about \$700K.

Crouch stated that Jefferson Transit has talked to WSDOT and the FTA regarding what would happen if the new facility were not built and the grant funding was not returned. Both WSDOT and the FTA reiterated that future grant funding would be jeopardized, which makes up about 20% of revenue.

Robinson asked what would be the impact on the drivers if Sunday service was cut, and if any driver would be laid off. Rubert stated that no drivers would be laid off and that each driver would lose about 2 hours a week.

Gray asked how much of Sunday service was Dial-A-Ride and how much is fixed-route, and how that breaks down cost-wise. Patten stated that ridership averages 278 on fixed-route and 38 on Dial-A-Ride. The cost breakdown for Sunday service is: \$27K a year for the #2 Mountain View bus, \$29K for the #3 Castle Hill bus; \$21K for the Tri-Area Loop; \$52K for the #11 Shuttle; and \$71K for Dial-A-Ride.

Gray asked how much it would cost to add the mid-day run to Poulsbo back in. Patten stated that it would be \$91K annually.

Gray asked how much savings was necessary. Crouch stated that the proposed \$200K a year was for a five-year recovery in an ideal state, but that if a large unexpected cost arose - such as an emergency where mass evacuations were necessary - even the \$200K might not be enough.

Sullivan asked about the timeline for getting the match for the new facility. Crouch stated that the plan is to start construction by the end of fiscal year 2013, so the matching funds would be needed by that time. The reserves would then be funded over the 5 years as stated in the Budget. She reiterated that the funding for the new facility cannot be stretched out over a longer period of time, because the grant opportunity will expire and the funds would have to be returned.

Sullivan stated that the only place in the Budget to look for funds is at the local level, due to budget crisis at both the Federal and State level. His concern is a focus of MAP21 [the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141)] on the urban areas and reducing congestion, and he feels that leaves rural Transit at the edges of the funding.

Crouch stated that Jefferson Transit met with WSDOT on November 7, and WSDOT is highly concerned that Transit be sustainable over the long term and not as reliant on grant funding.

Robinson pointed out that the suggestion of hiring an efficiency expert and an independent budget analyst would cost additional money. Crouch stated that Jefferson Transit is already audited annually because of receiving Federal grant funding, and that the State auditors do conduct an independent budget and financial analysis during each audit. The auditors stated this year that Jefferson Transit is accountable and is spending money correctly. Rubert stated that a Peer Review was also done about a year ago in which WSDOT sent a knowledgeable person to look over Jefferson Transit and make suggestions, and that Review found no significant areas that needed change.

Robinson stated that the Board asked staff earlier in 2012 to examine expenses and see where cuts could be made, and that staff had already cut \$165K of expenses out of the budget during 2012. She also reiterated that the on-board video camera project is fully grant funded, and is a safety and security issue for riders and drivers. Rubert stated that the video camera grant has to be spent by June 20, 2013.

Gray stated that the organizations that receive buses for Sunday service will have to provide their own insurance and other costs.

## **NEW AGENDA ITEM**

***Motion by Robinson, seconded by Sullivan to postpone the Executive Session until the next Regular meeting of the Authority Board on December 18. The motion passed unanimously.***

Rubert noted that there would be no Mobility Coordinator report, as Leesa Monroe was out sick.

## **FINANCE REPORT**

Crouch presented the October 2012 Financials. The budget tracking figure is at 83.30%. Operational Expenses for October were \$320,699.38 and operational income was \$24,441.98. Non operational income was at \$325,741.44. Sales tax revenues received in October for July were \$313,703.24, a 2.58% increase from the same time last year. Cash on hand: \$918,086.65 in the Operating Account, \$13,548.40 in the Capital Account, \$307,070.85 in the Treasury Pool, \$48,640.60 in the Fuel Fund Account, \$94,457.54 in the EFT Fund Account, \$1,248.38 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Advertising revenue came in higher in October than expected. The Budget Amendment will add \$15K overall to the farebox revenue figure. Sales tax revenue was higher than anticipated by \$8K. The second grant amendment from WSDOT was processed. WSDOT did not change all of the funding to be FTA Federal funding as expected and therefore there will be a small amount of Rural Mobility State funding available to JTA. The budget amendment reflects the change in grant revenue. JTA received a \$2,500 WSTIP Risk Management grant in October, which was partially used to support All-Staff Training Day on Nov. 11. The remainder will be used to fund an employee Training Program Center that will provide a computer and monitor and allow the operators to participate in training as a group instead of one-on-one. WSTIP provided JTA with a \$14K operator training program last January that will be used in this Training Program Center. The Center will also be used to post weather alerts and driving conditions. Cash balances continue to be stable. The Finance Manager and Grants Officer are currently working on the 2013-2015 Consolidated Grant, which has to be submitted to WSDOT by Dec. 10.

## CONSENT AGENDA

- a. **Approval of Minutes, October 16, 2012.**
- b. **Approval of Expenses, October 2012**
  - Operating Checks 90806-90899
  - EFT Checks: 5309-5322
  - Voided Checks: 90817, 90809, 90847, 90898

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

## OLD BUSINESS

There was no old business.

## NEW BUSINESS

- a. **Resolution 12-19: 2012 Amended Budget**

Crouch stated that Resolution 12-19, the 2012 Proposed Amended Budget, is a revised version of the 2012 Operating Budget that was adopted in December 2011. The budget was amended due to revised State and Federal grant funding; State funding was reduced by \$19,003 (10.25%) and Federal funding increased by \$115,533 (23.61%). Sales tax revenues were reduced by \$174,697 (5.21%). Expenses were reduced by \$165,232 (4.19%). The projected 2012 Operating and Capital Reserve Transfer is \$451,044, although that number will not be finalized until December sales tax revenues are received in March.

Johnson opened the Public Hearing for Resolution 12-19. No comments were received.

*Motion by Austin, seconded by Sullivan to approve Resolution 12-19: 2012 Amended Budget. The motion passed unanimously.*

## **STAFF REPORT**

### **A. Manager's Report**

- New schedules coming out in January 2013; minor tweaking of the routes to reduce overlapping of service and make routes more efficient. #1 Brinnon will go by SR19 and Woodland Drive instead of Four Corners. The 7:35 AM departure of the #7 from Poulsbo will be changed to 7:25 AM, allowing it to arrive at the Haines Place Park and Ride at 8:29 AM so that passengers can catch the #11 shuttle. The time points will be adjusted for the #8 to Sequim and the #11A and B shuttle to match actual drive times.

### **B. Operations Report**

- Testing of the AngelTrax camera system has continued, and the contract is ready to be finalized.
- Jefferson Transit continues to work with PTPD on installation of a camera at the Haines Place Park and Ride.
- Koschnick traveled to Bellingham in October for the WSTA Operations Committee in which he met with representatives from 11 other Washington Transit systems. The general consensus was that rural agencies are looking at tight budgets and potential service cuts.
- Koschnick attended mandatory Drug & Alcohol Training for Supervisors and participated in the Jefferson County Emergency Management exercise.
- Operations staff met with stakeholders of the Homeless Shelter to discuss opening up lines of communication and develop strategies to deal with potentially disruptive passengers associated with the shelter.

### **C. Maintenance Report**

- The price of a barrel of oil is \$58.49. The average price of diesel is \$4.09/gallon and JTA pays \$3.39 on the State contract. The average price of gas right now is \$3.49.
- October's fixed route mileage was 39,776 miles, for an average mpg of 5.5.
- 7,212 gallons of fuel were used in October at a total cost of \$24,960.
- The vanpools traveled a total of 8,458 miles with an average of 20 mpg for a total fuel cost of \$1,642.
- JTOC vehicles traveled 11,543 miles with an average of 7.7 mpg. Diesel on the west end is averaging \$3.89 gallon for a total cost of \$4,473. There is one gasoline vehicle out there and it went 292 miles for \$1,196.
- There were two minor road calls, both minor issues with wheelchair lifts, and 0 tow-ins.

Patten stated that ridership continues to be up for the year. There was a September decrease that

went hand-in-hand with the occurrence of Wooden Boat. Ridership decreased by about 600 from special service. Overall, it has increased by 1-3% from 2011.

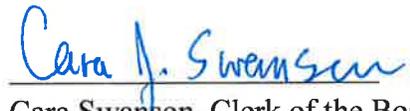
Robinson asked if that was a more manageable increase than 10 or 20%. Patten stated that wooden boat attendance in general was lower than expected. She has noticed that the #3 and #6 routes are gaining ridership. Crouch stated that sales tax revenues from September will be very telling because they will include Wooden Boat weekend.

### MISCELLANEOUS

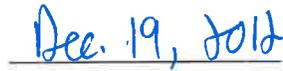
None

### ADJOURNMENT

The meeting was adjourned at 3:22 p.m. The next regular meeting will be held at 1:30pm, December 18<sup>th</sup>, 2012.



Cara Swanson, Clerk of the Board



Date