

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 15, 2015, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:31 p.m. Other members present were Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Maintenance Manager Ben Arnold, Operations Manager John Koschnick, Mobility and Outreach Manager Leesa Monroe and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Ed Stanard commented on the restrooms at Haines Place Transit Center (HPTC).

Debbie Jahnke commented on the restrooms at HPTC and the restrooms at the Kah Tai Lagoon Nature Park. She also requested details regarding the lawsuit between JTA and the City of Port Townsend, and the sales price of the old facility, if the sale is final. She also commented on the Citizens Advisory Committee (CAC).

Brenda McMillan commended Lloyd Eisenman.

Burt Langsea seconded Ms. McMillan's comment and commented on expanding the Board, reviving the CAC, and the public restrooms at HPTC.

Darrell Conder requested information regarding the 2015 Toys-for-Tots toy drive.

Michele Gransgaard commented on the CAC and public restrooms at HPTC.

Tammi Rubert stated that the lawsuit between the City of Port Townsend and JTA is stayed. The sale of the property at 1615 W Sims Way is not final. Ms. Rubert will report on the toy drive during her report.

There was a discussion regarding the safety and security of employees at HPTC. Tammi Rubert stated that security measures are in place, and JTA will be installing additional lighting.

PUBLIC BUDGET HEARING

Finance Manager Sara Crouch has revised the budget by reducing the sales tax revenue by \$113,000. The new Bookmobile will not fit in our bus wash tent, therefore, the Interlocal agreement will be allowed to expire.

There was no public comment, and the Public Hearing was closed.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch Please see Attachment A

Ms. Crouch reported on the following items:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, November 17, 2015**
- b. Approval of Expenses, November 2015**
- c. Resolution 15-22: 2016 Board Meeting Schedule**

Motion: Kathleen Kler moved to approve the November 2015 Consent Agenda. David Sullivan seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

OLD BUSINESS

2016 Budget Revision. The revision was explained during the Public Budget Hearing. The sales tax figure was reduced by 2%, and the Auxiliary Transportation Revenue has been reduced by \$780 because we will no longer be washing the Bookmobile.

NEW BUSINESS

- a. **Resolution 15-23**: Adopt the 2016 Proposed Budget

Motion: David Sullivan moved to approve Resolution 15-23 – Adopting the 2016 proposed budget. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

- b. **Resolution 15-24**: Grant Agreement GCB2291

Sara Crouch explained that JTA's Regional Mobility Grant is for the proposed Bike & Ride at 63 4 Corners Road.

Motion: Kathleen Kler moved to approve Resolution 15-24 - Authorizing the Board Chair to sign Grant Agreement GCB 2291. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

REPORTS

GENERAL MANAGER'S REPORT

Please see Attachment B

Tammi Rubert reported on the following items:

- Environmental Assessments on 1615 W Sims Way
- WSTA hired a new Executive Director
- New facility report
- WSTIP requested a security assessment for our network
- Toys-for-Tots toy collection
- Salary survey
- Jan Baker's retirement party

OPERATIONS REPORT – John Koschnick
Please see Attachment C

John Koschnick reported on the following items:

- Employment Anniversaries
- Monthly Highlights

MAINTENANCE REPORT – Ben Arnold
Please see Attachment D

Ben Arnold reported on the following items:

- The move from 1615 W Sims Way
- Auction items
- Back-up generator for HPTC
- Back-up generator for 63 4 Corners Rd
- Haines Place Park & Ride projects
- The gate at 63 4 Corners Rd

RIDERSHIP

Ridership was down from October to November, which is normal for that time of year. However, JTA carried approximately 500 more passengers in November of 2015 compared to November of 2014.

Dial-A-Ride ridership is still down, but there were more boardings in November than October.

Sara Crouch attended a recent WSTIP meeting and uniformly, every transit agency reported a decrease in ridership. Most agencies are attributing this to lower gas prices.

PUBLIC COMMENT

Darrell Conder proposed JTA publicize Authority Board Meetings.

Burt Langsea commented on the Service and Training Supervisor opening.

Brenda McMillan requested free fares for JTA.

Ed Stanard asked about reserve funding.

Ed Stanard asked about the job description for the Service and Training Supervisor.

Michele Gransgaard asked about solar power and charging stations.

Robert Gray asked about Wooden Boat Festival Sunday service.

Tammi Rubert and Sara Crouch both responded that fares are an important addition to JTA funding.


Sara Crouch stated JTA is expecting to reach our Operating reserve goal by early 2018. The reserve goal for the Capital reserves will be more difficult to meet. The match for grant funding is typically 20%.

ADJOURNMENT

The meeting was adjourned at 2:37 p.m. The next regular meeting will be held Tuesday, January 19, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date