

Jefferson Transit Authority Board

2018 Budget Workshop & Service Planning Proposal Minutes

Tuesday, November 14, 2017, 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 David Sullivan at 1:30 pm. Other members present were Catharine Robinson, and David Faber. A quorum was present

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Mobility Coordinator Miranda Nash, Human Resources & Payroll/Benefits Administrator Deb Palmer and Executive Assistant/Clerk of the Board Laura Smedley.

2018 BUDGET PRESENTATION

Sara Crouch welcomed everyone and began her presentation regarding the 2018 Budget. She began the workshop by reading JTA's Mission Statement; "To Provide safe, reliable, comfortable public transportation service in Jefferson County which is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

Ms. Crouch's 2018 Budget Presentation can be found on the JTA website at www.jeffersontransit.com under the drop down menu "Public Info," then choose Operating/Capital Budget.

PUBLIC COMMENT

The following questions were asked during and following the 2018 Budget Presentation:

- What do you know about the upcoming Hwy 19/20 WSDOT project impact on service?
 - The details from the Washington State Department of Transportation (WSDOT) have not been announced.
- What is JTA's total debt?
 - \$1,060,000 before bonds are called; \$410,000 after bonds are called.

- Where will security cameras be placed? How will they be monitored? Have there been problems?
 - We are looking into hiring a consultant to recommend placement of cameras.
- Where is the budget for the Haines Place Transit Center (HPTC) restroom listed?
 - On the capital budget.
- Is anything other than the restroom included in the HPTC line item?
 - Yes, concrete removal and roof painting at HPTC.
- Why is the restroom not listed as a Capital project?
 - It is part of the overall HPTC improvement budget
- Do current drivers train new drivers?
 - Current drivers train on JTA procedures and route familiarization; they cannot train for CDL license.
- Have you had discussions about buying electric buses?
 - We have had discussions, the infrastructure required to support electric buses is as expensive as the buses and funding is not available at this time.
- What type of power is required for an electric bus charger?
 - 480V, 500Amp, three phase
- Have you discussed this power requirement with the PUD?
 - We have discussed the power needs with PUD.
- Is there sufficient power at 4 Corners for electric buses?
 - Not at this time.
- Sales tax is decreasing even with the large Capital projects in the City and County?
 - Sales tax is up between 1 and 2 percent over last year. Compared to a 10 percent increase in 2015, and a 14 percent increase in 2016, it is slowing significantly.
- A Board Member requested that the HPTC restroom be broken out in the Capital budget to a separate line item.

JEFFERSON TRANSIT AUTHORITY'S 2018 SERVICE PLANNING PROPOSAL

Leesa Monroe welcomed everyone to the New Service Presentation and told everyone to feel free to ask questions as she proceeded through the presentation.

Ms. Monroe's Service Planning Presentation can be found on the JTA website at www.jeffersontransit.com under Public Info, then 2018 Service Changes.

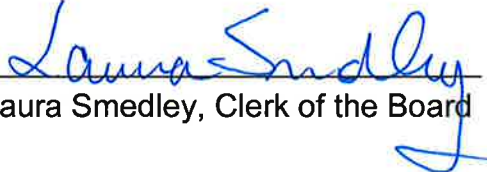
PUBLIC COMMENT

The following questions were asked during and following the 2018 Service Planning Presentation:

- How many survey responses did JTA receive?
 - We received 289 responses.
- Can you tell me how long it takes to get from Water Street to HPTC?
 - Four minutes on the 11A Shuttle and 7 minutes on the 11B Shuttle.
- Does the upper Sims route starts and ends at Haines Place Transit Center every 20 minutes?
 - The route takes approximately 18 minutes to drive. A bus will depart from the HPTC every 30 minutes.
- Will the upper Sims route have a different bus and driver?
 - Yes, the upper Sims Route and the #11 Shuttle will be completely separate routes.
- What is the route time for the upper Sims route?
 - Approximately 18 minutes.
- After the Water Street construction is finished, what will happen with this route?
 - JTA will review the route in August of 2018.
- A member of the public requested that the mid-day Poulsbo route was called a service restoration.
- A member of the public requested easier to read pages on the website.
 - JTA will be launching a new website anticipated to occur in 2018.
- Have you considered having the upper Sims route go back by Jefferson Healthcare on the way back to the HPTC?
 - No, we have not. But that sounds like a reasonable route change and great idea to have the bus route pass Jefferson Healthcare again.

ADJOURNMENT

The meeting was adjourned at 3:05 p.m. The next regular Authority Board meeting will be held Tuesday, December 19, 2018, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



 Laura Smedley, Clerk of the Board

2-23-2018

 Date