

# **Jefferson Transit Authority**

## **Public Hearing Minutes**

Tuesday, November 21, 2017, 1:30 p.m.

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 p.m. Other members present were Catharine Robinson and Kathleen Kler.

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Fleet and Facilities Manager Ben Arnold and Executive Assistant/Clerk of the Board Laura Smedley.

Sara Crouch explained the Budget Public Hearing process. During the Public Hearing today the Budget presentation will not be repeated. This Hearing will remain open for comments until the December 19, 2017 Board Meeting when the 2018 Budget will be voted on by the Authority Board.

There have been changes made to the Capital Budget. These changes were posted in the Budget Book and on JTA's website on the Capital Budget page. The individual projects for Haines Place Park and Ride were broken out, and a line item for new shelters was added for \$25,000.

David Sullivan said other opportunities to comment on the 2018 Budget are at the next Authority Board Meeting on Tuesday, December 19, 2017, at 1:30 pm. Before the next Board meeting comments may be made by filling out a Public Comment form, submitting a comment through JTA's website, or by calling or emailing Sara Crouch directly.

### **2018 BUDGET PUBLIC COMMENT**

Debbie Jahnke asked for more information on the cost of the public restrooms at Haines Place Transit Center (HPTC).

- Tammi Rubert responded and said the \$97,000 figure in the budget is based on a quote for the facility, the foundation, installation, plumbing and permitting. A specific brand has not been chosen. That will have to go out to bid.

Brenda McMillan would like to see the restrooms at the Haines Place opened to the JTA pass holders until the restroom construction is completed.

David Sullivan stated at this time we are taking comments related to the 2018 budget.

Debbie Jahnke asked how often the parking lot striper will be utilized and if it can be shared with another entity.

- Ben Arnold stated the striper will be used for our parking lots annually. We have received responses from other agencies who would like to share the striper.

Jim Todd asked if the City of Port Townsend had a striper.

- Ben Arnold said the City has a very large striper. Our striper is a walk behind striper.

Catharine Robinson asked if there would be other funding for the HPTC restroom if needed.

- Sara Crouch stated \$97,000 is a rough estimate of a single seat restroom. This line item includes a handicapped access ramp. The facility itself on the State Contract was approximately \$57,000. The costs for the pad, plumbing and permitting have been added. This figure seems realistic for construction and is for a very sturdy structure. Tammi Rubert said there will still be operating and maintenance costs, but JTA will plan for that cost.

Brenda McMillan asked how many shelters \$25,000 would buy.

- Sara Crouch stated depending on the size each shelter would cost between \$9,000 and \$13,000.
- Tammi Rubert explained the process for buying used shelters from other agencies has recently changed. We will now have to buy them through the public auction site. JTA will continue to look for used shelters.

Debbie Jahnke asked if the restroom construction cost was lower than anticipated could JTA consider a two seat restroom.

- Tammi Rubert said JTA has not entertained that thought because it would require a total redesign. We believe the one seat restroom is the best use of JTA's funds.

Jim Todd asked if the restroom was a separate structure from the HPTC building.

- Sara Crouch answered that it is a standalone restroom.

Comments on the 2018 Budget will be accepted through the next Authority Board Meeting on Tuesday, December 19, 2017, at 1:30 pm.

## **NEW SERVICE PLANNING PROPOSAL PRESENTATION**

Today's New Service Proposal Presentation is the first of three (3) Public Hearings scheduled. The next two (2) Public Hearings will be held on Thursday, November 30,

2017. One will be held at the Harrison Street Fire House in Port Townsend at 11:00 am, and the next meeting will be held on the same day at the Jefferson County Library in Port Hadlock at 5:30 pm.

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

This service planning began in July of 2016 by requesting survey responses at the Jefferson County Fair and on JTA's website. We started the process by sending a press release to the Port Townsend Leader. The survey was available for five (5) months on JTA's website and approximately 1000 paper surveys were distributed throughout the community at local businesses and big employers such as Jefferson Healthcare, the City of Port Townsend and Jefferson County employees. JTA was very pleased with the survey results. We learned that the majority of the responders traveled between 9:00 am and 7:00 pm Monday, Wednesday and Friday. Because of that response JTA focused new service on mid-day to fill some of our service gaps.

A service priority for 2018 is centered on the Water Street Enhancement Project. JTA has worked in tandem with the City of Port Townsend. We have reviewed the timeline, anticipated traffic delays and where we would locate temporary bus stops. This project is estimated to be under construction from January until June of 2018. It will impact Water Street from the Ferry Dock to Taylor Street. A priority for JTA is maintaining on-time bus service during construction. The plan from January through June is that one JTA bus will remain in town circling during the day. We have added additional time to that route in case of construction delays.

JTA is also working with the Grant Street/Salish Coast Elementary School construction project. Our bus service now runs on the back side of the school on Discovery, so we also anticipate there will be some construction delays along that route as well.

JTA is proposing as a pilot project to remove the upper Sims portions of the route and split it into two (2) routes. The upper route will be expanded to incorporate Howard Street/Rainer Street.

The downtown/uptown route will not be changed and will continue to run at the top and the bottom of the hour. We will allow 20 minutes for this route, but will have an additional 10 minute cushion in case of construction delays. This will allow us to make it back to the Haines Place Park & Ride for other connecting routes which leave the Park & Ride at the top and bottom of the hour.

Catharine Robinson stated that at the City Council meeting the City Manager said he is talking with the Port about getting a parking facility on the west side of Point Hudson for City employees. Ms. Robinson mentioned in the meeting that JTA offered bus service, but it was said that every 30 minutes was not frequent enough service. This is a great opportunity to reach out and educate and promote JTA's service to the City of Port Townsend employees and to downtown employees.

Leesa Monroe said there may be some confusion because our service runs every 30 minutes, the thought seems to be that it takes 30 minutes to get downtown.

Debbie Jahnke said she has heard that because people start work at the top and bottom of the hour, our schedule does not work for them. JTA may want to consider for future planning to change our schedule to depart at the  $\frac{1}{4}$  and  $\frac{3}{4}$  hour.

David Sullivan also suggested JTA may want to look into increasing service to every 20 minutes in the future.

JTA's new service proposal will expand service on upper Sims Way. This route will be approximately four (4) miles. It takes about 17 minutes to complete the route. The route will be Sims to Hancock and past the Hospital, then left on Discovery, through the new traffic circle, then back to HPTC. This route will service riders going to the Goodwill Store, OlyCAP, Discovery Behavioral Health, Safe Harbor and the Department of Licensing. The route direction was chosen because of the school bus route direction. We will now run opposite of the school buses which gives us an opportunity to board passengers from Town Pointe and the surrounding complexes. We had a great suggestion from a member of the public to turn on left on Sheridan Street and pass by Jefferson Healthcare again at the end of the route on the way back to the Park & Ride. Service on this route will run at the top and the bottom of the hour also to enable connections to JTA's connecting routes which also leave at the top and bottom of the hour.

Catharine Robinson mentioned how taking the schedule off the  $\frac{1}{2}$  hour would mean rescheduling every other JTA route that connects with the route. Leesa Monroe said that this would also affect connections with other transit agencies as well.

Tammi Rubert said JTA is in the beginning phase of a Comprehensive Plan. There will be a lot of eyes looking at JTA's overall service and planning for the next 20 years. These are great ideas that JTA will continue to discuss.

Ms. Monroe continued her presentation. JTA is restoring service from the 2008 economic downturn by proposing to add a mid-day Poulsbo run Monday through Friday. This is one of the most requested services and it would also help fill a gap in our inter-county connection with Clallam Transit. If you are travelling from Sequim, you could arrive at 4 Corners at 10:13 am and the mid-day Poulsbo would depart from 4 Corners at 10:50 pm.

JTA's final service change proposal is the addition of a mid-day Tri-area loop. This will run Monday through Saturday at 11:00 am to fill gaps in our service. This will also offer a connection for Tri-area passengers departing for Sequim.

Ms. Monroe displayed a slide showing the additional budget costs for each proposed service. The upper Sims Way is the most costly because of the number of times the service runs.

Route	Approx Mileage	Total Working Days M - F	Number of Trips add per weekday	Approx Yearly Miles M-F	Total Saturdays	Number of Trips add per Saturday	Approx Yearly Miles Saturday	Yearly Miles Added
Upper Sims Way	additional 2 miles	254	21	10,668	52	19	1976	12,644
Mid-Day Poulsbo	67 miles RT	254	1	17,018				17,018
Tri-Area 6B	21.95 miles RT	254	1	5,575	52	1	1,141	6,716
				33,261			3,117	36,378

Route	Approx Yearly Cost
Upper Sims Way	\$224,000
Mid-Day Poulsbo	\$81,236
Tri-Area 6B	\$43,560
	\$348,796

Sara Crouch noted that the upper Sims Way is by far the most expensive route. The shuttle is our most expensive route now due to frequency. The more you run it, the more cost added. JTA studied having a shuttle every 20 minutes and found it would add an additional \$225,000 expense per year.

Leesa Monroe stated the Water Street Project is scheduled to begin January 1, 2018. JTA has a union contractual obligation to post drivers work schedules in January, so we are proposing to start these new service changes on Monday, January 15, 2018. If the service is implemented, JTA would review the service in August prior to JTA's driver bid picks again in September.

If you have comments on the proposed service, they can be made in person, by email, by Customer Comment forms on buses or in our two Customer Service locations, by calling Customer Service with your comment, or on JTA's website.

Tammi Rubert stated that according to JTA's Service Change Policy, this is considered a major service change. If service is changed again in August, we will begin the process again by holding Public Hearings.

The next Public Hearing is scheduled on Thursday, November 30<sup>th</sup> at 11:00 am at the Harrison Street Fire Station, and the same day at 5:30 pm at the Jefferson County Library.

## ADJOURNMENT

The meeting was adjourned at 2:30 p.m. The next regular Board meeting will be held Tuesday, December 19, 2017, at 1:30 p.m.

  
 Laura Smedley, Clerk of the Board

2-20-18  
 Date