



**JEFFERSON TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING
Wednesday, February 5, 2020, 3:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

Election for Chairperson

Public Comment

- 1. Fehr & Peers – Comprehensive Plan Presentation**
- 2. Approval of Minutes, November 6, 2019**
- 3. Approval of 2020 Meeting Schedule**
- 4. New Agenda Items**
- 5. Old Business**
 - a. Recommendations for new CAC Member
 - b. Vice-Chair Elections (motion and vote required)
- 6. New Business**
 - a. Video – Roberts Rules of Order (7:14 minutes) Mastering the 3 most Important Motions
 - b. CAC 2020 Work Plan Discussion
- 7. Reports**
 - a. Leesa Monroe – Ridership Report

Public Comment

Adjournment - Next Meeting Date - 5/6/2020

Jefferson Transit Authority Citizens Advisory Committee Meeting Minutes

Wednesday, November 6, 2019, 3:30 pm
63 4 Corners Road, Port Townsend WA

CAC Board Members Present: Brandon Maxwell, Viviann Kuehl, Darrell Conder, Tim Caldwell, and Anne Metcalfe, with John Nowak excused. A quorum was present.

Authority Board Members Present: City of Port Townsend Council Member, Ariel Speser

Staff Present: Finance Manager Sara Crouch, Operations Manager Leesa Monroe, and Executive Assistant/Clerk of the Board Laura Smedley

Call to Order/Welcome

The meeting was called to order at 3:30 pm by Committee Chair Darrell Conder.

Public Comment

There was none

1. Fehr & Peers – Comprehensive Plan Presentation – See attached

Aaron Gooze, Project Manager for the Comprehensive Plan update introduced himself. He stated the CAC is a very important part of the Long Range Plan process, so they wanted to explain the data gathering and plan development process to the CAC. The CAC's feedback and insight on transportation and transit throughout the County is critical to the development of the plan. Also here with Fehr & Peers today is Daniel Dye, Deputy Project Manager, and Josh Steiner, Transit Service Standards.

Comments and questions during the presentation:

- Tim Caldwell stated transit service is a lot more than driving buses, there is a lot of education and marketing, which is driving the idea that we want to get more people to take the bus. If we do, the infrastructure, economic, and cultural betterment are more evident.
- Darrell Conder would like to see more public outreach and education of the public about transit and it's services. We need to find a way to start reaching the general public in Jefferson County.
- Anne Metcalfe said it's important to feel safe on the bus as a rider.
- Brenda McMillan stated reliable means the buses are on time, drivers are safe if they are trained, and comfortable is that you know where you are going and where you get off. JTA is not cost-effective because there are too few riders.

- Debbie Jahnke addressed energy reduction by stating we need to get more people on the bus to improve our carbon footprint.
- Brenda McMillan said travel trainers would help get people on the bus by teaching them how to ride.
- Brandon Maxwell said he could not completely replace his car with the bus because there is no Sunday service, and the evening time points in his area prevent it. Some people don't want to take the bus because they think it's full of dangerous people, which is unfortunate. He said he saves about \$10/month taking the bus.
- Debbie Jahnke said there is this notion that transit is your last possible choice instead of your first choice.
- Tim Caldwell stated that the challenges on the Board are valid for all transit agencies. What are the service levels, and where will we set the levels of comfort, safety, and reliability. If we put this wish list together, how will it be funded?
 - Aaron Gooze said in Jefferson County there is a Comprehensive Plan that is planning for 25% population growth in 6 years. The emphasis of this plan for transit is how to appropriately accommodate that growth. We will try to grow ridership and also accommodate some of the growth.
- Brandon Maxwell asked if the intercounty connections were fully funded by JTA.
 - Sara Crouch said JTA receives grant funding to connect to the other transit agencies. It is part of our federal grant funding that we continue to maintain regional connections.
- Ariel Speser said this is exciting because so much that comes to us from the Transit Board, the City level, or the regional transportation planning organization level is predetermined, and it is refreshing to have a project that we all can help create the final product by giving meaningful input.

2. Approval of Minutes, August 7, 2019

Motion: Anne Metcalfe moved to approve the 8/7/2019 CAC minutes.

Tim Caldwell would like to make one correction in the minutes. The minutes stated Tim Caldwell "was on" the ferry advisory committee, he is no longer on that committee.

Tim Caldwell moved to amend the motion to approve the corrected 8/7/2019 CAC minutes. Vivian Kuehl seconded.

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

3. New Agenda Items

We would like to add recommendations for a new CAC member and Vice-Chair nominations to the agenda under New Business.

4. Old Business

a. Reconsider Motion to Recommend Scott Walker to the CAC Board

Darrell Conder requested to bring this back to the CAC Committee for discussion. Because Brenda Williamson resigned from her position, we will need to add at least one new member. We will discuss this in New Business under 5 c – Recommendations for a New Member.

5. New Business

a. Discuss Re-appointment of Positions 5, 6 & 7 for a 2-year Term

CAC Board Members in positions 5, 6, and 7 one year term limits will expire in December 2019. Those members are Anne Metcalfe, John Nowak, and Brenda Williamson, who has resigned. If the members are interested in continuing as CAC Board Members, we ask for a motion to extend their terms for two years and make a recommendation to the Authority Board.

Motion: Tim Caldwell moved to approve the re-appointment of positions 5, 6 & 7 for a 2-year term. Brandon Maxwell seconded.

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

b. Set Terms for Positions 8 through 15

The Bylaws did not specify term limits for positions 8 through 15. We can stagger the last 8 term limits the same as the first 7 by adding the following language to the CAC Bylaws: Positions eight (8) through eleven (11) will be appointed for two (2) years. Positions twelve (12) through fifteen (15) will be appointed for (1) year. This language recommendation will be taken to the Authority Board for approval.

Motion: Tim Caldwell moved to approve the Bylaw language for positions 8 through 15. Anne Metcalfe seconded.

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

c. Recommendations for a new member

The CAC can have up to 15 members on the Committee. The Committee should keep group representation in mind when considering a new member. The Committee agreed to wait until the next CAC meeting to nominate a new member. This will allow time to recruit new members from South Jefferson County.

d. Vice-Chair elections

Vivianne Kuehl nominated Brandon Maxwell to be Vice-Chair. Tim Caldwell seconded.

e. Video – Roberts Rules of Order Mastering the 3 most Important Motions.

This video will be tabled to the next meeting. We will send a link to CAC members to watch the video before the next meeting.

f. CAC 2020 Work Plan Discussion

The work plan for 2020 will be the Comprehensive Plan.

6. Reports

a. Leesa Monroe – Ridership Report

This will be tabled to the next meeting. Ms. Monroe stated she would be able to report on all of 2018 and 2019 if we wait until the February meeting for her report.

7. The next CAC meeting date is February 5, 2019, at 3:30 pm.

Public Comment

John Frasca stated he was happy he attended this meeting and learned more about transit.

Adjournment

The meeting was adjourned at 4:59 pm. The next regular meeting is February 5, 2020, at 3:30 pm, and will be held at 63 4 Corner Road, Port Townsend, WA.

Laura Smedley, Clerk of the Board

Date



Jefferson Transit Authority Citizens Advisory Committee 2020 Meeting Schedule

The **Jefferson Transit Citizens Advisory Committee (CAC)** meets at 3:30 pm quarterly, February, May, August, and November on the first Wednesday of the month. Meetings are held in the boardroom of JTA's Maintenance and Administration Facility at 63 4 Corners Road, Port Townsend, WA.

February 5

May 6

August 5

November 4

JTA will advertise any changes to this schedule or location in the Legal Notices section of the Port Townsend Leader, and post changes on our website at www.jeffersontransit.com.