

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.

Sj Peck
Sj Peck, Clerk of the Board

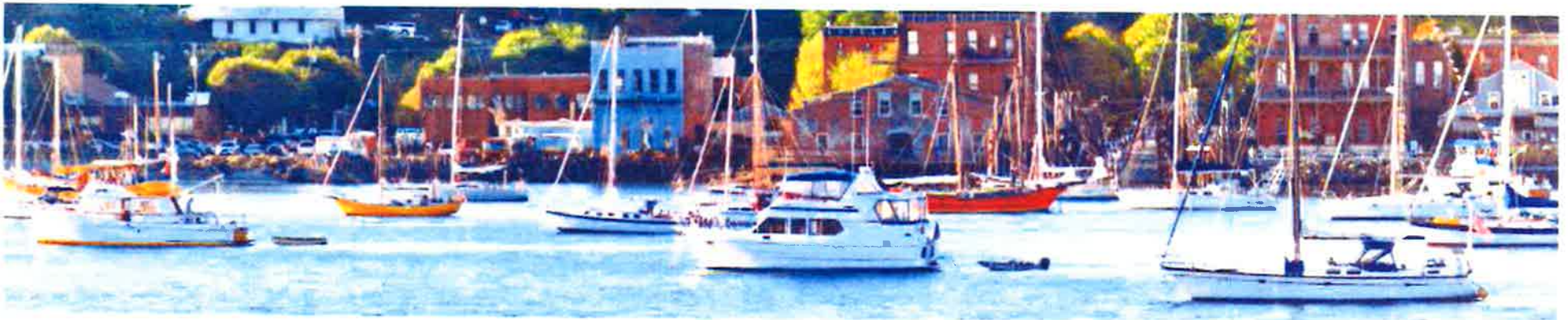
3/23/20
Date



Jefferson Transit Authority Comprehensive Plan

Citizen Advisory Committee Meeting

Wednesday, November 6th, 2019



Introductions



Kendra Breiland
Principal-in-Charge



Aaron Gooze
Project Manager



Daniel Dye
Deputy Project
Manager



Josh Steiner
Transit Service
Standards



Sarah Saviskas
Public Outreach



Bill Grimes
Outreach Lead
SCJ Alliance



Eric Ktchen
Financial Analysis
ECONorthwest

What this Meeting will Cover

1. Plan Objectives
2. Understanding Transit
3. Project Approach
4. CAC Engagement Approach
5. Follow-up Questions

Objectives of the Plan

The Mission of Jefferson Transit Authority:

To provide reliable, safe, 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.

Objectives of the Plan

Key Questions to Address:

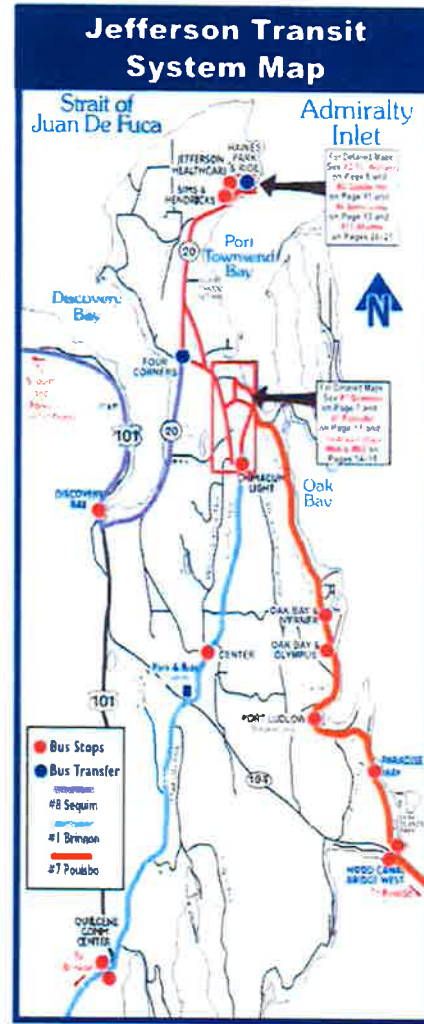
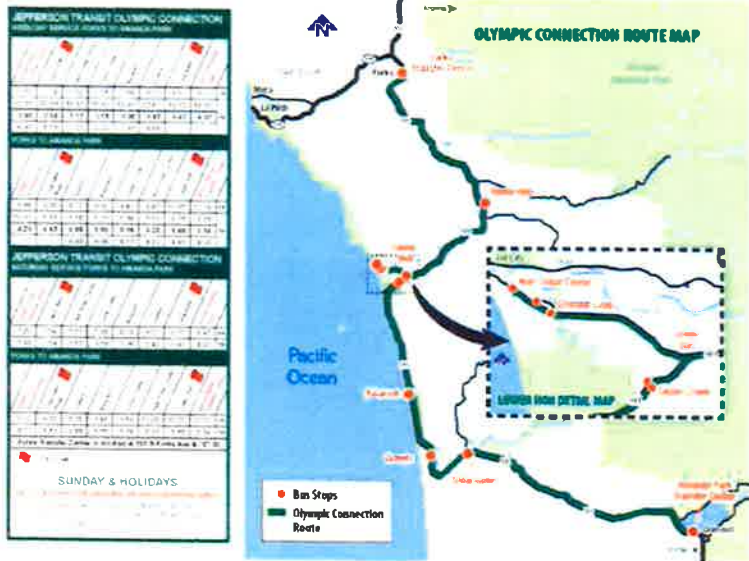
- What is reliable?
 - What is safe?
 - What is comfortable?
 - How do you define “cost effective”?
 - How much energy reduction is desired?
 - How to contribute to cultural and economic benefit of the County?
-
- How are current travel trends impacting these objectives and what should we consider for future transit planning?
 - Planning for growth over next twenty years*
 - 25% population growth
 - 60% employment growth

*Per Jefferson County Comprehensive Plan, December 2018

Understanding Transit



Current Jefferson Transit Service



Jefferson Transit Connections to Other Counties

Contact individual Transit Authorities for their schedule information

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CLALLAM TRANSIT
 1-800-858-3742
www.clallamtransit.com
 Connections with Sequim to Port Angeles and Forks
- 
GRAYS HARBOR TRANSIT
 1-800-562-9730
www.ghttransit.com
 Connections with West Jefferson Transit in Amanda Park, Lake Quinalt
- 
ISLAND TRANSIT
 1-800-240-8747
www.islandtransit.org
 Connections with Island Transit via Washington State Ferries - Port Townsend to Coupeville
- 
JEFFERSON TRANSIT OLYMPIC CONNECTION
 1-800-371-0497
www.jeffersontransit.com
 Connections with Clallam Transit in Forks south to Amanda Park/Lake Quinalt
- 
KITSAP TRANSIT
 1-800-501-7433
www.kitsaptransit.com
 Connections with Kitsap Transit in Poulsbo to Bkinridge Island Kingston, Kitsap Mall, Simpson Ferry Dock and Washington State Ferries at Bellingham
- 
MASON TRANSIT
 1-800-374-3747
www.masontransit.org
 Connections with Mason Transit at Triton Cove to Shelton and Olympia

Two Functions of Transit



Mobility: Where can you travel within a given amount of time?

Access: How many useful things can you do?

Frequency vs. Coverage

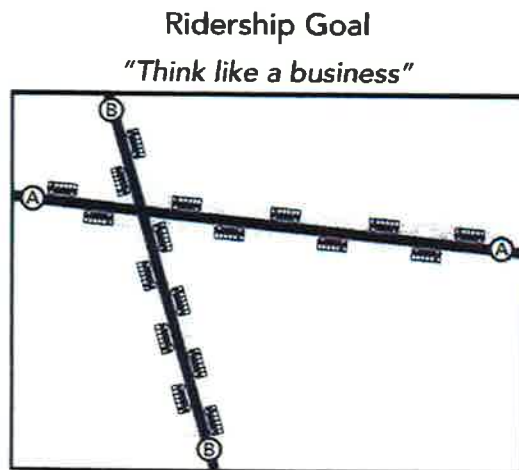
What is Frequency?

- The number of buses that arrive in each hour
- Also defined as “headway”
- Ex. A 15-minute headway means that four buses arrive at a stop each hour
- More frequency provides more availability of service when someone wants to travel and reduces the waiting time for a bus

What is Coverage?

- How close the route and the stops are to your origin or destination
- More coverage reduces the amount of time required to walk to or from the bus stop
- Ex. A route with stops spaced every $\frac{1}{4}$ mile provides more coverage than a route with stops spaced every $\frac{1}{2}$ mile

Frequency vs. Coverage Priorities



Ridership Goal:

- Density of people/jobs near service
- Productivity
- Frequency/Span

Allocation of Resources



Coverage Goal:

- People/jobs near service
- Lifeline access to critical services
- Geographic equity/ Environmental Justice communities served

Transit Service Priorities

- Balancing different needs and priorities
- What is important to you about your local transit service?



Coverage
Where bus stops are and where routes are available



Service Type
Local (more stops, all day service) vs. Commute (limited stops, peak-hour service)



High Frequency
How often the bus comes



Comfort & Safety
How enjoyable your ride is, how safe you feel



Span of Service
How early service starts, how late service ends



Low Cost
How much you pay to ride



Project Approach



Elements of a Successful Planning Process

- Leverage local expertise
- Apply transit planning principles
- Utilize innovative data and technical approaches
- Develop a successful implementation and evaluation framework

Steps in the Plan Development

1. Data sources and baseline conditions
2. Emerging trends research
3. Strategy development to achieve transportation and climate goals
4. Funding and implementation

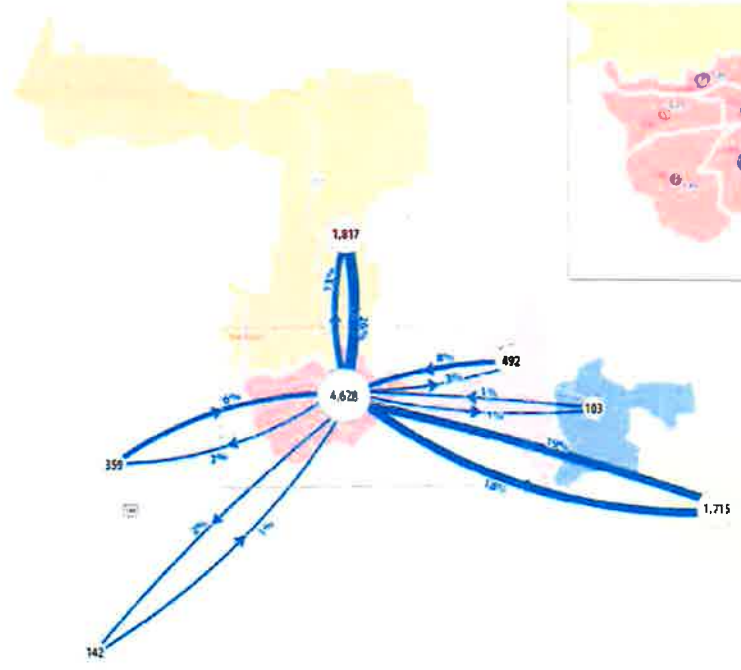
Engagement with the community throughout

What Data and Information Will Inform the Plan

- Jefferson Transit Authority (JTA) operations and financial data
- Community and stakeholder feedback
- Partner agency feedback
- Jefferson County Comprehensive Plan
- Geographic Information Systems (GIS) data
- Data from similarly-sized transit agencies
- Jefferson County Climate Action Plan
- Census data
- Travel demand data from new sources (GPS, cellphone, etc.)
- Key destinations and community assets
- Tourism-based demand

Example Data Analysis

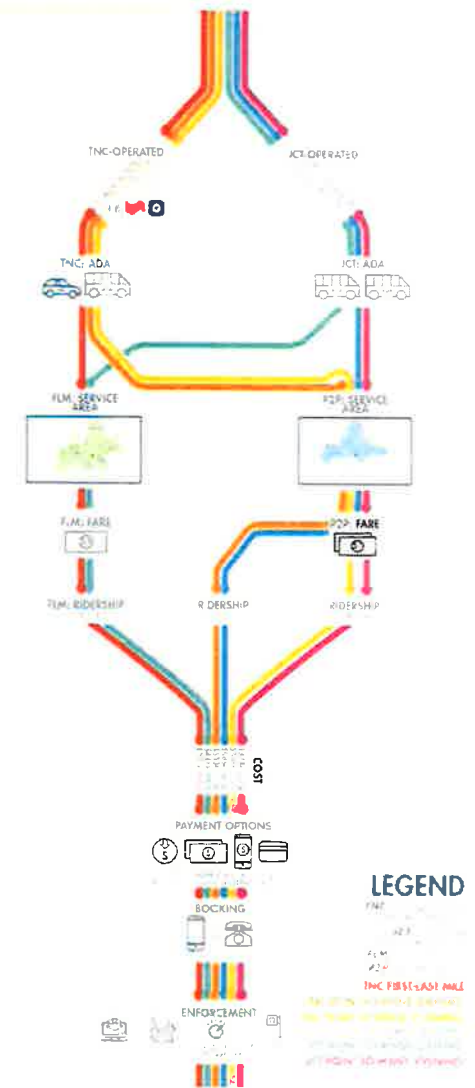
Origin-destination mapping using GPS/cellphone data from Streetlight, Inc.



Emerging Trends and New Expectations

- Defining the objectives and purpose of different transportation services:
 - Backbone service (fixed-route)
 - Crowd-sourced service (microtransit)
 - On-demand ridehail
- Service standards revisions
- Leveraging agency partnerships
- Pilot programs for innovative services
- Electrification of the fleet










Example: Josephine Community Transit



Strategy Identification and Evaluation

- Develop options for service
- Determine evaluation criteria
- Evaluate service options
- Consider trade-offs

Example: Everett Transit Long Range Plan

Aspects	Frequency service option*	Coverage service option*	Today's service
 Number of people riding the bus	18,000 individual daily trips 15% of people taking transit for their commute	14,000 individual daily trips 14% of people taking transit for their commute	8,500 individual daily trips 9% of people taking transit for their commute
 Frequency during the busiest commute times	10-minute average wait time	13-minute average wait time	17-minute average wait time
 Frequency in the middle of the day, at night, and on weekends	12-minute average wait time	20-minute average wait time	23-minute average wait time
 Percent of people and jobs within walking distance of transit	60% of Everett residents and jobs within walking distance	70% of Everett residents and jobs within walking distance	70% of Everett residents and jobs within walking distance
 Percent of low income and minority Everett residents within walking distance of transit	65% of low-income and minority Everett residents within walking distance	75% of low-income and minority Everett residents within walking distance	74% of low-income and minority Everett residents within walking distance
 Direct service to where you're going, so you don't have to transfer as often	70% of Everett Transit trips are direct	82% of Everett Transit trips are direct	80% of Everett Transit trips are direct
Travel time examples (includes estimated wait, walk, and in-vehicle travel times)			
 Twin Creeks to Boeing	40-45 minutes	50-60 minutes	60-70 minutes
 Everett Mall to Downtown Everett	35-40 minutes	40-45 minutes	45-50 minutes
 Northwest Everett to Everett Station Light Rail	25-30 minutes	20-25 minutes	25-30 minutes

*Data for the frequency and coverage service options are calculated based on unincorporated growth and usage in 2040.

Source: Fehr & Peers, Everett Transit Long Range Plan

Engagement and Outreach Plan



- Public engagement strategies
 - Riders and non-riders
 - Diverse opinions
- Transit staff engagement
- Transit staff support
- CAC engagement at critical decision points

MEETINGS

- ◆ Stakeholder Workshop
- ☁️ Public Outreach
- 🌀 Board

DELIVERABLES

- ① Work Plan & Outreach Strategy
- ② Workshop & Outreach Materials
- ③ Strategies & Objectives Summary Memo
- ④ Draft Comprehensive Plan
- ⑤ Final Comprehensive Plan



Questions?

Please send further comments to Laura Smedley,
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lsmedley@jeffersontransit.com

FEHR  PEERS


SCU ALLIANCE

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