



**JEFFERSON TRANSIT AUTHORITY
CITIZENS ADVISORY COMMITTEE MEETING
Wednesday, February 3, 2021, 3:30 p.m.**

COVID-19 NOTICE:
NO IN-PERSON ATTENDANCE ALLOWED
(Per Governor Inslee's Amended Proclamation 20-28)
To listen to meeting live dial:

United States (Toll Free): [1 877 568 4106](tel:18775684106)
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Access Code: 828-513-557

AGENDA

Call to Order/Welcome

Public Comment

SUBMITTING COMMENTS DURING COVID-19: During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely to Jefferson Transit by email. Emailed comments will be read aloud by staff for up to three minute's during the meeting's public comment period. **Email your comments before 2:30 PM on the day of the meeting, using the following email address:** speck@jeffersontransit.com

- 1. Consent Agenda**
 - a. Approval of November 4, 2020 Minutes
- 2. New Agenda Items**
- 3. Old Business**
 - a. New Chair Appointee
- 4. New Business**

Public Comment

Adjournment - Next Scheduled Meeting: May 5, 2021

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.

Jefferson Transit Authority Citizens Advisory Committee Remote Meeting Minutes

Wednesday, November 4, 2020, 3:30 pm
63 4 Corners Road, Port Townsend WA

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

Authority Board Member Present: Jefferson County Commissioner Kate Dean

Staff Present: General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Nicole Gauthier, Mobility Operations Manager Miranda Nash, and Executive Assistant/Clerk of the Board SJ Peck

CALL TO ORDER/WELCOME

The meeting was called to order at 3:31 pm by Committee Vice Chair Brandon Maxwell.

PUBLIC COMMENT

There was none.

FEHR & PEERS – COMPREHENSIVE PLAN PRESENTATION **Please see attached presentation**

Aaron Gooze and Daniel Dye of Fehr and Peers discussed the Long Range Plan and gave a PowerPoint presentation on the following:

- Project Status and Recap
- Growth in Jefferson County and JTA
- Bookend Service Concepts
- Evaluation of Concepts
- Next Steps

The following questions were asked:

- Will you give us an update of what you are doing?
 - Yes, the update will be in the slides.
- Did the surveys include paper?
 - Yes, paper and online surveys.
- Was the survey taken during the Pandemic?
 - No, the survey closed mid-February.

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- Is the emphasis still on expanding ridership?
 - Yes, that is still an objective. Fehr & Peers is looking twenty years out at ridership and routes with an end goal of completely full buses. The CAC role is to look at expanding ridership and we would like feedback from you.
- Where does Quilcene fit?
 - Quilcene is in the rural and resource area subtotal.
- Is On demand like dial-a-ride? Is the demand coming from the rider?
 - Yes, it would resemble dial-a-ride. We will discuss examples from other transit agencies that have approached this type of service.
- How do you calculate the cost per rider?
 - Approximate investment is based on service hours that grow by approximately 25%. Historical cost helps with how JTA provides service to date. Forecast is generated based on level of demand that exists by looking at the population and employment in the area and looking at how service has increased. We compare cost of providing service versus new riders generated.
- What is the current cost per ordinary rider?
 - The JTA Cost Allocation Model takes in account everything that it takes to put service on the road. JTA can share this information.
- Can you adjust “Jane” to a longer time frame?
 - This is worthwhile to look at to have a more complete picture. We may not see a difference in the concepts in Sequim, Poulsbo, and Port Hadlock due to the travel times.
- Will you get into more detail for the level of concept?
 - Yes, more detail with operation schedule changes will happen with the preferred concept.
- In terms of fixed routes in the urban growth area, is that employees or housing?
 - This goes back to evaluation of service concepts. The Streetlight data and the results of these concepts will allow us to figure out the context behind the numbers.
- Is there a way to evaluate frequency of service and reliability?
 - Reliability is measurable but difficult to convey. This is something we can think about: how to convey the value of reliability when service is more frequent. Reliability is not just shorter wait times, it is also knowing that the buses will be on time.
- What is timeline on this project?

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- There was a pause in February due to the pandemic. We will likely target something in January for public sharing of a refined set of concepts for feedback.
- How does the CAC provide feedback?
 - Sj Peck is the contact point. She will gather and distribute the information.
- Does anything stand out to Fehr and Peers from the information gathered?
 - Every agency is unique, although some have similar patterns. I found it interesting that route structures and frequency in Port Townsend are needed to provide benefits to other routes for connection. Also, it is important to find the correct value to expanding coverage.
- What is the comeback plan to promote transit safety after COVID?
 - This is ever changing. JTA is looking at air scrubbers, disinfecting UV lights, and marketing. JTA conducted a survey to find answers to this question. This will be explained later in the meeting. JTA will apply for funding as it becomes available.

CONSENT AGENDA

Approval of August 5, 2020 Minutes

Motion: Darrell Conder moved to approve the February 5, 2020 Minutes. Anne MetCalfe seconded. Vote: The motion carried unanimously, 8-0 by voice vote.

Approval of 2021 Meeting Schedule

There was discussion regarding the calendar. Consent Agenda approved as proposed.

Motion: Debbie Jahnke moved to approve the 2021 Meeting Schedule. Darrell Conder seconded. Vote: The motion carried unanimously, 8-0 by voice vote.

NEW AGENDA ITEMS

The CAC was invited to the join the JTA Public Hearing on November 17, 2020. The presentation and budget book are available on JTA website

NEW BUSINESS

Discussion: CAC Member Terms and Possible New Chair

Darrell Conder explained that some member terms expire January 1, 2021. Mr. Conder asked for discussion on this matter so that it can be discussed at the December 15, 2020 JTA Authority Board Meeting.

There was discussion on the accuracy of the member term dates.

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All members with expiring terms chose to continue as CAC members. Darrell Conder said he wants to continue but will step down as Chair. Brandon Maxwell volunteered to be a temporary Chair until a permanent Chair is decided at the February CAC Meeting.

Discussion: Social Media Policy

Miranda Nash explained that a new JTA Social Media Policy was approved by the JTA Authority Board. Ms. Nash asked that the CAC review the policy. Particularly the section regarding members refraining in from posting on JTA Social Media to align with the Open Public Meetings Act. This will avoid an accidental public meeting.

There was discussion.

Discussion: Jefferson Transit Service Evaluation Survey Summary

Miranda Nash gave a summary of the survey. The purpose of the survey was to receive feedback about ridership and public safety measures during the Pandemic.

There was discussion on social distancing, safety, and ridership. JTA will follow guidelines and educate the public on measures used to keep the public safe.

Kate Dean left the meeting at 5:17 pm.

Discussion: Bikes on Buses

Sj Peck read a public comment from the Board of Directors, Community Arts and Recreation Alliance regarding bikes on buses.

The JTA Bike Policy allows bicycles on two or three rack systems on the front of the buses. JTA hopes to move toward more three rack systems on the buses. Bicycles are allowed inside the buses although only if the bus is not full and the ADA seating is not needed. Passenger seating takes priority over bicycles. Other options have been explored, but JTA has not found any other systems to allow more bikes safely on the buses.

The CAC was asked if the verbiage should be changed in the Bike Policy. There was general consensus that the policy is accommodating and fair. It was suggested that language could be added to acknowledge that JTA will continue explore ways to increase space for bicycles. Bikes on JTA buses are encouraged.

Public Comment

There was none.

Debbie Jahnke mentioned that Mason County has bus partnerships with schools and may be a good resource.

Debbie Jahnke commented on remaining fare free and considering a long-term policy regarding this topic.

There was discussion on fare free transit and public outreach.

Adjournment

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The meeting was adjourned at 5:46 pm. The next regular meeting is February 3, 2021, at 3:30 pm, and will be held at 63 4 Corner Road, Port Townsend, WA.

SJ Peck, Clerk of the Board

Date

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