

Jefferson Transit Authority
Citizens Advisory Committee
Remote Meeting Minutes

Wednesday, February 3, 2021, 3:30 pm
63 4 Corners Road, Port Townsend WA

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

Authority Board Member Present: Jefferson County Commissioner Kate Dean, City of Port Townsend Council Member Ariel Speser

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 3:36 pm by Committee Chair Darrell Conder.

PUBLIC COMMENT

Brenda McMillan commented on morning rider access to outlying areas of Jefferson County.

Ms. McMillan's comment will be forwarded to Fehr & Peers.

Brenda McMillan commented on the bathrooms at Haines Place Transit Center (HPTC).

There was discussion on the HPTC bathroom. Nicole Gauthier will explore options.

CONSENT AGENDA

Approval of November 4, 2020 Minutes

Motion: Debbie Jahnke moved to approve the November 4, 2020 Minutes. Viviann Kuehl seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

NEW AGENDA ITEMS

Kate Dean asked for a follow up discussion on the December Authority Board meeting regarding the CAC and potentially expanding the CAC Board.

CAC members with expiring terms were reappointed.

Darrell Conder is stepping down as Chair of the CAC.

Scott Walker turned in an application to join the CAC.

There was discussion on geographic representation of the CAC Board, various means of new member advertising, and appointing new members.

Debbie Jahnke moved to recommend that Scott Walker be considered by the JTA Authority Board to join the CAC. John Nowak Seconded. Vote: The motion carried unanimously, 5-0 by voice vote

OLD BUSINESS

New Chair Appointee

Darrell Conder explained the expectations for CAC Chair.

Discussion ensued on potential nominees.

Motion: Darrell Conder moved to nominate Debbie Jahnke as the new Chair. John Nowak seconded. Vote: The motion carried unanimously, 5-0 by voice vote.

John moved to recommend that Brandon Maxwell remain as Vice Chair. Darrell Conder seconded. The motion carried unanimously, 5-0 by voice vote.

After the election, Chair Jahnke took the gavel and ran the remainder of the meeting.

NEW BUSINESS

There was none.

PUBLIC COMMENT

There was none.

Tammi Rubert asked the CAC for ideas on the HPTC Bus Loop Project.

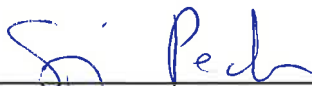
Kate Dean recommended that the CAC Agenda include ridership report or staff update with the topic of increasing ridership.

Tammi inquired about meeting times.

Discussion ensued.

Adjournment

The meeting was adjourned at 4:35 pm. The next regular meeting is May 5, 2021, at 3:30 pm, and will be held virtually at 63 4 Corner Road, Port Townsend, WA.



SJ Peck, Clerk of the Board



Date