

Jefferson Transit Authority Transit Advisory Group Remote Meeting Minutes Wednesday, March 2, 2022, 3:30 pm

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

Authority Board Member Present: Jefferson County Commissioner Kate Dean

Staff Present: Finance Manager Sara Crouch, Fixed Route 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 Chair Debbie Jahnke.

Commissioner Dean gave an update on the Jefferson Transit Authority (JTA) General Manager (GM) recruitment and Interim GM interview process. Discussion ensued. Tim Caldwell was recommended as the Transit Advisory Group (TAG) member representative for the GM hiring subcommittee. Interim General Manager interviews will take place at a special meeting/executive session on March 17, 2022. A special meeting to review the Interim General Manager contract is scheduled for March 29, 2022. The JTA Interim General Manager will start in the beginning of April.

Motion: Debbie Jahnke moved to approve Tim Caldwell as the TAG General Manager Recruitment Representative. Scott Walker seconded. The motion carried unanimously, 8-0 by voice vote.

PUBLIC COMMENT

There was none.

CONSENT AGENDA ITEMS

Approval of January 5, 2022 Minutes

A recommendation was made to add the Kingston route discussion. Fixed Route Operations Manager will be changed to Mobility Operation Manager under the Staff Present Section of the minutes.

Motion: John Nowak moved to approve the January 5, 2022 Minutes as amended. Debbie Jahnke seconded. The motion carried unanimously, 8-0 by voice vote.

NEW AGENDA ITEMS

GM Recruitment
Press Release

UNFINISHED BUSINESS

Discussion re: Tabling

Discussion ensued on the following:

- tabling questions
- transit related materials
- encouraging small changes to support ridership
- promotional video/virtual bus rides
- locations/dates

Miranda Nash will follow up with Scott Walker and Becci Kimball to fine tune tabling details.

NEW BUSINESS

Discussion re: JTA Senior Transportation Needs Assessment Survey

The JTA Senior Transportation Needs Assessment Survey was created to identify transit gaps and needs in the senior community for the Community Help Improvement Plan (CHIP). Miranda Nash asked for feedback from the TAG. Discussion ensued. The survey will be distributed at tabling events.

Discussion re: New TAG Member Application

Retired JTA Operator David Jorgensen applied to become a member of the TAG.

Motion: Viviann Kuehl moved to recommend the Jefferson Transit Authority Board approve David Jorgensen as a new TAG Member. Brandon Maxwell seconded. The motion carried unanimously, 8-0 by voice vote.

Discussion re: Driver Recruitment

JTA is hiring drivers. TAG will include driver recruitment information at tabling events.

Discussion re: Elected Boards to Add Value/Insight to JTAB via PRC

Discussion ensued on who the TAG should recommend for expansion of the Jefferson Transit Authority Board (JTAB).

The following groups were discussed:

- School Districts
- Hospital Commissioners
- Port District

- PUD Commission
- Fire Commissioners

Clerk Update

Tabled until next meeting

RIDERSHIP REPORT Attachment A

Nicole Gauthier reported on the following ridership items:

- Fixed Route Daily Ridership Averages
- JTOC Daily Ridership Averages
- Dial-A-Ride Daily Ridership Averages

Scott Walker suggested that JTA put a press release out about the Long Range Plan and the Point to Point Schedule. A letter to the editor of the paper was also suggested. Tim Caldwell encouraged the TAG to ride the Kingston Express.

PUBLIC COMMENT

David Jorgenson commented on the Kingston Run.

Debbie Jahnke acknowledged Sara Crouch's departure from Jefferson Transit.

Adjournment

The meeting was adjourned at 4:36 pm. The next regular meeting will be held on May 4, 2022 at 3:30 pm.

Sara Peck

SJ Peck, Clerk of the Board

8/24/2022

Date