

**Jefferson Transit Authority  
Public Transportation Benefit Area (PTBA)  
Board Composition Conference**

**Meeting Minutes**

Tuesday, December 16, 2014, 2:48 pm  
701 Harrison Street, Port Townsend, WA

**CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair and Jurisdiction Representative for Jefferson County David Sullivan at 2:48 pm. The second Jurisdiction Representative for the City of Port Townsend present was Robert Gray.

**STAFF PRESENT**

General Manager Tammi Rubert, Fleet and Facilities Manager Ben Arnold and Executive Assistant/Clerk of the Board Laura Smedley.

**DISCUSSION ON THE SERVICE AREA**

General Manager Tammi Rubert explained that the PTBA's Authority Board consists of elected officials selected by the Governing Body of the City of Port Townsend and Jefferson County's Legislative Authority. Jefferson Transit Authority's (JTA) PTBA Board reviews the composition of the Board on a quadrennial basis as required by statute.

Ms. Rubert shared the determining factors used by other agencies to establish Board representation which included: ridership; population in the geographic location of the service; and revenue miles per jurisdiction. According to the United States Census Bureau, the population of Jefferson County in 2010 was 29,872. In 2013 it was 30,076, a population increase of 204. Port Townsend is the only incorporated city in Jefferson County and its population in 2010 was 9,130. In 2013 it was 9,210, a population increase of 80. JTA's PTBA has a service area of 259 square miles. We provided over 297,000 rides in 2014. JTA is not proposing an increase in service in 2015.

Current JTA Bylaws state that the Governing Body should consist of six (6) members; two (2) elected City Officials, three (3) County Commissioners and one (1) non-voting member of the Union.

The purpose of today's conference is to determine if the Board size needs to be increased. The above information presented is the same criteria that other transit agencies review when they assess the composition of their own Boards.

## DISCUSSION ON BOARD COMPOSITION

Robert Gray asked if JTA had reached out to other agencies in Jefferson County such as the School Boards, the Port, or the Hospital, to determine if there would be interest in serving on JTA's Board. Tammi Rubert replied that a selection process would need to be developed to determine the agencies JTA would solicit, should this be in the interest of the Board. Discussion followed on the process.

David Sullivan stated that the question today is if we want to expand the Board. He would also like the entire Board to be involved in implementing the process. He believes the logical time to expand the Board would be when there is growth in the Tri-Area.

Robert Gray believes that now is the time to reach out to other agencies. That is what is important to the public. We should ask other agencies if they are interested. He would like to have other agencies apply for a Board position, asking how they might help JTA. The Board as a whole would then evaluate the applicants and make a decision on how large the Board should be.

David Sullivan believes JTA already executes outreach and cooperation with all the aforementioned agencies, and this can continue without expanding the Board. It is a way of shifting the balance of the majority on the Board.

Robert Gray believes that, at the very least, the Board should consider bringing back the Citizen's Advisory Committee (CAC) and establish a process to work with other Boards to hear their input. He would be willing to compromise on increasing the Board size if these two (2) conditions could be organized.

David Sullivan stated that this conference is to decide if the Board should be expanded. The other issues would be for the entire Board to discuss.

Robert Gray presented other Boards as examples showing how well large Boards function. He stated that adding one (1) Board member to this group does not seem detrimental.


David Sullivan disagreed and said that everything Robert Gray is suggesting can be done without adding a Board member.

Robert Gray asked what the process would be if the Representatives disagreed. With research assistance from the Washington State Department of Transportation (WSDOT), JTA had previously determined that if there was no decision or agreement, it would mean that no change in the composition of the Board would occur.

The Representatives were in disagreement; therefore, no change in the composition of the Board will take place.

**ADJOURNMENT**

The conference was adjourned at 3:06 pm.

  
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Laura Smedley, Clerk of the Board

2-17-15  
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Date