

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 20, 2015, 1:30 pm
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:35 pm. Other members present were Catharine Robinson, Kathleen Kler, Robert Gray and Lloyd Eisenman.

David Sullivan recognized newly-elected County Commissioner and Authority Board Member Kathleen Kler. He also recognized new Shop Steward Karen Kautzman.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold, Operations Manager John Koschnick and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Brenda McMillan commented on public comments, bus shelters and routes.

Darrell Conder asked about the status of future Mason Transit connections.

Rick Jahnke read a statement about the re-zoning of the Sims Way property.

Debbie Jahnke would like the minutes of the Board Composition meeting expanded.

Burt Langsea commented on Board expansion and the Citizen's Advisory Committee (CAC).

Jim Todd commented on the public perception of JTA.

Phil Johnson entered the meeting at 1:38 pm

Response:

There was a discussion regarding when to begin planning how a CAC would function in the future.

NEW AGENDA ITEMS

Authority Board Member elections.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

- Sales tax for October 2014 is 11% higher than 2013.
- Revenue report.
- Vanpool is under budget due to the loss of a group.
- Fixed route came in under budget.
- Overall, the budget is almost 7% under budget.
- Capital activity for December.

CONSENT AGENDA

a. Approval of Minutes, December 16, 2014

Catharine Robinson suggested the following corrections to the December minutes:

- Page 4, add that the Board reconvened after the statement that the meeting was recessed for the Board Composition Conference.
- In the first motion, change the wording to note that Catharine Robinson did not amend the motion but clarified the motion as to the specifics.
- Under the "Vote" section of the second motion, add that Catharine Robinson and Robert Gray recused themselves.

b. Approval of the Board Composition Conference Minutes, December 16, 2014

- There was discussion and agreement to expand the Board Composition Minutes. Also, in the first paragraph of the minutes, the jurisdiction each person represents will be added.

c. Approval of Expenses, December 2014

Motion: Robert Gray moved to approve the Consent Agenda with changes. Phil Johnson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 15-01: To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended) and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin.

Sara Crouch presented the Resolution. She stated the changes provide greater clarity, accountability, transparency and consistency. The State provided a template to follow so all Title VI Plans will be similar and consistent.

Motion: Catharine Robinson moved to adopt Resolution 15-01: To adopt a plan to ensure compliance with Title VI of the Civil Rights Act of 1964 (as amended) and to ensure the level and quality of transportation service is provided without regard to race, color, or national origin. Phil Johnson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

ELECTIONS

It was agreed the current elected Board Chair would continue until the end of this meeting. Phil Johnson was nominated for Board Chair by David Sullivan. Robert Gray nominated Catharine Robinson for Board Chair. Ms. Robinson stated because the City Council has recused themselves due to ongoing issues with transit, it may be better to have a County Commissioner as Chair. Robert Gray withdrew his nomination for Catharine Robinson to be Board Chair and supported her position as Vice Chair.

Motion: Robert Gray moved to nominate Phil Johnson as Board Chair and Catharine Robinson as Vice Chair. Kathleen Kler seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

REPORTS

General Managers Report – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative updates
- Upcoming staff meeting schedule
- 2015 work plan
- New facility updates
- IT updates
- Mobility updates

Phil Johnson asked that the Board be kept up-to-date on legislative issues in order to take those to Olympia.

Operations Report – John Koschnick
Please see Attachment C

John Koschnick reported on the following items:

- January Employment Anniversaries
- New schedules effective January 26, 2015, with one minor change.
- Working with WSDOT adding bus stops to maps.
- New Facility Service plan.

Catharine Robinson asked where and when Public Meetings for the New Facility service will be held. Mr. Koschnick reported they will be scheduled in mid-February and will be held in Port Townsend, Port Hadlock and Quilcene.

Maintenance Report – Ben Arnold
Please see Attachment D

Ben Arnold reported on the following items:

- Total fuel usage for 2014.
- Jefferson Fire and Rescue usage for 2014.
- Preventative Maintenance for 2014.
- Received 4 shelters from Intercity Transit.

RIDERSHIP

Robert Gray asked about the decline in ridership on the Castle Hill, Brinnon and Poulsbo routes. Mr. Koschnick confirmed a decline in the Sequim and Poulsbo routes, but the Brinnon and Tri-Area routes have shown growth over the last few years. He also pointed out that when Howard Street is finished, the Castle Hill route will be able to access that area. Tammi Rubert commented that JTA predicted a ridership drop of 4% with the cancellation of Sunday service, but ridership is down only 3.1%.

Catharine Robinson would like to see statistical movement of Dial-A-Ride applicants and what the usage is on an annual basis.

PUBLIC COMMENT

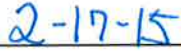
There was none.

ADJOURNMENT

The meeting was adjourned at 3:31 pm. The next regular meeting will be held Tuesday, February 17, 2015, at 1:30 p.m.



Laura Smedley, Clerk of the Board



Date