

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 21, 2014, 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 1:32 pm. Other members present were Catharine Robinson, John Austin, Robert Gray and Lloyd Eisenman.

STAFF PRESENT

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

Phil Johnson entered the meeting at 1:33 pm.

PUBLIC COMMENT

Brian Aston would like to see the Food Co-op as the first stop on the first #7 Poulsbo run.

Rick Jahnke asked which jurisdictions would be receiving letters regarding the upcoming composition of the Board. He also discussed other transit agency board compositions.

Steve Oakford commented on JTA's board composition and suggested other groups whose members who could be invited to the transit board.

Thuy Langsea commented on board composition and funding.

Rose Harris would like to see a cross walk put in on Sims Way and Benedict Street.

Brenda McMillan would like Cammy Brown to be on the transit board.

Scarlett Sankey is in favor of increasing the size of the board.

Jim Todd supports expanding the board.

Burt Langsea supports expanding the board and would also like to see the first #7 Poulsbo pick up riders before reaching Aldrich's Market.

Todd Wexman would like to see the board expanded.

Darrell Conder supports adding members to the board.

Catharine Robinson responded to Rose Harris and shared that the City of Port Townsend is working on that crosswalk with the State of Washington.

John Koschnick responded to Brian Aston regarding the #7 Poulsbo run and explained the process for a requested service change. JTA will keep this request in consideration.

Tammi Rubert explained to Rick Jahnke that the City of Port Townsend and Jefferson County are the only jurisdictions that will be receiving letters regarding the board composition review. The Chair of the County Commissioners and the City Mayor will each appoint a representative.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT

Sales tax for July came in 5% higher than July 2013 which is an encouraging sign. It was 11% higher than budgeted. The cumulative total was 4% lower than 2013 receipts. Our East-side fare box revenue is down compared to budget. Ridership is down for September 3.68% from last year, which can be attributed to cancellation of Sunday service. Grant revenue is over budget.

JTA is over budget for fixed route and for dispatch. We did have the extraboard alleviating the over budget problem for the transit operators. Unfortunately, we lost one extraboard driver to injury, but found light duty for this driver.

Towing and offsite repairs are making vehicle technical services over budget. We will be requesting two (2) new buses in our Consolidated Grant to be used in Forks, and will bring the Jefferson Transit Olympic Connection (JTOC) vehicles over for use in East Jefferson County. Our mechanics are licensed to repair these vehicles, so by not sending the vehicles out for repair, we can save money.

Remaining over/under budget line items are due to timing issues. It is important to note that overall we are tracking over 5% under budget for our expenses. We are monitoring them carefully.

The capital activity in September included construction invoices, materials testing, Project Management and construction based design services. There was no other capital activity except for the new facility.

CONSENT AGENDA

Robinson suggested the following corrections to the September minutes:

- Adding to “Board Members Present” that John Austin was excused.
 - Correct the spelling of Rick Jahnke’s name in the Public Comment section.
 - On page nine (9) where it is stated, “the motion was carried 3-1 by voice vote”, add who was opposed when there is opposition. David Sullivan’s name will be added as opposed.
- a. Approval of Minutes, September 16, 2014
 - b. Approval of Expenses, September 2014

Motion: Phil Johnson moved to approve the Consent Agenda with changes. Catharine Robinson seconded.

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

OLD BUSINESS

There was none.

NEW BUSINESS

There was none.

REPORTS

General Managers Report – Tammi Rubert

Legislative Updates

Negotiations for a transportation revenue package continue, however, there has been a solid statement regarding an agreed upon package in the 2015 legislative session. The Washington State Transit Association (WSTA) continues to work on what Transit’s message and agenda to the Legislators will be for the 2015 session. They will continue to work on sustainable funding.

Upcoming WSTA Board and Committee meeting dates:

- John Koschnick will attend the WSTA Operations Committee Meeting October 22-24 in Oak Harbor.
- Laura Smedley will attend the WSTA Clerks of the Authority Committee Meeting October 27-28 in Olympia.
- Tammi Rubert will attend the WSTA Human Resources Round Table Committee Meeting November 6-7 in Olympia.
- Tammi Rubert will attend the WSTA Board 4th Quarter Meeting November 13-14 in Everett.

Planning

Following the September 27, 2014 Planning Commission Meeting regarding the rezone of the Sims Way property, JTA met with the City of Port Townsend to discuss concerns about the MDNS (Mitigated Determination of Non-Significance). On October 9, 2014, the Port Townsend Planning Commission met and voted to accept and recommend JTA's amended rezone application. The application will be presented to the City Council for a decision.

JTA has started planning for our 2015-2017 Consolidated Grant, which is due on November 4, 2014. We will present our projects at the Regional Transportation Planning meeting on November 14th. A ranking committee will then rank each project.

New Facility Update

The work that has been recently completed are the footings for the fuel facility; the visitor's bus loop; and the storm pond. The slab pour has been completed for Building A, which is the administration building. It has cured for seven (7) days, and the Pre-Engineered Metal Building (PEMB) was delivered yesterday, October 20th. They will inventory the pieces and then begin standing the columns. It will be assembled in stages. We are on budget and schedule.

Mobility Coordinator Update

Leesa Monroe recently met with Marci Jaffe to discuss Google Transit and the upcoming schedule changes for the new facility.

Ms. Monroe attended her first series of on-line meetings at the request of Washington State Transit Insurance Pool (WSTIP), which is our insurance company, to discuss development of Americans with Disabilities Act (ADA)/Paratransit best practices. Five (5) transit agencies were asked to participate. She will provide updates as they are available.

Ms. Monroe is also planning for the 2nd annual Toys for Tots/Stuff the Bus event. Last year's joint venture was very successful. This year the Stuff the Bus event will be held Saturday, December 6th.

Ms. Monroe recently created 200 promotional brochures and distributed complimentary day passes to Jefferson Healthcare for their employees. She will also be communicating with the City of Port Townsend and Jefferson County to find out how JTA can meet their transportation needs.

Maintenance Report – Tammi Rubert for Ben Arnold

There has been a large amount of shelter damage recently. The glass and schedule holder were broken at Quincy and Adams. The Treehouse shelter was tagged with paint. The Four Corners/Sequim shelter was also tagged with paint, and the bus stop signs at Four Corners and Highway 19 were run over by a car.

Mr. Arnold scheduled a meeting with a company who will show options for security cameras at the new facility and the Visitors Information Center.

Mr. Arnold is also getting quotes to change the Haines Place Park and Ride lighting to LED.

Miscellaneous

Tammi Rubert distributed examples of Marketing and Advertising to the Board.

David Sullivan understands the enthusiasm around the construction of the new facility, but suggests we keep in mind that this is an essential component of financially stabilizing transit for the long run, especially considering the shakiness of some funding sources at the State and Federal level because of their inability to come together on a transportation package. If we had not built the new facility, JTA would have had to repay grants, and those funds would have had to come out of service. Ms. Rubert added to Mr. Sullivan's statement by saying when an agency accepts grant money, it enters into a contract. If it defaults on that contract, it does not suggest potential for future grant funding. JTA is being very careful and staying within our budget for the new facility.

Operations – John Koschnick

October Employment Anniversaries

- Karen Kautzman, Dispatcher 10 years
- Lloyd Eisenman, Field Supervisor 9 years
- Carl Thompson, Operator 16 years
- Rob Bondurant, Operator 16 years

On September 5th and 6th JTA provided our usual transportation for the Wooden Boat Festival. Ridership for Wooden Boat was 4,287 passengers on our dedicated shuttles. This was an increase of 21% over last year's ridership.

On October 12th, our Fall bid for driver shifts began and will run through January 10, 2015.

On October 18th, the first meeting of the New Facility Service Review Committee was held. The committee is comprised of a few staff from each department. We hope to possibly have some service models ready to present for public comment at next month's Board meeting.

For future events, JTA is preparing for All Staff Training Day on November 11th. This training is done every year. It is our best opportunity to bring everyone in the agency together.

JTA is also preparing for winter driving which includes attending the 2014-2015 Winter Prep Interagency Meeting at WSDOT Port Angeles Maintenance Facility. This brings together the State Patrol, WSDOT and other transportation providers on the peninsula to discuss how to manage the upcoming winter.

RIDERSHIP

Ridership is typical for this time of the year. There was a decrease from last month of about 2.5%. The Tri-area routes still have the steadiest ridership. Dial-A-Ride is holding at 2.7 boarding's per hour and 95% on-time performance.

PUBLIC COMMENT

Todd Wexman said that JTA should not purchase the VIC from the City of Port Townsend.

Brenda McMillan asked if the New Facility Service Review Committee on the 18th was open to the public. She also asked why All Staff Training Day is not held on a Sunday. In addition, she would like better notification posted next year that there will be no JTA Sunday service for Wooden Boat Festival.

Scarlett Sankey stated that diversity and representation were reasons to add more people to the Board.

Rick Jahnke commented on the Board Composition.

Steve Oakford would like the \$1.00 surcharge to be levied both ways on the routes that leave the County.

Darrell Conder asked for clarification as to when the new facility will be completed and when JTA will move.

Brian Aston asked if a feasibility study has been done on the cost of continuing service on the west side of the County.

Steve Oakford commented on the graffiti and how it was successfully dealt with in Seattle. Schools or organizations were allowed to adopt shelters and paint them.

Responses

John Koschnick responded to Brenda McMillan's question stating that the New Facility Service Committee meeting had already been held on October 18th. In regard to her question concerning All Staff Training being held on Sundays, Mr. Koschnick stated he would like to see changes made to the training when we are located in our new facility. Tammi Rubert stated that information regarding no Sunday service for Wooden Boat Festival was posted on JTA's website and advertised in the PT Leader.

Tammi Rubert responded to Darrell Conder's question by stating the new facility will be completed in March, and JTA is planning to move by June.

Sara Crouch addressed Mr. Aston's remark by stating that WSDOT provides 52% of the funding for West-side service. It is a part of our County and a lifeline service for those residents. David Sullivan added that it is part of the regional connection aspect of JTA's grants, which is one of the reasons JTA receives state funding. Tammi Rubert said regional connectivity is a performance criteria for our grant funding.


Phil Johnson talked to several members of the public over the last few days, and he determined that JTA having a physical presence at the Haines Place Park & Ride is incredibly important.

ADJOURNMENT

The meeting was adjourned at 2:43 pm. The next regular meeting will be held Tuesday, November 18, 2014, at 1:30 p.m.



Laura Smedley, Clerk of the Board



Date