

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, November 17, 2015, 1:30 pm  
63 4 Corners Road, Port Townsend, WA

### **CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan, Robert Gray and Karen Kautzman with Kathleen Kler excused.

### **STAFF PRESENT**

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

### **PUBLIC COMMENT**

Lys Burden commented on the importance of Citizens Advisory Board.

Debbie Jahnke seconds Lys Burden's comment.

Brenda McMillan commented on the budget.

### **PUBLIC BUDGET HEARING**

The 2016 budget was presented and JTA asked for questions from the public.

Ben Arnold discussed the need for a snorkel lift. It was suggested that Mr. Arnold contact the City and County about partnering interest.

### **PUBLIC COMMENT**

Jim Todd commented on pursuing partnering with other agencies for large pieces of equipment.

Darrell Conder is not opposed to transit having needed equipment but asked if Wooden Boat Sunday service is in the budget.

Sara Crouch stated that additional service is included in the budget, but not specifically Sunday Wooden Boat service.

Burt Langsea asked for more details about Sara Crouch's response.

Ms. Crouch said provisions are in the budget for additional service hours in 2016. It is not specified how this will be used.

Jim Todd commented on Wooden Boat Sunday service.

Robert Gray asked what other equipment had been added to the budget. Ms. Crouch responded that a used, parking lot vacuum/wash and generator had been added. Mr. Arnold is getting quotes for a sweeping service.

The restrooms at Haines Place Transit Center (HPTC) were discussed.

Haines Place upgrades are included in the 2016 budget for striping, ramp rail, tree removal, etc.

Ben Arnold reported on the cost to install a public door into the restroom at HPTC. An electrical permit, two L & I permits, and a building permit from the City of PT will be needed. The four bids received were between \$2,000 and \$1,674. Contractors are hesitant to take the job because of the required L & I permit.

Professional commercial cleaners were also contacted. They quoted \$25 per day. At four days a week, this adds up to \$400 per month plus a \$35 call in fee and \$35 per hour for emergency cleaning.

Jim Todd asked if money has been budgeted for shelters at the Food Bank.

Ben Arnold has been working on permits with the City of Port Townsend.

The Public Hearing will remain open until the next public meeting on December 15, 2015.

## NEW AGENDA ITEMS

Tammi Rubert would like to add personnel to the scheduled executive session.

### **FINANCE REPORT - Sara Crouch** Please see Attachment A

Ms. Crouch reported on the following items:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

## CONSENT AGENDA

- a. **Approval of Minutes, October 15, 2015**
  - Page 5 change next meeting date to November 17, 2015.
- b. **Approval of Retreat-Workshop Minutes, October 20, 2015**
  - Changes to minutes: add Kathleen Kler and Lloyd Eisenman as Members present; change the time of the meeting to 10:03 a.m.; change the name of Workshop Objectives on the first page to 2016 Objectives.
- c. **Approval of Expenses, October 2015**
- d. **Approval of Out-of-State Travel for Tammi Rubert**

***Motion: Catharine Robinson moved to approve the October 2015 Consent Agenda with changes. David Sullivan seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

## OLD BUSINESS

### **a. Citizens Advisory Committee Discussion**

The Board discussed how many volunteers to recruit for the CAC. The last By-laws stated the CAC should be comprised of at least ten, but not more than fifteen volunteers. Discussion ensued as to whether the By-laws should be updated before the CAC is formed, or to recruit members and subsequently ask them to rewrite the By-laws. It was also stated that the Board should determine what duties the CAC performs. There were questions as to whether they should report to the Board or Staff.

Catharine Robinson and Phil Johnson volunteered to start a subcommittee to study the current By-laws and discuss the CAC. They would like to see examples of CAC Bylaws from the City, County, and other transit agencies.

#### **b. 2016 Work Plan**

Tammi Rubert combined her presentation with the other staff presentations and offered a 2016 Work Plan which presents JTA's goals for 2016. JTA's number one goal is always financial stability. We also intend to hold agency and community workshops and continue planning for expanded service and 2016 capital projects.

Capital projects include the additional fifty-space Bike and Ride, Haines Place Transit Center upgrades and purchase of equipment, with approval.

The placement of three bus shelters will be added to JTA's 2016 work plan.

### **NEW BUSINESS**

**Resolution 15-21:** GCB 2068 Capital Equipment Grant Agreement.

This is a grant agreement for the purchase of JTOC buses.

***Motion: David Sullivan moved to approve Resolution 15-21 - Authorizing the Board Chair to sign Capital Equipment Grant Agreement GCB 2068. Catharine Robinson seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

### **REPORTS**

#### **OPERATIONS REPORT – John Koschnick**

Please see Attachment B

John Koschnick reported on the following items:

- Employment Anniversaries
- All-Staff Training Day

#### **MAINTENANCE REPORT – Ben Arnold**

Please see Attachment C

Ben Arnold reported on the following items:

- Miles traveled and gasoline used
- Services done in October
- Shelters
- Back-up generator

## **GENERAL MANAGER'S REPORT**

Please see Attachment D

Tammi Rubert reported on the following items:

- 2016 Legislative Session
- Environmental Assessment on 1615 W Sims Way
- Toys-for-Tots toy collection

Because of time limitations, Ms. Rubert summarized her verbal report.

### **RIDERSHIP**

Ridership for October was down 1.25% from September ridership. The commuter routes performed better than the local routes. We saw approximately five hundred more passengers on the Sequim route in October. This may be attributed to the college passes.

A recent Peninsula Daily News article printed a headline that said "Clallam Transit Foresees Better Budget Outlook." In the article, it stated that Clallam Transit had a 6.2% ridership decrease. JTA's decrease is 3.75%. Clallam Transit attributed the ridership decrease to lower fuel prices and unemployment. Decreased ridership has been observed statewide for rural transit agencies.

Dial-A-Ride boardings-per-hour and scheduled on-time performance are not as good as we would like to see.

### **PUBLIC COMMENT**

Darrell Conder asked if there is a process to identify unused or rarely used shelters.

Ed Stanard asked if JTA has a plan to increase service.

### **EXECUTIVE SESSION**

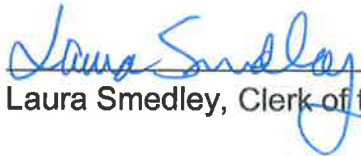
Executive Session per RCW 42.30.110 for discussion regarding property and personnel with no action anticipated.

Executive Session began at 2:51 p.m.

Executive Session ended at 2:59 p.m.

## ADJOURNMENT

The meeting was adjourned at 3:00 p.m. The next regular meeting will be held Tuesday, December 15, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

  
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Laura Smedley, Clerk of the Board

12-15-15  
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Date