

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 15, 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 1:31 p.m. Other members present were David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman, with Catharine Robinson excused.

STAFF PRESENT

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

PUBLIC COMMENT

Jim Todd wanted to recognize the volunteers who provided transportation on Sunday for the Wooden Boat Festival.

Brenda McMillan commented on the trees at the Haines Place Park & Ride.

Lloyd Eisenman commented on Wooden Boat volunteer Sunday service.

Burt Langsea commented on Wooden Boat volunteer Sunday service.

Darrell Conder commented on Wooden Boat volunteer Sunday service, and would like to see the same collaboration for other Port Townsend festivals.

Tim Morgan requested time changes to Sequim and other bus routes.

Margaret Lee would like a bus shelter placed at Lawrence and Taylor with a designated pull out for the bus.

Tammi Rubert thanked the volunteers for providing Sunday service for the Wooden Boat Festival. John Koschnick responded to the time change requests and stated that most routes are interconnected with other routes. Mr. Koschnick also stated he has requested parking spots to be used as a bus pullout on Lawrence and Taylor and will follow up.

NEW AGENDA ITEMS

Discussion regarding restrooms at Haines Place Transit Center.

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, August 18, 2015

b. Approval of Expenses, August 2015

Motion: Kathleen Kler moved to approve the August 2015 Consent Agenda.

David Sullivan seconded.

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

OLD BUSINESS

Discussion about public use of the restrooms at the Haines Place Transfer Center (HPTC).

JTA will get estimates on security, building reconfiguration, and increased custodial and supply costs for help in reaching a decision.

Motion: Robert Gray moved that estimates be gathered for the next Authority Board meeting. Kathleen Kler seconded.

Ben Arnold stated he would have time to gather all estimates except for the door reconfiguration. Because the building is classified as a mobile home, it will have to go through Labor and Industries to be re-engineered.

Vote: The motion carried 3-0 by vote, with David Sullivan opposed.

NEW BUSINESS

Discussion: Surplus Property List (no action required)

A Surplus Policy was passed on July 21, 2015, at the Board Meeting. The Policy states JTA will notify the Board and the public when items are being surplus through auction or disposal. A surplus list is attached. There is one item to remove from the list.

Second page, third item from the bottom, shows an engine listed which has already been surplused. No Board action is required. This list is for information purposes only.

Resolution 15-15: GCB2069 Operating Grant Agreement

This is JTA's biennial Operating Grant Agreement, which is approximately 20% of our operating funds received from the Federal and State government.

Motion: David Sullivan moved to approve Resolution 15-15: GCB2069 Operating Grant Agreement. Kathleen Kler seconded.

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

Resolution 15-16: Amendment No. 1 to Interlocal Agreement

Resolution 15-16 is amending an existing agreement with Clallam Transit to allow JTA to recognize a single Peninsula College Bus pass sticker. This sticker is attached to student college ID's.

Motion: Kathleen Kler moved to approve Resolution 15-16: Amendment No. 1 to the Interlocal Agreement. Robert Gray seconded.

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

Resolution 15-17: Interlocal Agreement for Mutual Aid

This Resolution allows public transit agencies to join together to provide mutual aid to one another in time of emergency.

Motion: Kathleen Kler moved to approve Resolution 15-17: Interlocal Agreement for Mutual Aid. David Sullivan 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:

- September Employment Anniversaries
- Hood Canal Bridge Incident
- Wooden Boat Festival
- October 5th Service Changes

MAINTENANCE REPORT – Ben Arnold

Please see Attachment C

Ben Arnold reported on the following items:

- Chimacum School sidewalk improvements
- Grant Street shelter completion

- Hospital shelter removal
- Bus wash system
- Bee invasion at Haines Place Transit Center
- No trespassing signs installed on the east side of property
- Wooden Boat Festival
- Tire prices

RIDERSHIP

Ridership in August was slightly down from July by 1.5%, and down overall for the year by 3.23%. Year-to-date route comparisons show Brinnon, Fort Worden and the Shuttles with increased ridership, and remaining routes down. Dial-A-Ride boarding's per hour are at 2.50. We carried 239 mobility aids in August, which is an increase for summer. This is one of the issues which causes JTA's routes to fall behind schedule.

Using WSTA's ASK portal, JTA sent an ASK to all transit agencies in Washington asking if they are experiencing a ridership decrease and to what they attribute that. Most agencies that answered believed it was due to a decrease in fuel prices along with the economic upturn.

Pamela Browning and Shirley Moss requested a ridership analysis for the Food Bank. January through August of 2015, JTA's Dial-a-Ride provided 337 trips to and from the Food Bank on Wednesdays and Saturdays combined. Fixed route on Wednesday is averaging 23 trips per day and on Saturday, 3 per day.

PUBLIC COMMENT

Lloyd Eisenman commented on public restrooms at the HPTC.

Dick Stockman from the Transportation Lab would like to invite JTA staff members to their monthly meetings.

Tim Morgan commented on Dial-a-Ride.

Darrell Conder requested a shelter at the Food Bank.

Burt Langsea commented on restrooms at the HPTC.

Debbie Jahnke commented on restrooms at HPTC.

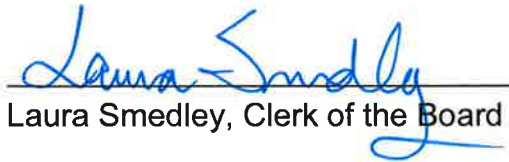
Brenda McMillan commented on driver overtime.

EXECUTIVE SESSION

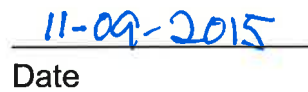
Executive Session per RCW 42.30.110 for discussion regarding personnel, with no action anticipated.

ADJOURNMENT

The meeting was adjourned at 3:12 pm. The next regular meeting will be held Tuesday, October 20, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date