

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 16, 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 1:31 pm. Other members present were Catharine Robinson, Phil Johnson, Robert Gray and Karen Kautzman for Lloyd Eisenman with John Austin excused.

STAFF PRESENT

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

PUBLIC COMMENT

Scott Walker noted that the key to reducing greenhouse gases in Jefferson County is Transit. He would like to see JTA create a first class transit system and get more people out of their cars.

Rick Jahnke believes that changing the composition of the board is an opportunity to increase ridership, increase community involvement in transit and bring different groups to this table to help promote transit.

Brenda McMillan would like to see Cammy Brown to be considered as a member of the Board.

Jim Todd said that transit is perhaps the most democratic of all services that the public enjoys, as it covers the entire county and all walks of life. Increasing the number of Board members could encourage more participation.

Darrell Conder believes that it is time for the Board to consider increasing its membership to better represent the entire county and different aspects of the population.

Margaret Lee would like to see the size of the Board increased for greater representation of south County, particularly Chimacum and Port Hadlock.

Burt Langsea would like to urge JTA to not acquire the Visitor Information Center. He understands with the transit base moving to Four Corners that there will be a need for a transit presence at the Park & Ride, but he believes we already have that with bus drivers.

Debbie Jahnke would like to second what other people have said about expanding the board. It would be very useful to have more members on the Board so single groups do not have to make decisions when others have to recuse themselves.

Margaret Lee would like to see more information on Resolution 14-17 which authorizes the General Manager to sign an Agreement with East Jefferson Fire Rescue.

Catharine Robinson would like to clarify that she and Bob Gray, who are both City Council members on this Board, recused themselves from the City side of the particular issue, not from the Transit side, because the City is a larger body.

David Sullivan said there are procedures for disclosing any issues and still keep yourself in the chair to do business unless there is a personal issue.

Catharine Robinson requested that any documents that are not included in the Board packet for various reasons, such as waiting for attorney approval, are posted for the public on the website before the meeting as soon as they are approved. Also, Ms. Robinson would like JTA to post on the website near the Board packets that any documents not included in the packet are waiting for final approval and will be posted as soon as possible so the public will know to check back.

NEW AGENDA ITEMS

Ms. Rubert requested to adding an agenda item: To approve sending a letter to Secretary of Transportation Lynn Peterson regarding the South Point Ferry Terminal.

Ms. Rubert also requested adding Resolution 14-19: Adopting a Greenhouse Gas Emission Reduction policy.

Ms. Rubert requested to adding "personnel" as a subject in the Executive Session.

Ms. Rubert would also like to remove Resolution 14-18, which authorizes the General Manager to sign a Sale and Interim Use Agreement and a Bill of Sale with the City of Port Townsend in order to purchase the Visitor Information Center building, and instead, add it to the Executive Session for further discussion.

FINANCE REPORT

Sales tax for June came in .83% higher than June 2013 and 16% higher than budgeted. The cumulative total was 7% higher than budget, but 4% lower than 2013 receipts. Our East side fare box revenue is down compared to last year, but our ridership is down 3%, which can be attributed to cancellation of Sunday service. However, August ridership was up.

Overtime for fixed route has been an issue this past summer. We now have two (2) extraboard drivers, but lost a driver due to an injury. We have found light duty for that driver. Summer vacation bids are over and it is expected to be a little over budget. Other than the overtime issue, overall expenses are under budget by over 5%.

In capital activity for August for the new facility, we have paid our second construction invoice for project management and construction phase services. There has been no non-facility capital activity.

Robert Gray noted that sales tax for June is .83% higher than June of last year but 16% higher than budgeted. Did we budget that much lower? Ms. Crouch stated she budgeted at a 2% increase over 2012 receipts, because 2013 receipts were so high.

Mr. Gray also asked about the other overtime issue regarding a small piece of work in dispatch. Ms. Rubert explained that the small piece of work in dispatch is a 12 hour piece of work that is unfilled. What we normally do is fill it with our extraboard dispatchers. We have been discussing solutions with the Union to fix that problem.

CONSENT AGENDA

- a. Approval of Minutes, August 19, 2014
- b. Approval of Expenses, August 2014

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

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

OLD BUSINESS

There was none.

NEW BUSINESS

Discuss and Review Board Composition

Tammi Rubert began the discussion by stating that JTA has been doing a great deal of research regarding board composition. There is a procedure for this, which JTA will be following. This meeting is purely for discussion.

David Sullivan noted the RCW gives us guidance in this area and it states a review of the Board Composition should be done every four (4) years. The RCW also states the review will be at a meeting of the designated representatives of the component county and cities, as we have done in the past.

Ms. Rubert stated under RCW 36.57A.055 she asked WSDOT (Washington State Department of Transportation) to direct her to some specifics about Board Composition. Under that section it states, "If an area having a population greater than fifteen percent, or areas with a combined population of greater than twenty-five percent of the population of the existing public transportation benefit area as constituted at the last review meeting...". Basically WSDOT described this section as stating if our cities and counties have grown in population by more than ten percent, we would need to consider changing the composition of the Board. Tom Hansen and Don Chartock of WSDOT stated that the population growth would be the trigger for adding and reviewing the Board composition. Mr. Sullivan stated our growth areas for the County are at about one percent.

Catharine Robinson stated this was a piece of the process that we need to document and review. Ms. Robinson stated that the populations of the more densely populated areas, such as Port Hadlock, Chimacum and Port Ludlow, needs to be documented at this point in time for a baseline in case the population does grow in the next four (4) years.

Ms. Rubert said we will give the required notice for the meeting on the Composition of the Board in December.

Resolution 14-17: Authorizing the General Manager to sign an Interlocal Agreement with East Jefferson Fire Rescue

Mr. Rubert stated that JTA is building a new facility that will include fuel facilities that are capable of meeting the fire districts fuel supply requirements. East Jefferson Fire Rescue will pay the cost of the fuel, which is purchased off a State contract, and they will also pay an administrative fee. This Agreement will remain in force as long as we operate the fuel facility.

Catharine Robinson asked if East Jefferson Fire Rescue is paying \$60,000 into the construction costs which makes them partners for the life of the facility. They are also paying their fuel costs and an administrative fee up to ten percent of the fuel invoiced. Ms. Robinson disclosed that each month she sits on the Joint Oversight Board with the East Jefferson Fire Board of Commissioners for the City of Port Townsend along with Deborah Stinson and Mayor David King.

Motion: Robert Gray moved to approve Resolution 14-17. Phil Johnson seconded.

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

Asking for Board approval to send a letter of support regarding the South Point Ferry to Lynn Peterson, Secretary of Transportation at WSDOT.

Tammi Rubert explained that the City of Port Townsend and the County Commissioners also sent a similar letter. David Sullivan offered background to the public stating that the South Point Ferry travelled to Lofall and was used during the Hood Canal Bridge closure for a passenger ferry. When the bridge went down in 1979, a barge was used for vehicle transport. WSDOT has been surplusizing properties they are not using. The South Point Ferry dock could be brought up to operating function faster than any other location as an alternative if the Hood Canal Bridge went down. It has been a concern of the County Commissioners to have that option available at South Point if needed, thus the letter encouraging WSDOT to hold on to this property.

Motion: Catharine Robinson moved to approve staff sending the letter to WSDOT in support of keeping the South Point Ferry property in their hands. Phil Johnson seconded.

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

Resolution 14-19: Adopting a Greenhouse Gas Emission Reduction Policy

Sara Crouch reported that JTA is submitting an application to WSDOT for a Regional Mobility Grant. This is the 2015-2017 Biennium for this Grant. JTA is requesting a grant for a one hundred space Park and Ride with electrical outlets at our new facility. This would make it a Park and Ride, not just a bus loop. We are asking for design and construction funding. It is a requirement of this Grant that all agencies prepare and pass a Greenhouse Gas Emission and Reduction Policy, which is being presented to you today.

Motion: Catharine Robinson moved to approve Resolution 14-19. Phil Johnson seconded.

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

REPORTS

General Managers Report – Tammi Rubert

Ms. Rubert reported the Washington State Legislature adjourned March 13, 2014, after a 60-day short session. While legislators reached an agreement on a modest supplemental operating and transportation budget, attempts to strengthen penalties and close loopholes in current distracted driving laws failed. We will be discussing this at length at our next WSTA (Washington State Transit Association) meeting.

The 2015 legislative session begins January 12, 2015. During this session, lawmakers will focus on significant education, transportation and other issues impacting the 2015-2017 biennial budgets.

The WSTA legislative committee met in Seattle to discuss interim activities and possible legislative efforts leading up to the 2015 regular session. Monthly legislative meetings are scheduled to create a clear message to the legislature from transportation as a whole.

Upcoming WSTA Board and Committee meetings include:

- WSTA Finance Committee, September 24th in Long Beach
- WSTA Vanpool Committee, October 3rd in Coupeville
- WSTA Facility/Maintenance Committee, October 6th in Leavenworth
- WSTA Operations Committee, October 22-24th in Oak Harbor

The WHUF (Washington Highway Users Federation) has a tremendous amount of information regarding transportation. The WHUF briefing is in November. This is an event that presents the latest views on transportation from statewide agencies. They will be joined by transportation leaders from each legislative caucus to discuss what's next. The briefing will be held in Seattle.

The State Transportation Commission released its draft of the Washington Transportation Plan 2035. WSTA Executive Board will meet this Friday, September 19th, to discuss this plan in depth.

Update on the New Facility Project

Seton Construction is back on site working on excavating and grating for the curbing in the administrative parking lot loop. Almost fifty-five percent of the concrete in the back lot is complete. Eighty percent of site lighting is complete.

The main focus for this week is completing the prep work for Building A and completing the remainder of the concrete paving.

The goal for finishing the concrete work on the entire site is the end of September. The completion date is still set for the end of March 2015, and we anticipate moving in 60 days after that.

The metal frame for Building A, which is our administration building, will be shipped on October 3, 2014. We are on budget and ahead of schedule by two (2) weeks.

Miscellaneous

Once again JTA had another busy Wooden Boat Festival. Pass sales by on site staff were twenty percent higher than last year. This year pass sales numbered 1615 compared to 1353 in 2013.

Farebox/pass sale revenue was \$2,593.83. Last year it was \$2,200. The farebox/pass revenue was up seventeen percent.

JTA would like to thank Darrell Conder for helping direct riders at the Haines Place Park and Ride. Through our post-event Wooden Boat Survey we have identified places where we could use more volunteers next year. All JTA staff pitched in to make for another successful year.

On Friday during Wooden Boat, (2) classrooms of children and their teachers, totaling of sixty passengers, rode the bus from the Tri-Area to the festival.

Ms. Rubert wanted to answer Margaret Lee's question regarding energy saving practices at the new facility. JTA was not able to afford an LEED building, but some of the green practices that we are doing include LED lighting with an occupancy sensor and daylight harvesting, which dims the lights depending on the ambient lighting. All of the lighting outdoors will be facing down so we won't be contributing to light pollution, and we are installing a heat pump.

Leesa Monroe serves on the DASH (Disability Awareness Starts Here) Board of Directors. This month she has been out with Board members assessing local businesses. DASH is preparing to update their restaurant brochures. Jefferson County Council of the Blind and DASH assessed the Port Townsend Library and are very pleased with the upgrades that were made. They also made suggestions for future funding that may become available.

Mr. Gray asked if there will be a discussion regarding JTA's policy about animals on buses. Ms. Rubert reported that this letter was given to the Board because we were not certain that the gentleman who wrote this letter actually mailed copies to the Board. Operations Manager John Koschnick did investigate this matter and found that there are very few incidents with animals on buses. JTA does not recommend a change in the policy at this time. JTA will research neighboring transit policies regarding animals on buses.

Maintenance Report – Ben Arnold

Because we are three quarters of the way through 2014, Mr. Arnold wanted to give a statistics report:

- As of the end of August of 2014, we have driven 428,500 miles and burned 70,000 gallons of fuel with an average mile per gallon of 6.4.
- East Jefferson Fire Rescue has purchased 1,896 gallons of fuel for a total of \$6, 010.
- Maintenance has performed 333 services for a total of 670 hours. That equals approximately twelve (12) cents per mile.
- JTA has used \$60,312 in parts and \$3,942 in tires. With all repairs, services, fuel burned and miles run, it has cost JTA \$.55 per mile.

Intercity Transit has recently surplused ten (10) shelters. JTA has purchased four (4) of these shelters at \$300 a piece. These shelters will be purchased with funding from our grant.

Mr. Arnold has been preparing surplus lists of items we do not want to move to the new facility and arranging for help for the move.

Phil Johnson asked what our ridership has been from January 1st until now. Sara Crouch reported that we have had 177,577 passengers.

PUBLIC COMMENT

Debbie Jahnke would like to find out how much each Board member costs JTA.

Darrell Conder supports allowing dogs on buses, but suggests dog owners use a muzzle.

Margaret Lee commented on the Greenhouse Gas Emission Policy and would like to know where the grant match funds for the Mobility Grant will come from if it is awarded to JTA.

Jim Todd agrees with Mr. Conder's remark regarding dogs on buses. He also suggested JTA look into solar tubes for the new facility.

Brenda McMillan asked if the Federal Grant for \$67,000 was something that was given every year, or if it was a special grant.

Sara Crouch confirmed that Ms. McMillan was talking about our Consolidated Grant for our Operating funds and replied that we apply for this grant every two (2) years. It is not automatic. The Federal Transportation Secretary said most funding will be cut by 28%. JTA does not have a certain stream of funding.

Bert Langsea did not agree with the Board's response regarding expanding the Board.

EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding property purchases and personnel.

Executive Session began at 3:12 pm

Executive Session ended at 4:10 pm

David Sullivan noted Executive Session is ending at 4:10 pm and asked if there were any motions to be made.

Catharine Robinson moved that we accept the price and terms for the Visitors Information Center with the City of Port Townsend which is \$121,000 plus the sales tax. Phil Johnson seconded the motion. The motion carried 3-1 by voice vote, David Sullivan opposed.

Robert Gray left the meeting at 4:11 pm.


Catharine Robinson moved that we accept and put forward the changed terms of the rezone request to amend the Rezone Application as set forth in the document dated September 16, 2014. Phil Johnson seconded the motion. The motion carried unanimously, 3-0 by voice vote.

ADJOURNMENT

The meeting was adjourned at 4:12 pm. The next regular meeting will be held Tuesday, October 21, 2014, at 1:30 p.m.



Laura Smedley, Clerk of the Board



Date