

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, October 20, 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, Kathleen Kler, Robert Gray and Karen Kautzman.

STAFF PRESENT

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

PUBLIC COMMENT

Darrell Conder commented on the shuttle route schedule.

Tim Morgan commented on the HJ Carroll stop and the Sequim Route.

Brenda McMillan commented on shelter placement.

Burt Langsea commented on an article in the Port Townsend Leader and carbon footprint information.

Steve Oakford commented on increasing ridership by having service available for shift workers.

Tammi Rubert stated JTA will check into shuttle on-time performance. Ms. Rubert will also read and look into written suggestions from Tim Morgan. Ms. Rubert stated that in 2016, JTA will conduct surveys and studies for possible service increases in 2017.

John Koschnick stated that the shelter placement process includes planning, obtaining permits and pouring slabs.

Brenda McMillan asked about the Authority Board Chair position. Catharine Robinson explained the process.

NEW AGENDA ITEMS

Catharine Robinson requested the topics discussed at the Board Retreat be added as a formalized 2016 work plan to be discussed at the next Board meeting.

Robert Gray asked if the public restroom issue at the Haines Place Transit Center (HPTC) had been resolved.

Tammi Rubert stated Ben Arnold is seeking quotes for the cost of moving the door of the restroom that would allow for improved security.

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, September 15, 2015
- b. Approval of Expenses, September 2015

Motion: David Sullivan moved to approve the September 2015 Consent Agenda. Kathleen Kler seconded.

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

OLD BUSINESS

Amendment to Vanpool Pricing Policy: Change in Effective Date. Tammi Rubert presented this amendment by stating JTA is requesting the Board to approve amending the effective date of the Policy from October 1, 2015, to January 1, 2016.

On Page 2, under SCOPE, Pricing Structure Item Number 3; the pricing structure was put in place in anticipation of utilizing debit/credit cards for vanpool payments. Jefferson Transit is set up to take payments, but our vanpool customers have had processing issues and will not be ready to use debit cards by the original Resolution effective date of October 1, 2015

Motion: Kathleen Kler moved to approve the Amendment to Vanpool Pricing Policy. Catharine Robinson seconded.

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

NEW BUSINESS

Sara Crouch introduced Al Hatten, Director of the Washington State Transit Insurance Pool (WSTIP) to present JTA with the 2014 Safety Star Award. Mr. Hatten stated that based upon miles traveled over the last five years, JTA has the best record of all small transit agencies in Washington State. JTA operators are of the highest quality and professionalism. They take their job very seriously, their responsibilities to this community, to the Governing Board and to the public. Congratulations to the operators, maintenance staff and management team for doing their best to eliminate claims. In consideration of the Safety Star Award, JTA was awarded \$1500 to be used for employee recognition.

Resolution 15-18: Authority for the GM to update JTA's address to Policies and Other Necessary Documents. The Municipal Research and Services Center's (MRSC) legal department was contacted regarding the most efficient way to handle address changes on Policies and essential documents as they are discovered. Their legal department suggested giving the General Manager authority for address changes.

Motion: Catharine Robinson moved to approve Resolution 15-18 giving authority to the GM to update JTA's address to Policies and Other Necessary Documents. David Sullivan seconded.

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

Resolution 15-19: Disposing of Surplus Real Property located at 1615 W Sims Way. In anticipation of the sale of the above-mentioned property, approval from the Authority Board is requested to surplus this property.

Motion: Kathleen Kler moved to approve Resolution 15-19 to surplus real property located at 1615 W Sims Way. David Sullivan seconded.

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

REPORTS

OPERATIONS REPORT – John Koschnick

Please see Attachment B

John Koschnick reported on the following items:

- October Employment Anniversaries
- Fall Bid
- Temporary Drivers
- Future Events

GENERAL MANAGER'S REPORT

Please see Attachment C

Tammi Rubert reported on the following items:

- Environmental Study on 1615 W Sims Way
- New facility close-out projects

Catharine Robinson asked when to expect the permit allowing the installation of JTA's sign. Tammi Rubert stated JTA has met with the County and has applied for a Unified Development Code (UDC) amendment. 63 4 Corners Road is zoned residential with a conditional use permit, and that does not allow for a lighted sign. David Sullivan stated the County is attempting to find a simple fix to the sign code that would allow it to be placed as an exception to the zoning in this area and will not have unintended consequences for other residential areas.

RIDERSHIP

Ridership in September was 1.2% lower than August. Looking at individual routes, the #1 Brinnon, #2 Fort Worden, #6 Tri-Area and the #11 Shuttle are up, the #3 Castle Hill and the commuter routes, #7 Poulsbo and #8 Sequim and JTOC are down.

Dial-A-Ride boardings-per-hour are down. On-time performance is up over last month.

Our fixed route service has not had on-time compliance reported in the past. Miranda Nash is developing an Access report that will be able to break down which routes are not working well in our fixed route ridership. This information will be added to the Ridership Report in the future. The goal set by industry standards is 95% on-time compliance.

In doing research, Mr. Koschnick has found a software/computer program that can detail ridership through tablets. This could be a much cheaper option than the sophisticated fare boxes that keep track of ridership. It could possibly pinpoint where people are getting on and off our buses.

PUBLIC COMMENT

Debbie Jahnke would like to see the retreat documents available online.

Brenda McMillan would like to see free passes given away to increase ridership.

Darrell Conder commented on All-Staff Training Day.

Bert Langsea commented on the abandoned bus stops on Highway 20. He would like to see signs directing riders to the new facility.

Tammi Rubert stated JTA will attempt to educate occasional riders regarding the bus stop changes.

All-Staff Training day is held on November 11th because it is a holiday and we were hoping for a smaller impact for riders.

JTA occasionally gives out free passes to promote ridership.

Catharine Robinson and Robert Gray excused themselves from the Executive Session. A quorum of the Board was still in attendance.

EXECUTIVE SESSION

Executive Session per RCW 42.30.110 for discussion regarding personnel and property, with possible action anticipated.

Resolution 15-20: Approving a proposed Sale Agreement for 1615 West Sims Way, Port Townsend, Washington and authorizing the General Manger to sign all documents necessary for the closing of the sale.

Motion: *Kathleen Kler moved that the Board Authorize the General Manager to accept the second counter offer to the real estate purchase and sale agreement located at 1615 W Sims Way. David Sullivan seconded.*

Vote: *The motion carried unanimously, 3-0 by voice vote.*

Motion: *David Sullivan moved to increase the salary of the General Manager and accept the new contract. Kathleen Kler seconded.*

Vote: *The motions carried unanimously, 3-0 by voice vote.*

Executive Session began at 2:50 pm


Executive Session ended at 3:55 pm

ADJOURNMENT

The meeting was adjourned at 3:56 p.m. The next regular meeting will be held Tuesday, November 17, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.



Laura Smedley, Clerk of the Board



Date