

Jefferson Transit Authority Board
Meeting Minutes
Tuesday, October 21, 2008, 1:30 p.m.
Masonic Temple
Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair George Randels at 1:33 p.m. Other members present were John Austin and Catharine Robinson.

STAFF PRESENT

Dave Turissini, Carla Meyer, Van Church, Leigh Kennel, Susie Michels and Rachel Katz

CAC PRESENT

Linda Pfafman

OTHERS PRESENT

Kendall McKee

LATE ARRIVALS

None

PUBLIC COMMENTS

The Board Chair opened the meeting to public comment at 1:33 p.m. There were none. Public comments were closed at 1:33 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

None.

NEW AGENDA ITEMS

Endorsement of Planning Session/Document

CONSENT AGENDA

- a. **Approval of Minutes, September 16th, 2008**
- b. **Approval of Expenses, September 2008**
- c. **Approve Out of State Travel for Mike Pollack To Attend a WSTA Meeting in Eugene, Oregon.**
 - Operating checks 84317 – 84482: \$332,540.94 (includes payroll of \$142,699.57)

- Capital check 233: \$1,250.00

Motion by Austin, second by Randels to approve the Consent Agenda. The motion carried.

NEW BUSINESS

a. Resolution 08-14: Authorize Board Chair to Sign and Execute Vanpool Investment Program Agreement GCA-5904

This grant will fund the purchase of two new 12-passenger vanpool vehicles. The 25% match over five years required in this grant can be provided by in-kind services which can include staff expenses and marketing. There is no requirement to set aside vehicle replacement costs.

Motion by Austin second by Robinson to adopt Resolution 08-14: Authorize Board Chair to Sign and Execute Vanpool Investment Program Agreement GCA-5904. The motion carried.

b. Resolution 08-15: Authorize Board Chair to Sign and Execute Federal/State Capital Consolidated Grant Agreement GCA-5915

This grant funds two replacement vehicles and requires a 20% match. There is a three-year window to spend the funds.

Motion by Robinson, second by Austin to adopt Resolution 08-15: Authorize Board Chair to Sign and Execute Federal/State Capital Consolidated Grant Agreement GCA-5915. The motion carried.

c. Resolution 08-16: Approve STIP Amendment

Turissini explained that projected capital improvements are put into this transportation improvement plan and that these are implemented through a regional program that allows for flexible funding options for the City, Jefferson County and Jefferson Transit. Each year the numbers for the projects are updated. This amendment reallocates approximately \$390,000 from direct expenses associated with Jefferson Transit's new facility project into capital projects that can be applied or transported to the facilities project, such as a new radio system. He stated a public hearing was held on October 7 in a meeting of Region Selection Committee and the amendment was approved unanimously at that session.

Motion by Robinson second by Austin to adopt Resolution 08-16: Approve STIP Amendment STP Allocation. The motion carried.

d. Authorize GM to issue RFP JT 08-02: IT Support Services

Turissini explained that Jefferson Transit's technology needs have gotten to be complex to the point of needing the services of "full service" support. The system has grown beyond staff's ability to maintain it. As the anticipated cost is more than \$15,000, board approval of the RFP is required. Discussion: Is there an opportunity for consolidation among City, County, Transit, libraries etc. The idea presents difficulties when it comes to setting priorities. Staff has tried coordinating with other agencies but the hiring agency always finds they need 100% of IT staff's time. The possibility of hiring a .75 FTE has been discussed at the staff level, but is considered to be not yet feasible or completely justified, though Turissini would like to consider for next year's budget.

Moved by Robinson, seconded by Austin to authorize GM to issue RFP JT 08-02: IT Support Services. The motion carried.

e. Endorsement of Planning Effort

Robinson requested hard numbers on the financial projections and service models. Staff will do this as well as an analysis of when reserves will be exhausted. Discussion: Capital needs of vehicles and facilities will need to be taken into consideration.

Kendall McKee made the following comments:

- Castle Hill route stopping at uneven ground.
- There is inadequate accommodation for ADA at designated stops.
- Fort Worden service to beach should be reinstated
- Thinking green should be a priority. To this end there should be a late night shuttle to promote tourism, reduce traffic, etc.

Motion by Randels second by Robinson to direct staff to pursue concepts presented in the draft planning report, and to prepare a final report before the end of the year with interim progress reports and detailed financial projections to the Authority Board. The motion carried.

STAFF REPORT

a. Operations/Performance Report

September saw highest passenger numbers ever with 40,001 trips. There were 5,318 boardings on the Shuttle during the Wooden Boat Festival.

b. Financial Report

Church reported there was a net income for September due to above average sales tax income. Fuel costs have gone down slightly. Now that the service model is endorsed, budget development will get under way. Our next big grant application is due December 12th.

MISCELLANEOUS

None.


EXECUTIVE SESSION

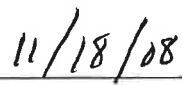
a. Personnel Legal Issue

This item was pulled from the agenda.

ADJOURNMENT

Motion by Austin, second by Randels to adjourn the meeting. The motion carried. The meeting was adjourned at 2:18 p.m. The next Regular Meeting is to be held at 1:30 p.m., November 18th at the Port Townsend Fire Station.


Rachel Katz, Clerk of the Board


Date