

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, October 26, 2010, 1:30 p.m.

Mountain View Commons

1925 Blaine St., Port Townsend, WA

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

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:30 p.m. Other members present were John Austin, George Randels, David Sullivan. Phil Johnson was absent on jury duty. Pam Thompson was absent and excused.

### **STAFF PRESENT**

Peggy Hanson, Tammi Rubert, Sara Crouch, Natalie Patten, Rachel Katz, Ben Arnold, Cori Boyd

### **CAC PRESENT**

Gerald Braude

### **OTHERS PRESENT**

Scarlett Sankey

Robert Komishane

Steve Patch

Amber Kent

Christopher Millar

Margaret Lee

John Reynaud

Greg Aten

Lloyd Eisenman, Transit Operator

### **PUBLIC COMMENTS**

The meeting was opened to public comments at 1:33 p.m.

- Scarlett Sankey stated that the routes do not provide direct access from Hancock St. to Downtown and Uptown. She stated that with 238 apartments, Hancock St. is one of the most densely populated areas of Port Townsend. The current options are not viable for many of the people in the neighborhood. She suggested that the Shuttle route should be restructured as follows: for the first half of the hour run the Shuttle as it is scheduled; the second half of the hour, reroute the Shuttle from Lawrence to Taylor and then to Jefferson, continuing to Quincy and Water Streets, shaving several minutes from the trip. On the other end of the route, the saved minutes would be used to run the Shuttle from Sheridan Street to 9<sup>th</sup> and Hancock and then back to QFC. This would supply one hour Shuttle service to Hancock Street and to Marine Plaza. Sankey then presented a petition that was signed by 138 people who live and work on

Hancock St.

- Gerald Braude suggested the Shuttle should run counterclockwise instead of clockwise.
- Margaret Lee commented that the new schedule is easy to use. She also stated there has been a great improvement in many areas of the service area, including passenger amenities which are a lot cleaner.
- Christopher Millar commented that Jefferson Transit has the complete schedule posted in all the shelters. He suggested highlighting the routes that serve each shelter they are posted in.
- Amber Kent stated she has a friend who could not make her bus connections to get to Job Club yesterday.

Public comments ended at 1:41 p.m.

## **CAC REPORT**

Gerald Braude reported on the last CAC meeting.

- Chairman Tim Caldwell spoke about the SoundRunner ferry service
- Tim announced his resignation from the committee
- Discussions of bike storage on Castle Hill, the Wooden Boat Festival and the sales tax levy
- General Manager Peggy Hanson spoke about the fall service change and outreach efforts
- Proposal to include members on the CAC who do not live in Jefferson County
- Discussion about Shuttle Route revisions
- Proposal to write a grant specifically for additional service on the Poulsbo route

There was a discussion about transit connections to SoundRunner, the new passenger ferry between Kingston and Seattle. Braude stated Jefferson Transit should be compensated for the service it provides in Kitsap County. Randels feels there should be a fair allocation of service/funding between the counties as a starting point, with grant funding sought by all the counties involved in providing the service.

## **CONSENT AGENDA**

**a. *Approval of Minutes, September 21, 2010***

Robinson noted that the minutes neglected to state that she was absent and excused, and also that the date in the footer of the document was incorrect.

**b. *Approval of Expenses September 2010***

Operating Checks 88127 - 88264: \$314,425.98, including payroll of \$138,759.48

EFT (fare box) Check 129: \$11,698.88

**Total Expenditures: \$326,124.86**

**c. *Appoint John Reynaud to the Citizens Advisory Committee***

**d. *Authorize Out of State Travel for Ben Arnold***

**e. *Authorize Out of State Travel for Desiree Williams***

**Motion by Austin, seconded by Randels to approve the consent agenda with changes to the minutes as noted. The motion passed unanimously. Robinson requested that all agenda items**

**that have a fiscal impact include the pertinent numbers.**

## **NEW BUSINESS**

### **a. *Resolution 10-20: Adopt 2010 Amended Operating and Capital Budgets***

Hanson introduced Finance Administrator Sara Crouch, who summarized the proposed amended budget. Crouch stated that her plan is to finalize the necessary reports and present the amended budget for adoption at the next meeting. Hanson announced that she also plans to present for consideration and adoption resolutions establishing contingency/reserve funds at the next meeting. Robinson announced that Resolution 10-20 will be postponed to the next regular meeting of the Authority Board, pending the incorporation of new data. Robinson requested that the proposed amended budget document be posted on the web site.

## **STAFF REPORT**

### **a. *General Manager's Report – Peggy Hanson***

- Sales Tax Levy – this will be brought to the Authority Board for adoption at the November board meeting for a February election. It will be a very similar proposal to the one presented in July. The economic climate and the financial situation at Jefferson Transit has not changed since the last presentation. An increase in sales tax revenue of .3% will make it possible to maintain existing service levels, stabilize during the economic recovery and eventually reestablish operating reserves.
- ADA Update and IT policy are still works in progress.
- AGRIP Conference in Nashville provided opportunities to meet and network with colleagues with similar concerns, and to learn techniques that could be used at our agency.
- Fall service change: outreach efforts for this service change were critical and made the difference when it came to a smooth rollout.

### **b. *Operations Report – Tammi Rubert***

- Wooden boat had record ridership and was extremely successful.
- Fall service change: Jefferson Transit has received many positive comments, especially about the QFC parking lot stop.
- Ridership for the first week of the service revision shows a major increase of 8.63% or 312 passenger trips from the previous week. Total ridership for the week was 4,044. Total transfers were 1,037. The reinstated Shuttle carried 1, 283 riders.
- Rubert noted that one of the riders who didn't ride during the Spring service change is back on the bus and is pleased with the new service.
- Rubert praised Transit Operator Lloyd Eisenman, who won first place at the Washington State Roadeo as well as at the regionals and at Pierce Transit. At the state level he got the highest score in 35 years.
- Hanson added that the number of transfer riders is quite significant: 438 transfers from Dial-A-Ride to fixed route.
- Dial-A-Ride is now available for same-day scheduling when available.

Randels spoke about the importance of “neighborhood equity”. Concentrations of population density in new areas outside of Uptown and Downtown need to be considered but should not be implemented at the expense of other neighborhoods.

**c. Finance Report – Sara Crouch**

Sara Crouch presented the board members with a brief summary of financials for September: Operational Expenses for September were \$314,425.98 and operational income was \$209,976.67. Sales tax revenues received in September for June 2010 were down 4.8% from the same time last year. Cash on hand: \$133,288.81 in the Operating Account and \$570,112.21 in the Treasury Pool. Crouch will present a more detailed report at the November board meeting.

**MISCELLANEOUS/CORRESPONDENCE**

Robinson noted that in the customer comments have had the names and contact information redacted. Hanson stated that this was implemented after a citizen report of inappropriate remarks made to her about the contents of her customer comment. Hanson stated that she instructed the names be redacted for the packets, though the original records are kept and are available for inspection on request. She stated that a process of reporting customer comments needs to be established that meets the standards of transparency. Discussion: making public statements verbally or in writing is a risk for anybody who chooses to express themselves to a public entity, as well as public officials and staff members. She would like to see the information presented in a form that respects the opinions of all. She would also like to see customer comments presented in a way that uses less paper. Robinson would like staff to explore the option of setting up transit email accounts for the board members. Randels stated a concern that a procedure has been implemented based on a single incident. He acknowledged that there is a conflict between openness and privacy but feels it is unwise to base policy either on the lowest common denominator or the exception. It should be approached with a “big picture” perspective and the majority of situations, doing our best to maintain privacy in the process.

**Motion by Randels, second by Sullivan to direct staff to present the customer comments in the packets in log form and to set up transit email addresses for the board members through the Jefferson Transit domain.**


**EXECUTIVE SESSION**

The Chair announced that the meeting would go into executive session immediately at 2:17 p.m. for 20 minutes to discuss a personnel matter under the terms of RCW 42.30.110(1)(g). At 2:37 p.m. the Chair announced that the session would continue for another five minutes. The Executive Session concluded at 3:07 p.m. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 3:07 p.m. The next Regular Meeting will be held at 1:30 p.m., November 16, 2010.

  
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Rachel Katz, Clerk of the Board

  
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Date



The Jefferson Transit Authority Board will be meeting in Executive Session at Mountain View Commons, classroom 6 on October 26, 2010 from 2:17 to ~~2:37~~ 2:42 to discuss personnel matters under the terms of RCW 42.30.110(1) (g)