

**Jefferson Transit Authority Board**  
Meeting Minutes  
Tuesday, November 18, 2008, 1:30 p.m.  
Port Townsend Fire Station  
Port Townsend, WA

**CALL TO ORDER/WELCOME**

The Meeting was called to order by Jefferson Transit Authority Board Chair George Randels at 1:31 p.m. Other members present were John Austin and Catharine Robinson.

**STAFF PRESENT**

Dave Turissini, Carla Meyer, Van Church, Leigh Kennel, Rachel Katz, Lloyd Eisenman

**CAC PRESENT**

Brenda McMillan  
Cammy Brown  
Linda Pfafman

**OTHERS PRESENT**

Hyatt Barnes  
Margaret Lee  
Jon Eden  
Peg Furey  
George Giezer  
Gary Cox  
Kendall McKee  
Josh Peters  
Heidi Morgan  
Marion Huxtable  
Lewis Perkin  
Melanie Lockhart

**LATE ARRIVALS**

Phil Johnson

**PUBLIC COMMENTS**

The Board Chair opened the meeting to public comment at 1:31 p.m.  
Brenda McMillan wanted to know what Jefferson Transit is going to do about border patrol delays.  
Kendall McKee requested time set aside for comment after board member comments

Public comments were closed at 1:34 p.m.

## **CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS**

Brenda McMillan reported that the CAC will be discussing at its next meeting what it needs from the board and what it can contribute to the board. She expressed concern that this year's retreat had more the character of a public forum and would like the opportunity for the Board and CAC to meet in a setting that was more of a workshop for the two groups.

### **NEW AGENDA ITEMS**

**New Business d.** Fuel risk management program

**New Business e.** Border patrol situation

**New Business f.** Executive session – personnel legal matter

**New Business g.** CAC appointment recommendation

### **PUBLIC HEARING**

#### **Adoption of Comprehensive Service Plan**

**The public hearing began at 1:39 p.m.**

Staff report:

Turissini made a presentation which outlines the goals and process of the steering committee, as well as history, existing conditions, data collected and a proposed new service model based on a needs assessment determined by compiled data.

The new service model should accomplish the following:

- Preserve services and jobs
- Get people to work at times that are actually meaningful to the passenger
- Reduce in-town travel times while providing more options
- Eliminate redundant services
- Eliminate the need for transfers in order to streamline operations

Turissini also reviewed that financial considerations, including rebuilding operating and capital reserves.

Meyer reviewed the proposed new service configurations for local (Port Townsend) routes

Comments/suggestions during this part of the presentation:

- It still looks like it would take a long time on the connector routes to get from one place to another
- Point to point timetable for QFC and other locations
- Serve Morgan Hill instead of Cook Ave.
- Needs of transportation for transit-dependent still should be a high priority
- SE connector doesn't need service on both Water and Washington streets.

Turissini reviewed commuter enhancements, which include:

- Connections to meet earlier and later ferries to Seattle
- New service to accommodate regional Park and Ride lots
- No transfers required to get to work at Port Townsend locations
- Arrivals for Port Townsend destinations for 8:00 AM, 8:30 AM, 9:00 AM and 10:00 AM from both the county and Port Townsend origins

Turissini proposed adopting a six-month budget for 2009 with refinements for the second half of the

year. He stated that three different service packages have been prepared to reflect three different revenue enhancement scenarios. All include a sales tax increase proposal to the electorate.

The hearing was opened to public comment at 2:29 p.m.

- Jon Eden expressed concern about elimination of midday trips and read a written statement to that effect, citing work, medical and travel connections that regularly use mid-day regional trips. He suggests surveying the ridership on the long-distance routes to assess their midday usage.
- Heidi Morgan asked about Dial-a-Ride ridership declines. Meyer explained how the absence of JOE service and incentives for Dial-a-Ride riders to ride fixed route service have caused the decline. Morgan commented that she likes the idea of general service Dial-a-Ride.
- Margaret Lee commented on the process for public comment regarding this plan. She also commented that computer based surveys leave out a significant population that does not have access to computers and there should have been some on-board surveying.

Robinson would like staff to prepare for the December meeting a thorough descriptions of what neighborhoods are losing service and what neighborhoods are gaining service. She stated that she does not want any current riders to fall through the cracks.

Randels commented that any self-initiated survey is not scientific data and should not be treated as such, and should be looked at with more care.

- Kendall McKee commented that some drivers carry and store a box on the seat next to the front door and across from the driver, which should be available for people with disabilities. It is a problem for him to have to travel further down the bus.
- George Giezer concurred with McKee.
- Josh Peters stated that Jefferson County has been working on a transportation demand model for the county. The connection between the Tri Area and Port Townsend and Transit's model is appropriate according to current travel trends, and the most essential element to address in the model. He commended Jefferson Transit's proposed service model for its emphasis on getting commuters to work. He handed out information on a commute trip reduction program benefit and options scenario he prepared for a different purpose but which fits well with Jefferson Transit's priorities and could be employed by multiple and coordinated transportation programs.
- McMillan stated that she had heard that one of the drivers had a plan that would employ a three month pass to demonstrate rider commitment to a new route.
- McKee suggested conversion to natural gas/electric over diesel as a power source.

Johnson asked clarifying questions about how Jefferson Transit proposes to achieve financial goals and pay for proposed service.

Robinson invited feedback from those attending the meeting on the routes presented after they have had a chance to review.

- Gary Cox commented that it would be useful to have targeted schedules to help people understand service changes.
- Lloyd Eisenman commented that an earlier trip to Poulsbo would open up connections for travelers and should be promoted as such, as well as the commuter enhancements.

The public hearing was closed at 3:00 p.m.

## CONSENT AGENDA

- Operating checks 84483 - 84563: \$ 327,924.86 (includes payroll of \$211,992.50)
- Capital checks 234: \$2,248.88

**Motion by Austin, second by Johnson to approve the Consent Agenda with clarification regarding the identification of a committee in the minutes. The motion carried.**

## NEW BUSINESS

- a. Resolution 08-18: Approve Revision of Non-Represented Employee Policy**  
**c. Authorize Board Chair to Sign Finalized 2008 – 2010 ATU Labor Agreement**

The Chair proposed that items a. and c. be combined. Church explained the terms of the VEBA as it regards the labor contract and non-represented employees. The HRA/VEBA was explained and clarified. It is only to be used for medical expenses, but is portable for the employee in much the same way as a 401-K.

Board members identified a few inconsistencies in the policy and labor agreement documents.

**Motion by Randels and seconded by Robinson to adopt Resolution 08-18: Approve Revision of Non-Represented Employee Policy and to Authorize Board Chair to Sign Finalized 2008 – 2010 ATU Labor Agreement with corrections as identified.**

- b. Resolution 08-19: Authorize Board Chair to Sign and Execute Corrected Grant Agreement GCA 5915**

**Moved by Austin seconded by Johnson to adopt Resolution 08-19: Authorize Board Chair to Sign and Execute Corrected Grant Agreement GCA 5915. The motion carried.**

- d. Resolution 08-20: Authorize General Manager to sign amended Fuel Risk Management Program Interlocal Agreement**

Church explained how the program works, and that it has worked well for Jefferson Transit since it was established. He also explained that the price is locked in for the period of the contract by the spot market price on the day the agreement between LINK Transit and British Petroleum is negotiated. The new price would be in effect for the extended period of the contract, not the current period. This agreement minimizes our exposure to risk.

**Motion by Randels, second by Robinson to adopt Resolution 08-20: Authorize General Manager to sign amended Fuel Risk Management Program Interlocal Agreement. The motion carried.**

- e. Border Patrol**

Turissini reported that legal council advises Jefferson Transit to comply with any requests by the Border Control. He commented on an additional issue brought up by Libby Palmer, who wrote a letter to the editor about this issue, and who is in favor of getting Jefferson Transit designated as a safe place exempt from Border Patrol searches. Up to this point no action on this has been determined.

Discussion: Does Border Patrol trump privacy on a bus? Randels stated the border patrol does not have the right to do illegal searches and suggested that Jefferson Transit should serve customers by letting them know what their rights are if buses are stopped at check points. Lloyd Eisenman commented that this was a frequent occurrence when he was a charter operator. He believes that people are of less interest than what is carried on the bus. Buses can be identified by areas that can be easily and quickly searched in order to speed up the process. Robinson suggested that resources

are available that might be of help in creating some bilingual information, such as the ACLU. This information should also be used in driver training and sent to the newspapers. Randels suggested staff move forward on this and prepare something for the next meeting.

**g. CAC Appointment Recommendation**

**Motion by Robinson, seconded by Austin to appoint Margaret "Peg" Furey to the Citizens Advisory Committee. The motion carried.**

**STAFF REPORT**

**a. Operations Report**

Turissini reviewed ridership for October. He left the meeting at 3:42 p.m.

**b. Financial Report/ budget discussion**


Church reported a deficit of 86,700 year to date. The budget discussion is postponed until next month, but the board members were furnished with preliminary budget information to review.

**EXECUTIVE SESSION**

The meeting went into executive session at 3:52 to discuss a personnel legal issue for approximately 10 minutes. The executive session ended at 3:57 p.m. No action was taken.

**ADJOURNMENT**

**Motion by Austin, second by Johnson to adjourn the meeting.** The motion passed. The meeting was adjourned at 3:57 p.m. The next Regular Meeting is to be held at 1:30 p.m., December 16<sup>th</sup>

  
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Rachel Katz, Clerk of the Board

12-16-2008  
Date