

**Jefferson Transit Authority Board**  
**Meeting Minutes**  
Tuesday, December 16, 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 1:32 p.m. Other members present were John Austin, David Sullivan, Phil Johnson and Catharine Robinson.

**STAFF PRESENT**

Dave Turissini, Carla Meyer, Van Church, Leigh Kennel, Tammi Rubert, Rachel Katz, Pam Thompson

**CAC PRESENT**

Brenda McMillan

**OTHERS PRESENT**

Richard Dandridge  
Joanna Loehr  
Melanie Lockhart  
Erik Hidle

**PUBLIC COMMENTS**

The Board Chair opened the meeting to public comment at 1:31 p.m.

- Brenda McMillan commented she would like staff to publish the proposed new routes in the newspapers. Turissini stated he is working on a press release.

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

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

Brenda McMillan reported on the following:

- Proposed new routes
- CAC members will meet with Dave before the CAC meetings to get briefed on transit issues prior to the monthly meeting

**NEW AGENDA ITEMS**

Executive Session – Legal Action  
8d.Finance Subcommittee

## **PUBLIC HEARING**

### **Adoption of 2009 Budgets**

**The public hearing began at 1:37 p.m.**

Staff report: Church reported that the 2009 budget is temporary until the financial projections can be determined with a higher degree of accuracy. He stated that the bottom line is that the combination of necessary operating expenses and net income indicates the necessity of reducing service levels or going for a sales tax increase. He also reported that the necessary drawdown of operating reserves to pay for higher fuel and healthcare costs has prevented staff from contributing to capital reserves. The Chair opened the hearing to public comment on the proposed budget.

Joanna Loehr spoke about the WSDOT-sponsored program in Whatcom County and stated the program has a positive budgetary impact because there may be funding available for it which would free up other state funding by eliminating the necessity of widening the SR 19/20 corridor to four lanes. She reported that the Smart Trips program has resulted in an 11% decrease in SOV trips in Whatcom County.

Brenda McMillan wanted to know what austerity measures are being taken to balance reduced sales tax revenues. Turissini stated that further reductions would probably be seen in the maintenance department, and administrative staff hours. A service reduction would result in the biggest savings. A 25% service reduction would meet the agency's financial goals.

The proposed service model was discussed. At this point, the proposed model does not represent a reduction in spending. A 20% across the board cut would probably result in reduced employee hours and fewer trips on high level of service routes, such as the Shuttle and the Castle Hill routes.

Discussion of what routes would be most seriously impacted by eliminating enhanced summer service. There are several people who use the North Beach route in the evening to get home from work.

The public hearing was closed at 2:12 p.m.

**Moved by Robinson seconded by Austin to adopt Resolution 08-21, adopting the 2009 budgets. The motion passed unanimously.**

## **CONSENT AGENDA**

- a. Approval of Minutes, November 18, 2008**
- b. Approval of Expenses, November 2008**

- Operating checks 84564 - 84791: \$ 307,475.68 (includes payroll of \$136,308.23)

The following corrections to the November minutes were recommended:

- On page 2, bullet points should not be taken to mean board consensus
- Border patrol "legal council" correction
- Page two "That financial consideration"
- Page 4 noting of the vote

**Motion by Randels, second by Robinson to approve the Consent Agenda with corrections to the minutes. The motion carried with four votes in favor and one abstention.**

## UNFINISHED BUSINESS

### a. Border patrol situation

Turissini reported that contacting the ACLU has been difficult and so far has not been able to have a conversation with anyone. Discussion: one of the dangers in this situation is the possibility of people impersonating border patrol officers. Turissini will continue to try to make contact.

### b. Comprehensive Service Plan

Turissini presented information to clarify issues that have come up about the proposed service plan. Five hypothetical trips were created by staff to show the differences between current and proposed new routing. Generally, the differences in length of time spent on the bus were not significant. In some cases the proposed new routing meant less time spent on the trip. Randels requested info about what major stops are impacted by less frequent service.

## NEW BUSINESS

### a. Resolution 08-22: Adopt 2009 Certifications and Assurances

Kennel stated that the FTA requires several actions on staff's part in order to continue receiving funding from them. Austin stated a concern about the terrorism clause and a potential conflict with the safe haven policy.

**Moved by Robinson seconded by Johnson to adopt Resolution 08-22: Adopt 2009 Certifications and Assurances. The motion passed unanimously.**

### b. Resolution 08-23: Adopt Jefferson Transit Bicycle Locker Policy and Procedures

Meyer stated the draft policy is modeled after Kitsap Transit's policy.

**Moved by Austin seconded by Sullivan to adopt Resolution 08-23: Adopt Jefferson Transit Bicycle Locker Policy and Procedures as presented.**

Discussion: Recumbent bikes are allowed as long as they fit inside the locker. Battery operated bikes are also allowed but combustion engines are not.

Discussion: the clause that allows staff access to the locker without notice raises questions of civil liberties. It was acknowledged that each locker user signs an agreement which indicates that they will abide by the terms of this clause. Kitsap Transit's attorney and Jefferson Transit's attorney both approved of the policy as written.

**Call for the question by Austin. The motion passed unanimously.**

### c. Award Contract for IT Support Services

Turissini reviewed the process and response to the RFP. The impact to the budget would be approximately \$10,000 more than IT contractor expenses for 2008. Work on IT infrastructure will be capitalized using reallocated Surface Transportation Program (STP) funds.

**Moved by Robinson seconded by Johnson to authorize the General Manager and the Finance/HR Administrator to enter into negotiations with Hanson Electric Networks for a 1-year service contract with the option of extending it to a second year. The motion passed unanimously.**

**d. Establish Finance Committee**

Turissini requests the establishment of a standing finance subcommittee to facilitate regular, better communication with the Authority Board on financial matters. Action will be taken at the January meeting, when it is known whether representation from the City of Port Townsend will be the same or not.

**STAFF REPORT**

**a. Operations Report**

Meyer introduced Tammi Rubert, who will be taking over the supervisory duties of Mike Pollack, who has been appointed to the task of project management for the Hood Canal Bridge mitigation project.

Turissini reviewed ridership for November. There was a slight drop in ridership which can be accounted for in part by one less day of service in November of 2008 than in 2007.

**b. Financial Report/ budget discussion**

Church reported an \$82,000 net loss to date in 2008. Sales tax is still trending slightly down. General leave is going down considerably due to several cash-outs before the option ran out and one employee who used a considerable amount of accumulated general leave.

**MISCELLANEOUS/CORRESPONDENCE**

Turissini reported that Kennel has completed the grant applications for the 2009 – 11 cycle. These include funding requests for West End (Jefferson Transit Olympic Connection) service, 1.4 million dollars for service in the east end of Jefferson County, capital requests \$206,000, a large percentage of which is matching funds for federally funded projects. Turissini is confident about grant awards for the operating funding requests as Jefferson Transit’s projects scored 1 and 2 on the PRTPO’s ranking of projects.

Regarding customer comments, Austin requested that comments include a note that they were responded to, when possible.

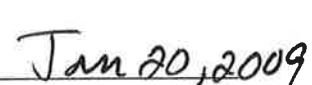
**EXECUTIVE SESSION**

Executive session at 2:59 p.m. for 5 – 10 minutes regarding a legal matter. The executive session ended at 3:02.  
No action was taken.

**ADJOURNMENT**

**Motion by Robinson, second by Austin to adjourn the meeting.** The motion passed unanimously. The meeting was adjourned at 3:02 p.m. The next Regular Meeting is to be held at 1:30 p.m., January 20<sup>th</sup>

  
Rachel Katz, Clerk of the Board

  
Date