

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, February 16, 2010, 1:30 p.m.

Mountain View Commons

1625 Blaine St., Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:37 p.m. Other members present were John Austin, Phil Johnson, George Randels and David Sullivan.

STAFF PRESENT

Mike Pollack, Leigh Kennel, Van Church, Rachel Katz, Susie Michels

CAC PRESENT

Tim Caldwell

Ali Dyche

Linda Pfafman

OTHERS PRESENT

Cathy Silins, Washington State Department of Transportation

Jeff Chew, Peninsula Daily News

C.A. Robbins

Frances Johnson

Susan Rutkowski

Charles Rutkowski

Gordon Papritz

Margaret Lee

Brenda McMillan

Jim Todd

Julie Jaman

Forest Shomer

David Hero

Katie Davis

Karen Nelson

Sam Shoen

PUBLIC COMMENTS

The meeting was opened to public comments at 1:37 p.m.

- Susan Rutkowsky spoke representing the Eisenbeis neighborhood adjacent to the Haines Place Park & Ride. She read a statement (attached) on behalf of neighborhood members who have concerns regarding the siting of Make Waves at Kah Tai.
- Linda Pfafman spoke in support of House Bill 2855, which would allow transit systems to collect on a temporary basis until the end of 2014 a vehicle license fee of \$20.00 to prevent drastic service cuts. She encouraged the Board members to contact their congressmen to support the bill. She added that HB 2855 also contains measures to provide for improved connectivity between transit systems.
- Todd Wexman read a statement (attached), stating that the intention of building the Park & Ride was to encourage people to use the transit system rather than as public parking for adjacent facilities.
- Jim Todd stated that when the Park & Ride was initially being discussed it was a subject of controversy, but it was agreed that its purpose was to accommodate growth and increased traffic over a long period of time. To allow it to be used by other facilities would shrink its functionality and detract from its intended use.
- Julie Jaman said that Kah Tai was identified as a natural habitat that should be preserved, that locating a pool facility there is ill advised and the Park & Ride should be reserved for its intended use.
- Margaret Lee would like to see more discussion with more advance notice. She wanted to know if the square footage is really 40,000 square feet and how many parking spaces are required by code, who owns the Park & Ride, and she stated a concern regarding setting a precedent for park & ride use at the Haines Place facility as well as other park & ride lots that may be built in the future.
- Frances Johnson asked why Make Waves chose to locate at Kah Tai.

Public comments ended at 1:55 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Tim Caldwell reported that the committee was introduced to Mike Pollack, and listed the action items from the meeting, which included:

- 1) Review the 2010 Transit Development Plan and submit a prioritized list of the noted expansion items to Leigh Kennel prior to the next CAC meeting (March 1st), pursuant to making a recommendation to the Authority Board prior to the April 1 submission deadline.
- 2) Ali Dyché will contact all CAC members to schedule a CAC group ride of the new service routes scheduled to take effect on April 11th.
- 3) Transit will have a booth at the March 13th Wellness Fair at Blue Heron School from 11am-1pm that will be staffed by Patty Perry and CAC members.

4) Change the meeting time of the monthly CAC meeting from 5:15 p.m. to 5:30 p.m. The next CAC meeting will be Monday, March 1st. starting at the new time of 5:30 p.m., with a scheduled adjournment of 7:15pm

NEW AGENDA ITEMS

None.

CONSENT AGENDA

- a. Approval of Minutes, January 19, 2010**
- b. Approval of Expenses January 2010**
 - Operating checks 86990-87106: \$403,659.68 (includes payroll of \$146,635.92)
 - Capital checks 256: 12,239.44
 - Electronic Fund Transfer checks 109 - 110: \$10,698.48
 - **Total Expenditures: \$426,597.60**
- c. Approval of Expenses December 2009**
 - Operating checks 86823-86987: \$293,993.26 (includes payroll of \$142,798.83)
 - Capital checks 246 – 249, 251 - 255: \$35,936.37
 - Electronic Fund Transfer checks 105 – 106, 108: \$13, 367.28
 - **Total Expenditures: \$343,296.91**
- d. Approve Voided Checks**
- e. Resolution 10-03: Establishing the date, time and location of Jefferson Transit Authority Board meetings for 2010**
- f. Resolution 10-04: Adopting FY2010 Certifications and Assurances**
- g. Approve Purchase of IT Hardware**

Motion by Randels, second by Sullivan to approve the consent agenda with the following changes:

On the Authority Board Meeting Schedule, September 16 should be changed to September 21 and Citizens Advisory Committee meeting time should be changed from 5:15 – 5:30; resolution should read third Tuesday rather than second Tuesday. The motion carried unanimously.

UNFINISHED BUSINESS

a. Make Waves Proposal

Sam Shoen introduced the members of the Make Waves! team attending with him. He stated that Make Waves! needs Jefferson Transit as a partner and supported his position by reading Jefferson Transit's mission statement. Shoen listed benefits that Make Waves! would provide to the community. He reviewed the contents of the parking report furnished to the Board members, which included projections concerning peak usage of the park and ride, staff parking needs, length of stay, etc.

Mr. Shoen cited the letter of intent signed by Make Waves! President Karen Nelson and the Port Commissioners that makes available a building site adjacent to the Park & Ride and requested the Authority Board give direction to the staff to work on coming to an agreement with Make Waves! that would, with Board approval, allow the facility to use spaces at the Park & Ride for their users and employees.

He responded to the concerns raised during the Public Comments portion of the meeting by reporting the following:

- The size of the proposed building is 35,000 square feet.
- Interest in the Kah Tai site: The facility has to be located in a very good retail location if it is going to support itself. If it were to be supported with taxpayer money it could be located anywhere.

Discussion re Make Waves' parking study: The study indicates that in a worst case scenario 10% of pool users would arrive by public transit or non motorized transportation. They think that it would be more like 15%. Also, they anticipate that 50% of users will be youth and 25% would be seniors, and there may be a high percentage of both of those groups that would not require parking. Robinson suggested that the Board have the discussion under 7a. Park & Ride Use today and plan to talk with Make Waves! representatives again in March.

Make Waves! representatives and several others left the meeting at 2:12 p.m.

b. General Manager Transition

- *Approve April Schedule*
- *Confirm Performance Dimensions*
- *Identify Process for Selecting Short List*
- *Identify Assessors for Assessment Center*

Cathy Silins reviewed the various phases of the project and reported that, to date, 28 people have indicated interest or actually submitted their application materials.

Phase one: Recruitment

Phase two: Identifying Short List - Silins suggested that the board select 3 individuals (e.g. transit professionals) to do the initial screening and identify what, if any role Silins would play in that process. The job description could be used as a tool in the screening process. Another scenario is to have some or all board members do the screening themselves.

Discussion: Board member participation in screening. Silins has seen this work well and work badly in different places, citing an example that resulted in the resignation of a board member. On the other hand, board members have had the requisite background or perspective to be good at screening. Robinson stated her opinion that community people should be involved in the assessment process and transit professionals for screeners. Randels added that screening should not necessarily be limited to transit professionals, but could use professionals from other areas. Silins stated she would like to walk the board members through the top 15 or so candidates in an executive session at the March meeting. Silins will check with some transit people to see if they would consent to participate in the screening process. Caldwell suggested that Tim Hockett might be a good person to approach about screening as well. Silins will get together with Katz on 3/9 or 3/11 to compile applications. An executive session will be necessary at the March

board meeting to review the top 15 or so applications and the Board members can identify a short list of candidates.

Phase three: Assessment Center and Interviews – Silins will contact the short list to ask them to be available the first week of April for the assessment center and interviews. She reviewed the April schedule. Board members established that they are all available on April 7 for interviews.

Discussion: It's an honor and a significant community event to have community members/partners participate in the process of selecting a new General Manager.

Assessors: Silins will work with Robinson on gathering assessors. It is important not to reveal their identities until after the assessment.

Forced pairs exercise: Silins commented on the results. Priorities identified by the Board in selecting a new General Manager included integrity and ethics, leadership and initiative, objectivity, analytical decision making and teamwork.

Jeff Chew left the meeting at 2:52 p.m.

NEW BUSINESS

a. Uses of Park & Ride

Robinson cited a report that was done for Community Transportation Association of America (CTAA) in 2003 by LSC Transportation Consultants Inc. concerning siting the Visitors Center at the Park & Ride. The Authority Board must consider its needs for the Park & Ride for the present and the future. She requested that all Board members read the report, and requested that the Citizens Advisory Committee be prepared to discuss this issue at their next meeting.

There was a discussion regarding the original funding of the Park & Ride. Cathy Silins commented on this, as she was the project manager when the Park & Ride was planned and built. The original funding for the project was established by the State of Washington to provide public transportation improvements for the residents of Washington. The product created by the project, in this case the Park & Ride facility, can be changed or disposed of at the end of the lifecycle of the project, though the property it is built on, as an asset, has to be treated differently. It can be re-purposed or sold, subject to agency policy or asset management plan. In the absence of either of these, best practices of the industry include the determination of functional obsolescence of the property, which would permit the sale or trade of the property if so desired.

b. Resolution 10-05: Update Substance Abuse Policy and Drug & Alcohol Testing Program

Church reported that the Department of Transportation reviewed the policy and required some minor changes, as described in the cover sheet.

Motion by Randels, second by Johnson to approve Resolution 10-05: Update Substance Abuse Policy and Drug & Alcohol Testing Program, as presented. The motion carried unanimously.

Caldwell left the meeting at 3:06 p.m.

c. Finance Committee: Appoint new members for 2010

Motion by Austin, second by Randels to retain current representation to the committee. The motion carried unanimously.

STAFF REPORT

a. Operations Report

- Pollack reported on ridership for Jefferson Transit and others around the state. There is a downward trend in ridership state wide.
- Glass on the Jefferson County Library shelter is currently being replaced and the shelter will be relocated to the library when it is finished.
- Pollack reported on the service change marketing campaign. A special logo has been developed for the campaign which will be used on all targeted advertising, including exterior bus ads.

b. Financial Report

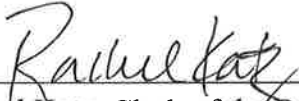
Financials will be completed early next week. Sales tax revenue is down about 10%. This seems to be part of a downward trend.


MISCELLANEOUS/CORRESPONDENCE

Motion by Austin, second by Sullivan to amend Resolution 10-03 to include the words “or designee” in regard to signing annual Certifications and Assurances, as the Chair recently broke the wrist of her writing hand. The motion carried unanimously. The Vice Chair agreed to sign in her place.

ADJOURNMENT

The meeting was adjourned at 3:26 p.m. The next Regular Meeting will be held at 1:30 p.m., March 16, 2010.


Rachel Katz, Clerk of the Board


Date