

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, February 18, 2014, 1:30 p.m.
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:37 p.m. Other members present were David Sullivan, John Austin, Phil Johnson, Robert Gray, and Lloyd Eisenman.

STAFF PRESENT

Tammi Rubert, Sara Crouch, John Koschnick, Leesa Monroe and Laura Smedley

OTHERS PRESENT

Darrell Conder, Burt Langsea, Brenda McMillan, Margaret Lee and Ludwig Becker

PUBLIC COMMENT

McMillan requested that the Board approve a week of free rides during Spring Break 2014 to increase ridership. She would also like to thank Robinson for the new bus stop at the Food Bank.

Lee would also like to have the Board approve free rides during Spring Break. She would like to know what proposals JTA will be bringing to the Climate Action Committee Meeting to help promote transit and reduce global warming.

Langsea would like JTA to look at any losses due to free rides as an investment. Langsea would also like to see the bus stops at the Food Bank cross-hatched to help avoid any parking confusion.

In response, Rubert would like to inform the board that McMillan contacted JTA prior to the Board Meeting to notify us in advance that she would be making the request for free bus service. The cost to give away a free week of bus service is approximately \$3,500.00. Rubert suggested this may not be the best use of the public's dollar considering we have not fully recovered from this economic down turn.

Monroe stated that she will talk about target marketing and mobility management at the Climate Action Committee meeting. Rubert will report on JTA's funding sources, challenges and successes.

Johnson added that something everyone could participate in to draw attention to transit is to come to the Park & Ride on March 27, 2014 to see Port Townsend High School's "Students for Sustainability" as they begin their journey by public transit to Washington D.C. Rubert added that on February 20th, JTA will present these students with custom passes for the month of March to support their efforts, especially at the start of their trip on JTA's #7 to Poulsbo on March 27th.

Johnson asked if McMillan was requesting that everyone could ride free for one week or if JTA would give out free passes. Rubert clarified that McMillan was requesting a free fare week for all. Johnson likes the idea of doing what we can to increase ridership. He believes that giving out actual passes that could be used for a limited period of time would be perceived as something of value. These student passes could be distributed on the first day of school or before a holiday. The passes should be numbered so they could be tracked.

NEW AGENDA ITEMS

No new agenda items, but Rubert would like to delete item IV B from today's Agenda under "New Business": "Approval of Project Management Contract through Construction" and add this to next month's Agenda. Robinson added this item will be for discussion only.

FINANCE REPORT – Crouch

Crouch presented the January 2014 Financials.

Budget tracking percentages are not reliable in the first month of the fiscal year. Trends will start showing by March.

Financial Summary

- Sales tax for November of 2013 came in 1% lower than November 2012 and 14% higher than budget. Cumulatively, sales tax is 12% higher year-to-date than last year.

Sales Tax Analysis Report

- There are two sales tax analysis reports, one for 2013 and one for 2014. This is standard practice for January and February every year. Because JTA uses an accrual accounting system, we accrue the budgeted figure for sales tax in the reporting month, and record the actual sales tax received in the month in which it was earned. The sales tax we receive in January 2014 was actually for November 2013. The figure reported on the January financial reports is actually the January budgeted amount. The Sales Tax Analysis reports allow you to see both the Cash Basis figure and the Accrual figure; however, as we have not yet "finished" 2013, I give you both reports.

Revenue Report

- East side fare revenues are lower than budgeted. This is expected to continue through 2014 because the budget figure is inflated. However, ridership was down compared to January 2013. A reasonable budget figure for east side fares would be \$148,000. If that figure is used instead of \$165,000, the budget percentage would be 6.3%.

Expense Report

- Fixed Route/DAR (Dial-A-Ride) overtime is over budget due to a timing issue. The Martin Luther King Jr. holiday is a working holiday. Employees who work that day are paid holiday pay and overtime for all hours worked. The overtime budget will even out as the year progresses.
- PERS (Public Employees Retirement System) is over budget due to the same timing issue.
- Holiday is over budget because we “front load” the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- Other Paid Absence – This figure will be over budget for the entire year. One of our employees has accepted the position of ATU 587 Executive Officer. His time performing union duties is tracked as “Other Paid Absence”; and JTA is reimbursed from ATU for this expense. However, the expense will show as an expense and the revenue will show as “Other Non-Transportation Revenues”.
- The remaining over budget or under budget figures are due to timing.

Capital Activity

- Capital activity in January for the facility: permitting, design and project management.
- The 2014 Capital Project Tracking report is included with this report and reflects the 2014 capital budget. As projects are completed/expensed they will be reflected on this report.
- An updated facility report is also included with this report.

Gray asked how the figure of \$3,500 was estimated for a week of free ridership. Crouch explained that she used the figures for each month’s average fare box receipts, divided by the number of weeks. Crouch explained that if we conducted target marketing and kept track of where the numbered passes were distributed and where they were most effectively used, we would have better knowledge of our market areas.

CONSENT AGENDA

- a. Approval of Minutes, January 21, 2014

Gray requested that it be noted in the January minutes that he left Executive Session at 2:45 pm. Also it was decided to add two (2) minutes to the meeting adjournment. The January meeting will show it was adjourned at 2:52 pm.

Page four (4) should be changed from “Manson Transit” to “Mason Transit”

- b. Approval of Expenses, January 2014

Motion by Austin to approve the consent agenda with changes, seconded by Sullivan. The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Authority Board Member Elections

Robinson opened the floor for nominations for the Chair of the Board. Austin nominated David Sullivan, if he is willing to serve. Robinson seconded the nomination. Sullivan agreed to serve as Chair. The motion carried unanimously.

Sullivan requested nominations for Vice-Chair. Austin began the nominations by stating that because it will be a complicated year and in recognition of Robinson's experience, he would nominate Catharine Robinson, provided she was willing to serve. Robinson agreed. Johnson seconds. The motion carried unanimously.

b. Discussion of Project Management Contract through Construction.

Rubert stated that JTA, under the guidance of Samantha Trone of the City of Port Townsend, is moving into Phase II of Construction Management for the New Facility project. We will present the Board with a Resolution and Cover sheet at the next Board Meeting but will discuss the contract now.

Phase I of her contract will end on March 19, 2014 and the new contract should start March 20, 2014. Trone will be managing the construction project. She will be on site daily and she will coordinate all of the activities with the construction crew ensuring that any change orders are approved. The contract will include a Building Inspector, a Public Works Inspector and an Engineering Assistant. JTA staff will also be handling a large portion of the filing of documentation.

Crouch and Rubert attended a three (3) day DBE (Disadvantaged Business Enterprise) in Seattle last week. There is a great deal involved in recording, goal setting, documentation, and ensuring that small businesses have an equal right to the work that is being offered, and to ensure that we are actually meeting our goal, which is 0.9% for this project. Crouch added that typically, our Federal Grant money is passed through WSDOT (Washington State Department of Transportation) and they do the major reporting while JTA reports to WSDOT. Because this was accepted as direct FTA (Federal Transit Administration) funding, the paperwork now falls to JTA and will be very time-consuming.

Sullivan asked if JTA has back-up resources to help with reporting. Rubert answered that the instructor offered assistance. Most transit agencies have millions of Federal dollars and have the staff to devote to reporting.

Johnson asked if JTA has full drawings for the project, including electrical. Rubert answered that we have the final documents. Trone will have a set made and available to the Board.

Gray asked if all City of Port Townsend employees listed in Phase II of the Contract on Exhibit B were included in Phase I. Rubert replied that there are a few people who are new to this Phase and a few that have dropped off. Gray also questioned the hourly rates and if these numbers included the overhead of the city and benefits. Rubert stated that these numbers are all inclusive. Gray then asked how the contract for the City will be paid. Rubert explained it will come from JTA Federal grant funds.

- c. **Resolution 14-02: Approve and sign Grant GCB1614**
- d. **Resolution 14-03: Approve and sign Grant GCB1730**

Crouch explained that JTA was awarded STP (Surface Transportation Program) Flex money. This was Federal highway money flexed into transportation money. JTA obligated some of this funding towards our construction project. These two (2) Resolutions break down what will now be considered Capital purchases and what will become funding for the construction project.

Gray asked if this is the total funding for the project. Crouch explained that this is only STP Flex funding. The facility project will be funded with STP Flex funds, FTA funds and JTA's funds.

Gray asked if JTA will be taking a loan against the current property on Sims Way and if an appraisal will be done. Rubert explained the process which includes getting quotes from three (3) different lending institutions. The lending institutions will then do their own appraisals of the property. JTA also asked for an analysis from a Certified Commercial Investment Member. Gray asked if this would be repaid after the sale of the property. Rubert answered that JTA will make payments until the Sims Way property is sold, at which time the loan will be repaid. Gray acknowledged that JTA is counting on the sale of JTA's property to cover construction costs.

Motion by Austin to approve Resolution 14-02, seconded by Robinson. The motion carried unanimously.

Motion by Robinson to approve Resolution 14-03 with the change of date under the last line of the certification to read February 18, 2014; seconded by Johnson. The motion carried unanimously.

STAFF REPORTS

A. General Manager's Report – Rubert

• Legislative Updates

According to Michael Shaw, WSTA's Lobbyist, as of February 14, 2014, the Legislature passed the half-way point of the 2014 session. Senator King stated that his proposal has over \$2 billion for transit, but Senator Lias noted that figure includes the local option package which is only for Community Transit and King County Metro and will not help us at all. There are also zero operating funds for transit included in this package, and the amounts are too low and spread over a twelve (12) year period.

The house version of the funding package is better. It is \$593 million spread over 12 years, plus the local options for King County Metro and Community Transit. This also includes operating funds for transit.

• Update on New Facility Project

Work Completed To Date:

- Continuing to prepare federal specifications and coordinate with TCF, legal and WSTIP (Washington State Transit Insurance Pool)
- Post bid documents on Builder's Exchange
- Advertising for bids for construction in the Leader
- Holding two (2) pre-bid conferences on February 26th and 27th
- Continue to coordinate Jefferson County permits
- Prepare DOE (Department of Ecology) Stormwater Construction Permit

Schedule/Budget Status:

- JTA is on budget for the Project Management phase of the contract

Gray asked what date the bids are due. Rubert stated they are due on March 20, 2014 at 3:00 pm.

Crouch added that if any members of the Board are approached by a small business, to please have them contact Crouch or Rubert at JTA. All contact needs to be tracked. Rubert said that JTA needs to document all of our good faith efforts in encouraging small businesses to apply and participate.

- **Miscellaneous Items**

- On February 5, 2014 JTA received official approval for Incidental Use in regards to the Four Corners Fuel Station with EJFR (East Jefferson Fire and Rescue). Based on information provided, the Federal Transit Administration concurred with JTA and granted incidental use permission to the EJFR for the intended use.
- Rubert has done research regarding the composition of the Board due to a question posed by one of the Board members. She reached out to the MRSC (Municipal Research and Services Center) which offers free legal advice. Rubert received a great deal of information, including an entire spreadsheet about the composition of all the other agencies in the State of Washington. The composition is historically based upon the population of our County. According to the RCW (Revised Code of Washington), within sixty days of establishing a PTBA, the County Legislative Authority and elected representatives of each City (larger PTBA's include several cities), shall provide a governing body. Every four (4) years the Board reviews their composition. The only thing that would change the composition is if an area or city was added to the PTBA. Our next review date will be in December 2014.

Robinson asked Rubert for an update on the application for re-zone. Rubert reported the application is in the final stages of being completed. It will be submitted before the due date.

B. Operations Report – Koschnick

- February Employment Anniversary:
 - Alice Lane – Operator 17 years

Koschnick addressed Langsea's questions about cross-hatching the bus stop at Mountain View Commons. When the City agreed to give us those bus zones, they requested that we hold off on painting until we were sure the stops would work. Koschnick believes that has been proven and they will be painted when weather permits.

- January/February Monthly Highlights:
 - On January 7, 2014 the Safety Committee met in their first quarterly meeting for 2014.
 - January 29, 2014 the Service Review Committee met and will be meeting again on February 19, 2014. We are looking at a couple of minor service changes for this summer, and big changes related to our move to the New Facility.
 - This Friday, February 21, 2014, the Run Committee will meet to plan for the spring shift bid for operators and dispatchers. The actual bid is scheduled for early April.

- On January 29, 2014, Eisenman traveled to Olympia for an initial meeting of the statewide Guest Rider Program. We have signed the agreement to participate again this year.

Gray asked what the Guest Rider Program accomplishes. Koschnick explained that JTA shares staff with other nearby agencies in Washington and evaluate the drivers' performance.

- On February 3, 2014, JTA Operations Department started the annual in-house driver evaluations.
- In late January, Koschnick travelled to Forks twice. The first time was to assist Maintenance to ferry vehicles between bases because of maintenance problems. The second trip was to deal with a personnel issue.
- On February 5, 2014 the Seahawks victory parade affected our last #7 Poulsbo bus. The 6:40 pm departure actually departed at 7:40 pm due to heavy traffic and increased ridership. We wanted to be sure no one was stranded. Kitsap Transit ran seven (7) extra buses during the morning for the crowds. Kitsap requested that JTA run our #7 bus all the way to Bainbridge Island and Sound Transit requested that JTA send buses and drivers to help, but we did not have the resources to accommodate either of their requests.

C. Maintenance Report – Arnold

- There were several breakdowns in Forks last month. JTA had three (3) buses at three (3) different locations for warranty work. We had to transfer a back-up bus, located here in Port Townsend, to Forks so they would have enough buses to run regular routes. Tomorrow, February 19, 2014, we will finally have the work completed and all the regular buses back in Forks.
- While we were in Forks we completed some maintenance on two (2) I-Stops on the south run to Queets.
- During below freezing temperatures, we had maintenance people on the road with mini blow torches to unthaw frozen air lines.
- All five (5) pieces of equipment were sold on the Public Surplus Auction. The two (2) minivans defaulted twice, so instead of taking a low ball offer, Arnold decided to re-auction those vehicles. They are on the auction site now and doing very well.
- The shelter permits for Martin Road and opposite Martin Road have been delivered. We will be meeting with the State Maintenance Department and starting construction as soon as weather permits.
- Arnold has also been working on a project to have QR (Quick Response) codes added to some of our bus stop signs. If someone scans the QR code with their smart phone, it would tell you exactly where you are standing and when the next bus will arrive.

- Last week I attended a WSTA (Washington State Transit Association) meeting in Seattle. This was a Maintenance Committee Alternative Fuel meeting for the 2018 mandate of meeting alternative fuel regulations. We are already compliant and have been for several years. Their objective is to phase out fossil fuels altogether. This is the first step in trying to accomplish this and it will probably take about 50 years.

Austin asked about the person that keeps removing the signs at the Oak Bay and Olympus stop. Arnold answered that Century Link claims this is their property and their pullout. Because they have taken it down several times, JTA has decided to leave it down and just continue to use the stop. Austin asked if it is on the County right-of-way. Arnold answered that Century Link has three (3) electric boxes there. It is a main hub for Century Link and they do not want JTA stopping there. Rubert stated that Century Link's position is even though it is a County right-of-way, JTA would have to put our sign a certain number of feet away from their boxes because it is an electrical box. Austin asked if there is an alternate location for the stop, possibly by the entrance to Port Ludlow Fire and Rescue. Koschnick stated that we have spoken with the Chief. He seemed to somewhat favor the stop. His only concern was having an emergency occur while we were there. Rubert suggested talking with the Chief and proposing a trial bus stop.

D. Mobility Report – Monroe

- Monroe would like to thank Jake Hollingsworth for working extra hours in order to fuel all of the Van Pool vehicles. She has also had many positive comments from the Van Pool groups on how JTA staff stepped up to keep things running smoothly when we lost our fueling.
- The AARP Video about Rural Transit Agencies is complete. Rubert was interviewed, and a small part of that interview has been included in the video. It was professionally done and showcases the Olympic Peninsula and Port Townsend. This video will be shown at national conventions and will go out to AARP groups.

Robinson asked Monroe about JTA's marketing plan. Monroe stated that our marketing is handled by Smedley, but we work as a team and this can be reported next month.

Robinson also suggested that Monroe send a link to the video to the Chamber of Commerce.

E. Ridership Report – Koschnick

- January was up from December by 7½%. We are down 4% in January 2014 compared to January 2013.
- Boarding's per hour for Dial-A-Ride are at 2.83.

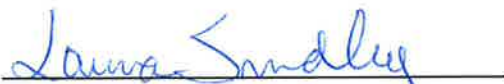
Gray asked when Sunday service was canceled. Koschnick stated it was the first part of July. Gray concluded that the figures for 2013 would be higher because of Sunday service. Eisenman added that Sunday service was about 4% of our total service.

PUBLIC COMMENT


Conder asked if there will be art incorporated into the new facility project. Rubert said it would be a great idea to include art if it could be donated.

ADJOURNMENT

The meeting was adjourned at 2:45 pm. The next regular meeting will be held at 1:30 p.m., March 18, 2014.



Laura Smedley, Clerk of the Board



Date