

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, March 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 1:31 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, Carla Meyer

CAC PRESENT

Tim Caldwell

OTHERS PRESENT

Cathy Silins, Washington State Department of Transportation

Linda Howell, Washington State Department of Transportation,

Margaret Lee

Brenda McMillan

Karen Nelson

Jim Todd

Julie Jaman

Rick Jahnke

Deborah Jahnke

PUBLIC COMMENTS

The meeting was opened to public comments at 1:31 p.m.

- Brenda McMillan commented on the last CAC meeting. She would like to make sure that the CAC receives public comments from the Authority Board meetings.
- Margaret Lee referred to her own letter to the board. She referred to the part of the letter in which the Climate Action Committee recommends the development of a commuter-friendly transit plan which includes increased transit service, local parking fees and other strategies that will encourage use of public transportation. Further, the construction of the Park & Ride in an environmentally sensitive area required mitigation efforts to preserve the character of the nature park. These efforts included construction of a fence on the east side

of the Park & Ride and signs directing people to use public restrooms at neighboring businesses as well as a requirement to use only the two designated entrances to the Park & Ride to avoid damaging the berms on the north and east sides. If Make Waves builds their facility as planned, she believes it could be in violation of the stated mitigation requirements.

- Julie Jaman stated that Make Waves desires action by the Jefferson Transit Authority Board based on an assumption that the citizens want a pool facility at the Kah Tai reserve, when there is no evidence that community support for a community pool is site specific. There is also an assumption that the facility would be self-sustaining when it is actually requires a significant amount of public subsidy. She also spoke about how the facility would be in direct competition with private businesses that pay taxes. She stated that when the Park & Ride was built, the community was assured that the facility would not impinge on the nature preserve.
- Jim Todd reiterated points made by Margaret and Julie.
- Karen Nelson commented that the Make Waves committee believes they can partner with Jefferson Transit to implement some of the items in Appendix A of the 2010 Transit Development Plan and hope to have an opportunity to present these ideas to the Jefferson Transit Authority Board and the Citizens Advisory Committee.

Public comments ended at 1:39 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Tim Caldwell reported that the CAC staffed the Wellness and Safety Fair, agreed to participate in the Jefferson County Fair and to volunteer during the first days of the service change in April to answer questions at the Park & Ride. The committee unanimously agreed that the primary use of the Park & Ride is for public transportation. The committee used the 2003 Port Townsend Transit/Visitors Center report and the draft 2010 Transit Development Plan as reference materials for the discussion they had about Park & Ride use. He commented that the committee did not “sharpshoot” on any particular project but instead focused on long-range use of the Park & Ride. Caldwell wrote a recommendation endorsed by the committee and submitted it to the Authority Board.

NEW AGENDA ITEMS

None.

PUBLIC HEARING

a. Resolution 10-06: Adopt Transit Development Plan 2010 – 2015

Staff report: Leigh Kennel reviewed the process of developing the Transit Development Plan (TDP), which addresses plans and priorities for the next 6 years as well as accomplishments. She explained that this TDP varies from past plans as it does not use the “wish list” approach to future projects, but only includes those that have a reasonable chance of being funded. She reviewed some of the financial details contained in the report. Kennel pointed out that no service expansion is planned for the next few years except for Dial a Ride and vanpool services. The appendices address priorities for service improvements that were identified by staff, the CAC

and public process. The highest priority identified was to provide connecting service to the Kingston ferry. Another high priority is direct service to the Bainbridge Island ferry terminal without transfers.

The public hearing was opened at 1:53.

- Brenda McMillan commented that the TDP was a great effort and very comprehensive.

Public hearing was closed at 1:53.

Randels commented that the TDP shows the efforts of an effective Citizens Advisory Committee.

Motion by Randels, second by Johnson to approve resolution 10-06: Adopt Transit Development Plan 2010 – 2015. The motion carried unanimously.

CONSENT AGENDA

- a. **Approval of Board Work Session Minutes, January 15, 2010**
- b. **Approval of Minutes, February 16, 2010**
- c. **Approval of Expenses February 2010**
 - Operating checks 87107-87236: \$ 270,870.36 (includes payroll of \$ 140,831.12)
 - Capital checks 259 - 269: \$39,833.20
 - Electronic Fund Transfer checks 111 - 112: \$ 8,598.91
 - **Total Expenditures: \$319,302.47**
- d. **Authorize General Manager to Sign Personal Services Agreement with Hanson Electric for IT System Support**

Motion by Randels, second by Austin to approve the consent agenda. The motion carried unanimously.

NEW BUSINESS

- a. **Resolution 10-07: Approve Fare Free Service for the week of April 11 – 17.**

Pollack stated that it has been a tradition to mark a significant event at Jefferson Transit with a period of fare free service. The major service change starting April 11 is an appropriate occasion for fare free service as Jefferson Transit is trying to attract new riders as well as re-orient existing riders to the new service. Pollack explained that item b. extends fare free service for an additional week, as it is also traditional to recognize Earth Day (April 22) with fare free service.

Motion by Austin, second by Randels to approve resolution 10-07: Approve Fare Free Service for the week of April 11 – 17.

Austin commended staff for coming up with the idea of an extended fare free period. Robinson commented that the service change deserves as much “splash” as we can supply. She hopes the board members will contribute to the efforts of Staff and Citizens Advisory Committee members at the Park & Ride to help orient riders to the new service. **Call for the question; the motion carried unanimously.**

b. Resolution 10-08: Approve Fare Free Service April 18 - 24

Motion by Austin, second by Randels to approve Resolution 10-08: Approve Fare Free Service April 18 - 24. The motion carried unanimously.

EXECUTIVE SESSION – Personnel Matters

Robinson announced at 2:02 that the meeting would immediately go into Executive Session to discuss a personnel matter regarding candidates for the position of General Manager for one hour. At 3:05 she announced that the session would be extended a further 15 minutes. The regular session resumed at 3:32.

UNFINISHED BUSINESS

a. General Manager Transition

- *Identify Short List of Candidates*

Motion by Austin, seconded by Sullivan to direct WSDOT to contact individuals to confirm a short list of candidates and get permission from them to release their names. The motion passed unanimously.

Motion by Sullivan, second by Austin to direct staff to make travel arrangements for top candidates for the position of General Manager to come to Port Townsend for assessment center activities April 5 – 7, 2010. The motion carried unanimously.

Motion by Sullivan, second by Randels, to finalize the arrangements for the assessment center and public reception April 5 – 7, 2010 and authorize staff to spend up to \$10,000 on travel and lodging arrangements. The motion carried unanimously.

b. Uses of Park & Ride

This will be discussed at the April 20 meeting. Sullivan remarked that board members have received an email from Mike Pollack stating what Jefferson Transit's needs are regarding the Park & Ride. Sullivan would like that document to be available to the public. Staff will post it on Jefferson Transit's web site at www.jeffersontransit.com/information/html.

STAFF REPORT

a. Operations Report

Overall ridership is up, particularly on the Brinnon and North Beach routes. It continues to decline on the Saturday Poulsbo trips.

Pollack reviewed service change marketing efforts, including a series of public meetings and group presentations.

b. Financial Report

December and January financials will be done by the end of the week, and February will be done by the end of next week.

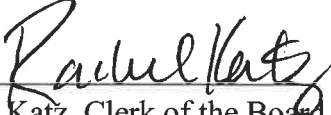
December sales tax revenues were significantly higher than expected.

MISCELLANEOUS/CORRESPONDENCE

In response to a question from Margaret Lee about the process the Authority Board will be using to come to a decision about Make Waves, Robinson stated that at the April and/or May board meeting, Jefferson Transit Authority Board will examine the uses of the park and ride for Jefferson Transit. Not until then will they address the question from Make Waves.

ADJOURNMENT

The meeting was adjourned at 3:51 p.m. The next Regular Meeting will be held at 1:30 p.m., April 20, 2010.



Rachel Katz, Clerk of the Board

4-20-2010
Date