

**Jefferson Transit Authority Board**  
Meeting Minutes  
Tuesday, March 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 David Sullivan, Catharine Robinson, Phil Johnson and John Austin.

**STAFF PRESENT**

Dave Turissini, Carla Meyer, Van Church and Rachel Katz.

**CAC PRESENT**

Brenda McMillan  
Tamara Conway

**OTHERS PRESENT**

Karen Nelson, Make Waves committee  
Jeff Chew, Peninsula Daily News  
Tim Caldwell, Port Townsend Chamber of Commerce  
Greg Prescott, Jefferson Transit Operator  
Gerald Braude and son  
Stan Sweeney, S.R.S. Associates

**PUBLIC COMMENTS**

The Board Chair opened the meeting to public comment at 1:31 p.m. There were none. Public comments were closed at 1:31 p.m.

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

Tamara Conway reported on the last Citizens Advisory Committee meeting, emphasizing the addition of orange flags at the intersection of Sims Way and Haines Place, and review of the Transit Development Plan. Brenda McMillan reported that the committee voted unanimously to make the summer and winter schedules consistent with each other so there is no perceived cutback in service.

McMillan requested that the Board end Max Barnard's term on the Citizens Advisory Committee. Some clarification was needed to determine if he had actually resigned or not. Board members recommended that Barnard submit a letter of resignation to the Authority Board. McMillan requested that Citizens Advisory Committee members should never be given lifetime passes when they are no longer on the committee. She also requested that the Board members discuss the price of summer Youth bus passes, which are \$4.00 compared to Clallam Transit's

\$10.00 for the same thing. Randels requested a briefing about passes, a discussion of the Youth pass and a draft policy for the issuing and return of Citizens Advisory Committee and Board member passes at a future meeting.

## NEW AGENDA ITEMS

Turissini requested that the Make Waves agenda be removed from the agenda as there have been no changes since last month.

Add: New Business item a.: Presentation by Marcy Jaffe regarding Google Transit.

## PUBLIC HEARING

### **Resolution 08-06: Adoption of 2008 – 2013 Transit Development Plan**

The public hearing was opened at 1:41 p.m.

Staff Report: Turissini gave background information on the Transit Development Plan (TDP) and explained that it is essential for grant-funded projects to be included in this plan, particularly capital projects. This year's plan calls for maintenance of service and is paired down from previous years' plans.

Discussion:

- Austin suggested summer service to Marrowstone Island.
- Randels pointed out a sales tax error on p. 17. The first bullet point should read "Sales Taxes are assumed at 2.5% annual growth".
- Randels stated that planning should include potential contraction as well as expansion. The planning bullet point on p. 9 should be generalized.

*Pam and Carl Thompson entered the meeting at 1:45 p.m.*

Board members also suggested the following changes to the TDP:

- On p. 6, replace "TDP" with "Transit Development Plan".
- On p. 9, add seniors to item 4 pertaining to outreach programs for students.
- On p. 15, replace "PNR" with "Park and Ride", remove "Add AVL".
- Spell out all abbreviations and acronyms.

*Marcy Jaffe entered the meeting at 2:04 p.m.*

The hearing was opened to public comments at 2:08. McMillan requested specific emphasis on serving commuters. Turissini commented that there are references to planning for commuters in the narrative. Randels suggested her concerns be addressed in the current long-range planning project. Pam Thompson requested that staff budget for fare box replacement. Turissini admitted that ours are out of date, but can't be replaced yet as the cost of replacement would be about \$10,000 apiece. He pointed out that integrated fareboxes have problems associated with them, such as a broken farebox taking a bus out of service for the remainder of the day. Austin suggested finding a local contractor to manufacture fareboxes similar the ones we currently use.

The public hearing closed at 2:15. **Motion by Robinson, second by Austin to approve Resolution 08-06 and adopt the 2008 – 2013 Transit Development Plan as amended. The motion carried.**

## CONSENT AGENDA

**a. Approval of Minutes, February 19<sup>th</sup>, 2008**

**b. Approval of Expenses, February 2008**

- Operating checks 83249- 83391: \$347582.43 (includes payroll of ~~\$72,199.66~~) \$ 156,926.55
- Capital checks 219 - 220: \$12,719.78

**Motion by Randels, second by Johnson to approve the Consent Agenda. The motion carried.**

## UNFINISHED BUSINESS

**a. Visitor Information Center Relocation**

Turissini stated that staff has drafted a lease agreement between Jefferson Transit and the City of Port Townsend and presented Tim Caldwell, who began by saying that the plan to relocate the Visitor Information Center (VIC) originated with the planning of the Park and Ride in 1992. It was taken out of the construction plan but the Chamber of Commerce has continued planning and saving money for it.

The loss of the Steel Electric ferries has helped to accelerate the Chamber's plan. The lower level of service provided by Washington State Ferries (WSF) will increase the need for overflow parking in the area of Indian Point and will help with the Ferries' plan to implement a reservations program. The Chamber has applied for permits, lined up contractors for work needed to relocate the VIC and has secured the necessary funds. The City is negotiating with Kitsap Bank for the purchase of a modular building that the bank owns. If that purchase doesn't work out, the City Manager is authorized to purchase a new modular building. For the reservations pilot project, WSF would supply or fund staff to administer the program. Signage will need to be big enough to get attention and should be located on Discovery Road, Whidbey Island and as far in the direction of SR 104 as possible.

*Gerald Braude and his son left the meeting at 2:29.*

Caldwell stated he seeks Board approval for the VIC relocation project. Discussion:

- Chamber incentives to use the bus. Austin made a suggestion about giving free Shuttle passes to people who park and ride the bus Downtown or Uptown. Caldwell stated he is in favor of all reasonable incentives to use the transit system.
- Lease agreement. The intention of the lease is to be in effect in perpetuity. There was a suggestion to have a more specifically-worded long terms lease, such as thirty years with an escape clause.

**Motion by Austin, second by Robinson to direct the General Manager to present the lease agreement to the City Manager for final negotiation and execution. The motion carried.**

*Caldwell, Sweeney, Nelson and McMillan left the meeting at 2:44 p.m.*

**b. Make Waves Project**

This item was removed from the agenda.

**c. Long Range Planning**

Turissini stated he is planning a kickoff meeting of the Steering Committee and would consult with participating board members afterward to see when they are available.

**NEW BUSINESS**

**a. Google Transit**

Marcy Jaffe gave some history of her involvement with the project. She is trying to coordinate all the public transportation providers on the Peninsula to participate in Google Transit, which is a trip-planning utility. Washington State Ferries was the only agency she approached that was not decided about participating. Jefferson Transit now has enough data entered that any interested staff or board member can look at it.

*Jaffe left the meeting at 2:50 p.m.*

**STAFF REPORT**

**a. Operations Report**

Ridership is up 6.5% from the same time last year. Average riders per trip will be included in the next report.

**b. Financial Report**

Church is in the process of finishing financial reporting for 2007. He anticipates a net income of \$35,000 for 2007 year end.

**c. Earth Day Fare Free Service April 22**

Turissini reminded the board that Jefferson Transit will operate fare free on Earth Day.

**d. Customer Comments**

Wheel chair lift issue: Meyer stated the lift in question was adjusted and the rest were inspected and found to be in good condition.

Request for early bus at the ferry terminal: Robinson suggested a van shuttle that would meet the first incoming ferry and travel directly from the ferry terminal to the Park and Ride. Meyer will have the customer service clerk track these requests.

**MISCELLANEOUS**

Turissini announced John Koschnick's resignation and Carla Meyer's promotion to Transit Services Administrator. Meyer will continue to oversee the Maintenance Department.

**EXECUTIVE SESSION: Personnel Issues, Labor Contract**

The meeting went into Executive Session at 3:05 p.m. to discuss personnel and labor contract issues for approximately 15 minutes. Regular session resumed at 3:22 p.m. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 3:22 p.m. The next Regular Meeting is to be held at 1:30 p.m., April 15<sup>th</sup> at the Fire Hall.

Rachel Katz

4-15-2008  
Date