

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, April 20, 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 1:30 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, Tammi Rubert

### **CAC PRESENT**

Ali Dyche

### **OTHERS PRESENT**

Cathy Silins, Washington State Department of Transportation

Brenda McMillan

Karen Nelson

Julie Jaman

Rick Jahnke

Deborah Jahnke

Robert Komishane

Pam Thompson, Shop Steward

Amber Kent

Earll Murman

### **PUBLIC COMMENTS**

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

- Brenda McMillan read a statement (attached) regarding Make Waves' support in the community, indicating there are a significant number of people opposed to Make Waves' potential location next to the Haines Place Park & Ride. She stated that Jefferson Transit must have full financial disclosure from Make Waves and if, as some think, that the cost of maintaining the facility will be borne by taxpayers, it should be put to a vote of the public. She also commented on John Austin's statement that he will support whatever decision is best for the majority of the citizens, saying that she wonders how many citizens from

Quilcene and Brinnon would support a pool facility in Port Townsend.

- Rick Jahnke commented that he has heard conflicting reports about what Make Waves' request to Jefferson Transit actually is in terms of numbers of parking spaces required. He asked that that information be made public and posted on the Jefferson Transit web site.
- Robert Komishane commented that reducing parking spaces at the Park and Ride would be counterproductive to the efforts Jefferson Transit is currently making to encourage more ridership.
- Amber Kent requested a bus shelter across from the county library and more service to the Tri Area on Sunday. She also stated the new routes are confusing.

*Jeff Chew entered the meeting at 1:37 p.m.*

- Karen Nelson clarified that Make Waves has been organized for 3 years and has over 2,300 supporters, all of whom have the option of withdrawing their support at any time.

Public comments ended at 1:40 p.m. Chair Robinson stated that efforts are being made to organize a town meeting on the subject of Make Waves' use of the Park & Ride.

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

Ali Dyché reported that the April meeting was very short due to the overlap with the reception for the General Manager candidates. The meeting was devoted to orientation for Citizens Advisory Committee members who were volunteering to help riders at the Park & Ride during the service change starting April 11.

#### **NEW AGENDA ITEMS**

None.

#### **CONSENT AGENDA**

- a. Approval of Minutes, March 16, 2010**
- b. Approval of Minutes, Special Meeting April 7, 2010**
- c. Approval of Minutes, Special Meeting April 13, 2010**
- d. Approval of Expenses March 2010**
  - Operating checks 87238 - 87429: \$377,440.36 (includes payroll of \$207,153.79)
  - Capital checks 270 - 279: \$160,43.68
  - Electronic Fund Transfer checks 113 - 115: \$17,980.23
  - Advance Travel check 233: \$71.00
  - **Total Expenditures: \$411,535.27**
- e. Resolution 10-09: Disposition of Surplus Personal Property**
- f. Approve Out of State Travel for Darrell Finley and Lloyd Eisenman**
- g. Resolution 10-10: Appoint General Manager as Agent to Receive Claims Against the Authority**

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

## **UNFINISHED BUSINESS**

### **a. Uses of Park & Ride**

Discussion: The 2003 Visitors Information Center (VIC) Master Plan co-located a Visitors Information Center and a transit facility at the Park & Ride. The final recommendation was a structure that would house transit passenger and possible driver amenities with a separate building for the Visitors Center. The Transit building concept did not plan for housing administration or maintenance facilities. With the current configuration at the Park & Ride, the possible location of a new transit facility at Four Corners would leave Jefferson Transit without a presence in Port Townsend. Sullivan suggested finding alternative sites for some of the items listed by Pollack as current Jefferson Transit uses of the Park & Ride. Pollack commented that there are no other suitable parking areas for driver training. The asphalt needs to be reinforced or it will be torn up by the weight of the coaches. Randels stated that data should be compiled on past and current use of the Park & Ride if it hasn't been already. Austin suggested some other locations that might be used for driver training. Pollack responded that control of the resource is a major issue in training. Randels suggested selecting a few drivers to do periodic counts at the Park & Ride to compile some parking data. The VIC, Safeway and the Credit Union could also be approached to gather data. There was a suggestion to do a traffic study at the Park & Ride pursuant to making projections about future parking trends. There was a request to add 2005 and 2006 ridership data to the monthly graph.

*Laura Martin entered the meeting at 1:49 p.m.*

Robinson commented that a change in the free parking downtown would radically change the Park & Ride use. Sullivan reiterated his hope for creative alternatives, such as satellite park and rides.

## **NEW BUSINESS**

### **a. Sales Tax Revenue and Ballot Issue**

There was a discussion regarding the timeline of when Jefferson Transit will enter a negative cash flow situation. There are various factors that move that point one way or another by a small amount but reaching that point by sometime in 2012 is inevitable unless something is done to drastically cut expenses or raise revenues. Pollack outlined four scenarios of Jefferson Transit's status with different rates of sales tax increase (between 0 and .3%). Some of the board members expressed their support for a sales tax increase, though there is an awareness that there are several local entities that are seeking added revenue as well. This item will be an action item at the May meeting.

### **b. National Highway Traffic Safety Administration Grant Support Request**

**Motion by Austin to direct the Chair to sign the letter of support, with a friendly amendment by Randels to direct the Interim General Manager to sign it as well. The amended motion was seconded by Johnson and carried unanimously.**

## **STAFF REPORT**

### **a. Operations Report**

Pollack reported that Jefferson Transit transported 1,110 bicycles in March. Early reports on the new routes indicate that ridership is up by about 400 trips over a week's time. Drivers report that there are new riders, and having fare free service for two weeks is a factor in the increase.

### **b. Financial Report**

Operating loss to date is \$115,000, mostly from a drop of 4.73% in sales tax revenue. Expenses are tracking in line with the budget.

## **MISCELLANEOUS/CORRESPONDENCE**

Clarification was sought regarding one incident on the Sequim route and whether or not all comments needing a response receive one. Generally speaking, the most confusion over the new routes is about the absence of the Shuttle and how to get to the Food Coop.

## **EXECUTIVE SESSION – Personnel Matters**

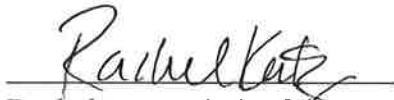
Robinson announced at 2:52 that the meeting would immediately go into Executive Session to discuss a personnel matter regarding potential litigation for approximately 10 minutes. The meeting came out of Executive Session at 3:17 and the Chair announced that the Authority Board would immediately go back into Executive Session to discuss a personnel matter regarding candidates for the position of General Manager for 40 minutes. The regular session resumed at 4:10 p.m.


**Motion by Austin, second by Randels, to direct the Chair and Vice Chair to offer Peggy Hanson the position of General Manager and enter into negotiations with her. The motion passed unanimously.**

The Board members presented Cathy Silins with a framed Jefferson Transit bus stop sign and thanked her for all her efforts on their behalf in the recruitment for a new General Manager.

## **ADJOURNMENT**

The meeting was adjourned at 4:15 p.m. The next Regular Meeting will be held at 1:30 p.m., May 18, 2010.

  
Rachel Katz, Clerk of the Board

  
Date

The Jefferson Transit Authority Board will be meeting in Executive Session on April 13, 2010 from 1:30 – 2:30 to discuss a personnel matter under the terms of RCW 42.30.110(1)(g).

A handwritten signature in cursive script, appearing to read "Anthony B. B. B.", written in black ink.