

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, June 15, 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, George Randels and David Sullivan. Phil Johnson was excused.

### **STAFF PRESENT**

Peggy Hanson, Leigh Kennel, Van Church, Rachel Katz, Carla Meyer, Patti Perry, Tammi Rubert

### **CAC PRESENT**

Ali Dyche

### **OTHERS PRESENT**

Lloyd Eisenman, Transit Operator

Pam Thompson, Shop Steward

Burt Langsea, Transit Operator

Lud Becker, Transit Operator

Scarlett Sankey

Amber Kent

Hannah Russell

Brenda McMillan

Kendall McKee

Greg Aten

John Reynaud

Robert Komishane

Margaret Lee

Steve Oakford

Steve Patch, Port Townsend Leader

Harriet Capron

### **PUBLIC COMMENTS**

The meeting was opened to public comments at 1:33 p.m.

- Scarlett Sankey stated that she applauds the changes made to the current routes and schedules but much work remains to be done. She stated that drivers, along with input from riders should handle route and schedule design. She also stated that Jefferson Transit employs 4 full time and 1 part time employee to supervise 24 transit operators, along with 3 dispatchers who also act as “de facto supervisors” and stated this level of supervision was absurd. She then proceeded to give an analysis of how to save a significant amount of money based on cutting one or more administrative positions and invited anyone to see how she arrived at her analysis.
- Kendall McKee stated that staff should refrain from acquiring four new buses when Jefferson Transit already had 5 functional buses purchased at \$1,000 each.
- Hannah Russell thanked the Transit management for the changes made to the routes and schedules and wants to encourage further changes. She also thanked Ms. Sankey and supported all her remarks.

Public comments ended at 1:35 p.m.

Peggy introduced Lloyd Eisenman and reported that he had won first place at the Peninsula Bus Roadeo.

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

Ali Dyche reported on the items discussed at the Citizens Advisory Committee meeting of June 7.

- Possible Bike storage on upper Sims Way
- Weekend passenger ferry service from Port Townsend to Seattle
- Hadlock Days
- Dump the Pump day activities– encouraging people to use transit instead of their cars on June 17
- Review of the Make Waves presentation the previous month. There was a consensus among CAC members that no further discussion of Make Waves was required by the CAC at this time.

Austin commented that the second hand buses purchased for the Hood Canal project presented significant maintenance problems, which led directly to the decision to sell them.

### **NEW AGENDA ITEMS**

Executive session - personnel.

### **CONSENT AGENDA**

**a. Approval of Minutes, May 18, 2010**

**b. Approval of Expenses May 2010**

- Operating checks 87610- 87725: \$256,768.04 (includes payroll of \$137,263.73)
- Capital checks 287- 295: \$186,661.04

- Electronic Fund Transfer checks 117 - 118: \$9,938.68
- Advance Travel check 241: \$370.00
- **Total Expenditures: \$453,737.98**

**c. Resolution 10-13: Authorize Board Chair to Sign and Execute the Second Amendment to GCA6337**

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

**UNFINISHED BUSINESS**

**a. Resolution 10-14: Amend Jefferson Transit Bylaws**

Hanson reviewed last month's discussion of the new requirement by law to have a non-voting representative on the Authority Board appointed by the union representing the largest body of represented workers, in this case Amalgamated Transit Union Local 587. She intends to have a legal review of the bylaws and resolution before final adoption of the proposed bylaws change by resolution.

Discussion: Most properties are having small elections among the membership to decide who the representative from ATU to be. It was clarified that the current Authority Board does not have any say in who the representative would be or how they would be chosen. A question was raised regarding the possibility of including in the bylaws the requirement for the representative to be a member of the local (JTA) union membership.

**NEW BUSINESS**

**a. Citizens Advisory Committee Membership**

Discussion: recruit for current vacant positions and the one expiring at the end of December.

**Motion by Randels, second by Austin to:**

- 1. Approve a one-time extension to Tim Caldwell's term on the CAC to December 31, 2010.**
- 2. Authorize Staff to advertise for new membership on the CAC over a period of one month and consider new applications and reapplications together pursuant to making recommendations to the Authority Board for appointment in September.**

**The motion passed unanimously.**

**STAFF REPORT**

**a. General Manager's Report**

Hanson stated she reviewed the comments regarding the service change and appreciated the thoughtfulness that went into them. She said that the comments did not indicate a lack of support for the service model, but addressed the need for improvement. She talked about what went into planning the service model, including public input. She acknowledged that a "global" look at a service area will miss some areas.

Hanson reported on her work on a sales tax increase initiative, and is approaching today's discussion by a .3% increase. She reviewed the document.

a successful sales tax increase accomplish the following:

- Preservation of current service model (including weekend service)
- Establish and maintain adequate contingency operating and capital match/maintenance funds.
- Ability to meet capital grants matching funds for buses and vanpools.
- Possible funding for one or more high priority unfunded services in Transit Development Plan (TDP) including:
  - Shuttle service to Kingston Foot Ferry to Seattle service
  - Restore/Expand Tri-Area/County service
  - Earlier/Later Port Townsend and County service

Discussion: It would be a mistake to request different percentage increases for Port Townsend and the county, driving a wedge a wedge between City and County and reduce the chances for a successful election.

Discussion: Cooperative ventures with neighboring counties. Randels stated that these should be done in the spirit of partnering equally with the other transit agencies. A meaningful partnership would include the other transits delivering service of equal value. An example of this would be for Kitsap Transit to cover service between the Hood Canal Bridge and Poulsbo, particularly if there will be service between Port Townsend and Kingston.

Austin stated that staff can call upon the board to make outreach efforts to their counterparts in other county governments.

Discussion regarding the allegation of too many manager/supervisors: Hanson explained that day to day supervision of the workforce is carried out by an Operations Manager and a single supervisor.

Robinson requested dollar amounts associated with TDP priorities. Sullivan requested that staff consider the sustainability of proposed projects. Hanson responded by saying if a sales tax increase is not successful, she will be required to implement a service cut of approximately 100 hours. She reiterated that the objectives of a sales tax increase are to:

- Stabilize services
- Expand in a sustainable way
- Build contingencies for the future

Discussion: we owe it the community to give them a choice about whether or not to raise taxes as part of the local economic recovery.

Robinson announced that there will be a public hearing at the July meeting.

## **b. Operations Report**

Meyer reviewed four service changes made to date:

- Reinstated Penny Saver stop. All routes are now stopping there
- At the beginning of the #3, the route is now serving Marine Plaza

- At the end of the #3, the route is now serving 9<sup>th</sup> and Hancock
- #7 route has been rescheduled to leave 10 minutes later.

Ridership: Meyer reported on May ridership. What looks like a dramatic drop in ridership is due to several factors, including the elimination of the Shuttle route, an expected drop in ridership due to a major service change, and comparables with last month and last year include a fare free period in April and the Hood Canal Bridge at this time last year.

Dump the Pump: Jefferson Transit will be participating in Dump the Pump Day activities on June 17, which she described. Hanson added that she would really like to celebrate all the ridership, particularly the rider who chooses to use transit when they have other options.

**c. Financial Report**

Church gave the financial report.

*Year to Date Expenses:*

- Operating revenues are down 6.4 % year to date. Expenses are up from budget by .4%.
- Non operating revenues down 4.2%.
- Sales tax revenue is down 7.4%
- Operating net loss is \$158,000.00

*Current Position:*

- Cash position is currently \$546,000. Anticipating revenues of \$161,000 in June or early July.
- Payroll is over budget by about by .27% or \$5,000
- Medical expenses are under budget by 1/6%
- Fuel is over budget by 3.4% or \$9,000.00

**MISCELLANEOUS/CORRESPONDENCE**


Randels commented that he is pleased at the rapid responses to customer concerns.

**EXECUTIVE SESSION**

The Chair announced at 2:28 p.m. that the meeting would immediately go into executive session immediately for approximately 15 minutes to discuss a personnel matter. Regular session resumed at 2:57 p.m. No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 2:57 p.m. The next Regular Meeting will be held at 1:30 p.m., July 20, 2010.

  
 Rachel Katz, Clerk of the Board

7-20-10  
 Date

The Jefferson Transit Authority Board will be meeting in Executive Session on June 15, 2010 from 2:30 to 2:45 to discuss a personnel matter under the terms of RCW 42.30.110(1)(i).