

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, August 17, 2010, 1:30 p.m.

Mountain View Commons

1925 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 David Sullivan, Phil Johnson and Pam Thompson.

STAFF PRESENT

Peggy Hanson, Rachel Katz, Ben Arnold

CAC PRESENT

None.

OTHERS PRESENT

Scarlett Sankey

Robert Komishane

Ludwig Becker, Transit Operator

Carl Thompson, Transit Operator

Burt Langsea, Transit Operator

Sharon Durga

John Reynaud

PUBLIC COMMENTS

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

- Scarlett Sankey read from a statement, commenting on the recent actions of the Authority Board. She stated that service reductions and job losses will be the responsibilities of the Authority Board. She also spoke about loss of transportation for the transit dependent and the negative effects on the entire community.
- Sharon Durga referred to her letter of last month and stated her issue regarding the use of 7th St. on one of the local fixed routes.
- Robert Komishane commented on the actions of the board at the previous meetings. He does not think that the timing of the public safety ballot initiative is favorable for a transit sales tax initiative. He asked if Jefferson Transit will be able to operate at the same level of service between now and next February.

Public comments ended at 1:40 p.m.

CONSENT AGENDA

- a. *Approval of Minutes, July 20, 2010*
- b. *Approval of Minutes, August 3, 2010*
- c. *Approval of Expenses July 2010*

Operating Checks 87876 – 87979: \$268,912.43, including payroll of \$146,699.40

Capital Checks 304 – 305: \$1,958.98

EFT (farebox) Checks 122 – 123: \$9,205.08

Total Expenditures: \$280,076.49

- d. *Resolution 10-19: Authorize Cori Boyd to sign checks*

Errors and omissions in the minutes of the two previous meetings were pointed out by board members. **Motion by Randels, seconded by Austin to approve the consent agenda with the minutes as corrected. The motion passed unanimously.**

STAFF REPORT

General Manager's Report

- The General Manager stated her intention to attend a leadership conference that conflicts with the regularly scheduled meeting in October. She requested rescheduling the meeting to October 26.
- Hanson reported that Steve Stenberg from the State Auditor's office had just completed a three week audit. There were no findings in this audit, but there are some housekeeping items that will be discussed at the exit conference.
- Hanson reported that Jefferson Transit staff and union membership have successfully opened contract negotiations at a meeting which established ground rules and scheduled two additional meetings. It is anticipated that negotiations will be concluded by December 31, 2010.
- PRTPO session co-facilitation with Terry Weed, Clallam Transit General Manager, on August 20. This is critical in terms of organizing and rating transportation projects for the Peninsula region. Hanson stated that she and Weed are continually seeking opportunities to partner in cost and resource sharing. The next and very important meeting of the PRTPO will be September 8, and at this meeting the projects for the region will receive a ranking.
- Hanson described changes already made to the April 2010 service model asked Burt Langsea to describe planned changes for the October 2010 service change. She also stated she had convened a service design committee comprised of drivers and operations staff to address service concerns and improvements, including passenger amenities. The work of the committee has already yielded a modified service model with restored Shuttle service and other improvements that will total about 447 hours, less than the established goal of 450. The final step of this process will be a review by members of the Citizens Advisory Committee and Marcy Jaffe, and the publication of a redesigned schedule in book form. Hanson requested direction from the Authority Board members regarding public hearings vs. a two week period of public outreach by rolling out to local businesses, schools, etc. Robinson stated we have a history of a service modification in the Fall, and believes the public is attuned to modifications of existing services. Randels commented that we should

choose the method that reaches the most people. He also stated a concern that communication of the additional service through downtown and uptown was not adequate for the understanding of where and when the buses ran. There was a discussion regarding eliminating the "one seat ride" philosophy of the current model. Hanson stated that a public outreach effort would begin after Labor day and continue through the first two weeks of October. Burt Langsea commented that any divergence from regular route headways is confusing to the riders. He believes that in spite of the fact that service to downtown and uptown is more frequent, the security of knowing when the buses run trumps the additional trips. The new #2 and #3 will operate the same total hours as they do now, but will save 8 driver hours a day. Robinson concluded that a public outreach effort, in addition to public meetings in the community, is recommended. She also stated her concern that changing the service design so soon after the last change may be damaging to service stability. Randels spoke in favor of the formation of the service design committee. Sullivan commented about how this work will help prepare the public for a sales tax initiative in 2011.

- Hanson advised the board members she has received two unsolicited proposals for building a new facility. She stated she is committed to maintaining a legal and transparent process regarding new facility planning.
- Hanson announced Leigh Kennel is leaving Jefferson Transit on September 3 and invited everyone to come to the transit offices on September 2 to wish her well.
- Hanson announced she is working on preparing for a sales tax initiative in February, 2011, including a resolution or bylaw change that establishes contingency funds. She spoke about her concerns about how to fund the election, how to address contingency funding and what to do if a sales tax initiative fails in February.

Operation Report

Hanson reviewed ridership for the month of July and spoke about an analysis of bus service and general traffic on 7th St. She also reported on activity at the Jefferson County Fair and stated that Staff is getting ready for Wooden Boat festival.

The board members requested that the ridership report be suspended until we can get accurate numbers.

Finance Report

There was a brief summary of July financials.

MISCELLANEOUS/CORRESPONDENCE

The commissioners are available on October 26. Motion by Johnson, second by Austin to change the date of the regular October meeting from 10/19 to 10/26.

EXECUTIVE SESSION

The meeting went into executive session at 2:36 p.m. for 15 minutes.

At 2:55 p.m. the Board Chair announced that the Executive Session would resume until 3:00 p.m.

At 3:00 p.m. the Board Chair announced that the Executive Session would resume until 3:05 p.m.
The Executive Session concluded at 3:05 p.m.
No action was taken.

ADJOURNMENT

The meeting was adjourned at 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m.,
September 21, 2010.

Laura Smully 3-23-15

PP

Rachel Katz, Clerk of the Board

Date