

Jefferson Transit Authority Board
Meeting Minutes
Tuesday, August 19, 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 1:30 p.m. Other members present were John Austin, David Sullivan, Phil Johnson and Catharine Robinson.

STAFF PRESENT

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

CAC PRESENT

Cammy Brown

OTHERS PRESENT

Kendall McKee

Margaret Lee

Greg Prescott, Jefferson Transit Operator/ATU Shop Steward

LATE ARRIVALS

Brenda McMillan

PUBLIC COMMENTS

The Board Chair opened the meeting to public comment at 1:31 p.m.

- Kendall McKee commented on issues that he feels are not being addressed by Transit that should be. The Shuttle used to be ½ hour and run the opposite direction and better served the public. He stated his opinion that the current 20-minute headway is due to the greed of local business concerns. There used to be more shelters than there are now. The Shuttle should reverse direction and stop right in front of Marine Plaza instead of across the street. Now people are forced to stand in a ditch to wait for the bus. There should be a shelter opposite from the Food Coop shelter. Transit buses should be able to control the traffic light at the downtown ferry terminal.
- Margaret Lee commented that there is nothing in the bus shelter that indicates when and where it is necessary to catch the bus on the opposite side of the street. She would like access to the comments that were taken during the survey and it should be posted on the web site.

Public comments were closed at 1:41 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Cammy Brown reported that the CAC is trying to be out in the community more and most recently did the county fair, where they spoke with a lot of people. Future opportunities include the Wooden Boat Festival, Food Co-op, and the Port Ludlow Health and Safety Fair. Another outreach event was added to the list: Jefferson County Health, Wellness and Safety Fair. The first outreach effort at the Food Coop was successful.

The CAC needs more information on bikes on buses.

The WSDOT SR 19/20 corridor open house will have at least one representative from the CAC.

NEW AGENDA ITEMS

New Business: Appoint Scott Walker to the Citizens Advisory Committee. Phil Johnson moved to appoint Scott Walker to the Citizens Advisory Committee. David Sullivan seconded. The motion carried. The Authority Board requested a more formalized process for appointing Citizens Advisory Committee members.

CONSENT AGENDA

- a. **Approval of Minutes, , July 15th, 2008**
- b. **Approval of Expenses, July 2008**
 - Operating checks 84028 - 84157: \$282,920.44 (includes payroll of \$139,104.22)
 - Capital check 230: \$3,665.55

On page 2 of the minutes, the penultimate paragraph needs to be completed.

Motion by Robinson, second by Sullivan to approve the Consent Agenda with the minutes corrected as suggested. The motion carried with one abstention.

UNFINISHED BUSINESS

- a. **Visitor Information Center Relocation to Park and Ride: Possible location change**

Turissini gave some background information about the location of the building. The original location was chosen based in part due to less expensive costs for stubbing in the utilities. The City requested that the Jefferson Transit Authority Board consider the possible relocation closer to the "plaza" which includes the passenger waiting area and bus turnaround. The proposed relocation would actually be better than the original for traffic flow and would allow easy access between the building and the buses. Discussion: flipping the building 90° might make it possible to remove fewer trees and/or parking spots.

NEW BUSINESS

- a. **Resolution 08-09: Declaration and Disposition of Surplus Personal Property**

Turissini explained how the action requested is to clear the books for a vehicle that was totaled in a non-preventable accident.

Motion by Austin to approve Resolution 08-09: Declaration and Disposition of Surplus Personal Property, second by Robinson. The motion carried.

b. Resolution 08-10: Approve Resolution 08-10: Adopting Amended Jefferson Transit Substance Abuse Policy and Drug & Alcohol Testing Program

Turissini explained that this is a required change by the Department of Transportation. The changes include observed testing upon returning to work after rehab. **Motion by Austin to approve Resolution 08-10: Adopting Amended Jefferson Transit Substance Abuse Policy and Drug & Alcohol Testing Program, second by Johnson. The motion carried.**

c. Proposed Purchase of Real Property by the City of Port Townsend

Turissini stated that he was approached by David Timmons regarding an interest in purchasing a parcel owned by Jefferson Transit with the intention of building a pocket park. There is no formal proposal to purchase the property. Staff's opinion is that it would not be a good idea to sell the property at this time for several reasons, including:

- Use it for facility expansion if needed
- Reserve it for some other transit use if needed

Discussion: Offer the City right of first refusal if Transit decides to sell it. The City could go for an option rather than an outright purchase. Robinson expressed the opinion that it would be wise to hold on to the property until the new facility issue gets resolved, though she also likes the idea of a pocket park in this part of the city. Johnson is reluctant to take any action on this anytime soon. Sullivan is also reluctant because we don't know how it might complement the other properties in the area.

STAFF REPORT

a. Operations Report

July 2008 saw highest ridership ever with 39,312 total trips. The Shuttle delivered 9,000 passenger trips on weekdays, with the Castle Hill following with 6,100 trips. Turissini talked about bikes on buses and the necessity of doing something to deal with the increasing demand for accommodation for bikes. One possibility is locating bike lockers at strategic points on routes. A bike survey is part of the service planning process. Robinson requested that the data gathering process include where cyclists board and disembark with bikes.

b. Financial Report

Church will have financial information next Monday.

c. Long Range Planning

Turissini reported on the public meeting in Quilcene, which was attended by two people.

There were 113 responses to the online survey. The highest ranking requests were direct service to Bainbridge without connecting in Poulsbo and earlier and later weekday service between Port Townsend and the Tri area. The least requested were Marrowstone and Kala Point and Cape George, though there were several requests using other means (written, phone, email). The next committee meeting is next Tuesday evening. The complete update will be presented at the October retreat.

Sullivan mentioned that email blasts might be effective in communicating with various communities such as Cape George, Kala Point, Beckett Point, Ocean Grove etc.

Randels objected to the direct bus to Bainbridge idea, saying that we need to look to providing the best service possible in our own county.

d. Google Transit

Staff will contact the City about making sure there is a link from the City to our online Google Transit info.

MISCELLANEOUS

Austin recommended a "Chamber of Commerce Special" to the weekly luncheon meeting at Fort Worden. He also suggested using bus #1967 for a Chamber promotion.

EXECUTIVE SESSION

a. Personnel Legal Issue


The meeting went into executive session at 2:32 for approx 10 minutes to discuss a legal issue involving an employee. The executive session ended at 2:46.

Moved by Austin, seconded by Robinson to authorize staff to engage John Chun to represent Jefferson Transit and the GM in the case of Ray Page vs. Jefferson Transit Authority et al. The motion carried.


Moved by Randels, seconded by Sullivan that to designate any executive staff person to act as point person in the case of Ray Page vs. Jefferson Transit Authority et al. The motion carried.

ADJOURNMENT

Motion by Robinson, second by Sullivan to adjourn the meeting. The motion passed. The meeting was adjourned at 2:48 p.m. The next Regular Meeting is to be held at 1:30 p.m., September 16th at the Fire Hall.



Rachel Katz, Clerk of the Board



Date