

Jefferson Transit Authority Board
Meeting Minutes
Tuesday, September 16, 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 John Austin, Phil Johnson and Catharine Robinson.

STAFF PRESENT

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

CAC PRESENT

None

OTHERS PRESENT

None

LATE ARRIVALS

David Sullivan

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

None.

NEW AGENDA ITEMS

New Business e. Authorize installation of bicycle lockers

CONSENT AGENDA

- a. Approval of Minutes, August 19th, 2008**
- b. Approval of Expenses, August 2008**
 - Operating checks 84158 – 84316: \$344,073.97 (includes payroll of \$136,096.96)
 - Capital checks 231 - 232: \$3,305.14

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

NEW BUSINESS

a. Resolution 08-11: Approve Revision to Bicycles on Buses Policy

Turissini reviewed previous discussion about bike capacity issues. The only significant change is that the limit for bikes on the bus is reduced to two.

Discussion: in the situation where a wheelchair takes precedence over a bike inside the bus, a problem is created when a passenger with a bike may be ejected. Randels reminded board members that we have a legal obligation to carry disabled people with wheelchairs. Austin suggested driver discretion should be taken into consideration. Meyer explained that drivers have requested a specific policy with a maximum of two bikes on the bus, rather than something less specific.

Turissini added that strategic placement of the bike lockers will help to alleviate the problem of exceeding capacity. Once a policy is adopted, staff will create a marketing campaign to inform the public about the policy and the lockers.

Discussion: is removing seats a practical option? Meyer stated that it is not practical, since more people on buses are relying on the availability of seats than open space for bicycles.

Motion by Robinson, second by Johnson to adopt Resolution 08-11: Approve Revision to Bicycles on Buses Policy with spelling corrections to paragraph 3A and 3E,. The motion passed 4 – 1 with Austin opposed.

b. Resolution 08-12: Adopt Policy on Complimentary and Benefit Bus Passes

Discussion: add the word “retired” to paragraph 1 before “employee”.

Discussion: should a short term employee who will retire get this benefit? Suggestion: add explicit language to the proposed policy for non-represented employees regarding PERS retirement and then pursue that same language in the next labor contract.

Moved by Randels to adopt Resolution 08-12: Adopt Policy on Complimentary and Benefit Bus Passes with the following changes:

- Add the word “retiring” to the paragraph regarding lifetime passes before the word “non-represented employees”.
- Add language that specifies that “retire” is defined by the employee’s participation in PERS rather than simply quitting or starting to collect Social Security.

The motion was seconded by Robinson and passed.

c. Resolution 08-13: Authorize Board Chair to sign Amendment #1 to Grant Agreement GCA 5307

Turissini explained that the grant amendment adds funds for the second half of the grant cycle.

Motion by Randels, second by Johnson to adopt Resolution 08-13: Authorize Board Chair to sign Amendment #1 to Grant Agreement GCA 5307. The motion carried.

d. Bicycle Lockers

Turissini requested action on the bike lockers at this meeting because the terms of the grant that funded the lockers needs to be satisfied in the next two months or the money must be returned.

Staff seeks permission to install lockers at the Haines Place Park and Ride and any or all of the following locations in the Tri Area: the library, the post office, and H.J. Carroll Park.

Discussion: shouldn't lockers be placed as far out as possible – why Port Hadlock vs. Port Ludlow, for example? Turissini explained that the recommendations for placement came directly from the bike survey. Kennel mentioned that the lockers can be moved if the demand is greater in a different location.

Discussion: has staff considered imposing a fee? If warranted, a fee could be justified. The typical model for these is free use.

Discussion: which location in the Tri Area has the heaviest usage? All routes go by the library but the post office is centrally located in Port Hadlock. The post office is also open to the idea of using their lot as a park and ride.

Motion by Robinson, second by Sullivan to authorize installation of bike lockers at the Haines Place Park and Ride and a location to be determined in the Tri Area. The motion carried.

STAFF REPORT

a. Operations Report

Turissini reported on the spike in July ridership. In August there was a bit of a downward trend. He anticipates a huge spike in September due to record numbers at the Wooden Boat Festival.

Discussion of Customer comments:

Music on the bus. The policy allows drivers to play the radio if the content is not offensive and to comply with passenger requests to turn the music down or off.

Kitsap complaint about difficulties making connections from the ferry. Randels noted that Kitsap Transit does not honor agreements regarding making connections. Meyer explained that part of the problem has to do with understaffing situations at Kitsap Transit at critical times. Randels offered to participate in contact with board members from adjacent transit systems to help improve inter-agency coordination.

b. Financial Report

Line by line finances are doing reasonably well except for fuel. Reduced sales tax revenue combined with the increased fuel costs adds up to tight finances at present. Turissini stated that the board will have to consider actions for the future during the planning process to be implemented in the next six months, which could include a fare increase, a local sales tax increase by public vote of up to .3%, or service reductions. There is a bill going to the legislature which would allow transits to go up to a 1.2% taxing capacity (rather than the current limit .9%).

Sales tax question: do we build in a structure to absorb fluctuations? Church explained that revenue projections and expenses have been budgeted conservatively. However, what we have received year to date compared to last year is not too far off. While we have a current net loss, he anticipates more sales tax revenue in the second half of the year. Also, sales tax distribution has changed so that the sales tax will be collected in the county where the goods are delivered as long as the seller has a presence in the state of Washington.

Discussion: fuel prices inspire thoughts about electric buses, which should be considered for future planning.

c. Long Range Planning

Data has been collected and compiled, and Turissini will draft final report for review by the committee by the end of September. He anticipates one more planning meeting. The planning document will be the agenda for the retreat.

MISCELLANEOUS

- Sullivan reported on a meeting he attended in Bremerton of the Transportation Commission. He reported at that meeting on local transportation concerns, including transit and bicycles.
- Michael Mullen will contact Transit about bicycle garages.

EXECUTIVE SESSION

a. Personnel Legal Issue

The meeting went into Executive Session at 2:42 for up to 15 minutes to discuss litigation against Jefferson Transit. The Regular Session resumed at 3:00. No action was taken.

ADJOURNMENT

Motion by Austin, second by Johnson to adjourn the meeting. The motion passed. The meeting was adjourned at 3:00 p.m. The next Regular Meeting is to be held at 1:30 p.m., October 21st at a location to be determined and advertised.



Rachel Katz, Clerk of the Board

21 October 2008
Date