

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, September 21, 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 Vice Chair Phil Johnson at 1:30 p.m. Other members present were John Austin, George Randels, David Sullivan, and Pam Thompson. Catherine Robinson was absent and excused.

STAFF PRESENT

Peggy Hanson, Cori Boyd

CAC PRESENT

Ali Dyche.

OTHERS PRESENT

Scarlett Sankey

Robert Komishane

Steve Patch

Amber Kent

Steve Oakford

Margaret Lee

John Reynaud

Greg Aten

Carl Thompson, Transit Operator

Burt Langsea, Transit Operator

PUBLIC COMMENTS

The meeting was opened to public comments at 1:32 p.m.

- Scarlett Sankey stated that when the Transit Board does not respond to public comments and questions they miss an opportunity to create the impression that they are listening to the public and taking their comments into consideration. She also stated that the proposed new Castle Hill route runs in the wrong direction for people in the Hancock St. area trying to get to QFC in just a few minutes rather than the 119 minutes it would take in its current configuration. It would also take too long for people in this neighborhood too long to get Downtown and Uptown. She cited the dense population and high number of elderly people in the neighborhood as justification for a route

modification. This could be accomplished by a change to the Shuttle route, which she described.

- Steve Oakford agreed with Sankey.
- John Renaud suggested slight route changes on the Shuttle and the Mountain View Connector.

Public comments ended at 1:39 p.m.

CONSENT AGENDA

a. *Approval of Minutes, August 17, 2010*

b. *Approval of Expenses August 2010*

Operating Checks 88001 - 88126: \$293,546.31, including payroll of \$145,263.41

Capital Checks 307: \$4,465.00

EFT (fare box) Checks 125 - 127: \$13,291.11

Total Expenditures: \$311,302.42

c. *Approve Out of State Travel for Peggy Hanson*

Motion by Randels, seconded by Sullivan to approve the consent agenda. The motion passed unanimously.

STAFF REPORT

General Manager's Report

- Hanson reported that Jefferson Transit was well represented at the State Roadeo in Washington the previous week. Transit Operator Darrell Finley from Forks placed third in the paratransit division and Lloyd Eisenman, placed first in the "35-foot minus" coach division.
- Hanson informed the board members that Secretary Ray LaHood kicked off the 2010 Distracted Driving Summit. Distracted driving accounted for 16% of all fatality accidents in 2009. Hanson has a strong interest in policy development as it relates to distracted driving and has registered Jefferson Transit with the NETS (Network of Employers for Traffic Safety) group. There are over 500 employers who are members of the group, and their mission is to increase the safety and health of employees by adopting distracted driving policies. Employees partner with schools, businesses and other organizations to educate young people about the issue. This is particularly relevant to Jefferson Transit front line employees as the quality of radio reception in our service area makes it necessary for them to use cell phones as a communications backup. Jefferson Transit's challenge for 2011 and 2012 will be to partner with other government agencies and transits to get the local radio networks into condition such that they can support all necessary communications between vehicles and dispatchers. Peggy is making contact with a national transit magazine to invite them to come out and visit our system and write about it.
- A current activity report from the American Public Transportation Association (APTA) states that transit ridership has increased 1% nationally from the second quarter of last year, indicating the possibility of an upward trend. Small bus systems counted for this reporting showed a 3.1% increase. This is in spite of the recent service cuts seen on a national level.

- Hanson presented a review of the service analysis that led to service changes effective October 17, and the service plan itself. The analysis and planning included public input and the convening of a Service Design Team that would drive the creation of work assignments done by the Run Cut Committee. She spoke about the importance of the return of the Shuttle, financial considerations and safety and logistical considerations that affect the run builds. She also wanted to refocus the service hub at the Park and Ride. She also spoke about the importance of having a service model that is measurable. This model accomplishes the restoration of core service and meets the budgeted hours of 450 per week. The creation of the Service Design Team brought together Operations Staff, front line Operators, CAC members and community members to review the new service model. Hanson stated she will institutionalize the team, which will meet three times per year. She showed the board members the new schedule book, which is easier to read, combines East and West Jefferson County operations and was produced at a ¼ of the cost of the large schedules. Employees were solicited for their own photographs and the cover art was the creation of one of the Transit Operators. Hanson also reported that suggestions from community members will be field tested to see if they improve service while staying within the timing and financial parameters. Randels suggested that in addition to flats placed in bus shelters, there should also, in locations where the bus stops on the opposite side of the street from the shelter, be a large sign placed in the shelter instructing people to cross the street to catch the bus. He also stated that, if possible, it would be great if flats or other information was available at stops that don't have shelters. Hanson stated that Jefferson Transit is pursuing funding for solar-lighted stops that have pole-mounted boxes that hold schedule information for that stop.
- Hanson also reported that there will be a change to the Dial-A-Ride reservation system starting October 17, when it will start to support unscheduled rides. Riders are encouraged to call on the same day as a trip they would like to (or need to) take and if the schedule permits, the dispatcher/scheduler will fit the rider into the schedule.

Finance Report

There was a brief summary of August financials. Expenses continue to exceed income, currently by \$60,000 year to date. The October financial report will show savings that have been realized by the elimination of service contracts and non-represented staffing adjustments. Revenue service hours reductions from 480 to 450 will also be reflected in future financial reporting. Sales tax revenue continues to decline. It is currently 8.1% down year to date from last year.

MISCELLANEOUS/CORRESPONDENCE

Hanson reported that Jefferson Transit recently completed an audit conducted by the State Auditor's Office, and that the report did not contain any findings. Staff received positive remarks on our procurement policy, which the Auditor found clear and concise. The SAO plans to use it as a model for other agencies. She gave each board member a copy of the report and reported that the audit results would be shared with the CAC.

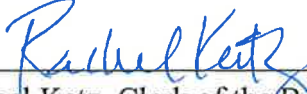
EXECUTIVE SESSION

The Vice Chair announced that the meeting would go into executive session immediately at 2:25

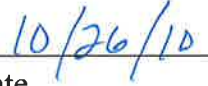
p.m. for 40 minutes to discuss legal and personnel matters under the terms of RCW 42.30.110(1)(g),
(i). The Executive Session concluded at 3:05 p.m. No action was taken.

ADJOURNMENT

The meeting was adjourned at 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m.,
October 26, 2010.



Rachel Katz, Clerk of the Board



Date