

# **Jefferson Transit Authority Board**

## **Retreat-Workshop Minutes**

Tuesday, October 20, 2015, 10:00 am  
63 4 Corners Road, Port Townsend, WA

### **CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Vice-Chair Catharine Robinson at 10:03 a.m. Other members present were David Sullivan, Kathleen Kler, Robert Gray and Lloyd Eisenman. A quorum was present

### **STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager John Koschnick, Mobility and Outreach Manager Leesa Monroe, Grants and Procurement Administrator Cheryl Loran and Executive Assistant/Clerk of the Board Laura Smedley.

### **2016 WORK PLAN, GOALS, AND OBJECTIVES**

Tammi Rubert welcomed everyone and began her presentation about the JTA 2016 Work Plan and Goals and Objectives.

Phil Johnson entered the meeting at 10:06 a.m.

Some of the 2016 Goals are:

- Financial Stability
- Agency and Community Workshops
- Maintain relationships and connections with community peer and partners
- Public Survey
- Assess transportation needs of our community

The Jefferson Transit 2016 objectives are:

- Engage our community
- Balance
- Surveys
- Participate in peer groups
- Sustainability
- JTA Facility and Equipment in Emergency Mangement Planning
- Consider possible service enhancements
- Control Costs
- Efficient Service Plans
- 50 space Bike and Ride
- Purchase replacement vehicles

## JTA's Transit Future

- Make what we have better
- Explore participating in providing service to community events of regional significance.

## JEFFERSON TRANSIT'S FINANCE AND BUDGET DEVELOPMENT

Sara Crouch presented JTA's Finance and Budget Development. She discussed the following topics:

1. **Revenue** - Revenue is received from several sources including; sales tax, local, state and federal grants and passenger fares.
2. **Expenses** – 75% of JTA's budget is for salary and benefits.
3. **Capital Expenditures** – JTA is required by the Federal Transit Association (FTA) to maintain a state of good repair. JTA has consistently increasing maintenance costs due to our aging fleet.
4. **Debt Services** – In March 2014 JTA recognized there would be a shortfall in project funding and elected to issue bonds to complete the Administration and Maintenance Facility. The strict fiscal management and reserve policies of JTA earned an AA rating for these bonds.
5. **Reserve Policy** – In 2011 the JTA Board instituted a Reserve Policy to ensure a consistent level of service is provided to the community during future economic downturns, and to provide funding for future capital purchases. JTA is 50% funded in Operation Reserves and expects to be fully funded by the end of 2017.

## JEFFERSON TRANSIT'S CURRENT GRANTS

Cheryl Loran delivered her presentation describing Jefferson Transit's Current Grants.

JTA has five Grants from three main Grant sources:

1. 2015-2017 Public Transportation Consolidated Grant (3 projects awarded) This is a biennial Grant that JTA applies for operational funds and sometimes capital projects.
  - Project A – Operating Grant for East Jefferson County Service
  - Project B – Operating Grant for West Jefferson County Service
  - Project C – Capital Grant for West Jefferson County for two Cutaway Buses
2. 2015-2017 Regional Mobility Grant. The Regional Mobility Grant is also biennial and highly competitive.
  - Washington State Department of Transportation supports local efforts to improve transit mobility and reduce congestion in our most heavily traveled roadways. We were awarded this Grant to use for a Park and Ride, which will include 100 stalls (50 already completed), electric vehicle charging stations and facilities to store bicycles.
3. 2015-2018 Surface Transportation Program (STP). This Grant is Triennial and shared by the City of Port Townsend, Jefferson County, and JTA.
  - This Grant was used to purchase two heavy-duty buses for East Jefferson County.

## **JEFFERSON TRANSIT'S SERVICE PLAN**

John Koschnick presented a historical perspective on ridership from 2010 to 2015.

- In 2010, there were changes to routes and service models that did not do well. Ridership dropped from March to September.
- The whole service model changed in 2011 and ridership began to recover.
- In 2012-2013 ridership began to flat line.
- 2014 showed the first drop in ridership in the month of September, and 2015 is trending the same.

The breakdown in ridership shows 60% of riders are local residents, 19% are commuters, and 15% are tourists.

JTA would like to research and enhance the routes that are presently working well in 2016. The #6 Tri-Area has some time gaps. We would like to conduct surveys to show which times would benefit most riders. Also, JTA is considering some adjustments to the #11 Shuttle for improved service.

John then presented a Fare Review. Fares are a small, but important part of our funding. Fares have not changed for five years. Some suggestions have been to increase the day pass to \$2 and eliminate the out-of-county surcharge that is confusing for riders, and/or to charge a \$1 flat fare to passengers seeking a single trip.

JTA is planning to perform public outreach through advertising, JTA's website and surveys. After gathering and compiling research information staff will prepare recommendations to the Authority Board for consideration. If the Board approves the new fare structure, it could be implemented as early as June of 2016.

### **PUBLIC COMMENT**

Darrell Conder commented on Dial-A-Ride service.

Brenda McMillan commented on the #11 Shuttle and Poulsbo service.


Burt Langsea would like to see more community engagement

Debbie Jahnke would like to see the public educated. She also commented on the CAC and carbon footprint.

## ADJOURNMENT

The meeting was adjourned at 12:23 p.m. The next regular Authority Board meeting will be held Tuesday, October 20, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

  
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Laura Smedley, Clerk of the Board

  
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Date