

# **Jefferson Transit Authority Board**

## **2011 Budget Workshop**

Meeting Minutes

Tuesday, December 7, 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 were both absent and excused.

### **STAFF PRESENT**

Peggy Hanson, Tammi Rubert, Sara Crouch, Natalie Patten, Rachel Katz, Cori Boyd, Patty Perry, Ben Arnold

### **CAC PRESENT**

None

### **OTHERS PRESENT**

Charlie Bermant-Peninsula Daily News

### **Staff report:**

Sara Crouch, Finance Administrator presented two (2) budgets, one (1) without a successful sales tax levy and one (1) with a successful sales tax levy. She discussed the conservative revenue projections. JTA will maintain sound fiscal policies that were instituted in 2010 to include: management salary freezes, unpaid furloughs, reduced contracts and reduced expenses. Any additional sales tax revenue from a successful sales tax levy will not be realized until late 2011. JTA's ridership has increased since the October 2010 service change and van pool is up 30%. Despite this JTA will remain conservative. Three new vans are scheduled for 2011 with a 20% match. The Capital budget numbers will remain the same. As funding permits, we will replace vehicles. If the sales tax levy is not successful, JTA will reduce the revenue hours from 450 revenue hours to 350. This is a 27% reduction in service and will include six (6) personnel layoffs. JTA will suspend the three (3) new Vanpool vans. JTA will also suspend any additional events that JTA provides service for to include: Rhody Festival, Wooden Boat, etc.

Discussion: The service reduction of one hundred (100) hours. This reduction only reflects East Jefferson County. This does not include the Forks Base. Forks has been looked at as a lifeline to the residents of West Jefferson County. Robinson questioned whether the Forks base has funding stream; she believed that Dave Turissini used to say that the Forks operation has its own funding stream. Hanson stated that we do get grants through WSDOT and Clallam Transit and the Quinault Nation. Robinson wanted to know how much of JTA money goes into the Forks Operation. Hanson and Crouch both stated that it is around thirty thousand dollars (\$30,000) a year after the consolidated grant funding and the Clallam Transit and Quinault Nation payments.

Tammi Rubert, Operations Manager discussed the criteria JTA used to reduce the service by one hundred (100) hours. A complete review of the overall ridership (year to date and current), commuter routes, reducing Sunday service and the frequency of routes was used. JTA will hold a series of public meetings regarding service hour reductions if the sales tax levy does not pass.

Discussion: John Austin questioned the local grants and consolidated grant application if a service reduction is needed. We will have to let WSDOT, Clallam and Quinault know if we have a reduction because that will affect the amount of our funding. Rubert pointed out that we are not eliminating any particular run, just the frequency of the run. Grants are based on miles run. Hanson stated that the dollar amount will be affected and all agencies will be notified for an adjustment.

Discussion: Robinson does not believe we can adopt a budget with a levy on it. Sullivan and Randels agree and suggest adopting a budget without the levy.

Sullivan asked if Wooden Boat Festival service could be bought back if it is part of the service reduction plan. It would need to be explored if this is a charter service or not.

Discussion: Will WSDOT question our match ability through 2012, if we don't have it on our capital budget?

Discussion: The Sales tax levy will be voted on in February but effects won't be felt until September. Adopt the 2011 budget and an amendment could be done in August. Hanson stated she will present a budget for adoption without a levy. Set six (6) month timer on to review and amend. Randels agrees that we should re look at budget in six (6) months. Robinson suggests it needs to be re-looked at in March.

Charlie Bermant, PDN, requested information regarding timeframe of reductions if levy does not pass. Hanson stated that we would adopt 2011 budget without levy, prepare for cuts and readjust as necessary after the levy.

Discussion: Budget will be brought before the Authority Board at the December 28<sup>th</sup> Authority Board meeting. Budget will include additional list of items and cuts that would go into effect if levy does not pass. A public hearing will take place. Hanson commits to review and amend if necessary the budget by April and no later than June. April 1<sup>st</sup> will be the planning date for changes if the levy fails. The notification will align with union, run cut and human resources. JTA will be public and will coordinate notification with the public and staff.

**ADJOURNMENT**

The meeting was adjourned at 2:25 p.m.

Natalie Patten

Natalie Patten, Clerk of the Board

12/28/10

Date