

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, November 18, 2014, 1:30 pm
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:33 pm. Other members present were Catharine Robinson, John Austin, Phil Johnson, Lloyd Eisenman, with Robert Gray excused.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold, Operations Manager John Koschnick and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Brenda McMillan asked if the 9:00 am #2 Mountain View connected with the 9:25 #7 Poulsbo bus.

PUBLIC HEARING

PUBLIC COMMENT

Margaret Lee asked questions and made suggestions regarding the 2015 Operating/Capital Budget.

Darrell Conder asked about the Mason Transit connection location.

Margaret Lee requested that the remaining reserve for bus shelters be used as needed for new shelters.

Steve Oakford noted that the purchase of a shelter is only part of the expense. The prep work is also expensive. He would rather see extra funds spent on service.

Sara Crouch responded to Margaret Lee's questions regarding the budget.

Tammi Rubert stated that a decision has not been made regarding the connection location with Mason Transit in response to Darrell Conder's question.

Catharine Robinson asked about shelter reserve funds. Sara Crouch explained that there is \$28,000 in the budget for shelters. This funding is Surface Transportation Grant monies and has been in the budget since 2010. It was originally \$35,000. We are planning to purchase a new shelter for the new facility.

Phil Johnson asked what the source of heat is for the new facility. Ben Arnold answered it will be electric forced air with a heat pump.

The Public Hearing will remain open until the December 16, 2014 meeting.

NEW AGENDA ITEMS

John Austin would like to discuss consumer outreach passes.

Tammi Rubert requested an Executive Session at the end of the meeting for the purpose of discussing property.

FINANCE REPORT

August 2014 sales tax came in .8% lower than August 2013. Cumulatively, January through August is 3% lower than 2013 receipts.

Vehicle maintenance and repair parts are up due to several high-dollar repairs. Some of these repairs included an exhaust system with a catalyst. Also, a Luminator destination sign, which is a reader board on the front of the bus telling its destination, was sent away for repair.

Overall, it is important to note that we are tracking under budget by 5.7%

Capital activity in October for the new facility includes materials testing for the concrete work that has been completed; construction phase design services and actual construction. There has been no non-facility capital activity.

CONSENT AGENDA

Catharine Robinson suggested the following corrections to the October minutes:

- Correct the spelling of Scarlett Sankey's name in the Public Comment section.
 - On page two (2) where it states, "The Chair of the County commissioners and the City mayor will appoint a representative," add the word "each."
 - On page four (4), first paragraph under "Planning," the City of Port Townsend did not vote on the rezone application. It should be changed to read "Port Townsend Planning Commission met and voted..."
 - On page six (6), second paragraph, add what the Fall bid was for.
 - On page seven (7), second paragraph under "Responses," add the word "by" to make the sentence read "...and JTA is planning to move by June."
 - In the Special Meeting Minutes from November 4, 2014 state that Board member Phil Johnson was absent.
- a. Approval of Minutes, October 21, 2014
 - b. Approval of Special Meeting Minutes, November 4, 2014
 - c. Approval of Expenses, October 2014

Motion: Catharine Robinson moved to approve the Consent Agenda with changes. Phil Johnson seconded.

Vote: The motion carried unanimously, 4-0 by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

John Austin stated that it was suggested to him that an inexpensive way to encourage ridership would be a more liberal use of free daily bus passes. Anything that JTA could do to encourage ridership by a new rider would be helpful. Free passes could be distributed in high-volume places such as the Port Townsend Paper Mill, the Food Co-op, Safeway or the Visitor's Center.

Tammi Rubert responded by saying JTA has been looking for additional ways to encourage ridership with some of the larger employers in our community.

REPORTS

General Managers Report – Tammi Rubert

The Washington State Transit Association (WSTA) proposed recommendations for the 2015 legislative agenda. The focus is on preserving existing service, and operating and capital grants. WSTA is also focusing on securing new local and regional revenue

authority supporting a statewide transportation package. A priority for WSTA is to maintain a clear message to our lawmakers stating the need for funding transportation needs in the future.

Upcoming WSTA Board and Committee meeting dates:

- November 19th and 20th Laura Smedley will be attending the Marketing and Communications Exchange in Olympia.
- December 3rd Sara Crouch will be attending a Finance Committee Meeting in Tacoma.
- December 19th is a WSTA Officer's Call, which is done from remotely from Ms. Rubert's office.

Sara Crouch, Cheryl Loran and Ms. Rubert attended the Peninsula Regional Transportation Planning Organization (PRTPO) ranking committee meeting on November 14, 2014. In the past, agencies applying for a consolidated grant sat together as a group and ranked each other's projects. JTA has requested funding for three (3) projects.

- Project A is our East Jefferson county service.
- Project B is our West Jefferson county (JTOC) service.
- Project C is a capital project for two (2) midsize vehicles for our JTOC service.

This year the process was changed. There will now be a ranking committee. Each competing agency prepared and presented their needs, demographics and future planning. JTA's three (3) projects were all ranked an "A." This means 100% of the "A" projects will be funded if legislature chooses to fund transportation.

The contract for the Haines Place Visitors Information Center, soon to be the Haines Place Transit Center, was signed. The details of the move are being planned.

There is a great deal of activity at the new facility site. The columns and beams have been assembled. The wall girts and roof insulation will begin soon. The footings for Building B, which is the fuel island, are completed. Building B is scheduled to be delivered mid-December. A 35-foot radio antenna was purchased. JTA is still on budget and anticipate a completion date of March 27, 2015.

Our new I.T. Specialist Mike Samodurav has been with JTA for two (2) months and has put together a list of priorities. His top priority is to improve our server network reliability. Mike has improved JTA's security and is working on a viable Network Disaster Recovery Plan (NDRP). This will be handled entirely in-house instead of relying on Albright Networks, who charges \$125 per hour.

Our Mobility Coordinator Leesa Monroe attended the DASH (Disability Awareness Starts Here) monthly meeting on November 4th. She also attended the Senior Provider meeting at Seaport Landing.

Ms. Monroe delivered two hundred promotional brochures with complimentary day passes to Jefferson Healthcare employees. The passes were effective for the month of October. There has been a minimal number of passes returned. She would like to plan another attempt and is working on a different approach to encourage hospital employees to try transit.

Catharine Robinson said that the City of Port Townsend has a Wellness Program for its employees. Although riding the bus would be considered wellness for the planet, walking to the bus stop might qualify for wellness credit. David Sullivan also stated that sometimes it could be better to work with the employer, who may know best how to motivate their employees. Lloyd Eisenman suggested concentrating on downtown businesses. He stated that offering complimentary day passes for all employees at each business may help them see how easy it is to ride the bus, and leave the parking spaces for their customers.

On Saturday, December 6th from 9:00 am to 4:00 pm, JTA will be sponsoring a “Stuff the Bus” event for Toys for Tots. We will be collecting new, unwrapped presents to stuff the bus. The bus will be located behind Henery’s Garden Center. Last year this event was very successful. We are partnering with the Marine Corp. and the Kiwanis Club.

Operations – John Koschnick

Before beginning his report, Mr. Koschnick wanted to address Brenda McMillan's comment about the #2 Mountain View bus not connecting to the 9:00 am #7 Poulsbo bus. Staff has not brought it to his attention as a problem, but he will look into the connection.

November Employment Anniversaries

- Gordon Meling, Operator 3 years
- Eric Kaahanui, Operator 3 years
- Paul Hausmann, Operator 23 years
- Sara Crouch, Finance Administrator 3 years
- Robin Ramone, Payroll & Benefits 3 years
- Tammi Rubert, General Manager 10 years

From October 22nd to the 24th Mr. Koschnick attended a WSTA Operations Committee Meeting, which occurs three (3) times each year. This meeting was held in Oak Harbor and was hosted by Island Transit. This is a statewide meeting that several other agencies attend. There was a very dynamic speaker who discussed how to deal with mentally unstable individuals in transportation. Mr. Koschnick will be looking into the cost of having him speak with our drivers and possibly split the cost with Clallam Transit.

On November 6th, the second meeting of the New Facility Review Committee was held. Several service models were discussed and Mr. Koschnick will have something to present to the Board at the December meeting.

All-Staff Training was held on November 11th. Chris Duvall, Risk-Manager Consultant with WSTIP (Washington State Transit Insurance Pool) was our guest speaker. The training subjects were wheelchair lift and mobility securement, accident training, the causes and procedures that need to be followed when an accident occurs.

On November 13th, Mr. Koschnick attended a WSDOT (Washington State Department of Transportation) Area 3 Interagency Winter Prep meeting in Port Angeles. It was well attended by many different state, county and city agencies.

Maintenance Report –Ben Arnold

Mr. Arnold has been assessing JTA's parts inventory and is creating a surplus list which will be ready for Board approval at the December meeting. In the coming months, he will be working on surplus lists for furniture, used parts, electronics and other miscellaneous items so JTA will not have to pay to move un-needed items.

Four (4) used shelters were purchased from Intercity Transit. David Lont will be traveling to Olympia next week to pick them up. After cleaning and repainting JTA will save an average of \$8,000 per shelter.

JTA chose Elite Movers from Sequim to help with the upcoming move. They have recently moved the offices for the City of Sequim. We will be sending a contract to our attorney for approval and then will ask for Board for approval.

WSDOT Highway Bus Stop Department requested the GPS location of the site for the shelter in Quilcene. The caller said this was required for the permit approval, which hopefully means it is nearing completion.

JTA has passed the last four (4) Stormwater tests thanks to the experimentation with the flower boxes under the gutter downspouts and all the hard work by our employees.

John Austin asked if any progress has been made with the bus stop on Oak Bay Road near the fire station. John Koschnick stated that he met with Qwest last year and discussed working together to get that area painted. Part of that process was putting the sign back up. When we did reinstall the sign, someone from Qwest removed it and brought it to the office. Qwest maintains it is their pullout and they do not want anyone else to use it. Mr. Koschnick will send the Qwest contact information to John Austin.

RIDERSHIP

Ridership showed an increase in October from September by 1%. Overall for the year, we are down about 3.27% which is attributed to the cancellation of Sunday Service, which was 4% of our service. Dial-A-Ride is at 2.69 boardings per hour. We have 95% on-time performance with eleven (11) new applicants.

Mr. Koschnick wanted to point out the chart on the ridership report which shows which routes get the most ridership. The #11 shuttle is JTA's biggest percentage of ridership. After that, all of the routes are fairly close in ridership numbers.

PUBLIC COMMENT

Steve Oakford pointed out that because of Jefferson Healthcare's shifts, it may be difficult to encourage ridership. The main idea is to try to reduce an individual's car use, not eliminate it.

Darrell Conder mentioned that the Food Co-Op would be a good environment to promote transit.

Steve Oakford thinks if JTA gives out complimentary passes we should number and track them.

EXECUTIVE SESSION

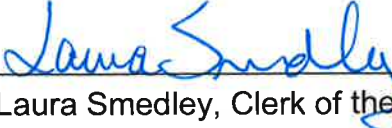
Per RCW 42.30.110 for discussion regarding property with possible direction.

Executive Session began at 2:50 pm

Executive Session ended at 3:10 pm

ADJOURNMENT

The meeting was adjourned at 3:10 pm. The next regular meeting will be held Tuesday, December 16, 2014, at 1:30 p.m.



Laura Smedley, Clerk of the Board

12-18-14

Date