

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, August 19, 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 1:31 pm. Other members present were Catharine Robinson, Phil Johnson, John Austin, Robert Gray and Karen Kautzman.

Mr. Sullivan stated that we thank the Fire Department for the use of their meeting room, but today it has been doubled-booked. Therefore, we will try to be very efficient and complete our business by 2:30 p.m.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Steve Oakford would like to see transportation made available near the new development on Howard Street.

Darrell Conder asked the status of the planned shelter at Marine Plaza.

Debbie Jahnke would like her comment addressed regarding restrooms at the Park & Ride.

Brenda McMillan would like to be a volunteer for the Bus Mentor Program when it is organized.

Brian Aston would like to see an express bus to the Bainbridge Ferry available on weekends.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT

Sales tax came in 4% lower than May 2013. However, it is 4% higher than budgeted. Cumulatively we are 5.92% higher than budget, but 6% lower than 2013 receipts. Our East side fare box revenue is down, but ridership is also down and can be attributed to cancellation of Sunday service. State grant revenue is higher than budgeted.

Overtime for fixed route is a timing issue. We now have two (2) extra board drivers and we expect our overtime for operators will go down. It has been difficult to hire coverage for a few available hours in dispatch.

Vehicle Technical Services is over budget. There has been a good deal of work not covered under warranty. Also, two (2) of the Forks buses have had to be towed long distances.

Travel budget is over budget due to unplanned training opportunities. The remaining over and under line items are due to timing issues. It is important to note that other than the dispatch overtime issue, our overall budget is tracking 4% under budget. This means that in our \$4.1 million dollar budget we are about \$154,000 under budget.

In capital activity for July, we have paid our first construction invoice for project management and construction phase design services. We had no other capital activity in July.

Catharine Robinson inquired about a statement on the Financial Summary page, you say "Sales tax for April" and I believe you want it to say "May". Ms. Crouch said she will correct that.

Robert Gray asked if Operating Reserves were on track. Ms. Crouch said it is on track to be 100% by 2018 or 2019.

CONSENT AGENDA

- a. Approval of Minutes, July 15, 2014
- b. Approval of Expenses, July 2014

On page 2, remove the word "personal" from the sentence that ends in "personal computers" so it does not imply employees are getting computers for personal use. Page 3, middle of the page, "Managers" needs to have an apostrophe after the "r". Page 7, mid-page, capitalize "east" Jefferson County. On page 9, under "John Austin moved that we amend to allow the zoning to remain as P1, change to PI.

Motion: Catharine Robinson moved to approve the Consent Agenda with changes. John Austin seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

PUBLIC HEARING
Transit Development Plan (TDP)/State Transportation Improvement Plan (STIP)
2014-2019

Tammi Rubert explained that the TDP has been updated to include comments and suggested changes received from the Board and the public. An accomplishment section has also been added along with new photos. This report was written by Doug Bullis, our Grants and I.T. Specialist. He added a section on Page 3 that helps make some items easier to understand. In Appendix A, the title "Unfunded Projects" has been changed to "Requested Projects and Service".

Ms. Rubert addressed Debbie Jahnke's comment by stating that JTA is moving towards purchasing the Visitor Center. There is a public restroom located in that building that JTA will be utilizing as a public restroom.

Bert Langsea asked if JTA employees will staff the Visitor Center building if its purchase is successful. Ms. Rubert said JTA's plan is to move Customer Service and the Field Supervisors to the Visitor Center building.

The Public Hearing was closed at 1:53 pm.

OLD BUSINESS

Resolution 14-14: Transportation Development Plan (TDP) 2014-2019

Resolution 14-15: State Transportation Improvement Plan (STIP) 2014-2019

Motion: Catharine Robinson moved to approve Resolution 14-14 and Resolution 14-15. Phil Johnson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

NEW BUSINESS

Resolution 14-16: Unpaid Holidays for Reasons of Faith or Conscience

After Board packets has already been distributed, language was added to this Resolution which references the amended state law. The first sentence now reads "...in accordance with SSB 5173 which amends RCE 1.16.050 and 28A.225.010; adding a new section to 3 chapter 28B.10 RCW; and adding a new section to chapter 28C.18 RCW effective June 12, 2014..." This law allows employees to receive two (2) unpaid holidays for reasons of faith or conscience. The employee manual will be updated to reflect this new process.

Motion: John Austin moved to approve the Resolution 14-16. Catharine Robinson seconded.

Vote: The motion carried unanimously, 5-0 by voice vote.

REPORTS

General Manager's Report – Tammi Rubert

Ms. Rubert will be presenting today's reports for all departments.

Ms. Rubert reported Ben Arnold, John Koschnick, Doug Bullis and Desiree Williams, (our Hall of Fame honoree), are all attending the Washington State Public Transportation Conference in Yakima this week

The Senate has passed Legislation to fund the Highway Mass Transit Project fund through May of 2015. The possible funding problems for the new facility are no longer an issue, but it may affect our Operating Grant for 2015. We will be watching that very closely.

New facility site work that has been completed to date includes: mass excavation; storm ponds; infiltration for the roof and footing drains are installed; light pole bases are in; water lines and fire lines have been installed, tested and passed inspection. PUD has completed power to the site and the eco-lift installer has approved the pour.

The new facility is on budget and the completion date is still April of 2015.

One hundred (100) free bus passes were distributed in June to City and County offices, and Main Street businesses for National Dump the Pump Day. We had a remarkable 52 passes used and returned.

JTA's participation at Jefferson County's Veterans Stand Down on July 28th went very well. For the first time, JTA created Regional Reduced Fare Permits at the Stand Down which made it possible for qualified veterans to receive their permit on site.

Leesa attended a Paratransit services meeting in Bremerton on July 30th. She shared information on how Paratransit helps people overcome transportation challenges in a rural area. She is providing input for their new website geared towards veterans.

At the Port Ludlow by the Bay Festival this year, JTA staged its 1967 bus and a Van Pool van. We had 192 visitors at our booth.

JTA would like to thank all the volunteers who helped at the Jefferson County Fair this year: Darrel Conder, Steve Oakford, Brenda McMillan and Bert Langsea. They worked a total of eleven (11) volunteer hours with 271 people stopping by our booth to discuss transit. Thank you very much. JTA appreciates your help.

Dispatchers Betty Mysak and Karen Kautzman attended a continuing education seminar regarding dispatch protocol and the development of statewide standard operating procedures (SOP) for dispatchers.

Operations Report – Tammi Rubert for John Koschnick

There were two (2) employment anniversaries in July:

Ludwig Becker – Operator	12 years
John Koschnick – Operations Manager	2 years

JTA is continuing to participate in the Guestrider program. This program entails sending our drivers to other transit agencies to ride their buses and evaluate their drivers. Guestriders are invited to our agency to do the same.

Maintenance Report – Tammi Rubert for Ben Arnold

JTA has reapplied for a permit to place a shelter in Quilcene in front of Habitat for Humanity and also across the street at the Quilcene Community Center. Permits have been submitted for simme-seats at Sheridan and Hastings and on Highway 19 in front of the Fiesta Jalisco Restaurant in Port Hadlock.

Bike versus bus at the Park & Ride has been a problem. Bicyclers are using the Park & Ride bus loop as a short cut through the area. We are working on a solution to that problem.

There will be a link on our website so the public is able to view the rezone application with the City of Port Townsend.

Catharine Robinson commented that in the future, when Dump the Pump passes are distributed, it might be a good idea to hand out a survey asking people what they like about transit and would they continue to use transit in the future.

RIDERSHIP

Ridership is down 2.59%, which is a decrease of about 4100 riders since July of 2013. We are still attributing that decrease to the Sunday service change.

On-time performance for Dial-a-Ride is 95.5%.

PUBLIC COMMENT

Brenda McMillan suggests adding a gate at the Park & Ride which would stop bicyclers from taking a short cut through the area.

Margaret Lee is interested in the energy savings built into the new facility.

Steve Oakford would like to help in the planning of transit at Howard Street.

EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding property with possible action being anticipated.

Executive Session began at 2:15 pm

Executive Session ended at 2:33 pm with no action taken.

ADJOURNMENT

The meeting was adjourned at 2:33 pm. The next regular meeting will be held Tuesday, September 16, 2014, at 1:30 p.m.

Laura Smedley
Laura Smedley, Clerk of the Board

9-18-14
Date