

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 21, 2014, 1:30 p.m.
701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Vice-Chair David Sullivan at 1:37 p.m. Other members present were John Austin, Phil Johnson, Robert Gray, and Lloyd Eisenman.

STAFF PRESENT

Tammi Rubert, Sara Crouch, John Koschnick, Leesa Monroe and Laura Smedley

OTHERS PRESENT

Darrell Conder, Burt Langsea and Margaret Lee

PUBLIC COMMENT

Langsea reported that an enthusiastic group of seniors from Port Townsend High School have started a Senior Project to help people get their groceries from the Food Bank to their homes.

Lee would like to see JTA collaborate with students involved in the Climate Action Committee to promote Transit as a way to help with global warming.

Conder asked when groundbreaking will take place for the new facility. Also, if JTA is planning an event, will transportation be provided from the Haines Place Park & Ride?

Rubert responded by thanking Langsea for the information. She also responded to Lee stating that she and Austin are already involved in the Climate Action Committee and attend meetings held every three months. Austin will request the Chair of the Climate Action Committee include Lee in meeting notices. Rubert will have answers for Conder's questions in the Manager's report.

NEW AGENDA ITEMS

None

FINANCE REPORT – Crouch

Crouch presented the December 2013 Financials.

Financial Summary

- Sales tax for October of 2013 came in 2% higher than October 2012 and 14% higher than budget. Cumulatively, sales tax is 12% higher year-to-date than last year.

Revenue Report

- A reporting error was discovered in Accounts Receivable/Farebox Revenue.
 - This resulted in an overstatement of both the accounts receivable account and the revenue account. The negative amount in the monthly figure for farebox revenue reflects the corrective action taken to resolve the problem in December.
 - This is only a reporting error; there is no cash missing or misappropriated funds.
 - Additionally, the 2013 revenue figures are based on incorrect assumptions. This will result in being under budget for revenue in both 2013 and 2014.
- Expense Report – Overall under budget 4.45%.
- Capital Activity
 - Capital activity in December for the Facility: Design and Project Management, and STP-Flex funding were utilized for the purchase of a network security firewall, router and an external hard drive.

CONSENT AGENDA

- a. Approval of Minutes, December 17, 2013
- b. Approval of Expenses, December 2013
- c. Amendment to Grant GCB1613
- d. Approval of Out of State Travel - Ben Arnold and Desiree Williams
- e. Approval of Out of State Travel – John Koschnick and Doug Bullis

Motion by Austin to approve the consent agenda excluding Item C for further discussion, seconded by Gray. The motion carried unanimously.

Discussion opened on Item C – Amendment to Grant GCB1613:

Crouch stated JTA was over-funded in Jefferson Transit Olympic Connection (JTOC) service. Washington State Department of Transportation (WSDOT) moved \$139,000 in State funding from JTOC to East side service. Additionally, \$425,000 in Federal funding was released for the Consolidated Grant Project. Sales tax equalization funding in the amount of \$237,874 was released to apply towards East-side service. Crouch clarified for Austin that JTA is not moving dedicated funds from one project to another.

Motion by Austin, seconded by Johnson to approve Item C in the Consent Agenda. The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

STAFF REPORTS

A. General Manager's Report – Rubert

• Legislative Updates

The 2014 State Legislative sessions began Monday, January 13, 2014. The Small and Medium Transit Association (SMTA) began our meetings on Tuesday, January 14, 2014. There is still an impasse where the transportation package is concerned and the outlook on a revenue package looks challenging. Both the House and Senate will hear a State of Transportation presentation from Secretary Peterson.

• Update on New Facility Project

Work Completed To Date:

- Submitted building, road approach and septic permits to Jefferson County
- Continued to oversee architect and work on construction documents
- Continued to get organized for construction
- Posted the site for the Conditional Use Hearing on January 28, 2014 at 2:00 pm at the Courthouse 1st floor conference room
- Met with FTA staff to discuss federal conditions needed in construction documents
- Discussed a ground breaking ceremony with FTA. The date for this will be set after the Conditional Use Hearing.

Work Planned:

- Preparing for the Conditional Use Hearing on January 28th
- The last building permit to be submitted this week is the reclaim system
- Continue to review Specifications and Plans
- JTA will continue to get organized for construction
- JTA hopes to go to bid on February 19, 2014

Schedule/Budget Status:

- JTA is on budget for project management contract. The total project schedule will need to be revised to reflect the Conditional Use Hearing date of January 28, 2014.

Scope Changes/Values Added:

- Project Management contract terms are valid through bid date, however we may need to discuss a re-negotiation of the terms to include building inspector and staff fee changes. JTA will present this to the Board in the next meeting.

• Miscellaneous Items

- On January 15, 2014 Rubert, Monroe and Bullis attended the Human Services Transportation Plan Stakeholders' meeting to discuss updating the plan for the next four years. The Human Services Transportation Plans' goal is to improve transportation services for persons with disabilities, older adults and individuals with lower incomes by ensuring that communities coordinate transportation resources. JTA will be involved throughout the entire process. Representatives from Clallam Transit, Mason Transit and the Tribe were all in attendance. The meeting was chaired by T.J. Nedrow from WSDOT.
- Scott Wilson from the Port Townsend Leader approached Rubert regarding the advertisements on the exterior of JTA's buses. He requested JTA revisit the policy allowing the public to advertise on buses again. Wilson contacted King County Metro to get information about their policies and practices. He requested the Leader be the contractor and enforce a stricter policy which would limit or give JTA discretion to decide which ads may appear. The research done by our attorney stated that because the ads constitute "speech" JTA may only limit ads if its decision-making passes strict scrutiny. The ability to limit speech depends on the forum; traditional public forums, non-public forums and designated public forums. The ads on the bus are considered a designated public forum. According to our attorney, if JTA maintains the "public forum", it will have limited ability to reject ads that members of the public may find objectionable.
- Over the past two months Smedley and Paul Willem completed JTA's records management project which began in 2008 and was never completed. All boxes marked for destruction back in 2009 were finally destroyed. The contents and labels of over 140 boxes were first verified and subsequently shredded. Smedley will continue to keep accurate and organized records for JTA.
- As a result of the Pettit Oil closure on January 17, 2014, JTA declared an emergency. Pursuant to JTA's procurement policy 1.2 we will procure fuel from alternate sources until a Request for Proposal (RFP) for long term services is prepared. Jefferson County stepped up to help East-side JTA and fuel has been secured for JTOC using MASCO.
- Rubert received a request from East Jefferson Fire and Rescue for emergency fuel, which JTA is providing.

B. Maintenance Report – Given by Rubert for Arnold

- Five vehicles were put on the government auction site (publicauction.com). All five vehicles sold for much more than expected. The two mini-vans defaulted on the sales and will be put back onto the auction website. We received \$11,956 for the three vehicles that sold and will continue to auction vehicles in this manner.
- Annual Year-End Report for 2013:
 - 95,964 gallons of fuel were used at a cost of \$323,705. This worked out to an average price of \$3.37 per gallon
 - JTA traveled 642,110 miles for an average of 6.7 miles per gallon
 - JTA had 50 road calls. That works out to one road call for every 12,842 miles per vehicle
 - JTA used 95 tires, which is an average of 42,808 miles per tire
 - JTA performed 527 routine services, for a cost of \$67,932
- Current Maintenance Projects:
 - Martin Road shelter placement is closer to reality.
 - JTA is receiving bids on the new signage project.
 - Simme-seat placement has not yet been determined.
 - Selling two (2) mini-vans on surplus auction website.
 - Complete research on camera warranty
 - Forks has been experiencing a lot of breakdowns. Maintenance has been shuffling buses back and forth for repair. A meeting regarding the existing warranties on the buses will take place January 22, 2014.

C. Operations Report – Koschnick

- January Employment Anniversaries:
 - John Maiden – Operator 31 years
 - Linda Moerke – Operator 23 years
- December/January Monthly Highlights:
 - On January 8, 2014 the first meeting of the Service Review Committee took place to develop service changes related to the new facility. Over the summer, JTA will perform public outreach to gain input for route changes. The plan will be finalized in the fall; and JTA will implement the plan after opening the new facility.
 - Both dispatchers attended a dispatch training seminar at Everett Station. This seminar was part of an effort by Washington State Transit Association (WSTA) and WSDOT to consolidate and formalize transit dispatching functions statewide.
 - The Certified Safety and Security Officer certification has been issued following a training course Koschnick attended in early December.

- Homeless Shelter:
 - We have had sporadic problems with a few individual passengers from the homeless shelter this year. However, our field supervisors have done a good job controlling the issues and we remain in good communication with shelter volunteers.

- Bus Stop Updates:
 - Lawrence & Taylor – The sign has been installed
 - Washington Street near the Court House – Stop relocated close to Cass Street
 - Southport Way & Highway 20 Eastbound– A new stop has been established
 - Across from Snug Harbor Restaurant, Highway 20 Westbound – Application for a new stop has been submitted

D. Mobility Report – Monroe

- Toys for Tots have requested the date of December 6, 2014 for the “Stuff the Bus” event this year.
- During the last month Monroe has been working on end-of-year records retention for ADA and vanpool.
- In 2013, JTA’s vanpools traveled 105,156 miles. On Earth Day this year, JTA would like to commend our vanpool drivers and show the environmental benefits of participating in a vanpool.
- With the recent closing of Petit Oil, vanpool vans have been fueling with their personal credit/debit cards and receiving reimbursement from JTA until other arrangements can be organized.
- On January 15, 2014 Monroe, Rubert and Bullis attended the Washington State Human Services Plan meeting and will prepare data as requested.

E. Ridership Report – Koschnick

- There was a small increase in ridership from November to December. Poulsbo numbers were down, Sequim and Brinnon were up slightly.
- The total number of riders for 2013 was 271,508 which is down from 2012 by 14,936 riders or 5.2%.

Austin asked if gas prices are a factor when searching for ridership trends. Rubert had contacted Spokane Transit and they reported overall travel has declined for them. The ridership decline is statewide. The price of gas is one factor that directly relates to increase or decrease in ridership.

Sullivan suggested that the election of new Authority Board Officers should wait until February as City Officials have not been decided.

PUBLIC COMMENT

Langsea asked how city representatives are determined. Gray responded that the Mayor selects the City officials.

EXECUTIVE SESSION per RCW 42.30.110 for discussion regarding Real Estate with possible action being taken.

Executive Session began at 2:30 pm

Executive Session ended at 2:50 pm

Robert Gray left Executive Session at 2:45 pm.

Austin moved to retain the entire JTA property on upper Sims Way for future sale, and to direct Rubert to begin proceedings to secure a loan using the entire property as collateral. Johnson seconded and the motion carried unanimously.

Rubert was also instructed to negotiate the purchase of the Visitor's Center property with D. Timmons at the City of Port Townsend.

ADJOURNMENT

The meeting was adjourned at 2:52 pm. The next regular meeting will be held at 1:30 p.m., February 18, 2014.



Laura Smedley, Clerk of the Board

2-18-2014

Date