

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, July 15, 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 Lloyd Eisenman.

### **STAFF PRESENT**

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

### **PUBLIC COMMENT**

Margaret Lee commented on transfers between reserve accounts.

Brenda McMillan suggested JTA raise fares. She also asked about the art contest.

Greg Aten would like to see a signal at the Four Corners and Highway 20 intersection.

Darrell Conder agreed that JTA should examine the fare schedule.

### **JTA Staff Response**

Crouch explained the transfer in question was the funding from the Sales Tax Equalization grant. The grant is used for operations, but allowed the transfer of sales tax receipts to the Capital account. This has been a planned transfer and has appeared in all of the funding presentations for the new facility project.

Sullivan agreed that the Four Corners intersection is dangerous. It is on the State plan for future improvement.

## NEW AGENDA ITEMS

There were none.

## FINANCE REPORT

JTA is one of the eight (8) founding members of the Washington State Transit Insurance Pool (WSTIP). WSTIP provides access to risk management tools, outstanding transit training, safety consulting and liability insurance. WSTIP is integral to JTA's continued success. A copy of WSTIP's 2013 annual report milestones was given to each Board member, and the report is also available at [www.wstip.org](http://www.wstip.org) for viewing.

Sales tax for April 2014 came in 3% lower than April 2013; however, it is 1% higher than budgeted. Cumulatively the January through April total is still 6% higher than budget and 6% lower than 2013 sales tax receipts.

Overtime is over budget as expected. We now have two (2) fully trained additional operators that should help alleviate this issue.

Travel is over budget which was expected due to training opportunities provided by the Federal Transit Association (FTA) and Washington State Department of Transportation (WSDOT). Two planned out of State training sessions have been cancelled, as well as attendance at the WSDOT Convention for two (2) employees. We will still be sending three (3) employees to this Convention as it is an excellent training opportunity.

The Capital activity in June for the new facility included a TCF construction submittal review and our Project Manager.

The Capital activity in June for the non-facility was the purchase of seventeen computers.

Robert Gray asked if a fare study is done periodically. Rubert reported that a fare study has not been done since she has been the General Manager. JTA will research this issue.

Mr. Gray also asked if the Board will be receiving periodic financial reports on the new facility project. Crouch replied that the last page of the financial report covers the expenses. Mr. Gray would like a narrative report presented, if possible.

John Austin commented that while it may be tempting to increase the fares, it is in the social good to encourage people to ride the bus. We want to get people out of cars to reduce pollution and crowding in the downtown area. With that in mind, the Board has been slow to increase fares. Rubert reported that fares are only 6% of JTA's revenue.

Phil Johnson wanted to verify that there is not a separate reserve fund to purchase buses. Crouch confirmed that there is just one Capital reserve fund. In the annual Capital budget, projects are earmarked to complete if funding is available. At this time, all funding is focused on the new facility.

## CONSENT AGENDA

- a. Approval of Minutes, June 17, 2014
- b. Approval of Expenses, June 2014

On page 4 of 7 in the second paragraph of the Manager's Report, strike the sentence that begins "The easement for the Olympic Trail..." because only the paperwork for the easement is being completed at this time.

***Motion: John Austin moved to approve the Consent Agenda with changes. Phil Johnson seconded.***

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

## PUBLIC HEARING

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

Margaret Lee commented on the Capital improvement information and the Operating data on page 14 and 15. She sees both of those figures as staying flat from 2014-2019. However, on Appendix A, where there are listings of things that JTA would like to accomplish, there are over twenty items. How will JTA accomplish any of those items without funding?

Rubert commented that these items are added to the TDP because if it is not listed in the report, JTA is not allowed to ask for a grant to fund them.

Sullivan commented that Jefferson County is at the maximum level of sales tax for transit allowed, and the State and Federal governments have not yet addressed the long-term transportation budget. That is the nature of our conservatism.

Robert Gray asked if there would be a way to get an annual pass for Dial-A-Ride. Ms. Rubert commented that when using Dial-A-Ride, the type of pass used is a "Punch Pass" which is punched each time the rider boards the vehicle. These are usually sold as \$10 or \$20 passes. Mr. Gray would also like to see an accomplishment report added to the TDP. Mr. Gray asked if JTA would be able to get more of the historic-looking shelters that are located downtown, for upper Sims Way. Ben Arnold has researched purchasing more of those shelters in the past. The company that made them is no longer in business. We sent photos to other companies for bids and the added cost to construct a shelter like that would be approximately \$6,000 to \$8,000.

Catharine Robinson suggested putting + 1% in parentheses beside passenger trips so it does not appear to be added to revenue hours. She also had questions and corrections in the narrative on several pages.

No other comments or questions were made. David said we would make these changes, and people can comment online or in person until the next Public Hearing on August 19<sup>th</sup>.

## **OLD BUSINESS**

There was none.

## **NEW BUSINESS**

### **Remote Interest Discussion**

David Sullivan began by stating that we are having this discussion because of the complicated nature of having negotiations for two (2) issues; the first being the re-zoning of the property JTA intends to sell on Sims Way; and the other being the potential purchase the Visitors Center located at the Haines Place Park & Ride. Both involve the City of Port Townsend.

Mr. Sullivan included in the Board packet information received via email from Municipal Research and Services Center (MRSC) located in Seattle.

Mr. Sullivan said he brought this forward in the spirit of openness. This way the public has general background information and is informed about the issues involved relating to remote interest.

Catharine Robinson thought it would be difficult to have a discussion without legal representation present to speak and provide legal guidance.

Mr. Sullivan asked if transit's attorney Craig Miller would be willing to attend a Board meeting. Tammi Rubert answered that he would be willing to come to a meeting and help with this discussion. Ms. Rubert asked if we should continue with the Executive Session which was scheduled for today. Mr. Sullivan noted that the subject of today's Executive Session was the main reason he brought this subject forward. He was hoping it would encourage the City council members to get advice from their attorney on how the situation should be handled today.

Ms. Robinson asked if there was urgency in holding the Executive Session today. Ms. Rubert answered that it was important to discuss the re-zone today. She has had inquiries from the City, and this Executive Session was necessary in order to obtain answers for them. The re-zone portion of this session is necessary; the purchase of the Visitors Center portion could be postponed until next month.

Robert Gray asked Catharine Robinson if she understood from City Attorney John Watts that they should not be part of the Executive Session regarding the re-zone. Ms. Robinson stated she had already planned to recuse herself from the re-zone subject at the City level because of being on this Board. She then said it would be best to take herself and Robert Gray out of the discussion on both ends and let the commissioners deal with the issue.

David Sullivan said there are different ways of dealing with conflicts. One is to recuse yourself, and another is simply to disclose all of the interest so the public is informed as to what could affect your decision.

Mr. Sullivan suggests postponing the discussion of the sale of the Visitors Center until next month. He asked if we should invite transit's attorney Craig Miller and the city's attorney John Watts to attend the next Board meeting. Robert Gray noted that John Watts has recently retired. The Board directed Ms. Rubert to ask for Mr. Miller's opinion in writing.

## **REPORTS**

### **General Managers Report – Tammi Rubert**

Ms. Rubert reported that JTA had received a "Dear Colleague" letter from the Federal Transportation Association (FTA) which informed us of a potential problem of promised aid if the Highway Trust Fund was not funded. This could put our current Capital project in jeopardy. Ms. Rubert wanted to update the Finance Committee and the Board to say that on July 10<sup>th</sup>, the House and the Senate committee voted for legislation that would keep the highway transit aid flowing. The House Ways and Means Committee approved a Bill for \$10.8 billion to shore up the Federal Funding Trust Fund until May of 2015. This Bill will be scheduled to come out on the floor this week.

Ms. Rubert will not give the new facility portion of her report today because Samantha Trone will be giving a presentation later in the meeting.

JTA will be marketing Van Pool at the Port Ludlow by the Bay Festival on July 25<sup>th</sup> through the 27<sup>th</sup>, 2014.

On July 28, 2014 Leesa Monroe and Tammi Rubert will be attending the Veterans Stand Down at the Elks Club in Port Townsend. We will be marketing the Regional Reduced Fare Permit.

JTA received a request from Mason Transit for a meeting to discuss altering the Brinnon route. At this time Mason Transit (MTA) comes into Jefferson County as far as the Brinnon Store, and JTA goes to Black Point Road. MTA is requesting that JTA will now come to the edge of Jefferson County, which is Triton Cove State Park. MTA has been gracious coming into our County for many years, but they have been reviewing their budget and believe it is cost prohibitive for them to continue this practice. Phil Johnson is concerned about people being dropped off at Triton Cove without shelter, restrooms or telephone available. John Austin noted that eventually there will be facilities built at Black Point. David Sullivan suggested a possible price settlement with MTA might be the best solution and keep the same service for a short time until there is some stimulus for change, such as improvements at Black Point.

A new General Manager was just hired at Gray's Harbor Transit. Ms. Rubert has worked with Ken Mehin for the last couple of years on the WSTIP and WSTA Boards. He will be moving here from Yakima Transit. We are very happy to see him come this direction and become part of the regional peninsula transportation system.

Catharine Robinson asked if Ms Rubert would track the House bill and keep the Board up to date.

### **New Facility Presentation – Samantha Trone**

Ms. Trone gave a short presentation on the new facility construction progress which included photos. Construction began on June 16, 2014, and the estimated completion date is April 2015.

Darrell Conder asked if there was still a bus turnaround included in the project. Ms. Trone said that at the completion of this project, there will be a bus turnaround with a shelter. Passengers that now wait at the shelters on Highway 20 will be able to wait off the highway at a shelter on the new facility property.

## **Operations Report – John Koschnick**

Mr. Koschnick reported six (6) employment anniversaries in July:

Tom Smithers – Vehicle Maintenance	4 years
David Lont – Facility Maintenance	4 years
Ken Yingling – Vehicle Maintenance	4 years
Emma Henry – Forks Operator	4 years
Todd Oestreich – Operator	13 years
Greg Prescott – Operator	13 years

On June 22, 2014, Lloyd Eisenman served as Grand Marshall for Kitsap Transit's Bus Rodeo in Silverdale, WA.

On June 30, 2014, JTA started our new service and updated schedules were distributed.

In late June, early July our two newest operators started regular service and are doing very well. At the same time that our East Jefferson county drivers were hired, we also hired a new operator for Jefferson Transit Olympic Connection (JTOC) who did not work out. Friday, July 11, 2014, Mr. Koschnick travelled to Forks to interview another applicant, whom he subsequently hired.

Lloyd Eisenman gave a short presentation regarding Public Outreach projects he has been working on. He has given four (4) safety classes to young students. Using the 1967 bus as a classroom, he is teaching them the safest way to wait for a bus, and how to behave when riding on a bus. Each child that completed the course was given a special certificate with their photo on it. The 1967 bus has also been entered in two (2) car shows. In the recent Rakers Car Show, the 1967 bus was awarded "Best in Class" in our division. The 1967 bus will also be entered in the Kiwanis Car Show in August.

## **Maintenance Report – Ben Arnold**

Mr. Arnold reported maintenance has been working on many vehicle recalls.

There were more shelter requests for the Brinnon Store and at 7<sup>th</sup> and Irondale in Hadlock. Two (2) shelters have been purchased from Clallam Transit for \$1. We will be refurbishing those for use. We also purchased seven (7) fare boxes from Clallam Transit for the Forks buses. The second shelter at Martin Road will be in place by the end of next week.

A tree's roots at the Haines Place Park & Ride are causing the sidewalk to rise up and create a tripping hazard. JTA and the City of Port Townsend are working on the removal of that tree.

Mr. Arnold has just applied for JTA's five (5) year Stormwater Renewal Permit, which will go into effect in January.

John Austin observed that a resurfacing is being done on Center Road. He asked if JTA been able to take advantage of that by improving our stops on the #1 Brinnon Route. Mr. Koschnick replied he has requested stops be resurfaced at the Old Eagle Mountain store and near Highway 104. There have been improvements made at both stops.

## **RIDERSHIP**

John Koschnick and Sara Crouch met with Carrie Andrews from the Wooden Boat Festival regarding Sunday service to the Wooden Boat Festival. We explained the process JTA would have to go through in order to provide charter service on Sunday. At the end of the meeting, it appeared they will be contacting potential charter companies for Sunday service.

Ridership was pretty much a flat line from May to June this year. Compared to 2013 we are down about 2%. Sara Crouch asked the Board to keep in mind that in 2013 JTA provided Sunday service January through June. That figure for Sunday ridership was about 4%.

Dial-A-Ride location report for the second month shows that most of the stop locations are at Jefferson County Healthcare, QFC and Safeway in Port Townsend.

Catharine Robinson asked if there have been any more developments involving the Lawrence and Taylor stop. Mr. Koschnick responded that after further investigation into other suggested stop locations, Lawrence and Taylor is still the safest place to stop.

## **PUBLIC COMMENT**

Margaret Lee would like to see an article in the Port Townsend Leader about Lloyd Eisenman's work with the children.

Brenda McMillan was under the impression that providing service for the Wooden Boat Festival was a money maker.

### **JTA Staff Response**

John Koschnick stated that Wooden Boat Festival service has never been a money maker.



## EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding Real Estate with action being anticipated.

Executive Session began at 3:15 pm

Note: Robert Gray and Catharine Robinson recused themselves from Executive Session.

John Austin would like to move that we lift the restrictive covenant that is on statutory Warranty Deed AFN428642, Johnson seconded. Austin says it is referring to the street vacation ordinance #2708.

The motion passed unanimously.


John Austin moved that we amend the application to the City of Port Townsend so that we exclude the six (6) lots and allow it to remain as PI so that 261 and 280 would be rezoned as commercial. Johnson seconded. The Board recognizes that those lots are in a steep area, and it is a request that the City has made. Mr. Austin didn't think it would materially affect the value of the transit property.

The motion passed unanimously.

Executive Session ended at 3:35 pm

## ADJOURNMENT

The meeting was adjourned at 3:36 pm. The next regular meeting will be held Tuesday, August 19, 2014, at 1:30 p.m.

  
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Laura Smedley, Clerk of the Board

9-2-2014  
Date

