

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, June 17, 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 and Executive Assistant/Clerk of the Board Laura Smedley

OTHERS PRESENT

James Blumenthal, Martin Nelson & Co. and Marc Greenough, Foster Pepper, PLLC

PUBLIC COMMENT

Todd Wexman asked questions about the new facility and the Visitor's Center.

Lloyd Eisenman entered the meeting at 1:34 pm.

Brenda McMillan would like to see the entire Board Packet before a meeting.

Darrell Conder commented on the Notices and Alerts going out to subscribers through the website.

JTA Staff Response

Tammi Rubert invited Mr. Wexman to the transit facility to have his questions answered.

Laura Smedley explained to Ms. McMillan how to find the Board Packet on JTA's website.

NEW AGENDA ITEMS

Resolution 14-11: Amended Policy for Reserve Funds has been added to the agenda.

FINANCE REPORT

Sara Crouch announced that JTA's recent audit went very well, and there were no findings. The audit is available on JTA's website and the State Auditor's website.

Sales tax for March 2014 came in 5% lower than March 2013. This is not a surprise because 2013 was a very good year. However, it is 2% higher than budgeted. The January through March accumulative total is 8.56% higher than budget.

East side fare revenues have been traditionally 2% lower with the revised budget figure, and they are at 2.7% now.

Overtime is all performing to budget except "Other Overtime" because of a dispatch shift which needs to be filled. The summer vacation bids are due to start. Additional drivers have been hired which should alleviate some of JTA's overtime issues.

JTA did a Standard and Poor's credit assessment on March 27, 2014, and we received an AA inaugural rating for our bond issue.

Phil Johnson asked how much below the 2013 figure the sales tax is now. Crouch will deliver a cumulative figure to him.

Catharine Robinson noted the budget shows that revenue is tracking above the benchmark percent for the year and expenses are tracking below the benchmark. She would like to thank the staff for achieving this.

CONSENT AGENDA

- a. Approval of Special Meeting Minutes April 29, 2014
- b. Approval of Special Meeting Minutes May 2, 2014
- c. Approval of Minutes, May 20, 2014
- d. Approval of Expenses, May 2014

Ms. Robinson suggested a correction for the 4-29-14 Special Meeting minutes on Page 1 in the third sentence in the paragraph under "New Agenda Items" replace "make buyers or investors compete" with "the competitive market works to." Page 2, third sentence, which

says "This payment would be comparable to the bank loan payment which was for," add the words "an adjustable rate loan." In the next sentence add the words "as collateral" after "attaching the property." Ms. Robinson's name throughout minutes should be corrected. Ms. Robinson continued with corrections for the 5-2-14 Special Meeting minutes to add Samantha Trone and Kara Rodgers to others present at the meeting. Ms. Robinson also corrected an item on the regular meeting minutes from 5-20-14. On page 5 change the next meeting date to June 17, 2014.

Mr. Gray would also like to make a change on the Regular meeting minutes from 5-20-14. Page 4, under Ridership, add "for Dial-A-Ride" to the end of the second paragraph.

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

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

OLD BUSINESS

There was none.

NEW BUSINESS

Resolution 14-11: Amended Policy for Reserve Funds

Sara Crouch reported that due to the bond issuance, the auditor has indicated that JTA needs to change our Reserve Fund Policy. In the past, it was known as the "Capital and Operating Reserve Policy." We are now required to add two (2) reserve funds to our Policy, and it will now be named "Reserve Fund Policy." An Unemployment Compensation Reserve Fund and a Debt Service Reserve Fund have been added to the Policy.

Motion: Phil Johnson moved to approve the Resolution 14-11. John Austin seconded.

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

Resolution 14-12: Adopting a System of Registration of Bonds and Obligations of the Authority

Tammi Rubert introduced Jim Blumenthal with Martin Nelson & Co. and thanked him and his staff for their assistance and all the work they have put into this project.

Mr. Blumenthal discussed the sales results and the Bond Purchase Agreement. He stated that the financial results that JTA has achieved are reflected in the results of the AA rating. The overall interest rate has been set at 3.79% with a three (3) year call.

Resolution 14-13: Authorizing the Board to Issue General Obligation Bonds for Public Mass Transportation Capital Purposes.

Ms. Rubert introduced Marc Greenough with Foster Pepper PLLC. He explained there are two (2) Resolutions. The first Resolution 14-12 is a technical resolution which authorizes JTA to register Foster Pepper bonds. This is a requirement of the Federal Tax Code. The second Resolution 14-13 authorizes the issuance of the bonds.

Motion: Catharine Robinson moved to approve the Resolution 14-12. John Austin seconded.

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

Motion: Catharine Robinson moved to approve the Resolution 14-13. John Austin seconded.

Gray asked about the letter from Martin Nelson & Co. Mr. Blumenthal explained that it is an agreement with JTA and Martin Nelson & Co. that will lock the interest rate.

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

REPORTS

General Managers Report – Tammi Rubert

Ms. Rubert reported that on the Legislative front, the House passed the Transportation – HUD Appropriations Bill. This bill funds the core Federal Transit Administration (FTA) formula programs. Included in the bill are cuts to Amtrak, Research, TIGER Grants, Capital Investment Grants and FTA Administration, funded from the General Fund.

Pease Construction broke ground on JTA's new facility yesterday. At this point we are on budget and on schedule.

The ability to subscribe to Notices and Alerts is now running on JTA's website. If you subscribed to Notices and Alerts, you would receive notice of special meetings and rider alerts.

Leesa Monroe and Tammi Rubert met with the coordinators for Voices for Veterans about the upcoming Stand Down event on July 28, 2014. According to Washington State Department of Transportation (WSDOT), 19% of Jefferson County residents are veterans. JTA is committed to transporting veterans from the Olympic Peninsula to the Stand Down. JTA will publicize the dates of the Stand Down inside our buses and on bus shelters. We will also participate as a vendor at the Stand Down.

Lena Valentine is the winner of this year's Summer Art Contest. Lena is in the eighth grade and attends the Jefferson Community School. We unveiled Lena's artwork on June 5th at Pope Marine Park. Her artwork will be showcased on the side of our bus all year.

Ms. Rubert continued; when I discuss achieving the goals set for our system, I look at what we say we WILL do as a public transportation system. In our mission statement, we state we will provide reliable, safe and comfortable public transportation. We also state our transportation will be cost effective, reduce energy consumption and contribute to the culture and the economy of Jefferson County. We measure on-time performance and safety. We can show a benefit in the amount of single-occupancy vehicles removed from the roads, thus increasing the life of our infrastructure. Although 300,000 riders annually is an impressive number, we want more people to "Try Transit." We want people to leave their vehicles at home and commute to work, school or essential services on public transportation. JTA is working on a marketing campaign to "Try Transit." You may have seen this new marketing strategy on our website, in Leader articles and on the outside of our bus with the graphics of the Summer Art Contest.

Our Customer Service Representative Sue Jones also staffs JTA's booth at the Farmer's Market on a number of Saturdays. It is very encouraging to hear how many people love public transportation and their comments about JTA.

John Austin asked about the Olympic Discovery Trail easement and if we were completing paperwork, or working on the trail. Ms. Rubert reported that the easement paperwork is being completed at this time. We will put the trail in when the Olympic Trail comes across Highway 20 to our property.

Robert Gray asked about the free passes that were distributed by JTA for "Dump the Pump." Ms. Rubert said that Leesa Monroe handed out passes to the City of Port Townsend, County employees and the Main Street Association and asked them to "Try Transit" on Dump the Pump day, which was June 19, 2014.

Robert Gray also asked for an update on the Visitor's Center. Ms. Rubert reported that JTA is still in the negotiation process with the City of Port Townsend.

John Austin suggested JTA talk to The Rose Theater about exchanging free day passes to be used as drawing prizes for having JTA's logo and the new "Try Transit" slogan put on the movie screen.

Operations Report – John Koschnick

Mr. Koschnick reported two employment anniversaries in June:

Jan Baker – Operator	15 years
Elizabeth Trollsplinter – Operator	3 years

During the last month Mr. Koschnick, has been working on the new hire process. This includes testing, interviewing, selection and training. In late May JTA hired three (3) new operators; Mark Rosbach, Mona Sharpe and Michael Estabrook. Michael accepted our opening in Forks. This means JTA's Forks operator, Darrell Finley will be transferring here tomorrow.

On June 13th, Mr. Koschnick received a letter from the Port Ludlow Fire and Rescue Board of Commissioners denying permission to place our Olympus and Oak Bay stop at the bottom of their driveway. We will concentrate on our original stop location and get our sign put up again.

It mid-May Mr. Koschnick convened the run committee to establish the new runs for the summer bid. We also needed to incorporate the schedule adjustments to the new runs. Mr. Koschnick explained the changes that will happen with our new schedule release on June 30th.

Maintenance Report – Tammi Rubert for Ben Arnold

On Thursday, May 29th a shelter was installed at Martin Road and Highway 20. Friday night or Saturday morning it was reported that a glass panel had been broken. The shelter across the road should be placed next week.

Ms. Rubert asked John Koschnick to report on a bus emergency that occurred Friday, June 13th on our #1 Brinnon bus. Smoke began coming out from under the bus, and the driver pulled over by the Sign Station. The driver safely evacuated the bus and notified dispatch. Dispatch called 911 and emergency services dispatched several of their vehicles. The incident was handled very well by all involved. The smoke was determined to be an electrical short.

Ben Arnold has been working on JTA's Stormwater Permit which is required to be renewed every five (5) years.

Ben Arnold has also been working on JTA's Transportation Development Plan (TDP), anticipating what vehicles may be needed in the future.

The move to the new facility is being planned. JTA will need to have help with the larger equipment in the maintenance department.

RIDERSHIP

There is nothing unusual in Ridership this month. The #3 Castle Hill route has shown a decline in both year-to-date and monthly ridership. We will have to look into possible changes to this route in the near future.

John Koschnick presented the Board Report was requested last month containing information on the most requested drop-off locations for Dial-A-Ride.

Catharine Robinson asked about the word "Recycle" on page 2. Mr. Koschnick clarified "Recycle" is a Dial-A-Ride drop off location at the landfill.

PUBLIC COMMENT

Steve Oakford thanked JTA for the adjustment in the #7 route. He also asked about any progress on the reinstatement of the stop at Kearney and Lawrence.

Margaret Lee asked how the change to the Operational and Capital Fund Policy will affect the reserve fund.

Darrell Conder asked if the shelter on Martin Road had been recently vandalized and also asked if there was a grant in place to purchase the Visitors Center.

JTA Staff Response

John Koschnick stated he would begin researching the request for a stop at Kearney and Lawrence now that the hiring process is almost complete. He also plans to check into the bus stop striping at Mountain View.

Sara Crouch responded to Margaret Lee's questions by stating all that was done when changes were made to this Policy is adding two (2) new reserve funds. The State Auditor required JTA to add an Unemployment Reserve fund. A Bond Reserve fund was also added. All reserve funds will be kept separate and reported on separately.

John Koschnick said the Martin Road shelter had a glass pane broken. Tammi Rubert added that JTA has a grant for a Passenger Amenities Building.

David Sullivan ended the meeting by stating that safety is very important when having a Groundbreaking Ceremony. Getting the word out about this project is of utmost importance. This is a milestone for JTA, which has been publicly supported over the years.

Tammi Rubert stated that she had been in contact with Nicholas Johnson from the Port Townsend Leader, who agreed to check in with her often for updates on the project.

ADJOURNMENT

The meeting was adjourned at 2:49 pm. The next regular meeting will be held Tuesday, July 15, 2014, at 1:30 p.m.


Laura Smedley, Clerk of the Board

7-22-2014
Date