

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, March 18, 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 Chair David Sullivan at 1:33 p.m. Other members present were Catharine Robinson, John Austin, Phil Johnson, Robert Gray and Karen Kautzman (for Lloyd Eisenman).

STAFF PRESENT

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

OTHERS PRESENT

Darrell Conder, Burt Langsea, Brenda McMillan, Margaret Lee, Peter Badame, Jim Todd and Debbie Jahnke

PUBLIC COMMENT

McMillan requested a bus shelter at Sheridan and Hastings.

Jahnke commented on the composition of the Board.

Badame commented on the stop at Lawrence and Taylor.

Todd said he believes a transit stop for public transportation should take precedence over private cars.

Conder agreed that the new stop at Lawrence and Taylor is very inconvenient.

Koschnick will look at all comments made today about the stop at Lawrence and Taylor and craft it into a letter to the city. We recently learned that the process of getting parking spaces turned into loading zones is now decided by the Chief of Police, according to City regulations. Previously we have gone through the City Public Works Department.

Austin asked that in bad weather, if he stood in a shelter across the street from where he would like to board the bus and signaled to the driver, would a bus would stop for him.

Rubert suggested the best thing to do in that scenario is to contact the dispatcher at JTA and ask them to notify the driver that you are waiting on the other side of the road. A driver is focusing on the stop when they are going by, and when it is raining or hailing very heavily, visibility is poor. Rubert stated that operations will look into the placement of a shelter at Sheridan and Hastings and informed Debbie Jahnke that the Authority Board will review the composition of the Board starting in September.

Johnson believes the expansion of the Board deserves some discussion.

Robinson would like Koschnick to look into the Lawrence and Taylor/Tyler stop placement again.

NEW AGENDA ITEMS

Rubert will be doing the Project Managers and Maintenance Reports and we will add a report from Smedley about our marketing strategies.

FINANCE REPORT – Crouch

Crouch presented the February 2014 Financials.

Financial Summary

- The Fuel Account has been closed and will be removed from the financial Summary Report next month. We are no longer enrolled in a Fuel Hedge account.
- The final sales tax for 2013 was received at the end of February, and Operating to Capital Reserve transfer of \$892,466 will be reflected on the March 2014 Financial Summary.

Sales Tax Analysis Report

- Sales tax for December 2013 came in 5% lower than received for December 2012. Cumulatively for 2013 sales tax was 10% higher year-to-date than 2012, so we had a very good year.
- There are two sales tax analysis reports; one completes 2013 and the other is the cash basis side for 2014. We will start with the accrual side next month.

Revenue Report

- East side fare revenues are lower than budgeted but higher than last month. The budget percentage is 14.2%.
- There is no budget for advertising; however, due to long term advertising agreements with the Leader, we are still receiving advertising income.

Expense Report

- The Overtime timing issue is resolving itself; only "Other Overtime" is over budget at this time.

Capital Activity

- Capital activity in February for the facility: Advertisement for bids, Permitting, Design and Project Management.

- The 2014 Capital Project Tracking report has been updated and is located at the end of your finance report.

Robinson asked what the FTA TEAM/ECHO Reconciliation box on the Facility Project report means. Crouch explained it is the amount spent to date, the remaining available and this figure should match what we have in the TEAM (Transportation Electronic Award Management System) database. Robinson asked what function the ECHO program performs. Crouch said ECHO is where we actually get the money. TEAM/ECHO are actually two (2) software programs.

CONSENT AGENDA

- a. Approval of Minutes, February 21, 2014
Gray suggested that the title for the person doing our property analysis be specified as Certified Commercial Investment Member in the February minutes on page 5 in the last paragraph.
- b. Approval of Expenses, February 2014

Motion by Gray to approve the consent agenda with changes, seconded by Johnson. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

- a. **Resolution 14-04: Authorization for the General Manager to Sign Phase II of the Intergovernmental Agreement with the City of Port Townsend.**

Rubert stated that JTA, under the guidance of Samantha Trone of the City of Port Townsend, is moving into Phase II of Construction Management for the New Facility project. Rubert listed a few minor changes that will be made to the contract before signing.

Motion by Austin to approve Resolution 14-04 with changes, seconded by Robinson. The motion passed unanimously.

- b. **Resolution 14-05: Authorization for the General Manager to Sign the 2014 Certifications and Assurances.**

These are updated Certification and Assurances from the FTA (Federal Transit Association) and we are stating that we will comply with all Federal statutes, regulations, executive orders and administrative requirements applicable to grant funding under CFR 49 U.S.C.

Motion by Robinson to approve Resolution 14-05, seconded by Johnson. The motion passed unanimously.

c. Resolution 14-06: Authorization for Jefferson Transit to pursue and obtain a Draw Down Construction Loan

Crouch explained that JTA sent letters to three (3) banking institutions with whom JTA currently does business and asked them to propose a draw down-type construction loan. Crouch explained that JTA would be using our current facility, located at 1615 W Sims Way, as collateral for this loan. Crouch received two (2) responses. One (1) was non-responsive. The two (2) remaining proposals were identical except for the interest rate and JTA chose the proposal with the lowest interest rate.

Gray asked what amount was requested for the loan. Crouch responded she requested up to \$600,000.

Robinson recommended one change to the Resolution. The sentence that begins with the fourth "Whereas", delete the word "per" in the sentence.

Johnson stated that JTA has some certainty with sales tax, although it does fluctuate. We have a little more certainty with State funding for a short time, but we have the uncertainty of what the property will sell for and when the sale will take place. We have our reserves, which are low because we maintained service when the sales tax passed for Transit. JTA has considerable uncertainty to face with every request that comes forth and still keep this project under budget. This is a critical step in going forward.

Motion by Johnson to approve Resolution 14-06 with changes, seconded by Austin. The motion passed unanimously.

STAFF REPORTS

A. General Manager's Report – Rubert

Legislative Updates

The Legislative session is over for 2014. The 2013-2015 Supplemental Transportation Budget passed and was delivered to the Governor for signature. I will advise the Board when it is signed.

Public transportation funding was left as currently funded. Total funding for WSDOT (Washington State Department of Transportation) Public Transportation Division is \$111,630,000. Most of the funding programs stay the same.

For a second year in a row, the Legislature failed to pass a statewide transportation package. The state may be looking at reduced maintenance on roads and bridges. There may also be service cuts in public transportation around the state. WSTA (Washington State Transit Association) will continue to message the need for a statewide transportation package.

Update on New Facility Project

Gray asked if there will be a shelter for riders placed at the new facility and if there will be public restrooms available for the public. Rubert stated there will be a shelter and ADA accessible public restrooms will be available inside the building. Gray also asked how far the shelter will be from the building. Rubert will find that information and report back to Gray.

• Work Completed To Date:

- Continuing to prepare federal specifications and coordinate with TCF and our attorney for those contract specifications and language.
- Bid documents were posted on Builder's Exchange
- Two (2) pre-bid conferences were held at JTA.
- Continue to coordinate Jefferson County permits

• Work Planned:

- Continuing to coordinate Jefferson County Permits
- Prepare and submit DOE (Department of Ecology) Stormwater Construction Permit
- Open construction bids on Thursday, March 20, 2014, at 3:00 pm. It is a public meeting and everyone is welcome to attend
- Prior to awarding the construction contract, staff will be verifying that the low bidder meets the mandatory and supplemental bidder criteria and will be calling references
- We are preparing an RFP (Request for Proposal) for soliciting companies who test the quality of materials such as bolt strength and compaction. (We will be putting together a material testing selection committee)
- Start the construction filing process

Miscellaneous Items

- On February 20, 2014 Rubert gave a PowerPoint presentation at the CAC (Climate Action Committee) meeting. The presentation was followed by a great discussion on how the CAC could help support transit. Rubert crafted a letter of support to our state lawmakers for members of the CAC to use as a template. During the CAC meeting, JTA presented Ewan Shortess, student president of Port Townsend High School's Students for Sustainability, with fifteen custom March passes which can be used the entire month of March in support of their upcoming journey to Washington D.C.

- On March 3, 2014, Rubert attended a TSI Substance Abuse Management and Compliance Program, and will be managing JTA's Drug & Alcohol program. The training provided valuable information on how to evaluate and assess our substance abuse program and its compliance with Federal Transit Administration regulations.
- JTA's re-zone application has been filed with the City of Port Townsend for the Sims Way property. The next steps in the review process are:
 1. A review to determine the effect of our proposal will be done by the Development Services Department and other city departments. There will be a possible review by the Planning Commission for guidance.
 2. There will be an initial SEPA (State Environmental Policy Act) review and public notification will be issued.
 3. A Public Hearing will be held and public notification will be issued.
 4. If the rezone or amendment is approved, the City Council will adopt an ordinance at a council meeting.

B. Maintenance Report – Rubert for Arnold

- Arnold has been working on our new fueling card system which is “Voyager” through US Bank.
- We sold our two (2) mini-vans through the Surplus Auction site.
- Maintenance has begun work at the Park & Ride. Two red posts were removed because of rust and a gate was installed in their place. David Lont has started brush clearing and tree trimming, thank you David Lont.
- There was a training session which included three (3) All-City Towing truck drivers, Arnold and maintenance employees. Towing procedures for JTA vehicles were discussed.

C. Marketing Report – Smedley

There have been some questions about our marketing program and who we are targeting for advertising.

- JTA operates a commuter vanpool program. In 2013, they travelled a total of 105,056 miles. The 2014 marketing focus for vanpool is single occupancy ferry riders. The ferries give preferential loading to registered vanpools and if a minimum of four passenger tickets are submitted at the tollbooth, they receive a waiver of vehicle/driver fares. This information is on our ad on the PT Leader website as JTA attempts to attract more vanpools that use the ferry to commute.
- JTA debuted the COHO Connections schedule last year at the Farmers Market and received over 40 requests for the brochure in less than four (4) hours. How to get to and from Seattle and SeaTac is still one of our most popular brochures. Because these routes require connecting through more than one county, our customer service representatives put brochures together with all connections listed.

- JTA is also focusing on our military veterans. Last year Monroe and I attended a Stand Down event. The dates of the Stand Down in Forks and Port Townsend were posted on our buses. Veterans make up more than 17% of the population of Jefferson County. During the Stand Down, veterans and their families ride for free.
- Last June Monroe and Field Supervisor Lloyd Eisenman spoke to a group of preschoolers from Chimacum teaching safety and good manners on buses. JTA plans to do more school visits this year. The kids see riding the bus as an adventure. Hopefully they will continue to ride the bus as they become old enough to ride by themselves.
- JTA is putting together brochures and flyers promoting this year's Summer Youth Pass. We will be talking to the schools about putting an ad in their newsletters and hanging flyers in the schools. The information on the inside of the brochure will show where students can travel in a day and explain how to do it. We will also show price comparisons on the inside of the brochure. The price comparisons are very interesting. If a student purchased a monthly Commuter Pass, the student rate would be \$20/month or \$60 over three months. A Summer Youth Pass costs just \$20 for three (3) months and covers transportation on Clallam, Mason and Gray's Harbor transits. \$20.00 is a bargain, and because JTA partners with the other transit agencies, students are able to travel all around the Olympic peninsula with the Summer Youth Pass.
- We will also be creating brochures and flyers targeting people that come to the Farmer's Market showing how easy it is to ride the bus, be kinder to our environment and not face parking challenges.
- Smedley is working with the PT Leader to design a new ad for the Getaway Guide and Chamber Map. These guides are available year round on the Washington State Ferries, at the Visitors Center and other locations. Ads will focus on showing visitors how easy it is to park at the Park & Ride and take the bus to attractions and events without parking challenges.
- Dump The Pump Day falls on Thursday, June 19th this year. Monroe and Smedley plan to once again visit downtown businesses, hand out free day passes and explain how easy it is for downtown employees to ride the bus from the Park & Ride to work, saving parking spaces for their customers.

Gray asked if there will be a Park & Ride at the new facility. Rubert answered that there will not be a Park & Ride like JTA has here in town, but there will be a shelter where people can get out of the weather. Gray then asked if a person could leave their car at the Park & Ride over night. Rubert said there is a sign that says to call us and we take their information as to how long their car will be parked there and contact information for emergencies.

Robinson asked if there has been any involvement with Main Street or the Chamber to try to promote transit use through the business owners to their staff. She would like to encourage more relationship building, involvement, contact and promotion through those two (2) business organizations that can reach their staff. Rubert explained that she and Monroe are co-chairs on the Main Street Board.

Robinson also suggested reaching out to the City of Port Townsend, the County and the hospital, which all have a high number of employees, to see if there are any in-roads to be made.

D. Operations Report – Koschnick

- **March Employment Anniversary:**

- Desiree Williams – Maintenance Clerk 11 years
- Ben Arnold – Fleet & Facilities Manager 11 years
- Tom Smithers – Mechanic 4 years
- Leesa Monroe – Mobility Coordinator 2 years

- **February/March Monthly Highlights**

- March 18, 2014 is Transit Driver Appreciation Day. We put up a notice of appreciation and had donuts for the drivers. Transit Appreciation Day apparently was started by two (2) Seattle bus riders in 2009. They selected March 18th because the first public transit debuted in Paris on that day in 1662. It was started by Blaise Pascal, a renowned mathematician and physicist, and was operated with seven (7) horse drawn carriages.
- Field Supervisors have been meeting outgoing and incoming commuter buses, handing out surveys and getting some idea of what possible new routing people would like to see for the new facility. The hope is to make operations more streamlined and efficient and cut down on dead-head time. We will soon offer surveys on buses for better public access. With the help of Doug Bullis, the survey was posted on our website. Koschnick will tailor the survey as we begin to develop specific ideas. The Service Review committee continues to meet every three weeks.
- Operator evaluations have been completed including Field Supervisor Pam Thompson spending two (2) days in Forks where she rode with the JTOC (Jefferson Transit Olympic Connection) drivers. We began meeting with drivers individually to give them feedback this morning.
- Koschnick spent last Wednesday in Tukwila taking a train-the-trainer class on Globally Harmonized Systems (GHS). GHS is a United Nations mandated approach to hazardous materials communication. OSHA (Occupational Safety and Health Administration) and WISHA (Washington Industrial Safety and Health Act) require that all employees in an agency like ours, be trained and certified before June 1, 2014.
- The Homeless Shelter closed its doors on Friday, March 14, 2014. It felt like there were more issues this year than 2013. However, shelter staff was very supportive when we brought them any issues.
- Koschnick contacted Fire Chief Brad Martin via email regarding the Olympus bus stop, requesting that we meet and discuss moving that stop to the end of the facilities driveway. He has been out of town and will contact me when he returns.

Robinson asked how many requests there are for shelters and how many extra shelters we have waiting for installation. Koschnick said that Arnold would be the person to answer those questions. Arnold is working on placing shelters on Martin Way. The permitting process is very time consuming, whether it is with the State, County or City. Robinson would like a report on shelters from Ben in our meeting next month.

D. Mobility Report – Monroe

- Monroe attended the Climate Action Committee meeting and did a presentation about mobility management. Nationwide, transit agencies are reviewing all the resources within a community; how those resources are being used and how transit agencies coordinate with each other.
- Monroe also talked about how we market JTA and who we are marketing to. Monroe explained that she and Smedley do the marketing together. Smedley organizes ads and deadlines for the marketing material. Monroe works more with research and development and the audience to whom we hope to market. Monroe spoke of our lack of technology, which is one of JTA's greatest challenges when attempting mobility coordination.
- The Veterans Organization is putting together a one-call one-click call center. This technology is through a company called "Route Match". Route Match has developed a program where veterans can go online and with one call or one click to a resource center, the program will let them know all of the transit connections available; all possible volunteer connections and any other way they can travel to where they need to go. This program has taken them almost ten (10) years to develop. Hopefully in the near future, JTA will have access to Route Match for our veteran riders.
- Monroe will be reaching out to Ewan Shortess, student president of Students for Sustainability, to discuss the best ways we could market to young people.
- Tuesday, April 22, 2014 is Earth Day and we are working on a campaign.

Robinson asked about Google Transit. Monroe said Google Transit is still available, but our riders prefer our flyers for trip planning because it lists all of the connections and you can print out the single page brochure and take it with you. Robinson asked if the State maintains Google Transit. Monroe responded that we have a contract person, Marcie Jaffe, whom we contact when our schedule changes. It appears that each region has their own person who maintains the site. One of problems we ran into was that Google Transit was not showing our connections with the Washington State Ferries. Because Jaffe doesn't handle the ferries portion, she told us that we needed to contact them directly.

E. Ridership Report – Koschnick

- February was down from January. It was also down in 2014 as compared to February 2013. He pointed out that because there were fewer days in February 2014 as compared to 2013, JTA is running a little more efficiently even though our numbers are down.

- Boardings per hour for Dial-A-Ride are at 2.81 and Scheduled on Time Performance is about 95%.

PUBLIC COMMENT

Jahnke asked if going to the Police Chief in regards to parking spaces is a recent change. Robinson said the Police Chief has some discretion in that area but recommends that Koschnick contact both Ken Clow and Chief Conner Daily.

Johnson asked if the trail that will cross the new facility property is part of the bid process. Rubert replied that it is part of the bid process and was discussed at the pre-bid conferences as well.

Conder commented on Monroe's report on marketing and increasing ridership.

EXECUTIVE SESSION per RCW 42.30.110 for discussion regarding Real Estate with no action being taken.

ADJOURNMENT

The meeting was adjourned at 3:35 pm. The next regular meeting will be held at 1:30 p.m., April 15, 2014.



Laura Smedley, Clerk of the Board

4-17-14

Date