

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, April 15, 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 Lloyd Eisenman.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Ben Arnold, John Koschnick, Samantha Trone, Kara Rogers and Laura Smedley

OTHERS PRESENT

Darrell Conder, Steve Oakford, Burt Langsea, Margaret Lee, Lud Becker and Debbie Jahnke

PUBLIC COMMENT

Langsea complimented Conder's book.

Oakford requested that drivers always kneel buses when stopping for passengers.

NEW AGENDA ITEMS - None

FINANCE REPORT – Crouch

Crouch presented the March 2014 Financials.

Financial Summary

- The final Operating to Capital Reserve transfer for 2013 was \$892,466. This is reflected on the March 2014 Financial Summary.

Sales Tax Analysis Report

- Sales tax for January 2014 came in 13% lower than received for January 2013. This was not unexpected given sales last year, but it is 19% higher than budgeted.

Revenue Report

- East side fare revenues are lower than budgeted due to the accounts receivable reporting error. If the figure is adjusted for this, the budget percentage would be 21%. That is showing improvement in fare box revenue collection.
- There is no budget for receiving advertising revenue, however, due to long term advertising agreements with the Leader, we are still receiving advertising income.

Expense Report

- The Overtime timing issue has resolved itself, however, due to illness this month there has been a significant amount of overtime in April.
- Contracted IT Service is slightly over budget. This is a timing issue and should resolve before the end of the year. JTA budgeted to have certain latent services such as mail archiving, virus protection and off-site backup. By mid-July to August these services will be completely in-house. This is a timing issue and should resolve itself.
- Vehicle maintenance and repair is over budget due to spring bi-annual repairs. This is a timing issue and will resolve itself by the end of the year.
- Non-vehicle repair and maintenance is over budget due to the purchase of bus stop signs. These are replaced on a five (5) to six (6) year cycle. This was a planned purchase and the over budget condition is a timing issue and will resolve itself by the end of the year.

Capital Activity

- Capital activity this month is for advertising for material testing, permitting and design, bid document preparation and project management.

Robinson asked what range of fare box percentage for JTA is common. After reading about some of the issues in Seattle and the ballot initiative for their transit system, their fare box percentage seemed much higher than JTA's. Crouch replied the percentage has been between 5% and 6% for the last few years. Robinson remarked that Seattle Metro is reporting 34% to 39% for their fare box figures, but their buses run continuously.

Gray asked about the \$892,466 which was transferred to the Capital Reserve. Crouch explained this transfer was made because of last year's sale tax receipts being higher than usual.

CONSENT AGENDA

Robinson questioned a statement made on page 2 in the minutes. Under Revenue Report it says "East side fare revenues are lower than budgeted but higher than expected", and asked if this was stated correctly? Crouch said it is a correct statement but it would be better to say "but higher than last month". The language in the minutes will be changed.

- a. Approval of Minutes, March 18, 2014
- b. Approval of Expenses, March 2014

A motion was made by Robinson to approve the consent agenda with changes and seconded by Austin. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 14-07: Intent to Dispose of Surplus Personal Property

Rubert explained that Resolution 14-07 is the intent to dispose of surplus property. This is in regards to a 1994 Dodge Ram van.

Austin asked if there is blue book value on this vehicle. Arnold answered that because of this type of van, no blue book information could be found. Arnold has requested information from other transit agencies.

Johnson asked if it could be legally gifted or donated. Crouch said a Grant program could be set up in which JTA grants someone the use of the van as long as they can show they provide transportation to needy members or sectors of the public.

A motion was made by Austin to approve Resolution 14-07 and seconded by Robinson. The motion passed unanimously.

b. Resolution 14-08: To enter into an Interlocal Agreement for the Summer Youth Pass Program

Rubert explained that Resolution 14-08 is an ongoing Interlocal Agreement with Clallam Transit, Grays Harbor Transit and Mason Transit for the Summer Youth Pass program. This is a three year program offering youth the opportunity to purchase Summer Youth Passes for \$20. Passes can be used on the entire Olympic Peninsula. Rubert requested that the Board authorize the General Manager to sign this agreement.

A motion was made by Johnson to approve Resolution 14-08 and seconded by Robinson. The motion passed unanimously.

STAFF REPORTS

A. General Manager's Report – Rubert

Legislative Updates

The 2013-2015 Supplemental Transportation Budget has been signed by Governor Inslee. Some of the highlights of the Transportation Budget that relate to public transportation are a provision requiring the Department of Licensing to establish a work group of stakeholders to review annual license fees in lieu of a fuel tax. Total funding for WSDOT Public Transportation Division is \$111,630,000. Most of the funding for the program will remain the same. \$300,000 in state funding is for WSDOT staffing for Regional and Rural Mobility programs.

Cathy Silins will be retiring at the end of April. Rubert will let the Board know if there will be a function held for her. After 30 years with WSDOT she will be working as a guardian ad litem for the courts.

The budget is a “no new taxes” budget that continues construction of the projects that were promised in the 2003 and 2005 transportation packages. It also protects 47,000-plus jobs that are tied to those projects over the biennium.

Update on New Facility Project

• Work Completed To Date: (March)

- Continuing to coordinate Jefferson County permits
- Prepared and submitted Department of Ecology Stormwater Construction Permit
- Construction bids were opened
 - Prior to awarding the construction contract, Rogers will call references and verify the lowest bidder’s documents to guarantee they meet the mandatory and supplemental bidder criteria.
- Solicited material testing companies through a Request for Proposal process and will be reviewing the RFP’s on Thursday, April 17th.
- Rubert has started researching and organizing a ground breaking ceremony. Some work will have to be done for safety before the ceremony can be held.

• Work Planned:

- The Phase I contract has been completed and all other services from April 1, 2014 will be billed under the Construction Management Contract. The total Phase I contract was under budget by \$5,645.28.

Miscellaneous Items

- JTA opened bids for the construction of our new transit administration and maintenance facility on March 20th. The apparent low bidder was Pease Construction with a bid of \$4,625,000.
- Community Transit asked for help to mitigate services after the Oso landslide tragedy. They asked transit agencies across the state for help with available vehicles. JTA offered two (2) 15 passenger vans and two (2) cutaways. Every transit agency across the state stepped up and offered vehicles.
- JTA will be having a Summer Art Contest. This year we are using this project to promote our Summer Youth Pass. The theme is “The Bus Can Take You There”. Students will create artwork highlighting locations in Jefferson County where riders can take the bus. The contest is open to K-12 students in Jefferson County. The top two winners will have their artwork featured on JTA buses.
- On April 9th JTA ran an ad in the Port Townsend Leader for recruitment of a driver and to build a “Next to Hire” list.

- Rubert met with City of Port Townsend marketing director Christine Pivarnick to discuss solutions for summer ridership and to talk about the plans for Fort Worden service.
- Sue Jones will again be staffing the booth at this year's Farmers Market.
- Gray had asked at the last board meeting about the distance at the new facility from the shelter to the front door. The distance is approximately 300 feet from the bus loop to the front door.
- Rubert and the General Managers from Clallam, Mason and Intercity Transits attended a SMTA (Small to Medium Transit Agencies) meeting on April 14th. They discussed economic development and what it means to the economic development of communities. -SMTA as a group decided to begin meeting with and educating the public, the Chambers and other organizations on how transit plays a huge part in community economic development.

Gray asked if the contract had been awarded, and if there is a time frame on this. Rubert answered that JTA has 45 days to award the contract.

Gray also asked what the procedure is for route changes. Rubert discussed the Service Change policy.

B. Operations Report – Koschnick

- Koschnick added to the service change discussion.
- Koschnick recently began working with a Port Townsend High School senior who is completing his senior project. Koschnick is asking him to ride JTA's in-town buses and survey passengers on those routes. There is also a committee working on this. In July there will be some minor changes to the schedule. JTA has posted Rider Alerts requesting ideas for these minor route changes.
- April Employment Anniversary:
 - Perry Underdahl – Operator 23 years
- On March 26th Thompson and Koschnick met with JTA's uniform vendor to extend the contract for Operator and Supervisor uniforms.
- Koschnick attended HAZMAT Communication training called "Global Harmonized Systems". This is a United Nations mandated change to HAZMAT communications. All agencies with employees who have contact with chemicals are required to be trained by June 1st of 2014.
- Koschnick met with Christina Pivarnik for an impromptu meeting to discuss preliminary ideas in relationship to Fort Worden, its new stature and faster routing for riders to get from Fort Worden to downtown Port Townsend and back.
- Koschnick met with Port Ludlow Fire Chief Martin on April 2nd to discuss the Oak Bay and Olympus stop. Chief Martin was not comfortable with the location and suggested adding a gravel area beyond the station. Because the decision would be up to Martin's Board of Fire Commissioners, Koschnick made a presentation to the Board the following week. They had valid concerns and questions and JTA is still waiting for their final decision.

- Koschnick met with Chief Daily to discuss the stop at Lawrence and Tyler. Daily requested JTA start a formal process for the stop.

C. Maintenance Report –Arnold

- Shelter Report - JTA received six (6) used shelters from Intercity Transit and
 - One placed at 10th and Sheridan and
 - One placed at 7th and Sheridan. The shelter that was replaced at 7th and Sheridan was moved to the Park & Ride for a rain shelter.
 - Two (2) of the shelters will be placed at Martin Road.
 - Two (2) shelters have been requested in front of Chimacum High School.

This uses all of the shelters from Intercity Transit. Intercity Transit will be doing another shelter replacement project and we are hoping to receive more used shelters at that time. JTA is also on the list with Clallam Transit to receive used shelters from them after improvements are made on the Highway 101 Project. Please let Arnold know your ideas and requests for shelter placement. There have recently been requests for shelters at Union Bank, the Habitat for Humanity in Quilcene across from the Community Center, the Discovery Bay Store, the Four Corners Store across from JTA's new facility, and at Sheridan and Hastings.
- Arnold would like to thank the Board for allowing him to attend the Ron Turley & Associates (RTA) Conference. He learned a lot about how to manage changes that will be made in the near future to their software. There will be better vehicle tracking, better reporting for ourselves and the DOT and a big module for tracking parts.

Gray asked where the suggestions for placement of new shelters should be directed. Rubert said anyone at JTA can take the requests and they will be directed to Arnold.

Koschnick would like to have Eisenman give a short presentation about the cooperation between JTA and the city police department and city public works on current projects.

- Eisenman began by stating that JTA is working with the City of Port Townsend on the Lawrence and Taylor stop issue. Having the stop located at Tyler is a dangerous location to unload people. The intersection is heavily travelled by pedestrians, bikes and cars. He has looked at other major stops in the area that are heavily traveled and made suggestions for modifications. JTA is meeting with the City April 16th at 1:00 pm to discuss these possible modifications.
- Last year JTA did a safety class with the kindergarten and preschool at the Chimacum Primary School and the YMCA. We took 1967 to use as a classroom and discussed safety on buses. We will be repeating the classes again this year by visiting Grant Street Elementary School and Chimacum Primary School.

D. Project Manager Report – Crouch and Trone

- Crouch gave a Power Point presentation explaining the financing for the new facility.
- Trone gave a Power Point presentation explaining the construction schedule of the new facility.

Johnson asked how thick the concrete will be for the buses. Trone said it will be 6 ½ inches thick.

Lee asked how many square feet of concrete there will be and the total cost of the concrete. Trone did not have that information with her and explained that these costs were included in a lump sum bid.

Conder asked if the plan still included a bus loop. Trone answered that it does.

Gray asked what JTA's reserves are and if there would be any way to cut back on this project if needed. Crouch answered that the cost she presented included a 7% contingency, which is 2% higher than recommended.

Lee asked if it would be possible to get a print out of what was shown today. Robinson asked if the presentation could be placed on the website and Smedley stated she will add this to the website today. These presentations can be found on the JTA website at www.jeffersontransit.com located under the "Public Info" drop down menu in the "New Facility Project" file. See the "Project Update with Project Manager Information" link.

Sullivan believes JTA is on a good track. The original project has been cut back to only what is necessary because of funding cutbacks. JTA will be looking for money in the future to add the things that had been left out of this project. This is the base model.

E. Ridership Report – Koschnick

Koschnick began by correcting a figure on the Ridership Dashboard.

- The passenger total for March was 21,988. Ridership was up on every route from February other than the service on the West end which was down slightly.
- In comparison to last year, ridership is down on every route for the first three months of the year other than the #6 Tri-Area route.
- Ridership is down 4% for the year, but is up 7.2% over February.
- Boardings per hour for Dial-A-Ride are at 2.77 with 10 new applicants in March.
- Dial-A-Ride mobility aides are at 273 for the month as compared to 8 for the fixed route.

PUBLIC COMMENT

Sullivan announced that the Human Services Transportation Plan meeting which provides services to the region's elderly, disabled and low income residents, will be held at the Port Facility located at 2701 Jefferson Street, Port Townsend, WA on April 16, 2014, from 2:30 pm to 4:00 pm. This is an open public meeting.

Oakford commented on JTA's surcharge collection process.

Conder wanted to clarify the figures for the funds available to construct the new facility.

Badame asked about determining whether to relocate the stop on Lawrence and Taylor.

Koschnick repeated what was discussed earlier in the meeting.

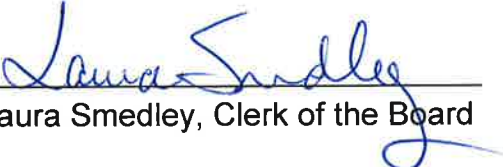
EXECUTIVE SESSION per RCW 42.30.110 for discussion regarding Real Estate with no action being taken.

Executive Session began at 2:57 pm

Executive Session ended at 3:17 pm

ADJOURNMENT

The meeting was adjourned at 3:17 pm. The next regular meeting will be held at 1:30 p.m., May 20, 2014.



Laura Smedley, Clerk of the Board

5-16-14

Date