

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

Tuesday, May 20, 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 1:33 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

### **PUBLIC COMMENT**

Margaret Lee would like to see a better system of notifying the public of special meetings.

Steve Oakford proposed making Kearney and Lawrence an active stop again.

### **NEW AGENDA ITEMS**

Sullivan would like to add a discussion on how to improve JTA's system of notifying the public of special meetings.

### **FINANCE REPORT**

Sara Crouch gave an abbreviated finance report in order to have time to explain bond financing.

Ms. Crouch explained how JTA made the decision to pursue bond financing. Handouts were distributed to the board which contained three (3) items; a schedule and contact information from Martin Nelson & Company; a preliminary official statement which discusses the history of JTA and has information from JTA's financial statements; and the copy of the Resolution for the next Board meeting.

Passing this bond will require JTA to set up a restricted reserve account of approximately \$120,000.

JTA is now required by Washington State Law to have an unemployment restricted reserve since JTA is self funded.

## CONSENT AGENDA

*Austin suggested a correction for the minutes on Page 5, Operations Report, second to last bullet point, 5<sup>th</sup> line, remove the word "the" and add "Fire Commissioners".*

*Robinson corrected two (2) items on Page 4, under Update on New Facility Project, second white bullet change Department of "Energy" to "Ecology", and the last bullet change "manning" to "staffing".*

*Robinson also corrected the spelling of Badame on Page 8.*

*Gray suggested correcting Page 3, last paragraph by removing the sentence "A letter of resignation was received from" and begin the paragraph with "Cathy Silins will be retiring..."*

***Motion: John Austin moved to approve the Consent Agenda with changes. Catharine Robinson seconded.***

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

## OLD BUSINESS

There was none.

## NEW BUSINESS

David Sullivan explained some of the laws of the Public Meeting Act. With the possibility of Special Meetings being called more often due to the new construction, a better system needs to be put into service to notify the public.

Laura Smedley reported she is working with JTA's website manager to create a way for the public to subscribe and be notified when Rider Alerts and Notices are posted to the website. Sullivan suggested attaching the Agenda and packet to the Special Meeting posts.

## REPORTS

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

Rubert reported that the main topic of almost every meeting she has recently attended is the importance of investment in our infrastructure and the need for reliable transit and transportation throughout the country.

The Washington State Department of Transportation (WSDOT) released their strategic plan for 2014-2017. It emphasized greater community involvement. JTA is very fortunate to have excellent community involvement.

Updates on the New Facility Project include the signing of the construction contract with Pease Construction. All of the permits have been received from the County. A pre-construction meeting was held earlier in May. It was attended by two (2) people from WSDOT who questioned Pease Construction on several topics and were very pleased with Pease Construction's experience and knowledge.

JTA is now preparing for construction and planning a groundbreaking ceremony. In order to have a safe ceremony, a specific area will need to be cleared.

### **Maintenance Report – Tammi Rubert for Ben Arnold**

Ben Arnold is attending the Energy lunch at this time. JTA uses bio-diesel for fuel and plans to continue this in the future. Although propane is cheaper, the initial cost is very expensive. Propane is not one of the listed alternate fuels for transit to use on the 2018 mandate. JTA is in compliance at this point.

JTA surplussed three (3) cutaway buses earlier this month. There is one (1) more vehicle to be surplussed that will be transported to Port Townsend from Forks.

Cement slabs have been poured on Martin Road and the first shelter should be set into place by the end of the month.

The small Park-and-Ride at Four Corners Road has been closed due to the new facility construction. The owners of the Four Corners Store are allowing people to park on their property during construction.

The permit has been received for the Discovery Bay stop. The post and sign have been installed.

JTA had a Phase 1 audit on our underground storage tanks. The audit went very well and the inspector said the documentation was excellent.

## **Operations Report – John Koschnick**

John Koschnick reported there was one (1) employment anniversary in May. Eldon Burrow has been with JTA for six (6) years.

There have been three (3) sessions of the Global Harmonized Systems (GHS) training. Koschnick will hold one (1) more session in East Jefferson County and then two (2) in Forks. JTA will then be in compliance with the new Occupational Safety and Health Administration (OSHA) requirements.

In April Koschnick attended the Washington State Transit Insurance Pool (WSTIP) Claims Coordinator Conference and the Trapeze Users Conference.

On May 12<sup>th</sup> JTA began providing the Port Townsend Police Department access to all our camera system recordings in relation to a missing persons case.

Koschnick reported that Lloyd Eisenman made his first elementary school presentation on May 19<sup>th</sup> at the Grant Street School and asked him to explain what he talks to the children about. Eisenman said his presentation focused on how to safely approach and ride a bus, and asking a driver for help if needed. He hopes that by training young people to become familiar with the bus, they will begin riding on their own as they get older.

### **RIDERSHIP**

Ridership is slightly higher this month compared to last month by 1.25%. Comparing April ridership in 2014 to 2013, ridership is down 2.98%. This number is better than last year compared to 2012.

Robert Gray asked if it would be possible to find out the most frequent drop off locations for Dial-A-Ride.

### **PUBLIC COMMENT**

Steve Oakford commented on connections with Clallam Transit.


Darrell Conder asked about the “1967” bus.

Burt Langsea would like to request striping in the bus stop at Mt. View Commons.

## ADJOURNMENT

The meeting was adjourned at 2:35 pm. The next regular meeting will be held Tuesday, June 17, 2014, at 1:30 p.m.

  
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Laura Smedley, Clerk of the Board

  
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Date