



1615 W. Sims Way, Port Townsend, WA 98368

PUBLIC TRANSPORTATION BENEFIT AREA (PTBA) BOARD COMPOSITION CONFERENCE

Tuesday, December 16, 2014

Immediately following the regular meeting of the Jefferson Transit Authority
Board (Approximately 2:45 pm but no sooner)

Port Townsend Fire Station
701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

- I. Discussion of Service Area**
- II. Discussion of Board Composition**

Adjournment

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.



1615 W. Sims Way, Port Townsend, WA 98368

MEMORANDUM

Date: December 11, 2014
To: Jefferson Transit Authority PTBA Board Composition Conference Representative
From: Tammi Rubert, General Manager
Subject: Review of PTBA Board Composition – Procedure

The Jefferson Transit Authority PTBA Board Composition Conference is convened to determine the number of representatives that each participating jurisdiction shall have on the JTA Board.

It appears that the conference is restricted by state law to one elected official from each of the cities and the county. The appointed representatives from the jurisdictions for this conference are Robert Gray, City of Port Townsend, and David Sullivan, Jefferson County.

This does not restrict the PTBA board composition to one elected representative of each municipality and the county. State law allows a maximum of nine members for a single-county PTBA with representation to be determined by the composition conference.

After the conference has determined the board composition, each jurisdiction will then be requested to designate their representative to the JTA Board as appropriate.

Upon the convening of the new board, it may be necessary to review the board's constitutive rules regarding quorum and board procedures.

Tammi Rubert, General Manager

Customer Service (360) 385-4777 Administrative Offices (360) 385-3020

www.JeffersonTransit.com

JEFFERSON TRANSIT AUTHORITY BYLAWS

Article I. Name, Powers, Rights and Liabilities

Sec. 1.1 Name. The name of the municipal corporation duly established pursuant to the laws of the State of Washington is the Jefferson County Public Transportation Benefit Area, dba “Jefferson Transit Authority,” and hereinafter referred to as the “Authority.”

Sec. 1.2 Powers, Rights and Liabilities. By and in the Authority’s name, the Authority shall have and exercise all powers, functions, rights and privileges now and hereafter given or granted to, and shall be subject to all the duties, obligations, liabilities and limitations now and hereafter imposed upon municipal corporations of the same class by the Constitution and laws of the State of Washington, and shall have and exercise all other powers, functions, rights and privileges usually exercised by, or which are incidental to, or inherent in, municipal corporations of like character and degree. The Authority shall have all powers possible to have under the Constitution and laws of the State of Washington.

Article II. The Governing Body - Board Composition

Sec. 2.1 Board Composition. The governing body of the Authority shall consist of a Board of six members, determined on the following basis:

- (a) Two (2) City of Port Townsend elected officials selected by and serving at the pleasure of the Port Townsend City Council (voting members); and
- (b) Three (3) Jefferson County Commissioners (voting members).
- (c) One (1) ex officio non-voting labor union representative per Section 2.3 below.

Each member of the Board shall hold office for a term determined at the pleasure of the appointing body. Subject to RCW 36.57A.055, the composition of the governing body shall be reviewed every four years.

Sec. 2.2 Alternates and Vacancies. Alternate voting Board members from the City of Port Townsend or Jefferson County may be selected to serve on the Board in the event of a vacancy on the Board created by the permanent or extended absence of one of the regular voting Board members. Alternates shall be appointed in the same fashion as regular voting members and shall represent the same jurisdictions as regular voting members. Their term shall be determined at the pleasure of the appointing body.

Sec. 2.3. Non-voting Labor Representative. In accordance with revisions made to RCW 36.57A.050 there shall be one (1) non-voting labor representative recommended by the labor organization representing the public transportation employees. The non-voting member shall comply with all governing bylaws and policies of the Authority. The Chairperson or Vice Chairperson of the Authority will exclude the non-voting member from attending any executive session held for the purpose of discussing negotiations with labor organizations. The Chairperson or Vice Chairperson shall also have the ability to exclude the non-voting member from attending any other executive session.

Article III. Duties of the Board and Board Meetings

Sec. 3.1 Duties of the Board. The Board of the Authority shall provide the policy and legislative direction for the Authority and its administrators.

Sec. 3.2 Board Officers. The majority of the voting membership of the Board shall select a Chairperson and a Vice Chairperson. The officers shall hold office until the voting membership of the Board takes action to elect new officers, no later than the Board meeting in the month of February of each year. These officers may, if re-elected, serve more than one term.

Sec. 3.3 Clerk. The Secretary to the General Manager shall be designated as the Clerk of the Authority, who shall keep the official records and sign all documents requiring the Clerk's signature.

Sec. 3.4 Meetings and Meeting Notice.

- (a) Regular Meetings. The time and place of regular meetings of the Board shall be established on a yearly, published calendar.
- (b) Special Meetings. Special meetings may be called at any time by the Chairperson or by a majority of the voting membership of the Board. The notification of such meetings must be mailed or delivered to each Board member at a pre-designated, member-approved place and also mailed or delivered to others requiring notification under the State Statute (RCW 42.30.080) at least twenty-four (24) hours before the time of such meeting, unless otherwise provided for under the laws of the State of Washington. The requirements of RCW 42.30.080 now and as hereafter amended shall be adhered to regarding such meetings. Unless otherwise specified in a valid notice for a meeting, all regular and special meetings of the Board shall occur at the Authority's offices at 1615 West Sims Way, Port Townsend, WA.
- (c) Open Meetings and Executive Sessions. All meetings of the Board shall be open to the public, except that executive sessions may be held whenever authorized by R.C.W. 42.30.110 *et seq.*
- (d) Official Newspaper. The Port Townsend Leader is designated as the official newspaper of the Authority for the purpose of publication of legal notices and dissemination of public information announcements. In the event that prompt notice must be given, the Peninsula Daily News will be the designated alternate newspaper.
- (e) Notice to Media. Notice of changes in the time or place of regular meetings or the call for a special meeting will be advertised at least 24 hours in advance and shall specify the time and place of the meeting and the business to be transacted, provided that notice shall be given at least ten days in advance of public hearings.

Sec. 3.5 Quorum. A majority of all the voting membership of the Board shall constitute a quorum for the transaction of business.

Sec. 3.6 Parliamentary Procedure. All Board meetings shall be conducted pursuant to Roberts Rules of Order (21st Century Edition), unless otherwise governed by the provisions of these Bylaws, the laws of the State of Washington, resolution or ordinance. The Chairperson or his/her designee shall be the parliamentarian.

Sec. 3.7 Board Acting as a Body. The voting membership of the Board shall take official action as a body in making its decisions and announcing them. No member shall represent or act for the Board without prior authorization of the Chairperson, the Executive Committee, or the Board except as otherwise provided for in these Bylaws.

Sec. 3.8 Records of Board Meetings.

- (a) **Minutes.** The proceedings of the Board meetings shall be recorded and maintained. The minutes shall consist of an outline of the meeting and a record of all actions taken. Prior to the adoption of the minutes, copies of the proposed minutes shall be forwarded to all Board members for their reference and/or correction. At the next regular meeting, the Board shall consider the minutes for adoption or necessary corrections. The Clerk will act as recording secretary and will be present at all open Board meetings. In the event the Clerk is unable to be present, the General Manager shall designate another staff member to keep a record of the meeting. Copies of the adopted minutes shall be kept on permanent file.
- (b) **Resolution.** Every action of the voting membership of the Board of a general permanent nature and every action otherwise required by State Statute shall be by Resolution or Ordinance.

Sec. 3.9 Committees. The Chairperson, from time to time, may appoint Board members or other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of the appointment of such persons, the Chairperson shall state the objective of the committee and the date upon which a report shall be issued to the Board. The General Manager shall be an ex-officio member of all such committees.

Sec. 3.10 Board Member Compensation and Travel Reimbursement. Pursuant to RCW 3657A.050 and Jefferson Transit Resolution 1-85, any voting member of the Board whose elected office is not a full-time position shall receive compensation at the same amount they receive for duties performed for the municipalities they represent, not to exceed the maximum amount allowed by the RCW. Reimbursement for travel expenses shall be reimbursed in accordance with the Jefferson Transit Travel & Reimbursement Policy.

Article IV. Duties of the Chairperson, Vice Chairperson and Secretary

Sec. 4.1 Duties of the Chairperson. The Chairperson shall preside at all meetings of the Board. In the event of the Chairperson's absence or inability to preside, the Vice Chairperson shall assume the duties of presiding over the meetings of the Board; provided, however, if the Chairperson is to be permanently unable to preside, the voting membership of the Board shall select a new Chairperson for the remainder of the Chairperson's term.

Sec. 4.2 Chairperson as Spokesperson. The Chairperson or General Manager shall act as spokesperson for the Board and shall act as its representative at meetings with other organizations, committees, and other such activities unless such representative shall otherwise be authorized by the Board; provided, however, the Chairperson may delegate to any voting Board member the duty of being a spokesperson or representative for the Authority. The Chairperson or his/her designated voting Board member acting as a spokesperson or representative shall make no pronouncements that will obligate or commit the Board except as provided by these Bylaws or pursuant to the authorization of the Board.

Sec. 4.3 Chairperson as Chief Executive and Administrative Officer. The General Manager shall be the Chief Executive and Administrative Officer of the Authority.

When the Authority is without a General Manager, the voting membership of the Board may appoint an Acting General Manager, until such time as a replacement General Manager is hired. During any interim period that the Authority is without a General Manager, the Board Chairperson shall act as the chief executive and administrative officer of the Authority.

Sec. 4.4 Duties of Vice Chairperson. The Vice Chairperson shall perform the duties and have the power of the Chairperson during the absence of the Chairperson. The Vice Chairperson shall perform other duties and have other powers as might be delegated to him or her by the Chairperson.

Article V. General Manager (Chief Executive and Administrative Officer)

Sec. 5.1 Appointment and Removal of General Manager. The voting membership of the Board may appoint and remove the General Manager. The General Manager shall perform such administrative duties specified in these Bylaws and such other administrative duties as may be designated from time to time by the Chairperson.

Sec. 5.2 Duties of the General Manager. The powers and duties of the General Manager of the Authority shall be:

- (a) To have general supervision over the administrative affairs of the Authority.
- (b) To appoint and remove all department heads.
- (c) To appoint and remove all other employees of the Authority.
However, the voting membership of the Board may cause an audit to be made of any department or office of the Authority and may select the persons to make it, without the advice and consent of the General Manager.
- (d) To attend all meetings of the Board at which his/her attendance may be required by that body.
- (e) To recommend for adoption by the voting membership of the Board such measures as he/she may deem necessary or expedient.

- (f) To prepare and submit to the Board such reports as may be required by the Board or as he/she may deem it advisable to submit to the Board.
- (g) To keep the Board fully advised of the financial condition of the Authority and its future needs.
- (h) To prepare and submit to the Board a proposed budget for the fiscal year and to be responsible for its administrative adoption.
- (i) To perform such other duties as the Chairperson or Board may determine.
- (j) To determine conjointly with the voting membership of the Board appropriate performance measurements/standards by which said General Manager is to be evaluated at least on an annual basis.

Article VI. Attorney. The voting membership of the Board shall make provision for legal counsel to the Board and the Corporation by any reasonable contracted arrangement for such professional services.

Article VII. Severability. If any provision of these Bylaws, or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provisions to other persons or circumstances, is not affected.

Article VIII. Amendments. These Bylaws, as adopted by the voting membership of the Board of the Jefferson County Public Transportation Benefit Area Corporation, may be revised or amended at any regular or special meeting of the Board by a vote of a majority of the voting membership of the Board; provided that copies of proposed revisions or amendments shall be available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

Approved and passed this [18th day of May], 2010.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

PUBLIC TRANSPORTATION BENEFIT AUTHORITY
OF
JEFFERSON COUNTY

A G E N D A
Wednesday, July 9, 1980

1. Call to order.
2. Establish Public Transportation Benefit Area by establishing the membership of governing board.
(Jefferson County Resolution No. 71-80 & City of Port Townsend Resolution No. 80-15.)
3. Determine schedule of regular meeting dates.
4. Discussion of Tax Resolution (To be filed by Sept. 19, 19(?))
5. Development of Comprehensive Transit Plan:
 - a) Levels of transit service that can be reasonably provided for various levels of service within the area.
 - b) Funding requirements, including local tax sources, State & Federal funds, necessary to provide various levels of service within the area.
 - c) The impact of such a transportation program on other transit systems operating within the County or adjacent counties.
 - d) The future enlargement of the benefit area or the consolidation of such benefit area with other transit systems.
6. Correspondence: State Attorney General to Prosecuting Attorney Grays Harbor County, June 16, 1980.
7. Discussion of U.M.T.A. Section 18 application:
 - July 31, Deadline
 - West-end
 - Eastern Jefferson County
 - Equipment
8. Discussion of Advisory Board for Public Transit
9. Presentation on present Jefferson County Transit (C.A.C. Sect. 18)
10. Discussion of speech by James Ellis, Metro Attorney, 1979.
11. Other items not on agenda. *show work*
12. Adjournment.

Join WSTA PPTA *Let's talk about stations*



Office of the Mayor
CITY HALL
Barney McClure
MAYOR

PORT TOWNSEND, WA 98368
(206) 388-3000

July 8, 1980

Bud O'Meara
County Commissioner's Office
Courthouse
Port Townsend, WA 98368

Dear Bud:

Enclosed is the resolution indicating the City of Port Townsend's willingness to participate in the formation of the PTBA.

Councilmembers Mike Kenna and Freida Imislund and myself are the city's appointments to the board. Please notify us as to the next procedural step.

Sincerely,

A handwritten signature in cursive script that reads "Barney McClure". The signature is written in dark ink and is positioned above the printed name and title.

Barney McClure
Mayor

BM/km

PUBLIC TRANSPORTATION BENEFIT AUTHORITY
OF
JEFFERSON COUNTY

MINUTES
Friday, July 11, 1980

MEMBERS PRESENT: Chairman A. M. O'Meara, Commissioner B. G. Brown,
Commissioner Carroll M. Mercer, Barney McClure, Freida Imslund, Mike Kenna.

CALL TO ORDER at 3:00 p.m.

ESTABLISH PUBLIC TRANSPORTATION BENEFIT AREA by Jefferson County Resolution
No. 71-80 and City of Port Townsend Resolution No. 80-15.

ELECTION OF OFFICIALS: Mike Kenna moved to appoint A. M. O'Meara as
Chairman; Barney McClure seconded it; unanimous vote approved it. Mike Kenna
moved to appoint Barney McClure as Vice Chairman; Freida Imslund seconded it;
unanimous vote approved it.

SCHEDULE OF REGULAR MEETING DATES: Motion made by Mike Kenna to meet on
the second Monday of the month at 7:30 p.m. in the Hearing Room on the third
floor of the Courthouse. It was seconded by Commissioner Brown, and accepted
unanimously. August 11 is the next regular meeting.

TAX RESOLUTION: The Tax Resolution needs to be filed by September 19 to
be on the general election ballot. Discussion about when to submit the
resolution followed. Mike Kenna made a motion that "The special election issue
be put on the ballot for November at .3%." Barney McClure seconded it.
Unanimous vote approved it.

COMPREHENSIVE TRANSIT PLAN: The four items from RCW 36.57A and given in
the agenda were read, and a request for recommendations was made. No set time
is given for the completion of the comprehensive plan, but it must be repaid
within two years of receiving the money. It should include a description of
what services you will provide, when and how it will be provided, and with what
money. Motor Vehicle Excise Tax funds will not be given until the plan is
received by the state. Discussion on the plan followed.

They discussed putting out a Request For Proposal to put together the
Comprehensive Plan. Peter Badame will write up a R.F.P. to be presented at
the August 11 meeting.

INCIDENTAL EXPENSES: Money is needed for typing the minutes, buying tapes,
stamps, letterhead, envelopes. Barney McClure said he will volunteer his
secretary for transcribing the minutes. They discussed an informal agreement
to get Peter Steele to run off some letterhead and envelopes. The city will
provide some stamps.

REQUEST FOR ADVANCE FUNDS: The possibility of obtaining advance funds from
the state for preparing the Comprehensive Transit Plan was discussed. Commissioner
Mercer moved to prepare a letter for Chairman O'Meara's signature requesting such
funds. Commissioner Brown seconded the motion, and unanimous vote approved it.

Page 2
Minutes from P.T.B.A. meeting, July 11, 1980

CORRESPONDENCE: (See attachments.) A letter from Grays Harbor wanted to know what the responsibility of a County Transit Authority is to a pre-existing transit system within that county. Slade Gordon's answer is that the County Transit Authority cannot build or run routes over pre-existing routes. The county must either condemn them, buy them out, or contract with them.

Discussion followed about the application of that opinion to the Stevens Stage Lines, which has a franchise for Quilcene and Discovery Bay. They agreed to invite Mrs. Stevens to the next meeting to discuss the possibility of contracting for her services.

U.M.T.A. SECTION 18 GRANTS: They discussed the advantages of installing lifts on regular routes fixtured buses vs. having vans with a special driver. The federal government would pick up 80% of the cost of the lifts. Bus stops would also have to be accessible to the handicapped through low curbs, etc. Other buses and vans were discussed.

WEST-END SERVICES AND SECTION 18: (See attachments.) Grays Harbor is offering to contract with Jefferson County to provide service to Kalaloch. A morning run would be an extension of their regular run, and cost \$80 per trip. An afternoon or evening run would not be a part of the established schedule, and would cost \$240 per trip. (Cost is based on \$1.60 per mile.) One day per week service--a morning and afternoon run-- would cost \$16,640 for a year. A Section 18 grant would pick up 50% of the cost, with the county using sales tax revenue for the matching funds.

They discussed extending the service to the Hoh Reservation, but that would prevent tying in to the existing morning run, and would not be justified by the use. Commissioner Brown moved to contract with Grays Harbor for service to Kalaloch of one day a week, with two round trips per day at an approximate cost per year of \$16,640. Commissioner Mercer seconded it. Discussion followed. Barney McClure questioned the possible need of expanding the number of days per week. Commissioner Brown withdrew his motion.

Mike Kenna moved to apply for a grant based on a contract with Grays Harbor for two days a week service to Kalaloch, two round trips per day. Commissioner Mercer seconded it. Unanimous vote approved it. The application will be for about \$20,000 in grant funds.

EASTERN JEFFERSON COUNTY AND SECTION 18: Operational money will probably be limited to \$35,000, if the grant is approved.

Equipment funds are available. They discussed the types of buses available. Because of lower maintenance costs and an expected twenty-year life, the general consensus is to order the expensive (about \$90,000) diesel buses rather than the gas-powered school bus type. The suggestion was made to write a request for Section 18 Equipment Funds for two big diesel buses, two small buses, bus shelters, and possibly park-and-ride lots.

SPECIAL MEETING: In order to meet a July 31 deadline for the Section 18 Grant, a special meeting will be held on Tuesday, July 29, 1980, at 7:30 p.m.

ATTACHMENTS: Agenda
Letter
West-End Service Sheet

JEFFERSON COUNTY: WEST END SERVICE

May 1980 cost/mile = \$1.52

Projected cost per mile 1981 = \$1.60

	<u>Cost</u>
A.M. North shore Lake Quinault to Kalaloch Lodge and return. 50 miles (approx. round trip) x \$1.60/mile 75 minutes (approx. round trip time) Route continues to Aberdeen-Hoquiam.	\$ 80.00
P.M. Hoquiam to Kalaloch Lodge (special bus) 150 miles (approx. round trip) x \$1.60/mi 2 hr. 20 min. (approx. onw-way trip time)	\$240.00
	<u>\$320.00/day</u>

<u>Frequency</u>	<u>Cost/Week</u>	<u>Approx. Cost/Year</u>
1 day/week	\$ 320.00	\$16,640.00
2 days/week	\$ 640.00	\$33,280.00
3 days/week	\$ 960.00	\$49,920.00
4 days/week	\$1,280.00	\$66,560.00
5 days/week	\$1,600.00	\$83,200.00

Present Schedule

	Depart Aberdeen	Quinault	Kalaloch	Quinault	Aberdeen
A.M.	6:15	8:00	(8:35)	9:15	11:00
P.M.	3:00	4:45			6:30

Proposed Additional Schedules

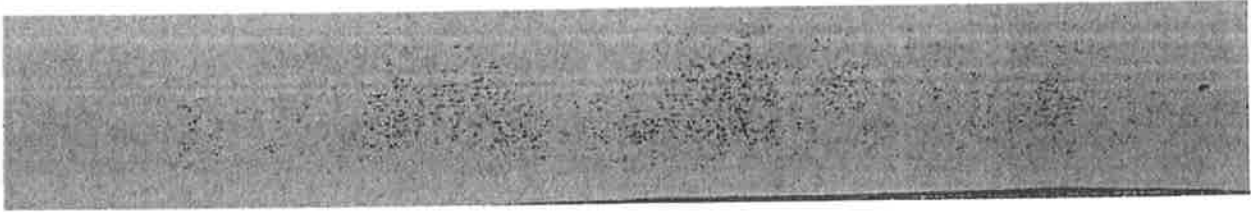
P.M.	1:00	2:45	3:20	4:00	5:45
	5:30	7:15	7:50	8:30	10:15

Projected Cost: Aberdeen to Hoh Reservation

Mileage: 180 miles round trip
Two round trips per day @ \$1.60/mile = \$576/day

Approximate one-way trip time = 3 hours

<u>Frequency</u>	<u>Approx. cost/week</u>	<u>Approx. cost/year</u>
1 day/week	\$ 576.00	\$ 29,952.00
2 days/week	\$1,152.00	\$ 59,904.00
3 days/week	\$1,728.00	\$ 89,856.00
4 days/week	\$2,304.00	\$119,808.00
5 days/week	\$2,880.00	\$149,760.00



City of PT

RESOLUTION NO. 80-15

A RESOLUTION FINDING A NEED FOR THE ESTABLISHMENT OF A PUBLIC TRANSPORTATION BENEFIT AREA, AND PROVIDING FOR THE SELECTION OF THE MEMBERS OF THE GOVERNING BOARD OF A PUBLIC TRANSPORTATION BENEFIT AREA

THE CITY COUNCIL OF THE CITY OF PORT TOWNSEND, DOES HEREBY RESOLVE:

There is here and hereby found and declared to be a need for public transportation in the City of Port Townsend and adjacent areas, and it is further found that the need can be effectively met by a Public Transportation Benefit Area, as provided by law.

It is further resolved, that City members on the Board of the said Public Transportation Benefit Area shall be in such numbers as may be required to comply with applicable laws, and shall be appointed by the Mayor with the approval of ^{the} City Council.

Passed this 1st day of July, 1980.

Barney McClure
BARNEY MCCLURE
Mayor

ATTEST:

David D. Gove
City Clerk

APPROVED AS TO FORM:

[Signature]
City Attorney