

# Jefferson Transit Authority Board

## Special Meeting Minutes

Tuesday, May 2, 2014, 1:30 pm  
1615 West Sims Way, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:30 pm. Other members present were Catharine Robinson, John Austin, Robert Gray and Lloyd Eisenman.

### STAFF PRESENT

General Manager Tammi Rubert and Finance Manager Sara Crouch

### OTHERS PRESENT

Project Manager from the City of Port Townsend Samantha Trone and Engineering Assistant Kara Rogers

### PUBLIC COMMENT

Brenda McMillan noted that this Special Meeting was not posted in the Port Townsend Leader.

Darrell Conder would like to see a sign-up list for people who are interested in being informed of events.

### CONSENT AGENDA

Approval of Out of State Travel – Tammi Rubert and Sara Crouch

Gray noted that Rubert was selected for a scholarship. Rubert replied that Washington State Department of Transportation (WSDOT) selected Jefferson Transit for this scholarship. This conference includes intensive training for General Managers and Finance Managers.

***Motion: Catharine Robinson moved to approve the consent agenda. John Austin seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

## NEW AGENDA ITEMS

### **Resolution 14-10: Authorizing the General Manager to Sign a Construction Contract with Pease Construction**

Rubert requested the Board approve the signing of the Notice of Award. Pease Construction is asked to provide an executed agreement; the performance and labor material payment bonds; a certified copy of their liability insurance; a designation of work to be performed by the Contractor's own forces; a list of subcontractors and major suppliers for principal portions of the work; the proprietary names and suppliers of principal items; evidence of bondability; and a chain-of-command organizational chart.

Trone reported the building permit for Buildings B, C, and D are ready and Building A, which is the main building, is waiting for Environmental and Planning to sign off.

Rubert and Crouch explained the bond financing process to the public.

***Motion: Catharine Robinson moved to approve Resolution 14-10. John Austin seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote.***

## PUBLIC COMMENT

Debbie Jahnke asked what type of bond JTA will obtain for construction.

Crouch explained the bond is a tax exempt, non-voted revenue bond based on sales tax receipts and fare box revenue.


Conder asked who is issuing our building permits.

Sullivan explained that Jefferson County is issuing the permits.

## ADJOURNMENT

The meeting was adjourned 1:49 pm. The next regular meeting will be held Tuesday, May 20, 2014, at 1:30 p.m.

  
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Laura Smedley, Clerk of the Board

  
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Date