

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, December 15, 2009, 1:30 p.m.

Port Townsend Fire Station

Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair David Sullivan at 1:31 p.m. Other members present were John Austin, Phil Johnson and Catharine Robinson.

STAFF PRESENT

Dave Turissini, Leigh Kennel, Van Church, Carla Meyer, Patty Perry, Rachel Katz, Tammi Rubert

CAC PRESENT

Tim Caldwell

Linda Pfafman

Ali Dyche

Gerald Braude

Cammy Brown

OTHERS PRESENT

Lud Becker

Pam Thompson

John P. Renaud

Kendall McKee

Greg Aten

Marcy Jaffe

Margaret Lee

Alice Lane

Burt Langsea

Peter Badame

Janna Hall

Roxanne Larsen

Jeff Chew, Peninsula Daily News

PUBLIC COMMENTS

The meeting was opened to public comments at 1:34 p.m.

- Kendall McKee sang a song called “Rudolph’s Reminder”. He stated that he doesn’t believe that the position of General Manager (GM) is necessary to Jefferson Transit. Everyone else in the organization is capable of taking care of the business of transit. Transit needs personnel that does not spend inappropriately and is not pompous and arrogant.
- Peter Badame congratulated Turissini on his new position at Sound Transit and spoke about the selection process of the GM position. He stated it is extremely important to give thought to the selection process and consider the idea of securing the services of an interim General Manager from the outside while doing a wider recruitment process using a “headhunter” or other resource to conduct the recruitment. Current staff needs to keep doing their normal functions and not be distracted by filling the void left by the General Manager’s departure. He suggested talking with Cathy Silins at the Public Transportation office of the Washington State Department of Transportation and Geri Beardsley from the Washington State Transit Association to help with this process.
- Brenda McMillan stated that the drivers are unhappy with the current administration and the union would like to recommend a change from the recommendation made by Turissini regarding the GM transition.

Public comments ended at 1:44 p.m.

CITIZENS ADVISORY COMMITTEE/AUTHORITY BOARD MEMBER REPORTS

Linda Pfafman reported on the CAC meeting of December 7. She stated the committee discussed the following:

- Possible change of meeting times to accommodate Authority Board members attending meetings if they choose to, particularly if there is a sales tax initiative on the Fall ballot.
- Changing the bylaws to reflect a residency requirement. It was decided that the one member who is not currently a resident of Jefferson County would be “grandfathered” for the remainder of her term, but after that would no longer be eligible for the committee unless she moves back to Jefferson County.
- Update on passenger ferry grants
- Change in Kitsap Transit service and what Jefferson Transit could do make up for the loss of established connections between Jefferson County and Bainbridge Island. A possible solution that was discussed would involve extending the Saturday service to Poulsbo all the way to the Bainbridge Island ferry terminal to make the connection. Pfafman stated the lack of coordination between agencies is a problem throughout the state and should be discussed at a higher level.
- Gerald Braude volunteered to lead a subcommittee to survey commuters to get data about the needs of local commuters in and out of Port Townsend.
- Tim Caldwell was elected chair of the CAC for 2010. Elections for vice-chair will be postponed until January.

NEW AGENDA ITEMS

New business:

c. Future of manager's position replaces GM evaluation

e. Officers for next year

Executive Session: General Manager resignation; interim management of Jefferson Transit Motion by Austin, second by Robinson to approve the amended agenda. The motion carried unanimously.

PUBLIC HEARINGS

a. Resolution 09- 32: Approve 2010 Service Changes

Staff report: Turissini reviewed the summary of the service changes. The proposed changes will save 65 service hours per week with no layoffs. Availability of overtime will be dependent on work rules. He then reviewed in detail the proposed new routes that will replace the current four in-town routes. There were several questions that needed clarification and a comment that the stop at 10th and Sheridan in front of the new medical building is too far from the hospital entrance. Discussion: could the connector routes be tweaked to extend "hospital row", if needed, without compromising the schedule too much. Meyer stated it was planned the way it was because the turn at 10th was the safest turn. Also, the current configuration was partly determined by public input.

The public hearing was opened at 2:13 p.m.

- Brenda McMillan stated the proposed routes will eventually not be able to complete the trips on time as traffic increases. Turissini responded that the SW Connector has had some extra time built into it and there will be some more ease in the trips as ADA-eligible riders are shifted back over to Dial-a-Ride, which currently has the capacity to accommodate more riders.
- Ali Dyché wanted to understand why the proposed new routes are two instead of three. Meyer explained the economics of running fewer routes.
- Marcy Jaffe asked about the timeline for moving the bus stops to the new locations.
- Margaret Lee stated that an adequate bus stop is needed at the hospital. She doesn't like the idea of wheelchair users being shifted to Dial-a-Ride and thinks they should be encouraged to ride the fixed route buses. She also commented that all the routes and trips that serve a particular shelter should be posted in the shelter. Greg Aten stated that shelters that have been removed due to vandalism should be replaced so people can at least sit down. Also, the bus windows need to be cleaned more often.

The public hearing was closed at 2:23 p.m.

Discussion: Safer access to the hospital. Currently there is no sidewalk access at the hospital.

Is it part of Jefferson Transit's planning to work with the hospital and the City to have safer access to the hospital. Meyer spoke about the possibility having a stop at the "old entrance", or moving the route over to 7th. Meyer will talk with John Merchant and the hospital about signage.

Motion by Austin second by Robinson to adopt Resolution 09-32, approving the proposed service changes as presented, to be implemented April 11, 2010.

Discussion: Austin recognizes by making the motion that there will always be requests and opportunities to make minor changes. Robinson stated that the main concern is to continue to cover the service area with shrinking resources as best we can with what we have. Alice Lane stated that the stop at 9th and Hancock will be much less safe if the current routing is reversed. Now the people who board there have a pullout, but the new service plan will require passengers to wait in the street. Phil Johnson commented on the distance that people will have to walk from 57th to 49th St.

There was a call for the question; the motion passed unanimously.

b. Resolution 09- 33: Approve 2010 Budget

Staff report: Church stated that nothing has changed since last month's meeting and documentation. There have been no comments received concerning the budget. He reviewed the year end expenses and spoke about fuel prices and sales tax as "wild card" elements. He anticipates that Staff will have to get a line of credit some time next year to deal with cash flow issues. The bottom line is that if the economy continues as it has been we will use up cash reserves next year. Church will bring an amended budget to the Board in July or August with a proposed reserve policy. He projects higher fare revenue based on recent history. Projected 2010 sales tax revenue is basically a placeholder.

The public hearing was opened at 2:42 p.m.

- Cammy Brown asked some clarifying questions about the amended budget for 2010 and a reserve policy Church proposes to introduce in the middle of the year. She also asked about the reserves for 2010.
- Ali Dyche asked how much sales tax increase we would need and what would happen if we don't ask for it. Church stated service would have to be reduced but it would be impossible to know how much until an analysis could be done from which one could make realistic projections.
- Cammy Brown asked if there will be an analysis resulting in planning scenarios that would be used in a sales tax initiative campaign.
- Margaret Lee would like an explanation of how and why funds are transferred from operating to capital, or vice versa. Excess operating revenue is used to build up capital reserves. Church explained that Jefferson Transit's current financial situation is in its current condition because revenue has been less than expenses, necessitating the drawing down of reserves in order to meet operational expenses.

The public hearing was closed at 2:49 p.m.

Motion by Robinson, second by Austin to adopt Resolution 09- 33, approving the 2010 Operating and Capital budgets as presented.

Discussion: Church would like to make a minor change to capital budget detail to read "IT System Hardware, Photocopier and other related IT equipment"

Motion by Robinson second by Austin, to amend the original motion with the language above.

Call for the question; the amendment and the motion passed unanimously.

CONSENT AGENDA

- a. **Approval of Minutes, November 17, 2009**
- b. **Approval of Expenses, November 2009**
 - Operating checks 86694-86766: \$258,382.26 (includes payroll of \$142,709.48)
 - Capital checks 245: \$2,224.90
 - Electronic Fund Transfer checks 103-104: \$9,719.21
 - Advance Travel fund checks: \$ \$0.00
 - **Total Expenditures: \$270,326.37**
- c. **Resolution 09-34:Disposition of Surplus Personal Property**
- d. **Authorize Staff To Purchase Forklift**
- e. **Authorize Staff To Purchase Vehicle**
- f. **Resolution 09-35: Authorize Board chair to sign and execute 1st grant amendment for GCA 5956**
- g. **Authorize Staff To Solicit Bids For Small Works Project**

Motion by Austin, second by Johnson to approve the Consent Agenda. The motion carried unanimously.

NEW BUSINESS

- a. **Authorize Transit Operations to Continue the #7 Poulsbo Saturday Service to the Bainbridge Island Ferry Terminal between December 19, 2009 and January 9, 2010.**

Under the proposed service adjustment, the Saturday morning trip would continue to the Bainbridge Island ferry terminal. This augmented service would cost an estimated \$200.00 per week. The service would be non-stop from Poulsbo to Bainbridge Island.

Discussion: Let Kitsap Transit know that it would be helpful if they would communicate with Staff about changes that affect Jefferson Transit.

Additional discussion:

- Turissini stated that the Citizens Advisory Committee was instrumental in crafting this solution.
- Gerald Braude commented on Scott Walker's previous comments at the last CAC meeting on express service from Port Townsend to Bainbridge ferry.
- Tim Caldwell said it is important to get the word out about the service.
- Marcy Jaffe asked if it is possible to adjust the afternoon trip to make the same accommodation. Turissini stated it is impractical from an operational point of view as an adjustment to that trip would have an adverse effect on service scheduling for the rest of the day.

Motion by Johnson, second by Austin to Authorize Transit Operations to Continue the #7 Poulsbo Saturday Service to the Bainbridge Island Ferry Terminal between December 19, 2009 and January 9, 2010. The motion passed unanimously.

b. Authorize Reclassification of Administrative Assistant/Clerk of the Board position
Turissini stated why he felt it was justifiable to reclassify the position at grade 2, step 4, based on increased responsibilities performed outside of the job description. He requests the change be Retroactive to July 1, 2009.

Motion by Austin, second by Robinson to authorize Reclassification of Administrative Assistant/Clerk of the Board position to grade2, step 4 retroactive to July 1, 2009. The motion passed unanimously.

c. General Manager Transition Planning

Turissini presented his letter of resignation and thanked the board, staff and community. He looks forward to advancing his own career and seeing Jefferson Transit's future progress.

- Discussion: The board should review what the agency needs at this point in a deliberative way. Robinson noted that the management team is an experienced group that could continue doing their current functions, giving the board time to develop a process for finding a new General Manager.
- Robinson suggested the establishment of a committee of board, staff, union, Citizens Advisory Committee and public to examine the process. She would like guidance from the outside.
- Austin suggested an executive session to discuss personnel within and outside the agency.
- Sullivan stated that planning should be broken down into immediate and longer term needs, with the possibility of a contracted interim general manager.
- The board members were in agreement that staff should make contact with resources in the transit world to try to find assistance with an assessment center or similar situation.
- Austin suggested the possibility of contracting Prothman, an employee search firm that specializes in local government, to get some information from them about recruitment services.
- Caldwell stated a concern about the April 11 implementation date for the service change while in the process of hiring a new general manager. It could be an over load situation for an interim general manager.
- Braude suggested consulting the union members to see if there is a current employee who would be appropriate for appointment as interim general manager.

Sullivan scheduled an executive session for after Miscellaneous/Correspondence.

d. Authorize Staff to issue RFP for Architectural and Site Design Services

Kennel reviewed the discussion at the retreat in November regarding the new facility project. Jefferson Transit has 3.3 million dollars in Federal funding that needs to be acted upon.

Completion of this phase of the project would accomplish two things:

- Puts Jefferson Transit in a better position to get additional funding to complete the entire project
- Lets the FTA and those who helped with Congressional appropriations know our intention to complete the project is serious.

Completion of this phase of the project would also have the advantage of holding its value. Drawings completed in the next year or two would still be usable if the construction process is delayed for some time.

The possibility exists that congressional appropriations that have not been used may be subject to withdrawal for use in other stimulus projects if the funds remain unspent. Staff needs to demonstrate intent to complete the project for the best chance at additional funding. Projects that are shown to be “shovel ready” have the best chance of qualifying for funding.

Motion by Austin, second by Johnson to Authorize Staff to issue RFP for Architectural and Site Design Services.

It was established that the scope of the RFP would bring it to the point that the project would be ready for permitting. **There was a call for the question; the motion passed unanimously.**

e. New Officers for 2010.

Motion by Austin to nominate Catherin Robinson for Chair of the Authority Board.

Seconded by Johnson. The motion passed unanimously. Motion by Austin to nominate Phil Johnson as Vice Chair, second by Robinson. The motion passed unanimously.

STAFF REPORT

a. Operations Report

The written report stands.

b. Financial Report

Church reported that sales tax revenue is down a little bit but still within budget. Al Hatten from WSTIP will be invited to a future board meeting.

c. Publishing Kitsap Transit route information on Google Transit

Marcy Jaffe has asked Jefferson Transit to fill the gap to complete Google Transit trip planning to make the connection from the Olympic Peninsula to Seattle. Marcy will do the mapping work for the Kitsap Transit portion for free. Turissini and the board members thanked Marcy for her efforts.

MISCELLANEOUS/CORRESPONDENCE

None.

EXECUTIVE SESSION

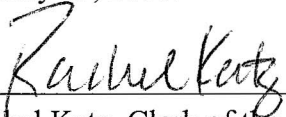
Sullivan announced at 3:34 that the meeting would go into executive session to discuss a personnel matter regarding planning for the general manager replacement for approximately 30 minutes. The regular session resumed at 4:20.

Motion by Austin to have Katz arrange a special meeting of the Authority Board on

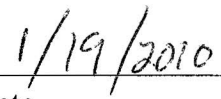
December 22, 29 or 30 for the purpose of discussing the General Manager transition, with the possibility of an executive session to discuss personnel issues regarding the transition, and an agenda item devoted to Dave Turissini's separation agreement. The motion was seconded by Johnson. The motion passed unanimously

ADJOURNMENT

The meeting was adjourned at 4:21 p.m. The next Regular Meeting will be held at 1:30 p.m., January 19, 2010.



Rachel Katz, Clerk of the Board



Date