



JEFFERSON TRANSIT AUTHORITY REGULAR BOARD MEETING

Tuesday, June 27, 2017 1:30 p.m.

Jefferson Transit Boardroom

63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

Employee of the Year and Retirement Presentations

New Agenda Items

I. Finance Reports

- a. May 2017
- b. April 2017

II. Consent Agenda

- a. Approval of Minutes, April 18, 2017
- b. Approval of Expenses, May 2017
- c. Approval of Expenses, April 2017
- d. Surplus Property Valued Over \$5,000

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2016-2021

(Found under Tab #8 in the Board packet book)

III. Old Business

- a. **Resolution 17-14:** Clallam Transit Interlocal Agreement-West End Service
- b. Discussion Regarding Bi-Monthly Meetings

IV. New Business

- a. **Resolution 17-15:** Authorization for the General Manager to Sign a Contract with Sealco Asphalt Maintenance
- c. **Resolution 17-16:** Approval of Changes to JTA's Existing Drug & Alcohol Policy
- d. **Resolution 17-17:** Mechanic David Little as the Recipient of the JTA 2017 "Employee of the Year" Award
- e. **Resolution 17-18:** Maintenance Cleaner Conrad Bruhn for Years of Service Upon Retirement

V. Reports

- a. General Managers Report
- b. Operations Report
- c. Maintenance Report

VI. Ridership Report

Public Comments

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.



63 4 Corners Road, Port Townsend, WA 98368

June 20, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance Manager
RE: May 2017 Financial Report

The budget tracking percentage for May is 41.65%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for March 2017 is 6% higher than received for March 2016.

Revenue Report –

- Farebox revenue is 1.86% below budget.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year. JTA expenses are 4.94% BELOW budget.

- **Labor** – Labor is 1.38% below budget.
 - **Regular Wages** - The budget tracking figures are more on track for regular wages compared to last year, Fixed Route and DAR are slightly over budget.
 - **Overtime** - Under budget for all departments except "Other Overtime". Other overtime includes overtime for the Maintenance Department. We have hired a new diesel mechanic and overtime should begin to taper off. Overtime costs in Maintenance will be higher than anticipated, this may result in a budget adjustment later in the year.
- **Benefits**
 - Holiday Leave - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – monitoring, some high dollar repairs, now over budget by 6.6%. Expenses are down compared to same time last year (May 2016 =\$51668 | May 2017 =\$39,373).
- **Utilities** –
 - Electricity is over budget, monitoring, it is likely a timing issue.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased, will continue to be budget.

Capital Activity –

- Capital activity in May: Park and Ride Project; RouteMatch; Radio Project, RTA Upgrade.



May 2017 Financial Summary

Budget Tracking Figure: 41.65%

1. Operational Expenses:	\$341,891.49
Operational Revenues:	\$15,495.31
Non-Operational Income:	\$469,741.40
Capital Expenses:	\$55,572.73
Capital Income:	\$305,967.70
2. Sales Tax Received 5/31/2017 for March 2017:	\$404,565.67
Sales Tax Received 5/31/2016 for March 2016:	\$379,552.66
Sales tax increased from prior year 6%	
3. Cash on Hand as of May 31, 2017*:	
Operating:	\$905,046.92
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,388,915.57
Capital Reserve (59% Funded):	\$1,520,182.04
(TDP Funding Match \$2,544,200)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$47,538.46
Bond Reserve:	\$85,250.00
EFT Fund:	\$176,992.07
Travel Fund:	\$1,500.00
Total	\$5,997,940.06**

**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

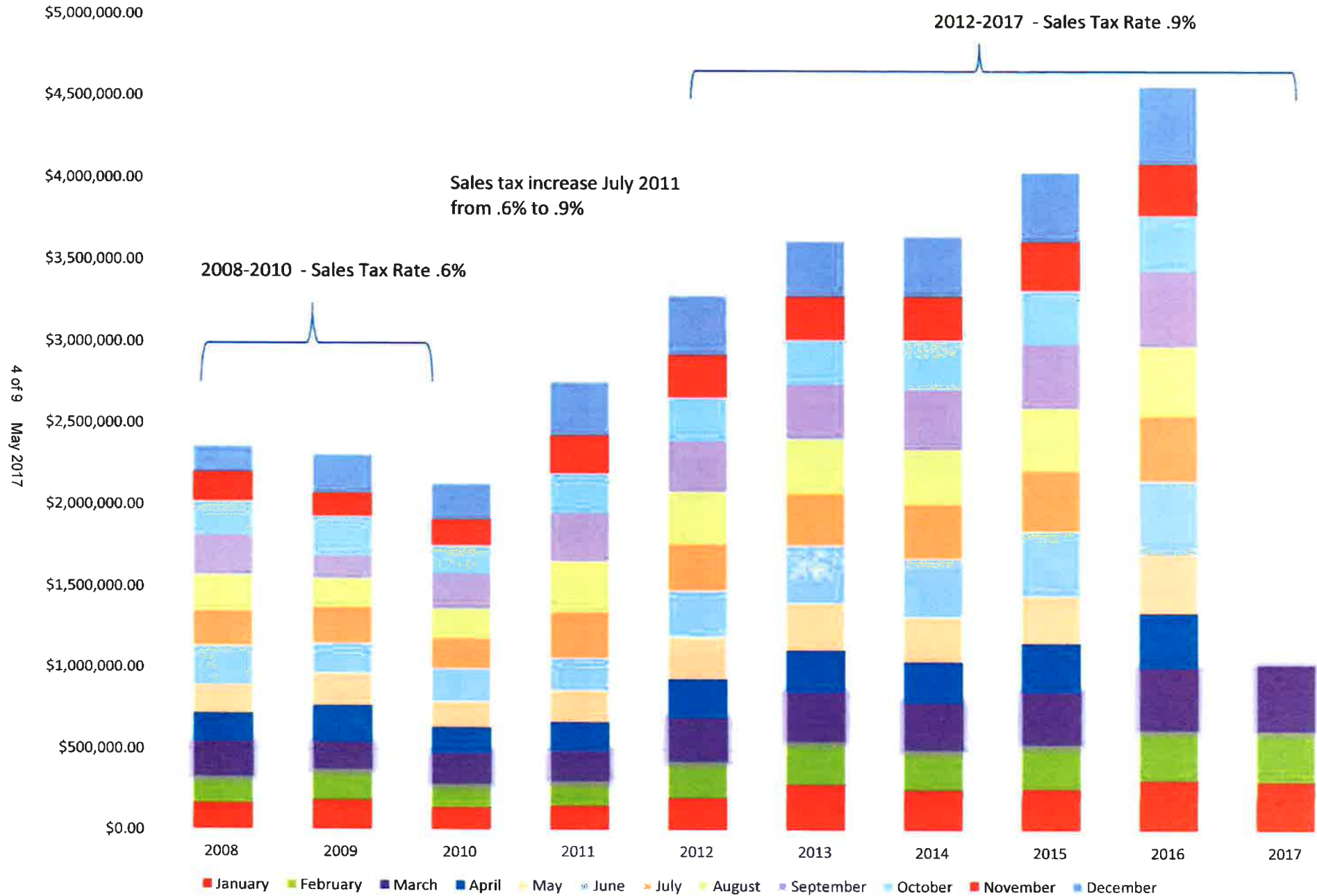
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,813,513.79	1,444,621.00	25.54%
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,813,513.79	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$362,702.76	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%	\$404,565.67	\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	23.70%	\$1,024,094.21	870,997.00	17.58%
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,024,094.21	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$341,364.74	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Five Months Ending May 31, 2017

	<u>May</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,354,927.58	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	\$51,001.54	(\$1,566,761.21)
Non-Capital Financing Activities	\$404,561.76	\$2,083,774.13
Investing Activities	\$4,442.00	\$16,569.15
Total Operating Cash Provided/(Used)	\$460,005.30	\$533,582.07
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$187,584.02	(\$300,893.97)
Net Increase/(Decrease) Cash and Equivalent	\$647,589.32	\$232,688.10
CASH BALANCES - END OF PERIOD	<u>\$6,002,516.90</u>	<u>\$6,002,516.90</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2017

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,495.31	\$81,562.23	\$205,000.00	39.79%
Operating Expenses				
Labor	158,739.05	798,427.06	1,982,558.00	40.27%
Benefits	107,556.82	588,204.51	1,556,799.00	37.78%
Services and User Fees	13,001.27	54,572.97	244,530.00	22.32%
Materials & Supplies	40,578.08	188,733.29	545,460.00	30.93%
Utilities	5,725.48	31,948.44	80,020.00	39.93%
Casualty/Liability Costs	10,211.33	51,106.69	127,000.00	40.24%
Taxes	346.62	1,618.26	7,953.00	20.35%
Miscellaneous Expenses	5,458.64	19,694.30	87,865.00	22.47%
Leases and Rentals	274.20	5,852.80	18,640.00	31.40%
Total Operating Expenses	341,891.49	1,720,158.32	4,650,625.00	36.99%
Operating Income (Loss)	(326,396.18)	(1,638,596.09)	(4,445,625.00)	36.86%
Non-Operating Revenues				
Non-Transportation Revenue	4,552.07	19,243.85	24,000.00	80.18%
Taxes Levied by Transit	375,888.67	1,771,915.79	3,931,572.00	45.07%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	39,539.00	128,822.80	251,579.00	51.21%
Federal Grants & Contributions	48,511.66	312,350.34	801,284.00	38.98%
Total Non-Operating Revenues	469,741.40	2,238,582.78	5,025,935.00	44.54%
Net Income (Loss) Before Transfers In/(Out)	143,345.22	599,986.69	580,310.00	103.39%
Net Income/(Loss)	143,345.22	599,986.69	580,310.00	103.39%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2017**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,294.95	\$56,744.36	\$144,000.00	39.41%
Fixed Route Fares - West - JTOC	396.42	1,783.74	4,500.00	39.64%
Dial-a-Ride Fares (DAR)	828.58	4,178.45	10,800.00	38.69%
Vanpools	3,975.36	18,855.68	43,200.00	43.65%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,495.31	81,562.23	205,000.00	39.79%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	4,442.00	16,569.15	12,000.00	138.08%
Gain (Loss) on Disposition of Capital Items		389.15	1,200.00	32.43%
Public Donations		6.00		0.00%
Other Nontransportation Revenues	110.07	2,279.55	10,800.00	21.11%
Taxes Levied Directly by Transit System - Sales & Use Tax	375,888.67	1,771,915.79	3,931,572.00	45.07%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	128,104.32	248,579.00	51.53%
RTAP		718.48	3,000.00	23.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	312,350.34	801,284.00	38.98%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		31,349.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	469,741.40	2,548,780.26	5,025,935.00	50.71%
TOTAL REVENUES	485,236.71	2,630,342.49	5,230,935.00	50.28%

Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2017

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$56,470.20	\$278,569.37	\$647,222.00	43.04%
Operators Overtime - Fixed Route	2,064.72	15,225.25	71,253.00	21.37%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,164.60	55,648.29	124,973.00	44.53%
Operators Overtime - Dial-a-Ride (DAR)	792.88	2,850.65	12,521.00	22.77%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	37,790.09	186,913.48	518,571.00	36.04%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,704.61	27,668.06	40,314.00	68.63%
Administration Salaries	45,751.95	231,551.96	567,704.00	40.79%
Benefits				
FICA	13,388.49	68,307.49	195,329.00	34.97%
Pension Plans (PERS)	18,764.63	94,297.81	264,224.00	35.69%
Medical Plans	41,649.13	211,144.21	551,400.00	38.29%
Dental Plans	3,102.30	15,320.77	45,636.00	33.57%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,811.09	28,696.78	69,922.00	41.04%
Holiday	591.17	41,880.21	90,777.00	46.14%
General Leave	20,671.32	105,728.41	263,289.00	40.16%
Other Paid Absence (Court Duty & Bereavement)	582.40	3,749.69	14,686.00	25.53%
Uniforms, Work Clothing & Tools Allowance	1,443.13	4,140.99	10,100.00	41.00%
Other Benefits (HRA, EAP & Wellness)	1,553.16	10,417.15	29,436.00	35.39%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,820.90	6,148.78	18,250.00	33.69%
Professional & Technical Services	5,888.25	18,534.61	110,530.00	16.77%
Contract Maintenance Services (IT Services)	1,163.00	4,371.78	14,500.00	30.15%
Security Services	210.00	705.00	5,000.00	14.10%
Vehicle Technical Services		11,638.54	38,250.00	30.43%
Property Maintenance Services	471.49	4,916.83	14,500.00	33.91%
Software Maintenance Fees	2,973.30	5,898.65	30,100.00	19.60%
Postage & Mail Meter Fees	255.58	1,065.03	3,100.00	34.36%
Drug & Alcohol Services	218.75	1,293.75	4,800.00	26.95%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	21,164.19	84,848.90	295,000.00	28.76%
Tires		10,191.43	35,000.00	29.12%
Lubrication	598.87	1,934.21	10,550.00	18.33%
Tools	46.62	1,496.44	18,000.00	8.31%
Vehicle Maintenance & Repair Parts	9,281.07	39,373.36	81,500.00	48.31%
Non-Vehicle Maintenance & Repair Parts	621.63	1,091.51	8,240.00	13.25%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	18.61	73.92	3,750.00	1.97%
Shop Supplies (Maintenance & Cleaning)	1,860.48	8,139.25	20,500.00	39.70%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	1,668.64	5,705.53	14,920.00	38.24%
Computer Programs & Supplies	1,357.73	4,494.63	14,150.00	31.76%
Printing (Photocopier, Schedules & Brochures)	3,960.24	11,326.35	33,450.00	33.86%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	922.57	4,566.09	14,100.00	32.38%
Utilities (Electrical & Propane)	1,823.21	12,442.54	27,000.00	46.08%
Telephone & Internet	2,979.70	14,939.81	38,920.00	38.39%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	51,106.69	127,000.00	40.24%
Taxes				
State Taxes	298.44	1,560.08	4,203.00	37.12%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes	48.18	48.18	3,000.00	1.61%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2017**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$634.67	\$5,112.92	\$17,007.00	30.06%
Travel & Meetings	4,043.97	10,330.24	32,150.00	32.13%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	560.00	3,538.44	24,408.00	14.50%
EE CDL and EE Physical Expense	220.00	644.00	4,800.00	13.42%
Other Miscellaneous		68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation			35,755.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,371.00	3,000.00	45.70%
Service Vehicles & Equipment		21.80	2,500.00	0.87%
Other General Administration Facilities		4,460.00	13,140.00	33.94%
TOTAL OPERATING EXPENSES	<u>341,891.49</u>	<u>1,720,158.32</u>	<u>4,686,380.00</u>	<u>36.71%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
May 2017

Current Account Status	Balance per Bank @ 5/31/17	\$	3,034,097.61	\$	-
Balance per GL @ 4/30/17		\$	2,781,226.57		
	Transfers - In				
	Transfers - In (Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement	\$	305,967.70		
	Investment Interest	\$	2,476.07		
	Transfers - Out (Purchases)	\$	(55,572.73)		
	Transfers - Out (Operating Correction)	\$	-		
Balance per GL @ 5/31/17		\$	3,034,097.61		
Balance in Capital Account	Outstanding Checks	\$	3,034,097.61		

2017 Capital Projects					
Facility		Grant Funding		JTA Funding	
	2017 Budgeted Balance	\$	-	\$	-
	JTA Funded Balance			\$	-
Other Building and Structures		Grant Funding		JTA Funding	
PNR Upgrades	2017 Beginning Budget	\$	-	\$	120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$	-	\$	15,000.00
	Apr 2017			\$	(1,035.50)
	May 2017			\$	(841.07)
Four Corners PNR	2017 Beginning Budget	\$	1,005,000.00	\$	252,000.00
	Jan 2017 SCJ Alliance	\$	(1,282.80)	\$	(320.70)
	Mar 2017 SCJ Alliance	\$	(4,588.40)	\$	(1,147.10)
	Apr 2017 SCJ Alliance, Advertising	\$	(12,005.38)	\$	(3,001.35)
	May 2017 SCJ Alliance	\$	(9,801.48)	\$	(2,450.37)
	JTA Funded Balance			\$	378,203.91
Revenue Vehicles					
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$	276,000.00	\$	100,000.00
	Apr 2017	\$	(274,618.70)	\$	(94,190.28)
2 Full-Size Buses	2017 Beginning Budget	\$	790,000.00	\$	210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$	790,000.00	\$	112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$	46,475.00	\$	25,025.00
Bus Painting	2017 Beginning Budget	\$	-	\$	25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$	-	\$	150,000.00
	JTA Funded Balance			\$	528,262.72
Service Vehicles					
Service Equipment					
Generator 63 4 Corners	2017 Beginning Budget			\$	125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)			\$	32,155.00
	Purchased 2/28/2017			\$	(32,155.00)
	JTA Funded Balance			\$	125,000.00
Office Furniture & Equipment					
New Finance/Mntce/Ops Software	2017 Beginning Budget			\$	200,000.00
	Apr 2017 - Trapeze			\$	(3,121.26)
	May 2017 - RTA Upgrade			\$	(3,181.00)
Route Match	2016/2017 Beginning Budget			\$	154,000.00
Add ons Apprvd 2/21/2017				\$	45,000.00
	Mar 2017 - Routematch			\$	(50,878.50)
	Apr 2017 - Routematch			\$	(9,007.09)
	May 2017 - Routematch IT			\$	(35,383.21)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4315 Grant; \$1085 JTA)	\$	4,261.44	\$	1,065.36
	Purchased Feb 2017 - Facility Wide WiFi	\$	(4,261.44)	\$	(1,065.36)
Comprehensive Plan	2017 Beginning Budget			\$	60,000.00
	JTA Funded Balance			\$	357,448.94

JTA Capital Balance	\$	3,034,097.61
JTA Committed Project Funds Sub-Total	\$	(1,388,915.57)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$	1,645,182.04



63 4 Corners Road, Port Townsend, WA 98368

May 17, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: April 2017 Financial Report

The budget tracking percentage for April is 33.32%. Typically we use that tracking figure as a guideline for monitoring expenses.

The Capital Vehicle Reserve was approved during the April 18th Board Meeting. It has been funded and the balance added to the Financial Summary page of this report.

Sales Tax Analysis Reports –

- Sales tax for February 2017 is 1.7% higher than received for February 2016.

Revenue Report –

- Farebox revenue is 1.37% below budget.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Other overtime includes overtime for the Maintenance Dept. We are short an employee and another was out for an extended period. Overtime costs in Maintenance Dept. will be higher than anticipated during budget, this may result in a budget adjustment later on in the year.
- **Benefits** –
 - Holiday Leave - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – monitoring, some high dollar repairs, not significantly over budget, slightly less when compared to same time last year.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased, will continue to be over budget.

Capital Activity –

- Capital activity in April: Park and Ride Project; RouteMatch; Buses for JTOC.



April 2017 Financial Summary

Budget Tracking Figure: 33.32%

1. Operational Expenses:	\$304,833.39
Operational Revenues:	\$14,877.28
Non-Operational Income:	\$438,475.28
Capital Expenses:	\$391,714.46
Capital Income:	\$0.00
2. Sales Tax Received 4/30/2017 for February 2017:	\$311,554.48
Sales Tax Received 4/30/2016 for February 2016:	\$306,315.48
Sales tax increased from prior year 1.7%	
3. Cash on Hand as of April 30, 2017*:	
Operating:	\$588,417.56
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,436,016.32
Capital Reserve (47% Funded)***:	\$1,220,210.25
(TDP Funding Match \$2,544,200)	
Capital Vehicle Reserve	\$125,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$40,782.50
Bond Reserve:	\$85,250.00
EFT Fund:	\$105,634.26
Travel Fund:	\$1,035.41
Total	\$5,349,861.29**

**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

**Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

***Balance 1,534.632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

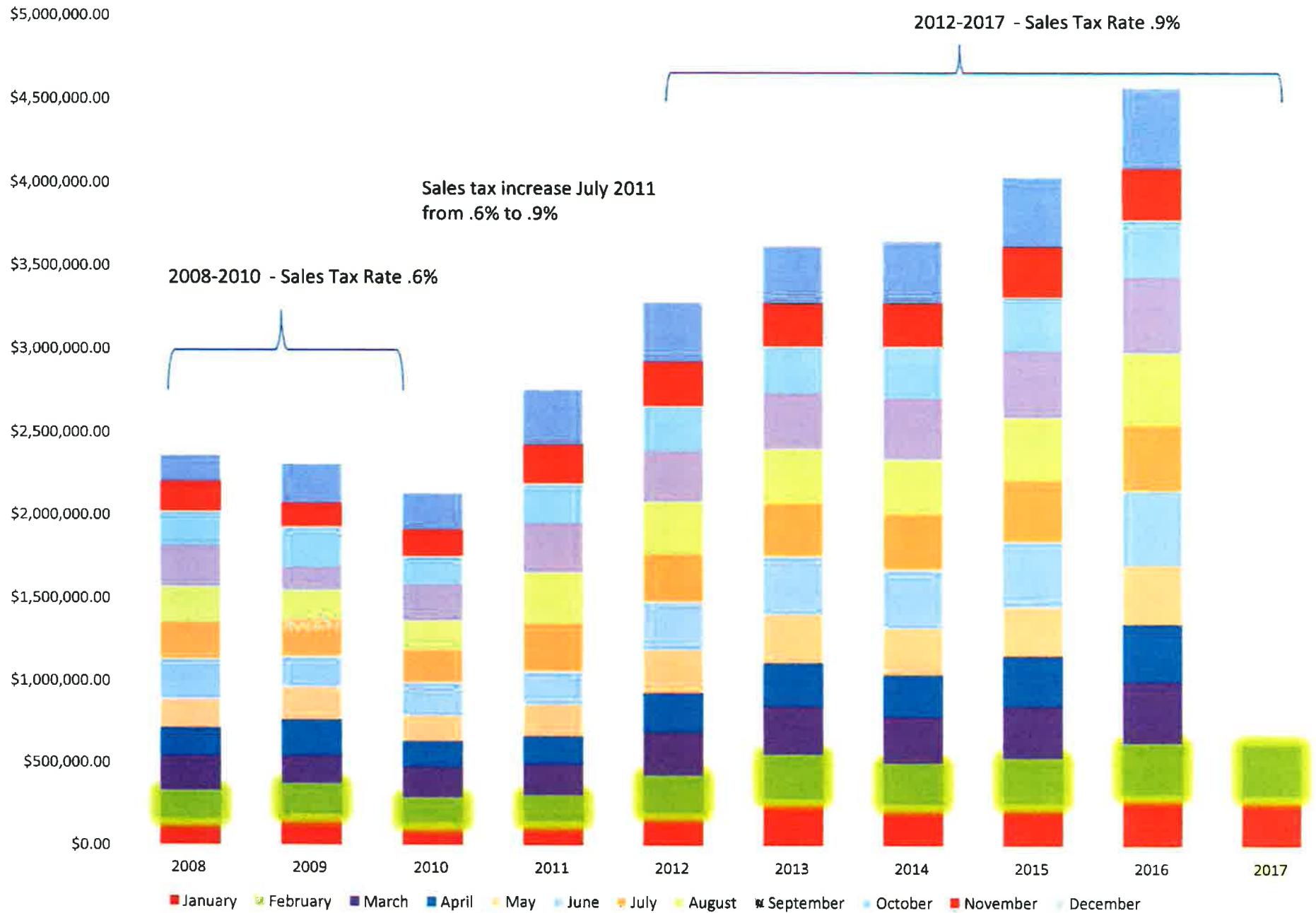
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$1,408,948.12	1,117,554.00	26.07%
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,408,948.12	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$352,237.03	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%	\$311,554.48	\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	12.52%	\$619,528.54	543,930.00	13.90%
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$619,528.54	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$309,764.27	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Four Months Ending April 30, 2017**

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,727,194.30	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$654,827.06)	(\$1,622,379.57)
Non-Capital Financing Activities	\$312,957.78	\$1,679,212.37
Investing Activities	\$4,368.12	\$12,127.15
Total Operating Cash Provided/(Used)	(\$337,501.16)	\$68,959.95
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$35,327.12)	(\$484,422.73)
Net Increase/(Decrease) Cash and Equivalent	(\$372,828.28)	(\$415,462.78)
CASH BALANCES - END OF PERIOD	\$5,354,366.02	\$5,354,366.02

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2017**

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,877.28	\$65,505.36	\$205,000.00	31.95%
Operating Expenses				
Labor	162,846.83	639,688.01	1,982,558.00	32.27%
Benefits	97,124.67	478,805.68	1,556,799.00	30.76%
Services and User Fees	5,546.49	37,327.85	244,530.00	15.27%
Materials & Supplies	22,921.79	128,013.58	545,460.00	23.47%
Utilities	3,530.46	23,881.96	80,020.00	29.84%
Casualty/Liability Costs	10,261.33	40,895.36	127,000.00	32.20%
Taxes	319.44	1,271.64	7,953.00	15.99%
Miscellaneous Expenses	2,008.18	14,235.66	87,665.00	16.24%
Leases and Rentals	274.20	4,441.80	18,640.00	23.83%
Total Operating Expenses	304,833.39	1,368,561.54	4,650,625.00	29.43%
Operating Income (Loss)	(289,956.11)	(1,303,056.18)	(4,445,625.00)	29.31%
Non-Operating Revenues				
Non-Transportation Revenue	4,889.66	14,691.78	24,000.00	61.22%
Taxes Levied by Transit	343,566.48	1,396,027.12	3,931,572.00	35.51%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	40,257.48	158,874.48	251,579.00	63.15%
Federal Grants & Contributions	48,511.66	194,046.64	801,284.00	24.22%
Total Non-Operating Revenues	438,475.28	1,768,640.02	5,025,935.00	35.19%
Net Income (Loss) Before Transfers In/(Out)	148,519.17	465,583.84	580,310.00	80.23%
Net Income/(Loss)	148,519.17	465,583.84	580,310.00	80.23%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2017**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,137.54	\$45,887.85	\$144,000.00	31.87%
Fixed Route Fares - West - JTOC	203.36	1,387.32	4,500.00	30.83%
Dial-a-Ride Fares (DAR)	793.02	3,349.87	10,800.00	31.02%
Vanpools	3,743.36	14,880.32	43,200.00	34.45%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,877.28	65,505.36	205,000.00	31.95%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	4,368.12	12,127.15	12,000.00	101.06%
Gain (Loss) on Disposition of Capital Items		389.15	1,200.00	32.43%
Public Donations	2.00	6.00		0.00%
Other Nontransportation Revenues	519.54	2,169.48	10,800.00	20.09%
Taxes Levied Directly by Transit System - Sales & Use Tax	343,566.48	1,396,027.12	3,931,572.00	35.51%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	158,158.00	248,579.00	63.62%
RTAP	718.48	718.48	3,000.00	23.95%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	194,046.64	801,284.00	24.22%
Capital Contributions - Local/State/Federal				
Capital Contributions - State		31,349.00		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		278,848.48		0.00%
Total Nonoperating Revenues	438,475.28	2,078,837.50	5,025,935.00	41.36%
TOTAL REVENUES	453,352.56	2,144,342.86	5,230,935.00	40.99%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2017**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$55,525.33	\$222,099.17	\$647,222.00	34.32%
Operators Overtime - Fixed Route	3,403.07	13,160.53	71,253.00	18.47%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,932.85	43,483.69	124,973.00	34.79%
Operators Overtime - Dial-a-Ride (DAR)	281.23	2,057.77	12,521.00	16.43%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,064.35	149,123.39	518,571.00	28.76%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,355.25	23,963.45	40,314.00	59.44%
Administration Salaries	47,284.75	185,800.01	567,704.00	32.73%
Benefits				
FICA	12,931.07	54,919.00	195,329.00	28.12%
Pension Plans (PERS)	18,446.31	75,533.18	264,224.00	28.59%
Medical Plans	41,452.02	169,495.08	551,400.00	30.74%
Dental Plans	3,045.88	12,218.47	45,636.00	26.77%
Unemployment Insurance (UI)		4,521.00	22,000.00	20.55%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,533.77	22,885.69	69,922.00	32.73%
Holiday	(815.16)	41,289.04	90,777.00	45.48%
General Leave	15,759.54	85,057.09	263,289.00	32.31%
Other Paid Absence (Court Duty & Bereavement)	84.42	3,167.29	14,686.00	21.57%
Uniforms, Work Clothing & Tools Allowance	152.97	2,661.08	10,100.00	26.35%
Other Benefits (HRA, EAP & Wellness)	533.85	7,058.76	29,436.00	23.98%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	827.35	4,227.63	18,250.00	23.17%
Professional & Technical Services	2,452.34	11,130.86	110,530.00	10.07%
Contract Maintenance Services (IT Services)	763.00	3,208.78	14,500.00	22.13%
Security Services	142.50	495.00	5,000.00	9.90%
Vehicle Technical Services		10,366.95	38,250.00	27.10%
Property Maintenance Services	162.64	3,140.94	14,500.00	21.66%
Software Maintenance Fees	718.31	2,873.24	30,100.00	9.55%
Postage & Mail Meter Fees	261.60	809.45	3,100.00	26.11%
Drug & Alcohol Services	218.75	1,075.00	4,800.00	22.40%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	10,856.28	63,684.71	295,000.00	21.59%
Tires	2,360.60	10,191.43	35,000.00	29.12%
Lubrication	326.32	1,335.34	10,550.00	12.66%
Tools	500.48	1,449.82	18,000.00	8.05%
Vehicle Maintenance & Repair Parts	6,965.65	30,083.94	81,500.00	36.91%
Non-Vehicle Maintenance & Repair Parts	39.24	469.88	8,240.00	5.70%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	3.69	55.31	3,750.00	1.47%
Shop Supplies (Maintenance & Cleaning)	617.74	6,278.77	20,500.00	30.63%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	526.49	3,991.18	14,920.00	26.75%
Computer Programs & Supplies	347.70	3,049.33	14,150.00	21.55%
Printing (Photocopier, Schedules & Brochures)	377.60	7,366.11	33,450.00	22.02%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	913.07	3,643.52	14,100.00	25.84%
Utilities (Electrical & Propane)		8,623.33	27,000.00	31.94%
Telephone & Internet	2,617.39	11,615.11	38,920.00	29.84%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,261.33	40,895.36	127,000.00	32.20%
Taxes				
State Taxes	319.44	1,261.64	4,203.00	30.02%
Vehicle Licensing & Registration Fees		10.00	750.00	1.33%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2017**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,013.78	\$4,478.25	\$17,007.00	26.33%
Travel & Meetings	752.40	6,286.27	32,150.00	19.55%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	140.00	2,978.44	24,408.00	12.20%
EE CDL and EE Physical Expense	102.00	424.00	4,800.00	8.83%
Other Miscellaneous		68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation			35,755.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,096.80	3,000.00	36.56%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		3,345.00	13,140.00	25.46%
TOTAL OPERATING EXPENSES	<u>304,833.39</u>	<u>1,368,561.54</u>	<u>4,686,380.00</u>	<u>29.20%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
April 2017

Current Account Status	Balance per Bank @ 4/30/17	\$ 2,781,226.57	\$ -
Balance per GL @ 3/31/17		\$ 3,171,357.87	
	Transfers - In		
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement		
	Investment Interest	\$ 1,583.18	
	Transfers - Out (Purchases)	\$ (391,714.46)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 4/30/17		\$ 2,781,226.57	
Balance in Capital Account	Outstanding Checks	\$ 2,781,226.57	

2017 Capital Projects

Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
	Apr 2017 Greentree		\$ (1,035.50)
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Feb 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	Mar 2017 SCJ Alliance, Advertising	\$ (12,005.38)	\$ (3,001.35)
	JTA Funded Balance		\$ 381,495.35
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
	Apr-17	\$ (274,618.70)	\$ (90,254.68)
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 532,198.32
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	Purchased 2/28/2017		\$ (32,155.00)
	JTA Funded Balance		\$ 125,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
	Apr 2017 - Trapeze		\$ (3,121.28)
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
	Apr 2017 - Routematch		\$ (7,677.59)
Final GCB1814 IT Purchases	2017 Beg Budget (\$4315 Grant; \$1085 JTA)	\$ 4,281.44	\$ 1,065.36
	Purchased Feb 2017 - Facility Wide WiFi	\$ (4,281.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 397,322.65

JTA Capital Balance	\$ 2,781,226.57
JTA Committed Project Funds Sub-Total	\$ (1,436,016.32)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,345,210.25

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 18, 2017, 1:30 pm

63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:31 pm. Other members present were David Faber and Kate Dean, with Kathleen Kler and Catharine Robinson excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Brenda McMillan commented on bi-monthly meetings.

Steve Hopkins from Clallam Transit thanked Jefferson Transit staff for JTA's cooperation with their proposed service to the Bainbridge Island ferry terminal and the west Jefferson County service.

Jim Todd commented on service from Port Townsend to Bainbridge Island.

Debbie Jahnke would like a restroom update for Haines Place Park and Ride.

Bert Langsea commented on bi-monthly meetings. He would also like to encourage attendance at the next transportation meeting scheduled for April 27th at 7:00 pm at Quimper Unitarian.

Tammi responded to the comment regarding transportation to Bainbridge Island. JTA is preparing to add service in the near future. Direct service to Bainbridge Island has been discussed in the past, but it is very costly. One of JTA's first priorities will be to fill gaps in existing service that had been cut during the recession.

Tammi Rubert responded to Ms. Jahnke's request for a restroom update by stating that at our last Board Meeting she informed the Board of the total quoted cost of the restroom project in her General Manager's report. We will need Board approval to move forward on that project.

Tammi Rubert and Sara Crouch have been on Quilcene School District's calendar for April 27th for two months in order to attend their job fair and will not be able to attend the transportation meeting.

NEW AGENDA ITEMS

Discussion regarding monthly Board Meetings is added to new business as "h."

FINANCE REPORTS

Please see Attachment A and B

Capital Reserve Fund has been changed to reflect current year projects as Capital Committed and the balance as Capital Reserve. This was changed to give a better picture of the balance in the Capital Fund.

Ms. Crouch reported on the following items for February 2017 and March 2017:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity
- Capital Project Tracking

David Sullivan requested that Ms. Crouch create a projection of funding required for future capital needs. He is pleased that the Operating Reserve Fund is fully funded. It has been a goal since the beginning of the recession.

CONSENT AGENDA

- a. Approval of Minutes, February 21, 2017
- b. Approval of Expenses, February 2017
- c. Approval of Expenses, March 2017
- d. Surplus Property Valued Under \$5,000

Motion: Kate Dean moved to approve the Consent Agenda. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

OLD BUSINESS

There was none.

NEW BUSINESS

- a. **Resolution 17-7:** Authorizing the General Manager to sign the Interlocal Agreement for Summer Youth Passes

JTA is preparing for the Summer Youth Pass Program again. This program is a regional program between Clallam Transit, Grays Harbor Transit, and Mason Transit, with Intercity Transit also joining the program this year. All systems will honor this pass between Memorial Day and Labor Day for a cost of \$20.00.

Motion: David Faber moved to approve Resolution 17-7: Authorizing the General Manager to sign the 2017-2019 Summer Youth Pass Interlocal Agreement. Kate Dean seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

- b. **Resolution 17-8:** PTeRider Contract Renewal

Kate Dwyer requested that we renew her revocable license. This agreement worked very well last year.

Motion: David Faber moved to approve Resolution 17-8: Authorizing the General Manager to sign the renewed revocable license with PTeRider Contract. Kate Dean seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

- c. **Resolution 17-9:** Reserve Fund Policy

Sara Crouch requested the Board consider adopting an amended policy for reserve funds to include a section for revenue vehicles. The goal is to provide a level of annual funding sufficient to cover the purchase of one full-sized bus every four years or to fund the purchase of van-pool vans and demand-response vehicles as necessary. The maximum level per year would be \$125,000. Each year we would first fund the Capital Reserve, then the Operating Reserve, then the Revenue Vehicle Reserve.

Motion: Kate Dean moved to approve Resolution 17-9: To amend the Reserve Fund Policy for vehicle replacement. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

- d. **Resolution 17-10:** To Execute the 1st Amendment to Grant Agreement GCB2291

This amendment changes the scope of work in order to provide Capital funding assistance to complete the 100-stall Park and Ride at the intersection of SR 20 and 4 Corners Road in Jefferson County. The grant originally said to build 100 stalls. JTA already had 50 stalls, so this changes the wording so that it now states to complete another 50 stalls.

Motion: Kate Dean moved to approve Resolution 17-10: To Execute the 1st Amendment to Grant Agreement GCB2291. David Faber seconded.

- e. **Resolution 17-11:** Authorizing the General Manager to sign the contract with Hoch Construction for the construction of the 63 4 Corners Park and Ride.

JTA was granted a Regional Mobility Grant to fund the building of this additional 50 stall Park & Ride with electric vehicle charging stations and a bike barn. The lowest bidder was Hoch Construction from Port Angeles at \$540,400. This contract was reviewed and approved by JTA's legal counsel.

Motion: David Faber moved to approve Resolution 17-11: Authorizing the General Manager to sign the contract with Hoch Construction for the construction of the 63 4 Corners Park and Ride. Kate Dean seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

- f. **Resolution 17-12:** Authorizing the General Manager to Sign the Interlocal Agreement for Clallam Transit to operate within Jefferson County.

Clallam Transit requested an Interlocal Agreement which would allow Clallam Transit to operate its vehicles within Jefferson County, making one stop in Discovery Bay for a \$10.00 fee to ride to Bainbridge Island.

Driving east, this stop will be located at the existing shelter at Hwy 20 and 101. In the westbound direction, Clallam Transit would alight passengers just beyond the bend at the JTA stop. If a passenger's final destination is Port Townsend, Clallam Transit would recommend the passenger ride Kitsap Transit route #90 and connect to JTA route #7.

Motion: David Faber moved to approve Resolution 17-12: Authorizing the General Manager to sign the Interlocal Agreement for Clallam Transit to operate within Jefferson County. Kate Dean seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

The question was asked if their business model expected this service to pay for itself. Clallam Transit Operations Manager Steve Hopkins stated CTA had devised a fare structure where they expected full fare recovery at 16 passengers per trip. A follow-up question asked if the fare would remain the same whether boarding in Clallam County or Jefferson County. Mr. Hopkins said yes, there is a single fare for operator and customer ease.

- g. **Resolution 17-13:** Authorizing the General Manager to sign a Service and Construction contract with Double D Electric, Inc.

Currently, JTA's 50 kW generator is insufficient to power our required loads in case of a power outage. We went out to bid for a contractor that was able to deliver and install a 250 kW generator. Double D Electric was the lowest bidder at \$90,698.

JTA had an independent study done, and this kW power was recommended. This generator is extremely important now that East Jefferson Fire and Rescue fuels their vehicles here. It is vital that we do not have a break in service.

Motion: Kate Dean moved to approve Resolution 17-13: Authorizing the General Manager to sign a Service and Construction contract with Double D Electric, Inc. David Faber seconded.

Vote: The motion carried unanimously, 3-0 by voice vote.

h. A discussion regarding bi-monthly meetings.

Two Board members are not present for this discussion.

Some of the items that were brought up for discussion at the last meeting included staff time and the possibility of longer lasting meetings. The bi-monthly Board Meetings were scheduled to coincide with annual agenda items typically heard before the Board. The Board meeting is a business meeting designed to accomplish Transit business in terms of what is required of the Board. What we are hearing is the public wanting more opportunity to contribute.

The Citizens Advisory Committee (CAC) may be another venue for public input. In an update for the CAC, it was stated that JTA had received seven applications. We are requesting 7 to 15 members from a diverse representation of Jefferson County. At present, we have a very limited representation. Advertisements were again posted in the Port Townsend Leader and Peninsula Daily News.

Holding Board meetings every other month appears to be good for staff workload, but may not work as well for the public input. If we maintain this meeting structure, we need to be very responsive to the public. Hopefully, the public will feel comfortable in contacting staff, or members of the Board to discuss questions or offer input in addition to commenting at Board Meetings.

It is JTA's policy that major changes in service are not made without public outreach and approval from the Board.

This discussion will be tabled until the two other Board members are present to contribute.

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Report
- 4 Corners Park and Ride Project
- Upcoming Meetings
- Emergency Generator Update
- Haines Place Transit Center Maintenance
- RouteMatch Migration
- Radio Improvement Project

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- New JTOC Buses Update
- Roof Repair
- RouteMatch Tablet Installation
- Window Cleaning

RIDERSHIP – Tammi Rubert

Ridership has leveled off. It went up slightly in February and leveled off in March. Average daily ridership is 763 over 24 days of service. The ridership of connecting agencies was also down slightly.

PUBLIC COMMENT

Debbie Jahnke asked where it was stated in the minutes that the Haines Place Transit Center (HPTC) restroom project was put on hold.

Bert Langsea would like to request that when questions and comments come from the public, they are responded to as they come up.

Steve Tucker from the Port of Port Townsend said restroom discussion seems to be a common subject. Perhaps we should have a “bathroom summit”? There appears to be a consensus in that the responsibility should not rest on one agency.

Jim Todd agreed we should coordinate restroom efforts.

Ed Stanard asked if there will be a place to charge electric bicycles at the expanded Park and Ride.

Tammi will research if that is available with the EV chargers.

Brenda McMillan asked what JTA is doing to increase ridership.

Ms. Rubert said everything JTA does is based on increasing ridership. We advertise on our website, our buses, and we listen to public ideas. We are studying whether to increase frequency or coverage now that we have funding to increase our service. We are always studying this.

On behalf of the Acting General Manager at Clallam Transit, Operations Manager Steve Hopkins would like to thank the JTA Board for approving the Interlocal Agreement, and CTA looks forward to our continued partnership on the peninsula.

Ed Stanard said getting into the schools and educating 5th or 6th-grade students might help increase ridership.

Jim Todd asked if smaller buses should be used on some of the routes.

Ms. Rubert stated that the bigger buses do have a longer life than cut-away buses. JTA's routes are set up so the same buses that handle in-town service routes can change to commuter routes. We switch up the routes to offer variety to our drivers' days. Fuel usage is also very close to being the same for the size of both buses.

David Faber proposed that we respond to customer comments immediately after the comment if it does not create a problem.

David Sullivan said we do try to answer questions if they don't require research at the end of the comment. At Jefferson County meetings, we try to respond without getting into a dialog.

David Sullivan responded to Debbie Jahnke's comment about restrooms. This goes back to the history of trying to stabilize our budget and put reserve funds in place so that we can now offer extra service. It is great to be approaching a time when we will have some capacity to add service.

Ms. Rubert also responded to Ms. Jahnke's comment saying she reported in the February meeting that Grants and Procurement Administrator Frank Burns did quite a bit of research on the cost for a public restroom at HPTC. The cost was quoted at \$90,000 to \$100,000 to complete the project. This project is not in JTA's 2017 budget, and it was not voted on to hold or move forward. The current discussion should be about whether we want to add a restroom or put more service on the road.

ADJOURNMENT

The meeting was adjourned at 3:00 pm. The next regular meeting will be held Tuesday, June 20, 2017, at 1:30 pm at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 12, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: March 2017 Financial Report

The budget tracking percentage for March is 24.99%. Typically we use that tracking figure as a guideline for monitoring expenses.

I have made a change to the Financial Summary page in this report. In the past, the two accounts listed for the Capital account have been the Capital Checking account (the account we pay the bills from) and the Capital Reserve. Both accounts are what we called the Capital Reserve Balance. I have changed the listing to "Capital Committed", those projects we have on the current Capital Budget; and Capital Reserve, those funds that are actually held in reserve. If the change for the Reserve Policy is approved at the meeting, this section will change to add a Vehicle Reserve Fund.

Sales Tax Analysis Reports –

- Sales tax for January 2017 is 4% lower than received for January 2016.

Revenue Report –

- Farebox revenue is nearly on budget.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Other overtime includes overtime for the Maintenance Dept. We are short an employee and another was out for an extended period. Overtime costs in Maintenance Dept. will be higher than anticipated during budget, this may result in a budget adjustment later on in the year.
- **Benefits** –
 - Holiday - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
 - General Leave – timing issue
 - Uniforms – timing issue
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – monitoring.
 - Shop Supplies – timing issue, but monitoring.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased.

Capital Activity –

- Capital activity in March: SCJ Alliance for Park and Ride Project; RouteMatch; Parking Lot Vacuum Sweeper.



March 2017 Financial Summary

Budget Tracking Figure: 24.99%

1. Operational Expenses:	\$347,347.52
Operational Revenues:	\$183,76.76
Non-Operational Income:	\$460,796.54
Capital Expenses:	\$88,769.00
Capital Income:	\$4,229.78
2. Sales Tax Received 3/31/2017 for January 2017:	\$307,974.06
Sales Tax Received 3/31/2016 for January 2016:	\$318,746.72
Sales tax decreased from prior year 4%	
3. Cash on Hand as of March 31, 2017*:	
Operating:	\$582,410.14
Operating Reserve (100% Funded):	\$1,172,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Committed (2017 Capital Projects):	\$1,541,106.70
Capital Reserve (63% Funded)***:	\$1,626,929.91
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$34,026.54
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,097.74
Travel Fund:	\$1,304.00
Total	\$5,721,640.03**

**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

***Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

***Balance 1,534.632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

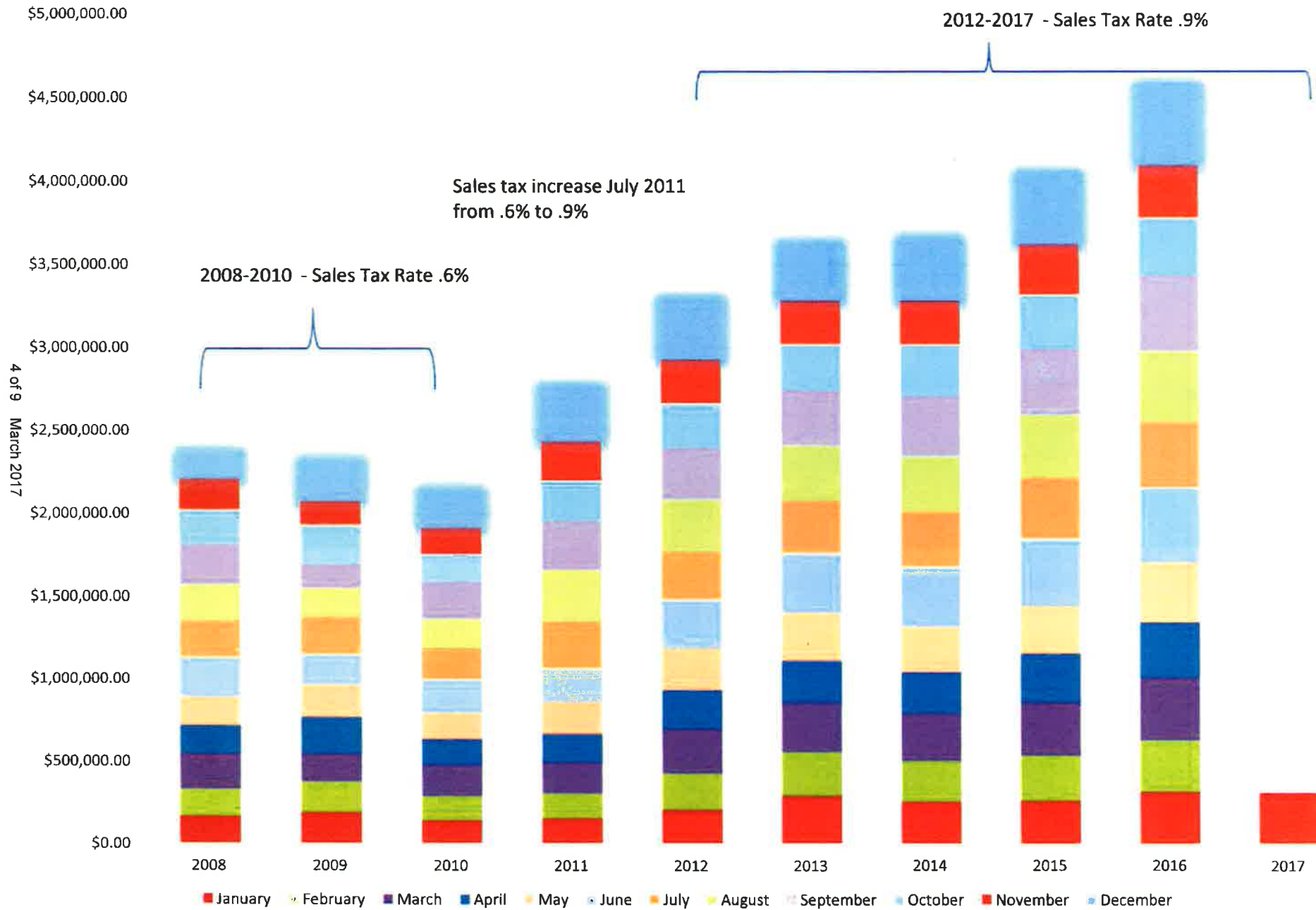
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Cash Actual Sales Tax Received	2017 Cumulative Cash Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$1,097,393.64	840,678.00	30.54%
April	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$460,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,097,393.64	\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,856,320.00	0.00%			
Monthly Average		\$365,797.88	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Accrual Actual Sales Tax Received	2017 Cumulative Accrual Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$307,974.06	\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	15.32%	\$307,974.06	267,054.00	15.32%
February	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$307,974.06	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$307,974.06	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Three Months Ending March 31, 2017

	<u>March</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$5,821,800.68	\$5,769,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	(\$25,349.83)	(\$716,160.53)
Non-Capital Financing Activities	\$311,184.41	\$1,101,951.59
Investing Activities	<u>\$3,147.59</u>	<u>\$7,759.03</u>
Total Operating Cash Provided/(Used)	\$288,982.17	\$393,550.09
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>(\$384,146.02)</u>	<u>(\$436,742.06)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$95,163.85)	(\$43,191.97)
CASH BALANCES - END OF PERIOD	<u><u>\$5,726,636.83</u></u>	<u><u>\$5,726,636.83</u></u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2017

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$18,376.76	\$50,070.61	\$205,000.00	24.42%
Operating Expenses				
Labor	167,913.33	476,841.18	1,982,558.00	24.05%
Benefits	111,528.15	375,950.43	1,556,799.00	24.15%
Services and User Fees	8,733.70	29,667.22	244,530.00	12.13%
Materials & Supplies	39,501.89	104,968.25	545,460.00	19.24%
Utilities	3,516.30	17,693.52	80,020.00	22.11%
Casualty/Liability Costs	10,211.33	30,634.03	127,000.00	24.12%
Taxes	363.94	952.20	7,953.00	11.97%
Miscellaneous Expenses	5,306.68	12,227.48	87,665.00	13.95%
Leases and Rentals	274.20	3,052.60	18,640.00	16.38%
Total Operating Expenses	347,347.52	1,051,986.91	4,650,625.00	22.62%
Operating Income (Loss)	(328,970.76)	(1,001,916.30)	(4,445,625.00)	22.54%
Non-Operating Revenues				
Non-Transportation Revenue	3,508.82	9,802.12	24,000.00	40.84%
Taxes Levied by Transit	367,987.06	1,052,460.64	3,931,572.00	26.77%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	39,539.00	118,617.00	251,579.00	47.15%
Federal Grants & Contributions	48,511.86	145,534.98	801,284.00	18.16%
Total Non-Operating Revenues	460,796.54	1,330,164.74	5,025,935.00	26.47%
Net Income (Loss) Before Transfers In/(Out)	131,825.78	328,248.44	580,310.00	56.56%
Net Income/(Loss)	131,825.78	328,248.44	580,310.00	56.56%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2017

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,844.77	\$35,192.84	\$144,000.00	24.44%
Fixed Route Fares - West - JTOC	480.74	1,183.96	4,500.00	26.31%
Dial-a-Ride Fares (DAR)	1,018.61	2,556.85	10,800.00	23.67%
Vanpools	4,032.64	11,136.96	43,200.00	25.78%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	18,376.76	50,070.61	205,000.00	24.42%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	3,147.59	7,759.03	12,000.00	64.66%
Gain (Loss) on Disposition of Capital Items	217.40	389.15	1,200.00	32.43%
Public Donations	2.00	4.00		0.00%
Other Nontransportation Revenues	141.83	1,649.94	10,800.00	15.28%
Taxes Levied Directly by Transit System - Sales & Use Tax	367,987.06	1,052,460.64	3,931,572.00	26.77%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	118,617.00	248,579.00	47.72%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	145,534.98	801,284.00	18.16%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		4,229.78		0.00%
Total Nonoperating Revenues	460,796.54	1,334,394.52	5,025,935.00	26.55%
TOTAL REVENUES	479,173.30	1,384,465.13	5,230,935.00	26.47%

Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2017

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$57,721.93	\$166,573.84	\$647,222.00	25.74%
Operators Overtime - Fixed Route	2,753.84	9,757.46	71,253.00	13.89%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,562.68	31,550.84	124,973.00	25.25%
Operators Overtime - Dial-a-Ride (DAR)	323.16	1,776.54	12,521.00	14.19%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	34,853.76	109,059.04	518,571.00	21.03%
Other Overtime (Mntce, Dispatch, Cust Serv)	7,983.55	19,608.20	40,314.00	48.84%
Administration Salaries	52,714.61	138,515.26	567,704.00	24.40%
Benefits				
FICA	13,193.02	41,987.93	195,329.00	21.50%
Pension Plans (PERS)	18,725.86	57,086.87	264,224.00	21.61%
Medical Plans	42,869.69	128,043.06	551,400.00	23.22%
Dental Plans	3,059.64	9,172.59	45,636.00	20.10%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,475.85	17,351.92	69,922.00	24.82%
Holiday	969.67	42,104.20	90,777.00	46.38%
General Leave	24,030.02	69,297.55	263,289.00	26.32%
Other Paid Absence (Court Duty & Bereavement)	1,630.30	3,082.87	14,686.00	20.99%
Uniforms, Work Clothing & Tools Allowance	737.76	2,508.11	10,100.00	24.83%
Other Benefits (HRA, EAP & Wellness)	834.34	5,315.33	29,436.00	18.06%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,505.95	3,400.28	18,250.00	18.63%
Professional & Technical Services	1,816.00	7,838.52	110,530.00	7.09%
Contract Maintenance Services (IT Services)	898.90	2,445.78	14,500.00	16.87%
Security Services		352.50	5,000.00	7.05%
Vehicle Technical Services	2,323.44	9,099.84	38,250.00	23.79%
Property Maintenance Services	1,097.15	2,971.27	14,500.00	20.49%
Software Maintenance Fees	718.31	2,154.93	30,100.00	7.16%
Postage & Mail Meter Fees	45.20	547.85	3,100.00	17.67%
Drug & Alcohol Services	328.75	856.25	4,800.00	17.84%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	24,696.73	52,828.43	295,000.00	17.91%
Tires	2,983.67	7,830.83	35,000.00	22.37%
Lubrication	781.20	1,009.02	10,550.00	9.56%
Tools	147.63	946.98	18,000.00	5.26%
Vehicle Maintenance & Repair Parts	7,426.24	23,099.95	81,500.00	28.34%
Non-Vehicle Maintenance & Repair Parts	162.54	427.05	8,240.00	5.18%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		51.62	3,750.00	1.38%
Shop Supplies (Maintenance & Cleaning)	2,083.42	5,649.32	20,500.00	27.56%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	655.73	3,434.93	14,920.00	23.02%
Computer Programs & Supplies	150.47	2,643.85	14,150.00	18.68%
Printing (Photocopier, Schedules & Brochures)	414.26	6,988.51	33,450.00	20.89%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	916.99	2,730.45	14,100.00	19.36%
Utilities (Electrical & Propane)		6,316.40	27,000.00	23.39%
Telephone & Internet	2,599.31	8,646.67	38,920.00	22.22%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	30,634.03	127,000.00	24.12%
Taxes				
State Taxes	353.94	942.20	4,203.00	22.42%
Vehicle Licensing & Registration Fees	10.00	10.00	750.00	1.33%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2017**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$890.51	\$3,464.47	\$17,007.00	20.37%
Travel & Meetings	3,026.17	5,533.87	32,150.00	17.21%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,170.00	2,838.44	24,408.00	11.63%
EE CDL and EE Physical Expense	220.00	322.00	4,800.00	6.71%
Other Miscellaneous		68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation			35,755.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	822.60	3,000.00	27.42%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		2,230.00	13,140.00	16.97%
TOTAL OPERATING EXPENSES	<u>347,347.52</u>	<u>1,051,986.91</u>	<u>4,686,380.00</u>	<u>22.45%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
March 2017

Current Account Status	Balance per Bank @ 3/31/17	\$ 3,171,357.87	\$ -
Balance per GL @ 2/28/17		\$ 1,680,856.22	
	Transfers - In	\$ 1,574,000.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 4,229.78	
	Investment Interest	\$ 1,040.87	
	Transfers - Out (Purchases)	\$ (88,769.00)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 3/31/17		\$ 3,171,357.87	
	Outstanding Checks	\$ (3,321.26)	
Balance in Capital Account		\$ 3,168,036.61	

2017 Capital Projects

Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	Jan 2017 SCJ Alliance	\$ (1,282.80)	\$ (320.70)
	Feb 2017 SCJ Alliance	\$ (4,588.40)	\$ (1,147.10)
	JTA Funded Balance		\$ 385,532.20
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 622,453.00
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget (\$41000, under budget)		\$ 32,155.00
	<i>Purchased 2/28/2017</i>		\$ (32,155.00)
	JTA Funded Balance		\$ 125,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
	Mar 2017 - Routematch		\$ (50,878.50)
Final GCB1614 IT Purchases	2017 Beg Budget (\$4316 Grant; \$1086 JTA)	\$ 4,261.44	\$ 1,065.36
	Purchased Feb 2017 - Facility Wide WiFi	\$ (4,261.44)	\$ (1,065.36)
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 408,121.50

JTA Capital Balance	\$ 3,168,036.61
JTA Committed Project Funds Sub-Total	\$ (1,541,106.70)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 1,626,929.91



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 16, 2017

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: February 2017 Financial Report

The budget tracking percentage for February is 16.66%. Typically we use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

- Sales tax for December 2016 is 10% higher than received for December 2015. Cumulatively JTA is up 13% compared to 2015. There are two sales tax reports because we report both cash basis and accrual basis. The sales tax chart is accrual based, meaning it is through December 2016.

Revenue Report –

- We expect farebox revenue to be under budget due to ridership being down during the winter months.

Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.

- **Labor** – Other overtime includes overtime for the Maintenance Dept. An employee has been out long-term, this has caused overtime costs in Maintenance Dept. to be higher than anticipated, this may result in a budget adjustment later on in the year.
- **Benefits** –
 - Holiday - timing issue - over budget due to front loading of personal holidays, this figure will come in line with budget as the year progresses.
 - General Leave – timing issue
 - Uniforms – timing issue
- **Materials and Supplied Consumed**
 - Vehicle Maintenance & Repair Parts – timing issue.
 - Shop Supplies – timing issue.
 - Computer Programs & Supplies – timing issue.
 - Printing – New schedules printed (reordered 3 times a year) – timing issue.
- **Leases and Rentals**
 - Port-a-potty monthly rental cost has increased.

Capital Activity –

- Capital activity in February: SCJ Alliance for Park and Ride Project; Wi-Fi IT Purchase; Use tax on capital purchases.



February 2017 Financial Summary

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$311,740.20
Operational Revenues:	\$14,854.02
Non-Operational Income:	\$463,447.49
Capital Expenses:	\$6,930.30
Capital Income:	\$45,145.47

2. Sales Tax Received 2/28/2017 for December 2016:	\$475,452.60
Sales Tax Received 2/28/2016 for December 2015:	\$428,927.47

****Sales tax increased from prior year 10%****

3. Cash on Hand as of February 28, 2017*:	
Operating:	\$2,426,401.47
Operating Reserve (81% Funded):	\$950,000.00
(Minimum Funding Required \$1,172,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$114,068.53
Capital Reserve (42% Funded)***:	\$1,534,632.69
(TDP Funding Match \$2,544,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$27,270.58
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,424.81
Travel Fund:	\$1,353.50

Total	\$5,817,916.58**
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**Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

***Includes funding amounts for Capital and Operating Reserves that will be funded as budgeted.

***Balance 1,534,632.69 minus current year project obligations.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2017

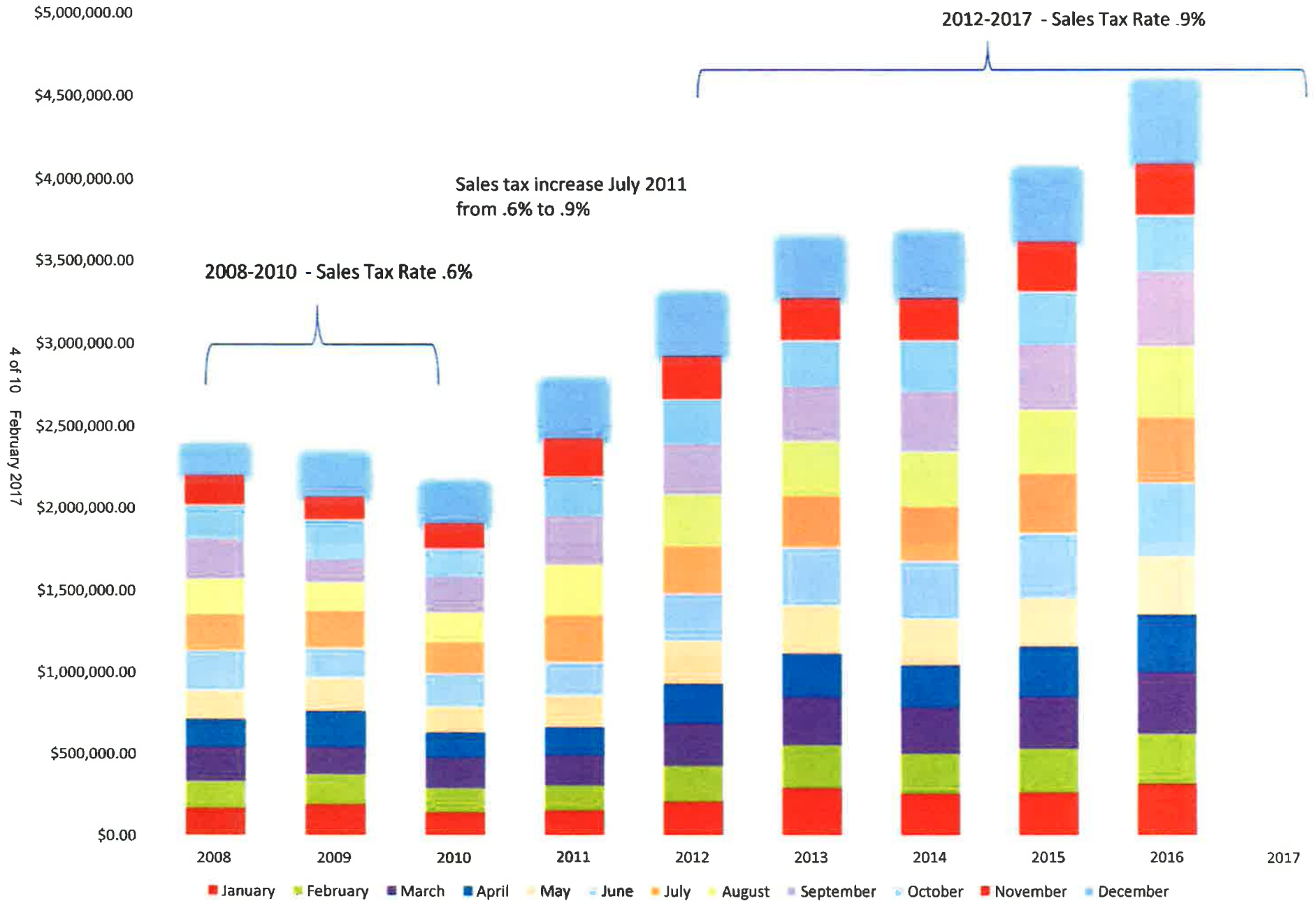
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Monthly Act to Bud Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$241,672.00	29.91%	\$313,966.98	241,672.00	29.91%
February	0.90%	\$475,452.60	\$428,927.47	\$374,287.05	\$344,682.23	\$331,952.00	43.23%	\$789,419.58	573,624.00	37.62%
March	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	840,678.00	
April	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	1,117,554.00	
May	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	1,444,621.00	
June	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$480,953.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$789,419.58	\$4,508,413.00	\$3,949,274.80	\$3,820,676.50	\$3,858,320.00	0.00%			
Monthly Average		\$394,709.79	\$375,701.08	\$329,106.23	\$301,723.04	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2017 Tax	2016 Tax	2015 Tax	2014 Tax	2017 Budget	2017 Actual to Budgeted Variance	2017 Cumulative Actual Sales Tax Received	2017 Cumulative Budgeted Sales Tax	2017 Cumulative Actual to Budget Variance
January	0.90%		\$318,746.72	\$261,817.97	\$256,028.91	\$267,054.00	0.00%	\$0.00	267,054.00	
February	0.90%		\$306,315.48	\$271,446.82	\$245,824.15	\$276,876.00	0.00%	\$0.00	543,930.00	
March	0.90%		\$379,552.66	\$320,654.36	\$287,301.65	\$327,067.00	0.00%	\$0.00	870,997.00	
April	0.90%		\$341,610.91	\$302,831.80	\$253,212.12	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$358,635.90	\$292,359.11	\$279,961.16	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$447,138.73	\$394,409.20	\$354,351.27	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$399,443.33	\$371,144.67	\$334,282.34	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$422,063.41	\$377,289.26	\$328,643.28	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$460,963.02	\$399,850.25	\$368,479.21	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$344,116.73	\$321,318.35	\$306,363.54	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$475,452.60	\$374,287.05	\$374,287.05	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$0.00	\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,931,572.00	0.00%			
Monthly Average		\$0.00	\$380,667.21	\$332,359.79	\$304,216.72	\$327,631.00				

Jefferson Transit Authority - 2007-2016 Cumulative Sales Tax (Accrual Based)



Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Monthly Act to Bud Variance	2016 Cumulative Cash Actual Sales Tax Received	2016 Cumulative Cash Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$300,908.64	\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	24.51%	\$300,908.64	241,672.00	24.51%
February	0.90%	\$428,927.47	\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	29.21%	\$729,836.11	573,624.00	27.23%
March	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$1,048,582.83	840,678.00	24.73%
April	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$1,354,898.31	1,117,554.00	21.24%
May	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,734,450.97	1,444,621.00	20.06%
June	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$256,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$2,434,697.78	2,051,899.00	18.66%
August	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,881,836.51	2,454,196.00	17.42%
September	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$3,281,279.84	2,832,764.00	15.83%
October	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$3,703,343.25	3,167,980.00	16.90%
November	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.64%	\$4,164,296.27	3,543,829.00	17.51%
December	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$4,508,413.00	3,856,320.00	16.91%
Total		\$4,508,413.00	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	14.46%			
Monthly Average		\$375,701.08	\$329,106.23	\$301,723.04	\$303,275.63	\$321,360.00				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2016 Tax	2015 Tax	2014 Tax	2013 Tax	2016 Budget	2016 Actual to Budgeted Variance	2016 Cumulative Actual Sales Tax Received	2016 Cumulative Budgeted Sales Tax	2016 Cumulative Actual to Budget Variance
January	0.90%	\$318,746.72	\$261,817.97	\$256,028.91	\$291,292.37	\$267,054.00	19.36%	\$318,746.72	267,054.00	19.36%
February	0.90%	\$306,315.48	\$271,446.82	\$245,824.15	\$262,810.78	\$276,876.00	10.63%	\$625,062.20	543,930.00	14.92%
March	0.90%	\$379,552.66	\$320,654.36	\$287,301.65	\$299,768.61	\$327,067.00	16.05%	\$1,004,614.86	870,997.00	15.34%
April	0.90%	\$341,610.91	\$302,831.80	\$253,212.12	\$256,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.70%
May	0.90%	\$358,635.90	\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	20.19%	\$1,704,861.67	1,478,275.00	15.33%
June	0.90%	\$447,138.73	\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	11.15%	\$2,152,000.40	1,880,572.00	14.43%
July	0.90%	\$399,443.33	\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	5.51%	\$2,551,443.73	2,259,140.00	12.94%
August	0.90%	\$422,063.41	\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	25.91%	\$2,973,507.14	2,594,356.00	14.61%
September	0.90%	\$460,953.02	\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	22.65%	\$3,434,470.16	2,970,205.00	15.63%
October	0.90%	\$344,116.73	\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	10.12%	\$3,778,586.89	3,282,696.00	15.71%
November	0.90%	\$313,966.98	\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	17.55%	\$4,092,553.87	3,549,799.00	15.29%
December	0.90%	\$475,452.60	\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	24.54%	\$4,568,006.47	3,931,572.00	16.79%
Total		\$4,568,006.47	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	13.93%			
Monthly Average		\$380,667.21	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Two Months Ending February 28, 2017

	February	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances Beginning of Period	\$5,306,457.61	\$5,760,828.80
Operating Cash Provided/(Used) by:		
Operating Activities	\$33,802.87	(\$695,082.63)
Non-Capital Financing Activities	\$477,622.56	\$790,767.18
Investing Activities	\$2,269.00	\$4,611.44
Total Operating Cash Provided/(Used)	\$513,694.43	\$100,295.99
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$497.97	(\$49,474.78)
Net Increase/(Decrease) Cash and Equivalent	\$514,192.40	\$50,821.21
CASH BALANCES - END OF PERIOD	\$5,820,650.01	\$5,820,650.01

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending February 28, 2017

	February	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$14,854.02	\$30,543.18	\$205,000.00	14.90%
Operating Expenses				
Labor	150,514.51	308,927.85	1,982,558.00	15.58%
Benefits	102,779.14	262,724.40	1,556,799.00	16.88%
Services and User Fees	5,934.50	16,718.38	244,530.00	6.84%
Materials & Supplies	34,304.01	64,799.79	545,460.00	11.88%
Utilities	3,842.93	11,256.45	80,020.00	14.07%
Casualty/Liability Costs	10,211.33	20,422.70	127,000.00	16.08%
Taxes	286.09	588.26	7,953.00	7.40%
Miscellaneous Expenses	3,593.49	6,518.80	87,665.00	7.44%
Leases and Rentals	274.20	1,663.40	18,640.00	8.92%
Total Operating Expenses	311,740.20	693,620.03	4,650,625.00	14.91%
Operating Income (Loss)	(296,886.18)	(663,076.85)	(4,445,625.00)	14.92%
Non-Operating Revenues				
Non-Transportation Revenue	3,591.23	6,293.30	24,000.00	26.22%
Taxes Levied by Transit	370,555.60	684,473.58	3,931,572.00	17.41%
Local Grants & Contributions	1,250.00 ✓	2,500.00	17,500.00	14.29%
State Grants & Contributions	39,539.00 ✓	79,078.00	251,579.00	31.43%
Federal Grants & Contributions	48,511.66 ✓	97,023.32	801,284.00	12.11%
Total Non-Operating Revenues	463,447.49	869,368.20	5,025,935.00	17.30%
Net Income (Loss) Before Transfers In/(Out)	166,561.31	206,291.35	580,310.00	35.55%
Net Income/(Loss)	166,561.31	206,291.35	580,310.00	35.55%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,266.18	\$21,197.40	\$144,000.00	14.72%
Fixed Route Fares - West - JTOC	387.22	703.22	4,500.00	15.63%
Dial-a-Ride Fares (DAR)	771.82	1,538.24	10,800.00	14.24%
Vanpools	3,428.80	7,104.32	43,200.00	16.45%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	14,854.02	30,543.18	205,000.00	14.90%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	2,269.00	4,611.44	12,000.00	38.43%
Gain (Loss) on Disposition of Capital Items		171.75	1,200.00	14.31%
Public Donations	2.00	2.00		0.00%
Other Nontransportation Revenues	1,320.23	1,508.11	10,800.00	13.96%
Taxes Levied Directly by Transit System - Sales & Use Tax	370,555.60	684,473.58	3,931,572.00	17.41%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	79,078.00	248,579.00	31.81%
RTAP			3,000.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	97,023.32	801,284.00	12.11%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	4,229.78	4,229.78		0.00%
Total Nonoperating Revenues	467,677.27	873,597.98	5,025,935.00	17.38%
TOTAL REVENUES	482,531.29	904,141.16	5,230,935.00	17.28%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,770.98	\$108,851.91	\$647,222.00	16.82%
Operators Overtime - Fixed Route	1,636.71	7,003.82	71,253.00	9.83%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,478.41	19,988.16	124,973.00	15.99%
Operators Overtime - Dial-a-Ride (DAR)	96.37	1,453.38	12,521.00	11.61%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,138.04	74,205.28	518,571.00	14.31%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,446.53	11,624.65	40,314.00	28.84%
Administration Salaries	44,947.47	85,800.65	567,704.00	15.11%
Benefits				
FICA	11,969.77	28,811.11	195,329.00	14.75%
Pension Plans (PERS)	18,494.52	38,361.01	264,224.00	14.52%
Medical Plans	42,941.26	85,173.37	551,400.00	15.45%
Dental Plans	3,079.04	6,112.95	45,636.00	13.40%
Unemployment Insurance (UI)			22,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,308.58	11,876.07	69,922.00	16.98%
Holiday	1,218.39	41,134.53	90,777.00	45.31%
General Leave	16,915.81	45,267.53	263,289.00	17.19%
Other Paid Absence (Court Duty & Bereavement)	605.36	1,452.57	14,686.00	9.89%
Uniforms, Work Clothing & Tools Allowance	1,310.41	1,770.35	10,100.00	17.53%
Other Benefits (HRA, EAP & Wellness)	936.00	2,764.91	29,436.00	9.39%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	893.83	1,894.33	18,250.00	10.38%
Professional & Technical Services	3,154.67	6,022.52	110,530.00	5.45%
Contract Maintenance Services (IT Services)	186.39	1,548.88	14,500.00	10.67%
Security Services	210.00	352.50	5,000.00	7.05%
Vehicle Technical Services	58.86	2,561.26	38,250.00	6.70%
Property Maintenance Services	162.64	1,874.12	14,500.00	12.92%
Software Maintenance Fees	718.31	1,436.62	30,100.00	4.77%
Postage & Mail Meter Fees	241.05	502.85	3,100.00	16.21%
Drug & Alcohol Services	308.75	527.50	4,800.00	10.99%
Other Services & User Fees			2,500.00	0.00%
Materials and Supplies Consumed				
Fuel	19,023.67	28,131.70	295,000.00	9.54%
Tires	3,327.98	4,847.16	35,000.00	13.85%
Lubrication	(65.55)	227.82	10,550.00	2.16%
Tools	303.76	799.35	18,000.00	4.44%
Vehicle Maintenance & Repair Parts	7,853.03	15,673.71	81,500.00	19.23%
Non-Vehicle Maintenance & Repair Parts	27.81	264.51	8,240.00	3.21%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		51.62	3,750.00	1.38%
Shop Supplies (Maintenance & Cleaning)	1,371.89	3,565.90	20,500.00	17.39%
Safety & Emergency Supplies		57.76	7,050.00	0.82%
Office Supplies	1,477.14	2,112.63	14,920.00	14.16%
Computer Programs & Supplies	494.48	2,493.38	14,150.00	17.62%
Printing (Photocopier, Schedules & Brochures)	489.80	6,574.25	33,450.00	19.65%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	907.49	1,813.46	14,100.00	12.86%
Utilities (Electrical & Propane)		3,405.22	27,000.00	12.61%
Telephone & Internet	2,935.44	6,037.77	38,920.00	15.51%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	10,211.33	20,422.70	127,000.00	16.08%
Taxes				
State Taxes	286.09	588.26	4,203.00	14.00%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2017**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$993.49	\$2,273.96	\$17,007.00	13.37%
Travel & Meetings	1,516.86	2,507.70	32,150.00	7.80%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,014.44	1,668.44	24,408.00	6.84%
EE CDL and EE Physical Expense			4,800.00	0.00%
Other Miscellaneous	68.70	68.70	300.00	22.90%
Interest Expense				
Interest on Long-term Debt Obligation			35,755.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	548.40	3,000.00	18.28%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities		1,115.00	13,140.00	8.49%
TOTAL OPERATING EXPENSES	<u>311,740.20</u>	<u>693,620.03</u>	<u>4,686,380.00</u>	<u>14.80%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
February 2017

Current Account Status	Balance per Bank @ 2/28/17	\$ 1,680,856.22	\$ -
Balance per GL @ 1/31/17		\$ 1,641,543.63	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 45,145.47	
	Investment Interest	\$ 1,097.42	
	Transfers Out (Purchases)	\$ (6,930.30)	
	Transfers - Out (Operating Correction)	\$ -	
Balance per GL @ 2/28/17		\$ 1,680,856.22	

2017 Capital Projects			
Facility		Grant Funding	JTA Funding
	2017 Budgeted Balance	\$ -	\$ -
	JTA Funded Balance		\$ -
Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2017 Beginning Budget	\$ -	\$ 120,000.00
Radio Project - Maynard Mtn Rep	2017 Beginning Budget	\$ -	\$ 15,000.00
Four Corners PNR	2017 Beginning Budget	\$ 1,005,000.00	\$ 252,000.00
	JTA Funded Balance		\$ 387,000.00
Revenue Vehicles			
Cut-a-Way Vehicles for JTOC	2017 Beginning Budget	\$ 276,000.00	\$ 100,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	2017 Beginning Budget	\$ 790,000.00	\$ 112,428.00
2 12 Pass Repl VP Vans	2017 Beginning Budget	\$ 46,475.00	\$ 25,025.00
Bus Painting	2017 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Rep	2017 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 622,453.00
Service Vehicles			
Service Equipment			
Generator 63 4 Corners	2017 Beginning Budget		\$ 125,000.00
Parking Lot/Sweeper Vacuum	2017 Beginning Budget		\$ 41,000.00
	JTA Funded Balance		\$ 166,000.00
Office Furniture & Equipment			
New Finance/Mntce/Ops Software	2017 Beginning Budget		\$ 200,000.00
Route Match	2016/2017 Beginning Budget		\$ 154,000.00
Add ons Apprvd 2/21/2017			\$ 45,000.00
Final GCB1614 IT Purchases	2017 Beginning Budget		\$ 5,400.00
Comprehensive Plan	2017 Beginning Budget		\$ 60,000.00
	JTA Funded Balance		\$ 464,400.00
JTA Capital Reserve Account Balance		\$ 1,680,856.22	
JTA Appropriated Project Funds Sub-Total		\$ (1,639,853.00)	

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY **\$ 41,003.22**



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment C

April 18, 2017

Legislative Updates

The 2017 Regular Session is scheduled to adjourn on April 23rd. The Senate passed HB 1395, the bill that extends job-order contracting authority to transits. The bill passed at 49-0 and is headed to the Governor's desk. It will join HB 1149, the bike-rack on buses bill, which passed earlier in the month. As April 12th was the last day to consider (pass) opposite house bills, we are glad those two are approved.

During our last SMTA meeting, our lobbyist advised that both the Senate and the House have passed their Transportation Budget, now negotiations will begin. The Sound Transit valuation schedule seems to be slowing the process down. It does appear that the two budgets are not far apart and will likely be adopted by the end of the regular session.

Volkswagen Settlement Funds

In 2016, Volkswagen settled a major case with the federal government. The settlement states that VW agreed to pay \$15 billion to settle claims brought by the US EPA and others for rigging software to skew emissions tests in violation of the Clean Air Act. Washington State is set to receive approximately \$112 million as part of the settlement. These funds will be available for projects that reduce pollution by replacing vehicles such as trucks, buses, trains, boats, and cargo-handling or construction equipment with lower emissions vehicles.

Jefferson Transit Authority (JTA) Park and Ride Expansion

Project Status

- JTA's Park and Ride Project went out to bid in March 2017.
- JTA received only four bids
- Bid openings occurred on March 30, 2017
- Winning bid was \$540,000 from Hoch construction out of Port Angeles
- The bids ranged upward to \$921,670

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

- Once contract is approved for signature work will begin immediately
- Grant completion date is June 31, 2017.

Current Work Completed

- Permits acquired
- Bidding complete
- Low bidder awarded
- Preconstruction Meeting completed on April 13, 2017

Work Planned

- Contract review and approval by Authority April 18, 2017
- Construction to begin immediately after approval by Authority

Washington State Transit Association (WSTA)

WSTA works with our state legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

Upcoming WSTA Board and Committee meetings:

- Marketing & Communication Committee, Spokane – April 20-21
- Clerk's Committee Meeting, Spokane – April 24-25 (Laura)
- Facilities Maintenance Committee Meeting, May 22 – Kennewick (Ben, David)
- Maintenance Committee Meeting, May 22 – Kennewick (Ben)

Jefferson Transit will host the 2nd Quarterly WSTA Board meeting which will be held at the Port Ludlow Resort on June 8-9.

Miscellaneous Items

Emergency Diesel Generator Replacement

The bidding process is done and the contract awarded to Double D Electric for Kohler 250 KW Electric Diesel Generator (EDG). Terms of the contract were approved by JTA's Counsel, Craig Miller. The total price of the contract including tax is \$90,698. JTA is negotiating a maintenance plan with Double D Electric as well. The annual cost for the maintenance plan is approximately \$1,000. There was much discussion about what grade of fuel to run the new generator. We currently run 5% BioDiesel (B5) for all our diesel powered vehicles and our current 50KW Generator. Double D Electric recommended using conventional diesel grades and not B5 because of restrictions, limitations, and most importantly the manufacture's statement that B5 has a 90 Day maximum life. JTA will use conventional diesel in the new EDG.

Haines Place Transit Center Maintenance

Currently, the HPTC parking lot is weathered and in need of maintenance. JTA will hire Sealco, the apparent lowest bidder to reseal and restripe all asphalt at the Haines Place Transit Center (HPTC) located at 440 12th Street. The estimated project time is three days, and the cost is \$25,724.

Salary Survey

JTA is finalizing the RFQ for the Salary Survey and will be sending it out to vendors by the middle of May.

Sweeper Update

JTA purchased a Tennant Sweeper Vacuum in February. The total cost for the sweeper was \$32,155.

Migration to RouteMatch Software Suite and Phase out of Trapeze/PASS

JTA is well into the process of migrating to RouteMatch Dial A Ride (DAR) and Fixed Route (FR) software systems and expect to go live the week of April 17th with the DAR phase and FR four weeks later. JTA has successfully installed all required software on the servers without issues. Last week 17 tablet installations were performed by RouteMatch.

The Radio Improvement Project

GreenTree Radio continues to make progress on improving our radios. IT has received two of the three bids for three separate phases of work which represent the bulk of the project. The first: installation of new second repeater antenna and cabling at the Mt. Maynard facility; Second: The installation and testing of all second repeater radio components at the Mt. Maynard radio shack; and, Third: The rework of the tower and existing antennas at 63 4 Corners Base. GreenTree has also been performing minor upgrades to vehicle antenna and cables which have resulted in noticeable improvements to the existing system. All but a few vehicles have been completed to date.

Now that JTA has received approval from the FCC, I expect the pace of progress will improve, and the Mt. Maynard repeater will be operational before the end of the year.

A special thank you to David Lont and Jake Hollingsworth who installed a new HVAC unit in the server room making things very cool inside and saving JTA about \$3300. JTA attempted to install the HVAC from 1615. However, the system did not ever operate correctly and needed replacement. Quotes varied from \$4500 - 5500 to replace the unit. We did it in-house for under \$1300. Thanks, Dave and Jake!

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



63 4 Corners Road, Port Townsend, WA 98368

Maintenance Board Report

April 2017

Attachment D

JTA received our new cutaways for the Forks service. One is almost ready for service, it is completely decaled. One is being decaled as we speak. The third should be decaled by the end of the week. Because we are short-handed in the shop right now, it has been a challenge getting them ready for service. Hopefully, by the end of the month, they will all three be in service in Forks.

Early last week we had another roof leak in the shop. It was located exactly in the middle where there is a seam. Tom with Pease Construction came and repaired the leak. They are sure it is repaired this time. However, for insurance, Pease construction is having another roof ridge cap made to go over the existing roof cap for double protection.

During the installation of the tablets in the mini-vans for DAR, the installer, no fault of his, ran his mounting screws into the vehicles main wiring harness and damaged several wires. We had to take up a section of the floor and repair the wires. Thank you to Dave Little, he repaired all three in just a few days. We are waiting on a driver's shoulder belt for one, and it will be back in service.

Earlier this month we had all the windows in the building cleaned inside and out by Performance Window Cleaning. Thank you to their crew for a job well done. They worked around our office schedule and even came back for the offices they missed the first time around.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/27/2017

May 2017 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Vouchers #95968-95983 in the amount of \$11,132.66
- Accounts Payable Voucher #95984 in the amount of \$76,544.38
- Accounts Payable Vouchers #95985-96019 in the amount of \$36,708.91
- Accounts Payable Voucher #96020 in the amount of \$200.00
- Accounts Payable Voucher #96021 in the amount of \$74,862.99
- Accounts Payable Vouchers #96022-96063 in the amount of \$117,287.80
- Accounts Payable Voucher #96064 in the amount of \$72,571.24
- Capital Check #586 in the amount of \$5,240.00
- Capital Check #587 in the amount of \$28,694.05
- Capital Checks #588-590 in the amount of \$13,746.62
- Capital Checks #591-594 in the amount of \$7,892.06
- EFT/Payroll Vouchers #51499/51501/51502/51515 in the amount of \$4,260.58
- EFT/Payroll Vouchers #51545/51547/51548/51561 in the amount of \$3,871.75
- EFT Payments in the amount of \$1,896.06
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the annual bond debt service in the amount of \$6,755.96

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/27/2017

April 2017 Expenses

Approval of Accounts Payable Vouchers/EFT/Advance Travel and Capital Checks

- Accounts Payable Voucher #95875 in the amount of \$72,720.26
- Accounts Payable Vouchers #95876-95936 in the amount of \$64,332.62
- Accounts Payable Voucher #95937 in the amount of \$75,738.75
- Accounts Payable Vouchers #95938-95967 in the amount of \$106,058.35
- Capital Checks #578-584 in the amount of \$24,933.89
- Capital Check #585 in the amount of \$363,659.31
- Voided Capital Check #583 in the amount of \$200.00
- Advance Travel Check #382 in the amount of \$268.59
- EFT/Payroll Vouchers #51409/51411/51412/51425 in the amount of \$3,609.48
- EFT/Payroll Vouchers #51454/51456/51457/51470 in the amount of \$3,616.62
- EFT Payments in the amount of \$20,359.69
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the annual bond debt service in the amount of \$6,755.96

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee.
The General Manager has approved these for the consent agenda.
These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: June 27, 2017

AGENDA ITEM: Surplus Property valued over \$5,000 for Board approval

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Inventory Disposal Form and List

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY:

S. Crouch

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

Items are specialized power control analog junction boxes that were created for JTA specifically to diminish the drain of power to buses for the radios when the vehicle was turned on/off. These boxes are no longer necessary. Because they were exclusively created for JTA buses, placing a dollar value for each of the 43 boxes is difficult. Staff will try to sell as a complete unit with reserve. If unsuccessful, as time permits, the boxes will be broken down into component parts and placed for auction.

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Surplus Property Valued over \$5,000.



Inventory Disposal Form

Items \$5,000 and above Value

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO FINANCE DEPARTMENT

Department: Finance Employee Requesting Disposal: Sara Crouch

How was Current Market Value established? Items are specialized power control analog junction boxes that were created for Jefferson Transit specifically to diminish the drain of power to buses for the radios when the vehicle was turned on/off, these boxes are no longer necessary. Because they were exclusively created for Jefferson Transit Buses, placing a dollar value for each of the 43 boxes is difficult. Staff will try to sell as a complete unit with reserve, if unsuccessful, as time permits, the boxes will be broken down into component parts, and placed for auction. The attached form is a breakdown of component parts value.

Was the item(s) purchased with Federal funds? ☐ Yes ☒ No ☐ Unknown

Is the item(s) fully depreciated? N/A; not used in service

Is the item(s) at the end of its useful life? ☒ Yes ☐ No ☐ Unknown How did you determine this? Not necessary in current buses

Is Board Approval Needed? ☒ Yes ☐ No

Department Supervisor Approval: _____ General Manager Approval: _____

Item Description	Date of Purchase (if known)	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method TO BE DETERMINED BY PURCHASING!
43 power control analog boxes	8/2005	N/A	N/A	Unknown	Good	Auction – if unsuccessful as a whole unit; will be broken down into component units; if still unsuccessful will destroy

Disposal Location & Receiver Signature: _____ Disposal Date: _____

Disposed by: _____ Payment Received (if applicable): _____

*** Attach back up documentation about how fair market value was determined!**

W:\Finance\3 Finance & HR Administrator\2 Financials\2017\7 Miscellaneous Information\Surplus_PowerControlAnalogJunctionBoxes.docx

#	Item Desc	Est. New	Est. Street	Est. Total	Note:
1	240mm Water Tight Cast AL box	\$250	\$25	\$25	heavily modified, a lot of holes.
1	Antenex Noise Suppressor, 12vdc/30A	\$50	\$35	\$35	NOS
1	AC/DC Delay Timer, 12VDC/30A	\$50	\$35	\$35	NOS
4	3/8" cable Pass Thrus (Plastic)	\$5	\$3	\$12	NOS
2	BOSCH, 12VDC/30A Relays 332-209	\$12	\$6	\$12	NOS
4	Cinch SS 10 circuit wire terminals	\$7	\$5	\$20	NOS
1	Swith, Momentary, 12VDC/30A	\$12	\$5	\$5	NOS
4	Fuse Holders	\$4	\$2	\$8	NOS

	Total:	\$152	Maybe!
Staff labor to disassemble: .75 hours	x 49/hour	-\$37	

[illegible]



Authority Board Agenda Summary

MEETING DATE: June 27, 2017

AGENDA ITEM: Resolution 17-14: Authorizing the General Manager to Sign the Interlocal Agreement with Clallam Transit System for JTOC Service

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 17-14
Interlocal Agreement

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes – Revenue

EXPENDITURE REQUIRED: No

FUNDING SOURCE: N/A

REVIEWED BY: *Scrouch*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

This Resolution supports an Interlocal Agreement to continue a partnership with CTS for a regional service connection which runs south from the Forks Transit Center to Amanda Park and makes a passenger transfer exchange with Grays Harbor Transit.

RECOMMENDED
ACTION/MOTION:

Motion: Move to adopt Resolution 17-14: Authorizing the General Manager to sign an Interlocal Agreement for JTOC service.

1 **JEFFERSON TRANSIT AUTHORITY**

2 **Resolution 17-14:**

3 **Authorizing the General Manager to Sign an Interlocal Agreement with Clallam**
4 **Transit for Jefferson Transit Olympic Connection Service**

5
6 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
7 Transportation Benefit Area, hereinafter called the "Authority," authorizing the General
8 Manager to sign an Interlocal Agreement between Jefferson Transit Authority (JTA) and
9 Clallam Transit System (CTS) for the provision of Jefferson Transit Olympic Connection
10 (JTOC) provision for the period of July 1, 2017 through June 20, 2019
11

12 **WHEREAS**, the Authority has determined it to be desirable to enter into an
13 Interlocal Agreement with CTS for the provision of JTOC service for the period of July 1,
14 2017, through June 30, 2019; and
15

16 **WHEREAS**, CTS has indicated its desire to enter into the Interlocal Agreement; and
17

18 **WHEREAS**, the Authority has determined it is in the public interest that this
19 agreement be entered into for the benefit of public transportation services,
20

21 **NOW, THEREFORE, BE IT RESOLVED that**

22 Section 1

23
24 The Authority hereby accepts the terms and conditions of the Interlocal Agreement with
25 CTS for the period of July 1, 2017, through June 30, 2019, as set forth in "Exhibit A" which
26 is attached to this resolution and made a part thereof by this reference.
27

28 Section 2

29
30 The Authority hereby authorizes the General Manager to execute the Interlocal Agreement
31 as referenced in Section 1 and to carry out and fulfill the conditions and provision as
32 contained therein to the best interest and benefit of Jefferson Transit Authority.
33

34 **CERTIFICATION**

35 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County
36 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of
37 a resolution adopted at a legally convened meeting of the Jefferson Transit Authority
38 Board held on June 17, 2017.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

INTERLOCAL AGREEMENT

This agreement is made this 21st day of July, 2017 by and between Jefferson Transit Authority, a Washington municipal corporation referred to in this agreement as "JTA", and Clallam Transit System, a Washington municipal corporation referred to in this agreement as "CTS".

RECITALS

WHEREAS:

1. JTA has received notification that it has been awarded a Consolidated grant from the Washington State Department of Transportation as operating assistance for a two-year (2017-2019) project providing route deviated service six days per week in Western Jefferson County and between the communities of Forks, Washington in Clallam County and Amanda Park, Washington in Grays Harbor County; and
2. CTS has a long-standing commitment to financially support the Olympic Connection project, which is used as a portion of the local match for the grants previously secured for the project; and
3. JTA and CTS wish to define their relationship and responsibilities through an Interlocal Agreement that commits both parties to such level of cooperation and coordination as may be necessary or required to maximize the opportunities and benefits available under the grant;

NOW THEREFORE, in consideration of the foregoing, and in further consideration of the mutual benefits to be derived by cooperative approaches regarding transportation, JTA and CTS agree as follows:

1. JTA shall be the lead agency and shall administer the grant funding, reporting and record keeping necessary to the project.
2. As authorized by the JTA Board of Directors, the General Manager may sign all contracts and such ancillary agreements as may be required in connection with this project, as identified in JTA's grant agreement.
3. CTS shall contribute \$30,000 eligible for the local match for the project over the state biennium 2017-2019 or term of the grant. Project costs shall be incurred prior to the request for reimbursement from CTS.

4. Terms of the Agreement shall extend from July 1, 2017 through June 30, 2019. This Agreement may be terminated if mutually agreed upon by both parties.

This is the entire Agreement between the parties and any amendments hereto must be made in writing and executed by the parties of this Agreement.

IN WITNESS WHEREOF this Agreement is signed and effective as of the date first written above.

CLALLAM TRANSIT SYSTEM

JEFFERSON TRANSIT AUTHORITY



Kevin E. Gallacci, Acting General Manager

Attest: 

Date: 6/19/17

Tammi Rubert, General Manager

Attest: _____

Date: _____



Authority Board Agenda Summary

MEETING DATE: June 27, 2017

AGENDA ITEM: Resolution 17-15: Authorizing the General Manager to sign a Contract with Sealco Asphalt Maintenance

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 17-15
Sealco Asphalt Maintenance Contract

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$25,724.00

FUNDING SOURCE: Capital

REVIEWED BY:

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution is to grant authority to the General Manager to sign a contract with Sealco Asphalt Maintenance, who was the lowest bidder for resealing and restriping the asphalt at the Haines Place Transit Center.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 17-15: Authorizing the General Manager to sign a contract with Sealco Asphalt Maintenance

JEFFERSON TRANSIT AUTHORITY
Resolution No. 17-15

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to grant authority for the General Manager to sign a Contract with Sealco Asphalt Maintenance

WHEREAS, Jefferson Transit Authority (JTA) is a special purpose municipal corporation formed and authorized under RCW 36.57A of the Revised Code of Washington, and is authorized by law to provide transportation services and all necessary transportation facilities and properties to carry out this purpose, and

WHEREAS, the Haines Place Transit Center located at 440 12th Street in Port Townsend is weathered and in need of resurfacing and restriping; and

WHEREAS, JTA is ready to proceed with this maintenance project and now requires a contract; and

WHEREAS, JTA wishes to enter into a contract with Sealco Asphalt Maintenance, lowest bidder; and

WHEREAS, the contractor will satisfy the project requirements and deliverables as described in said contract,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby authorize the General Manager to sign and execute the Contract with Sealco Asphalt Maintenance.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on June 27, 2017.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Jefferson Transit Authority

63 4 Corners Road, Port Townsend, WA 98368
(360) 385-3020, Fax: (360) 385-2321

No: 2017-05

REQUEST FOR QUOTE - CONTRACT

In accordance with the following and in compliance with all applicable terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the Quote is accepted, to furnish items or services for the prices quoted and delivered or furnished to designated points within the time specified. It is further understood and agreed, with respect to all terms and conditions accepted by the Responder and Jefferson Transit Authority (Transit), that this Quote and accompanying attachments may, at Transit's discretion, serve as the basis of this service contract.

ISSUE DATE:		REQUEST NUMBER:		DESCRIPTION:	
Date		2017-05		Reseal and Restripe HPTC	
DEPARTMENT:		RESPONSE DEADLINE (DATE/TIME):		CONTRACT ADMINISTRATOR	
Finance		2 weeks		Frank Burns	
00	03/01/2017	Draft		Frank Burns	
01	03/28/2017	Revision		Frank Burns	
02	04/05/2017	FINAL		Frank Burns	

SECTION 1 – Scope of Work

1. PURPOSE:

Jefferson Transit Authority (Transit), a public transportation provider formed under RCW 36.57, requires a qualified services company to reseal and restripe all asphalt at Haines Place Transit Center (HPTC) located 440 12th St., Port Townsend, WA 98368.

2. SCOPE:

The current HPTC parking lot is weathered and in need of resurfacing and restriping. Therefore, Transit is in search of a capable and qualified Contractor to reseal and restripe its HPTC parking lot. The selected Contractor must satisfy the certain requirements and deliver the following be placed under contract during the designated time frame or until projected deliverables are completed to Transit's satisfaction.

2.1 PROJECT REQUIREMENTS: The Contractor must comply with each of the following requirements:

- Contractor to complete and submit all required Prevailing Wage Intents and Affidavits for this project.
- All work shall be executed in accordance with all industry standards, codes and best practices generally associated with this type of project.
 - In accordance with 'ADA 2010 Standards for State and Local Government Facilities: Title II'.
 - In accordance with applicable Department of Transportation (DoT) codes. This includes parking stall dimensions.

2.2 DELIVERABLES: As established under this contract, the selected Contractor, as a minimum, SHALL meet the following requirements and conditions and be able to provide each listed service below, which are:

All Parking Lot Codes are in reference to the attachment, "HPTC Parking Lot Breakdown".

- Contractor to cut out tree roots on south base of the property in 'Parking Lot code 10.'
 - Cut out tree roots in approximate 15'x30' area.
 - Repave and seal over cut out area.

REQUEST FOR QUOTE - CONTRACT

2. Contractor to reseal entire HPTC Parking Lot with one (1) coat of asphalt based sealer.
3. Contractor to restripe HPTC Parking Lot to attachment "HPTC Parking Lot Breakdown" specifications. Transit's goal is to have approximate 9'ft wide stalls in 'Parking Lot Codes 1-10'. It is up to the Contractor's discretion to evenly layout stalls to meet specification as closely as possible. All stalls must be within Department
 - a. A two lane portion of 'Parking Lot Code 3' is to remain unstriped for through traffic. The location will be in the center, in line with the existing through traffic area.
4. To remain in 'ADA 2010 Standards for State and Local Government Facilities: Title II' code, Contractor to move three existing ADA stalls north approximately one (1) stall in order for existing portable bathroom to stand on existing southern-most ADA stall in 'Parking Lot Code 5'.
 - a. Hashtag over the existing southern-most ADA stall in 'Parking Lot Code 5'.
 - b. Move existing poles and parking barriers to coincide with stall placement.
5. Contractor to evaluate HPTC Parking Lot and provide options accessible parking stalls. Transit prefers 'Van Accessible' parking stalls; within 'ADA 2010 Standards for State and Local Government Facilities: Title II'. Transit and Contractor will agree via written communication on final decision.
 - a. Replace existing two (2) ADA signs with two (2) ADA signs that meet code on existing poles in 'Parking Lot Code 5'.
 - b. Install new pole with new one (1) ADA sign at the existing ADA parking spot on the southern end of 'Parking Lot Code 3'.

SECTION 2 – Compensation & Payment Schedule

This Agreement type is a (Check one):

☒ One Time Only ☐ Ongoing/Renewable ☐ Urgent/Emergency ☐ Other (explain below)

Other: _____

Transit will compensate the Contractor upon receipt of a valid invoice by (Check all that apply and attach additional details regarding payments to be made by involved parties):

☒ Lump Sum Payment of \$25,724.00 due at completion of work upon: ☒ Transit Inspection/Sign-off Required
☐ All Charges not to Exceed Contract Amount of \$_____ for hourly services billed at \$_____/Hour
☐ Recurring charges of \$_____ to be paid (Circle one): Weekly Bi-Weekly Monthly Quarterly Semi-Annual Annually

1. Contractor agrees to provide all work required by the scope of work and the other terms of the quotation for the agreement.
2. Contractor to separate Scope of Work specification's by price in Quote.
3. All submitted invoices shall be paid by Transit **Net 30 days** unless agree otherwise by parties to this Agreement.

REQUEST FOR QUOTE - CONTRACT

4. Transit reserves the right to request related documents (i.e., receipts, statements etc.) and any other proof of expenses and costs incurred by the Contractor on behalf of Transit and invoiced for payment or reimbursement.
5. Transit also reserves the right to contest what it deems to be unjustified or excessive charges for services rendered as described within this Agreement. Should one or more of the Contractor's invoices be contested the following shall apply:
 - 5.1. Written notice shall be provided by Transit within 14 business days indicating the Invoice by number, its date and a brief description of the work(s) or charge(s) in dispute.
 - 5.2. Transit shall make all reasonable efforts to negotiate in good faith to resolve the contested invoices(s) within the original Net 30 day period and make prompt payment thereafter.
 - 5.3. Billing disputes not so resolved shall be decided in accordance with the procedures of section 5.14 below.
6. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 2 and services were rendered to Transit thereafter, all existing fees and rates as previously detailed and set will apply.

SECTION 3 – Term of Agreement

The term (or length) of this Agreement shall start between May 2017 and July 2017. Time may be allotted after May 2017 and July 2017 if inclement weather delays the project. The agreed project time frame is approximately three days. Project time frame is to be agreed upon by both parties via written communication. Under no circumstances shall the Contractor begin any work (billable or not) before receiving written approval to do so by an authorized Transit agent.

Work performed subsequent to the expiration date of this Agreement shall be billed at the original Agreement rates previously set forth.

The Contractor shall provide Transit a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

SECTION 4 – Insurance & Liability

☒ This Agreement requires the Contractor to be Insured (Check if required)

If insurance is required, the Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance clearly indicating the following:

1. **Automobile Liability** (if required) insurance with limits no less than \$1,000,000 USD combined single limit per accident for bodily injury and property damage.
2. **Commercial General** Liability insurance written on an occurrence basis with limits no less than \$1,000,000 USD combined single limit per occurrence, \$2,000,000 aggregate for personal injury, bodily injury and property damage.

REQUEST FOR QUOTE - CONTRACT

Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion; collapse and underground (XCU), if applicable; and employer's liability.

3. **Professional Liability:** Not Applicable (N/A)

Transit shall be named as additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Contractor and a copy of the endorsement naming Transit as additional insured shall be attached to the Certificate of Insurance. Transit reserves the right to receive a certified copy of all required insurance policies from Contractor's underwriter(s).

The Contractor shall provide Transit a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

SECTION 5 – Provisions Applicable to All Contacts

1. **Standard of Care.** The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
2. **Prevailing Wage Requirements.** As required by Chapter 39.12 RCW, wage rates to be paid all laborers, workers, and mechanics performing any part of this Contract, whether they are employed by the Contractor, Subcontractors, or lower-tiered Subcontractors, or any other person who performs a portion of the Work completed by this Contract, shall not be less than the Washington State prevailing wage rates paid for an hour's Work in the same trade or occupation in Jefferson County. The Contractor is required to pay the applicable prevailing wage rates in effect upon the Bid Due Date, which shall remain in effect for the duration of the Contract.
3. **Delegation and Subcontracting.** The Contractor's services are deemed personal and no portion of this Contract may be delegated or subcontracted to any other individual, firm, or entity without the express and prior written approval of Transit.
4. **Independent Contractor.** The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.
5. **Regulations and Requirements.** This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
6. **Right to Review.** This Contract is subject to review by any federal or state auditor. The Transit shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient.
7. **Modifications.** Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
8. **Termination for Default.** If the Contractor defaults by failing to perform any of the obligations of the Contract, the Transit may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Contract,

REQUEST FOR QUOTE - CONTRACT

and at Transit's option, obtain performance of the work elsewhere. If the Contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the Contract. Any extra cost or damage to Transit resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the Transit in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.

9. **Termination for Public Convenience.** Transit may terminate the Contract in whole or in part whenever the Transit determines, in its sole discretion that such termination is in the interests of Transit. Whenever the Contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the Contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work.
10. **Termination Procedure.** The following provisions apply in the event that this Agreement is terminated:
- (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
 - (b) The Contractor shall provide the Transit with an accounting of authorized services provided through the effective date of termination.
 - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the Transit determines necessary to protect itself against loss or liability.
11. **Defense and Indemnity Agreement.** The Contractor agrees to defend, indemnify and save harmless Transit, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon Transit, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, Transit, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of Transit, its appointed or elected officials or employees. It is further provided that no liability shall attach to Transit by reason of entering into this contract, except as expressly provided herein.
12. **Venue and Choice of Law.** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Jefferson. This Agreement shall be governed by the law of the State of Washington.
13. **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

REQUEST FOR QUOTE - CONTRACT

14. **Disputes:** Differences between the Contractor and Transit, arising under and by virtue of the contract documents shall be brought to the attention of Transit at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken, and shall be submitted to the Transit's General Manager for resolution. The Contractor and Transit shall have the opportunity to submit written materials and argument and to offer documentary evidence for the General Manager's consideration. Oral argument and live testimony will not be permitted. The Transit's General Manager shall make a decision within thirty (30) days of submittal of the dispute for his review. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered. The records, orders, rulings, instructions, and decision of Transit shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor requests arbitration as provided in paragraph 6.15, below.
15. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided according to the MANDATORY ARBITRATION RULES (MAR) of the County in which suit is filed, regardless of amount in dispute. The parties hereto waive their right to file any appeal in Superior court. If either party seeks and receives legal counsel, the prevailing party shall be awarded reasonably attorney's fees paid and/or billed whether the dispute is resolved through settlement or arbitration. The prevailing party is defined as the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges and counterclaims are resolved and regardless of which party may have prevailed on which issue. The determination of the prevailing party shall supersede all statutes, court rules and offers of settlement.
16. **Ownership of Items Produced.** All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of Transit and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
17. **Recovery of Payments to Contractor.** The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work. In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at Transit's sole discretion, be required to repay to Transit all monies disbursed to the Contractor for those parts of the project that are rendered worthless by such failure to perform. Interest shall accrue at the rate of 12 percent (12%) per annum from the time Transit demands repayment of funds.
18. **Non-Discrimination.** The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
19. **Subcontractors.** In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between Transit and the Contractor. The Contractor shall insure that in all subcontracts entered into, Transit is named as an express third-party beneficiary of such contracts with full rights as such.

REQUEST FOR QUOTE - CONTRACT

20. **Third Party Beneficiaries.** This Agreement is intended for the benefit of Transit and Contractor and not for the benefit of any third parties.
21. **Time is of the Essence.** Time is of the essence in the performance of this Contract unless a more specific time period is set forth in the Scope of Work.
22. **Notice.** Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the Transit's General Manager, and any notices to the contractor shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
23. **Severability.** If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Contract are declared severable.
24. **Waiver.** Waiver of any breach or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
25. **Construction.** This Agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
26. **Agreement.** This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

SECTION 6 – Acceptance Criteria

1. All quotes will be evaluated based on current JTA procurement policy (available online at www.jeffersontransit.com), and up past JTA experience with responding Contractors, where applicable.
2. JTA reserves the right to Award all Work Bid according to the lowest qualified responsive quote tendered, available funds, and as it best serves the interest of JTA. All Work awarded will be made to the same Bidder as the Contractor.
3. JTA reserves the discretion to request additional documentation and interview Contractor as necessary to determine their actual experience and capabilities to satisfy the requirement of the Scope of Work.
4. Transit reserves the discretion to accept or reject any and all Quotes without cause and to waive any informality or irregularities and to make an award deemed in its own best interest, and re-advertise if necessary.
5. Request for Quotes will be accepted by the Jefferson Transit Authority's Purchasing Agent at their administrative offices located at 63 4 Corners Road, Port Townsend, WA 98368, (360) 385-3020, until the date/ time specified above. There can be no exceptions or late submittals.
6. Washington State prevailing wage rates are in effect. All costs for insurance and prevailing wage filing fees shall be incidental to and included in the Quote Price and no additional payment will be made by JTA during the Contract Term.

REQUEST FOR QUOTE - CONTRACT

7. This agreement is subject to a financial assistance contract between the Washington State Department of Transportation (WSDOT) and the Federal Transit Administration (FTA) and the appropriations of the State of Washington. Bidders will be required to comply with all FTA, State and local rules and regulations where applicable.
8. Transit is an Equal Opportunity Employer and hereby notifies all entities that it will affirmatively ensure that in any considered disadvantaged business enterprises will be afforded full opportunity to submit Quotes in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

SECTION 7 – Agreement to Terms

By signing this request, if it is accepted by Transit, the Responder certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this Request for Quote and Scope of Work and any amendments.

NAME & ADDRESS of FIRM:	Additional Information:	
Sealco Asphalt Maintenance	Telephone/Fax No.:	360-871-6607 / 360-871-7049
P.O. Box 222 Port Orchard, WA 98366	Federal Employer Identification No.:	
	State Contractor License No.:	
CONTACT E-MAIL:	Prompt Payment Discount (if offered):	___% for payment within ___days/net ___days.
loudonclear@wavecable.com		

CHECK ONE: ☐ INDIVIDUAL ☐ PARTNERSHIP ☒ CORPORATION ☐ LLC

ACCEPTANCE

The above Request for Quote has been accepted by, and all terms of the Request for Quote agree to by:

Signature

Signature

Tammi Rubert

Printed Name

Printed Name

General Manager

Title

Date

Title

Date



Authority Board Agenda Summary

MEETING DATE: June 27, 2016

AGENDA ITEM: Resolution 17-16: Adopting the Amended Substance Abuse Policy and Drug & Alcohol Testing Program

SUBMITTED BY: Sara Crouch **TITLE:** Finance Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 17-16
Updated Substance Abuse Policy and Drug & Alcohol Testing Program

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A **FUNDING SOURCE:** N/A

REVIEWED BY: *S. Crouch*

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution is to adopt the updated contact information and testing sights on the Substance Abuse Policy and Drug & Alcohol Testing Program

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 17-16: Adopting the amended Substance Abuse Policy and Drug & Alcohol Testing Program

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority" Adopting the Amended Substance Abuse Policy and Drug & Alcohol Testing Program

WHEREAS, Jefferson Transit Authority adopted a substance abuse policy and drug and alcohol testing program in 1995 and last amended it in March of 2013; and

WHEREAS, the Authority wishes to amend the current policy and program to update contact information and testing sights; and

WHEREAS, the attached amended policy provides rules and procedures that are consistent with current regulations,

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board of Directors does hereby adopt the attached Amended Substance Abuse Policy and Drug & Alcohol Testing Program dated the 27th day of June, 2017.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 27th day of June, 2017.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

Title: Substance Abuse Policy And Drug & Alcohol Testing Program	Resolution: 13-3 (Policy revision)
Author: Various-Current: Sara Crouch/ <u>Kari</u> Piecuch	Effective Date: 10/17/95 Revised: <u>June 27, 2017</u>

Deleted: 3/19/2013



Jefferson Transit Authority

Deleted: ¶

SUBSTANCE ABUSE POLICY AND DRUG & ALCOHOL TESTING PROGRAM

Effective: October 17, 1995
Amended: January 18, 1996
Amended: September 17, 2002
Amended: July 19, 2005
Amended: September 19, 2008
Amended: February 16, 2010
Amended: February 15, 2011
Amended: March 20, 2012
Amended: March 19, 2013
Amended: June 27, 2017

Deleted: ¶

Jefferson Transit Authority
SUBSTANCE ABUSE POLICY and
DRUG & ALCOHOL TESTING PROGRAM

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Jefferson Transit Authority
**SUBSTANCE ABUSE POLICY AND
DRUG & ALCOHOL TESTING PROGRAM**

INTRODUCTION

Jefferson Transit Authority (JTA) performs a vital public transportation service to our community. Part of our mission is to ensure that this service is delivered safely, efficiently and effectively by establishing a drug and alcohol-free environment and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, it is JTA's policy to:

- Assure that employees have the ability to perform assigned duties in a safe, healthy and productive manner;
- Create a workplace free from the adverse effects of drug and alcohol abuse or misuse;
- Prohibit the unlawful manufacture, distribution, dispense, possession or use of controlled substances or misuse of alcohol for all employees.

JTA cares about the health and well-being of its employees. JTA urges any employee who believes that they have an alcohol or chemical dependency problem to seek treatment before their job performance and employment are endangered.

A. PURPOSE

The purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation (USDOT) has published 49 CFR Part 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The USDOT has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. JTA also receives pass-through and direct grant monies from the FTA 5309 and 5311 programs. This funding requires that JTA comply with 49 CFR Part 655 as amended.

Underlined areas of this policy denote the provisions that are set forth and included under the sole authority of JTA and are not under the authority of the above named Federal regulations.

B. APPLICABILITY

This policy applies to all safety-sensitive employees (full-time, part-time, and temporary employees) when they are performing transit-related business. Under the sole authority of JTA, employees that do not perform safety-sensitive functions are also covered under this policy with the exception of Section O Random Testing. A safety-sensitive function is any duty related to the safe operation of mass transit

service which includes the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or persons controlling the movement of revenue service vehicles, and any other transit employee who is required to hold a Commercial Drivers License. Maintenance functions include the repair, overhaul and rebuild of engines, vehicles and/or equipment used in revenue service. Under JTA's authority, the operation of any JTA-owned vehicle is subject to the appropriate provisions of this policy.

A list of safety-sensitive positions that perform one or more of the above mentioned duties is provided in Attachment A. Managers and Supervisors are only safety-sensitive if they perform one of the above functions.

C. DEFINITIONS

Accident means an occurrence associated with the operation of any JTA-owned vehicle, whether or not in revenue service or whether or not it requires a Commercial Drivers License to operate, if as a result:

1. A person dies;
2. An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or
3. One or more vehicles incur disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or other vehicle. For purposes of this definition, ***disabling damage*** means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Adulterated specimen. A specimen that contains a substance that is not expected to be present in human urine or contains a substance expected to be present but is at a concentration so high that it is not consistent with human urine.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol contained in any beverage, mixture, mouthwash, candy, food, preparation or medication.

Alcohol Concentration is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing (EBT) device.

Canceled Test is a drug and/or alcohol test that has a problem identified that cannot be or has not been corrected, or which 49 CFR Part 40 requires to be cancelled. A canceled test is neither positive nor negative.

Covered Employee means an employee who performs a safety-sensitive function, including an applicant or transferee who is being considered for hire into a safety-sensitive function (see Attachment A for a list

of safety-sensitive employees), and other employees, applicants, or transferees that will not perform a safety-sensitive function but fall under the policy of the agency's own authority.

Designated Employer Representative (DER). An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communications for the employer consistent with the requirements of 49 CFR Parts 40, as amended, and 655. JTA's DER may also be called the Drug & Alcohol Program Manager (DAPM); the two terms are interchangeable for the purposes of administering this policy.

Department of Transportation (DOT). The department of the federal government which includes the U.S. Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

Dilute specimen means a specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated, but does not include damage which can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Drug and Alcohol Program Manager (DAPM). The employee designated by the employer to manage the Drug and Alcohol Testing Program consistent with the requirements of 49 CFR Parts 40, as amended, and 655. JTA's DAPM may also be called the Designated Employer Representative (DER); the two terms are interchangeable for the purposes of administering this policy.

Evidentiary Breath Testing Device (EBT). A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the NHTSA conforming products list.

Medical Review Officer (MRO) means a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by the drug testing program who has knowledge of substance abuse disorders, and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history, and any other relevant bio-medical information.

Negative Dilute. A drug test result which is negative for the five drug/drug metabolites but has a specific gravity value lower than expected for human urine. A drug test sample of 2-5 mg/dl specific gravity is considered a super negative dilute and is grounds for an immediate observed re-collection. A drug test that is 5-20 is considered a regular negative dilute and no action is necessary or will be taken.

Negative test result for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Part 40, as amended. An alcohol concentration of less than 0.02 BAC (breath alcohol concentration) is a negative test result.

Non-negative test result is a test result found to be adulterated, substitute, invalid, or positive for drug/drug metabolites.

Performing (a safety-sensitive function) means a covered employee is considered to be performing a safety-sensitive function and includes any period in which he or she is actually performing, ready to perform, or immediately available to perform such functions.

Positive test result for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels specified in 49 CFR Part 40, as amended. See Section S of this policy for result of a positive test.

Prohibited drug means marijuana, cocaine, opiates, amphetamines or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended. See Section S of this policy for result of use of a prohibited drug.

Revenue service vehicles include all transit vehicles that are used for passenger transportation service or that require a CDL to operate and include all ancillary vehicles used in support of the transit system.

Safety-sensitive functions include: (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service; (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a CDL; (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle; and (e) carrying a firearm for security purposes.

Substance Abuse Professional (SAP) means a licensed physician (Medical Doctor or Doctor of Osteopathy) or state licensed or certified psychologist, social worker, employee assistance professional, marriage or family therapist or an addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders. See 49 CFR Part 40.281 as amended.

Substituted specimen means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Test Refusal. The following are considered a refusal to test:

1. Failure to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
2. Failure to remain at the testing site until the testing process is completed, except in pre-employment situations where leaving before the testing process begins is not deemed to be a test refusal.
3. Failure to provide a urine, breath or saliva specimen for any drug or alcohol test as required by 49 CFR Part 40 or DOT agency regulation or this policy
4. Failure to permit the observation or monitoring of a specimen collection when it is required.
5. Failure to provide a sufficient amount of urine or breath without a valid medical explanation for the failure.
6. Failure or refusal to take a second test when required.

7. Failure to undergo a medical examination or evaluation, as directed by the MRO, as part of the verification process or as directed by the DER as part of the “shy bladder” or “shy lung” procedures.
8. Failure to cooperate with any part of the testing process (e.g., refuses to empty pockets or wash hands when directed to do so by the collector, behaves in a confrontational manner that disrupts the collection process).
9. For an observed collection, failure to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if individual is wearing any type of prosthetic device that could be used to interfere with the collection process.
10. Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
11. Admitting adulteration or substitution of the specimen to the collector or the MRO.
12. If the MRO reports that there is a verified tampering, adulterated or substituted test result.
13. In alcohol testing, refusal to sign Step 2 of the Alcohol Testing Form.
14. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying the employer or the employer representative of his or her location if he or she leaves the scene of an accident prior to submission to such test, may be deemed by the employer to have refused to submit to testing.
15. A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol testing, if required.
16. Any violation of a Prohibitive Conduct as defined in Section F of this policy.

Verified negative test means a drug test result reviewed by a MRO and determined to have no evidence of prohibited drug use above the minimum cutoff levels established by the Department of Health and Human Services (HHS).

Verified positive test means a drug test result reviewed by a MRO and determined to have evidence of prohibited drug use above the minimum cutoff levels specified in 49 CFR Part 40 as revised.

Validity testing is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

D. EDUCATION AND TRAINING

Every employee covered under this policy will receive a copy of the policy (and each time it is amended) and will have ready access to the corresponding federal regulations including 49 CFR Parts 655 and 40, as amended. In addition, all covered employees will undergo a minimum of 60 minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety and the work environment. The training also includes manifestations and behavioral cues that may indicate prohibited drug use.

All supervisory personnel or agency officials who are in a position to determine employee fitness for duty will receive 60 minutes of reasonable suspicion training on the physical, behavioral and performance indicators of probable drug use and 60 minutes of additional reasonable suspicion training on the physical,

behavioral, speech and performance indicators of probable alcohol misuse. Under JTA's own authority, supervisory personnel will also be trained on how to intervene constructively and how to effectively integrate an employee back into his/her work group following intervention and/or treatment. Information on the signs, symptoms, health effects and consequences of drug abuse and alcohol misuse is presented in Attachment B of this policy.

E. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

1. Illegally Used Controlled Substance or Drug under the Drug-Free Workplace Act of 1988. Any drug or any substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15 is prohibited at all times in the workplace unless a legal prescription has been written for the substance. This includes, but is not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP) and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs. Also, the medical use of marijuana or the use of hemp-related products, which cause drug or drug metabolites to be present in the body above the minimum thresholds, is a violation of this policy.
FTA drug testing regulations (49 CFR Part 655) require that all safety-sensitive employees and, under JTA's authority, all non-safety-sensitive employees be tested for marijuana, cocaine, amphetamines, opiates and phencyclidine as described in Section E of this policy. Illegal use of these five drugs is prohibited at all times and thus, covered employees may be tested for these drugs anytime that they are on duty. Non-Safety sensitive employee drug/alcohol testing will be conducted as NON-DOT testing.
2. Legal Drugs: The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected, must be reported to a JTA supervisor and the employee is required to provide a written release from his/her doctor indicating that the employee can perform his/her job functions.
3. Alcohol: The use of beverages containing alcohol (including any mouthwash, medication, food, candy) or any other substances such that alcohol is present in the body while performing safety-sensitive job functions is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655 just before, during, or just after the performance of safety-sensitive job functions. Under JTA's authority, an alcohol test can be performed on any employee at any time a covered employee is on duty, this testing is conducted as a NON-DOT alcohol test.

F. PROHIBITED CONDUCT

1. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.
2. Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report

for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.

3. JTA shall not permit any covered employee to perform or continue to perform safety-sensitive functions or non-safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
4. Each covered employee is prohibited from reporting to work or remaining on duty whether or not the employee performs safety-sensitive functions while having an alcohol concentration of 0.02 or greater regardless of when the alcohol was consumed.
5. No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.
6. The employee may not leave the scene of an accident prior to the submission of a post-accident drug/alcohol test or if they must leave the scene, they must notify the employer or employer representative of his or her location until such time as a post-accident drug/alcohol test has been taken.
7. No covered employee shall consume alcohol within eight (8) hours prior to the performance of safety-sensitive job functions.
8. JTA, under its own authority, also prohibits the consumption of alcohol at all times an employee is on duty, is in uniform, or while on agency business.
9. Consistent with the Drug-Free Workplace Act of 1988, all JTA employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances in the workplace including any JTA premises, transit vehicles, while in uniform, or while on agency business.

G. DRUG STATUTE CONVICTION

Consistent with the Drug Free Workplace Act of 1998, all JTA employees are required to notify JTA management of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. In addition, under JTA's authority, all employees are required to notify JTA management of any criminal drug or alcohol statute conviction for a violation occurring outside the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action as defined in Section S of this policy.

H. TESTING REQUIREMENTS

Analytical urine drug testing and alcohol breath testing will be conducted as required by 49 CFR Part 40, as amended. All covered employees shall be subject to testing prior to employment, for reasonable suspicion, following an accident, and random as defined in Sections J, K, L, M, N and O of this policy. Employees who have tested positive for drugs or alcohol on a random, reasonable suspicion, or post-accident test will be subject to termination under this policy. All covered employees who are returning to duty after completion of a Substance Abuse Professional's (SAP) recommended treatment program and subsequent release to duty will be tested prior to returning to duty. Follow-up testing will also be conducted following return-to-duty for a period of one to five years, with at least six tests performed during the first year. The duration and frequency of the follow-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional.

A drug test can be performed any time a covered employee is on duty. Under JTA authority, an alcohol test can be performed any time a covered employee is on duty.

All covered employees will be subject to urine drug testing and breath alcohol testing as a condition of ongoing employment with JTA. Any safety-sensitive or non-safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and terminated as defined in Section S of this policy. Any covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of falsifying test results through tampering, contamination, adulteration or substitution, will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and termination as defined in Section S of this policy. Refer to Section C for behavior that constitutes a refusal to test.

Under JTA's authority, all elements of this entire section apply to all JTA employees.

I. SELF-REFERRAL

Jefferson Transit supports employees who volunteer for treatment of alcohol or drug abuse. Alcoholism and drug dependency are treatable illnesses and can be successfully dealt with if identified in their early stages and referred to an appropriate source for treatment. JTA encourages employees to seek treatment voluntarily and makes available the Employees Assistance Program (EAP). Any employee who comes forth and notifies the agency of alcohol or chemical abuse problems will be given the assistance extended to employees with any other illness. Sick leave, general leave or leave without pay may be granted for treatment and rehabilitation as in other illnesses, and insurance coverage for treatment will be provided to the extent of individual coverage.

Employees are encouraged to contact the Administration Department for help in understanding benefits and leave policies when participating in the EAP. Any decision to seek help through the Employee Assistance Program or privately will not interfere with an employee's continued employment or eligibility for promotional opportunities. CONFIDENTIALITY of information will be maintained at all times.

Self-referral means an employee who admits the abuse of alcohol or other substances to a supervisor in his/her chain of command when there are no specific, contemporaneous, articulable objective facts that indicate current drug or alcohol use. An employee who self-refers (and who is not already a participant in a treatment program), shall be referred to the SAP for an assessment. JTA shall place the employee on administrative leave in accordance with the provisions set forth under Section S of this policy. Testing in this circumstance would be performed under the direct authority of JTA. Since the employee self-referred to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under federal authority. However, self-referral does not exempt the covered employee from testing under federal authority as specified in Sections L through O of this policy or the associated consequences as specified in Section S.

An employee who has been directed to submit to any drug and/or alcohol test, with the exception of a post-accident test, and who self-refers and seeks assistance for a substance abuse problem will be allowed to go through one referral to the SAP and voluntary rehabilitation during their employment.

J. DRUG TESTING PROCEDURES

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment and laboratory facilities which have been approved by the U.S. Department of Health and Human Service (HHS). All testing will be conducted consistent with the procedures set forth in 49 CFR Part 40, as amended. The procedures will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure and the validity of the test result.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimen will be collected using the split specimen collection method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by a DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. The specimen analysis will be conducted at a HHS certified laboratory. An initial drug screen and validity test will be conducted on the primary urine specimen. For those specimens that are not negative, a confirmatory test will be performed in accordance with 49 CFR Part 40, as amended. The test will be considered non-negative if the amounts of the drug(s) and/or its metabolites identified by the test are above the minimum thresholds established in 49 CFR Part 40, as amended, and will require further review by the MRO. .

The test results from the HHS certified laboratory will be reported to a Medical Review Officer (MRO). A MRO is a licensed physician with detailed knowledge of substance abuse disorders and drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive, substitute or adulterated test result. The MRO will attempt to notify the employee of the non-negative laboratory result, and provide the employee with an opportunity to explain the confirmed laboratory test result. The MRO will subsequently review the employee's medical history/medical records as appropriate to determine whether there is a legitimate medical explanation for a non-negative laboratory result. If no legitimate medical explanation is found, the test will be verified positive or refusal to test and reported to the JTA Drug and Alcohol Program Manager (DAPM). If a legitimate explanation is found, the MRO will report the test result as negative to the DAPM and no further action will be taken. If the test is invalid without a medical explanation, a retest will be conducted under direct observation.

If Jefferson Transit is informed by the MRO that a negative drug test was dilute, if the negative dilute test result is within the range of 5-20 mg/dL it is considered a regular negative dilute and a retest is not necessary; if the negative dilute test result is within the range of 2-5 mg/dL it is considered a super negative dilute and the MRO will notify the DER that a re-collection is necessary. A super negative dilute test re-collection will be collected under direct observation.

Any covered employee who questions the results of a required drug test under Sections L through R of this policy may request that the split sample be tested. The split sample test must be conducted at a second HHS-certified laboratory with no affiliation with the laboratory that analyzed the primary specimen. The test must be conducted on the split sample that was provided by the employee at the same time as the primary sample. The method of collecting, storing and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the MRO within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted at the discretion of the MRO if the delay was due to documentable facts that were beyond the control of the employee. JTA will ensure that the cost for the split specimen is covered in order for a timely analysis of the sample, however JTA will seek reimbursement for the split sample test from the employee.

If the analysis of the split specimen fails to confirm the presence of the drug(s) detected in the primary specimen; if the split specimen is not able to be analyzed, or if the results of the split specimen are not scientifically adequate, the MRO will declare the original test to be canceled and will direct JTA to retest the employee under direct observation.

The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing if so requested by the employee through the MRO. If the primary specimen is positive, it will be retained in frozen storage for one year and the split specimen will also be retained for one year.

Observed collections:

Consistent with 49 CFR Part 40, as amended, collection under direct observation (by a person of the same gender) with no advance notice will occur if:

1. The laboratory reports to the MRO that a specimen is invalid and the MRO reports to JTA that there was not an adequate medical explanation for the result; or
2. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen to JTA as negative-dilute and that a second collection must take place under direct observation.
3. The MRO reports to JTA that the original positive, adulterated or substituted test result had to be cancelled because the test of the split specimen could not be performed; or
4. The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen; or
5. The temperature on the original specimen was out of range; or
6. The employee is taking a return to duty test; or
7. The employee is taking a follow-up test after returning to duty.

K. ALCOHOL TESTING PROCEDURES

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA)-approved Evidential Breath Testing (EBT) device operated by a trained Breath Alcohol Technician (BAT). Alcohol screening tests may be performed using a non-evidential testing device which is also approved by NHSTA. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved EBT operated by a trained BAT. The EBT will identify each test by a unique, sequential identification number. This number, time and unit-identifier will be provided on each EBT printout. The EBT printout, along with an approved alcohol testing form, will be used to document the test, the subsequent results, and to attribute the test to the correct employee. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee and to maintain the integrity of the alcohol testing procedures and validity of the test result.

An employee who has a confirmed alcohol concentration of 0.0 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in Section S of this policy. An alcohol concentration of less than 0.02 will be considered a negative test.

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JTA affirms the need to protect individual dignity, privacy and confidentiality throughout the testing process. If at any time the integrity of the testing procedures or the validity of the test results is compromised, the test will be canceled. Minor inconsistencies of procedural flaws that do not impact the test result will not result in a canceled test.

The alcohol testing form (ATF) required by 49 CFR Part 40, as amended, shall be used for all FTA-required testing. Any other Alcohol testing not required by the FTA will use a NON-DOT testing form. Failure of an employee to sign step 2 of the ATF will be considered a refusal to submit to testing.

L. PRE-EMPLOYMENT TESTING

All applicants for covered transit positions shall undergo urine drug testing with a verified negative result prior to performance of safety-sensitive or non-safety-sensitive duties.

1. All offers of employment for covered positions shall be extended conditional upon the applicant passing a drug test. An applicant shall not be hired into a covered position unless the applicant takes a drug test with verified negative results.
2. A non-safety-sensitive employee shall not be placed, transferred or promoted into a safety-sensitive position until the employee takes a drug test with verified negative results.
3. If an applicant fails a pre-employment drug test, the conditional offer of employment shall be rescinded. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of at least five years. Evidence of the absence of drug dependency from a Substance Abuse Professional (SAP) that meets with 49 CFR Part 40, as amended, and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for assessment and any subsequent treatment will be the sole responsibility of the applicant.
4. When an employee being placed, transferred, or promoted from a non-safety-sensitive position to a safety-sensitive position submits a drug test with a verified positive result, the employee shall be subject to disciplinary action in accordance with Section S herein.
5. Failure to remain at the testing site prior to commencement of the test is not to be considered a failure to undergo drug testing.
6. Aborting the drug testing collection before the drug test commences is not refusal to undergo drug testing.
7. If a pre-employment/pre-transfer test is canceled, JTA will require the applicant to take and pass another pre-employment drug test.
8. In instances where a covered employee is on extended leave for a period of 90 days or more, regardless of reason, the employee will be required to take a drug test and have negative test results prior to assuming safety-sensitive job functions. An employee who is on an extended leave of 90 days or more can opt to remain in the random drug testing pool. That employee must be available for random drug testing during their 90-days or more of extended leave. If at any time the employee is unavailable during their leave for a random drug test, that employee will be considered removed from the random drug testing pool and be required to submit to a pre-employment drug test prior to returning to safety sensitive duties.
9. An applicant with a dilute negative test result will be required to retest.

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10. Applicants are required to report previous DOT-covered employer drug and alcohol test results; failure to do so will result in the employment offer being rescinded.

M. REASONABLE SUSPICION TESTING

All JTA employees will be subject to Reasonable Suspicion drug and/or alcohol testing when there are reasons to believe that drug or alcohol use is impacting job performance and safety. Reasonable Suspicion shall mean that there is objective evidence, based upon specific, contemporaneous, articulable observations of the employee's appearance, behavior, speech or body odor that are consistent with possible drug use and/or alcohol misuse. Reasonable Suspicion testing decisions must be made by one supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. Under 49 CFR Part 40, as amended, a Reasonable Suspicion alcohol test can only be conducted just before, during, or just after the performance of a safety-sensitive job function. However, under JTA's authority, reasonable suspicion alcohol testing may be performed any time any employee is on duty, where this occurs with a non-covered employee, a NON-DOT test will be performed. A Reasonable Suspicion drug test can be performed any time the employee is on duty.

JTA shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present. The employee shall be placed on administrative leave pending disciplinary action described in Section S of this policy. An employee who refuses an instruction to submit to a drug/alcohol test shall not be permitted to finish his or her shift and shall immediately be placed on administrative leave pending disciplinary action as specified in Section S of this policy.

A written record of the observations which led to a drug/alcohol test based on reasonable suspicion shall be prepared and signed by the supervisor making the observation prior to the release of the test results. This written record shall be submitted to the DAPM and shall be attached to the forms reporting the test results.

N. POST-ACCIDENT TESTING

All covered employees will be required to undergo urine and breath testing if they are involved in an accident with any transit-owned vehicle, regardless of whether or not the vehicle is in revenue service and it results in a fatality. This includes all surviving covered employees that are operating the vehicle at the time of the accident and any other employees whose performance cannot be completely discounted as a contributing factor to the accident.

In addition, a post-accident test will be conducted if an accident with any transit-owned vehicle results in injuries requiring immediate transportation to a medical treatment facility or one or more vehicles incurs disabling damage as defined in this policy, unless the operator's performance can be completely discounted as a contributing factor to the accident.

If the employee is a non-covered employee, the test will be a NON-DOT drug/alcohol test. If the employee is a covered employee (safety sensitive functions as defined on page of this policy), the test will be conducted as required by 49 CFR Part 40, as amended.

1. As soon as practicable following an accident, as defined in this policy, the JTA supervisor investigating the accident will notify the transit employee operating the transit vehicle, and all other covered employees whose performance could have contributed to the accident, of the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
2. The appropriate transit supervisor shall ensure that an employee, required to be tested under this section, is tested as soon as practicable but no longer than eight (8) hours after the accident for alcohol and within thirty-two (32) hours for drugs. If an alcohol test is not performed within two hours (2) of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within eight (8) hours or the drug test within thirty-two (32) hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
3. Any covered employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test and is released by the supervisor.
4. An employee who is subject to post-accident testing who fails to remain readily available for such testing, including notifying a supervisor of his or her location if he or she leaves the scene of the accident prior to submission to such test, may be deemed to have refused to submit to testing.
5. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.
6. In the rare event that JTA is unable to perform a FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), JTA may use drug and alcohol post-accident test results administered by local law enforcement officials in lieu of the FTA test. The local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with local law.

O. RANDOM TESTING

All safety-sensitive employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. JTA is a member of the Association of Washington Cities (AWC) Drug & Alcohol Testing Consortium, which administers the random testing selection of safety-sensitive employees.

1. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
2. The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations, as amended. The current random testing rate for drugs established by FTA equals twenty-five percent (25%) of the number

of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent (10%) of the number of covered employees in the pool.

3. Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time a selection is made. Employees will remain in the pool and subject to selection whether or not the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
4. Covered employees that fall under the FTA regulations will be included in one random pool.
5. Random tests can be conducted at any time during an employee's shift for drug testing. Under FTA rules, alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. Testing can occur during the beginning, middle or end of an employee's shift.
6. Employees are required to proceed *immediately* to the collection site upon notification of their random testing selection.

P. RETURN-TO-DUTY TESTING

Employees who have self-referred to management and who have completed any substance abuse program directed by a Substance Abuse Professional (SAP) must test negative for drugs and alcohol before returning to work. Employees will be allowed to return following completion of the SAP's recommended course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test(s) only when the employee has completed the treatment requirements and is known to be drug-free and alcohol-free and there is no undue concern for public safety. These return-to-duty tests are JTA mandated and a non-DOT testing form must be used. All return-to-duty tests will be conducted as observed tests.

Q. FOLLOW-UP TESTING

Employees who have, through self-referral, completed any substance abuse program and return-to-duty test(s) will be required to undergo frequent, unannounced drug and alcohol testing. The follow-up testing will be performed for a period of one to five years with a minimum of six (6) tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimums) will be determined by the SAP reflecting the SAP's assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing is separate and in addition to the random, post-accident, reasonable suspicion and return-to-duty testing. These follow-up tests are JTA mandated and a non-DOT testing form must be used. All follow-up testing will be conducted as observed tests.

R. RETURN TO WORK AFTER EXTENDED LEAVE

11. Safety sensitive employees who have been on paid leave, FMLA, leave of absence, workers compensation, suspended or otherwise not worked for 45 or more days will be subject to the same drug and alcohol testing requirements as for pre-employment. The employee may opt to remain in the Random Drug/Alcohol pool while they are on extended leave. The employee must be available for Random Drug/Alcohol tests at all times during their extended leave. If at any time the employee is unavailable during their leave for a random drug test, that employee will be

considered removed from the random drug testing pool and be required to submit to a pre-employment drug test prior to returning to safety sensitive duties.

S. RESULT OF DRUG/ALCOHOL TEST OR VIOLATION OF PROHIBITIVE CONDUCT

Any covered employee that has a verified positive drug or alcohol test result as defined on page 4 in this policy, or any covered employee who violates a prohibitive conduct as defined in Section F of this policy, will be terminated from his/her position and provided information about Substance Abuse Professionals (SAPs) in the area.

1. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result, or a test refusal, the JTA DAPM will contact the employee's supervisor to have the employee cease performing any safety-sensitive function and to begin the termination proceedings.
2. *Refusal to submit to a drug/alcohol test shall be considered a positive test result and a direct act of insubordination and shall result in termination.* A list of test refusal criteria may be found in the definitions on Page 4 and 5 of this document.
3. An alcohol test result of 0.02 to 0.039 BAC shall result in the removal of the employee from duty for eight (8) hours or the remainder of the workday, whichever is longer. The employee will be provided information about SAPs in the area. The employee will not be allowed to return to duty for his/her next shift until he/she submits to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of 0.02 to 0.039 one more time within a six-month period, the employee will be terminated.
4. In the case of self-referral, the cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued leave to participate in the SAP-prescribed treatment program. If the employee has insufficient accrued leave, the employee shall be placed on leave without pay until the SAP has determined that the employee has successfully completed the required treatment program and releases him/her to return to duty. Any leave taken, either paid or unpaid, shall be considered leave taken under the Family and Medical Leave Act, as applicable in the labor agreement.
5. In the instance of a self-referral, action shall include:
 - a. Mandatory referral to a SAP for assessment, formulation of a treatment plan, and execution of a return-to-work agreement.
 - b. Failure to execute, or remain compliant with the return-to-work agreement shall result in termination from JTA employment.
 - c. Compliance with the return-to-work agreement means:
 - the employee has submitted to a drug/alcohol test immediately prior to returning to work with a verified negative test result; and
 - in the judgment of the SAP, the employee is cooperating with the SAP-recommended treatment program; and
 - the employee has agreed to periodic unannounced follow-up testing as defined in Section Q of this policy.
 - d. Refusal to submit to a periodic unannounced follow-up drug/alcohol test shall be considered a direct act of insubordination and shall result in termination.

- e. A self-referral to the SAP does not constitute a violation of the federal regulations or this policy - and will not be considered as a positive test result.
 - f. Periodic unannounced follow-up drug/alcohol tests conducted as a result of a self-referral which results in a verified positive shall be considered a positive test result and shall result in the employee's termination.
 - g. A self-referral does not shield an employee from future disciplinary action or guarantee employment with JTA due to any drug/alcohol testing.
 - h. A self-referral does not shield an employee from the requirement to comply with drug and alcohol testing.
6. Failure of an employee to report a criminal drug statute conviction for a violation occurring in or outside the workplace within five (5) days shall result in termination.

T. REPORTING OF POSITIVE TEST RESULTS TO THE WASHINGTON STATE DEPARTMENT OF LICENSING (DOL)

Confirmed positive drug or alcohol test results or a refusal to test shall be reported as a positive test to the Department of Licensing (DOL) for all CDL holders in accordance with RCW 46.25.123.

U. GRIEVANCE AND APPEAL

The consequences specified by 49 CFR Part 655 for a positive test or test refusal are not subject to arbitration.

V. PROPER APPLICATION OF THE POLICY

JTA is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy or who is found to deliberately misuse the policy in regard to subordinates shall be subject to disciplinary action, up to and including termination.

W. INFORMATION DISCLOSURE

Drug/alcohol testing records shall be maintained by the JTA DAPM and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without the expressed written consent of the tested employee.

- I. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration

records and records of laboratory certifications. Employees may not have access to SAP referrals and follow-up testing plans.

2. Records of a verified positive drug/alcohol test result shall be released to the DAPM and department manager on a need-to-know basis.
3. Records will be released to a subsequent employer only upon receipt of a written request from the employee.
4. Records of an employee's drug/alcohol tests shall be released to the adjudicator in a grievance, lawsuit or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test. The records will be released to the decision-maker in the proceeding. The information will only be released with binding stipulation that the decision-maker will make it available only to parties in the proceeding.
5. Records will be released to the National Transportation Safety Board (NTSB) during an accident investigation.
6. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
7. Records will be released if requested by a Federal, state or local safety agency with regulatory authority over JTA or the employee.
8. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, as amended, necessary legal steps to contest the issuance of the order will be taken.
9. In cases of a contractor or sub-recipient of the State Department of Transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

X. SYSTEM CONTACTS

Any questions regarding this policy or any other aspect of the substance abuse policy should be directed to the individual(s) shown below.

JTA Drug and Alcohol Program Manager (DAPM) and Designated Employer Representative (DER)

Kari Piecuch, Human Resources/DAPM
63 4 Corners Rd, Port Townsend WA 98368
Voice: (360) 385-3020 x119
Fax: (360) 385-2321
Email: kpiecuch@jeffersontransit.com

Deleted: Sara Crouch, Finance/HR Manager

Deleted: 1615 West Sims Way, Port Townsend, WA 98368

Deleted: x120

Deleted: scrouch@jeffersontransit.com

Testing Site: Madrona Hill Urgent Care
2500 W. Sims Way, Suite 1
Port Townsend, WA 98368
(360) 344-3663

Testing Site: Jefferson Healthcare (By appointment only)
834 Sheridan St
Port Townsend, WA 98368
(360) 385-2200

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Testing Site: Cedar Grove Recovery Services (Can provide on-site testing in Forks)
221 N. Race St
Port Angeles, WA 98362
(360) 452-2443

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Testing Site: Bogachiel Medical Clinic (DOT Forms on File)
390 Founders Way Forks, WA 98331
(360) 374-6998

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Medical Review Officer (MRO)

Dr. Dee McGonigle
18912 North Creek Pkwy
Bothell, WA 98011
(866) 448-0651

Deleted: Dr. C. Kirby Griffin

Deleted: Paragon MRO

Deleted: 970 SW Greenburg Rd, #200

Deleted: Portland, OR 97223

Deleted: (503) 977-3225

Employee Assistance Program (EAP) & Substance Abuse Professional (SAP)

First Choice Health
One Union Square
600 University Street, Suite 1400
Seattle, WA 98101
(800) 777-4114
www.FirstChoiceEAP.com

HHS Certified Laboratory – Primary Specimen

Pathology Associates Medical Lab

110 W Cliff Ave

Spokane, WA 94220

(509) 755-8600

HHS Certified Laboratory – Split Specimen

Legacy MetroLab

1225 NE Second Avenue

Portland, OR 97232

(800) 950-5295

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Drug & Alcohol Testing Consortium

Carol Wilmes, HR Program Coordinator

Association of Washington Cities

1076 Franklin Street S.E.

Olympia, WA 98501-1346

(800) 562-8981 or (360) 753-0149

Deleted: Deanna Krell,

Drug and Alcohol Consortium Third Party Administrator

Deb/Mike Bliven,

A WorkSafe Service

1696 Capitol St. NE

Salem, OR 97301

(503) 391-9363

After Hours Pager (503) 942-2499

Deleted: (888) 391-9363

This Policy was adopted by the Jefferson Transit Authority Board of Directors on October 17, 1995

and last amended on June 27, 2017.

Deleted: March 20, 2012

ATTACHMENT A

Safety-Sensitive Positions

All JTA employees, positions and classifications, and the duties and potential duties of each, have been reviewed.

Each of the positions shown below have been designated as safety-sensitive and, as such, are subject to all categories of testing for drugs and alcohol under this policy.

Revenue Service Vehicles (operation)
Transit Operator

Revenue Vehicle and Equipment Maintenance
Lead Mechanic
Mechanic
Mechanic I
Maintenance Service Worker
Maintenance Clerk
Maintenance Cleaner

Dispatch/Control of Revenue Service Vehicle
General Manager
Operations Manager
Mobility Coordinator
West End Services Administrator
Maintenance and Facilities Manager
Dispatcher
Field Supervisor

Other Transit Employee with CDL
Facilities Maintenance Worker

Each of the positions shown below have been designated as *not* safety-sensitive and, as such, are subject to all categories with the exception of Section O Random Testing of testing for drugs and alcohol under this policy.

Finance/HR Manager
Payroll & Benefits Administrator
Grants Administrator
Administrative Executive Assistant/Clerk of the Board
Customer Service Clerk

Note: Attachment A was modified March 20, 2012.

ATTACHMENT B
Health & Safety Fact Sheet
Related to Drug Abuse & Alcohol Misuse

Substance abuse, the misuse of drugs and alcohol, is not a new issue but it is one of growing concern to employers. Nationwide, substance abuse is a problem in the workplace. Research has shown that substance abuse affects organizations as evidenced by increased medical benefit claims, increased absenteeism, increased worker's compensation claims and decreased productivity. Substance abuse poses serious safety and health risks not only to the user, but also to those who work with or come into contact with the user. As a result, employers have become even more concerned about the misuse of drugs and alcohol by employees who perform safety-sensitive functions in the organization and in functions involving direct contact with the public.

ALCOHOL FACTS

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

Except for the odor, the following are general signs and symptoms of any depressant substance:

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stuporous condition
- Slowed reaction rate
- Slurred speech

Health Effects

The chronic consumption of alcohol (average of 3 - 12-oz. servings per day of beer, 3 - 1-oz. servings of whiskey, or 3 - 6-oz servings of wine) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10% of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed 'alcoholic')
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54% of all birth defects are alcohol related)

Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- 2% to 3% of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- 40% of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60% of burns, 40% of falls, 69% of boating accidents, and 76% of private aircraft accidents are alcohol related.

The Annual Toll

- 24,000 people will die on the highway due to a legally impaired driver.
- 12,000 more will die on the highway due to an alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-caused liver disease.
- 10,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die due to alcohol-related conditions or accidents.

Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is six times more likely to have an accident than a sober person.

AMPHETAMINE FACTS

Amphetamines are central nervous system stimulants that speed up the mind and body. Signs and symptoms of use include hyper-excitability, restlessness, confusion, panic, talkativeness, inability to concentrate and heightened aggressive behavior. Regular use produces strong psychological dependence and increasing tolerance to the drug.

Low-dose amphetamine use will cause short-term improvement in mental and physical functioning. With greater use however, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression which may make operation of equipment or vehicles dangerous.

COCAINE FACTS

Cocaine is abused as a powerful physical and mental stimulant; the entire central nervous system is energized. Signs and symptoms of use include financial problems, increased physical activity and fatigue, isolation and withdrawal from friends and normal activities, unusual defensiveness, anxiety, agitation and wide mood swings. Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. Cocaine causes spasms of blood vessels in the brain and heart and can lead to

ruptured vessels causing strokes or heart attacks. Extreme mood and energy swings create instability. Work performance is characterized by forgetfulness, absenteeism, tardiness and missed assignments.

MARIJUANA FACTS

People use marijuana for the mildly tranquilizing, mood altering and perception-altering effects it produces. Signs and symptoms of use include reddened eyes, slowed speech, chronic fatigue and lack of motivation. Chronic smoking of marijuana causes emphysema-like conditions. Regular use can cause diminished concentration, impaired short-term memory, impaired signal detection and impaired tracking (the ability to follow a moving object with the eye).

Marijuana smoking has a long-term effect on performance. Combining alcohol and other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

OPIATES (NARCOTICS) FACTS

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and, when taken in large doses, cause a strong euphoric feeling. Signs and symptoms of use include mood changes, impaired mental functioning, depression and apathy, impaired coordination, and physical fatigue and drowsiness. IV needle users have a high risk for contracting hepatitis and AIDS due to sharing of needles.

Unwanted side effects of opiates such as nausea, vomiting, dizziness, mental clouding and drowsiness place the legitimate user and abuser at higher risk for an accident. Workplace use may cause impairment of physical and mental functions.

PHENCYCLIDINE (PCP) FACTS

Phencyclidine acts as both a depressant and a hallucinogen, and sometimes a stimulant. Signs and symptoms of use include impaired coordination, severe confusion and agitation, extreme mood shifts, rapid heartbeat, and dizziness. The potential for accidents and overdose is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP use can cause irreversible memory loss, personality changes and thought disorders.

ATTACHMENT C
Jefferson Transit Board Resolution

ATTACHMENT D

Forms

- Form A – Notice to Job Applicants
- Form B – Release of Information Form CFR Part 40 Drug and Alcohol Testing
- Form C – Request for Pre-Employment Positive Tests or Refusal to Test
- Form D – Drug/Alcohol Testing Request Form
- Form E – Sample Federal Drug Testing Custody & Control Form
- Form F – Sample Federal Drug Testing Custody & Control Form – Alcohol Testing Form
- Form G – Sample Non-DOT Chain of Custody Form
- Form H – Positive/Refused Drug/Alcohol Test Report by Employer
- Form I – Federal Transit Administration Post-Accident Drug and Alcohol Testing Determination Form
- Form J – Federal Transit Administration Impaired Behavior Incident Report Form
- Form K – Supervisors Reasonable Suspicion Testing Checklist
- Form L – Receipt of Drug & Alcohol Policy Employee's Certification of Receipt



Authority Board Agenda Summary

MEETING DATE: June 27, 2016

AGENDA ITEM: Resolution 17-17: Recognizing and commending Mechanic David Little as the Employee of the Year for 2017

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 17-17

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Stouch*

RECOMMENDATION: Approve

SUMMARY
STATEMENT:

This Resolution is to recognize and commend David Little as the Employee of the Year for 2017 for his leadership and service to JTA

RECOMMENDED
ACTION/MOTION:

Motion: Move to approve Resolution 17-17: Recognizing and commending Mechanic David Little as the Employee of the Year for 2017

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The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 27th day of June, 2017.

Vice Chair

Member

Attest:



Authority Board Agenda Summary

MEETING DATE: June 27, 2016

AGENDA ITEM: Resolution 17-18: Recognizing and commending Maintenance Cleaner Conrad Bruhn for his years of service on his retirement

SUBMITTED BY: Tammi Rubert **TITLE:** General Manager

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 17-18

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A **FUNDING SOURCE:** N/A

REVIEWED BY: *Stouch*

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution is to recognize and commend Conrad Bruhn for his years of service on his retirement

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 17-18: Recognizing and commending Maintenance Cleaner Conrad Bruhn for his years of service to Jefferson Transit Authority on his retirement

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The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 27th day of June, 2017.

Vice Chair

Member

Attest:

Jefferson Transit Authority

Monthly Ridership Report

May, 2017

East Jefferson

Inter-Local	Boardings per Month	Bikes Per Month	WC per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1695	105	1	192	216	8729	8.83	0.19	7.85
#6A Tri Area	1669	110	5	118	104	2688	14.14	0.62	15.98
#6B Tri Area	1401	139	2	96	79	1998	14.59	0.70	17.78
#7 Poulsbo	2133	194	2	192	201	6849	11.11	0.31	10.61
#8 Sequim	2106	180	9	236	182	7083	8.92	0.30	11.56
Total	9004	728	19	834	782	27347.60	11.52	0.42	12.76
Local	Boardings per Month	Bikes Per Month	WC per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	7251	220	30	625	265	3617	11.60	2.00	27.32
#2 Ft. Worden	2020	29	1	301	126	2137	6.71	0.95	15.98
#3 Castle Hill	1730	71	15	304	128	2706	5.69	0.64	13.55
Total	11001	320	46	1230	519	8460.10	19.52	1.20	18.95
Sub-Totals	20005	1048	65	2064	1301.73	35807.70	5.69	0.64	13.55

West Jefferson

JTOC	1505	11	1	192	416	12468	7.84	0.12	3.62
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Monthly Totals	10509	1059	66	2256	1717.3	48275.7	4.66	0.22	6.12
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VanPool

VanPool Passenger Trips	VanPool Miles Traveled	VanPool Average Riders	VanPool Vans in Service
984	7423	7.5	4

Dial A Ride

Boardings

Client	PCA	Other	Total	Per Run	Per Mile	Per Hour	Per Day	Mobility Aids
1044.00	65.00	36.00	1145.00	1.21	0.22	2.36	44.04	291.00

Hours

Service	Live	Deadhead	BLO	Total
544.78	484.68	60.1	0	604.88

Mileage

Trips	Service	Live	Deadhead	BLO	Total
943	6023	5249	774	774	6797

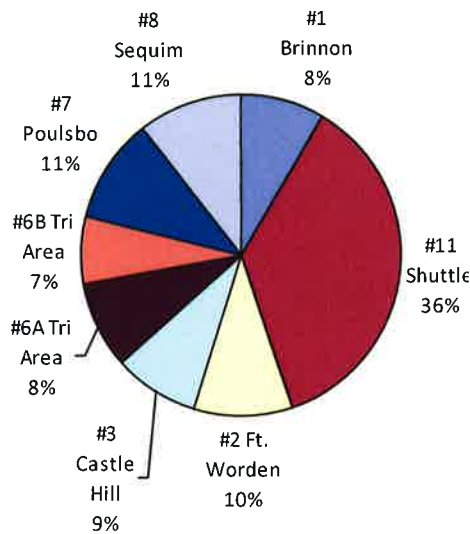
Service Days	On Time Performance
26	0.00%

New Applicants
13

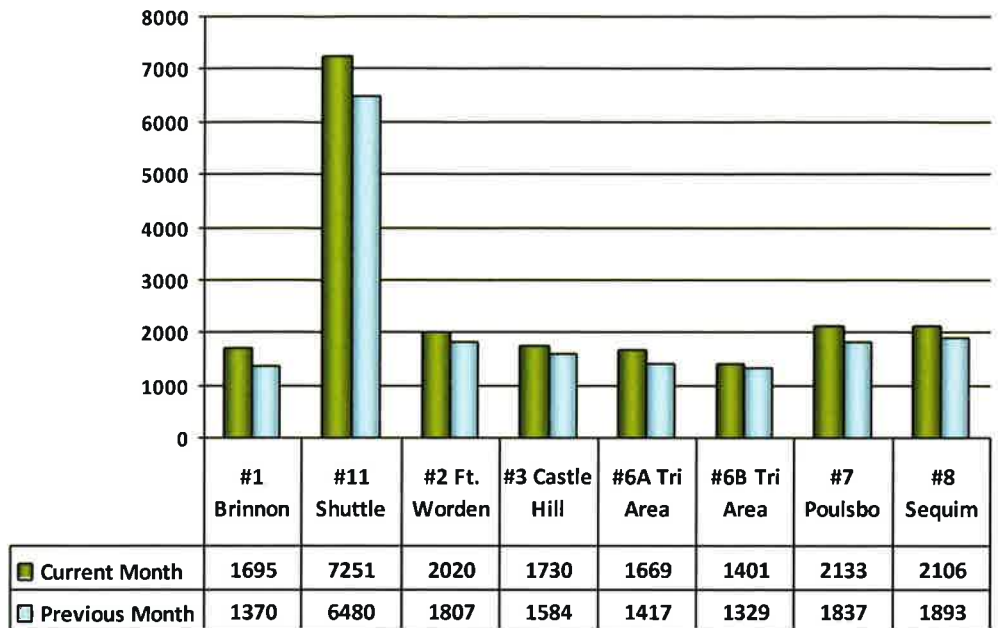
Jefferson Transit Ridership Comparison

Date Range Compared: 4/1/2017 - 4/30/2017 And 5/1/2017 - 5/31/2017

Current Month Ridership



Ridership Totals Comparison



Current Month Total Ridership: 20,005

of Service Days: 26

Average Riders per Day: 769.42

Previous Month Total Ridership: 17,717

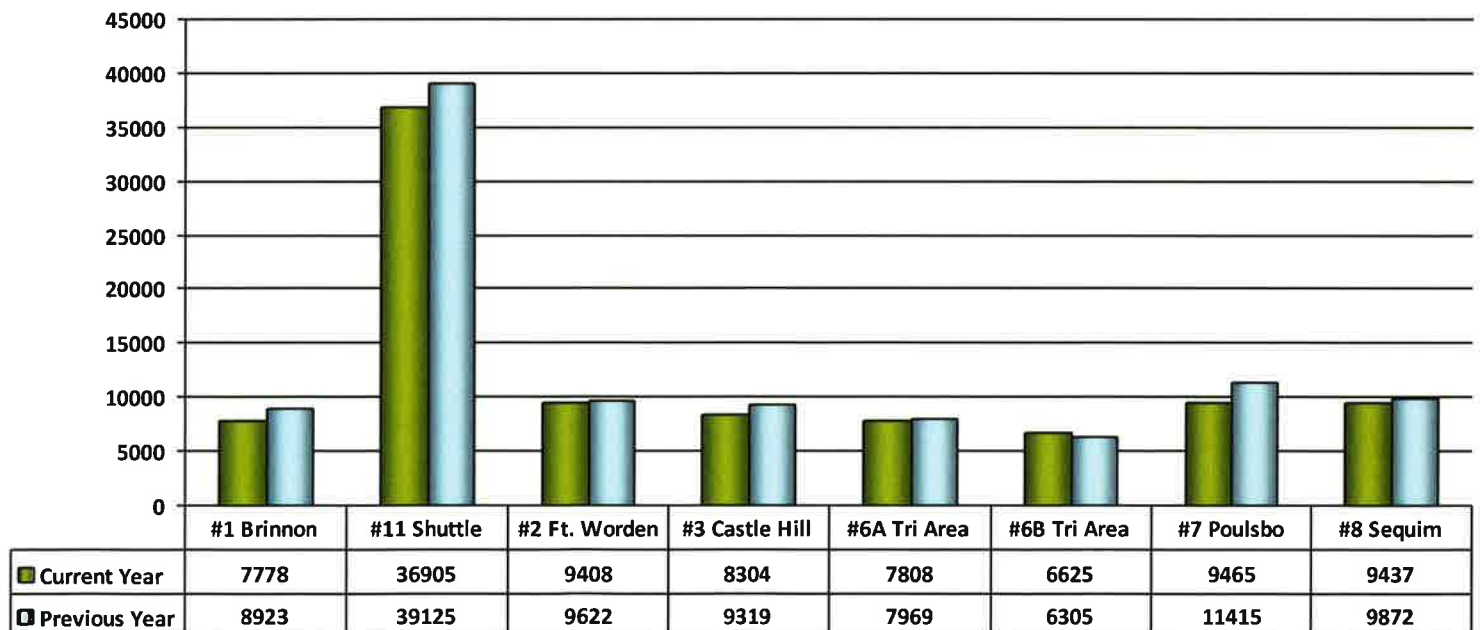
of Service Days: 25

Average Riders per Day: 708.68

Average riders per day Increase from prior month: **8.57%**

Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership 95,730

of Service Days: 129

Average Riders per Day: 742.09

Previous Year Total Ridership 102,550

of Service Days: 128

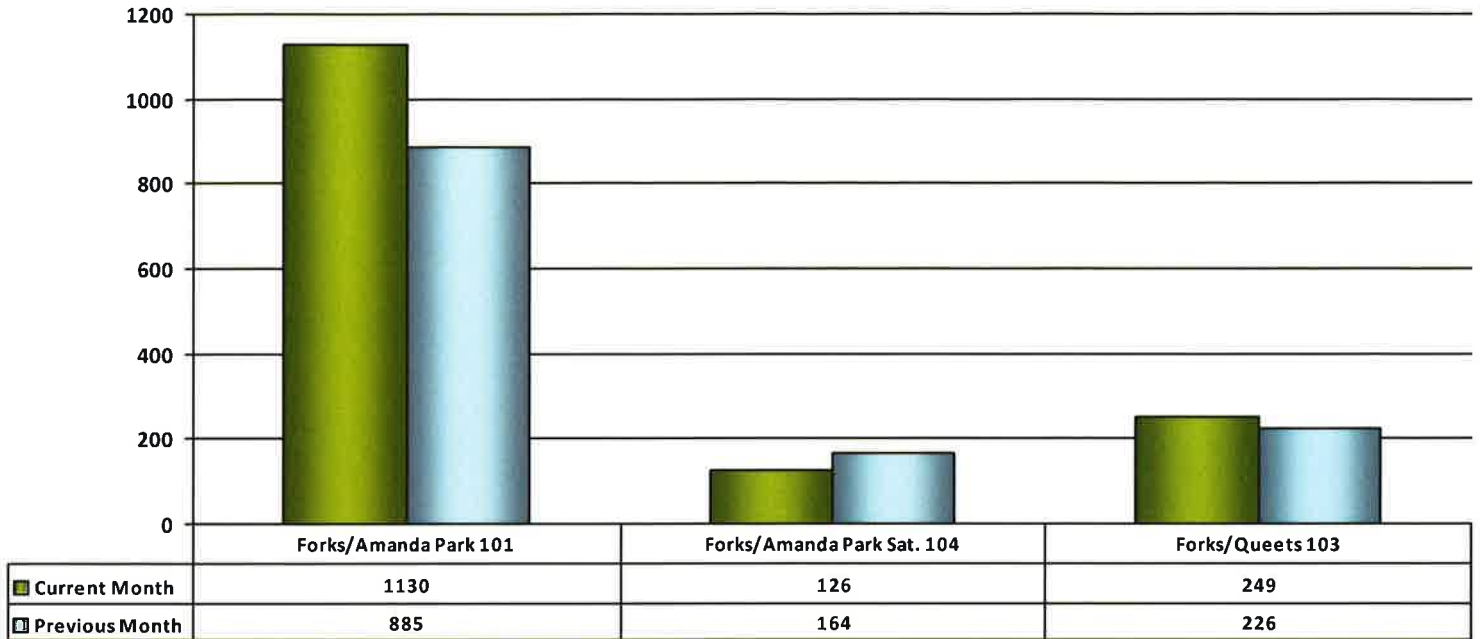
Average Riders per Day: 801.17

Average riders per day Decrease from prior year: **-8.34%**

JTOC Ridership Comparison

Date Range Compared: 4/1/2017 - 4/30/2017 And 5/1/2017 - 5/31/2017

Ridership Totals Comparison



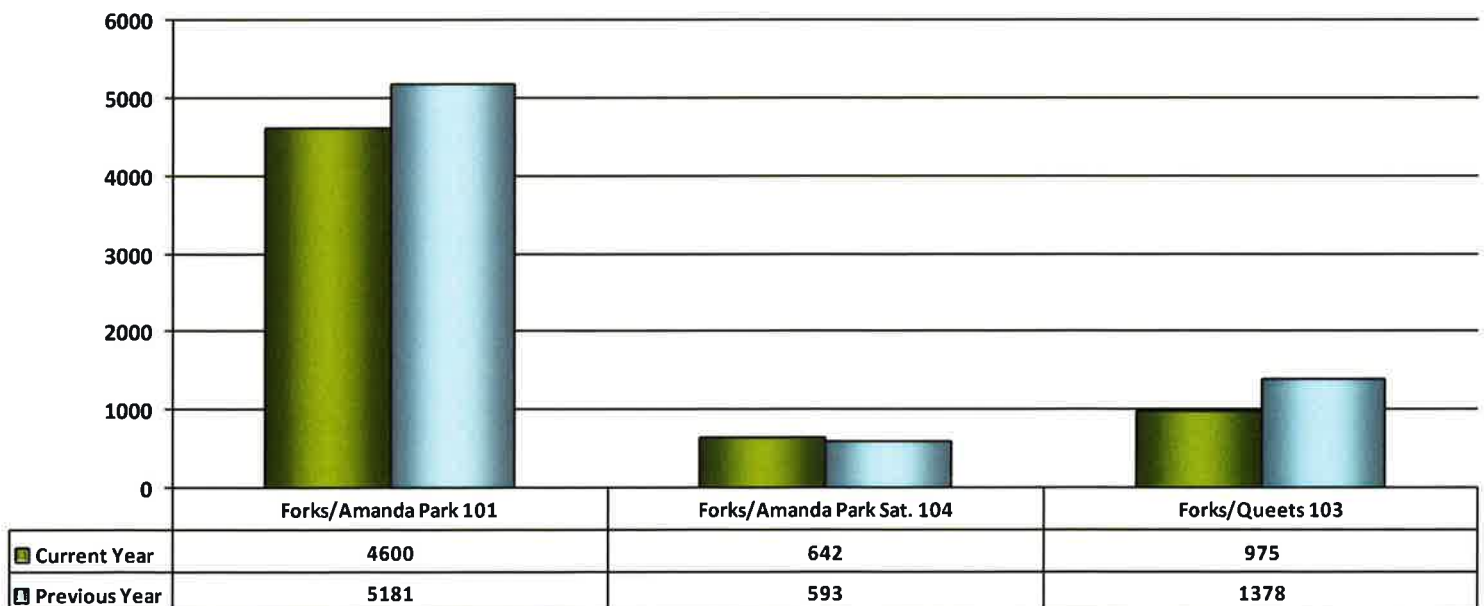
Current Month Total Ridership 1505

Previous Month Total Ridership 1275

230 passenger Increase from prior month: 18.04%

1/1/2016

Ridership Totals Year to Year Comparison



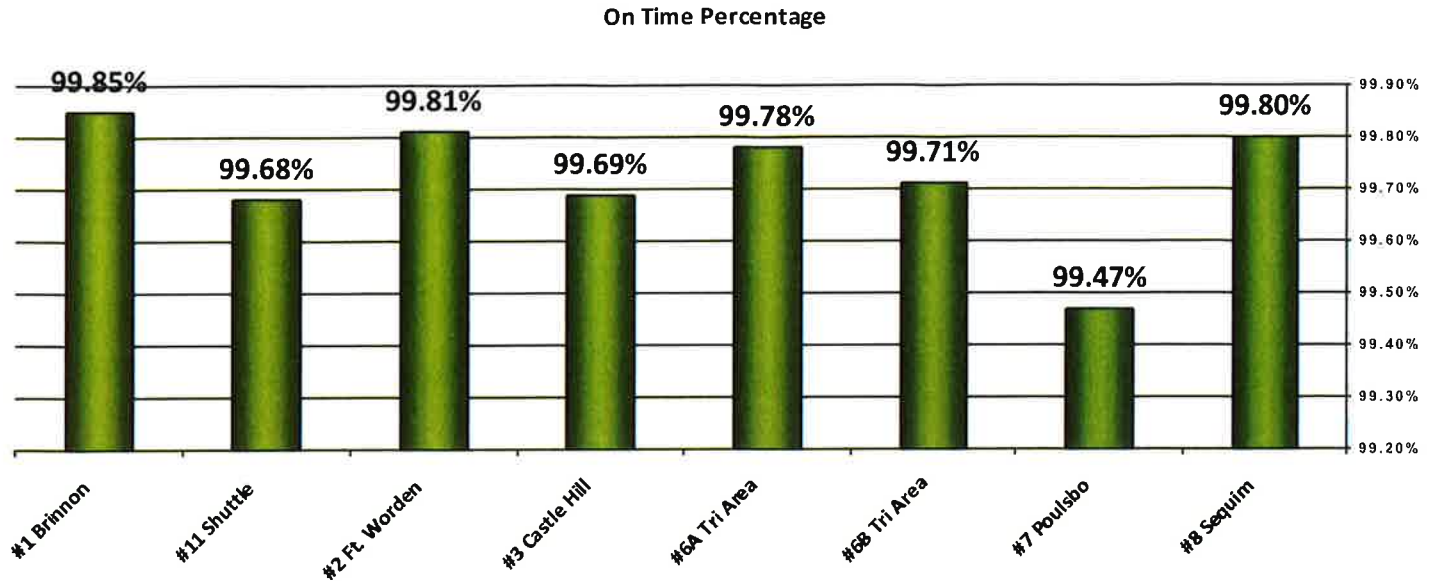
Current Year Total Ridership 6217

Previous Year Total Ridership 7152

-935 passenger Decrease from prior Year: -13.07%

Jefferson Transit On Time Compliance Report

5/1/2017 through 5/31/2017



<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#1 Brinnon	215.90	ADA Client	0.08	0.00
#1 Brinnon	215.90	High Ridership	0.43	0.00
#1 Brinnon	215.90	Holding For Transfers	0.60	0.00
#1 Brinnon	215.90	Other/No reason	0.22	0.00
#11 Shuttle	265.37	ADA Client	2.58	0.01
#11 Shuttle	265.37	High Ridership	1.67	0.01
#11 Shuttle	265.37	Mechanical Breakdown	0.18	0.00
#11 Shuttle	265.37	Other/No reason	0.10	0.00
#11 Shuttle	265.37	Passenger Event	0.17	0.00
#11 Shuttle	265.37	Traffic Delay	0.35	0.00
#2 Ft. Worden	126.42	ADA Client	0.17	0.00
#2 Ft. Worden	126.42	High Ridership	0.52	0.00
#2 Ft. Worden	126.42	Other/No reason	0.08	0.00
#2 Ft. Worden	126.42	Traffic Delay	0.17	0.00
#3 Castle Hill	127.68	ADA Client	0.52	0.00
#3 Castle Hill	127.68	High Ridership	0.27	0.00
#6A Tri Area	104.44	ADA Client	0.33	0.00
#6A Tri Area	104.44	High Ridership	0.20	0.00
#6A Tri Area	104.44	Other/No reason	0.10	0.00
#6A Tri Area	104.44	Traffic Delay	0.30	0.00

<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#6B Tri Area	78.78	ADA Client	0.35	0.00
#6B Tri Area	78.78	Bicycles	0.15	0.00
#6B Tri Area	78.78	High Ridership	0.40	0.01
#6B Tri Area	78.78	Other/No reason	0.08	0.00
#6B Tri Area	78.78	Traffic Delay	0.17	0.00
#7 Poulsbo	201.02	Bridge Opening	0.85	0.00
#7 Poulsbo	201.02	High Ridership	0.25	0.00
#7 Poulsbo	201.02	Holding For Transfers	2.88	0.01
#7 Poulsbo	201.02	Mechanical Breakdown	0.50	0.00
#7 Poulsbo	201.02	Other/No reason	0.35	0.00
#7 Poulsbo	201.02	Traffic Delay	1.58	0.01
#8 Sequim	182.12	Holding For Transfers	0.92	0.01
#8 Sequim	182.12	Mechanical Breakdown	0.08	0.00
#8 Sequim	182.12	Other/No reason	0.10	0.00
#8 Sequim	182.12	Traffic Delay	0.37	0.00

Jefferson Transit Authority
Monthly Ridership Report
 April, 2017

East Jefferson

Inter-Local	Boardings per Month	Bikes Per Month	WC per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1370	58	1	180	203	8192	7.61	0.17	6.76
#6A Tri Area	1417	76	4	110	98	2509	12.88	0.56	14.53
#6B Tri Area	1329	114	1	90	74	1877	14.77	0.71	17.97
#7 Poulsbo	1837	91	2	180	188	6420	10.21	0.29	9.76
#8 Sequim	1893	130	3	220	170	6611	8.60	0.29	11.13
Total	7846	469	11	780	733	25609.00	10.81	0.40	12.03
Local	Boardings per Month	Bikes Per Month	WC per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	6480	195	29	605	257	3500	10.71	1.85	25.22
#2 Ft. Worden	1807	34	0	290	122	2059	6.23	0.88	14.84
#3 Castle Hill	1584	80	9	290	122	2581	5.46	0.61	13.00
Total	9871	309	38	1185	500	8139.50	18.28	1.11	17.69
Sub-Totals	17717	778	49	1965	1233	33748.50	5.46	0.61	13.00

West Jefferson

JTOC	1275	0	0	180	394	11870	7.08	0.11	3.24
Monthly Totals	9121	778	49	2145	1626.7	45618.5	4.25	0.20	5.61

VanPool

<u>VanPool Passenger Trips</u>	<u>VanPool Miles Traveled</u>	<u>VanPool Average Riders</u>	<u>VanPool Vans in Service</u>
984	6698	6.8	4

Dial A Ride

Boardings

<u>Client</u>	<u>PCA</u>	<u>Other</u>	<u>Total</u>	<u>Per Run</u>	<u>Per Mile</u>	<u>Per Hour</u>	<u>Per Day</u>	<u>Mobility Aids</u>
940.00	74.00	21.00	1035.00	1.15	0.23	2.42	41.40	160.00

Hours

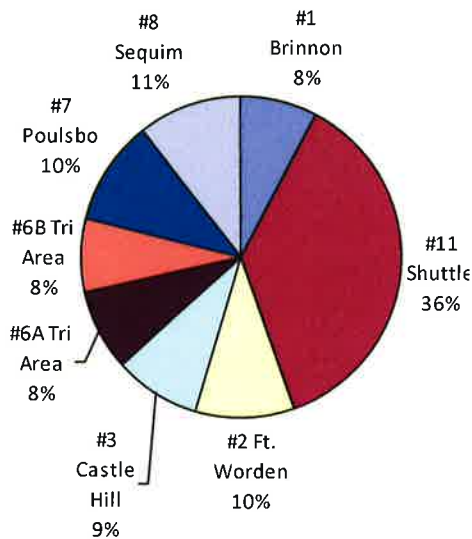
Mileage

<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>	<u>Trips</u>	<u>Service</u>	<u>Live</u>	<u>Deadhead</u>	<u>BLO</u>	<u>Total</u>
470.4	427.7	62.3	-20	532.7	902	4852	4535	689	317	5541
<u>Service Days</u>	<u>On Time Performance</u>				<u>New Applicants</u>					
25	0.00%				6					

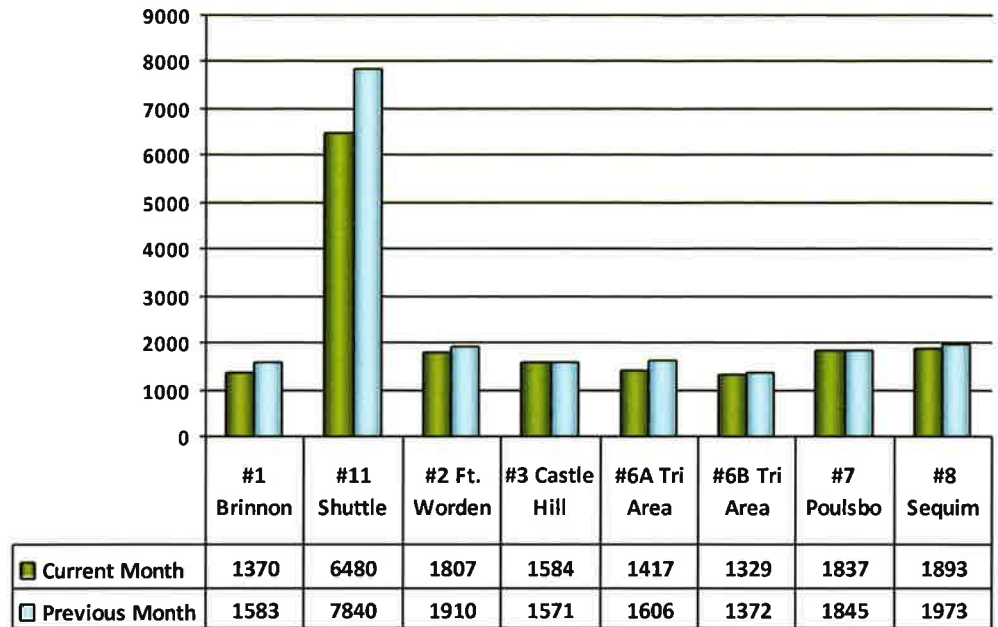
Jefferson Transit Ridership Comparison

Date Range Compared: 3/1/2017 - 3/30/2017 And 4/1/2017 - 4/30/2017

Current Month Ridership



Ridership Totals Comparison



Current Month Total Ridership: 17,717

of Service Days: 25

Average Riders per Day: 708.68

Previous Month Total Ridership: 19,700

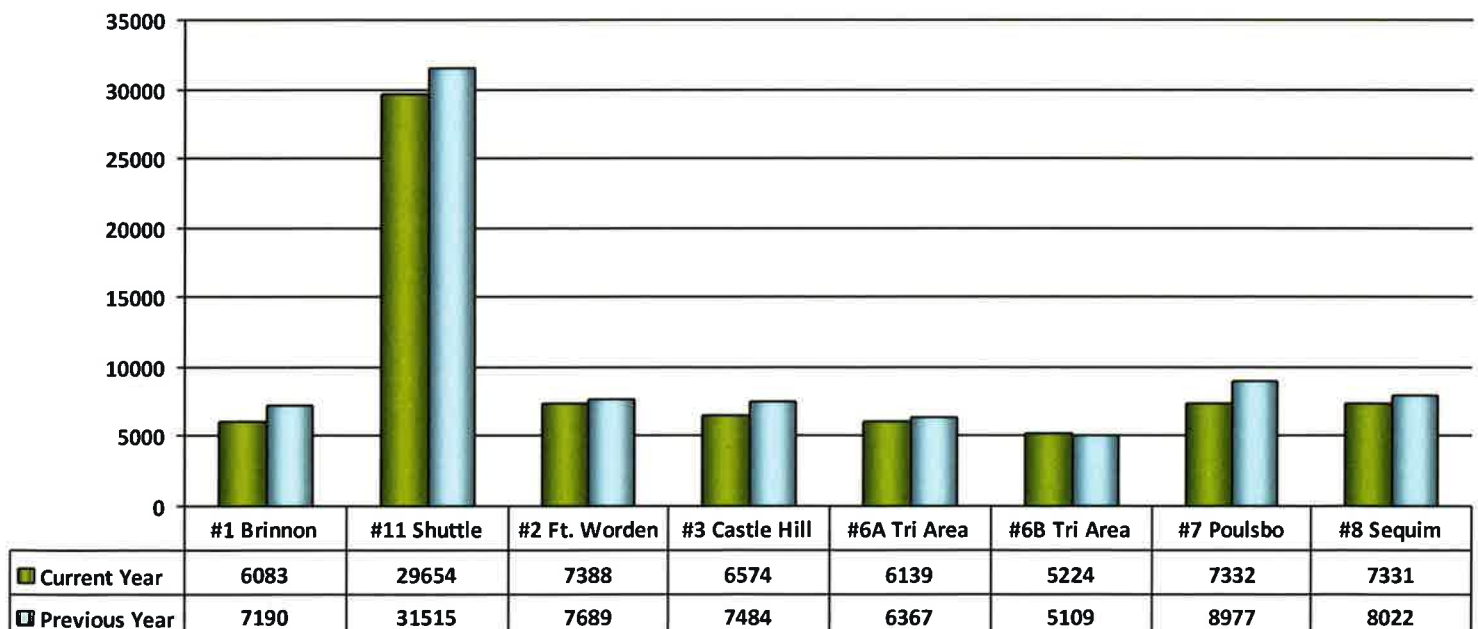
of Service Days: 26

Average Riders per Day: 757.69

Average riders per day Decrease from prior month: **-6.47%**

Years Compared: 2016 and 2017

Ridership Year to Date Totals Comparison



Current year Total Ridership 75,725

of Service Days: 103

Average Riders per Day: 735.19

Previous Year Total Ridership 82,353

of Service Days: 103

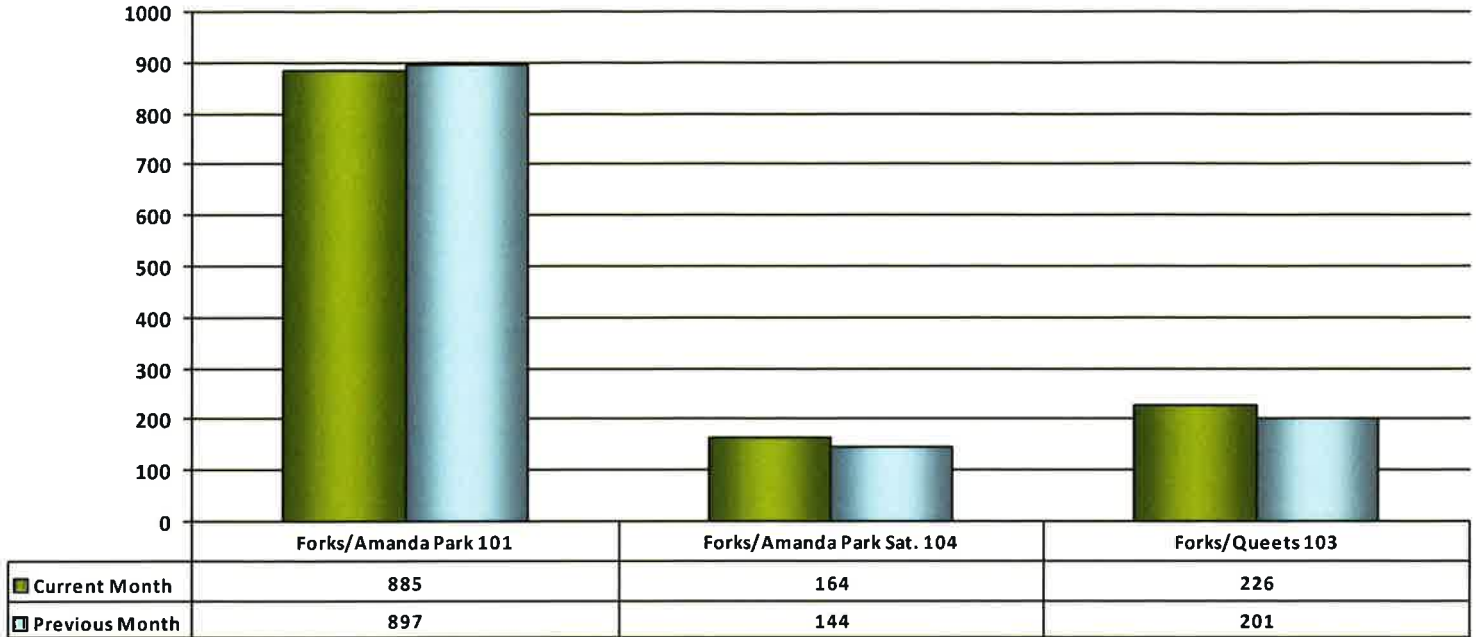
Average Riders per Day: 799.54

Average riders per day Decrease from prior year: **-8.49%**

JTOC Ridership Comparison

Date Range Compared: 3/1/2017 - 3/30/2017 And 4/1/2017 - 4/30/2017

Ridership Totals Comparison



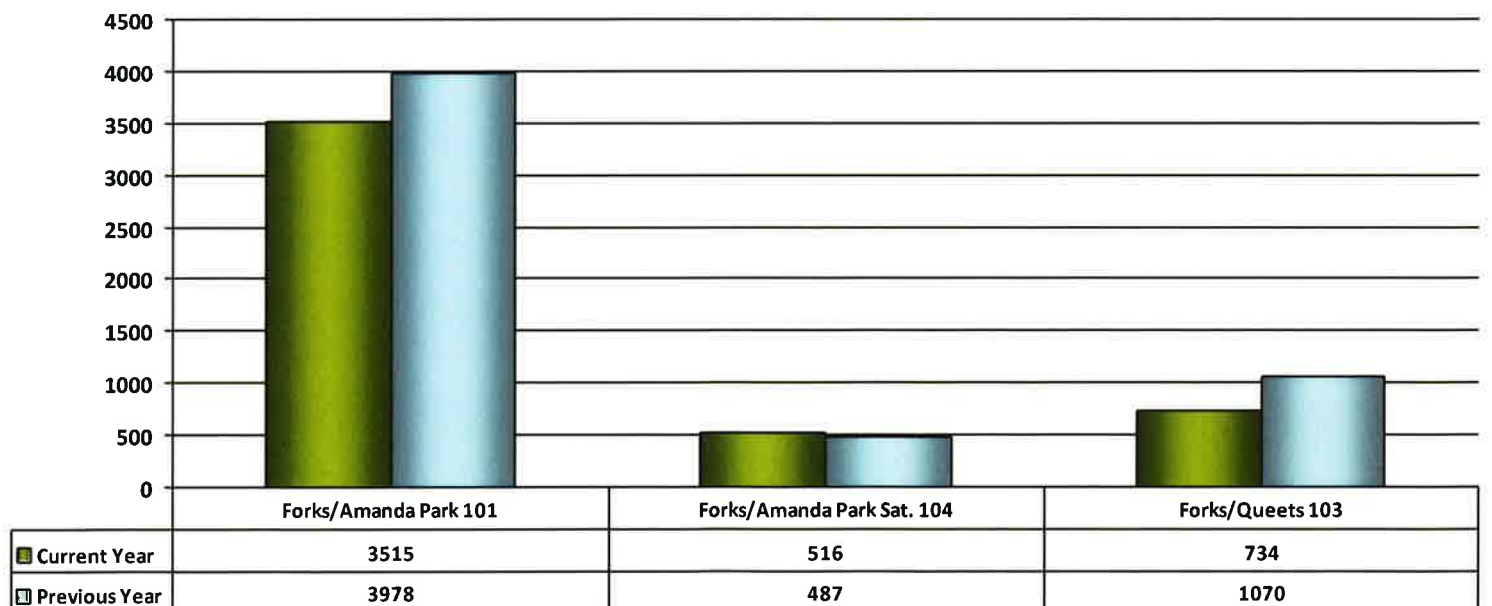
Current Month Total Ridership 1275

Previous Month Total Ridership 1242

33 passenger Increase from prior month: 2.66%

1/1/2016

Ridership Totals Year to Year Comparison



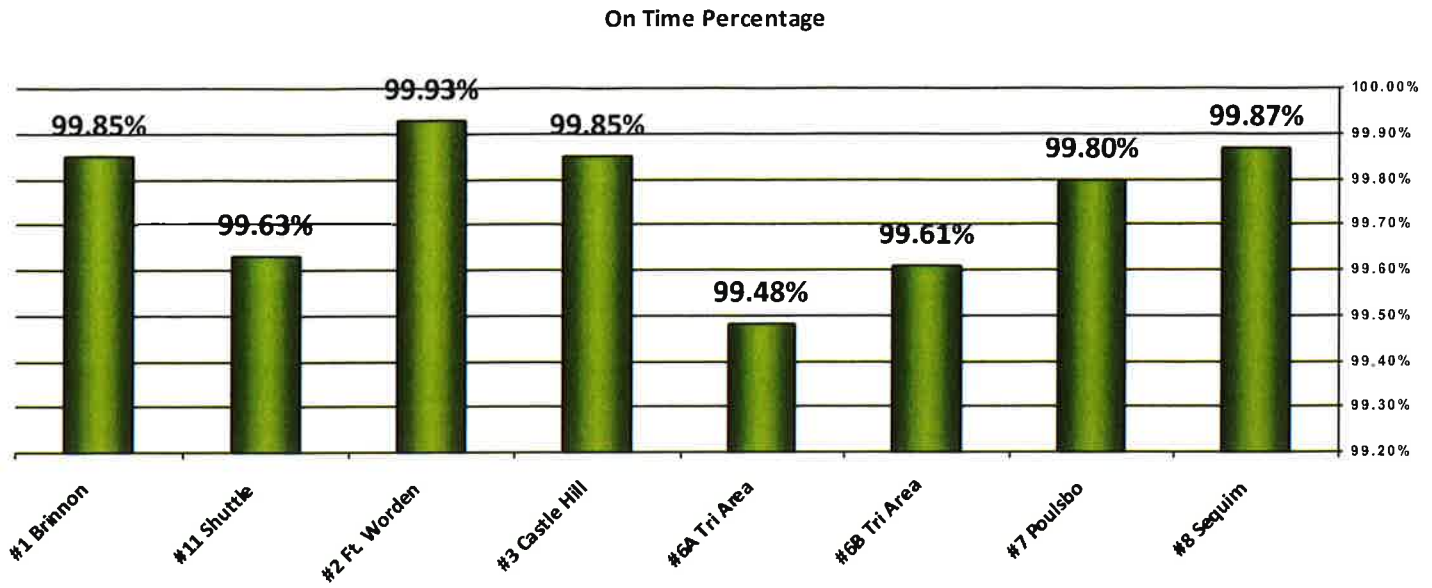
Current Year Total Ridership 4765

Previous Year Total Ridership 5535

-770 passenger Decrease from prior Year: -13.91%

Jefferson Transit On Time Compliance Report

4/1/2017 through 4/30/2017



<u>Route Name:</u>	<u>TotalServiceHours:</u>	<u>Reason</u>	<u>TotalHoursDown:</u>	<u>PercentageDown:</u>
#1 Brinnon	202.75	High Ridership	0.38	0.00
#1 Brinnon	202.75	Mechanical Breakdown	0.32	0.00
#1 Brinnon	202.75	Other/No reason	0.18	0.00
#1 Brinnon	202.75	Traffic Delay	0.33	0.00
#11 Shuttle	256.90	ADA Client	1.75	0.01
#11 Shuttle	256.90	High Ridership	1.47	0.01
#11 Shuttle	256.90	Holding For Transfers	0.17	0.00
#11 Shuttle	256.90	Traffic Delay	0.37	0.00
#2 Ft. Worden	121.80	Traffic Delay	0.08	0.00
#3 Castle Hill	121.80	ADA Client	0.17	0.00
#3 Castle Hill	121.80	Traffic Delay	0.20	0.00
#6A Tri Area	97.55	ADA Client	0.35	0.00
#6A Tri Area	97.55	High Ridership	0.25	0.00
#6A Tri Area	97.55	Traffic Delay	0.92	0.01
#6B Tri Area	73.95	ADA Client	0.13	0.00
#6B Tri Area	73.95	High Ridership	0.33	0.00
#6B Tri Area	73.95	Other/No reason	0.08	0.00
#6B Tri Area	73.95	Traffic Delay	0.60	0.01
#7 Poulsbo	188.20	Bridge Opening	0.50	0.00
#7 Poulsbo	188.20	High Ridership	0.33	0.00

Route Name: TotalServiceHours:

Reason

TotalHoursDown:

PercentageDown:

#7 Poulsbo	188.20	Holding For Transfers	0.85	0.00
#7 Poulsbo	188.20	Mechanical Breakdown	0.25	0.00
#7 Poulsbo	188.20	Passenger Event	0.10	0.00
#7 Poulsbo	188.20	Traffic Delay	0.22	0.00
#8 Sequim	170.05	ADA Client	0.20	0.00
#8 Sequim	170.05	High Ridership	0.28	0.00
#8 Sequim	170.05	Traffic Delay	0.17	0.00