



JEFFERSON TRANSIT AUTHORITY REGULAR BOARD MEETING

Tuesday, August 16, 2016 1:30 p.m.

Jefferson Transit Boardroom

63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

I. Finance Reports

- a. July 2016

II. Consent Agenda

- a. Approval of Minutes, July 19, 2016
- b. Approval of Expenses, July 2016
- c. Surplus Property Valued Under \$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. CAC Member Recruitment Update

Executive Session for discussion regarding litigation per RCW 42.30.110 (1) (i)

IV. New Business

- a. **Resolution 16-10**: Transportation Development Plan (TDP) 2016-2021
- b. **Resolution 16-11**: State Transportation Improvement Plan (STIP) 2016-2021
- c. **Resolution 16-12**: Authorization for the General Manager to enter into a contract with Williams Kastner

V. Reports

- a. General Manager's 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

August 11, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: July 2016 Financial Report

The budget tracking percentage for July is 58.33%.

Sales Tax Analysis Reports –

- Sales tax for May 2016 was 22% higher than received for May 2015. Cumulatively, JTA is up 17% compared to 2015.

Revenue Report –

- East side farebox and JTOC (west side service) farebox are tracking above budget, DAR is now tracking on budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – Overall - JTA is tracking 8.33% below budget as of July 2016

- **Labor** – Fixed route and DAR overtime is over budget, July was particularly bad for overtime because the newly hired operators were being trained and we filled vacation bids.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** – All trending at or below budget.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for cleaning supplies.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Casualty and Liability Costs** – Trending below budget
- **Taxes** – Trending below budget
- **Miscellaneous**
 - Safety Program – Timing - Purchased LED headlights for buses, partial reimbursement from WSTIP grant.
 - Training is over budget due to timing.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in July: TCF Architecture



July 2016 Financial Summary

Budget Tracking Figure: 58.33%

1. Operational Expenses:	\$332,038.66
Operational Revenues:	\$15,913.49
Non-Operational Income:	\$536,207.91
Capital Expenses:	\$196.99
Capital Income:	\$0.00

2. Sales Tax Received 7/31/2016 for May 2016:	\$358,635.90
Sales Tax Received 7/31/2015 for May 2015:	\$292,359.11

****Sales tax increased from prior year 22%****

3. Cash on Hand as of July 31, 2016*:	
Operating:	\$1,280,187.03
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.00
Capital Account:	\$241,308.24
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$43,156.36
Bond Reserve:	\$85,250.00
EFT Fund:	\$88,845.48
Travel Fund:	\$1,352.00

Total	\$4,800,246.80**
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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.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2016

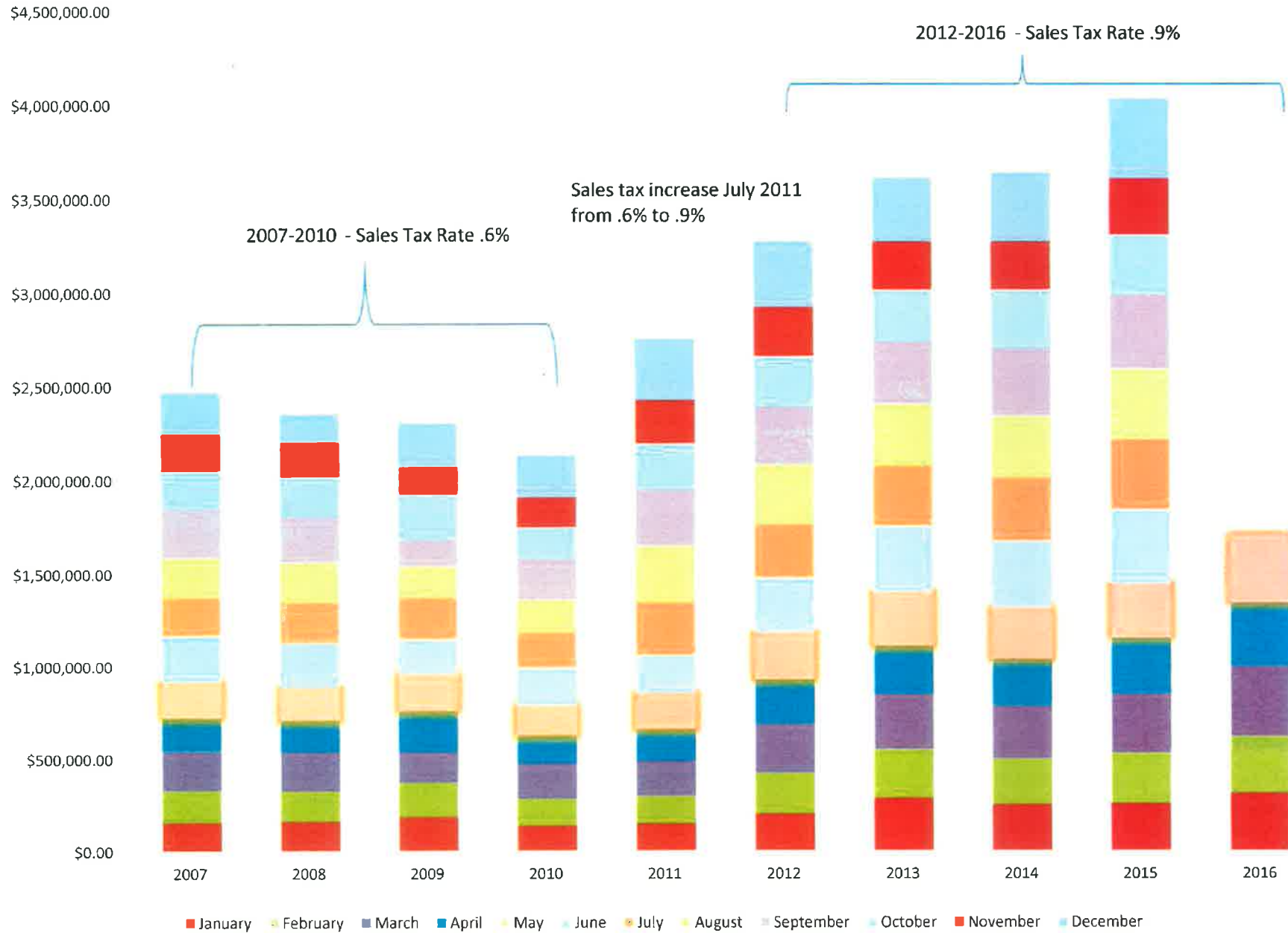
Month Received - Cash Basis (Cash Flow)

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	\$258,797.23	\$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%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,434,697.78	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$347,813.97	\$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 Accrual Actual Sales Tax Received	2016 Cumulative Accrual 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	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
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%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,704,861.67	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$340,972.33	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

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



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,498,869.74	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$352,457.52)	(\$2,229,760.42)
Non-Capital Financing Activities	\$622,058.16	\$3,244,317.23
Investing Activities	\$1,964.72	\$7,195.91
Total Operating Cash Provided/(Used)	\$271,565.36	\$1,021,752.72
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$31,725.43	\$226,066.82
Net Increase/(Decrease) Cash and Equivalent	\$303,290.79	\$1,247,819.54
CASH BALANCES - END OF PERIOD	<u>\$4,802,160.53</u>	<u>\$4,802,160.53</u>

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,913.49	\$120,826.66	\$215,600.00	56.04%
Operating Expenses				
Labor	177,552.29	1,099,329.55	1,937,683.00	56.73%
Benefits	114,615.41	748,830.73	1,538,325.00	48.68%
Services and User Fees	8,093.16	77,492.09	198,970.00	38.95%
Materials & Supplies	13,953.43	200,558.71	555,310.00	36.12%
Utilities	3,670.59	40,131.57	89,967.00	44.61%
Casualty/Liability Costs	9,880.42	69,162.94	120,000.00	57.64%
Taxes	361.26	3,347.04	8,158.00	41.03%
Miscellaneous Expenses	3,637.90	31,096.70	72,877.00	42.67%
Leases and Rentals	274.20	7,730.68	23,928.00	32.31%
Total Operating Expenses	332,038.66	2,277,680.01	4,545,218.00	50.11%
Operating Income (Loss)	(316,125.17)	(2,156,853.35)	(4,329,618.00)	49.82%
Non-Operating Revenues			594,631.00	99%
Non-Transportation Revenue	5,593.35	594,372.04	13,000.00	4,567.84%
Taxes Levied by Transit	438,813.90	2,641,938.78	3,817,621.00	69.20%
Local Grants & Contributions	3,750.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	39,539.00	277,904.57	251,579.00	110.46%
Federal Grants & Contributions	48,511.66	339,581.64	801,284.00	42.38%
Total Non-Operating Revenues	536,207.91	3,865,047.03	4,004,704.00 5482615.00	78.85% 70%
Net Income (Loss) Before Transfers In/(Out)	220,082.74	1,708,193.68	572,166.00	298.55%
Net Income/(Loss)	220,082.74	1,708,193.68	572,166.00	298.55%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,796.57	\$84,690.24	\$142,800.00	59.31%
Fixed Route Fares - West - JTOC	394.04	2,905.88	4,500.00	64.58%
Dial-a-Ride Fares (DAR)	947.88	6,300.02	10,800.00	58.33%
Vanpools	3,775.00	26,930.52	55,000.00	48.96%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,913.49	120,826.66	215,600.00	56.04%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,964.72	7,195.91	3,000.00	239.86%
Gain (Loss) on Disposition of Capital Items	3,527.32	580,831.19	580,831.00	100.00%
Other Nontransportation Revenues	101.31	6,344.94	10,800.00	58.75%
Taxes Levied Directly by Transit System - Sales & Use Tax	438,813.90	2,641,938.78	3,817,621.00	69.20%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP	2,500.00	2,500.00	2,500.00	100.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	276,772.00	248,579.00	111.34%
RTAP		1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	339,581.64	801,284.00	42.38%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	536,207.91	3,865,047.03	4,904,784.00	78.85%
TOTAL REVENUES	552,121.40	3,985,873.69	5,117,384.00	77.89%
			5,698,215.00	69.9%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2016**

	July	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$60,873.11	\$349,286.17	\$634,498.00	55.05%
Operators Overtime - Fixed Route	9,984.50	53,619.12	58,406.00	91.80%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,653.90	70,896.20	145,464.00	48.74%
Operators Overtime - Dial-a-Ride (DAR)	4,903.03	7,578.14	6,970.00	108.73%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,023.34	298,831.37	520,272.00	57.44%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,185.25	25,683.41	40,693.00	63.12%
Administration Salaries	42,929.16	293,435.14	531,380.00	55.22%
Benefits				
FICA	16,084.04	103,032.03	186,057.00	55.38%
Pension Plans (PERS)	28,712.58	139,325.54	258,449.00	53.91%
Medical Plans	33,897.65	249,843.61	565,613.00	44.17%
Dental Plans	2,759.28	20,052.25	42,235.00	47.48%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,616.22	30,928.18	71,932.00	43.00%
Holiday	6,674.80	46,306.82	87,360.00	53.01%
General Leave	20,396.48	137,521.76	262,825.00	52.32%
Other Paid Absence (Court Duty & Bereavement)	847.43	3,383.29	14,686.00	23.04%
Uniforms, Work Clothing & Tools Allowance	222.53	4,785.93	10,100.00	47.39%
Other Benefits (HRA, EAP & Wellness)	404.40	13,651.32	30,000.00	45.50%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,151.01	7,046.47	18,250.00	38.61%
Professional & Technical Services	2,225.76	36,694.66	83,530.00	43.93%
Contract Maintenance Services (IT Services)		3,187.45	5,500.00	57.95%
Security Services	142.50	879.40	5,000.00	17.59%
Vehicle Technical Services	115.01	11,415.39	38,750.00	29.46%
Property Maintenance Services	2,001.46	5,995.99	13,000.00	46.12%
Software Maintenance Fees	718.31	8,729.81	21,540.00	40.53%
Postage & Mail Meter Fees	513.28	1,709.41	3,100.00	55.14%
Drug & Alcohol Services	225.83	1,823.81	4,800.00	38.00%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	10,822.58	95,094.60	340,000.00	27.97%
Tires	2,101.65	8,916.09	35,000.00	25.47%
Lubrication	356.46	3,895.46	10,550.00	36.92%
Tools	590.38	6,242.99	10,000.00	62.43%
Vehicle Maintenance & Repair Parts	(2,506.37)	49,167.77	66,500.00	73.94%
Non-Vehicle Maintenance & Repair Parts	22.98	2,219.57	8,240.00	26.94%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		212.10	4,000.00	5.30%
Shop Supplies (Maintenance & Cleaning)	858.04	13,473.19	18,500.00	72.83%
Safety & Emergency Supplies		143.80	7,050.00	2.04%
Office Supplies	331.44	5,666.62	14,920.00	37.98%
Computer Programs & Supplies	309.22	4,480.89	7,750.00	57.82%
Printing (Photocopier, Schedules & Brochures)	959.19	10,834.27	29,450.00	36.79%
Other Materials & Supplies	107.86	211.36	2,000.00	10.57%
Utilities				
Water, Sewer & Solid Garbage	903.61	6,209.60	27,170.00	22.85%
Utilities (Electrical & Propane)		13,072.69	23,475.00	55.69%
Telephone & Internet	2,766.98	20,849.28	39,322.00	53.02%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	69,162.94	120,000.00	57.64%
Taxes				
State Taxes	328.26	2,316.33	4,408.00	52.55%
Vehicle Licensing & Registration Fees	33.00	33.00	750.00	4.40%
Other Licensing Fees & Taxes		997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2016**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$559.67	\$5,978.83	\$16,727.00	35.74%
Travel & Meetings	428.23	9,649.49	29,650.00	32.54%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)	2,500.00	4,038.53	6,500.00	62.13%
Training (Classes, Seminars & Materials)	150.00	10,303.65	14,900.00	69.15%
EE CDL and EE Physical Expense		1,087.00	4,800.00	22.65%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		17,907.50	35,755.00	50.08%
Leases and Rentals				
Transit Way & Passenger Stations	274.20	1,130.48	1,800.00	62.80%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		6,559.32	13,128.00	49.96%
TOTAL OPERATING EXPENSES	<u>332,038.66</u>	<u>2,295,587.51</u>	<u>4,580,973.00</u>	<u>50.11%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
July 2016

Current Account Status	Balance per Bank @ 7/31/16	\$ 2,030,257.88	\$ -
Balance per GL @ 6/30/16		\$ 2,001,433.60	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 28,198.11	
	Investment Interest	\$ 823.16	
	Transfers - Out (Purchases)	\$ (196.99)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 7/31/16		\$ 2,030,257.88	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -	\$ -	\$ -
	Feb-16 TCF Architecture		\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries		\$ (326.48)	\$ 326.48
	Apr-16 TCF, Pease		\$ (62,881.61)	\$ 62,881.61
	May-16 TCF		\$ (167.09)	\$ 167.09
	Jun-16 TCF, Pease		\$ (254,513.94)	\$ 254,513.94
	Jul-16 TCF		\$ (196.99)	\$ 196.99
	Ending Balance			\$ (143,175.99)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, A	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 Use tax, Monitors, Servers,	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 Use Tax, Spare PCs, Monitors	\$ 2,769.15	\$ 692.90	\$ 692.90
	Jun-16 Use tax, Shop Laptops, Monitors	\$ 1,428.34	\$ 357.08	\$ 357.08
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,261.40)

JTA Capital Reserve Account Balance \$ 2,030,257.88
JTA Appropriated Project Funds Sub-Total \$ (1,377,882.61)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 662,575.27

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,069.00

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, July 19, 2016, 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 Catharine Robinson at 1:31 p.m. Other members present were David Sullivan, Kathleen Kler and David Faber with Phil Johnson excused. A quorum was present.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Fleet and Facilities Manager Ben Arnold, Interim Operations Manager and Mobility Manager Leesa Monroe, Grants and Procurement Administrator Frank Burns, and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

John Austin commented on empty bus remarks, encouraged Board members to ride the bus, and spoke in support of reinstituting the Citizen Advisory Committee (CAC).

Brenda McMillan suggested a hiring freeze and commented on the Reserve Fund.

Burt Langsea commented on Jefferson Transit's carbon footprint.

Darrell Conder commented on educating the public.

Michael Lacrone would like to see more frequent service in town and more bus stop signs.

NEW AGENDA ITEMS

There were none.

FINANCE REPORT - Sara Crouch
Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- a. **Approval of Minutes, May 17, 2016**
- b. **Approval of Special Meeting Minutes, June 28, 2016**
- c. **Approval of Expenses, May 2016**
- d. **Approval of Expenses, June 2016**

Motion: David Faber moved to approve the July 2016 Consent Agenda. David Sullivan seconded.

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

**Public Hearing: Transit Development Plan (TDP)/
State Transportation Improvement Plan (STIP)
2016-2021**

Tammi Rubert began by explaining the TDP and STIP. The TDP/STIP is a six-year plan and annual report required by Washington State Department of Transportation (WSDOT). This plan is updated annually, and public input is appreciated.

Kathleen Kler asked if our current surveys are related to the TDP. Tammi Rubert said results from the current survey would be reported in next year's TDP.

Public Comment on TDP

Debbie Jahnke asked which trees are scheduled to be removed in Section 7 under Capital Assets, and she would also like to see more information on restrooms at the Haines Place Park & Ride.

Darrell Conder asked if there were proposed service increases in the TDP.

Tammi answered that JTA is now 82% funded in our Operational Reserves. JTA needs to be fully funded before expanding sustainable service. We are anticipating full funding by 2017 instead of 2018 as originally planned. In 2017, we will start budgeting and planning for new service using the information gathered over the next few months. Please complete the

survey so we can understand if the public would like to add new service, or see gaps filled in the frequency of existing service.

Catharine Robinson stated that the public would also have opportunities to comment on the TDP in writing, or at the August Authority Board meeting. She requested that the public complete the surveys so that JTA can gather complete information. Ms. Robinson would like to see the surveys available at many locations around the county.

Sara Crouch responded to Ms. Jahnke's question regarding which trees will be removed by stating that we are removing the trees that are causing a tripping hazard in the bus turn around because of raised tree roots in the concrete. We will attempt to move them to a different location.

The TDP Public Hearing will remain open until the August Board meeting for comments.

OLD BUSINESS

Kathleen Kler reported on the proposed dog park north of JTA's property. The new Port Director is getting up-to-date on dog park discussions.

NEW BUSINESS

- a. Resolution 16-09:** To Execute the Second Amendment to Grant GCB2069.

Sara Crouch explained the grant.

Motion: Kathleen Kler moved to approve the Second Amendment to Grant GCB2069.

David Faber seconded.

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

REPORTS

GENERAL MANAGER'S REPORT – Tammi Rubert

Please see Attachment B

Tammi Rubert reported on the following items:

- Update on new Park and Ride
- Washington State Transit Association (WSTA) Update
- Farmers Market Update
- I.T. Update

Kathleen Kler asked for an explanation of the term “adaptive transportation capacities.” Tammi explained it refers to flexibility and multi-modal transportation in corridors.

OPERATIONS AND MOBILITY REPORT – Leesa Monroe

Please see Attachment C

Leesa Monroe reported on the following items:

- New Drivers
- Pam Thompson’s retirement and nomination as Employee of the Year
- Public Outreach
- Hosting Community Transit Association Northwest Mobility Manager’s quarterly meeting on August 8th
- 2016 Needs Assessment Survey

MAINTENANCE REPORT – Ben Arnold

Please see Attachment D

Ben Arnold reported on the following items:

- Food Bank Shelters
- Stop requests at Hwy 101 Canal Tracts
- Waiting for approval for Black Point stop
- Maintenance Statistics for first six months of 2016

RIDERSHIP – Leesa Monroe

Ridership is up from May for the month of June, but down for 2016 compared to last year. JTOC has been missing the connection with Grays Harbor Transit because of chip sealing on Highway 101.

Proterra Bus Presentation

Tammi introduced Mac Burns from Proterra. He began his presentation by expressing the importance for the Board and the general public to be informed of what is on the horizon in public transportation technology. He continued by presenting Proterra, Inc. details.

David Faber asked how the efficiency of the vehicle is measured. Mr. Burns said the Department of Energy made a GREET (The Greenhouse Gases, Regulated Emissions, and Energy Use in Transportation) model that is extremely comprehensive. You are able to plug in every different kind of fuel which allows researchers and analysts to evaluate various vehicle and fuel combinations on a full fuel-cycle/vehicle-cycle basis. Sara Crouch mentioned that the Washington State Department of Transportation (WSDOT) thought an excellent point

in favor of electric bus use in Washington State was that we have the least expensive energy in the United States.

Mr. Faber asked what the difference in cost is to purchase an electric bus or a diesel bus. Mr. Burns stated that the 35-foot bus, which is in the process of being added to the state contract, lists for \$669,000. Ben Arnold added that the last quote for a diesel bus was \$420,000, but the savings with an electric bus compared to a diesel bus will pay for an electric bus in about eight to nine years.

Mr. Faber then asked if JTA had the capacity to do electric bus maintenance on site and if Proterra has ongoing maintenance costs. Mr. Burns responded that Proterra does not have prescription fees for software. Proterra does extensive maintenance and operator training up front, which is included in the sales price.

Kathleen Kler asked what the charge time is for one of their buses. Mr. Burns stated that from the point of the battery being completely empty, it would take approximately six hours for one charger; two chargers would take 3.3 hours. Ms. Kler also asked what the production and order lag time is. Mr. Burns said the order time is equal to ordering a diesel bus which is about eighteen months.

David Sullivan asked for more information on the batteries. Mr. Burns stated the batteries are lithium based. A common thought is that used batteries go to landfills. That is not what will happen in the future. Battery packs are being recycled by power companies for power overloads. Totally dead lithium batteries are recycled by being frozen in liquid nitrogen and then shredded and made into new batteries. Proterra buses have been running on their original battery pack since 2010. There is a 6 year warranty with unlimited mileage included with each purchase, but there are also 12 or 18-year extended warranties available. An extended warranty for 12 years would cost \$50,000 and 18 years would be \$100,000. Proterra anticipates the bus bodies will last more than 18 years.

Lud Becker asked what JTA's out of pocket expense will be. Sara Crouch answered that it is 15% for the No Lo Grant and 20% for the Surface Transportation Grant.

Ed Stanard asked how long an electric bus can sit in traffic at a bridge opening or accident without running out of power. Mr. Burns said Proterra's route analysis includes worst case scenario, but it depends on many different factors.

PUBLIC COMMENT

Michele Gransgaard asked about miscellaneous budget line items.

Ed Stanard would like JTA to consider charging stations for electric bicycles for the new Park & Ride.

David Faber asked if we have plans for electric vehicle charging at the Haines Place Park & Ride. Tammi Rubert answered that we do not at this time.

ADJOURNMENT

The meeting was adjourned at 3:23 p.m. The next regular meeting will be held Tuesday, August 16, 2016, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A-1

June 14, 2016

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: May 2016 Financial Report

The budget tracking percentage for May is 41.65%.

Sales Tax Analysis Reports –

- Sales tax for March 2016 was 18% higher than received for March 2015. Cumulatively, JTA is up 17% compared to 2015.

Revenue Report –

- May east side farebox and JTOC (west side service) farebox are tracking above budget, while DAR and vanpools are trailing behind budgeted figures. The vanpool budget figure was calculated on the assumption there would be 5 vanpools, one vanpool dropped out late 2015, therefore the budget figures will be off for 2016.

Expense Report – JTA is tracking 6.4% below budget as of May 2016

- **Labor** – Fixed route overtime is over budget, JTA has hired two east side and one west side operator. Overtime will continue to be a challenge for at least six more weeks during the training process and we still have summer vacation bids to fill.
- **Benefits** – Holiday is trending under budget now and the Uniforms, Work Clothing, Tool Allowance timing issue from last month has resolved as well.
- **Service and User Fees** – All trending at or under budget
- **Materials and Supplies Consumed -**
 - Tools – timing issue has resolved.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs have hit over past months.
 - Shop Supplies – primarily over budget due to restocking of supplies at the beginning of the year, will continue to monitor this line item.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is over budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing, the WSDOT conference required pre-payment this year. The conference will be held in September.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in May: IT purchases, Use tax payments, Facility Project.



May 2016 Financial Summary

Budget Tracking Figure: 41.65%

1. Operational Expenses:	\$331,285.29
Operational Revenues:	\$18,313.00
Non-Operational Income:	\$441,402.60
Capital Expenses:	\$3,628.53
Capital Income:	\$0.00
2. Sales Tax Received 5/31/2016 for March 2016:	\$379,552.66
Sales Tax Received 5/31/2015 for March 2015:	\$320,654.36
Sales tax increased from prior year 18%	
3. Cash on Hand as of May 31, 2016*:	
Operating:	\$970,769.73
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$468,061.24
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$47,521.94
Bond Reserve:	\$85,250.00
EFT Fund:	\$109,066.15
Travel Fund:	\$1,228.45
Total	\$4,742,045.70**

*"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

2016

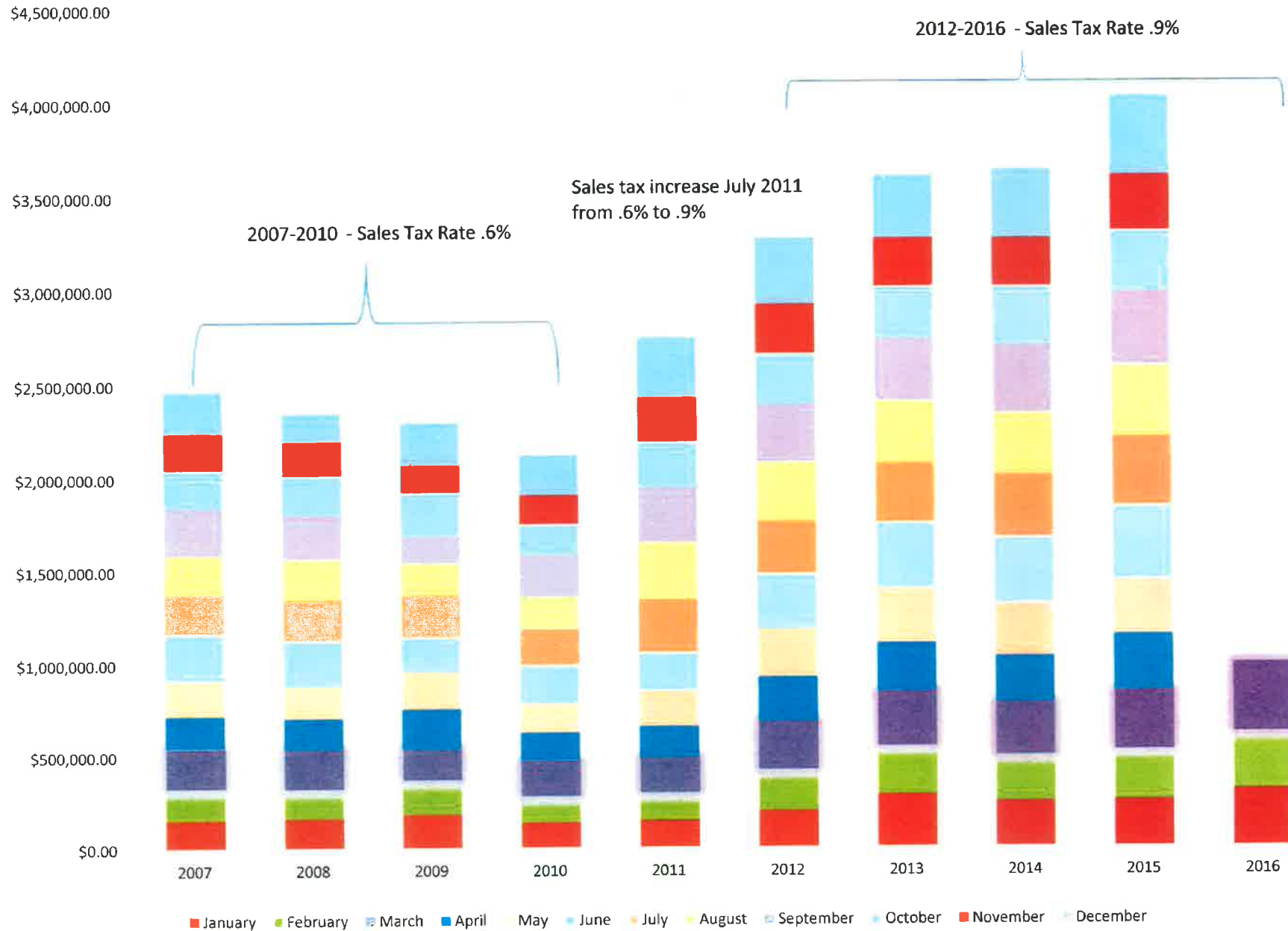
Month Received - Cash Basis (Cash Flow)

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%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,753,509.00	
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$1,734,450.97	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$346,890.19	\$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 Accrual Actual Sales Tax Received	2016 Cumulative Accrual 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%		\$302,831.80	\$253,212.12	\$258,797.23	\$308,888.00	0.00%	\$0.00	1,179,885.00	
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$374,287.05	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,004,614.86	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$334,871.62	\$332,359.79	\$304,216.72	\$301,759.65	\$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, 2016**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,375,647.22	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$275,110.39)	(\$1,538,323.45)
Non-Capital Financing Activities	\$643,778.86	\$2,273,991.10
Investing Activities	\$1,108.71	\$3,464.80
Total Operating Cash Provided/(Used)	\$369,777.18	\$739,132.45
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$1,747.90)	\$450,203.06
Net Increase/(Decrease) Cash and Equivalent	\$368,029.28	\$1,189,335.51
CASH BALANCES - END OF PERIOD	\$4,743,676.50	\$4,743,676.50

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2016**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$18,313.00	\$86,060.32	\$215,600.00	39.92%
Operating Expenses				
Labor	174,018.97	775,782.48	1,937,683.00	40.04%
Benefits	99,900.08	528,602.45	1,538,325.00	34.36%
Services and User Fees	8,579.23	59,488.78	198,970.00	29.90%
Materials & Supplies	28,204.59	142,697.20	555,310.00	25.70%
Utilities	3,530.97	29,296.90	89,967.00	32.56%
Casualty/Liability Costs	9,880.42	49,402.10	120,000.00	41.17%
Taxes	478.87	2,518.28	8,158.00	30.87%
Miscellaneous Expenses	6,371.80	23,320.84	72,877.00	32.00%
Leases and Rentals	320.36	5,125.84	23,928.00	21.42%
Total Operating Expenses	331,285.29	1,616,234.87	4,545,218.00	35.56%
Operating Income (Loss)	(312,972.29)	(1,530,174.55)	(4,329,618.00)	35.34%
Non-Operating Revenues				
Non-Transportation Revenue	1,226.18	584,267.45	13,800.00	4,233.82%
Taxes Levied by Transit	350,875.66	1,768,104.97	3,817,621.00	46.31%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	39,539.00	198,497.40	251,579.00	78.90%
Federal Grants & Contributions	48,511.66	242,558.32	801,284.00	30.27%
Total Non-Operating Revenues	441,402.50	2,799,678.14	4,901,784.00	57.12%
Net Income (Loss) Before Transfers In/(Out)	128,430.21	1,269,503.59	572,166.00	221.88%
Net Income/(Loss)	128,430.21	1,269,503.59	572,166.00	221.88%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2016**

	<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	\$13,390.16	\$60,684.91	\$142,800.00	42.50%
Fixed Route Fares - West - JTOC	338.17	1,892.14	4,500.00	42.05%
Dial-a-Ride Fares (DAR)	776.70	4,208.93	10,800.00	38.97%
Vanpools	3,807.97	19,274.34	55,000.00	35.04%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	18,313.00	86,060.32	215,600.00	39.92%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,108.71	3,464.80	3,000.00	115.49%
Gain (Loss) on Disposition of Capital Items		577,303.87		0.00%
Other Nontransportation Revenues	117.47	3,498.78	10,800.00	32.40%
Taxes Levied Directly by Transit System - Sales & Use Tax	350,875.66	1,768,104.97	3,817,621.00	46.31%
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	197,694.00	248,579.00	79.53%
RTAP		803.40	3,000.00	26.78%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	242,558.32	801,284.00	30.27%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	441,402.50	2,799,678.14	4,901,784.00	57.12%
TOTAL REVENUES	459,715.50	2,885,738.46	5,117,384.00	56.39%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2016**

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,324.11	\$245,850.33	\$634,498.00	38.75%
Operators Overtime - Fixed Route	9,927.87	34,249.83	58,406.00	58.64%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,887.99	50,892.72	145,464.00	34.99%
Operators Overtime - Dial-a-Ride (DAR)	154.48	2,178.02	6,970.00	31.25%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,205.51	217,048.50	520,272.00	41.72%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,373.25	17,040.32	40,693.00	41.88%
Administration Salaries	52,145.76	208,522.76	531,380.00	39.24%
Benefits				
FICA	15,160.80	72,340.18	186,057.00	38.88%
Pension Plans (PERS)	18,727.49	91,891.79	258,449.00	35.56%
Medical Plans	36,048.41	180,914.13	565,613.00	31.99%
Dental Plans	2,905.84	14,480.86	42,235.00	34.29%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,597.13	22,023.76	71,932.00	30.62%
Holiday	214.45	31,739.67	87,360.00	36.33%
General Leave	21,384.20	98,955.42	262,825.00	37.65%
Other Paid Absence (Court Duty & Bereavement)	40.40	1,760.41	14,686.00	11.99%
Uniforms, Work Clothing & Tools Allowance	277.29	3,859.05	10,100.00	38.21%
Other Benefits (HRA, EAP & Wellness)	544.07	10,637.18	30,000.00	35.46%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,067.66	4,211.51	18,250.00	23.08%
Professional & Technical Services	4,735.63	31,323.44	83,530.00	37.50%
Contract Maintenance Services (IT Services)	400.00	1,933.95	5,500.00	35.16%
Security Services	210.00	736.90	5,000.00	14.74%
Vehicle Technical Services	115.54	8,517.42	38,750.00	21.98%
Property Maintenance Services	203.30	3,717.23	13,000.00	28.59%
Software Maintenance Fees	1,335.25	6,676.25	21,540.00	30.99%
Postage & Mail Meter Fees	286.02	1,094.23	3,100.00	35.30%
Drug & Alcohol Services	225.83	1,268.15	4,800.00	26.42%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	17,990.48	62,118.21	340,000.00	18.27%
Tires		6,814.44	35,000.00	19.47%
Lubrication	255.04	3,175.33	10,550.00	30.10%
Tools	236.46	4,129.02	10,000.00	41.29%
Vehicle Maintenance & Repair Parts	6,297.00	38,077.18	66,500.00	57.26%
Non-Vehicle Maintenance & Repair Parts	592.90	1,653.91	8,240.00	20.07%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	4.35	190.02	4,000.00	4.75%
Shop Supplies (Maintenance & Cleaning)	1,074.15	9,332.37	18,500.00	50.45%
Safety & Emergency Supplies	5.13	62.11	7,050.00	0.88%
Office Supplies	503.73	5,063.09	14,920.00	33.93%
Computer Programs & Supplies	371.07	3,232.51	7,750.00	41.71%
Printing (Photocopier, Schedules & Brochures)	874.28	8,745.51	29,450.00	29.70%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	903.61	4,392.97	27,170.00	16.17%
Utilities (Electrical & Propane)		10,238.56	23,475.00	43.61%
Telephone & Internet	2,627.36	14,665.37	39,322.00	37.30%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	49,402.10	120,000.00	41.17%
Taxes				
State Taxes	352.71	1,646.73	4,408.00	37.36%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	871.55	3,000.00	29.05%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2016**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$634.67	\$4,760.49	\$16,727.00	28.46%
Travel & Meetings	3,521.13	8,049.97	29,650.00	27.15%
Fines & Penalties	14.00	14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		1,538.53	6,500.00	23.67%
Training (Classes, Seminars & Materials)	2,100.00	8,270.65	14,900.00	55.51%
EE CDL and EE Physical Expense	102.00	662.00	4,800.00	13.79%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation		30.00	35,755.00	0.08%
Leases and Rentals				
Transit Way & Passenger Stations	279.48	712.08	1,800.00	39.56%
Service Vehicles & Equipment	40.88	40.88	9,000.00	0.45%
Other General Administration Facilities		4,372.88	13,128.00	33.31%
TOTAL OPERATING EXPENSES	<u>331,285.29</u>	<u>1,616,264.87</u>	<u>4,580,973.00</u>	<u>35.28%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
May 2016

Current Account Status	Balance per Bank @ 5/31/16	\$ 2,002,693.93	\$ -
Balance per GL @ 4/30/16		\$ 2,005,937.45	
	Transfers - In	\$ -	\$ -
	Transfers - In (Bond Financing)	\$ -	\$ -
	Debt Financing Expenses	\$ -	\$ -
	Reimbursement	\$ -	\$ -
	Investment Interest	\$ 385.01	\$ -
	Transfers - Out (Purchases)	\$ (3,628.53)	\$ -
	Transfers - Out (Bond Reserves)	\$ -	\$ -
Balance per GL @ 5/31/16		\$ 2,002,693.93	

2016 Capital Projects				
Facility		Grant Funding	JTA Funding	JTA Appropriation
	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
	Retainage still to be paid on this project, will require a budget adjustment			\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -	\$ -	\$ -
	Feb-16 TCF Architecture		\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries		\$ (326.48)	\$ 326.48
	Apr-16 TCF Pease		\$ (62,881.61)	\$ 62,881.61
	May-16 TCF		\$ (167.09)	\$ 167.09
				\$ -
	Ending Balance			\$ (397,886.92)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, I	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 Use tax, Monitors, Servers,	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 Use Tax, Spare PCs, Monitors	\$ 2,769.15	\$ 692.90	\$ 692.90
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,618.48)
JTA Capital Reserve Account Balance				\$ 2,002,693.93
JTA Appropriated Project Funds Sub-Total				\$ (1,378,039.89)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 624,654.24

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,059.00



63 4 Corners Road, Port Townsend, WA 98368

Attachment A-2

July 14, 2016

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: June 2016 Financial Report

The budget tracking percentage for June is 50%.

Sales Tax Analysis Reports –

- Sales tax for April 2016 was 12% higher than received for April 2015. Cumulatively, JTA is up 16.4% compared to 2015.

Revenue Report –

- June east side farebox and JTOC (west side service) farebox are tracking above budget, DAR is just slightly below budget, and vanpool is performing below budget. The vanpool budget figure was calculated on the assumption there would be 5 vanpools in 2016.

Expense Report – JTA is tracking 7.28% below budget as of June 2016

- **Labor** – Fixed route overtime is over budget, JTA's newly hired east side transit operators are nearly trained. Overtime will continue to be a challenge for a few more weeks during training/summer vacation bids.
- **Benefits** – All trending at or below budget.
- **Service and User Fees** –
 - Contract Maintenance Services (IT Services) is over budget due to a radio system analysis. We contracted to have the radio system evaluated due to long term reception issues.
- **Materials and Supplies Consumed -**
 - Tools – timing issues.
 - Vehicle Maintenance & Repair Parts – over budget, will continue monitor this line item, several high dollar repairs over the past months, expect it will remain over budget.
 - Shop Supplies – over budget, will continue monitoring this line item, seeing increased costs for cleaning supplies.
 - Computer Programs & Supplies – believe this is a timing issue.
- **Utilities**
 - Electrical – There is a delay in posting the current month's electrical expenses (we are waiting on the bills). This line item is on budget without the current month, and it is expected they will be significantly over budget as the year progresses due to a PUD billing error.
- **Miscellaneous**
 - Training is over budget due to timing.
- The remaining under budget figures are performing within expected parameters for the time of year.

Capital Activity –

- Capital activity in June: IT purchases, Use tax payments, Facility Project.



June 2016 Financial Summary

Budget Tracking Figure: 50.00%

1. Operational Expenses:	\$316,007.23
Operational Revenues:	\$17,722.73
Non-Operational Income:	\$435,751.98
Capital Expenses:	\$256,299.36
Capital Income:	\$0.00
2. Sales Tax Received 6/30/2016 for April 2016:	\$341,610.91
Sales Tax Received 6/30/2015 for April 2015:	\$302,831.80
Sales tax increased from prior year 12%	
3. Cash on Hand as of June 30, 2016*:	
Operating:	\$952,574.62
Operating Reserve (82% Funded):	\$950,000.00
(Minimum Funding Required \$1,150,000)	
Real Estate Funds on Hold for Bond Call	\$561,515.50
Capital Account:	\$212,286.97
Capital Reserve (24% Funded):	\$1,534,632.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$36,400.40
Bond Reserve:	\$85,250.00
EFT Fund:	\$148,676.28
Travel Fund:	\$1,352.00
Total	\$4,496,688.46**

*"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

2016

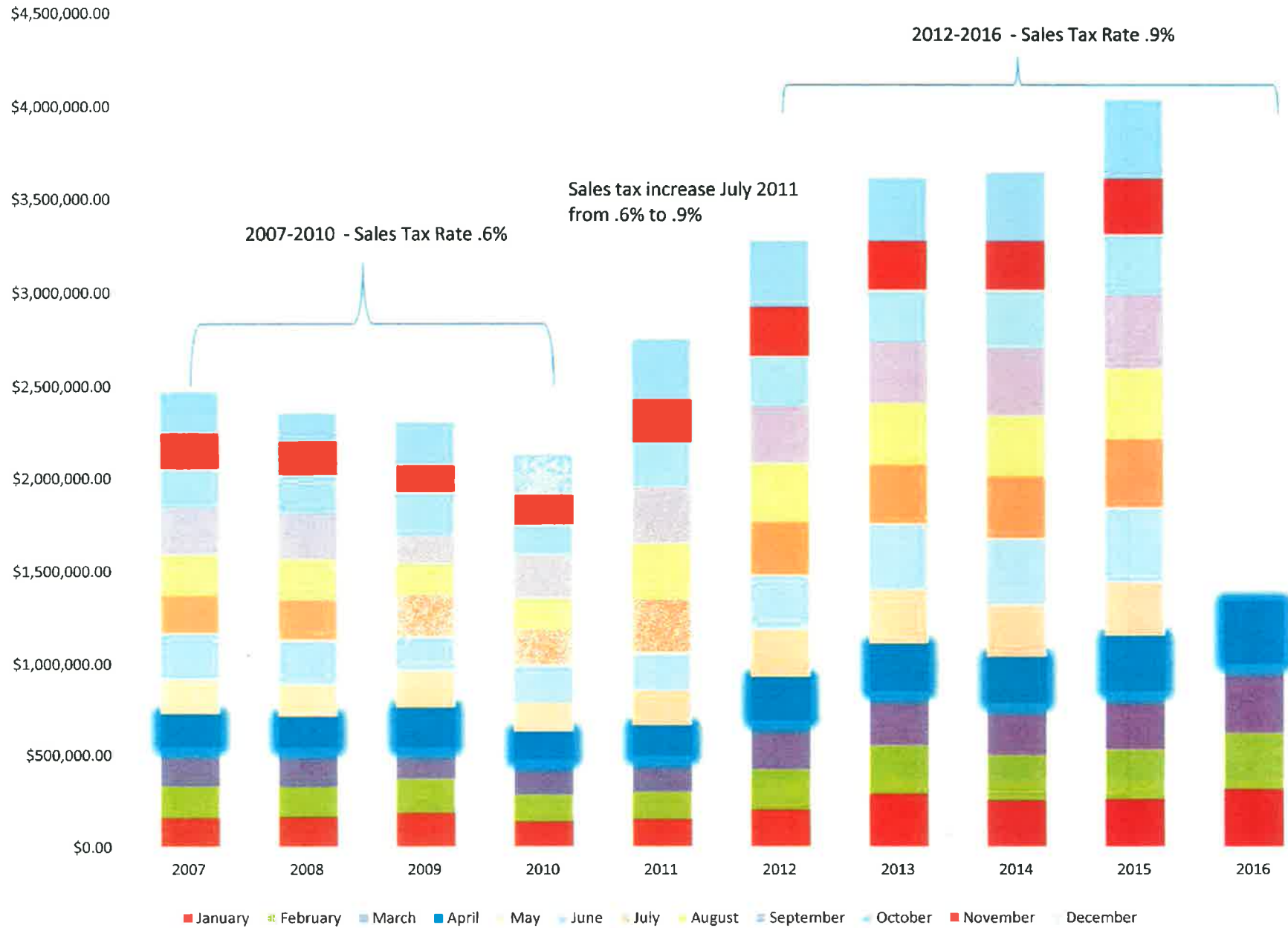
Month Received - Cash Basis (Cash Flow)

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	\$258,797.23	\$308,888.00	10.59%	\$2,076,061.88	1,753,509.00	18.39%
July	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	2,051,899.00	
August	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	2,454,196.00	
September	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,832,764.00	
October	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	3,167,980.00	
November	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	3,543,829.00	
December	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,856,320.00	
Total		\$2,076,061.88	\$3,949,274.80	\$3,620,676.50	\$3,639,307.56	\$3,856,320.00	0.00%			
Monthly Average		\$346,010.31	\$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 Accrual Actual Sales Tax Received	2016 Cumulative Accrual 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	\$258,797.23	\$308,888.00	10.59%	\$1,346,225.77	1,179,885.00	14.10%
May	0.90%		\$292,359.11	\$279,961.16	\$292,014.18	\$298,390.00	0.00%	\$0.00	1,478,275.00	
June	0.90%		\$394,409.20	\$354,351.27	\$351,405.02	\$402,297.00	0.00%	\$0.00	1,880,572.00	
July	0.90%		\$371,144.67	\$334,282.34	\$317,410.71	\$378,568.00	0.00%	\$0.00	2,259,140.00	
August	0.90%		\$377,289.26	\$328,643.28	\$331,339.51	\$335,216.00	0.00%	\$0.00	2,594,356.00	
September	0.90%		\$399,850.25	\$368,479.21	\$336,708.79	\$375,849.00	0.00%	\$0.00	2,970,205.00	
October	0.90%		\$321,318.35	\$306,363.54	\$273,339.76	\$312,491.00	0.00%	\$0.00	3,282,696.00	
November	0.90%		\$300,908.64	\$261,865.96	\$261,546.64	\$267,103.00	0.00%	\$0.00	3,549,799.00	
December	0.90%		\$374,287.05	\$344,682.23	\$344,682.23	\$381,773.00	0.00%	\$0.00	3,931,572.00	
Total		\$1,346,225.77	\$3,988,317.48	\$3,650,600.64	\$3,621,115.83	\$3,931,572.00	0.00%			
Monthly Average		\$336,556.44	\$332,359.79	\$304,216.72	\$301,759.65	\$327,631.00				

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



**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Six Months Ending June 30, 2016**

	June	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$4,744,806.62	\$3,554,340.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$341,654.29)	(\$1,878,503.21)
Non-Capital Financing Activities	\$348,267.97	\$2,622,259.07
Investing Activities	\$1,766.39	\$5,231.19
Total Operating Cash Provided/(Used)	\$8,380.07	\$748,987.05
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$254,316.95)	\$195,541.70
Net Increase/(Decrease) Cash and Equivalent	(\$245,936.88)	\$944,528.75
CASH BALANCES - END OF PERIOD	\$4,498,869.74	\$4,498,869.74

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Six Months Ending June 30, 2016**

	June	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$17,722.73	\$104,913.17	\$215,600.00	48.66%
Operating Expenses				
Labor	145,994.78	921,777.26	1,937,683.00	47.57%
Benefits	103,595.64	632,916.64	1,538,325.00	41.14%
Services and User Fees	6,452.15	68,063.56	198,970.00	34.21%
Materials & Supplies	43,098.40	186,598.87	555,310.00	33.60%
Utilities	3,863.28	34,843.28	89,967.00	38.73%
Casualty/Liability Costs	9,880.42	59,282.52	120,000.00	49.40%
Taxes	467.50	2,985.78	8,158.00	36.60%
Miscellaneous Expenses	2,710.86	26,251.70	72,877.00	36.02%
Leases and Rentals	144.20	6,363.26	23,928.00	26.59%
Total Operating Expenses	316,007.23	1,939,082.87	4,545,218.00	42.66%
Operating Income (Loss)	(298,284.50)	(1,834,169.70)	(4,329,618.00)	42.36%
Non-Operating Revenues			591,040.00	99%
Non-Transportation Revenue	4,511.24	588,778.69	43,800.00	4,266.51%
Taxes Levied by Transit	341,610.91	2,109,715.88	3,817,621.00	55.26%
Local Grants & Contributions	1,250.00	7,500.00	17,500.00	42.86%
State Grants & Contributions	39,868.17	238,365.57	251,579.00	94.75%
Federal Grants & Contributions	48,511.66	291,069.98	801,284.00	36.33%
Total Non-Operating Revenues	435,751.98	3,235,430.12	4,901,784.00	66.04% 59%
Net Income (Loss) Before Transfers In/(Out)	137,467.48	1,401,260.42	547,908.00	244.90% 121%
Net Income/(Loss)	137,467.48	1,401,260.42	572,166.00	244.90% 121%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Six Months Ending June 30, 2016**

	June	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,078.64	\$73,893.67	\$142,800.00	51.75%
Fixed Route Fares - West - JTOC	619.70	2,511.84	4,500.00	55.82%
Dial-a-Ride Fares (DAR)	1,143.21	5,352.14	10,800.00	49.56%
Vanpools	3,881.18	23,155.52	55,000.00	42.10%
Extended Service			2,500.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	17,722.73	104,913.17	215,600.00	48.66%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	1,766.39	5,231.19	3,000.00	174.37%
Gain (Loss) on Disposition of Capital Items		577,303.87		0.00% 100%
Other Nontransportation Revenues	2,744.85	6,243.63	10,800.00	57.81%
Taxes Levied Directly by Transit System - Sales & Use Tax	341,610.91	2,109,715.88	3,817,621.00	55.26%
Local Grants and Contributions				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	39,539.00	237,233.00	248,579.00	95.44%
RTAP	329.17	1,132.57	3,000.00	37.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	48,511.66	291,069.98	801,284.00	36.33%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	435,751.98	3,235,430.12	4,901,784.00	88.94% 59.04%
TOTAL REVENUES	453,474.71	3,340,343.29	5,117,384.00	86.87% 58%

75479088.00
75494688.00

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2016**

	June	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$42,562.73	\$288,413.06	\$634,498.00	45.46%
Operators Overtime - Fixed Route	9,384.79	43,634.62	58,406.00	74.71%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,349.58	60,242.30	145,464.00	41.41%
Operators Overtime - Dial-a-Ride (DAR)	497.09	2,675.11	6,970.00	38.38%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,759.53	255,808.03	520,272.00	49.17%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,457.84	20,498.16	40,693.00	50.37%
Administration Salaries	41,983.22	250,505.98	531,380.00	47.14%
Benefits				
FICA	14,607.81	86,947.99	186,057.00	46.73%
Pension Plans (PERS)	18,721.17	110,612.96	258,449.00	42.80%
Medical Plans	35,031.83	215,945.96	565,613.00	38.18%
Dental Plans	2,812.11	17,292.97	42,235.00	40.94%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,288.20	26,311.96	71,932.00	36.58%
Holiday	7,892.35	39,632.02	87,360.00	45.37%
General Leave	18,169.86	117,125.28	262,825.00	44.56%
Other Paid Absence (Court Duty & Bereavement)	775.45	2,535.86	14,686.00	17.27%
Uniforms, Work Clothing & Tools Allowance	704.35	4,563.40	10,100.00	45.18%
Other Benefits (HRA, EAP & Wellness)	592.51	11,948.24	30,000.00	39.83%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	683.95	4,895.46	18,250.00	26.82%
Professional & Technical Services	1,919.96	34,468.90	83,530.00	41.27%
Contract Maintenance Services (IT Services)	1,253.50	3,187.45	5,500.00	57.95%
Security Services		736.90	5,000.00	14.74%
Vehicle Technical Services	550.46	9,965.01	38,750.00	25.72%
Property Maintenance Services	277.30	3,994.53	13,000.00	30.73%
Software Maintenance Fees	1,335.25	8,011.50	21,540.00	37.19%
Postage & Mail Meter Fees	101.90	1,196.13	3,100.00	38.58%
Drug & Alcohol Services	329.83	1,597.98	4,800.00	33.29%
Other Services & User Fees		9.70	2,500.00	0.39%
Materials and Supplies Consumed				
Fuel	22,153.81	84,272.02	340,000.00	24.79%
Tires		6,814.44	35,000.00	19.47%
Lubrication	363.67	3,539.00	10,550.00	33.55%
Tools	1,523.59	5,852.61	10,000.00	56.53%
Vehicle Maintenance & Repair Parts	13,245.83	51,667.73	66,500.00	77.70%
Non-Vehicle Maintenance & Repair Parts	96.69	2,196.59	8,240.00	26.66%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	22.08	212.10	4,000.00	5.30%
Shop Supplies (Maintenance & Cleaning)	3,282.78	12,615.15	18,500.00	68.19%
Safety & Emergency Supplies	81.69	143.80	7,050.00	2.04%
Office Supplies	259.53	5,335.18	14,920.00	35.76%
Computer Programs & Supplies	939.16	4,171.67	7,750.00	53.83%
Printing (Photocopier, Schedules & Brochures)	1,129.57	9,875.08	29,450.00	33.53%
Other Materials & Supplies		103.50	2,000.00	5.18%
Utilities				
Water, Sewer & Solid Garbage	913.02	5,305.99	27,170.00	19.53%
Utilities (Electrical & Propane)		11,782.68	23,475.00	50.19%
Telephone & Internet	2,750.26	17,754.61	39,322.00	45.15%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	9,880.42	59,282.52	120,000.00	49.40%
Taxes				
State Taxes	341.34	1,988.07	4,408.00	45.10%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	126.16	997.71	3,000.00	33.26%

**Jefferson Transit Authority
Expense Statement
For the Six Months Ending June 30, 2016**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$658.67	\$5,419.16	\$16,727.00	32.40%
Travel & Meetings	869.19	8,919.16	29,650.00	30.08%
Fines & Penalties		14.00		0.00%
Safety Program (Rodeo & Safety Rewards)		1,538.53	6,500.00	23.67%
Training (Classes, Seminars & Materials)	978.00	9,248.65	14,900.00	62.07%
EE CDL and EE Physical Expense	205.00	1,087.00	4,800.00	22.85%
Other Miscellaneous		25.20	300.00	8.40%
Interest Expense				
Interest on Long-term Debt Obligation	17,877.50	17,907.50	35,755.00	50.08%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	856.28	1,800.00	47.57%
Service Vehicles & Equipment		40.88	9,000.00	0.45%
Other General Administration Facilities		5,466.10	13,128.00	41.64%
TOTAL OPERATING EXPENSES	<u>333,884.73</u>	<u>1,956,990.37</u>	<u>4,580,973.00</u>	<u>42.72%</u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
June 2016

Current Account Status	Balance per Bank @ 6/30/16	\$ 2,001,433.60	\$ -
Balance per GL @ 5/31/16		\$ 2,002,893.93	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 525.09	
	Transfers - Out (Purchases)	\$ (1,785.42)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 6/30/16		\$ 2,001,433.60	

2016 Capital Projects		Grant Funding	JTA Funding	JTA Appropriation
Facility	2016 Budgeted Balance	\$ -	\$ 465,648.00	\$ (465,648.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Monthly Payments		\$ -		\$ -
	Feb-16 TCF Architecture		\$ (4,385.90)	\$ 4,385.90
	Mar-16 Correctional Industries		\$ (326.48)	\$ 326.48
	Apr-16 TCF, Pease		\$ (62,881.61)	\$ 62,881.61
	May-16 TCF		\$ (167.09)	\$ 167.09
	Jun-16 TCF, Pease		\$ (254,513.94)	\$ 254,513.94
	Ending Balance			\$ (143,372.98)
Other Building and Structures		Grant Funding	JTA Funding	
PNR Lighting Upgrades	2016 Beginning Balance	\$ 12,738.00	\$ 3,184.00	\$ (3,184.00)
				\$ -
				\$ -
PNR Upgrades	2016 Beginning Balance	\$ -	\$ 120,000.00	\$ (120,000.00)
	Tree Removal & IT Upgrades		\$ (2,205.79)	\$ 2,205.79
Four Corners PNR	2016 Beginning Balance	\$ 1,040,000.00	\$ 260,000.00	\$ (260,000.00)
	Ending Balance			\$ (380,978.21)
Revenue Vehicles				
Cut-a-Way Vehicles	2016 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
2 Full-Size Buses	2016 Beginning Balance	\$ 790,000.00	\$ 123,295.00	\$ (123,295.00)
Service Vehicles				
Service Equipment	2016 Supplemental Budget			
Generator, Snorkle Lift, PL Vacuum			\$ 124,500.00	\$ (124,500.00)
	Ending Balance			\$ (124,500.00)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2016 Beginning Balance	\$ 35,727.00	\$ 8,932.00	\$ (8,932.00)
	Feb-16 Laptop	\$ 666.00	\$ 173.28	\$ 173.28
	Mar-16 Use tax, BU/Mail Archive Software, Laptops, A	\$ 10,458.00	\$ 2,614.42	\$ 2,614.42
	Apr-16 Use tax, Monitors, Servers,	\$ 13,331.66	\$ 3,332.92	\$ 3,332.92
	May-16 Use Tax, Spare PCs, Monitors	\$ 2,769.15	\$ 692.90	\$ 692.90
	Jun-16 Use tax, Shop Laptops, Monitors	\$ 1,428.34	\$ 357.08	\$ 357.08
Hand Held Radios			\$ 1,500.00	\$ (1,500.00)
Mapping Software			\$ 1,000.00	\$ (1,000.00)
New Finance/Mntce/Ops Software			\$ 150,000.00	\$ (150,000.00)
Comprehensive Plan			\$ 60,000.00	\$ (60,000.00)
	Balance			\$ (214,261.40)

JTA Capital Reserve Account Balance \$ 2,001,433.60
JTA Appropriated Project Funds Sub-Total \$ (1,377,682.61)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 623,750.99

Total 2016 Budgeted Capital Projects JTA Outlay \$ 1,387,059.00



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report

Attachment B

July 19, 2016

63 4 Corner Park and Ride Update:

On Tuesday, June 28, 2016, JTA held a special meeting authorizing the General Manager to sign an agreement with Shea, Carr & Jewell, Inc. (SCJ Alliance). The contract was approved and signed.

On Thursday, July 14, 2016, Jefferson Transit met with Jim Gibson, SCJ Alliance and Rhonda Gillogly to discuss the design of the bike building/locker, including the style, finishes and shape of building. We discussed lighting, seating and type of materials to use. JTA wants the building to have basically the same style and finishes used in the original construction of the administration/maintenance building.

Work Completed:

- Topographical Survey
- Preliminary Site Planning

Work Planned:

- Schedule
- 60% Design by next meeting/ WSDOT Approval
- Building Permitting
- Bid Documents for Construction

JTA will be researching types of Electric Vehicle charging stations needed. This project is on schedule and on budget.

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.

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

www.JeffersonTransit.com

Upcoming WSTA Board and Committee meetings:

- WSTA Officer's Call – July 15
- WSTA Officer's Call – August 19
- 40th Annual Public Transportation Conference, Wenatchee – September 18-21

Miscellaneous Items

General Manager attended the 2nd Quarter WSTA Board Meeting, SMTA, and Finance Committee Meetings in Walla Walla on June 21-23.

WSTA held a Federal Affairs Panel with representatives from Senator Patty Murray's office and Senator Maria Cantwell's office. There were also representatives from the House of Representatives.

Subject discussed:

- Long term funding for buses
- Issues with the Fast Act and the percentages required for match (60%) is creating a large challenges to agencies.
- "Buy America" issues and the cost of American made products, and the GSA which serves as the acquisition and procurement arm of the federal government, does not fit buy America for cutaways.
- Protecting our funding

WSDOT presented the 2016 Washington State Public Transportation Plan with five Goals and Strategies for supporting each goal. Brian Lagerberg, Director of Public Transportation summarized:

Thriving Communities

- Developing additional strategies for local jurisdictions and partners to reduce drive-alone vehicle trips.
- Pilot efforts to further integrate access to transit and land use in planning, environmental review and permitting.
- More clearly identify and address human services transportation needs and gaps.

Access

- Gather and use data that provides a more complete picture of public transportation performance gaps and opportunities
- Develop recommendations to overcome barriers that prevent coordination and efficiency of special needs services
- Maximize the effectiveness of park and ride lots as part of the integrated multimodal system

Adaptive Transportation Capacity

- Establish an interdisciplinary innovation center to foster and better support public transportation innovation and adaptation.
- Pilot the use of a multimodal, corridor level mobility index

Customer Experience

- Support Target Zero Plan strategies intended to reduce pedestrian and bicycle fatalities and injuries
- Provide tools and techniques to be used by transportation providers to enhance customer experience
- Support efforts to make it easier for customers to pay for transportation services and manage transportation payments, regardless of agency, organization or mode.

Transportation System Guardianship

- Develop a plan and begin implementation to increase stakeholder and public understanding of the value of public transportation
- Advance opportunities for integrated, multimodal investments
- Identify ways to help jurisdictions and public transportation providers better prepare for emergencies and disasters

Farmers' Market

Sue Jones attended the Farmers' Market on Saturday, June 18, 2016. A total of 190 visitors came to the Jefferson Transit booth. JTA had questions regarding the Summer Youth Passes, SeaTac brochures, COHO brochures and DAR applications. JTA handed out schedules and received comments such as "I'm glad you're here!" and "phenomenal service!"

IT Update

Implementing WSTIP Network Security Recommendations & the Potential

Impact: IT continues to work on improving JTA's compliance to the WSTIP recommended security standards by upgrading our Password Policy and establishing real time monitoring of all devices on the network. JTA will meet with Dave, Wright & Tremaine mid-August to discuss what resources they claim they can provide us to 'speed' our compliance. They also state WSTIP will be paying for some of these resources.

Establish a "Shadow IT" capability: After completing an informal RFQ in which two local vendors responded, Transit has selected Dailey Computer Consulting Inc. for its "Shadow IT" provider and signed a service agreement on July 13th.

The Radio Improvement Project (RIP). Jefferson Transit entered into a service agreement with GreenTree Communications. GreenTree completed a comprehensive assessment of Transit's entire radio system (including all buses and paratransit vehicles). Currently, JTA is pursuing licensing for approval to use our current licensed radio frequency at a second tower located on Mount Maynard, across from Discovery Bay, which could take several months. GreenTree believes this will fix much of the trouble Transit is currently having with its radios. The license involves Canada since we are so close, and must be resolved before moving forward with establishing a second repeater location to improve radio performance throughout the system.



63 4 Corners Road, Port Townsend, WA 98368

July 2016 Operations Manager Board Report

Attachment C

Staffing

On June 20, 2016, three drivers began training with Jefferson Transit. Two of the drivers are working at the Port Townsend base, and one is working from Forks. The driver in Forks has completed training the other two drivers will finish training this Friday.

Field Supervisor Pam Thompson retired Friday, July 15, 2016, she began her career at JT on 12/4/1997. Pam was selected by the employees to be honored at the Washington State Transportation Conference as our outstanding employee for this year. She is invited to attend the state conference in Wenatchee in September.

Upcoming Public Outreach and Special Events

Service and Training Supervisor Gary Maxfield attended the Rakers Car Show with 1967, approx. 50 participants stopped by. JT was awarded a Favorite Restoration Plaque. JT will also participate with 1967 at the Kiwanis Car Show in August.

We were asked by Voices for Veterans to return to the Stand Down this year. JT will host a booth at Stand Down on Monday, July 25. JT will also offer fare free rides to veterans and their families attending the Stand Down.

We are preparing to host our booth at the Jefferson County Fair. The sign-up sheet for volunteers is currently posted for staff. We have four hours left to fill. We've had some drivers interested in volunteering this year, one who has signed up and we have a high school student who will be working with us as part of her senior project.

On August 8th we are hosting the Community Transit Association NW Mobility Managers quarterly meeting.

We will be at the Farmers Market in September

2016 Transportation Needs Assessment Survey is now posted on our website, I encourage people to use the online website survey as it will tally the information collected.

The survey is part of our agency work plan to reach out to county residents. The surveys will be used to assess the transportation needs of the community both East and West Jefferson County, define future goals for transit, and evaluate our service models based on the feedback.

We will be encouraging participation from transit riders and non-riders. Jefferson Transit will conduct two surveys, each open to public feedback for five months.

Survey will be available at community events, public meetings, community venues, Jefferson Transit's website and distributed to employers.

To encourage participation in the survey, completed surveys will be entered for a chance to win a \$25 Visa gift card. Will have some special swag giveaways at the JC Fair for those who fill out a survey

Additionally to encourage survey participation JT will offer a free fare bus ticket in exchange for anyone bringing a complete survey good for Saturday, Sept 10 to be used during Wooden Boat.

Ridership

There have been delays between Forks and Amanda Park, due to chip sealing near Kalaloch anticipated the project will be 60 days should be finished next week. We missed the connections with Gray Harbor's Transit on four days because of slow downs and single lane traffic.



63 4 Corners Road, Port Townsend, WA 98368

JULY MAINTENANCE REPORT – Ben Arnold
Attachment D

The two shelters at the Food Bank are completed. I have also sent stop requests to Washington State Department of Transportation (WSDOT) for Highway 101 and Canal Tracts for a stop on each side of the highway there. This stop is located about 1 ½ north of Triton Cove.

WSDOT is still working on the Black Point Stop. I received an email today that they will be checking it out today.

I have statistics for you from the first six months of the year. JTA has driven 316,752 miles and have consumed 52,470 gallons of diesel fuel, and 8,330 of gasoline. These figures include East Jefferson Fire and Rescue and averages out at 6.4 miles per gallon (mpg). JTA has performed 274 services, which includes oil changes, for a sum of \$28,077 in labor and \$8,703 in parts for a total of \$36, 780. That is an average cost of \$.16 per mile for service costs.

JTA just received a fuel delivery at \$1.63 per gallon for 5% biofuel.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 8/16/2016

July 2016 Expenses

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

- Accounts Payable Vouchers #95027-95052 in the amount of \$82,962.12
- Accounts Payable Vouchers #95053-95061 in the amount of \$8,964.29
- Accounts Payable Vouchers #95062-95083 in the amount of \$15,960.75
- Accounts Payable Voucher #95084 in the amount of \$78,765.05
- Accounts Payable Vouchers #95085-95111 in the amount of \$75,050.81
- Accounts Payable Voucher #95112 in the amount of \$85,983.56
- Voided Accounts Payable Vouchers #95064 & 95071 in the amount of \$3,211.83
- EFT/Payroll Vouchers #50499/50501/50502/50513 in the amount of \$4,119.01
- EFT/Payroll Vouchers #50547/50549/50550/50560 in the amount of \$3,940.56
- EFT/Payroll Vouchers #50593/50595/50596/50606 in the amount of \$5,230.49
- EFT Voucher #170 in the amount of \$39,483.19
- EFT Payments in the amount of \$17,558.52
- Transfer from the Operations account to the Bond Payment Reserve account for the purpose of the annual bond debt service in the amount of \$6,755.96
- Transfer from the Operating account to the Operating Treasury Pool account for the purpose of gaining interest on funds for Bond Call in December 2017

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: August 16, 2016

AGENDA ITEM: Surplus Property valued under \$5,000 for Board information only

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Inventory Disposal Form

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: None

FUNDING SOURCE: N/A

REVIEWED BY:

RECOMMENDATION: Information only

**SUMMARY
STATEMENT:**

Because individual items are valued under \$5,000, this is for Board information only. JTA will be surplus items listed on the attached item list. The surplus items will be listed on the auction site two (2) times for ten (10) days. The reserve will then be lowered and items will be listed for a third ten day period. Any items remaining will then be sorted for recycle or disposal.

**RECOMMENDED
ACTION/MOTION:**

No action or motion needed.



Inventory Disposal Form

Items Up To \$5,000 Value

PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO FINANCE DEPARTMENT

Department: Finance

Employee Requesting Disposal: Sara Crouch

Supervisor Approval: Sara Crouch

Was Federal Money Used to Purchase any of these items? ☒ Yes ☐ No ☐ Unknown

General Manager Approval: Immi Rubert

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 DETERMINED BY DEPARTMENT HEAD
Canon Copier	1/2010	296	296	≈ 250 ⁰⁰	Fair	Auction

Disposal Location & Receiver Signature: _____ Disposal Date: _____

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

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

JEFFERSON TRANSIT

63 4 Corners Road
Port Townsend, WA 98368



Transit Development Plan 2016-2021 & 2015 Annual Report

Prepared by Jefferson Transit Staff
Date of Public Hearings: July 19 & August 16, 2016
Adopted on August 16, 2016
Resolution 16-10

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Section I: ORGANIZATION

Jefferson Transit Authority (JTA) is a public transportation benefit area authorized under RCW 36.57A; established in 1980 with a voter-approved 0.3% transit sales and use tax. Jefferson Transit began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Coast in January, 1995. In September of 2000, Jefferson County voters approved an additional 0.3% transit sales and use tax, for a total of 0.6%. In February of 2011, voters once again showed their support of Jefferson Transit and approved another 0.3% increase, resulting in a total of 0.9% transit sales and use tax. That brought the JTA sales tax revenue to the legislated maximum limit; generating \$0.09 of transit revenue on every \$10.00 of retail sales.

The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two appointed City of Port Townsend Council members, and one non-voting member representing the interests of the Amalgamated Transit Union #587. Board meetings are held the third Tuesday of every month.

As of December 31, 2015, Jefferson Transit employed 45 full-time employees, with a head count of 45 people plus one temporary employee. Details for these statistics are shown on the table below. As of July 2015, there are 45 permanent employees and 3 temporary employees.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	14	13.82
Operations Dial-a-ride	4	3.58
Operations Jefferson Transit Olympic Connection	2	2.46
Jefferson Transit Olympic Connection Supervisor	1	0.52
Dispatch, Customer Service, Field Supervisor	7	6.62
Vehicle Maintenance	4	4.00
Non-Vehicle Maintenance	4	3.48
Operations & Maintenance Management	2	2.00
General	4	3.83
General Management	3	3.00
Total	45	43.31
ATU 587 Represented Staff (from above list)	31	
Non Represented Staff (from above list)	14	

Section II: PHYSICAL PLANT

Jefferson Transit's combined administrative offices, maintenance and operations facility was located at 1615 West Sims Way in Port Townsend, Washington until June 15, 2015. On this date, JTA moved into the new facility at 63 4 Corners Road, Port Townsend, Washington. Jefferson Transit also owns and operates a 250-space Park & Ride lot and transit center located at Haines Place in Port Townsend. In December of 2014, JTA purchased the former Visitor's Center located adjacent to the Park & Ride. It was re-named the Haines Place Transit Center (HPTC) Park & Ride. JTA moved into this building on May 18th, 2015. On February 11th, 2016, JTA sold the old facility located at 1615 West Sims Way.

Jefferson Transit's west end service, Jefferson Transit Olympic Connection (JTOC), operates out of a facility leased from the Quillayute Valley School District in Forks.

Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1804 square miles of land area and is divided by the Olympic Mountain range. The Olympic National Park, Olympic National Forest, and State Land covers 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, vanpool, ride-matching, with both regional and intercity bus connections. In 2015, eight fixed-routes (including deviated fixed-routes) operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operated on Saturdays on a slightly reduced schedule. In October of 2015 Mason Transit changed their route to stop at Triton Cove and not continue on to Brinnon. JTA extended Route #1 by an additional 4.5 miles past Brinnon to meet Mason Transit at Triton Cove to ensure the Olympic Loop service continued.

Jefferson Transit operates route-deviated services south of Highway 104 in Eastern Jefferson County and between Forks and Amanda Park, on Highway 101, in Western Jefferson County Monday through Saturday.

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA $\frac{3}{4}$ mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

Fare structure for Jefferson Transit at 2015 year-end:

East Jefferson County

Day Pass

Adult Fare	\$1.50
Reduced Fare*	\$1.00
Add Out-of-County Boarding Fare of	\$1.00 to above
Out of County Pass	\$2.50

Monthly Passes

Full Fare	\$24
Reduced Fare	\$12
Monthly Commuter Pass	\$36
Monthly Reduced Fare Commuter Pass*	\$20
3-Month College Pass (must provide proof of enrollment)	\$50

Annual /Seasonal Passes

Annual Full	\$230
Annual Reduced Fare	\$115
Annual Full Fare Commuter	\$345
Annual Reduced Fare Commuter	\$192
Youth Summer Pass**	\$ 20

Dial-A-Ride

1-Way Trip	\$ 1
10 Trip Convenience Punch Card	\$10
20 Trip Convenience Punch Card	\$20

West Jefferson County (Jefferson Transit Olympic Connection)

Adult Fare 1-Way	\$0.50
Adult Fare Day Pass	\$0.75
Reduced Fare*	\$0.25
Punch Pass (convenience passes)	\$5 or \$10
Monthly Pass	\$15
Reduced Monthly Pass*	\$ 7
Youth Summer Pass**	\$20

**Reduced Fares are available for people with disabilities, youth 18 years and under, adults 60 years and older.*

***Summer Youth pass: \$20.00 (Memorial Day through Labor Day) good on Jefferson (east and west), Mason, Clallam and Grays Harbor Transit. (7-18 years)*

Note: In 2015 JTA agreed to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit.

Section IV: SERVICE CONNECTIONS

Jefferson Transit connects passengers to major hubs six days a week, Monday thru Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; Clallam Transit in Sequim; and Mason Transit at Triton Cove. The Jefferson Transit Olympic Connection, a 64 mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections passengers can get to medical specialists in the urban areas, catch a flight at SeaTac International Airport or a bus at the Seattle Greyhound terminal. Our economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria, BC; the Pacific Beaches or any of the other many scenic locations on the Olympic Peninsula.

JTA coordinates its routes to provide service to educational institutions such as the Port Townsend public schools, Chimacum High School, Quilcene High School, and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit). It also connects to the Washington State University Cooperative Extension at Port Hadlock.

Life services are also incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson County Hospital, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's HPTC Park & Ride in Port Townsend serves as a connection point for Dungeness Bus Lines and the Olympic Discovery Bicycle and Pedestrian Trail. All of Jefferson Transit fixed route vehicles are equipped with bicycle racks.

In June 2015 the 63 4 Corners Park & Ride Facility was completed.

Making Connections



Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2015

Improve mobility in small urban and rural areas. Jefferson Transit representatives interact with the public at several

community sponsored events and public meetings. Friday, June 12, 2015, the Grand Opening Ceremony for Jefferson Transit's new facility at 63 4 Corners was JTA's groundbreaking event. With all the activity involved in the celebration and relocating in 2015 Jefferson Transit was still able to represent itself at the Farmers' Market, the Port Ludlow Festival by the Bay, the Jefferson County Fair, the Port Townsend Rhododendron Parade, and the Port Townsend Wooden Boat

Festival. Information is collected at these special events including counting the number of visitors to the booths and comments from the public regarding current service and requests for future service. Customer comments received are reviewed on a regular basis.



The focus of Jefferson Transit's public outreach continues to promote transit as a transportation option to local employees and students. The "Try Transit" campaign was launched in June of 2014 and continued through 2015. Art work promoting this slogan is displayed on the back of many of the JTA buses.

Other events JTA participated in were the exhibiting of JTA's "1967" bus in the June 2015 Rakers Car Show and the August 2015 Kiwanis Car Show. A transit bus was also used at Christmas to help the Port Townsend Kiwanis collect toys for the U.S. Marine Corps Toys For Tots program.

Jefferson Transit's General Manager is currently a member of the Jefferson County Climate Action Committee, the Peninsula Regional Transportation Planning Organization, the Port Townsend Chamber of Commerce, sits on the Washington State Transit Association Board. Also, the General Manager regularly attends Sunrise Rotary.

The Mobility Coordinator is the Secretary on the DASH board and the Co-Chair of the Jefferson County Developmental Disabilities Advisory Board. The Mobility Coordinator is also a member of the Jefferson County Council for the Blind and Kiwanis International Foundation.

In 2015 Jefferson Transit accomplished the following:

- Maintained a second tier of Paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island and Cape George.
- Continued to meet EnviroStar goals.
- Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend based fleet.
- Participated in the state-wide Guest Rider program.
- Completed annual operator evaluations.
- Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Port Townsend Wooden Boat Festival, Port Townsend's Rhododendron Parade, the Port Ludlow Festival by the Bay, Farmers' Market, Rakers Car Show, Kiwanis Car Show, and the Toys for Tots program.
- Participation in an online regional ridesharing network that now covers Washington, Oregon and part of Idaho.
- Provided over 274,000 fixed route, route-deviated and paratransit passenger trips.
- Continued to work closely with the Peninsula Regional Transportation Planning Organization.
- JTA finalized the purchase of the Visitor Center building at HPTC Park & Ride at the end of December 2014. On May 1, 2015 JTA was given possession of the building. The Mobility/Outreach Manager, Customer Service and Field Supervisors were ready to serve customers on May 18th in the new HPTC Park & Ride. The grand opening was celebrated on May 22th.
- The new Maintenance and Administration was completed on June 5th, the grand opening was celebrated on June 12th, and the new facility was open for business on June 15th.
- June 23, 2015, were awarded the 2014 Safety Stars. This was awarded by The Washington State Transit Insurance Pool (WSTIP) for exemplary and consistent safety practices from 2009 to 2013.
- June 2015, new and cost effective full-color bus schedules were printed on recyclable coated paper.
- HPTC Park & Ride shelter was painted during the month of June, 2015.
- JTA joined MRSC Rosters July 1st, 2015.
- August 2015, extended Clallam Transit Interlocal Agreement for the West End Service.
- JTA agreed to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit. JTA will be reimbursement in accordance with Peninsula College Interlocal Agreement for the college student travel per academic quarter.
- Provided transportation for the Wooden Boat Festival in September, selling 1656 Tickets for Friday and Saturday.
- JTA held the annual All Staff training on November 11, 2015, which included presentations on:
 - Department of Transportation and ADA regulations on Reasonable Modification of Policies and Practices.
 - Accident Prevention: distracted driving, following distance, emergency procedures, dispatch function, and event documentation.

- The Winter Emergency Plan, new Federal Regulations regarding the ADA and CDL's; accident refreshers such as causes, emergency procedures and documentation; and driving practice on a down-sized roдео course.
- Staff first aid training on performing CPR and using AED.
- IT upgraded all computers from Windows XP to Windows 7 and installed a new VOIP Phone System in 2015.
- In 2015 IT begin steps to improve server and network reliability and to improve software security.
- Maintenance department began surplusung unused items and cleaning the old facility on 1615 W Sims Way to ready it for sale. This was completed before the sale of the facility on February 11, 2016.
- Maintenance department placed shelters at the following places in 2015:
 - The new red shelter at 63 4 Corners Park & Ride in time for the Grand Opening in June. This Shelter is 8' x 15' and has solar lighting. (The two shelters at the junction of 4 Corners and Hwy 20 were removed).
 - Two shelters were placed at the Chimacum School.
 - One shelter was placed at Grant School on Discovery Road.
 - Removed the Hospital Shelter located at 7th and Sheridan, for approximately one year, during the hospital construction project.
- Eight solar lighting kits were purchased and in 2015 were installed in these shelters:
 - Two lighting kits were placed in both shelters on Martin Road.
 - One lighting kit was placed at Quilcene across from the community center.
 - One lighting kit was placed near the Fairgrounds at Jackman St. and 49th St.
 - Three more lighting kits remain to be installed.
- JTA contracted with a new service provider in January 1st, 2015 to provide periodic safe driver testing for vanpool drivers. This conforms to WSTIP's Best Practice for Operator Training.
- JTA's website was set up to receive electronic payments thru PayPal to be in compliance to receive the new TransServe card as required for the Transportation Incentive Program for Vanpool. This program was implemented January 1st, 2016.
- JTA developed a database with on-time compliance built into the daily dispatch event log to help efficiently track fixed route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.



In 2015 JTA was awarded five main grants. JTA's application for operating assistance for East Jefferson County was the highest scoring project in the State. The following table shows the grants JTA was awarded.

Grant Source	Grant	Grant \$	JTA's Match \$
2015-2017 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,014,235	\$2,803,763
2015-2017 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$367,730	\$339,443
2015-2017 Public Transportation Consolidated Grant	JTOC Capital Grant-Two Cutaway Buses	\$275,526	\$68,882
2015-2017 Regional Mobility Grant	63 4 Corners Park & Ride	\$1,040,000	\$260,000
2015-2018 Surface Transportation Program (STP)	Two Heavy-Duty Buses	\$790,000	\$123,295
Total		\$4,487,491	\$3,595,383

Section VI: PROPOSED ACTION STRATEGIES & GOALS 2016-2021

Goals, Mission and Strategies, 2016-2021

The Washington State Department of Transportation requires that transit agencies report their progress towards accomplishing the state's public transportation objectives. These objectives are identified in *Washington State's Transportation Plan*. Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, enabling personal mobility, partnering with communities, establishing sustainable financial stability supporting economic opportunity, protecting the environment, conserving energy and protecting our investments.

Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues decrease.

Jefferson Transit's Mission is to provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

The proposed changes in this plan are action strategies that reflect upon the following state Transportation Service Objectives and Goals.

1. Preservation

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.



Preserve existing transportation service levels: Jefferson Transit made no service cuts in 2015. JTA will continue to be diligent controlling costs and finding savings.

ADA Paratransit Services: In areas that have fixed route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation service, fully compliant with the ADA requirements, for people unable to utilize the fixed route system. This service is provided within a $\frac{3}{4}$ mile boundary of the fixed route service routes.

Fully Accessible Rural Fixed Route Service: Make general public services as attractive and usable as possible for seniors and people with special needs and promote them as the preferred mobility option. Continued efforts will be made to add passenger amenities (shelters & benches) and accessibility enhancements.

Jefferson Transit will analyze fixed route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.

Jefferson Transit will continue to offer transit services to non-traditional customers via the van pool program.

Improvements to Specialized Transportation Service: Continually refine specialized transportation operating methods, using technology where appropriate, to enhance service quality, customer service and efficiency.

Jefferson Transit works closely with city and county agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, fee in lieu of, etc.) from land use development.

Preserve existing public transportation facilities and equipment

In 2016-2021 vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to seek funding and build reserves to be used for scheduled replacement or refurbishment of equipment as illustrated in Section VII, Rolling Stock. Jefferson Transit's maintenance department has an aggressive preventative maintenance program for all vehicles. This program has extended the life of our fleet, from the federal life of 12 years to far

beyond that and added millions of miles. Jefferson Transit will continue to provide preventive maintenance on its operations base and its park & ride facility, as well as replacing office and maintenance equipment to maintain industry standards.

Efforts will continue to identify and secure outside funding sources for ongoing operation of the West Jefferson fixed-route-deviated service.

2. Safety

To provide for and improve the safety and security of transportation customers and the transportation system.



Jefferson Transit had zero (0) preventable accidents from 2011 through 2013. Below is a chart of JTA's 2014 thru 2015 safety record.

Year	Chargeable Accident	Passenger Event	Employee Injury	Accident Caused By Other	Vanpool Event
2011	0	0	0	0	0
2012	0	0	0	0	0
2013	0	0	0	0	0
2014	3	3	1	3	1
2015	2	2	0	2	0

**WSTIP NAMES JEFFERSON
TRANSIT AS RECIPIENT OF THE
SAFETY STARS AWARD**



Jefferson Transit monitors all service on a daily basis to ensure the safety of passengers and employees. We participate in local and regional efforts to increase and improve security components on routes, at the HPTC Park & Ride, and at bus stop locations throughout the service area.

Jefferson Transit is working collaboratively with the local law enforcement agencies and emergency services to ensure the safety of the community.

Jefferson Transit has increased security for passenger and operators by installing camera & video surveillance equipment to the entire fleet.

3. Mobility

To improve the predictable movement of goods and people throughout Washington State.



Effective Community-based Design: Jefferson Transit provides viable connections throughout the Olympic Peninsula offering coordinated connections with Mason, Kitsap, Clallam and Grays Harbor Transit systems and the Washington State Ferries.

Improve mobility in small urban and rural areas: As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such enhancements as incremental service improvements for the Tri-Area (Port Hadlock, Irondale and Chimacum) and implementing efficiencies in all other routes

2016 is a designated year for public outreach. Jefferson Transit's target group will be everyone including millennials, low-income passenger, seniors, people without cars, commuters, veterans, tourists and seasonal riders. Jefferson Transit will continue to be actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from state, federal and private sources where possible. Collaboration occurs among federal, tribal, state, regional, local and private sector partners.

Service marketing and Public Involvement: Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continually work to increase system ridership. Jefferson Transit has also accomplished the following:

- Engage in at least five community events for educational purposes.
- Collect community feedback through Survey's, Interviews and Focus Groups. Added the ability for riders to subscribe to Rider Alert notices on the website.

- Revamped the schedules on the website for easier navigation and view-ability.
- Implemented the new Try Transit slogan, which continues.



4. Environment

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.



Jefferson Transit is excited to buy two Electric Buses and two EV Charging Stations at the New 63 4 Corners Multimodal Park & Ride!



Maintain Air Quality: Transportation services and facilities help maintain air quality by meeting air quality health standards. Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions. (Jefferson Transit currently uses a B5 (5%) Biodiesel fuel in our Port Townsend based fleet to improve air quality emissions.) Jefferson Transit has implemented policy to reduce idle time therefore reducing emissions.

Meet State Water Quality Standards: Jefferson Transit services and facilities help maintain water quality by meeting water quality standards.

Reuse and Recycle Resource Materials: Jefferson Transit services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to have been awarded a

5-star EnviroStar rating in Jefferson County. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and has incorporated green building design standards in the new maintenance / operations facility.

Congestion Relief: Jefferson Transit operates with minimal delay and continual reduction in the societal, environmental, and economic costs of congestion.

Reduce SOV Use and Implement Commute Trip Reduction Methods:

The Washington State Legislature passed the **Commute Trip Reduction (CTR)** Law in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions and keep the busiest commute routes flowing.

Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of single occupancy (SOV) vehicle use such as:

- Carpool, Vanpool, Bus, Bicycle, or Walk
- Encourage Rideshare Online
- Develop a bus mentor program to motivate new riders to try transit
- Continue to market and expand the Vanpool program
- Work with local employers to offer incentives
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use
- Continue to partner with employers, local governments and the Regional Transportation Planning Organization (RTPO) to ensure local and regional coordination of transportation plans

5. Stewardship

To continually improve the quality, effectiveness, and efficiency of the transportation system.



Jefferson Transit will continue operational and planning coordination with the region's other public transportation providers, including Washington State Department of Transportation, Clallam, Kitsap, Mason, and Grays Harbor Transit, and the Washington State Ferries.

Jefferson Transit will continue to participate in Jefferson County's transportation planning initiatives with the City of Port Townsend and Jefferson County

Integrate public transportation services into a coordinated system linked by multimodal facilities. Jefferson Transit's six-year planning horizon includes a new Park & Ride and transfer facility for connections with other transportation providers at the new Administration and Maintenance Facility located at 63 4 Corners.

6. Economic Vitality

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.



Connecting local economies: Jefferson County has the benefit of being at the hub of the Olympic Peninsula. Jefferson Transit connects with Clallam, Grays Harbor, Island, Kitsap and Mason transits. Jefferson Transit also connects with the Washington State Ferry System in Port Townsend.

Route #1 to Brinnon was extended by an additional 4.5 miles past Brinnon to meet Mason Transit at Triton Cove to ensure the Olympic Loop connections were maintained.

Jefferson transit continues to build relationships with the local transit agencies to better understand interdependent growth opportunities.

Commuter service: Job markets are vastly dispersed throughout Jefferson County, along with its residents. Many residents cannot afford self-reliant transportation or they are eager for a more efficient means to travel. Jefferson Transit supports and continues to reach out to local commuters.

Support for Tourism: Recreational travelers have convenient and inviting access to tourist destinations, including a Park & Ride facility to allow parking recreation vehicles while visiting Historic Port Townsend.

Section VII: 2016-2021 SERVICES, FACILITIES & EQUIPMENT

The proposed changes 2016-2021, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects & service requests, both capital and operational, is included in Appendix A.

Capital Projects – System Wide:

- Jefferson Transit needs an Electronic Passenger Counting System for accurate ridership numbers in order to make more informed system expansion decisions.

Jefferson Transit will hire a temporary employee to perform Ridership Surveys for the new Comprehensive plan.

- Jefferson Transit plans to hire a consultant to formulate a modern Comprehensive Plan.

Capital Assets – Other Building & Structures:

- 63 4 Corners Park & Ride bicycle storage installation for multimodal commuter service.
- Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:
 - Lighting Upgrades – replacing expensive current parking lot lights with LEDs
 - Re-surface/re-stripe parking lot.
 - Remove trees that are pulling up concrete on the side walk portion of the bus-turnaround to avoid hazards.
 - JTA is currently in the planning process of adding a public restroom at the HPTC Park & Ride if funding is available.

Capital Assets – Revenue Vehicles:

- Research and negotiation for two Full Size No-Emission Fixed route buses is almost complete.
- Based on the outcome of grant funding, future purchases of fixed route No-Emission vehicles are planned for two each year.
- 2016 includes the purchase of two Cut-A-Ways for JTOC; based on the outcome of grant funding applications, JTOC buses will be rotated/replaced on a two-year cycle.
- Similarly, based on the outcome of grant funding applications, DAR vehicles will also be replaced on a rotating schedule.

Capital Assets – Service Equipment:

- In 2016, Jefferson Transit is purchasing Back-Up Generators for 63 4 Corners Park & Ride and HPTC Park & Ride, an Articulating Lift, and a Parking Lot Vacuum Sweeper.

Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2015 are listed in Section V of this document.



Services

Expansion 2016-2021

- Explore ways to expand bicycle-rider options for using transit.
- Implement the new routing that was developed to coincide with the opening of the new facility in 2015 and continue to explore more effective bus routes.
- Contact local businesses to promote employee ridership programs.
- Continue to develop and improve the marketing plan to include online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- Develop additional funding to expand services & improvements.
 - Increase shuttle to every 15 minutes.
 - Increase frequency of commuter routes.
- Planning:
 - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
 - Explore alternate bus routes to service upper Sims Way business district in Port Townsend.
 - Continue long-range planning and develop surveys for travel plan data and to measure customer satisfaction.
 - Develop and implement vanpool marketing plan.

Facilities

Expansion 2016-2021

- Build bicycle storage at 63 4 Corners Park & Ride in order to concentrate riders along the multimodal transit line.
- Expand 63 4 Corners Road Park & Ride parking to accommodate Larry Scott Trail commuters utilizing multimodal transit services.
- Improve bus pullout areas along state, county and city right-of-ways.
- Add shelters, i-Stops, and/or bicycle lockers at the following possible locations in East Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14th, and at the Brinnon Store. In West Jefferson County at the Lower Hoh Tribal Center.
- Continue to install solar lighting in shelters.
- Improve HPTC Park & Ride facility by re-striping for parking; providing electric car plug-ins; and upgrading the shelters to improve wind and rain coverage.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.
- Continue to partner with community organizations for various activities.

- Add Park & Ride areas through public / private partnerships in the following areas:
 - Dabob Road to serve the Toandos Peninsula
 - 63 4 Corners Park & Ride bus shelter expansion
 - Highway 104 and Highway 19
 - Highway 104 and Hood Canal Bridge
 - Highway 101 in Quilcene
 - Hadlock Chimacum area, HJ Carroll Park, Chimacum Light

Equipment - Rolling Stock

Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.

This six-year plan supports maintaining existing service and expanding vanpool service. It is anticipated that vanpool expansion funding will be available at 100%, some buses and coaches will be funded at 100%, and some will require a 20% match from Jefferson Transit.

Preservation & Expansion 2016-2021

Planned Vehicle Orders	2016	2017	2018	2019	2020	2021
Replacement Large Transit Coaches	2	2	2	2	2	2
Replacement Medium-Duty Cutaways	2	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	0	2	0	4	0	2
Replacement Dial-a-Ride Vans	0	2	4	0	0	0
Replacement Vanpool Vans	0	2	2	4	2	2
Expansion Vanpool Vans	0	2	2	2	2	2

Equipment - Other than Rolling Stock

Preservation & Expansion 2016-2021

- Improve radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide auto call reservations for Dial-a-Ride, trip planning & other interactive features
- Upgrade/Expand Transit shelters on Howard Street

Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

	2015	2016	2017	2018	2019	2020	2021
Preservation							
Transit Base Preserve & Upgrade	\$0	\$60,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$0	\$0	\$120,000	\$60,000	\$80,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000
Notes		2 @ 650,000	2 @ 650,000	2 @ 650,000	2 @ 650,000	2 @ 650,000	2 @ 650,000
Medium-Duty Cutaways	\$0	\$345,000	\$345,000		\$345,000		\$345,000
Notes		2 @ 172,500	2 @ 172,500		2 @ 172,500		2 @ 172,500
DAR Cutaway Vehicles	\$0	\$0	\$180,000		\$360,000	\$0	\$180,000
Notes			2 @ 90,000		4 @ 90,000		2 @ 90,000
DAR Vans	\$0	\$0	\$90,000	\$180,000	\$0	\$0	\$0
Notes			2 @ 45,000	4 @ 45,000			
Vanpool Vans	\$0	\$0	\$56,000	\$56,000	\$112,000	\$56,000	\$56,000
Notes			2 @ 28,000	2 @ 28,000	4 @ 28,000	2 @ 28,000	2 @ 28,000
Preservation Totals	\$0	\$1,705,000	\$2,241,000	\$1,746,000	\$2,347,000	\$1,566,000	\$2,091,000
Expansion							
Passenger Amenities & Services	\$0	\$60,000	\$0	\$0	\$0	\$0	\$0
Notes							
Equipment/Service Vehicles	\$0	\$290,422	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
New Facility Design/Construction	\$2,555,957	\$765,648	\$1,000,000	\$0	\$0	\$0	\$0
Enhance HPTC Park & Ride	\$0	\$0	\$0	\$75,000	\$75,000	\$75,000	\$250,000
ITS Improvements	\$32,799	\$197,159	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$60,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$56,000	\$56,000	\$56,000	\$56,000	\$56,000
Notes			2 @ 28,000	2 @ 28,000	2 @ 28,000	2 @ 28,000	2 @ 28,000
Expansion Totals	\$2,588,756	\$1,373,229	\$1,251,000	\$326,000	\$326,000	\$326,000	\$501,000
Total Capital Expense	\$2,588,756	\$3,078,229	\$3,492,000	\$2,072,000	\$2,673,000	\$1,892,000	\$2,592,000
Anticipated Capital Grant Revenues	\$1,259,775	\$2,154,465	\$2,793,600	\$1,657,600	\$2,138,400	\$1,513,600	\$2,073,600

Section IX: OPERATING DATA

	2015	2016	2017	2018	2019	2020	2021
Fixed-Route							
Revenue Hours	15,274	15,274	15,774	15,570	15,570	15,570	15,570
Total Vehicle Hours	16,076	16,076	17,002	16,798	16,798	16,798	16,798
Revenue Miles	423,929	416,439	416,439	438,369	438,369	438,369	438,369
Total Vehicle Miles*	448,807	432,353	432,353	462,261	462,261	462,261	462,261
Passenger Trips (Plus 1%)**	245,115	247,566	250,042	252,542	255,068	257,618	260,195
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	1	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	83,449	79,767	79,767	83,968	83,968	83,968	83,968
Diesel Fuel Consumed	0	0	0	0	0	0	0
Route-Deviated							
Revenue Hours	4,746	4,746	4,746	4,746	4,746	4,746	4,746
Total Vehicle Hours	4,794	4,794	4,794	4,794	4,794	4,794	4,794
Revenue Miles	145,967	145,967	145,967	145,967	145,967	145,967	145,967
Total Vehicle Miles	150,169	150,169	150,169	150,169	150,169	150,169	150,169
Passenger Trips (Plus 1%)**	12,154	12,276	12,398	12,522	12,648	12,774	12,902
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	2,949	2,949	2,949	2,949	2,949	2,949	2,949
Biodiesel Fuel Consumed	0	0	0	0	0	0	
Diesel Fuel Consumed	13,629	13,629	13,629	13,629	13,629	13,629	13,629

* Figures for 2015-2019 reflect estimated mileage for the new facility location.

** Years 2015-2020 are estimated by yearly 1% increases based off the 2014 actual data.

~ Preliminary estimations for planned fixed-route expansion in 2018.

Operating Data continued:

	2015	2016	2017	2018	2019	2020	2021
Dial-A-Ride							
Revenue Hours**	4,674	4,721	4,768	4,816	4,864	4,912	4,962
Total Vehicle Hours**	5,630	5,686	5,743	5,801	5,859	5,917	5,976
Revenue Miles**	49,624	50,120	50,621	51,128	51,639	52,155	52,677
Total Vehicle Miles**	65,532	66,187	66,849	67,518	68,193	68,875	69,564
Passenger Trips (Plus 1%)**	12,154	12,276	12,398	12,522	12,648	12,774	12,902
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	1	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline**	2,360	2,384	2,408	2,432	2,456	2,481	2,506
Biodiesel Fuel Consumed**	3,580	3,615	3,652	3,688	3,725	3,762	3,800
Diesel Fuel Consumed	0	0	0	0	0	0	0
Vanpools***	4.5 Vans	4.0 Vans	+2 Van	+2 Van	+2 Van	+2 Van	+ 2 Van
Revenue Hours	1,761	1,800	2,667	3,556	4,444	5,333	6,222
Total Vehicle Miles	79,245	80,000	120,000	160,000	200,000	240,000	280,000
Passenger Trips	6,806	12,000	18,000	24,000	30,000	36,000	42,000
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	5,009	5,195	7,792	10,390	12,987	15,584	18,182
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0

**** Years 2016-2021 are estimated by yearly 1% increases based off the 2015 actual data.**

***** Vanpool estimates are based on adding 2 Vans per year at: Revenue Hours @ mileage driven/average speed of 45 mph, Total Vehicle Miles at 20,000 per Van, Passenger Trips at 3,000 per Van, and Gasoline at 15.4 mpg. 2017-2021 estimates are based off the 2016 estimated data.**

Section X: OPERATING REVENUES & EXPENDITURES, 2016-2021

	2015 Actual	2016 PROJ.	2017 PROJ.	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.
General Fund Revenue	\$2,119,053	\$1,663,023	\$2,609,272	\$3,601,461	\$3,837,447	\$3,717,012	\$3,588,022
Sales Tax	\$4,042,958	\$4,123,817	\$4,206,294	\$4,290,419	\$4,376,228	\$4,463,752	\$4,553,027
State Operating Grant	\$466,953	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
Local Grants & Contributions	\$19,000	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Fares	\$160,584	\$163,900	\$167,178	\$170,522	\$173,932	\$177,411	\$180,959
Federal (5311) Operating Grant	\$626,611	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500
Federal Capital Grants	\$1,259,775	\$2,154,465	\$2,793,600	\$1,657,600	\$2,138,400	\$1,513,600	\$2,073,600
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$0	\$300,000	\$740,000	\$0	\$0	\$0	\$0
Vanpool	\$44,581	\$45,000	\$50,000	\$50,000	\$70,000	\$80,000	\$90,000
Misc. Revenue	\$21,074	\$31,625	\$33,000	\$33,990	\$35,010	\$36,060	\$37,142
Sub-total	\$6,641,537	\$7,923,807	\$9,095,072	\$7,307,531	\$7,898,569	\$7,375,823	\$8,039,728
Gen Fund + Revenue Totals	\$8,760,590	\$9,586,831	\$11,704,343	\$10,908,991	\$11,736,016	\$11,092,835	\$11,627,749
Operating Expenses							
Administration	\$792,780	\$862,878	\$880,136	\$897,738	\$915,693	\$934,007	\$952,687
HPTC Park & Ride	\$253,803	\$634,308	\$653,337	\$672,937	\$693,125	\$713,919	\$735,337
Vehicle Maintenance	\$765,845	\$870,051	\$887,452	\$905,201	\$923,305	\$941,771	\$960,607
Facility Maintenance	\$206,241	\$275,083	\$280,585	\$286,196	\$291,920	\$297,759	\$303,714
General Operations/Vanpool	\$2,009,070	\$1,938,650	\$1,977,423	\$2,016,971	\$2,422,311	\$2,470,757	\$2,520,172
Operating Expenses Totals	\$4,027,739	\$4,580,970	\$4,678,932	\$4,779,045	\$5,246,355	\$5,358,213	\$5,472,517
Capital Projects							
Vehicle Replacement	\$0	\$1,645,000	\$1,915,000	\$1,480,000	\$2,005,000	\$1,300,000	\$1,825,000
Vanpool	\$0	\$0	\$112,000	\$112,000	\$168,000	\$112,000	\$112,000
New/Repl Serv. Vehicles	\$0	\$0	\$170,000	\$110,000	\$130,000	\$110,000	\$110,000
ITS Improvements	\$32,799	\$44,659	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$0	\$0	\$125,000	\$200,000	\$200,000	\$200,000	\$375,000
Misc. Capital Projects	\$0	\$622,922	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Office Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$2,555,957	\$765,648	\$1,000,000	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Totals	\$2,588,756	\$3,078,229	\$3,492,000	\$2,072,000	\$2,673,000	\$1,892,000	\$2,592,000

Operating Revenues and Expenditures continued:

	2015 Actual	2016 PROJ.	2017 PROJ.	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue (+)	\$8,760,590	\$9,586,831	\$11,704,343	\$10,908,991	\$11,736,016	\$11,092,835	\$11,627,749
Operating Expenses (-)	\$4,027,739	\$4,580,970	\$4,678,932	\$4,779,045	\$5,246,355	\$5,358,213	\$5,472,517
Capital Projects (-)	\$2,588,756	\$3,078,229	\$3,492,000	\$2,072,000	\$2,673,000	\$1,892,000	\$2,592,000
Debt Service (-)	\$81,072	\$80,755	\$80,350	\$84,900	\$84,250	\$83,000	\$81,750
Inc. to Cap. Res. (-)	\$0	\$961,369	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Inc. to Operating Res.(-)	\$400,000	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Facilities Res.(-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$0	\$1,923,764	\$698,400	\$414,400	\$534,600	\$378,400	\$518,400
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac.Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,663,023	\$2,609,272	\$3,601,461	\$3,837,447	\$3,717,012	\$3,588,022	\$3,449,883
Dedicated Capital Rep. Fund							
Beg Cap. Rep Fund	\$2,481,327	\$2,138,675	\$832,377	\$633,977	\$719,577	\$684,977	\$806,577
Capital Repl. Fund (+)	\$986,328	\$961,369	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Capital Purchase (-)	\$1,328,981	\$2,267,667	\$698,400	\$414,400	\$534,600	\$378,400	\$518,400
Year End Cap. Rep. Fund Bal.	\$2,138,675	\$832,377	\$633,977	\$719,577	\$684,977	\$806,577	\$788,177
Dedicated Facilities Rep. Fund							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$550,000	\$950,000	\$1,150,000	\$1,200,000	\$1,250,000	\$1,300,000	\$1,350,000
Annual Oper Reserve (+)	\$400,000	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$950,000	\$1,150,000	\$1,200,000	\$1,250,000	\$1,300,000	\$1,350,000	\$1,400,000
Available Operating Cash	\$4,751,698	\$4,591,648	\$5,435,437	\$5,807,024	\$5,701,988	\$5,744,598	\$5,638,060
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$547,828	\$69,472	\$60,361	\$45,365	-\$315,117	-\$328,401	-\$342,347

Six-Year Budget Assumption Information

Operating:

- Sales Tax Receipts are assumed at a conservative 2% annual growth for 2016-2021.
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.

Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- Vanpool expansion is predicated with the possibility that changes may be made statutorily allowing vanpool to be used for other programs.

Appendix List

Appendix A: Requested Services & Projects

Appendix B: Organizational Chart

Appendix C: Route Maps and Schedules

Appendix A: Requested Services & Projects

2016-2021

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Section VII: 2016-2021 SERVICES, FACILITIES & EQUIPMENT

Services

Expansion 2016-2021

The top 10 listed received the most high priority service project ratings from public & customer comments and staff:

1. Add Commuter and Connector runs, Port Townsend in-town service hours, Tri-Area mid-day runs, and Marrowstone service.
2. Implement service along Cape George Rd, Hastings, Jacob Miller Rd, and Discovery Rd.
3. Plan improved access to Senior Meals and services and expand Paratransit service beyond ADA requirements.
4. Later service in-town and in Tri-Area, expand service along Beaver Valley Road to service Park & Ride on SR 104, develop a route from West Valley Rd to Egg & I Rd, back to Center Rd, a Tri-Area loop & Back to Port Townsend.
5. General public dial-a-ride service, (a combined fixed-route and demand service to service several communities) or fixed route service to Marrowstone Island and Fort Flagler, Kala Point and Cape George service, may include weekend passenger only ferry excursion service with seasonal parameters and a competitive fee structure.
6. Kitsap County Connections: evaluate needs for connection to Kingston Ferry and Olympic College-Poulsbo campus; service for Poulsbo branch of Olympic College; and evaluate service change for transfer to Kitsap Transit to Bainbridge ferry at Olympic College. Also increase weekend services to/from Poulsbo & reinstate Sunday service if Kitsap Transit does.
7. Increase shuttle to every 15 minute instead of every 30 minutes.
8. Restore Sunday Service.
9. Review need for transit service to Jefferson County Airport.
10. Provide service to SR19/SR104 Park & Ride.

Unranked:

11. Secure funding for transportation studies to review ongoing need for contraction or expansion of service.
12. Ride Share-Actively participates in the Puget Sound Region's rideshareonline.com project and expands vanpool marketing efforts and study Flex-Car/truck feasibility.

Appendix A: Requested Services & Projects

2016-2021

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

13. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
14. Review service needs of all of East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses)
15. Plan a green bike program, providing loaner bikes for use around town.
16. Plan Jefferson Transit Pedi-Cab program.
17. Miscellaneous:
 - a. Saturday garage-sale bus
 - b. Summer express service, 3 times daily, between Fort Worden and the Park & Ride, and Fort Flagler and the Park & Ride.
 - c. Sunday morning service to help people get to early church services.
 - d. Service to upper SR20 business district in Port Townsend.
 - e. Saturday evening shuttle for monthly arts walk.
 - f. Partner with Walkable Communities group to encourage bus/pedestrian trips.
18. South County Services:
 - a. Service to the Brinnon Community Center.
 - b. Service to access the Toandos Peninsula (Dabob Road)
 - c. Service to Coyle and other remote areas. Perhaps use a van-pool type service model.
 - d. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling in to the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.
19. Jefferson Transit Olympic Connection-earlier fixed route to Lake Quinault and for summer service to Upper Hoh Road to ranger station. Summer service to trailheads.
20. Clallam County Connection- Expand service to Sequim to make transportation to Victoria easier, perhaps seasonally and/or less frequently than every day.
21. Regional Connections
 - a. Dungeness Regional transit service between Clallam and Kitsap County
 - b. Bainbridge Island or Kingston
 - c. Sequim to Poulsbo & Silverdale (direct express), perhaps one day a week.
 - d. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
 - e. Streamline transportation from Port Townsend to SeaTac airport; add an express trip once or twice a week.
22. Coordinate fixed route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.
23. Incorporate an interactive county connection master map on the website and coordinates on the brochures to help visitors and new residents better understand the county area.

Appendix A: Requested Services & Projects

2016-2021

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Facilities

Expansion 2016-2021

1. Have signage and benches at all stops
2. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
3. Park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate
4. Plan & design West Jefferson transit center, including Maintenance & shop & covered parking, partner with Clallam Transit & Jefferson County
5. Add 2 Simme Seats – (1) Hadlock & Hwy 19 across from the Glass Doctor & (2) to be determined

Equipment - Rolling Stock

Preservation & Expansion 2016-2021

Note: Heavy-duty & medium-duty buses are also referred to as large transit coaches.

1. New Buses
2. Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
3. Replace 4 ADA equipped vans (like Amerivans)
4. Replace 1 heavy-duty coach
5. Add 1 Medium-Duty Cutaway

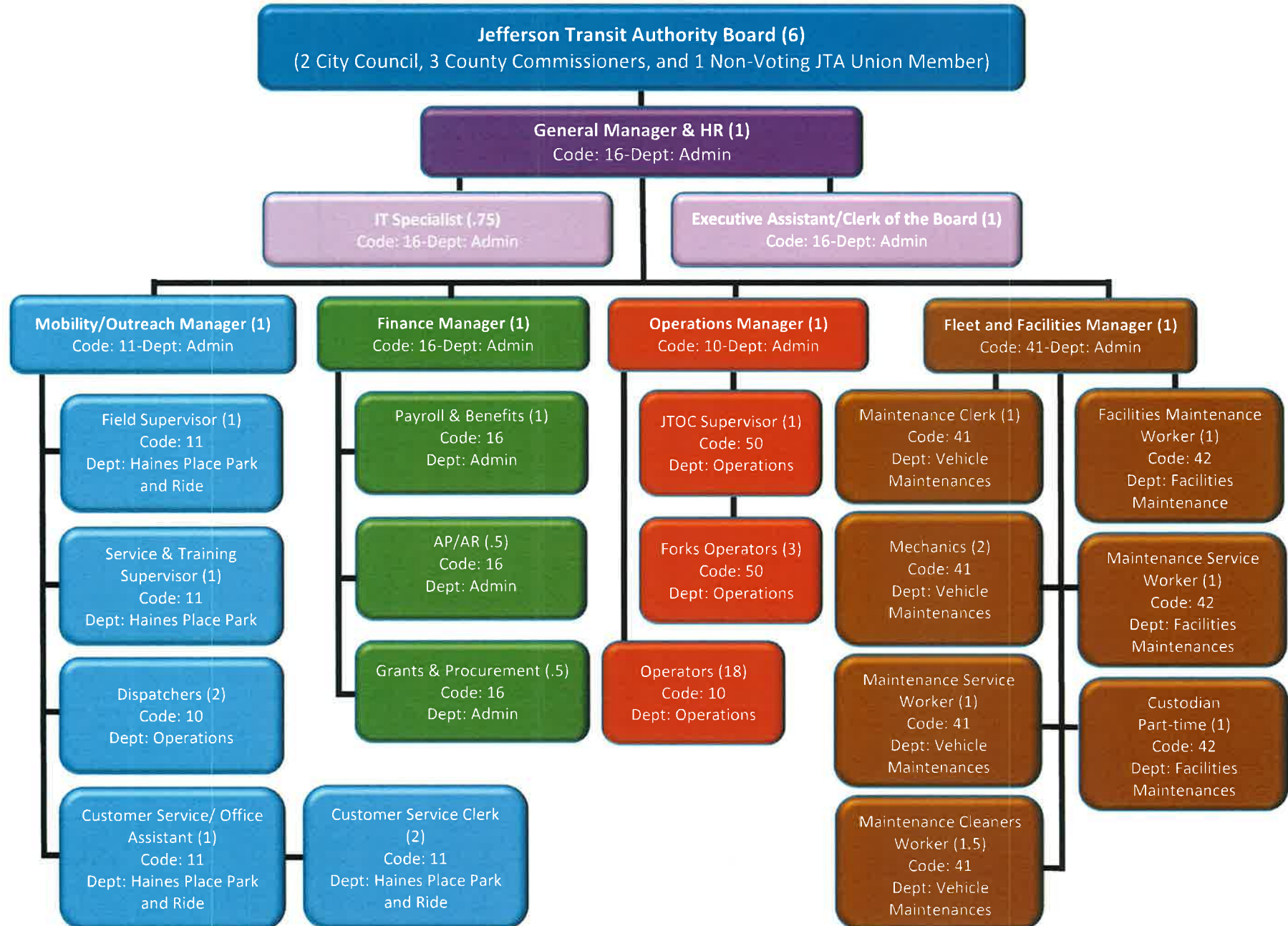
Equipment – Other than Rolling Stock

Preservation & Expansion 2016-2021

1. Replace and upgrade ridership and timecard database software
2. Upgrade fare boxes
3. Add enunciator equipment to vehicles
4. Upgrade computer software versions
5. Integrate interactive bus stops

Jefferson Transit Authority Organizational Chart 2016

Appendix B: TDP Organizational Chart





JEFFERSON TRANSIT

BUS SCHEDULE

Effective April 25, 2016



360-385-4777 • 800-371-0497

www.jeffersontransit.com

Schedule subject to change

POINTS OF INTEREST

JEFFERSON COUNTY & BEYOND

Dosewallips State Park	Route #1
Fort Worden	Route #2
Rothschild House	Route #2
Jefferson County Courthouse.....	Route #2
Haller Fountain	Route #2
Peninsula College.....	Route #2
Jefferson County Fairgrounds	Route #3
Manresa Castle	Route #3
HJ Carroll Park.....	Route #6
SeaTac Airport	Route #7*
Victoria BC	Route #8*
Northwest Maritime Center.....	Route #11
PT/Coupeville Ferry.....	Route #11
Jefferson County Historical Society Museum	Route #11
Point Hudson Marina.....	Route #11
WSU Extension.....	Route #11

*requires additional routing

SEASONAL EVENTS

Victorian Festival	March
Rhododendron Festival	May
Centrum: Fiddle, Jazz & Blues at Fort Worden	July/August
Port Townsend Film Festival	September
Wooden Boat Festival	September

Jefferson Transit's Customer Service Department

is now located at the Haines Place Transit Center
at 440 12th Street, Port Townsend, at the Park & Ride
across the street from Safeway
Open Monday through Friday 7 am to 5:15pm.

CONTENTS

ROUTE	PAGE
#1 Brinnon	6
#2 Fort Worden	8
#3 Castle Hill / Cook Avenue	10
#6 Tri Area Loop A & B	12 & 13
#7 Poulsbo.....	14
#8 Sequim.....	16
#11 Shuttle A & B.....	18
Olympic Connection-Forks.....	20
Out of County Connection Info	5
System Map.....	4
Code of Conduct.....	22
Dial-A-Ride Info.....	23
Fares & Monthly Passes	24
Lost and Found.....	3
Pet Policy	3
Non-Service Days	24

Passengers may not smoke,
consume food or drink on the bus.

Bicycles will be transported on
"space available" basis.

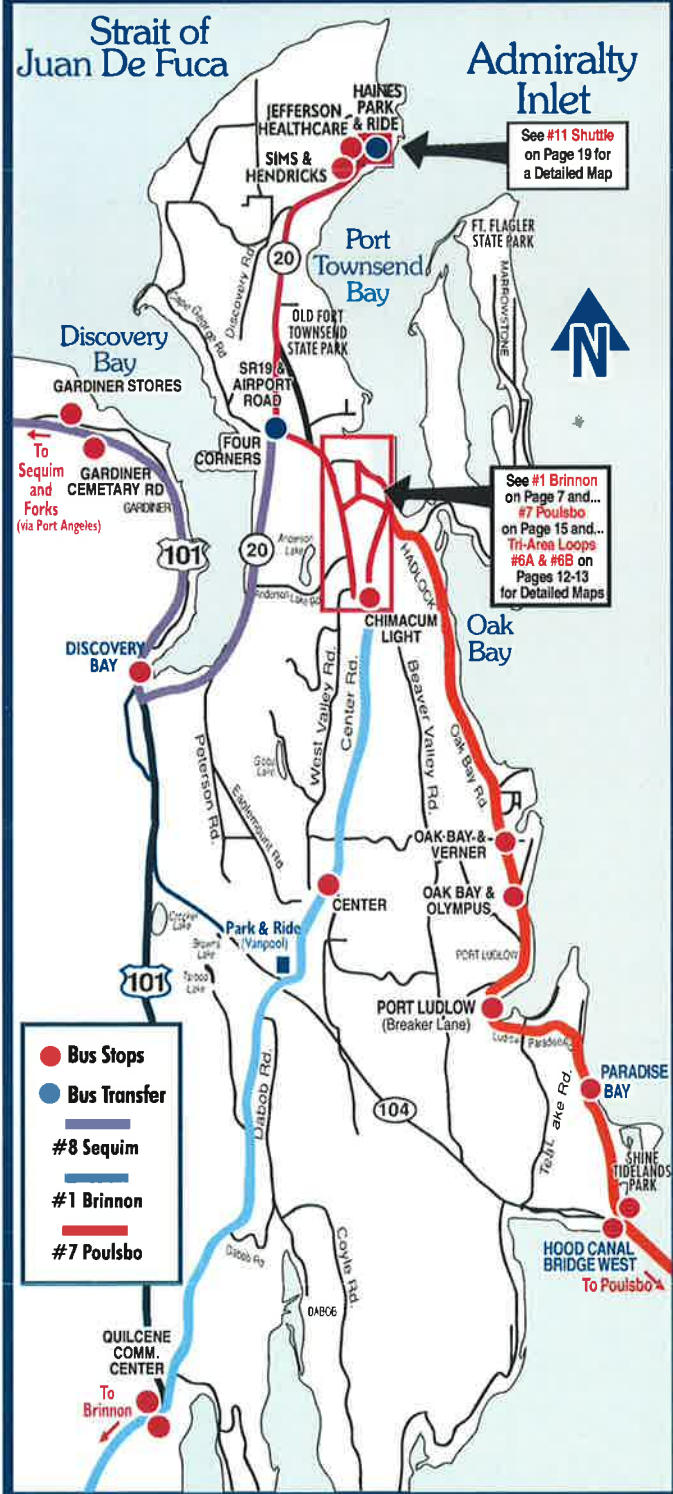
**PLEASE NOTIFY DRIVER WHEN REMOVING
A BICYCLE FROM THE CARRIER.**

LOST & FOUND: If you lose an item on a Jefferson Transit Bus,
please call our office at 385-4777.

PETS: Service animals are welcomed and allowed. All animals
must either be in container or leashed and under the owner's
control. Leashed animals must remain on the floor. When
connecting to other transit agencies, please check their policy.



Jefferson Transit System Map



Jefferson Transit Connections to Other Counties

Contact individual Transit Authorities for their schedule information.

Clallam Transit System

CLALLAM TRANSIT

1-800-858-3747
www.clallamtransit.com
 Connections (in Sequim) to Port Angeles and Forks



GRAYS HARBOR TRANSIT

1-800-562-9730
www.ghtransit.com
 Connections with West Jefferson Transit (In Amanda Park / Lake Quinalt)



ISLAND TRANSIT

1-800-240-8747
www.islandtransit.org
 Connections with Island Transit via Washington State Ferries (Port Townsend to Coupeville)



JEFFERSON TRANSIT OLYMPIC CONNECTION

1-800-371-0497
www.jeffersontransit.com
 Connections with Clallam Transit (in Forks) south to Amanda Park (Lake Quinalt)



KITSAP TRANSIT

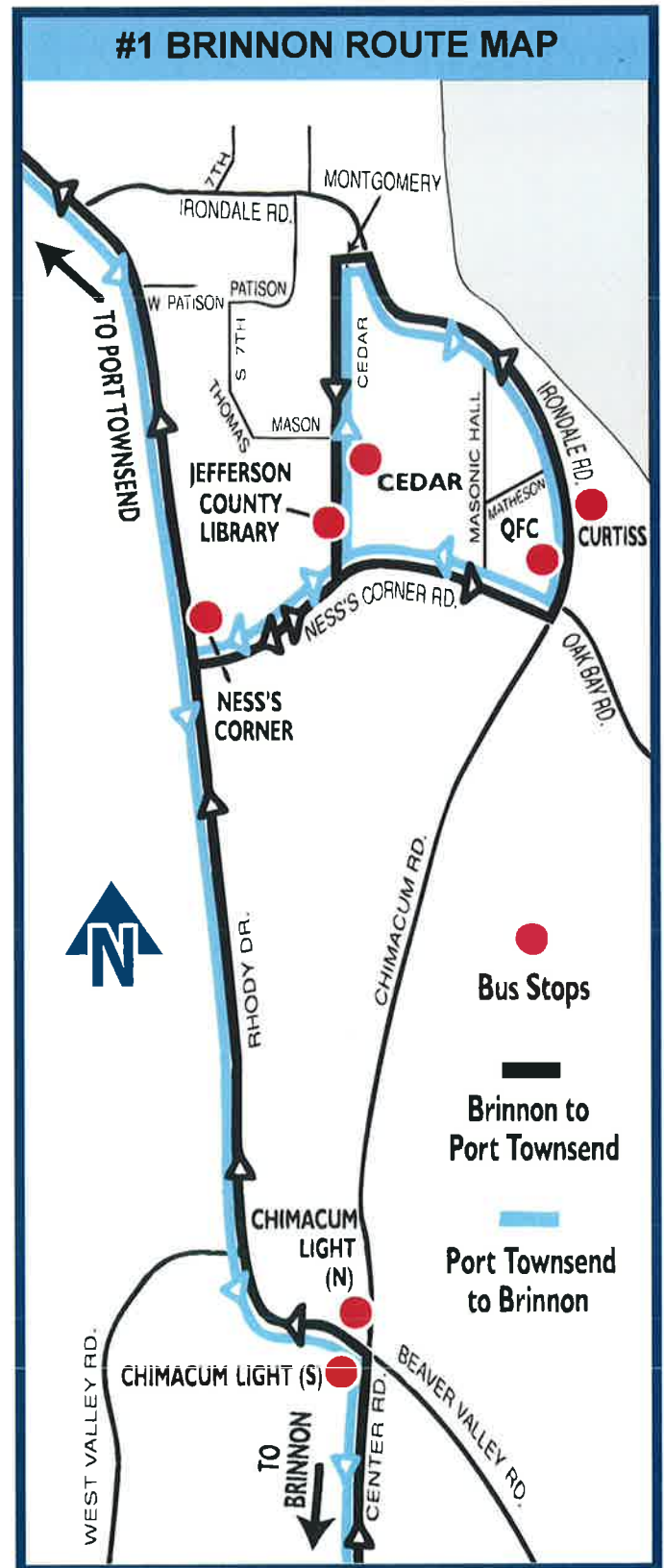
1-800-501-7433
www.kitsaptransit.com
 Connections with Kitsap Transit (In Poulsbo) to Bainbridge Island, Kingston, Kitsap Mall, Bremerton Ferry Dock, and Washington State Ferries (In Bainbridge)



MASON TRANSIT

1-800-374-3747
www.masontransit.org
 Connections with Mason Transit (In Brinnon) to Shelton and Olympia

#1 BRINNON WEEKDAY SERVICE PORT TOWNSEND TO BRINNON												
Depart Haines Pl Park & Ride	Sims & Hendricks 63 4 Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W)	Quilcene Comm Ctr	Half-Way House Restaurant	Black Point Rd Turnaround	Triton Cove			
**	**	6:10	6:16	6:18	6:24	6:31	6:46	7:01	7:08	-	AM	
7:30	7:32	*7:40	7:45	7:48	7:53	7:59	8:14	8:30	8:36	8:45		
2:00	2:02	2:12	2:20	2:23	2:32	2:38	2:53	3:09	3:14	3:24	PM	
5:40	5:42	5:50	5:56	5:59	6:04	6:10	6:25	6:41	6:47	-		
** See #7 for connections from Haines Place Park & Ride												
*Transfer point for #8 Sequim inbound, arrives 4-corners at 7:25 am												
#1 BRINNON TO PORT TOWNSEND												
Triton Cove	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E)	Chimacum Light (N)	Pt Hadlock Curtiss St	Jefferson County Library	Rhody Dr at Ness's Corner	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines Pl Park & Ride		
-	7:18	7:32	7:45	7:55	8:01	8:04	8:05	8:09	8:19	8:22	AM	
9:10	9:25	9:39	9:52	9:58	10:04	10:07	10:08	10:12	10:20	10:22		
3:25	3:40	3:54	4:06	4:12	4:18	4:21	4:23	4:27	4:37	4:40	PM	
-	7:00	7:14	7:27	7:33	7:39	7:42	7:43	7:47	7:55	7:57		
#1 BRINNON SATURDAY SERVICE PORT TOWNSEND TO BRINNON												
Park & Ride to early Uptown Downtown pick up	Depart Haines Pl Park & Ride	Sims & Hendricks 63 4 Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Chimacum Light (S)	Center (W)	Quilcene Comm Ctr	Half-Way House Restaurant	Black Point Rd Turn around	Triton Cove		
6:35	6:50	6:52	7:00	7:04	7:07	7:12	7:18	7:33	7:49	7:53	8:00	AM
-	5:25	5:27	5:35	5:39	5:42	5:47	5:53	6:08	6:24	6:28	6:35	PM
#1 BRINNON TO PORT TOWNSEND												
Triton Cove	Brinnon Store	Opposite Quilcene Comm Ctr	Center (E)	Chimacum Light (N)	Pt Hadlock Curtiss St	Jefferson County Library	Rhody Dr at Ness's Corner	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines Pl Park & Ride		
8:05	8:18	8:32	8:45	8:51	8:57	9:00	9:01	9:05	9:13	9:15	AM	
6:40	6:53	7:07	7:20	7:26	7:32	7:35	7:36	7:40*	-	-	PM	
*Transfer to #6 @7:44 for transportation beyond Four Corners												



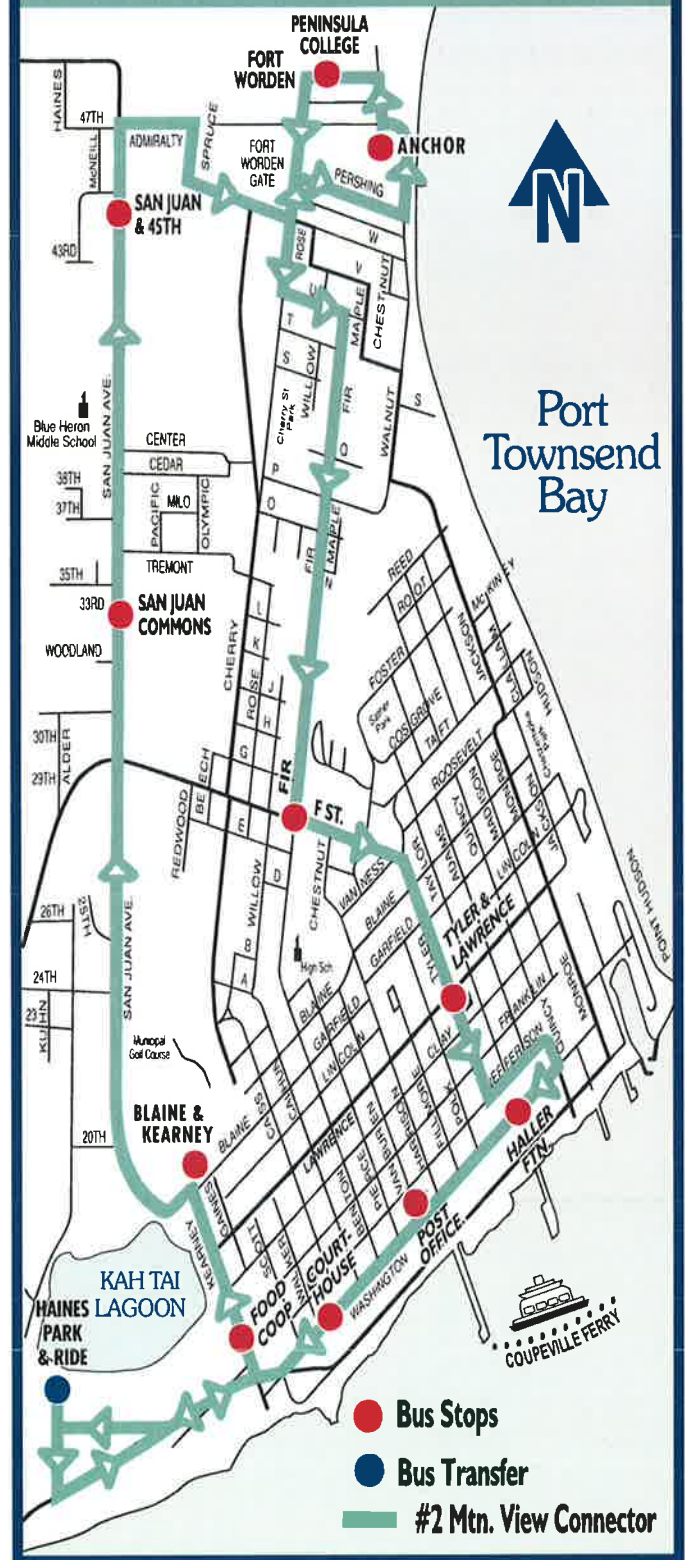
#2 FORT WORDEN - WEEKDAY SERVICE

Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride	
7:00	7:02	7:03	7:05	7:07	7:13	7:17	7:19	7:20	7:25	
8:00	8:02	8:03	8:05	8:07	8:13	8:17	8:19	8:20	8:25	
9:00	9:02	9:03	9:05	9:07	9:13	9:17	9:19	9:20	9:25	AM
10:00	10:02	10:03	10:05	10:07	10:13	10:17	10:19	10:20	10:25	
11:00	11:02	11:03	11:05	11:07	11:13	11:17	11:19	11:20	11:25	
12:00	12:02	12:03	12:05	12:07	12:13	12:17	12:19	12:20	12:25	
1:00	1:02	1:03	1:05	1:07	1:13	1:17	1:19	1:20	1:25	
2:00	2:02	2:03	2:05	2:07	2:13	2:17	2:19	2:20	2:25	
3:00	3:02	3:03	3:05	3:07	3:13	3:17	3:19	3:20	3:25	PM
4:00	4:02	4:03	4:05	4:07	4:13	4:17	4:19	4:20	4:25	
5:00	5:02	5:03	5:05	5:07	5:13	5:17	5:19	5:20	5:25	
6:00	6:02	6:03	6:05	6:07	6:13	6:17	6:19	6:20	6:25	

#2 FORT WORDEN - SATURDAY SERVICE

Depart Haines Pl Park & Ride	Food Co-op	Blaine & Kearney	San Juan Commons	San Juan & 45th	Fort Worden/ Peninsula College	Tyler & Lawrence	Haller Fountain	Post Office	Arrive Haines Pl Park & Ride	
9:00	9:02	9:03	9:05	9:07	9:13	9:17	9:19	9:20	9:25	
10:00	10:02	10:03	10:05	10:07	10:13	10:17	10:19	10:20	10:25	AM
11:00	11:02	11:03	11:05	11:07	11:13	11:17	11:19	11:20	11:25	
12:00	12:02	12:03	12:05	12:07	12:13	12:17	12:19	12:20	12:25	
1:00	1:02	1:03	1:05	1:07	1:13	1:17	1:19	1:20	1:25	
2:00	2:02	2:03	2:05	2:07	2:13	2:17	2:19	2:20	2:25	
3:00	3:02	3:03	3:05	3:07	3:13	3:17	3:19	3:20	3:25	PM
4:00	4:02	4:03	4:05	4:07	4:13	4:17	4:19	4:20	4:25	
5:00	5:02	5:03	5:05	5:07	5:13	5:17	5:19	5:20	5:25	
6:00	6:02	6:03	6:05	6:07	6:13	6:17	6:19	6:20	6:25	

#2 FORT WORDEN ROUTE MAP



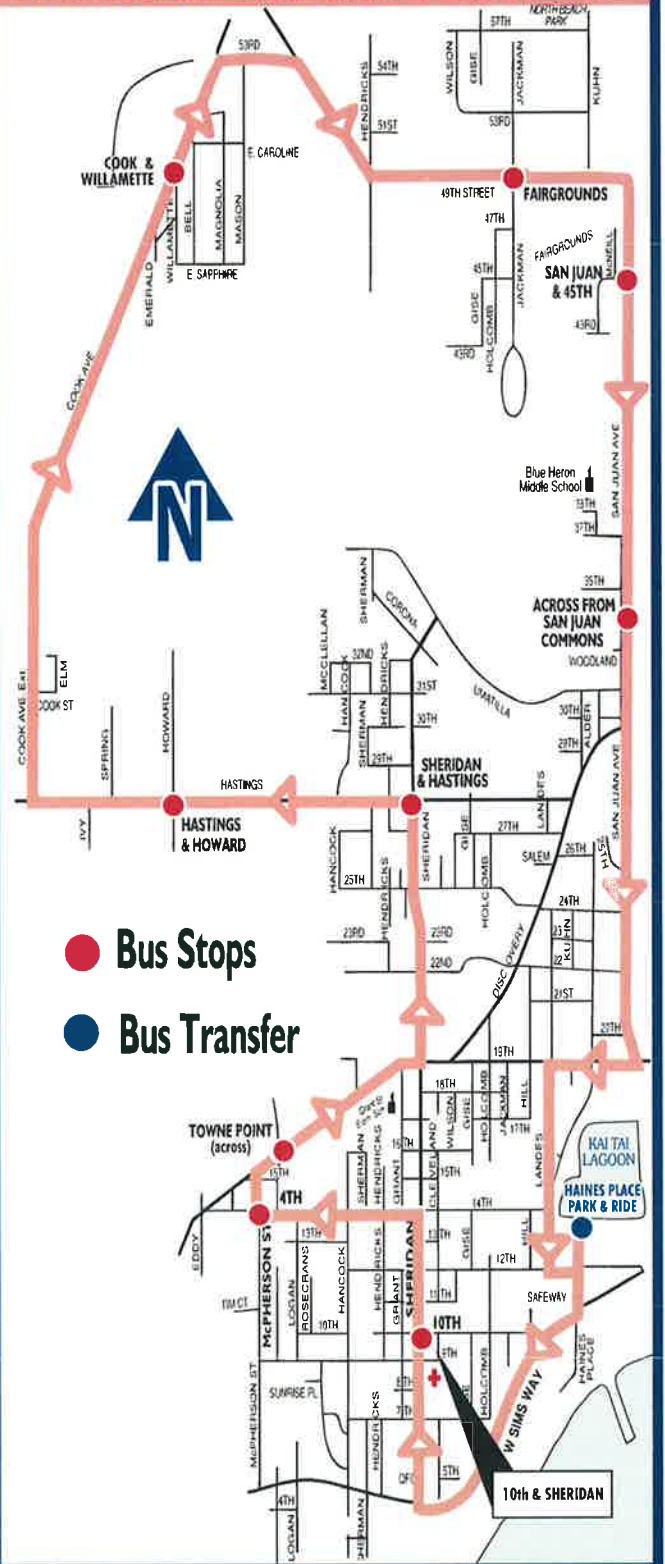
#3 CASTLE HILL / COOK AVENUE WEEKDAY SERVICE

Depart Haines Pl Park & Ride	10th & Sheridan	14th & McPherson	Across from Towne Point	Sheridan & Hastings	Cook & Willamette	Fairgrounds	San Juan & 45th	Across from San Juan Commons	Arrive Haines Pl Park & Ride
7:30	7:32	7:35	7:36	7:38	7:44	7:46	7:48	7:49	7:55
8:30	8:32	8:35	8:36	8:38	8:44	8:46	8:48	8:49	8:55
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55

#3 CASTLE HILL / COOK AVENUE SATURDAY SERVICE

Depart Haines Pl Park & Ride	10th & Sheridan	14th & McPherson	Across from Towne Point	Sheridan & Hastings	Cook & Willamette	Fairgrounds	San Juan & 45th	Across from San Juan Commons	Arrive Haines Pl Park & Ride
9:30	9:32	9:35	9:36	9:38	9:44	9:46	9:48	9:49	9:55
10:30	10:32	10:35	10:36	10:38	10:44	10:46	10:48	10:49	10:55
11:30	11:32	11:35	11:36	11:38	11:44	11:46	11:48	11:49	11:55
12:30	12:32	12:35	12:36	12:38	12:44	12:46	12:48	12:49	12:55
1:30	1:32	1:35	1:36	1:38	1:44	1:46	1:48	1:49	1:55
2:30	2:32	2:35	2:36	2:38	2:44	2:46	2:48	2:49	2:55
3:30	3:32	3:35	3:36	3:38	3:44	3:46	3:48	3:49	3:55
4:30	4:32	4:35	4:36	4:38	4:44	4:46	4:48	4:49	4:55
5:30	5:32	5:35	5:36	5:38	5:44	5:46	5:48	5:49	5:55
6:30	6:32	6:35	6:36	6:38	6:44	6:46	6:48	6:49	6:55

#3 CASTLE HILL/COOK AVE - ROUTE MAP



#6A TRI AREA LOOP - WEEKDAY SERVICE

Part & Ride to early UpTown Down-town pick-up	Depart Haines PI	Sims & Hendricks	63 4 Corners Park & Ride	Irondale at Sign Station	7th & Maude	5th & Eugene	Jefferson County Library	Port Hadlock Post Office	Port Hadlock QFC	Chimacum Light (N)	HJ Carroll Park	Salmon Business Park	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines PI	
6:30	6:45	6:47	6:55	6:58	7:01	7:03	7:08	7:10	7:11	7:15	7:17	7:19	7:24	7:33	7:35	AM
-	10:00	10:02	10:10	10:13	10:16	10:18	10:23	10:25	10:26	10:30	10:32	10:34	10:39	10:48	10:50	
-	1:05	1:07	1:15	1:18	1:21	1:23	1:28	1:30	1:31	1:35	1:37	1:39	1:45	1:52	1:56	PM
-	2:00	2:02	2:10	2:13	2:16	2:18	2:23	2:25	2:26	2:30	2:32	2:34	2:39	2:48	2:50	
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23	4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:50	

#6A TRI AREA LOOP - SATURDAY SERVICE

8:45	9:00	9:02	9:10	9:13	9:16	9:18	9:23	9:25	9:26	9:30	9:32	9:34	9:39	9:48	9:50	AM
-	4:00	4:02	4:10	4:13	4:16	4:18	4:23	4:25	4:26	4:30	4:32	4:34	4:39	4:48	4:50	PM



#6B TRI AREA LOOP - WEEKDAY SERVICE

Depart Haines PI	Sims & Hendricks	63 4 Corners Park & Ride	Across from Salmon Business Park	HJ Carroll Park	Chimacum Chevron	Curtiss Street	Hadlock Post Office	Cedar (N of Library)	5th & Eugene	7th & Maude	Rhody Dr at McCrories	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines PI	
9:00	9:02	9:10	9:12	9:17	9:19	9:21	9:22	9:25	9:29	9:32	9:35	9:39	9:48	9:50	AM
12:00	12:02	12:10	12:12	12:17	12:19	12:21	12:22	12:25	12:29	12:32	12:35	12:45	12:52	12:56	
3:00	3:02	3:10	3:12	3:17	3:19	3:21	3:22	3:25	3:29	3:32	3:35	3:39	3:48	3:50	PM
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27	7:30	7:34	7:37	7:40	7:44*	-	-	

*Transfer to #1 @ 7:47 for transportation beyond Four Corners

#6B TRI AREA LOOP - SATURDAY SERVICE

1:00	1:02	1:10	1:12	1:17	1:19	1:21	1:22	1:25	1:29	1:32	1:35	1:39	1:48	1:50	PM
7:05	7:07	7:15	7:17	7:22	7:24	7:26	7:27	7:30	7:34	7:37	7:40	7:44	7:53	7:55	

#7 POULSBO/COMMUTER WEEKDAY SERVICE PORT TOWNSEND TO POULSBO

Food Co-op to Early Updown Downtown pick-up Depart Haines PI Park & Ride												Sims & Hendricks 63 4 Corners Park & Ride												Cedar (North of Library)												Port Hadlock QFC												Oak Bay & Olympus (Breaker Lane)												Paradise Bay												Hood Canal Bridge West												Arrive Poulsbo Transfer Ctr											
5:45		5:59		6:01		6:09*		6:14		6:18		6:28		6:34		6:39		6:43		7:04		AM																																																																									
-		9:25		9:27		9:35		9:40		9:44		9:54		9:59		10:05		10:09		10:28																																																																											
-		3:20		3:22		3:30		3:35		3:39		3:49		3:54		4:00		4:04		4:23		PM																																																																									
-		5:15		5:17		5:25		5:30		5:34		5:44		5:49		5:55		5:59		6:18																																																																											

* Connection to #1 and #8 at 6:10 am

#7 POULSBO TO PORT TOWNSEND

Depart Poulsbo Transfer Center	Shine Tidelands	Paradise Bay	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Port Hadlock Curtiss Street	Jefferson County Library	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines PI Park & Ride
7:20	7:37	7:41	7:47	7:51	8:02	8:06	8:11	8:19	8:25
10:45	11:02	11:06	11:12	11:17	11:27	11:31	11:36	11:44	11:48
5:05	5:22	5:26	5:32	5:37	5:47	5:51	5:56*	6:04	6:08
6:40	6:57	7:01	7:07	7:12	7:22	7:26	7:31	7:39	7:43

* Connection to outbound #8 Sequim at 6:02 pm

#7 POULSBO/COMMUTER SATURDAY SERVICE PORT TOWNSEND TO POULSBO

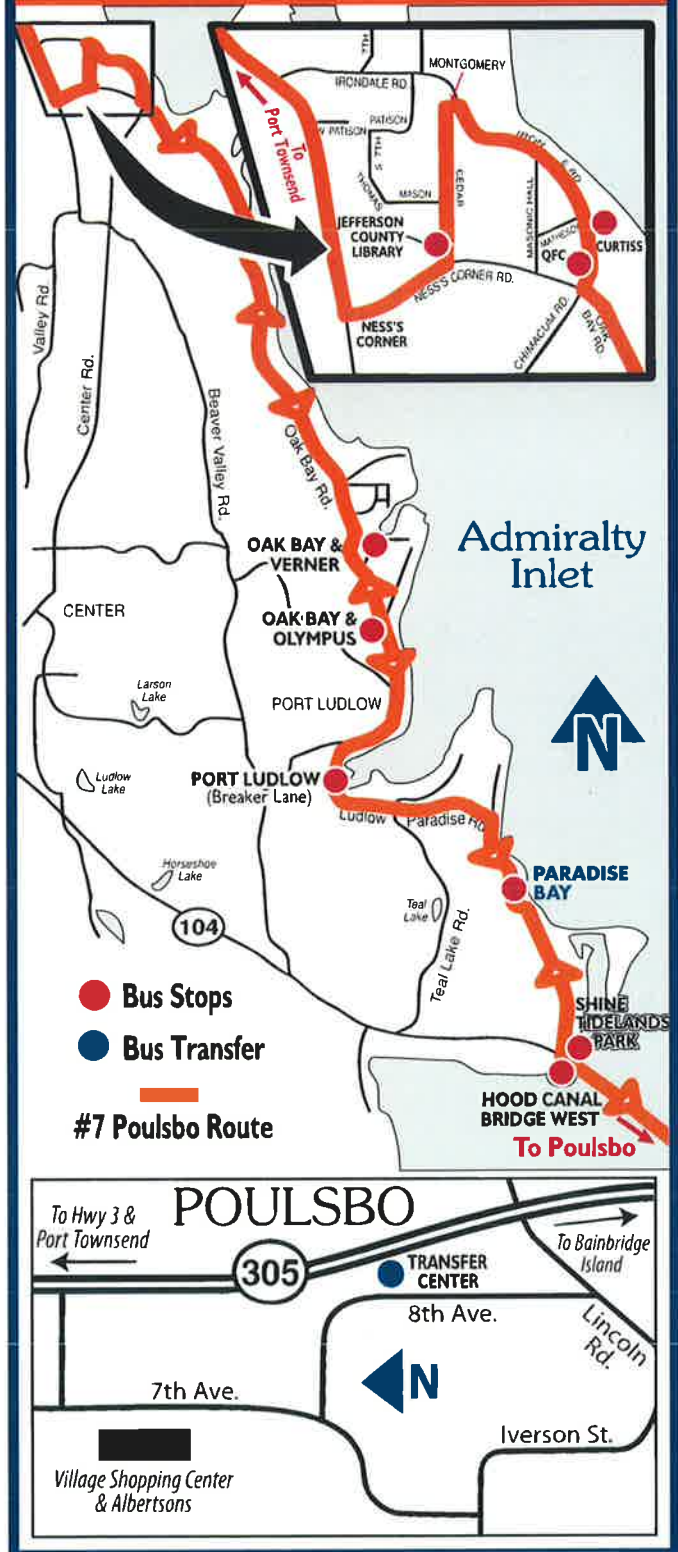
Haines Express										
Depart Haines PI Park & Ride	Sims & Hendricks 63 4 Corners Park & Ride	Cedar (North of Library)	Port Hadlock QFC	Oak Bay & Olympus (Breaker Lane)	Paradise Bay	Hood Canal Bridge West	Arrive Poulsbo Transfer Center			
9:25	9:27	9:35	9:40	9:44	9:54	9:59	10:05	10:09	10:28	AM
2:30	2:32	2:40	2:45	2:49	2:59	3:04	3:10	3:14	3:33	PM

#7 POULSBO TO PORT TOWNSEND

Depart Poulsbo Transfer Center	Shine Tidelands	Paradise Bay	Port Ludlow (Anchor Lane)	Oak Bay & Verner	Port Hadlock Curtiss Street	Jefferson County Library	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines Pl Park & Ride
10:40	10:57	11:01	11:07	11:12	11:22	11:26	11:31	11:39	11:43 AM
4:05	4:22	4:26	4:32	4:37	4:47	4:51	4:56	5:04	5:08 PM

No stops in Kitsap County between Bridge Way NE
and Poulsbo Transfer Center
Poulsbo Transfer Center is located between Hwy 305 & 8th Ave.
East of Village (Safeway) Shopping Center

#7 POULSBO/COMMUTER ROUTE MAP TOWNSEND TO POULSBO



#8 SEQUIM WEEKDAY SERVICE PORT TOWNSEND TO SEQUIM

Depart Haines PI Park & Ride	Sims & Hendricks	63 4 Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
**	**	6:12	6:20	6:27	6:33	6:47	AM
8:40	8:42	8:52	9:00	9:08	9:14	9:27	
11:45	11:47	11:57	12:05	12:13	12:19	12:33	
3:15	3:17	3:27	3:35	3:43	3:49	4:03	PM
5:50	5:52	*6:02	6:10	6:18	6:24	6:38	

** See #7 for connections from Haines PI Park & Ride

*Holds at Four-Corners for transfers from inbound #7 Poulsbo at 5:56pm

#8 SEQUIM TO PORT TOWNSEND

Depart Sequim Transfer Center	S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 4 Corners Park & Ride	Jefferson Healthcare	Arrive Haines PI Park & Ride	
6:52	7:03	7:08	7:15	*7:25	7:34	7:37	AM
9:40	9:50	9:56	10:03	**10:13	10:21	10:24	
12:50	1:00	1:06	1:16	**1:30	1:38	1:40	
4:20	4:32	4:38	4:46	4:57	5:06	5:09	PM
6:40	6:51	6:56	7:03	7:13	7:21	7:23	

*Connection to outbound #1 Brinnon 7:40am

** No connection to Tri Area

#8 SEQUIM SATURDAY SERVICE PORT TOWNSEND TO SEQUIM

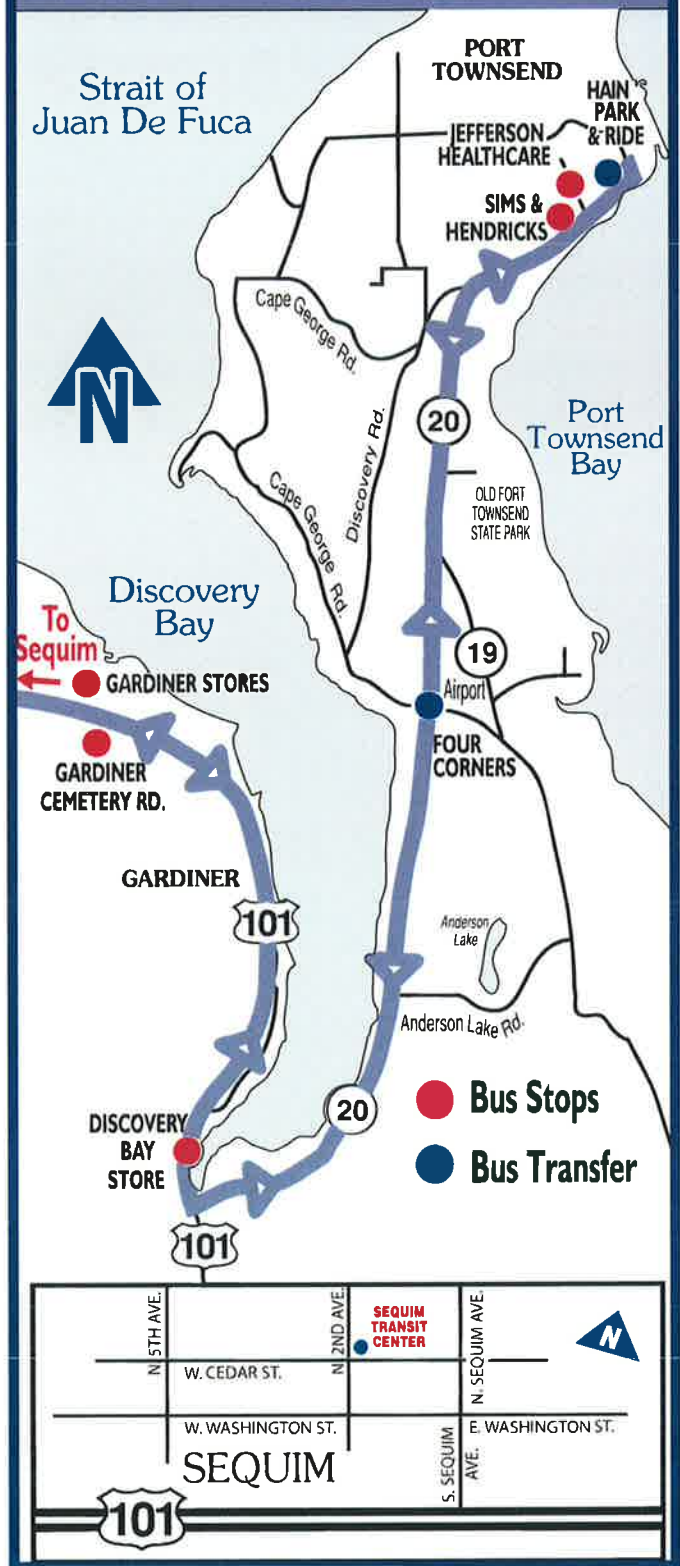
Park & Ride to early Uptown Downtown Pick-up	Depart Haines PI Park & Ride	Sims & Hendricks	63 4 Corners Park & Ride	Opposite Discovery Bay Store	Gardiner Store	S'Klallam Tribal Center	Arrive Sequim Transfer Center	
7:00	7:15	7:17	7:27	7:35	7:43	7:49	8:03	AM
-	5:00	5:02	5:12	5:20	5:28	5:34	5:48	PM

#8 SEQUIM TO PORT TOWNSEND

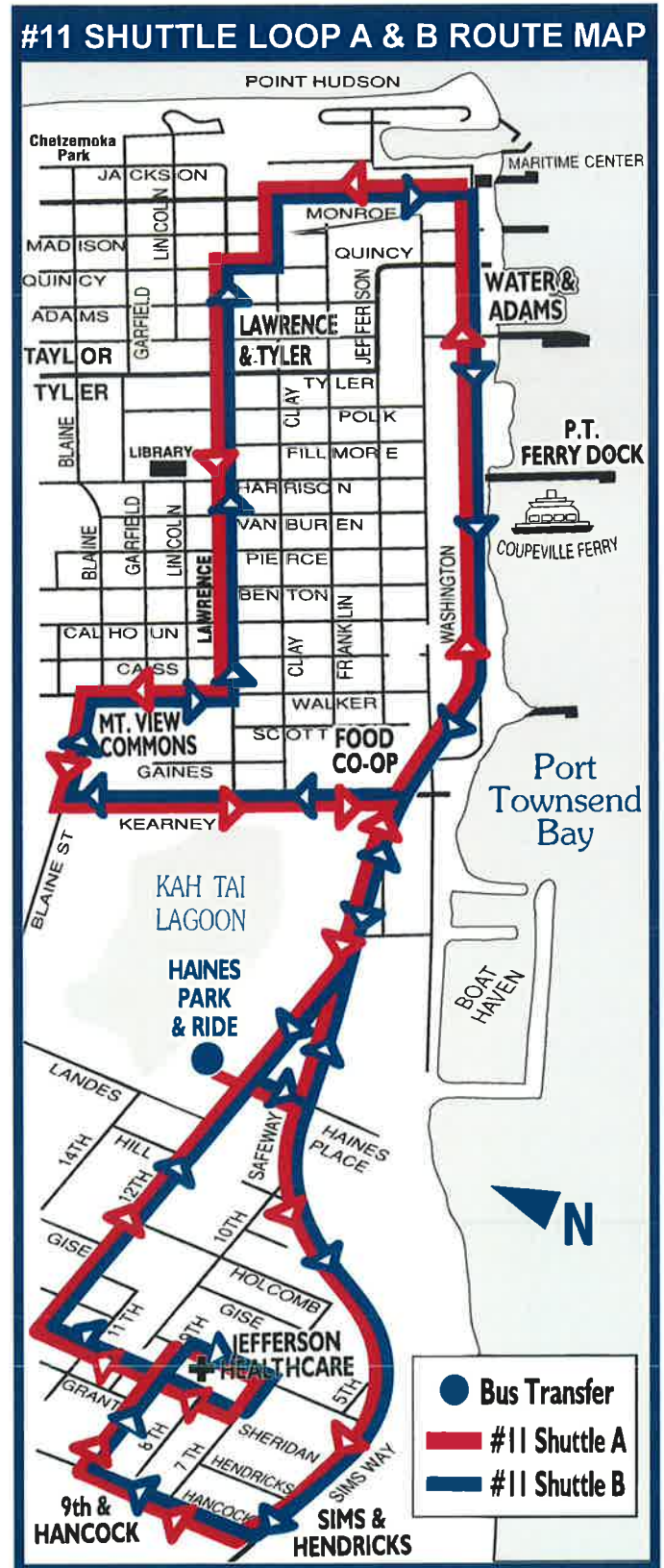
Depart Sequim Transfer Center	S'Klallam Tribal Center	Gardiner Cemetery Rd	Discovery Bay Store	63 4 Corners Park & Ride	Jefferson Health- care	Arrive Haines PI Park & Ride	
8:10	8:21	8:26	8:33	8:43	8:51	8:53	AM
5:53	6:04	6:09	6:16	6:26	6:34	6:36	PM

Sequim Transfer Center is located at 190 W Cedar St & 2nd Ave

#8 SEQUIM WEEKDAY SERVICE



#11 SHUTTLE - LOOP A WEEKDAY SERVICE										
Depart Haines PI Park & Ride	Ferry Dock	Water & Adams	Clay & Madison	Lawrence & Taylor	Across From Mt View Commons	Chase Bank	Arrive Haines PI Park & Ride	Sims & Hendricks	Jefferson Healthcare	Arrive Haines PI Park & Ride
7:00	7:03	7:04	7:07	7:08	7:11	7:12	7:16	7:18	7:20	7:26
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:16	8:18	8:20	8:26
9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:16	9:18	9:20	9:26
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:16	10:18	10:20	10:26
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:16	11:18	11:20	11:26
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:16	12:18	12:20	12:26
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:16	1:18	1:20	1:26
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:16	2:18	2:20	2:26
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:16	3:18	3:20	3:26
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:16	4:18	4:20	4:26
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:16	5:18	5:20	5:26
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:16	6:18	6:20	6:26
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:16	8:18	-	-
#11 SHUTTLE - LOOP A SATURDAY SERVICE										
9:00	9:03	9:04	9:07	9:08	9:11	9:12	9:16	9:18	9:20	9:26
10:00	10:03	10:04	10:07	10:08	10:11	10:12	10:16	10:18	10:20	10:26
11:00	11:03	11:04	11:07	11:08	11:11	11:12	11:16	11:18	11:20	11:26
12:00	12:03	12:04	12:07	12:08	12:11	12:12	12:16	12:18	12:20	12:26
1:00	1:03	1:04	1:07	1:08	1:11	1:12	1:16	1:18	1:20	1:26
2:00	2:03	2:04	2:07	2:08	2:11	2:12	2:16	2:18	2:20	2:26
3:00	3:03	3:04	3:07	3:08	3:11	3:12	3:16	3:18	3:20	3:26
4:00	4:03	4:04	4:07	4:08	4:11	4:12	4:16	4:18	4:20	4:26
5:00	5:03	5:04	5:07	5:08	5:11	5:12	5:16	5:18	5:20	5:26
6:00	6:03	6:04	6:07	6:08	6:11	6:12	6:16	6:18	6:20	6:26
8:00	8:03	8:04	8:07	8:08	8:11	8:12	8:16	8:18	-	-
#11 SHUTTLE - LOOP B WEEKDAY SERVICE										
Depart Haines PI Park & Ride	Food Co-op	Mountain View Commons	Across from PT Library	Lawrence & Tyler	Water & Quincy	Opposite Ferry Dock	Arrive Haines PI Park & Ride	Sims & Hendricks	Jefferson Healthcare	Arrive Haines PI Park & Ride
7:40	7:42	7:43	7:45	7:46	7:47	7:50	7:56	7:58	8:01	8:06
8:30	8:32	8:33	8:35	8:36	8:37	8:40	8:46	8:48	8:51	8:56
9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:46	9:48	9:51	9:56
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:46	10:48	10:51	10:56
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:46	11:48	11:51	11:56
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:46	12:48	12:51	12:56
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:46	1:48	1:51	1:56
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:46	2:48	2:51	2:56
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:46	3:48	3:51	3:56
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:46	4:48	4:51	4:56
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:46	5:48	5:51	5:56
6:30	6:32	6:33	6:35	6:36	6:37	6:40	6:46	6:48	6:51	6:56
#11 SHUTTLE - LOOP B SATURDAY SERVICE										
9:30	9:32	9:33	9:35	9:36	9:37	9:40	9:46	9:48	9:51	9:56
10:30	10:32	10:33	10:35	10:36	10:37	10:40	10:46	10:48	10:51	10:56
11:30	11:32	11:33	11:35	11:36	11:37	11:40	11:46	11:48	11:51	11:56
12:30	12:32	12:33	12:35	12:36	12:37	12:40	12:46	12:48	12:51	12:56
1:30	1:32	1:33	1:35	1:36	1:37	1:40	1:46	1:48	1:51	1:56
2:30	2:32	2:33	2:35	2:36	2:37	2:40	2:46	2:48	2:51	2:56
3:30	3:32	3:33	3:35	3:36	3:37	3:40	3:46	3:48	3:51	3:56
4:30	4:32	4:33	4:35	4:36	4:37	4:40	4:46	4:48	4:51	4:56
5:30	5:32	5:33	5:35	5:36	5:37	5:40	5:46	5:48	5:51	5:56
6:40	6:42	6:43	6:45	6:46	6:47	6:50	6:56	6:58	7:01	7:06



JEFFERSON TRANSIT OLYMPIC CONNECTION WEEKDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh Road	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater Road	Arrive Amanda Park	
7:00	7:14	7:32	7:38	7:56	8:02	8:07	8:27	AM
11:05	11:19	11:37	11:43	12:01	12:07	12:12	12:32	
2:45	2:59	3:17	3:23	3:41	3:47	3:52	4:12	PM
6:45	6:59	7:17	7:23	7:41	8:00	-	-	

AMANDA PARK TO FORKS

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh Road	Arrive Forks Transfer Center	
8:48	9:08	9:13	9:30	9:41	9:47	10:05	10:19	
12:53	1:13	1:18	1:35	1:46	1:52	2:10	2:24	
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM
-	-	8:00	8:06	8:17	8:23	8:41	8:55	

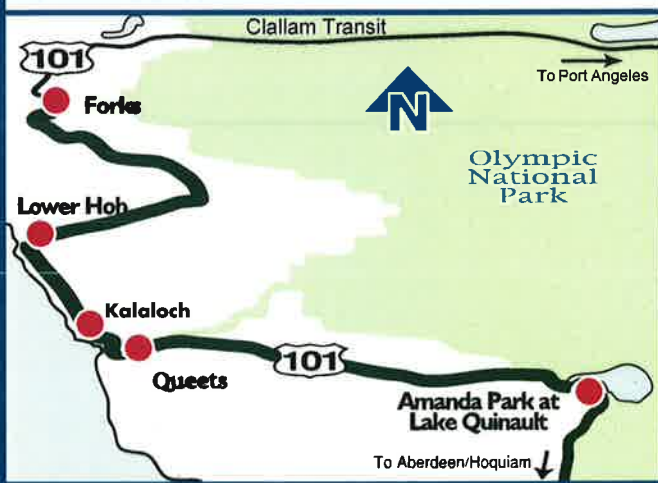
JEFFERSON TRANSIT OLYMPIC CONNECTION SATURDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh Road	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater Road	Arrive Amanda Park	
7:20	7:34	7:52	7:58	8:16	8:22	8:27	8:47	AM
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07	PM

AMANDA PARK TO FORKS

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh Road	Arrive Forks Transfer Center	
9:10	9:30	9:35	9:48	9:59	10:05	10:23	10:37	AM
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM

Forks Transfer Center is located at 551 S Forks Ave & "E" St



The Olympic Connection connects with **Clallam Transit** in Forks to Port Angeles, and **Grays Harbor Transit** in Amanda Park to Aberdeen.

ONE WAY FARES

Adults	50¢
Disabled, Seniors, Youth.....	25¢
Children 6 & Under	Free

BUS PASSES

Daily Pass..... 75¢
Travel all day on Jefferson Transit Olympic Connection

Monthly Pass \$15 Adults & \$7 Disabled, Seniors, Youth
1st Day of the month through the 5th day of the following month
for unlimited rides. Non-Transferable.

Punch Pass \$5 or \$10
The driver deducts the cost of each fare each time you board
the bus until the purchase price of the pass has been met.
Transferable.

Flag Stops: To request a flag stop, call Dispatch at
1-800-371-0497 to give your location. Stand in a safe, visible
spot, allowing enough space for a driver to make a safe stop.
Flag down a driver by extending your arm and waving up and
down. If it is dark, please use a flashlight or reflector to ensure
that the driver sees you.

Route Deviations: The Olympic Connection will deviate from
a regular route to locations within 3/4 of a mile off Hwy. 101 on
request. To request a deviation, call 1-800-371-0497 between
6am and 5pm, Mon-Sat. Requests for a deviation must be
received no later than 40 minutes before the desired trip departs
from Forks. It is preferable for requests to be made 24 hours
in advance to assure coordination with the driver. Due to time
and travel constraints, deviations may be limited. When calling
to request a deviation, you will be asked your name, address,
destination address (when applicable), telephone number and
desired pick up time. If you need to cancel your ride, please
notify us as soon as possible.

Connecting Services: The Olympic Connection connects with
two other local systems. Transfers to Grays Harbor Transit
are made at Amanda Park (Amanda Park Mercantile at Lake
Quinalt). Transfers to Clallam Transit are made at the Forks
Transfer Center. These services require a fare and exact
change is required.

PASSENGER CODE OF CONDUCT

For the safety and comfort of all, Jefferson Transit Authority requires our customers to:

1. Be at your stop 5 minutes ahead
2. Pay the correct cash fare or show a pass when boarding
3. Remain seated while the bus is in motion
4. Hold on to a hand rail while the bus is in motion if no seats are available
5. Keep aisles free of all items
6. Ride quietly and respect the rights of other passengers using drugs or alcohol, smoking, littering, spitting, possessing strong odors, playing audible music, swearing or otherwise behaving in an unruly or harassing manner are all prohibited)
7. Keep all beverages in spill-proof containers
8. Refrain from eating
9. Not carry hazardous materials while riding with us
10. Keep animals, including pets and service animals under close control or in a closed container
11. Allow transit operators to drive their buses safely
12. Cross behind buses and wait until after the buses leave to cross the street
13. Walk with bikes and carry skateboards at all Jefferson Transit Authority properties

Jefferson Transit may exclude passengers for not complying with the Passenger Code of Conduct.

Non-Discrimination Policy and Procedure:

Pursuant to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities, Environmental Justice regulations, and in accordance with applicable state and local laws: Jefferson Transit Authority grants all citizens equal access to its transportation services. If you believe you have received discriminatory treatment by Jefferson Transit Authority on the basis of your race, color, national origin, economic status, disability or limited English proficiency, you have the right to file a formal complaint. The complaint must be filed no later than 180 days after the alleged discriminatory incident. Contact Jefferson Transit Authority at 360-385-4777 or (800) 371-0497.

Jefferson Transit Authority
63 4 Corners Road
Port Townsend, WA 98368

DIAL-A-RIDE SERVICE



Jefferson Transit offers door-to-door service that assists individuals who are within 3/4 of a mile from a scheduled Jefferson Transit bus route but cannot access the bus routes because of a disability or condition. An ADA (Americans with Disabilities Act) application and assessment is required before receiving this service. Please call (360) 385-4777; our customer service representative will be happy to assist you. The ADA application is also available on our website at: www.jeffersontransit.com.

To schedule a Dial-A-Ride trip: please call (360) 385-4777 ext. 2; Jefferson Transit's scheduling department will assist you with making arrangements to your destination. You can call up to two weeks in advance during the following hours:

- Monday-Saturday: 8AM to 4PM

Jefferson Transit understands that unplanned circumstances occur in our daily lives and scheduling trips in advance can sometimes be difficult. Because we may receive cancellations, call us at (360) 385-4777 ext. 2 and, if space permits, we will accommodate your trip.

DID YOU KNOW?

Bio-Diesel: Jefferson Transit has been using Bio-Diesel since 2005. We are EnviroStars Members and members of ORCAA, Olympic Region Clean Air Agency.

FARES

FARES: Exact Change Only

DAILY PASS

\$1.00 additional fare required when boarding a Jefferson County Bus outside of Jefferson County.

Unlimited Rides	\$1.50
Honored Citizens (Seniors 60+ & Disabled).....	\$1.00
Youth (7-18 yrs.)	\$1.00
Children (6 yrs. & under with adult)	Free

MONTHLY PASS

\$1.00 additional fare required when boarding a Jefferson County Bus outside of Jefferson County.

Monthly Pass	\$24
Disabled, Seniors, Youth	\$12

MONTHLY COMMUTER PASS

Includes \$1.00 out-of-county surcharge

Monthly Pass	\$36
Disabled, Seniors, Youth	\$20
3-Month College Student (Qtr)	\$50

All monthly passes are valid from the first day of the month through the fifth day of the following month.

We will not replace lost or stolen passes.

Non-refundable Non-Transferable

Regional Reduced Fare Permits and
Annual Passes available; call 385-4777 for details

Annual Passes	Savings Per Year*	
Full Fare	\$230	\$58
Reduced Fare	\$115	\$29
Full Fare Commuter.....	\$345	\$87
Reduced Fare Commuter	\$192	\$48

**Compared to purchasing a monthly pass*

Regional Reduced Fare Permit - \$3.00 (one time fee) For Seniors Over 65 and Disabled Persons

This permit entitles you to purchase discounted passes on fifteen transportation systems throughout the Puget Sound region. Call 385-4777 or visit our website at www.jeffersontransit.com for details.



Buses are accessible to persons with disabilities.

SERVICE DOES NOT OPERATE ON THE FOLLOWING DAYS:

Sundays, New Year's Day, Memorial Day, Independence Day,
Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day

Contact Information:

Jefferson Transit Authority

63 4 Corners Rd., Port Townsend, WA 98368
360-385-4777 • 800-371-0497
www.jeffersontransit.com



63 Four Corners Road, Port Townsend, WA

August 1, 2016

Citizen Advisory Committee

The Jefferson Transit Authority is soliciting applications from individuals residing in Jefferson County, who are interested in serving on their advisory panel, the Citizen Advisory Committee. The Committee will consist of 7 to 15 members from throughout the service area representing seniors, youth, persons with disabilities, college students, business organizations, business owners, transit service users, vanpool users, social service agencies, the medical community, school districts, neighborhood associations, the Tribes, Transit Demand Management, and citizens-at-large. The Citizen Advisory Committee typically is comprised of a diverse representation of the County.

The Authority is seeking applications from public-spirited citizens who are willing to become involved, study the issues, and serve in an advisory capacity to Jefferson Transit's governing board.

The Citizen Advisory Committee will meet quarterly, usually in the early evening, at Jefferson Transit's Maintenance and Administration building located at 63 4 Corners Road, Port Townsend.

If you are interested in the opportunity to be part of establishing direction for public transportation in the Jefferson County community, call (360)385-4777 ext. 1 for an application. Applications are also available at the Haines Place Transit Center, at 440 12th Street, Port Townsend, and on Jefferson Transit's website, jeffersontransit.com. All applications must be mailed, or hand delivered to Jefferson Transit, Attn: Laura Smedley, 63 4 Corners Rd, Port Townsend, WA 98368 before October 1, 2016, at 5:00 pm.

The Authority Board will review all applications received and schedule interviews. It is anticipated a selection will be made by early October and appointments made by the Authority at their October 18, 2016, Board Meeting. All applicants will receive notification of their status in the selection process.

For more information about the Citizen Advisory Committee, or the selection process, contact Laura Smedley, (360)385-3020 ext. 108.

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.jeffersontransit.com



CITIZEN ADVISORY COMMITTEE (CAC) APPLICATION

I am applying for the:

- ☐ Two-Year Term CAC Position
- ☐ One-Year Term CAC Youth Position (age 15-19)

Name: _____ Telephone: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Current Employment/Student Status (if applicable): _____

If retired, what was your occupation prior to retirement? _____

Employer (if applicable): _____

Cell Phone: _____ Email Address: _____

School (if student): _____

How long have you lived in Jefferson County? _____

What special skills, knowledge, or experience do you have to contribute to this particular advisory board?

Please list community groups you are affiliated with (volunteer, professional, etc.)

Are you serving, or have you served, on any citizen advisory boards, commissions, committees, task forces? *(If yes, list the organizations and dates of service.)*

Organization: _____ Date(s) of service: _____

Organization: _____ Date(s) of service: _____

What limitations, if any, are placed on the time you would be available for meetings and other activities?

Indicate your general location of residence/representation:

- ☐ Port Townsend
- ☐ Port Hadlock
- ☐ Port Ludlow
- ☐ Quilcene
- ☐ Brinnon
- ☐ Chimacum
- ☐ Other (such as Paradise Bay, Discovery Bay, Cape George, Kala Point, Marrowstone Island, etc.)

Indicate which of the following perspectives you think you bring to the Committee (check all that apply):

- ☐ Citizens representing transit service users
- ☐ Regular users or commuters; Disabled users; Dial-A-Ride users; Van Pool users
- ☐ Mental Health Community
- ☐ Business/Economic Development Organizations
- ☐ Major Employers/Business Owners
- ☐ Private for-profit senior/disabled provider
- ☐ Public sector senior/disabled provider
- ☐ Private non-profit senior/disabled provider
- ☐ Medical Community
- ☐ Educational Community/Parent Organizations
- ☐ Ethnic Community Organizations
- ☐ Financial Community
- ☐ Other Community-Based Organizations
- ☐ Law Enforcement
- ☐ Recreational/Bicycling/Pedestrian Advocate
- ☐ Student, High School
- ☐ Student, Post-Secondary
- ☐ Visitor Information Centers

Applicant's Signature _____ Date: _____

Please mail this application to: Jefferson Transit Authority
Or drop it by: Attn: Laura Smedley
63 4 Corners Rd, Port Townsend, WA 98368
Fax to: (360) 385-2321 or email to: lsmedley@jeffersontransit.com

CAC APPLICATION
SUPPLEMENTAL QUESTIONNAIRE

APPLICANT NAME: _____

Please answer the following questions and attach your answers to this application using a separate sheet of paper if needed:

1. Describe public transportation issues of concern and importance to you.

2. Why do you want to be a member of Jefferson Transit's Citizen Advisory Committee?
Please share any additional information relating to your interest and/or experience.

3. What do you envision for public transit?

4. Where would you personally like to see transit in the future?

5. What challenges, if any, do you feel public transportation faces and share any ideas you may have for overcoming these challenges:

6. What do you think are the most important issues regarding public transportation in our community? What do you think can be done to make improvements in these areas:



Authority Board Agenda Summary

MEETING DATE: August 16, 2016

AGENDA ITEM: Resolution 16-10: Adopting Transit Development Plan 2016-2021

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: *Sammi Rubert*

MEETING DATE: August 16, 2016

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The Transit Development Plan (TDP) contains information about how Jefferson Transit intends to meet local, state and long-range priorities for public transportation in Jefferson County.

This annual update of our ongoing plan incorporates local and state transportation goals and identifies strategies to achieve those goals. The TDP is used as a planning document as well as a document to support grants and funding requests at the State and Federal level.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 16-10: Adopting the 2016-2021 Transit Development Plan

Jefferson Transit Authority
Resolution No. 16-10
Adopting the 2016-2021 Transit Development Plan

A RESOLUTION of the Authority Board of the Jefferson County
Public Transportation Benefit Area, to adopt the
2016-2021 Transit Development Plan

WHEREAS, Jefferson Transit Authority (JTA) is required to adopt and submit a Six-Year Transit Development Plan to the Washington State Department of Transportation prior to September 1st each year per RCW 35.58.2795; and

WHEREAS, JTA has prepared its annual Transit Development Plan which is attached hereto; and

WHEREAS, a public hearing was held on July 19, 2016 and continued on August 16, 2016, to admit testimony for and against the elements of its Plan; now therefore,

BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached Transit Development Plan 2016-2021.

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 16th day of August 2016.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: August 16, 2016

AGENDA ITEM: Resolution No. 16-11: Amending the 2016-2021 6-year State Transportation Improvement Plan

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: *Sammi Rupert*

MEETING DATE: August 16, 2016

RECOMMENDATION: Approve

COMMENTS:

**SUMMARY
STATEMENT:**

The 6-year State Transportation Improvement Plan (STIP) identifies capital funding requirements for all State of Washington transportation projects. Jefferson Transit needs to update our portion of the STIP to incorporate planned and secured funding sources related to the 2016-2021 Transit Development Plan (TDP).

**RECOMMENDED
ACTION/MOTION:**

Move to adopt Resolution 16-11, amending the STIP to reflect State and Federal funding related to Jefferson Transit's 2016-2021 Transit Development Plan.

Jefferson Transit Authority
Resolution No. 16-11
Amending the State Transportation Improvement Plan

A RESOLUTION of the Authority Board of the Jefferson County
Public Transportation Benefit Area to adopt the
State Transportation Improvement Plan

WHEREAS, Jefferson Transit Authority (JTA) is required to submit updates for the State Transportation Improvement Plan (STIP) to the Washington State Department of Transportation prior to September 1st each year per RCW 35.58.2796; and

WHEREAS, the Authority Board has adopted the 2016-2021 Transit Development Plan; and

WHEREAS, a Public Hearing was held on July 19, 2016, and continued on August 16, 2016, to allow for public comment on updates to the STIP; now therefore,

BE IT RESOLVED that the JTA Board of Directors does hereby amend the STIP to reflect State and Federal funding requirements related to Jefferson Transit's 2016-2021 Transit Development Plan.

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 16th day of August 2016.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: August 16, 2016

AGENDA ITEM: Resolution 16-012: Authorizing the General Manager to Sign an Agreement with Williams Kastner

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 16-12
Agreement for Litigation and Dispute Resolution Services

BUDGETARY IMPACT (if applicable)

BUDGETED: No

EXPENDITURE REQUIRED: \$25,000 **FUNDING SOURCE:** Operating Fund

REVIEWED BY:

Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

JTA would like to enter into a contract with Williams Kastner for litigation and dispute resolution services. This may exceed the General Manager's delegated authority of \$25,000 and therefore requires authorization from the Authority Board.

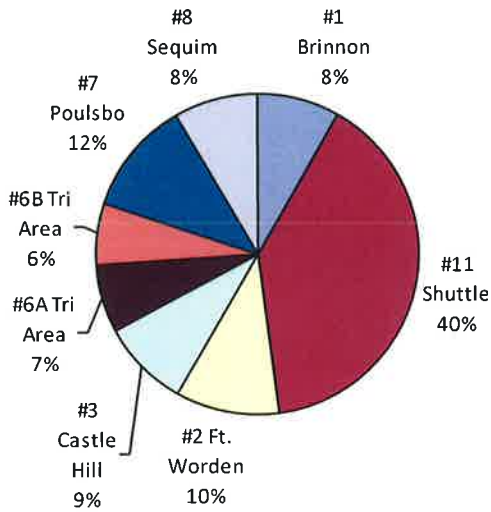
**RECOMMENDED
ACTION/MOTION:**

Motion: Move to approve Resolution 16-12: Authorizing the General Manager to sign an Agreement with Williams Kastner to provide Litigation and Dispute Resolution Services.

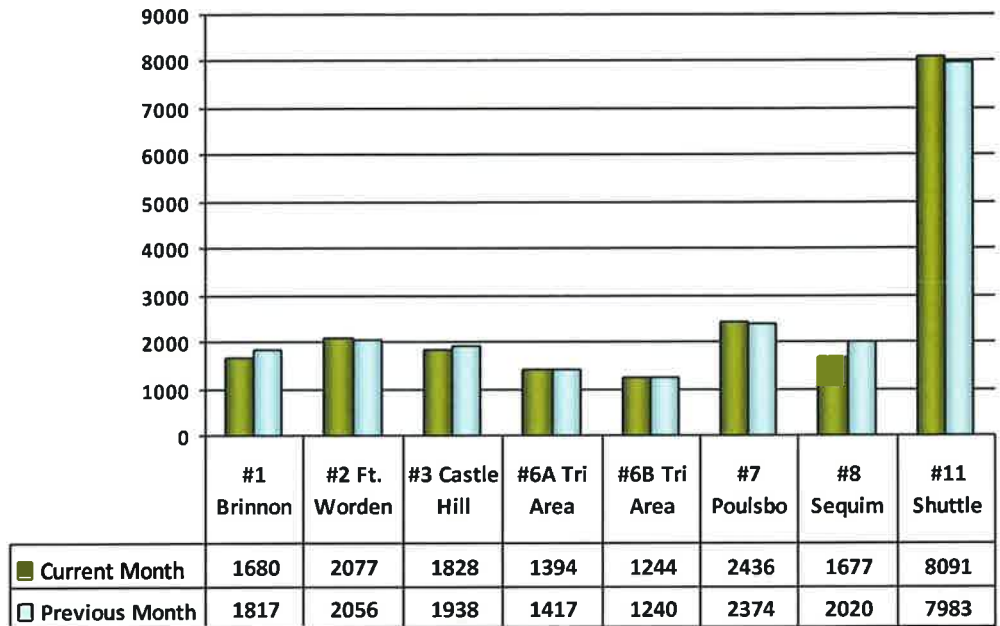
Jefferson Transit Ridership Comparison

Date Range Compared: 6/1/2016 - 6/30/2016 And 7/1/2016 - 7/31/2016

Current Month Ridership



Ridership Totals Comparison



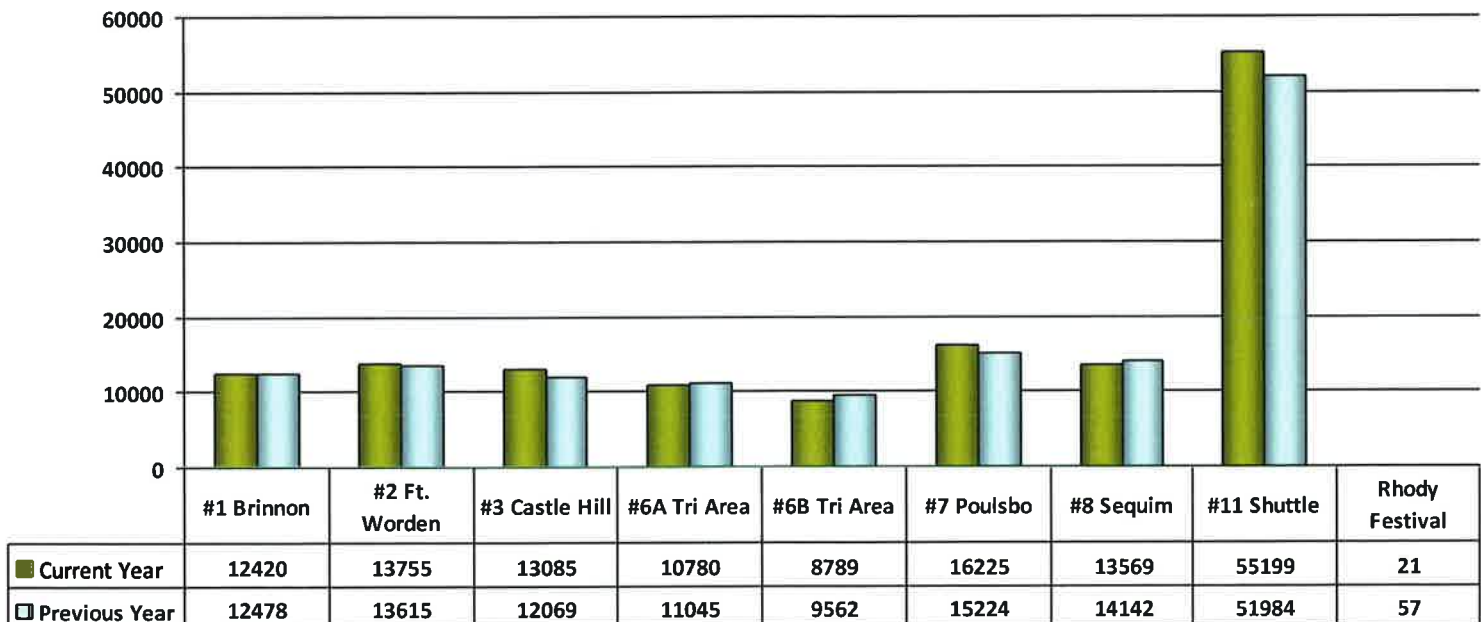
Current Month Total Ridership: 20,427

Previous Month Total Ridership: 20,845

-418 passenger Decrease from prior month: -2.01%

Years Compared: 2015 and 2016

Ridership Year to Date Totals Comparison



Current year Total Ridership 143,822

Previous Year Total Ridership 140,119

3703 passenger Increase from prior Year: 2.64%

Jefferson Transit Authority
Monthly Ridership Report
July, 2016

East Jefferson

Inter-Local	Boardings per Month	Bikes Per Month	WheelChairs per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#1 Brinnon	1680	155	0	180	203	8192	9.33	0.21	8.29
#6A Tri Area	1394	170	13	110	98	2509	12.67	0.56	14.29
#6B Tri Area	1244	170	8	90	74	1877	13.82	0.66	16.82
#7 Poulsbo	2436	141	5	180	195	6582	13.53	0.37	12.52
#8 Sequim	1677	142	11	220	170	6611	7.62	0.25	9.86
Total	8431	778	37	780	739	25771.0	11.40	0.41	12.36
Local	Boardings per Month	Bikes Per Month	WheelChairs per Month	Runs Per Month	Revenue Hours	Revenue Miles	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
#11 Shuttle	8091	288	26	605	257	3500	13.37	2.31	31.49
#2 Ft. Worden	2077	123	5	289	121	2052	7.19	1.01	17.11
#3 Castle Hill	1828	83	1	290	122	2581	6.30	0.71	15.01
Total	11996	494	32	1184	500	8132.4	20.35	1.34	21.20
Sub- Totals	20427	1272	69	1964	1238.98	33903.4	6.30	0.71	15.01

West Jefferson

JTOC	1545	21	1	176	383	11591	8.78	0.13	4.04
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Monthly Totals	21972	1293	70	2140	1621.8	45494.4	10.27	0.48	13.55
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Special Events	
1	10/10/2023
2	10/11/2023
3	10/12/2023
4	10/13/2023
5	10/14/2023
6	10/15/2023
7	10/16/2023
8	10/17/2023
9	10/18/2023
10	10/19/2023
11	10/20/2023
12	10/21/2023
13	10/22/2023
14	10/23/2023
15	10/24/2023
16	10/25/2023
17	10/26/2023
18	10/27/2023
19	10/28/2023
20	10/29/2023
21	10/30/2023
22	10/31/2023
23	11/01/2023
24	11/02/2023
25	11/03/2023
26	11/04/2023
27	11/05/2023
28	11/06/2023
29	11/07/2023
30	11/08/2023
31	11/09/2023
32	11/10/2023
33	11/11/2023
34	11/12/2023
35	11/13/2023
36	11/14/2023
37	11/15/2023
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94	1/11/2024
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120	2/06/2024
121	2/07/2024
122	2/08/2024
123	2/09/2024
124	2/10/2024
125	2/11/2024
126	2/12/2024
127	2/13/2024
128	2/14/2024
129	2/15/2024
130	2/16/2024
131	2/17/2024
132	2/18/2024

<u>Special Route</u>	<u>Boardings</u>	<u># Runs</u>	<u>Notes</u>
Rhody Festival	21	1	Added a special shuttle run to the parade, due to people gathering at HP for the shuttle. (no shuttle service between 12-3pm)

VanPool

VanPool Passenger Trips	VanPool Miles Traveled	VanPool Average Riders	VanPool Vans in Service
942	6206	6.6	4

Dial A Ride

[illegible]

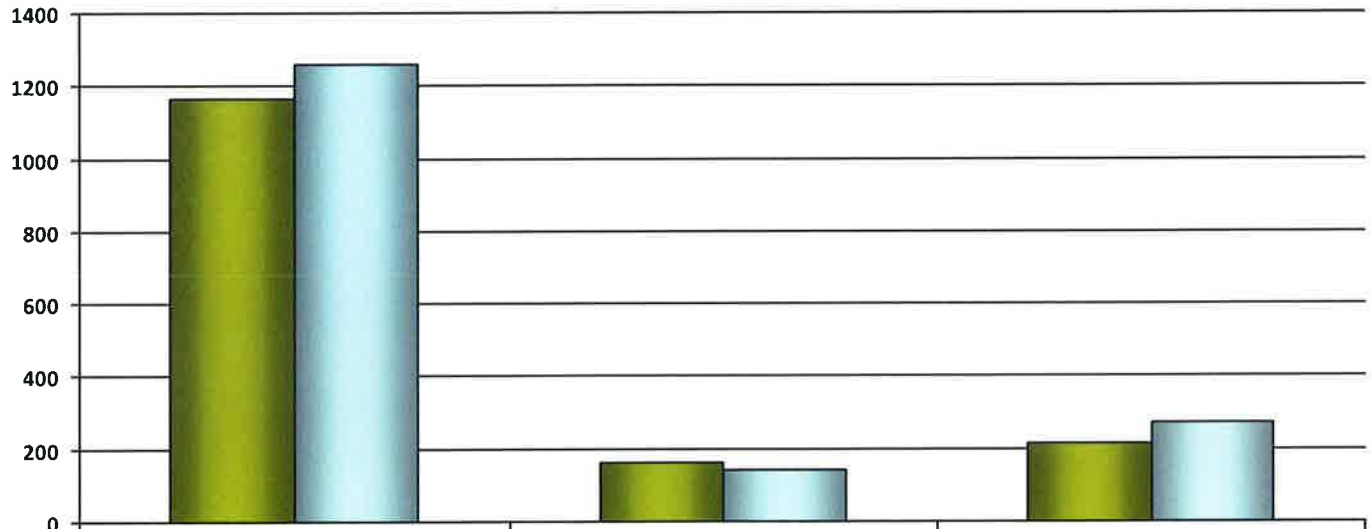
Dial A Ride	6
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DAR Mobility Aids

JTOC Ridership Comparison

Date Range Compared: 6/1/2016 - 6/30/2016 And 7/1/2016 - 7/31/2016

Ridership Totals Comparison



Current Month	1167	164	214
Previous Month	1259	139	270

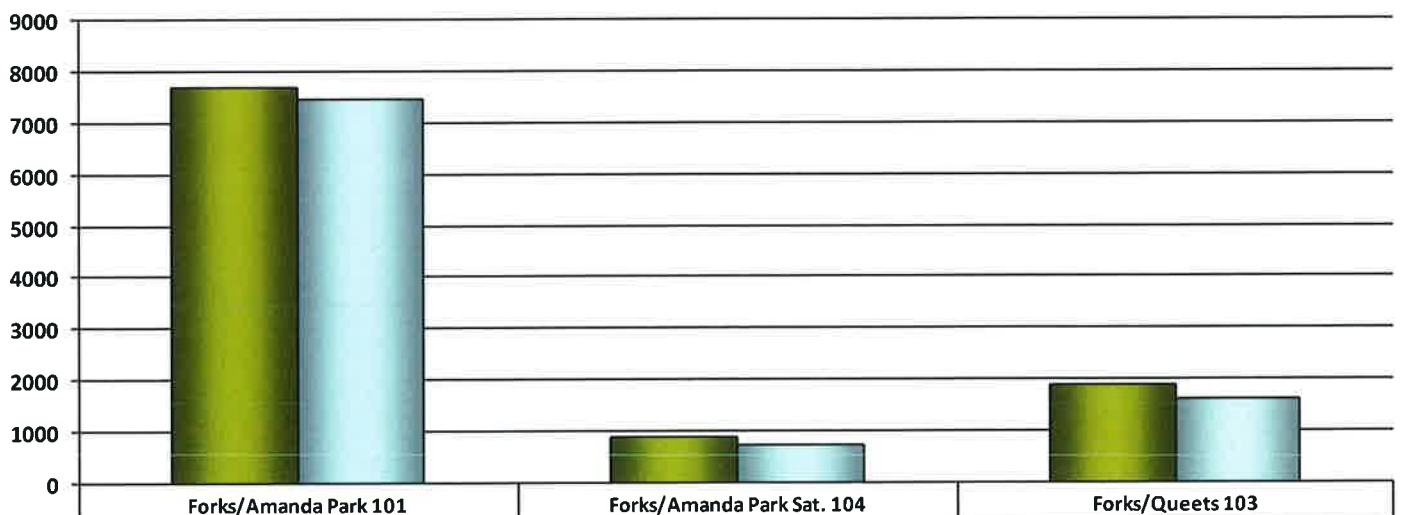
Current Month Total Ridership 1545

Previous Month Total Ridership 1668

-123 passenger Decrease from prior month: -7.37%

1/1/2015

Ridership Totals Year to Year Comparison



Current Year	7697	896	1875
Previous Year	7454	748	1635

Current Year Total Ridership 10468

Previous Year Total Ridership 9837

631 passenger Increase from prior Year: 6.41%

Jefferson Transit On Time Compliance Report

7/1/2016 through 7/31/2016

