



# JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, August 19, 2014 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

## AGENDA

### Call to Order/Welcome

### Public Comments

### New Agenda Items

#### I. Finance Reports

- a. July 2014

#### II. Consent Agenda

- a. Approval of Minutes, July 15, 2014
- b. Approval of Expenses, July 2014

**Public Hearing: Transit Development Plan/Transportation Improvement Plan 2014-2019** (Found under Tab #8 in the packet book)

#### III. Old Business

- a. Resolution 14-14: Transportation Development Plan (TDP) 2014-2019
- b. Resolution 14-15: State Transportation Improvement Plan (STIP) 2014-2019

#### IV. New Business

- a. Resolution 14-16: Unpaid Holidays for Reason of Faith or Conscience

#### V. Reports

- a. General Managers Report
- b. Operations Report
- c. Maintenance Report
- d. Project Manager Report

#### VI. Ridership Report

### Public Comments

**Executive Session for discussion regarding property and personnel per RCW 42.30.110**

### Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

August 13, 2014

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: July 2014 Financial Report

**Financial Summary –**

**Sales Tax Analysis Reports –**

- Sales tax for May 2014 is 4% lower than received for May 2013, but 4% higher than budgeted. It is important to note that sales tax is performing better compared to budget, the cumulative variance (Jan-May is 5.92% higher than budgeted).

**Revenue Report –**

- East side fare revenues show lower than budgeted; this is expected to continue through out 2014 because the budget figure is inflated. [A reasonable budget figure for east side fares is \$148000. If that figure is used instead of \$165,000, the budget percentage is 55%]
- State Grant Revenue is significantly higher than budgeted; the Sales Tax Equalization grant was not budgeted.

**Expense Report –**

- Overtime is over-budget for fixed route and other (dispatch, mntce); fixed route is a timing issue I expect to resolve itself as the year progresses due to the hire of two additional extra board drivers, the Other overtime issue will remain over budget due to a hiring issue for a small piece of work in dispatch.
- Holiday is over budget because we "front load" the two personal holidays each employee receives annually.
- Other Paid Absence – This figure will be over budget for the entire year – ATU Exec Officer
- Vehicle Technical Services – Over budget for Towing, body repair work and off site repairs
- Contracted IT Services is over budget, latent services (Mail Archiving, Virus Protection, off site Backup) were in the budget for 7-8 months; these services will continue past the projected date because it is less expensive to go with current vendor than purchase the services from another vendor. This line item will remain over budget.
- Shop Supplies – over budget - there has been an increase in uniform/rug cleaning
- OVERALL it is important to note that other than the overtime issue, overall expenses are under budget by more than 4%.

**Capital Activity –**

- Capital activity in July for the Facility: CONSTRUCTION!!!!!! YEAH!!!! Project Management and Construction Phase design services.
- The 2014 Capital Project Tracking report is included with this report and reflects the 2014 capital budget. As projects are completed/expensed they will be reflected on this report.
- An updated Facility report is also included with this report.



## July 2014 Financial Summary

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Budget Tracking Figure: 58.33%

|                          |              |
|--------------------------|--------------|
| 1. Operational Expenses: | \$309,508.10 |
| Operational Revenues:    | \$16,455.09  |
| Non-Operational Income:  | \$293,053.01 |
| Capital Expenses:        | \$292,125.49 |
| Capital income:          | \$227,509.00 |

|   |              |
|---|--------------|
| 2. Sales Tax Received 6/30/2014 for April 2014: | \$279,961.16 |
| Sales Tax Received 6/30/2013 for April 2013:    | \$292,014.18 |

**\*\*Sales tax decreased from prior year 4%\*\***

|  |                |
|--|----------------|
| 3. Cash on Hand as of July 31, 2014*:  |                |
| Operating:                             | \$709,355.18   |
| Operating Reserve (22.7% Funded):      | \$250,000.00   |
| (Minimum Funding Required \$1,100,000) |                |
| Capital Account:                       | \$1,311,992.04 |
| Capital Reserve:                       | \$1,333,245.69 |
| Unemployment Reserve:                  | \$21,575.00    |
| Bond Payment Reserve:                  | \$709.95       |
| Bond Reserve:                          | \$85,250.00    |
| EFT Fund:                              | \$135,313.39   |
| Travel Fund:                           | \$1,081.02     |
| Kitsap Bank                            | \$10.64        |

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|              |                         |
|--------------|-------------------------|
| <b>Total</b> | <b>\$3,848,532.91**</b> |
|--------------|-------------------------|

\*"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/Funding 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

2014

Month Received - Cash Basis (Cash Flow)

| Month of Receipt | Tax Rate | 2014 Tax     | 2013 Tax     | 2012 Tax     | 2011 Tax       | 2014 Budget  | 2014 Monthly Act to Bud Variance | 2014 Cumulative Cash Actual Sales Tax Received | 2014 Cumulative Cash Budgeted Sales Tax | 2014 Cumulative Actual to Budget Variance |
|------------------|----------|--------------|--------------|--------------|----------------|--------------|----------------------------------|--|---|---|
| January          | 0.90%    | \$261,546.64 | \$263,071.24 | \$234,370.59 | \$221,922.91   | 235,777.00   | 10.93%                           | \$261,546.64                                   | 235,777.00                              | 10.93%                                    |
| February         | 0.90%    | \$344,682.23 | \$361,349.36 | \$331,924.43 | \$152,221.21   | 323,856.00   | 6.43%                            | \$606,228.87                                   | 559,633.00                              | 8.33%                                     |
| March            | 0.90%    | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$150,424.11   | 215,097.00   | 19.03%                           | \$862,257.78                                   | 774,730.00                              | 11.30%                                    |
| April            | 0.90%    | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$191,817.93   | 231,524.00   | 6.18%                            | \$1,108,081.93                                 | 1,006,254.00                            | 10.12%                                    |
| May              | 0.90%    | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$172,294.86   | 280,324.00   | 2.49%                            | \$1,395,383.58                                 | 1,286,578.00                            | 8.46%                                     |
| June             | 0.90%    | \$263,212.12 | \$258,797.23 | \$239,889.31 | \$191,845.36   | 251,884.00   | 0.53%                            | \$1,648,595.70                                 | 1,538,462.00                            | 7.16%                                     |
| July             | 0.90%    | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$203,110.70   | 269,627.00   | 3.83%                            | \$1,928,556.86                                 | 1,808,089.00                            | 6.66%                                     |
| August           | 0.90%    |              | \$351,405.02 | \$291,693.72 | \$285,132.17   | 306,276.00   | 0.00%                            | \$0.00   | 2,114,365.00                            |   |
| September        | 0.90%    |              | \$317,410.71 | \$285,111.93 | \$305,799.23   | 299,368.00   | 0.00%                            | \$0.00   | 2,413,733.00                            |   |
| October          | 0.90%    |              | \$331,339.51 | \$313,703.24 | \$300,142.06   | 329,388.00   | 0.00%                            | \$0.00   | 2,743,121.00                            |   |
| November         | 0.90%    |              | \$336,708.79 | \$314,369.17 | \$239,629.36   | 315,149.00   | 0.00%                            | \$0.00   | 3,058,270.00                            |   |
| December         | 0.90%    |              | \$273,339.76 | \$265,862.08 | \$2,572,837.54 | 251,610.00   | 0.00%                            | \$0.00   | 3,309,880.00                            |   |
| Total            |          | 1,928,556.86 | 3,639,307.56 | 3,226,039.90 | 4,987,177.44   | 3,309,880.00 | 0.00%                            |  |   |   |
| Monthly Average  |          | 275,508.12   | 303,275.63   | 268,836.66   | 415,598.12     | 275,823.33   |                                  |  |   |   |

Month Earned - Accrual Basis (Income Statement)

| Month Recognized | Tax Rate | 2014 Tax     | 2013 Tax     | 2012 Tax     | 2011 Tax     | 2014 Budget  | 2014 Actual to Budgeted Variance | 2014 Cumulative Accrual Actual Sales Tax Received | 2014 Cumulative Accrual Budgeted Sales Tax | 2014 Cumulative Actual to Budget Variance |
|------------------|----------|--------------|--------------|--------------|--------------|--------------|----------------------------------|---|--|---|
| January          | 0.90%    | \$256,028.91 | \$291,292.37 | \$204,854.04 | \$150,424.11 | 215,097.00   | 19.03%                           | \$256,028.91                                      | 215,097.00                                 | 19.03%                                    |
| February         | 0.90%    | \$245,824.15 | \$262,810.78 | \$220,498.65 | \$191,817.93 | 231,524.00   | 6.18%                            | \$501,853.06                                      | 446,621.00                                 | 12.37%                                    |
| March            | 0.90%    | \$287,301.65 | \$299,768.61 | \$266,975.22 | \$172,294.86 | 280,324.00   | 2.49%                            | \$789,154.71                                      | 726,945.00                                 | 8.56%                                     |
| April            | 0.90%    | \$253,212.12 | \$258,797.23 | \$239,889.31 | \$191,845.36 | 251,884.00   | 0.53%                            | \$1,042,366.83                                    | 978,829.00                                 | 6.49%                                     |
| May              | 0.90%    | \$279,961.16 | \$292,014.18 | \$256,787.52 | \$203,110.70 | 269,627.00   | 3.83%                            | \$1,322,327.99                                    | 1,248,456.00                               | 5.92%                                     |
| June             | 0.90%    |              | \$351,405.02 | \$291,693.72 | \$285,132.17 | 306,279.00   | 0.00%                            | \$0.00  | 1,554,735.00                               |   |
| July             | 0.90%    |              | \$317,410.71 | \$285,111.93 | \$305,799.23 | 299,368.00   | 0.00%                            | \$0.00  | 1,854,103.00                               |   |
| August           | 0.90%    |              | \$331,339.51 | \$313,703.24 | \$300,142.06 | 329,388.00   | 0.00%                            | \$0.00  | 2,183,491.00                               |   |
| September        | 0.90%    |              | \$336,708.79 | \$314,369.17 | \$239,629.36 | 315,149.00   | 0.00%                            | \$0.00  | 2,498,640.00                               |   |
| October          | 0.90%    |              | \$273,339.76 | \$265,862.08 | \$305,799.23 | 251,610.00   | 0.00%                            | \$0.00  | 2,750,250.00                               |   |
| November         | 0.90%    |              | \$261,546.64 | \$263,071.24 | \$331,924.43 | 246,090.00   | 0.00%                            | \$0.00  | 2,996,340.00                               |   |
| December         | 0.90%    |              | \$344,682.23 | \$361,349.36 | \$204,854.04 | 338,020.00   | 0.00%                            | \$0.00  | 3,334,360.00                               |   |
| Total            |          | 1,322,327.99 | 3,621,115.83 | 3,284,165.48 | 2,882,773.48 | 3,334,360.00 | 0.00%                            |   |  |   |
| Monthly Average  |          | 264,465.60   | 301,759.65   | 273,680.46   | 240,231.12   | 277,863.33   |                                  |   |  |   |

**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Seven Months Ending July 31, 2014**

|   | July                  | Year to Date          |
|---|-----------------------|-----------------------|
| <b>STATEMENT OF CASH FLOWS</b>              |                       |                       |
| Cash Balances - Beginning of Period         | \$3,950,913.46        | \$2,465,432.33        |
| Operating Cash Provided/(Used) by:          |                       |                       |
| Operating Activities                        | (\$598,608.69)        | (\$2,375,897.22)      |
| Non-Capital Financing Activities            | \$286,785.49          | \$2,644,584.10        |
| Investing Activities                        | \$190.39              | \$1,054.73            |
| Total Operating Cash Provided/(Used)        | (\$311,632.81)        | \$269,741.61          |
| Capital Cash Provided/(Used) by:            |                       |                       |
| Capital and Related Financing Activities    | \$213,209.00          | \$1,117,315.71        |
| Net Increase/(Decrease) Cash and Equivalent | (\$98,423.81)         | \$1,387,057.32        |
| <b>CASH BALANCES - END OF PERIOD</b>        | <b>\$3,852,489.65</b> | <b>\$3,852,489.65</b> |

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Seven Months Ending July 31, 2014**

|   | July         | YTD            | Budget         | % of Actual<br>vs. Budget |
|---|--------------|----------------|----------------|---------------------------|
| <b>STATEMENT OF INCOME/(LOSS)</b>           |              |                |                |                           |
| Operating Revenues                          | \$16,455.09  | \$128,558.61   | \$240,580.00   | 53.44%                    |
| Operating Expenses                          |              |                |                |                           |
| Labor                                       | 148,538.47   | 1,021,472.56   | 1,793,675.00   | 56.95%                    |
| Benefits                                    | 96,364.38    | 703,870.44     | 1,336,375.00   | 52.67%                    |
| Services and User Fees                      | 10,672.06    | 88,271.52      | 178,796.00     | 49.37%                    |
| Materials & Supplies                        | 41,070.39    | 304,068.83     | 591,620.00     | 51.40%                    |
| Utilities                                   | 2,501.13     | 33,807.33      | 65,020.00      | 52.00%                    |
| Casualty/Liability Costs                    | 6,688.92     | 53,138.88      | 90,348.00      | 58.82%                    |
| Taxes                                       | 436.76       | 3,473.88       | 8,974.00       | 38.71%                    |
| Miscellaneous Expenses                      | 3,235.99     | 37,818.96      | 80,299.00      | 47.10%                    |
| Leases and Rentals                          |              | 6,304.47       | 15,824.00      | 39.84%                    |
| Total Operating Expenses                    | 309,508.10   | 2,252,226.87   | 4,160,931.00   | 54.13%                    |
| Operating Income (Loss)                     | (293,053.01) | (2,123,668.26) | (3,920,351.00) | 54.17%                    |
| Non-Operating Revenues                      |              |                |                |                           |
| Non-Transportation Revenue                  | 1,388.03     | 28,464.37      | 13,011.00      | 218.77%                   |
| Taxes Levied by Transit                     | 309,702.16   | 1,927,974.99   | 3,334,359.00   | 57.82%                    |
| Local Grants & Contributions                | 1,250.00     | 8,750.00       | 17,500.00      | 50.00%                    |
| State Grants & Contributions                | 8,937.69     | 290,937.44     | 250,688.00     | 116.06%                   |
| Federal Grants & Contributions              | 67,910.66    | 475,373.96     | 637,500.00     | 74.57%                    |
| Total Non-Operating Revenues                | 389,188.54   | 2,752,893.92   | 4,295,842.00   | 64.08%                    |
| Net Income (Loss) Before Transfers In/(Out) | 96,135.53    | 629,225.66     | 375,491.00     | 167.57%                   |
| Net Income/(Loss)                           | 96,135.53    | 629,225.66     | 375,491.00     | 167.57%                   |

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Seven Months Ending July 31, 2014**

|  | <u>July</u>       | <u>YTD</u>          | <u>Budget</u>       | <u>% of Actual<br/>vs. Budget</u> |
|--|-------------------|---------------------|---------------------|-----------------------------------|
| <b>OPERATING REVENUES</b>  |                   |                     |                     |                                   |
| <b>Passenger Fares for Transit Services</b>                          |                   |                     |                     |                                   |
| Fixed Route Fares - East   | \$10,630.83       | \$82,064.81         | \$165,000.00        | 49.74%                            |
| Fixed Route Fares - West - JTOC                                      | 360.54            | 2,968.18            | 3,600.00            | 82.45%                            |
| Dial-a-Ride Fares (DAR)  | 1,459.75          | 7,778.83            | 12,000.00           | 64.82%                            |
| Vanpools   | 3,843.35          | 30,906.96           | 57,000.00           | 54.22%                            |
| Extended Service   |                   |                     | 2,200.00            | 0.00%                             |
| <br><b>Auxiliary Transportation Revenues</b>                         |                   |                     |                     |                                   |
| Advertising Services   | 95.62             | 4,384.83            |                     | 0.00%                             |
| Other Services Revenue   | 65.00             | 455.00              | 780.00              | 58.33%                            |
| <b>Total Operating Revenues</b>                                      | <b>16,455.09</b>  | <b>128,558.61</b>   | <b>240,580.00</b>   | <b>53.44%</b>                     |
| <b>NONOPERATING REVENUES</b>   |                   |                     |                     |                                   |
| Nontransportation  |                   |                     |                     |                                   |
| Investment (Interest) Income   | 190.39            | 1,054.73            | 1,704.00            | 61.90%                            |
| Gain (Loss) on Disposition of Capital Items                          |                   | 14,621.84           |                     | 0.00%                             |
| Other Nontransportation Revenues                                     | 1,197.64          | 12,787.80           | 11,307.00           | 113.10%                           |
| <b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b> | <b>309,702.16</b> | <b>1,927,974.99</b> | <b>3,334,359.00</b> | <b>57.82%</b>                     |
| <b>Special Sales Tax Receipts - Miscellaneous</b>                    |                   | <b>21,393.16</b>    | <b>42,784.00</b>    | <b>50.00%</b>                     |
| <br><b>Local Grants and Contributions</b>                            |                   |                     |                     |                                   |
| JTOC   | 1,250.00          | 8,750.00            | 15,000.00           | 58.33%                            |
| WSTIP  |                   |                     | 2,500.00            | 0.00%                             |
| <br><b>State Grants and Contributions</b>                            |                   |                     |                     |                                   |
| Rural Mobility Competitive   | 7,061.00          | 287,301.00          | 247,188.00          | 116.23%                           |
| RTAP   | 1,876.69          | 3,636.44            | 3,500.00            | 103.90%                           |
| <br><b>Federal Grants and Contributions (OPERATING)</b>              |                   |                     |                     |                                   |
| Federal Grants and Contributions - FTA 5311                          | 67,910.66         | 475,373.96          | 637,500.00          | 74.57%                            |
| <br><b>Capital Contributions - Local/State/Federal</b>               |                   |                     |                     |                                   |
| Capital Contributions - FTA 5311, Equipment Assistance (Federal)     |                   | 12,241.88           |                     | 0.00%                             |
| Capital Contributions - FTA 5309, Facility Assistance (Federal)      | 227,509.00        | 416,393.00          |                     | 0.00%                             |
| <b>Total Nonoperating Revenues</b>                                   | <b>616,697.54</b> | <b>3,181,528.80</b> | <b>4,295,842.00</b> | <b>74.06%</b>                     |
| <b>TOTAL REVENUES</b>  | <b>633,152.63</b> | <b>3,310,087.41</b> | <b>4,536,422.00</b> | <b>72.97%</b>                     |

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2014**

|  | <u>July</u> | <u>YTD</u>   | <u>Budget</u> | <u>% of Actual<br/>vs. Budget</u> |
|--|-------------|--------------|---------------|-----------------------------------|
| <b>OPERATING EXPENSES</b>                                    |             |              |               |                                   |
| <b>Labor</b>   |             |              |               |                                   |
| Operators Salaries & Wages - Fixed Route                     | \$48,126.96 | \$348,946.45 | \$609,291.00  | 57.27%                            |
| Operators Overtime - Fixed Route                             | 3,150.34    | 31,140.97    | 48,196.00     | 64.61%                            |
| Operators Salaries & Wages - Dial-a-Ride (DAR)               | 15,168.39   | 82,458.62    | 161,449.00    | 51.07%                            |
| Operators Overtime - Dial-a-Ride (DAR)                       | 982.07      | 3,965.02     | 7,318.00      | 54.18%                            |
| Other Salaries & Wages (Mntce, Dispatch, Cust Serv)          | 40,398.59   | 278,809.50   | 487,623.00    | 57.18%                            |
| Other Overtime (Mntce, Dispatch, Cust Serv)                  | 6,021.21    | 23,926.43    | 28,457.00     | 84.08%                            |
| Administration Salaries                                      | 34,690.91   | 252,225.57   | 451,341.00    | 55.88%                            |
| <b>Benefits</b>  |             |              |               |                                   |
| FICA   | 13,372.82   | 86,919.64    | 168,244.00    | 51.66%                            |
| Pension Plans (PERS)   | 15,448.77   | 108,958.78   | 191,945.00    | 56.77%                            |
| Medical Plans  | 33,593.68   | 239,661.74   | 475,703.00    | 50.38%                            |
| Dental Plans   | 2,901.29    | 21,062.43    | 42,974.00     | 49.01%                            |
| Unemployment Insurance (UI)                                  |             | 464.00       | 9,068.00      | 5.12%                             |
| Workers' Compensation Insurance - Labor & Industries (L&I)   | 5,377.61    | 36,456.14    | 65,454.00     | 55.70%                            |
| Holiday  | 5,778.13    | 51,684.22    | 75,340.00     | 68.60%                            |
| General Leave  | 18,349.26   | 134,421.84   | 231,502.00    | 58.07%                            |
| Other Paid Absence (Court Duty & Bereavement)                | 904.07      | 7,158.71     | 6,286.00      | 113.88%                           |
| Uniforms, Work Clothing & Tools Allowance                    | 297.35      | 6,392.20     | 11,599.00     | 55.11%                            |
| Other Benefits (HRA, EAP & Wellness)                         | 341.40      | 10,690.74    | 58,260.00     | 18.35%                            |
| <b>Service and User Fees</b>                                 |             |              |               |                                   |
| Vanpool Services and Fees                                    |             |              | 4,500.00      | 0.00%                             |
| Advertising Fees   | 450.00      | 5,333.15     | 18,250.00     | 29.22%                            |
| Professional & Technical Services                            | 1,683.59    | 38,362.21    | 80,846.00     | 47.45%                            |
| Contract Maintenance Services (IT Services)                  | 724.85      | 4,914.10     | 4,850.00      | 101.32%                           |
| Security Services  |             |              | 1,500.00      | 0.00%                             |
| Vehicle Technical Services                                   | 5,031.55    | 22,948.45    | 26,750.00     | 85.79%                            |
| Property Maintenance Services                                | 358.26      | 2,392.50     | 10,000.00     | 23.93%                            |
| Software Maintenance Fees                                    | 1,581.94    | 9,597.76     | 21,200.00     | 45.27%                            |
| Postage & Mail Meter Fees                                    | 269.79      | 1,720.79     | 3,600.00      | 47.80%                            |
| Drug & Alcohol Services                                      | 401.08      | 2,034.56     | 4,800.00      | 42.39%                            |
| Other Services & User Fees                                   | 171.00      | 968.00       | 2,500.00      | 38.72%                            |
| <b>Materials and Supplies Consumed</b>                       |             |              |               |                                   |
| Fuel   | 31,786.94   | 209,812.96   | 407,000.00    | 51.55%                            |
| Tires  | 773.90      | 14,152.70    | 28,500.00     | 49.66%                            |
| Lubrication  | 278.97      | 3,436.96     | 10,550.00     | 32.58%                            |
| Tools  | 816.22      | 3,262.04     | 9,000.00      | 36.24%                            |
| Vehicle Maintenance & Repair Parts                           | 4,013.63    | 37,166.34    | 61,500.00     | 60.43%                            |
| Non-Vehicle Maintenance & Repair Parts                       | (10.42)     | 4,614.41     | 8,000.00      | 57.68%                            |
| Vehicle Accessories  |             | 254.89       | 1,350.00      | 18.88%                            |
| Park & Ride Materials  | 17.41       | 281.24       | 2,000.00      | 14.06%                            |
| Shop Supplies (Maintenance & Cleaning)                       | 1,209.52    | 9,375.67     | 14,000.00     | 66.97%                            |
| Safety & Emergency Supplies                                  | 102.12      | 829.90       | 5,550.00      | 14.95%                            |
| Office Supplies  | 869.61      | 5,536.35     | 12,570.00     | 44.04%                            |
| Computer Programs & Supplies                                 |             | 304.86       | 2,750.00      | 11.09%                            |
| Printing (Photocopier, Schedules & Brochures)                | 571.15      | 14,399.17    | 26,850.00     | 53.63%                            |
| Other Materials & Supplies                                   | 641.34      | 641.34       | 2,000.00      | 32.07%                            |
| <b>Utilities</b>   |             |              |               |                                   |
| Water, Sewer & Solid Garbage                                 | 1,203.44    | 8,574.60     | 14,850.00     | 57.74%                            |
| Utilities (Electrical & Propane)                             |             | 9,827.88     | 20,475.00     | 48.00%                            |
| Telephone & Internet   | 1,297.69    | 15,404.85    | 29,695.00     | 51.88%                            |
| <b>Casualty and Liability Costs</b>                          |             |              |               |                                   |
| Premiums for Public Liability & Property Damage Insurance    | 7,741.66    | 54,191.62    | 90,348.00     | 59.98%                            |
| Recoveries of Public Liability & Property Damage Settlements | (1,052.74)  | (1,052.74)   |               | 0.00%                             |
| <b>Taxes</b>   |             |              |               |                                   |
| State Taxes  | 316.93      | 2,496.05     | 5,224.00      | 47.78%                            |
| Vehicle Licensing & Registration Fees                        |             |              | 750.00        | 0.00%                             |
| Other Licensing Fees & Taxes                                 | 119.83      | 977.83       | 3,000.00      | 32.59%                            |

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2014**

|  | <u>July</u>              | <u>YTD</u>                 | <u>Budget</u>              | <u>% of Actual<br/>vs. Budget</u> |
|--|--------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Miscellaneous</b>                     |                          |                            |                            |                                   |
| Dues & Subscriptions                     | \$878.23                 | \$7,237.61                 | \$15,591.00                | 46.42%                            |
| Travel & Meetings                        | 426.76                   | 17,353.75                  | 27,108.00                  | 64.02%                            |
| Safety Program (Rodeo & Safety Rewards)  |                          |                            | 6,500.00                   | 0.00%                             |
| Training (Classes, Seminars & Materials) | 1,810.00                 | 12,113.70                  | 27,450.00                  | 44.13%                            |
| EE CDL and EE Physical Expense           | 85.00                    | 1,060.00                   | 3,350.00                   | 31.64%                            |
| Other Miscellaneous                      | 36.00                    | 53.90                      | 300.00                     | 17.97%                            |
| <b>Interest Expense</b>                  |                          |                            |                            |                                   |
| <b>Leases and Rentals</b>                |                          |                            |                            |                                   |
| Transit Way & Passenger Stations         |                          |                            | 1,000.00                   | 0.00%                             |
| Service Vehicles & Equipment             |                          | 440.92                     | 2,500.00                   | 17.64%                            |
| Other General Administration Facilities  |                          | 5,863.55                   | 12,324.00                  | 47.58%                            |
| <b>TOTAL OPERATING EXPENSES</b>          | <b><u>309,508.10</u></b> | <b><u>2,252,226.87</u></b> | <b><u>4,160,931.00</u></b> | <b><u>54.13%</u></b>              |

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**July 2014**

|                                 |                                   |                        |             |
|---------------------------------|-----------------------------------|------------------------|-------------|
| <b>Current Account Status</b>   | <b>Balance per Bank @ 7/31/14</b> | <b>\$ 2,645,237.73</b> | <b>\$ -</b> |
| <b>Balance per GL @ 6/30/14</b> |                                   | <b>\$ 2,722,287.70</b> |             |
|                                 | Transfers - In                    | \$ -                   |             |
|                                 | Transfers - In ( Bond Financing)  | \$ -                   |             |
|                                 | Debt Financing Expenses           | \$ (20,750.00)         |             |
|                                 | Reimbursement Facility Project    | \$ 235,735.00          |             |
|                                 | Investment Interest               | \$ 90.52               |             |
|                                 | Transfers - Out (Purchases)       | \$ (292,125.49)        |             |
|                                 | Transfers - Out (Bond Reserves)   | \$ -                   |             |
| <b>Balance per GL @ 7/31/14</b> |                                   | <b>\$ 2,645,237.73</b> |             |

| <b>2014 Capital Projects</b>                    |   |                      |                    |                          |
|---|---|----------------------|--------------------|--------------------------|
| <b>Facility</b>                                 |   | <b>Grant Funding</b> | <b>JTA Funding</b> | <b>JTA Appropriation</b> |
|   | <b>2014 Beginning Balance</b>           | \$ 2,684,815.00      | \$ 671,204.00      | \$ (671,204.00)          |
|   | Change to Add Regional STP funds        | \$ 493,713.00        | \$ 77,053.00       | \$ (77,053.00)           |
|   | STP-Flex for Fuel Island                | \$ 292,000.00        | \$ 73,000.00       | \$ (73,000.00)           |
|   | Sales Tax Equalization Funding          | \$ 237,874.00        | \$ -               | \$ -                     |
|   | <b>JTA Outlay</b>                       | \$ -                 | \$ 782,000.00      | \$ (782,000.00)          |
| <b>Payments</b>                                 | City of PT, JeffDCD, TCF                | \$ (90,804.00)       | \$ (25,192.00)     | \$ 25,192.00             |
|   | Bid Adverts, Permits, TCF               | \$ (75,031.00)       | \$ (18,758.00)     | \$ 18,758.00             |
|   | Bid Adverts, Permits                    | \$ (3,925.00)        | \$ (981.00)        | \$ 981.00                |
|   | TCF, City of PT, Printing               | \$ (68,829.95)       | \$ (31,553.59)     | \$ 31,553.59             |
|   | TCF, City of PT, Printing, Easement Sur | \$ (13,674.00)       | \$ (3,418.82)      | \$ 3,418.82              |
|   | TCF, City of PT                         | \$ (9,088.00)        | \$ (2,272.00)      | \$ 2,272.00              |
|   | Pease, TCF, PT, Print, Materials, Elec  | \$ (233,700.39)      | \$ (58,425.10)     | \$ 58,425.10             |
|   | <b>Ending Balance</b>                   |                      |                    | <b>\$ (1,462,656.49)</b> |
| <b>Other Building and Structures</b>            |   | <b>Grant Funding</b> | <b>JTA Funding</b> |                          |
| Transit Shelter New & Replace                   | <b>2014 Beginning Balance</b>           | \$ 22,472.00         | \$ 5,618.00        | \$ (5,618.00)            |
| Transit Shelters (JTA)                          | <b>2014 Beginning Balance</b>           |                      | \$ 8,461.00        |                          |
| Kiosks and Signage                              | <b>2014 Beginning Balance</b>           | \$ 8,000.00          | \$ 2,000.00        | \$ (2,000.00)            |
| PNR Upgrades (banners, signs, e                 | <b>2014 Beginning Balance</b>           | \$ -                 | \$ 35,000.00       |                          |
| PNR Passenger Services Bldg                     | <b>2014 Beginning Balance</b>           | \$ 76,800.00         | \$ 19,200.00       | \$ (19,200.00)           |
| <b>Revenue Vehicles</b>                         |   |                      |                    |                          |
| Replacement Engine                              | <b>2014 Beginning Balance</b>           |                      | \$ 35,000.00       |                          |
| <b>Service Vehicles</b>                         |   |                      |                    |                          |
| <b>Service Equipment</b>                        |   |                      |                    |                          |
| Addl Camera System for Trng                     | <b>2014 Beginning Balance</b>           |                      | \$ 2,500.00        |                          |
| <b>Office Furniture &amp; Equipment</b>         |   |                      |                    |                          |
| IT Systems/Trapeze Upgrades                     | <b>2014 Beginning Balance</b>           | \$ 66,911.00         | \$ 16,728.00       | \$ (16,728.00)           |
|   | 5 PCs -w/Software                       | \$ (3,284.44)        | \$ (824.86)        | \$ 824.86                |
|   | SQL-Server Edition & Licenses           | \$ (1,644.30)        | \$ (411.08)        | \$ 411.08                |
|   | Virus Protection Software               | \$ (855.36)          | \$ (213.84)        | \$ 213.84                |
|   | Sonic Wall and Portable Harddrive       | \$ (1,792.00)        | \$ (448.00)        | \$ 448.00                |
|   | 600GB HS Hard Drives                    | \$ (768.11)          | \$ (192.03)        | \$ 192.03                |
|   | 17 Pcs -w/Software                      | \$ (11,473.77)       | \$ (2,868.95)      | \$ 2,868.95              |
|   | <b>Balance</b>                          |                      |                    | <b>\$ (11,769.24)</b>    |
| <b>JTA Capital Reserve Account Balance</b>      |   |                      |                    | <b>\$ 2,645,237.73</b>   |
| <b>JTA Appropriated Project Funds Sub-Total</b> |   |                      |                    | <b>\$ (1,501,243.73)</b> |

Pending Reimbursements  
Pending Payments

**CAPITAL RESERVE BALANCE \$ 1,143,994.00**

|                    |                 |   |
|--------------------|-----------------|---|
| Total Project Cost | \$ 4,083,068.00 | Equals Total project award plus total match |
|--------------------|-----------------|---|

| FTA FUNDS AWARDED TO JTA |               |
|--------------------------|---------------|
| Original                 | \$ 560,000.00 |
| 1st Amendment            | \$ 423,679.00 |
|                          | \$ 970,874.00 |
|                          | \$ 380,361.00 |
| 2nd Amendment            | \$ 931,540.00 |

| JTA MATCH      |               |
|----------------|---------------|
| Match Required | \$ 816,614.00 |

|                              |                 |                       |               |
|------------------------------|-----------------|-----------------------|---------------|
| Total Project Award from FTA | \$ 3,266,454.00 | Total Match           | \$ 816,614.00 |
| Disbursements to date        | \$ 1,166,172.00 | Disbursements to date | \$ 347,762.73 |
| Remaining Balance            | \$ 2,100,282.00 | Remaining Balance     | \$ 468,851.27 |

|                    |                 |            |               |
|--------------------|-----------------|------------|---------------|
| Team/Disbursements | \$ 1,166,172.00 | JTA Match  | \$ 347,762.73 |
| Difference         | \$ -            | Difference | \$ -          |

[illegible]

# DRAFT

## Jefferson Transit Authority Board Meeting Minutes

Tuesday, July 15, 2014, 1:30 pm  
701 Harrison Street, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Sullivan at 1:31 pm. Other members present were Catharine Robinson, Phil Johnson, John Austin, Robert Gray and Lloyd Eisenman.

### STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager John Koschnick, Fleet and Facilities Manager Ben Arnold, Project Engineer Samantha Trone and Executive Assistant/Clerk of the Board Laura Smedley

### PUBLIC COMMENT

Margaret Lee commented on transfers between reserve accounts.

Brenda McMillan suggested JTA raise fares. She also asked about the art contest.

Greg Aten would like to see a signal at the Four Corners and Highway 20 intersection.

Darrell Conder agreed that JTA should examine the fare schedule.

### JTA Staff Response

Crouch explained the transfer in question was the funding from the Sales Tax Equalization grant. The grant is used for operations, but allowed the transfer of sales tax receipts to the Capital account. This has been a planned transfer and has appeared in all of the funding presentations for the new facility project.

Sullivan agreed that the Four Corners intersection is dangerous. It is on the State plan for future improvement.

# DRAFT

## NEW AGENDA ITEMS

There were none.

## FINANCE REPORT

JTA is one of the eight (8) founding members of the Washington State Transit Insurance Pool (WSTIP). WSTIP provides access to risk management tools, outstanding transit training, safety consulting and liability insurance. WSTIP is integral to JTA's continued success. A copy of WSTIP's 2013 annual report milestones was given to each Board member, and the report is also available at [www.wstip.org](http://www.wstip.org) for viewing.

Sales tax for April 2014 came in 3% lower than April 2013; however, it is 1% higher than budgeted. Cumulatively the January through April total is still 6% higher than budget and 6% lower than 2013 sales tax receipts.

Overtime is over budget as expected. We now have two (2) fully trained additional operators that should help alleviate this issue.

Travel is over budget which was expected due to training opportunities provided by the Federal Transit Association (FTA) and Washington State Department of Transportation (WSDOT). Two planned out of State training sessions have been cancelled, as well as attendance at the WSDOT Convention for two (2) employees. We will still be sending three (3) employees to this Convention as it is an excellent training opportunity.

The Capital activity in June for the new facility included a TCF construction submittal review and our Project Manager.

The Capital activity in June for the non-facility was the purchase of seventeen personal computers.

Robert Gray asked if a fare study is done periodically. Rubert reported that a fare study has not been done since she has been the General Manager. JTA will research this issue.

Mr. Gray also asked if the Board will be receiving periodic financial reports on the new facility project. Crouch replied that the last page of the financial report covers the expenses. Mr. Gray would like a narrative report presented, if possible.

# DRAFT

John Austin commented that while it may be tempting to increase the fares, it is in the social good to encourage people to ride the bus. We want to get people out of cars to reduce pollution and crowding in the downtown area. With that in mind, the Board has been slow to increase fares. Rubert reported that fares are only 6% of JTA's revenue.

Phil Johnson wanted to verify that there is not a separate reserve fund to purchase buses. Crouch confirmed that there is just one Capital reserve fund. In the annual Capital budget, projects are earmarked to complete if funding is available. At this time, all funding is focused on the new facility.

## CONSENT AGENDA

- a. Approval of Minutes, June 17, 2014
- b. Approval of Expenses, June 2014

On page 4 of 7 in the second paragraph of the Managers Report, strike the sentence that begins "The easement for the Olympic Trail..." because only the paperwork for the easement is being completed at this time.

***Motion: John Austin moved to approve the Consent Agenda with changes. Phil Johnson seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## PUBLIC HEARING

### Transit Development Plan (TDP)/State Transportation Improvement Plan (STIP) 2014-2019

Margaret Lee commented on the Capital improvement information and the Operating data on page 14 and 15. She sees both of those figures as staying flat from 2014-2019. However, on Appendix A, where there are listings of things that JTA would like to accomplish, there are over twenty items. How will JTA accomplish any of those items without funding?

Rubert commented that these items are added to the TDP because if it is not listed in the report, JTA is not allowed to ask for a grant to fund them.

Sullivan commented that Jefferson County is at the maximum level of sales tax for transit allowed, and the State and Federal governments have not yet addressed the long-term transportation budget. That is the nature of our conservatism.

# DRAFT

Robert Gray asked if there would be a way to get an annual pass for Dial-A-Ride. Ms. Rubert commented that when using Dial-A-Ride, the type of pass used is a "Punch Pass" which is punched each time the rider boards the vehicle. These are usually sold as \$10 or \$20 passes. Mr. Gray would also like to see an accomplishment report added to the TDP. Mr. Gray asked if JTA would be able to get more of the historic-looking shelters that are located downtown, for upper Sims Way. Ben Arnold has researched purchasing more of those shelters in the past. The company that made them is no longer in business. We sent photos to other companies for bids and the added cost to construct a shelter like that would be approximately \$6,000 to \$8,000.

Catharine Robinson suggested putting + 1% in parentheses beside passenger trips so it does not appear to be added to revenue hours. She also had questions and corrections in the narrative on several pages.

No other comments or questions were made. David said we would make these changes, and people can comment online or in person until the next Public Hearing on August 19<sup>th</sup>.

## **OLD BUSINESS**

There was none.

## **NEW BUSINESS**

### **Remote Interest Discussion**

David Sullivan began by stating that we are having this discussion because of the complicated nature of having negotiations for two (2) issues; the first being the re-zoning of the property JTA intends to sell on Sims Way; and the other being the potential purchase the Visitors Center located at the Haines Place Park & Ride. Both involve the City of Port Townsend.

Mr. Sullivan included in the Board packet information received via email from Municipal Research and Services Center (MRSC) located in Seattle.

Mr. Sullivan said he brought this forward in the spirit of openness. This way the public has general background information and is informed about the issues involved relating to remote interest.

Catharine Robinson thought it would be difficult to have a discussion without legal representation present to speak and provide legal guidance.

# DRAFT

Mr. Sullivan asked if transit's attorney Craig Miller would be willing to attend a Board meeting. Tammi Rubert answered that he would be willing to come to a meeting and help with this discussion. Ms. Rubert asked if we should continue with the Executive Session which was scheduled for today. Mr. Sullivan noted that the subject of today's Executive Session was the main reason he brought this subject forward. He was hoping it would encourage the City council members to get advice from their attorney on how the situation should be handled today.

Ms. Robinson asked if there was urgency in holding the Executive Session today. Ms. Rubert answered that it was important to discuss the re-zone today. She has had inquiries from the City, and this Executive Session was necessary in order to obtain answers for them. The re-zone portion of this session is necessary; the purchase of the Visitors Center portion could be postponed until next month.

Robert Gray asked Catharine Robinson if she understood from City Attorney John Watts that they should not be part of the Executive Session regarding the re-zone. Ms. Robinson stated she had already planned to recuse herself from the re-zone subject at the City level because of being on this Board. She then said it would be best to take herself and Robert Gray out of the discussion on both ends and let the commissioners deal with the issue.

David Sullivan said there are different ways of dealing with conflicts. One is to recuse yourself, and another is simply to disclose all of the interest so the public is informed as to what could affect your decision.

Mr. Sullivan suggests postponing the discussion of the sale of the Visitors Center until next month. He asked if we should invite transit's attorney Craig Miller and the city's attorney John Watts to attend the next Board meeting. Robert Gray noted that John Watts has recently retired. The Board directed Ms. Rubert to ask for Mr. Miller's opinion in writing.

## REPORTS

### **General Managers Report – Tammi Rubert**

Ms. Rubert reported that JTA had received a "Dear Colleague" letter from the Federal Transportation Association (FTA) which informed us of a potential problem of promised aid if the Highway Trust Fund was not funded. This could put our current Capital project in jeopardy. Ms. Rubert wanted to update the Finance Committee and the Board to say that on July 10<sup>th</sup>, the House and the Senate committee voted for legislation that would keep the highway transit aid flowing. The House Ways and Means Committee approved a Bill for \$10.8 billion to shore up the Federal Funding Trust Fund until May of 2015. This Bill will be scheduled to come out on the floor this week.

Ms. Rubert will not give the new facility portion of her report today because Samantha Trone will be giving a presentation later in the meeting.

# DRAFT

JTA will be marketing Van Pool at the Port Ludlow by the Bay Festival on July 25<sup>th</sup> through the 27<sup>th</sup>, 2014.

On July 28, 2014 Leesa Monroe and Tammi Rubert will be attending the Veterans Stand Down at the Elks Club in Port Townsend. We will be marketing the Regional Reduced Fare Permit.

JTA received a request from Mason Transit for a meeting to discuss altering the Brinnon route. At this time Mason Transit (MTA) comes into Jefferson County as far as the Brinnon Store, and JTA goes to Black Point Road. MTA is requesting that JTA will now come to the edge of Jefferson County, which is Triton Cove State Park. MTA has been gracious coming into our County for many years, but they have been reviewing their budget and believe it is cost prohibitive for them to continue this practice. Phil Johnson is concerned about people being dropped off at Triton Cove without shelter, restrooms or telephone available. John Austin noted that eventually there will be facilities built at Black Point. David Sullivan suggested a possible price settlement with MTA might be the best solution and keep the same service for a short time until there is some stimulus for change, such as improvements at Black Point.

A new General Manager was just hired at Gray's Harbor Transit. Ms. Rubert has worked with Ken Mehin for the last couple of years on the WSTIP and WSTA Boards. He will be moving here from Yakima Transit. We are very happy to see him come this direction and become part of the regional peninsula transportation system.

Catharine Robinson asked if Ms Rubert would track the House bill and keep the Board up to date.

## **New Facility Presentation – Samantha Trone**

Ms. Trone gave a short presentation on the new facility construction progress which included photos. Construction began on June 16, 2014, and the estimated completion date is April 2015.

Darrell Conder asked if there was still a bus turnaround included in the project. Ms. Trone said that at the completion of this project, there will be a bus turnaround with a shelter. Passengers that now wait at the shelters on Highway 20 will be able to wait off the highway at a shelter on the new facility property.

# DRAFT

## Operations Report – John Koschnick

Mr. Koschnick reported six (6) employment anniversaries in July:

|                                    |          |
|------------------------------------|----------|
| Tom Smithers – Vehicle Maintenance | 4 years  |
| David Lont – Facility Maintenance  | 4 years  |
| Ken Yingling – Vehicle Maintenance | 4 years  |
| Emma Henry – Forks Operator        | 4 years  |
| Todd Oestreich – Operator          | 13 years |
| Greg Prescott – Operator           | 13 years |

On June 22, 2014, Lloyd Eisenman served as Grand Marshall for Kitsap Transit's Bus Rodeo in Silverdale, WA.

On June 30, 2014, JTA started our new service and updated schedules were distributed.

In late June, early July our two newest operators started regular service and are doing very well. At the same time that our east Jefferson county drivers were hired, we also hired a new operator for Jefferson Transit Olympic Connection (JTOC) who did not work out. Friday, July 11, 2014, Mr. Koschnick travelled to Forks to interview another applicant, whom he subsequently hired.

Lloyd Eisenman gave a short presentation regarding Public Outreach projects he has been working on. He has given four (4) safety classes to young students. Using the 1967 bus as a classroom, he is teaching them the safest way to wait for a bus, and how to behave when riding on a bus. Each child that completed the course was given a special certificate with their photo on it. The 1967 bus has also been entered in two (2) car shows. In the recent Rakers Car Show, the 1967 bus was awarded "Best in Class" in our division. The 1967 bus will also be entered in the Kiwanis Car Show in August.

## Maintenance Report – Ben Arnold

Mr. Arnold reported maintenance has been working on many vehicle recalls.

There were more shelter requests for the Brinnon Store and at 7<sup>th</sup> and Irondale in Hadlock. Two (2) shelters have been purchased from Clallam Transit for \$1. We will be refurbishing those for use. We also purchased seven (7) fare boxes from Clallam Transit for the Forks buses. The second shelter at Martin Road will be in place by the end of next week.

# DRAFT

A tree's roots at the Haines Place Park & Ride are causing the sidewalk to rise up and create a tripping hazard. JTA and the City of Port Townsend are working on the removal of that tree.

Mr. Arnold has just applied for JTA's five (5) year Stormwater Renewal Permit, which will go into effect in January.

John Austin observed that a resurfacing is being done on Center Road. He asked if JTA been able to take advantage of that by improving our stops on the #1 Brinnon Route. Mr. Koschnick replied he has requested stops be resurfaced at the Old Eagle Mountain store and near Highway 104. There have been improvements made at both stops.

## RIDERSHIP

John Koschnick and Sara Crouch met with Carrie Andrews from the Wooden Boat Festival regarding Sunday service to the Wooden Boat Festival. We explained the process JTA would have to go through in order to provide charter service on Sunday. At the end of the meeting, it appeared they will be contacting potential charter companies for Sunday service.

Ridership was pretty much a flat line from May to June this year. Compared to 2013 we are down about 2%. Sara Crouch asked the Board to keep in mind that in 2013 JTA provided Sunday service January through June. That figure for Sunday ridership was about 4%.

Dial-A-Ride location report for the second month shows that most of the stop locations are at Jefferson County Healthcare, QFC and Safeway in Port Townsend.

Catharine Robinson asked if there have been any more developments involving the Lawrence and Taylor stop. Mr. Koschnick responded that after further investigation into other suggested stop locations, Lawrence and Taylor is still the safest place to stop.

## PUBLIC COMMENT

Margaret Lee would like to see an article in the Port Townsend Leader about Lloyd Eisenman's work with the children.

Brenda McMillan was under the impression that providing service for the Wooden Boat Festival was a money maker.

## JTA Staff Response

John Koschnick stated that Wooden Boat Festival service has never been a money maker.

# DRAFT

## EXECUTIVE SESSION

Per RCW 42.30.110 for discussion regarding Real Estate with action being anticipated.

Executive Session began at 3:15 pm

Note: Robert Gray and Catharine Robinson recused themselves from Executive Session.

John Austin would like to move that we lift the restrictive covenant that is on statutory Warranty Deed AFN428642, Johnson seconded. Austin says it is referring to the street vacation ordinance #2708.

The motion passed unanimously.

John Austin moved that we amend the application to the City of Port Townsend so that we exclude the six (6) lots and allow it to remain as P1 so that 261 and 280 would be rezoned as commercial. Johnson seconded. The Board recognizes that those lots are in a steep area, and it is a request that the City has made. Mr. Austin didn't think it would materially affect the value of the transit property.

The motion passed unanimously.

Executive Session ended at 3:35 pm

## ADJOURNMENT

The meeting was adjourned at 3:36 pm. The next regular meeting will be held Tuesday, August 19, 2014, at 1:30 p.m.

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Laura Smedley, Clerk of the Board

---

Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 8/19/2014

July 2014 Expenses

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

- Accounts Payable Voucher #92842 in the amount of \$79,311.21
- Accounts Payable Vouchers #92843-92878 in the amount of \$102,549.51
- Accounts Payable Voucher #92879 in the amount of \$76,430.19
- Accounts Payable Vouchers #92880-92917 in the amount of \$38,581.37
- Accounts Payable Voucher #92918 in the amount of \$77,418.65
- EFT Vouchers #5632-5638 in the amount of \$8,799.44
- EFT Vouchers #5639-5646 in the amount of \$9,197.26
- Advance Travel Vouchers #341-343 in the amount of \$189.50
- Advance Travel Vouchers #344-345 in the amount of \$193.50
- Capital Checks #426-431 in the amount of \$22,499.13
- Capital Checks #432-436 in the amount of \$281,632.65
- Capital Check #437 in the amount of \$1,125.00

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

**Agenda Item 3a.****Meeting Date:** August 19, 2014**Subject:** Resolution 14-14: Transit Development Plan (TDP) 2014-2019**Prepared By:** Laura Smedley**Approved By:** **Summary:**

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.

Attached is the TDP for the years 2014-2019. The TDP was presented for public comment in July of 2014. Public comment and suggestions were received and are incorporated into the plan.

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.

**Recommendation:**

Adopt the 2014-2019 TDP.

**Motion for Consideration:**

Move to adopt Resolution 14-14: 2014-2019 Transit Development Plan.

DRAFT

**Jefferson Transit Authority**

**Resolution No. 14-14**

***Adopting Transit Development Plan 2014-2019***

**WHEREAS**, Jefferson Transit Authority 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; and

**WHEREAS**, the Authority has prepared its annual Plan which is attached hereto; and

**WHEREAS**, a public hearing was held on July 15, 2014 and continued on August 19, 2014, to admit testimony for and against the elements of its Plan; now therefore,

**BE IT RESOLVED** that the Jefferson Transit Authority Board of Directors does hereby adopt the attached Transit Development Plan 2014-2019.

**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 19<sup>th</sup> day of August 2014.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority

**Agenda Item 3b.****Meeting Date:** August 19, 2014**Subject:** Resolution 14-15: State Transportation Improvement Plan (STIP) 2014-2019**Prepared By:** Laura Smedley**Approved By:** **Summary:**

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 2014-2019 Transit Development Plan (TDP).

**Recommendation:**

Direct staff to update the STIP to reflect projects and funding related to the 2014-2019 TDP.

**Motion for Consideration:**

Move to adopt Resolution 14-15, amending the State Transportation Improvement Plan to reflect State and Federal funding related to Jefferson Transit's 2014-2019 Transit Development Plan.

DRAFT

Jefferson Transit Authority

Resolution No. 14-15

*Amend 6-year State Transportation Improvement Plan 2014-2019*

**WHEREAS**, Jefferson Transit Authority is required to submit updates for the six-year State Transportation Improvement Plan (STIP) to the Washington State Department of Transportation; and

**WHEREAS**, the Authority has adopted the 2014-2019 Transit Development Plan; and

**WHEREAS**, a Public Hearing was held on July 15, 2014, and continued on August 19, 2014, to allow for public comment on updates to the 6-year State Transportation Improvement Plan; now therefore,

**BE IT RESOLVED** that the Jefferson Transit Authority Board of Directors does hereby amend the 6-year State Transportation Improvement Plan to reflect State and Federal funding requirements related to Jefferson Transit's 2014-2019 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 19<sup>th</sup> day of August, 2014.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority

**Agenda Item 4a.****Meeting Date:** August 19, 2014**Subject:** Resolution 14-16: Unpaid Holidays for Reasons of Faith or Conscience**Prepared By:** Laura Smedley**Approved By:** **Summary:**

A Resolution in accordance with state law effective June 12, 2014, Jefferson Transit Authority shall establish a process to allow employees to receive up to two (2) unpaid holidays per year for reason of "Faith or Conscience"; or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

**Recommendation:**

Adopt the Resolution 14-16.

**Motion for Consideration:**

Move to adopt Resolution 14-16: Unpaid Holidays for Reasons of Faith or Conscience.

DRAFT

1                                   **JEFFERSON TRANSIT AUTHORITY**

2                                   **RESOLUTION 14-16:**

3                                   **Unpaid Holidays for Reasons of Faith or Conscience**

4  
5  
6                                   ***A RESOLUTION*** of the Board of Directors of the Jefferson County Public  
7                                   *Transportation Benefit Area, hereinafter called the "Authority", in accordance with state*  
8                                   *law effective June 12, 2014, Jefferson Transit shall establish a process to allow*  
9                                   *employees to receive up to two (2) unpaid holidays per year for reason of "Faith or*  
10                                   *Conscience"; or an organized activity conducted under the auspices of a religious*  
11                                   *denomination, church, or religious organization; and*  
12

13                                   **WHEREAS**, employees may request time off under this law by submitting a  
14                                   written request to their Department Head, with a copy to the Human Resource Manager,  
15                                   at least two weeks in advance of the requested time off, unless the employee can  
16                                   demonstrate that timely notice was not possible under the circumstances. The written  
17                                   request should include the employee's name, the date of the days requested, and a  
18                                   sufficient description of the reason for the time off so that a determination can be made  
19                                   as to whether the request is appropriate under the law.  
20

21                                   **WHEREAS**, Jefferson Transit may deny the request if it is not submitted in a  
22                                   timely fashion, the reason for the requested leave is not appropriate under the law, the  
23                                   employee has already exhausted his/her allotment of days off under the law, the  
24                                   employee is in a public safety position, such as police, fire, or dispatch, and granting the  
25                                   leave would result in the shift falling below necessary staffing levels, or granting the  
26                                   request would cause an undue hardship;  
27

28                                   **NOW, THEREFORE, BE IT RESOLVED**, by the Authority, that the attached  
29                                   process for allowing employees to receive up to two (2) unpaid holidays per calendar  
30                                   year for reasons of faith or conscience; or for a reason of an organized activity  
31                                   conducted under the auspices of a religious denomination, church, or religious  
32                                   organization, is hereby adopted for use by all Jefferson Transit Departments.  
33

34                                   **BE IT FURTHER RESOLVED** that this policy is hereby incorporated as part of  
35                                   the Jefferson Transit personnel Manual.

# DRAFT

## 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 August 19, 2014.

---

Chair

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Vice Chair

---

Member

---

Member

Attest:

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Member

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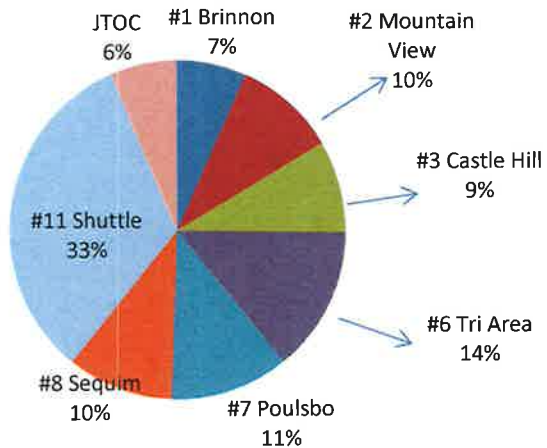
Clerk of the Board

# RIDERSHIP DASHBOARD

## YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

**July**

**July  
Total:  
(100%)  
22,585**

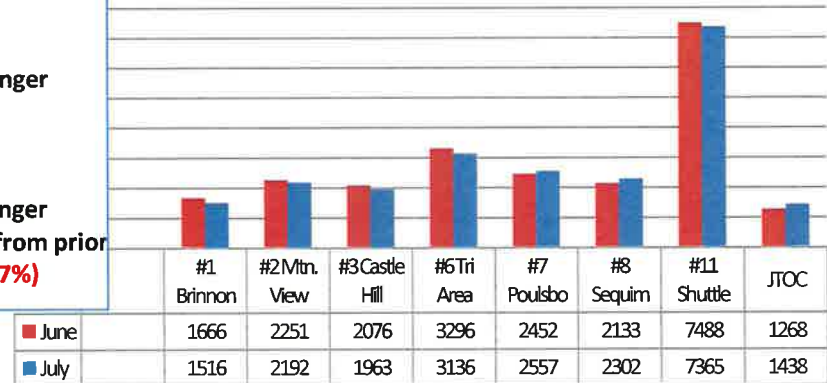


**June passenger  
total :  
22,630**

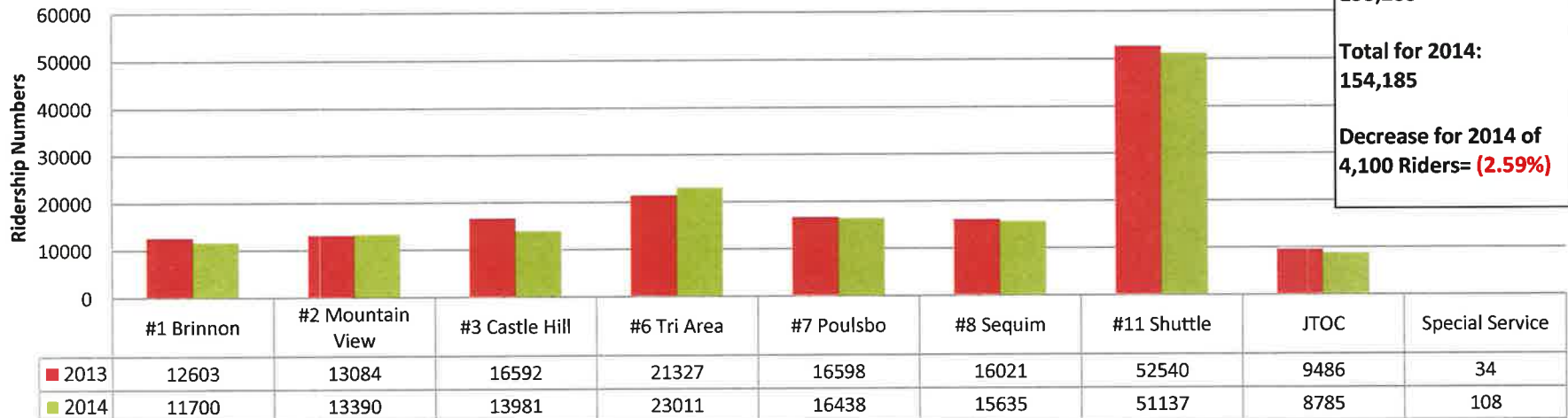
**July passenger  
total:  
22,469**

**161 passenger  
decrease from prior  
month= (.7%)**

**Month to Month Route Comparison**



## YTD Ridership by Route and Year as of June



**Total for 2013:  
158,285**

**Total for 2014:  
154,185**

**Decrease for 2014 of  
4,100 Riders= (.259%)**

# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

July, 2014

| Route                    | Boardings<br>per<br>Month | Wheel<br>Chairs<br>per<br>Month | Bikes<br>per<br>Month | Runs<br>per<br>Month | Revenue<br>Mileage | Revenue<br>Hours | Boardings<br>Per Run | Boardings<br>Per Mile | Boardings<br>Per Hour |
|--------------------------|---------------------------|---------------------------------|-----------------------|----------------------|--------------------|------------------|----------------------|-----------------------|-----------------------|
| <b>LOCAL</b>             |                           |                                 |                       |                      |                    |                  |                      |                       |                       |
| #2 Mt. View Connector    | 2192                      | 5                               | 49                    | 304                  | 2250               | 128              | 7.21                 | 0.97                  | 17.17                 |
| #3 Castle Hill Connector | 1963                      | 1                               | 66                    | 304                  | 2766               | 131              | 6.46                 | 0.71                  | 15.02                 |
| #11 Shuttle              | 7365                      | 33                              | 240                   | 638                  | 2488               | 236              | 11.54                | 2.96                  | 31.20                 |
| <b>LOCAL TOTAL</b>       | <b>11520</b>              | <b>39</b>                       | <b>355</b>            | <b>1246</b>          | <b>7504</b>        | <b>494</b>       | <b>8.40</b>          | <b>1.55</b>           | <b>21.13</b>          |

|                       |             |           |            |            |              |            |              |             |              |
|-----------------------|-------------|-----------|------------|------------|--------------|------------|--------------|-------------|--------------|
| <b>COMMUTER</b>       |             |           |            |            |              |            |              |             |              |
| #1 Brinnon            | 1516        | 3         | 157        | 192        | 8256         | 230        | 7.90         | 0.18        | 6.58         |
| #6A Tri Area Loop (5) | 1576        | 7         | 157        | 118        | 3056         | 98         | 13.36        | 0.52        | 16.09        |
| #6B Tri Area Loop (6) | 1560        | 3         | 158        | 96         | 2486         | 80         | 16.25        | 0.63        | 19.58        |
| #7 Poulsbo            | 2557        | 9         | 165        | 192        | 8045         | 205        | 13.32        | 0.32        | 12.45        |
| #8 Sequim             | 2302        | 3         | 247        | 236        | 8118.4       | 184        | 9.75         | 0.28        | 12.51        |
| <b>COMMUTER TOTAL</b> | <b>9511</b> | <b>25</b> | <b>884</b> | <b>834</b> | <b>29962</b> | <b>798</b> | <b>12.11</b> | <b>0.39</b> | <b>13.44</b> |

|                            |                  |                       |
|----------------------------|------------------|-----------------------|
| <b>2014 SPECIAL EVENTS</b> | <b>Boardings</b> | <b>Runs per event</b> |
| Rhody Festival 2014        | 108              | no extra              |
| Wooden Boat Festival 2014  |                  |                       |

|                       |      |   |    |     |       |     |      |      |      |
|-----------------------|------|---|----|-----|-------|-----|------|------|------|
| <b>WEST JEFFERSON</b> | 1438 | 0 | 10 | 192 | 12625 | 414 | 7.49 | 0.11 | 3.47 |
|-----------------------|------|---|----|-----|-------|-----|------|------|------|

|                      |              |           |             |             |              |             |             |             |              |
|----------------------|--------------|-----------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|
| <b>TOTAL MONTHLY</b> | <b>22469</b> | <b>64</b> | <b>1249</b> | <b>2272</b> | <b>50091</b> | <b>1706</b> | <b>9.34</b> | <b>0.68</b> | <b>12.68</b> |
|----------------------|--------------|-----------|-------------|-------------|--------------|-------------|-------------|-------------|--------------|

|                                 |                                 |
|---------------------------------|---------------------------------|
| <div>22</div> Weekdays in Month | <div>4</div> Saturdays in Month |
|---------------------------------|---------------------------------|

### VANPOOL

|         | Passenger<br>Trips | Miles<br>Travelled | Average Riders<br>Per Van | Number of<br>Vans in Service |
|---------|--------------------|--------------------|---------------------------|------------------------------|
| Vanpool | 1,202              | 7,148              | 6                         | 4                            |

### DIAL A RIDE

|                   | Boardings | Runs | Revenue<br>Mileage | Revenue<br>Hours | Boardings<br>Per Run | Boardings<br>Per Mile | Boardings<br>Per Hour | Scheduled On<br>Time<br>Performance | New<br>Applicants |
|-------------------|-----------|------|--------------------|------------------|----------------------|-----------------------|-----------------------|-------------------------------------|-------------------|
| Dial A Ride       | 1175      | 1123 | 5060               | 439              | 1.05                 | 0.23                  | 2.68                  | 95.50%                              | 6                 |
| DAR Mobility Aids | 263       |      |                    |                  |                      |                       |                       |                                     |                   |

\*Boardings includes Passenger and Attendant if needed

# JEFFERSON TRANSIT



## **Draft 2013 Annual Report And Transit Development Plan 2014 – 2019**

**Jefferson Transit Authority  
1615 West Sims Way  
Port Townsend, WA 98368**

**Prepared by Jefferson Transit Staff  
Draft Available July 15, 2014  
Date of Public Hearing: August 19, 2014  
Anticipated Adoption Date: August 19, 2014**

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## Section I: ORGANIZATION

Jefferson Transit 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 2010, 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. For example, every \$10 of retail sales will generate \$0.09 of transit revenue.

The Jefferson Transit Authority Board is comprised of three Jefferson County Commissioners and two City of Port Townsend Council members. Board meetings are held the third Tuesday of every month.

As of December 31, 2013, Jefferson Transit employed 41.96 full-time employees, with a head count of 46 people. As of August 2014, there are 46 employees.

| Department                                      | Head Count | FTE (based on 40 hour week) |
|---|------------|-----------------------------|
| Operations Fixed route                          | 14         | 13.43                       |
| Operations Dial-a-ride                          | 4          | 3.72                        |
| Operations Jefferson Transit Olympic Connection | 3          | 2.96                        |
| Jefferson Transit Olympic Connection Supervisor | 1          | .5                          |
| Dispatch, Customer Service, Field Supervisor    | 7          | 6.42                        |
| Vehicle Maintenance                             | 4          | 4                           |
| Non-Vehicle Maintenance                         | 4          | 2.76                        |
| Operations & Maintenance Management             | 3          | 3                           |
| General   | 4          | 3.17                        |
| General Management                              | 2          | 2                           |
| ATU 587 Represented Staff (from above list)     | 33         |                             |
| Non Represented Staff (from above list)         | 13         |                             |

## Section II: PHYSICAL PLANT

Jefferson Transit's combined administrative offices, maintenance and operations facility is located at 1615 West Sims Way in 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. See the Appendix for additional information on all of Jefferson Transit's owned and contracted revenue vehicles and facilities.

## Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1804 square miles and is divided by the Olympic Mountain range. The Olympic National Forest covers a great deal of the county.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviation, vanpool, ride-matching, regional and intercity bus connections. In 2013, eight fixed routes operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all fixed routes operated on Saturdays. Jefferson Transit operates fixed-route route-deviated service south of Highway 104 in eastern Jefferson County and a 128 mile loop 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 staff and vehicles. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations and go beyond ADA requirements with one-day per week service each to the Kala Point and Cape George areas.

### **Fare Structure for Jefferson Transit at 2013 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 |

##### **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 Passes**

|                       |       |
|-----------------------|-------|
| Full Fare             | \$230 |
| Reduced Fare          | \$115 |
| Full Fare Commuter    | \$345 |
| Reduced Fare Commuter | \$192 |

### **Dial-A-Ride**

|                                |                 |
|--------------------------------|-----------------|
| 1 way trip Dial-a-Ride         | \$1.00 per trip |
| 10 trip convenience punch card | \$10            |
| 20 trip convenience punch card | \$20            |

### **Jefferson Transit Olympic Connection (West Jefferson County)**

|                      |       |
|----------------------|-------|
| Adult Fare 1-way:    | \$.50 |
| Adult Fare day pass: | \$.75 |
| Reduced Fare*:       | \$.25 |

\*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 yrs.)

## **Section IV: SERVICE CONNECTIONS**

Jefferson Transit's circulator buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville ferry terminal, six days a week. Fixed-route connections are made with Kitsap Transit six days a week in Poulsbo and with Clallam Transit in Sequim six days a week. Connecting service with Mason Transit in Brinnon is available Monday through Saturday. Connections between Grays Harbor Transit and Clallam Transit, via Jefferson Transit, are provided Monday through Saturday between Forks and Amanda Park in western Jefferson County.

Regular fixed-route service is coordinated to provide service to the Port Townsend public schools, Chimacum High School, Quilcene High School and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit).

Jefferson Transit's Haines Place Park & Ride/Transit Center 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.

## Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2013

**Improve mobility in small urban and rural areas.** Jefferson Transit representatives interact with the public at several community sponsored events and public meetings. In 2013 Jefferson Transit was represented at the Farmers' Market, the Jefferson County Health and Wellness Fair, the Port Ludlow Festival by the Bay, the Jefferson County Fair, Wooden Boat Festival, National Dump the Pump Day and Voices for Veterans Stand Down event. Information is collected at these special events including counting the number of visitors to the booths, comments from the public regarding current service and requests for future service. Customer comments received are reviewed on a regular basis.

Jefferson Transit's Mobility Coordinator sits on the DASH board and the Jefferson County Developmental Disabilities Advisory Board. The General Manager is currently a member of the Jefferson County Climate Action Committee, on the board of the Port Townsend Main Street Program, the Peninsula Regional Transportation Planning Organization, and the Port Townsend Chamber of Commerce and regularly attends Rotary.

Jefferson Transit continued to work closely with the Peninsula Regional Transportation Planning Organization.

Jefferson Transit successfully negotiated a 4-year contract with Amalgamated Transit Union 587. The new contract term is January 1, 2014 through December 31, 2017.

Jefferson Transit selected TCF Architecture for the design of the new Maintenance, Administration and Operations Facility. The facility design was completed in early 2014. Shortly thereafter a bid request went out and Jefferson Transit awarded a contract to Pease Construction for the construction of the new facility to be located at 63 Four Corners Rd, Port Townsend. Construction for the facility has begun and the anticipated completion date is the spring of 2015.



## In 2013, Jefferson Transit accomplished the following objectives:

- 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 and Cape George.
- Continued to meet EnviroStar goals.
- Installed one shelter on 7<sup>th</sup> St., two on Martin Rd. and one on 10<sup>th</sup> St. in Port Townsend.
- Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend based fleet.
- Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Wooden Boat Festival, Hadlock Days, the Jefferson County Health and Wellness Fair, and the Port Ludlow Festival by the Bay, Wooden Boat Festival, National Dump the Pump Day, Farmers' Market and Voices for Veterans Stand Down.
- Participation in an online regional ridesharing network that now covers Washington, Oregon and part of Idaho.
- Provided over 287,000 fixed route, route-deviated and paratransit passenger trips.



## Section VI: PROPOSED ACTION STRATEGIES & GOALS 2014-2019

### Goals, Mission and Strategies, 2014-2019

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.

| 2014             | 2015-2019        |
|------------------|------------------|
| Continued Effort | Continued Effort |

### **Preserve existing transportation service levels**

Jefferson Transit made no service cuts in 2014. The Sunday service cut of July 2013 has enabled transit to sustain service levels in 2014. Jefferson Transit will continue to be diligent controlling costs and finding cost 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 2014-2019 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.

**Support for Tourism:** Recreational travelers have convenient and inviting access to tourist destinations, including a park and ride facility to allow parking recreation vehicles while visiting historic Port Townsend.

## 2. Safety

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

| 2014             | 2015-2019        |
|------------------|------------------|
| Continued Effort | Continued Effort |

Jefferson Transit has an exemplary safety record. Preventable accidents have decreased from two (2) in 2011 to zero (0) in 2012 and 2013.

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 Haines Place 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.

| 2014             | 2015-2019        |
|------------------|------------------|
| Continued Effort | Continued Effort |

#### 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 to connect the Peninsula.

#### 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) in South Jefferson County and to North Kitsap County.

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 the Agency Council on Coordinated Transportation (ACCT), Mobility Management, etc.

**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:

- Added the ability for riders to subscribe to Rider Alert notices on the website
- Implemented the new **Try Transit** slogan
- Revamped the schedules on the website for easier navigation and view-ability
- Held “Bus Safety” classes at Chimacum Primary School and the local YMCA with great success. It was received well and Jefferson Transit has been invited back



Collaboration occurs among federal, Tribal, state, regional, local and private sector partners.

## 4. Environment

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

| 2014             | 2015-2019        |
|------------------|------------------|
| Continued Effort | Continued Effort |

**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 plans to incorporate green building design standards as appropriate 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, Bike, 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.

| 2014             | 2015-2019        |
|------------------|------------------|
| Continued Effort | Continued Effort |

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 intermodal facilities.** Jefferson Transit's six-year planning horizon includes new park and ride and transfer facilities for connections with other transportation providers and transits, for example, a transfer center in Tri-Area/Port Ludlow to improve efficiency of Jefferson Transit county routes and potential service to Kitsap Transit's intermodal facility in Kingston. If long-term funding for the operation of West Jefferson transit service is secured, the plan calls for development of a transfer center in Amanda Park with Grays Harbor Transit.

## Section VII: 2014-2019 SERVICES, FACILITIES & EQUIPMENT

The proposed changes 2014-2019 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, due to the recession and economic downturn. A list of unfunded projects & Service Requests, both capital and operational is included in Appendix A.

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 2013 are listed in Section V of this document.

## Services

### 2014-2019 Expansion

1. Explore ways to expand bicycle-rider options for using transit.
2. Develop new routing to coincide with the opening of the new facility in 2015.
3. Contact local businesses to promote employee ridership programs.
4. Continue to develop and improve marketing plan including Internet and social media.
5. Identify and market links between transit and trails for bicycle riders and pedestrians.
6. Develop additional funding to expand services & improvements.
  - a. Increase shuttle to every 15 minutes.
  - b. Increase frequency of commuter routes.
7. 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 plan, in partnership with Port of Port Townsend, to coordinate foot ferry service to serve Jefferson County residents and visitors.

## Facilities

### Expansion 2014-2019

1. Improve bus pullout areas along state, county and city right-of-ways.
2. Add shelters, i-Stops and /or bike lockers: Possible locations include new Developments, Swansonville Road, near Toandos Peninsula (Dabob Rd.) to encourage carpools or park & ride options, Port Ludlow, Taylor & Washington, Umatilla & San Juan, Brinnon Store, Quilcene, 4-Corners Store, McPherson & 14<sup>th</sup>, Sheridan & Hastings, JTOC: add i-Stop Light and bus shelter at Cedar Creek, Lower Hoh Tribal Center, Amanda Park Mercantile, local park and ride areas (public and private).
3. Jefferson Transit will continue their efforts toward acquiring the building at the Haines Place Park & Ride to provide passenger amenities in the Port Townsend area.
4. Add solar lighting to shelters.
5. Enhance Haines Place Park & Ride facility along with partner(s) to improve RV access, re-stripe for parking as well as ingress and egress. Provide Electric car plug-ins, trailhead kiosk/connection to Kah Tai Park and Larry Scott Trail and upgrade shelters to improve wind and rain coverage at Haines

- Place Park & Ride. Post fare information on permanent signs, add a clock and provide space for JTA office and customer service staff use.
6. Enhance local Haines Place Park & Ride areas (public and those owned by private parties) with shelters, ADA surfaces, etc.
  7. Add other park and ride improvements where possible that continue to serve the needs of the community and surrounding area.
  8. Continue to partner with community organizations for various activities.
  9. Plan to add park and ride areas through public / private partnerships in the following areas:
    - Dabob Road to serve the Toandos Peninsula
    - New transit facility building site
    - 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 buses are also referred to as large transit coaches, light-duty coaches are also referred to as mid-sized cutaway and mini-buses.

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 2014-2019

| Planned Vehicle Orders           | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|----------------------------------|------|------|------|------|------|------|
| Replacement Buses                |      | 3    | 2    | 4    | 1    | 4    |
| Replacement Dial-a-Ride Vehicles |      | 2    | 2    | 4    | 4    | 2    |
| Replacement Vanpool Vans         |      | 2    | 2    | 4    | 2    | 2    |
| Expansion Vanpool Vans           |      | 2    | 2    | 2    | 2    | 2    |

## Equipment – Other than Rolling Stock

### Expansion 2014-2019

- Replace radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet
- Upgrade web & phone system to provide auto call taking for Dial-a-Ride, trip planning & other interactive features
- Upgrade/Expand Transit shelters in the Sheridan Street corridor.



## Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

|                                    | 2014               | 2015               | 2016               | 2017               | 2018               | 2019               |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>Preservation</b>                |                    |                    |                    |                    |                    |                    |
| Transit Base Preserve & upgrade    |                    | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           |
| Passenger Amenities & Services     |                    | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           |
| Maintain Equipment                 |                    |                    |                    |                    |                    |                    |
| Replacement DAR Vehicles           |                    |                    |                    |                    |                    |                    |
| Light-duty coaches                 |                    | \$230,000          | \$230,000          | \$460,000          | \$460,000          | \$230,000          |
| notes                              |                    | 2 @ 115,000        | 2 @ 115,000        | 4 @ 115,000        | 4 @ 115,000        | 2 @ 115,000        |
| Heavy-duty Coaches                 |                    | \$1,050,000        | \$700,000          | \$1,400,000        | \$350,000          | \$1,400,000        |
| notes                              |                    | 3@ \$350,000       | 2 @ 350,000        | 4 @ 350,000        | 1 @ 350,000        | 1 @ 350,000        |
| Vanpool vans                       |                    | \$50,000           | \$50,000           | \$100,000          | \$50,000           | \$50,000           |
| notes                              |                    | 2@25,000           | 2@25,000           | 4 @ 25,000         | 2@25,000           | 2@25,000           |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>Preservation Totals</b>         |                    | <b>\$1,405,000</b> | <b>\$1,055,000</b> | <b>\$2,035,000</b> | <b>\$935,000</b>   | <b>\$1,755,000</b> |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>Expansion</b>                   |                    |                    |                    |                    |                    |                    |
| Passenger Amenities & Services     |                    |                    |                    |                    |                    |                    |
| notes                              |                    |                    |                    |                    |                    |                    |
| Equipment/ Service Vehicles        |                    |                    | \$120,000          | \$60,000           | \$120,000          | \$60,000           |
| New Facility Design/Construction   | \$4,000,000        | \$2,334,906        |                    |                    |                    |                    |
| Enhance Haines Place park & ride   |                    | \$250,000          | \$75,000           | \$75,000           | \$75,000           | \$75,000           |
| ITS Improvements                   | \$40,000           | \$120,000          | \$120,000          | \$120,000          | \$120,000          | \$123,600          |
| Transit Shelters & i-stops         | \$42,300           | \$25,000           | \$25,000           | \$25,000           | \$25,000           | \$25,000           |
| service improvements               |                    |                    |                    |                    |                    | \$365,000          |
| Vanpool vans                       |                    | \$50,000           | \$50,000           | \$50,000           | \$50,000           | \$50,000           |
| notes                              |                    | 2 @ 25,000         | 2 @ 25,000         | 2 @ 25,000         | 2 @ 25,000         | 2 @ 25,000         |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>Expansion Totals</b>            | <b>\$4,082,300</b> | <b>\$2,779,906</b> | <b>\$390,000</b>   | <b>\$330,000</b>   | <b>\$390,000</b>   | <b>\$698,600</b>   |
|                                    |                    |                    |                    |                    |                    |                    |
| <b>Total Capital Expense</b>       | <b>\$4,082,300</b> | <b>\$4,184,906</b> | <b>\$1,445,000</b> | <b>\$2,365,000</b> | <b>\$1,325,000</b> | <b>\$2,453,600</b> |
| Anticipated Capital Grant Revenues | \$3,265,840        | \$2,547,925        | \$1,156,000        | \$1,892,000        | \$1,060,000        | \$1,962,880        |

## Section IX: OPERATING DATA

|                         |         | 2013    | 2014    | 2015     | 2016     | 2017     | 2018     | 2019     |
|-------------------------|---------|---------|---------|----------|----------|----------|----------|----------|
| <b>Fixed-Route</b>      |         |         |         |          |          |          |          |          |
| Revenue Hours           |         | 15,499  | 15,045  | 15,045   | 15,045   | 15,045   | 15,045   | 15,045   |
| Total Vehicle Hours     |         | 15,964  | 15,496  | 15,651   | 15,651   | 15,651   | 15,651   | 15,651   |
| Revenue Miles           |         | 427,433 | 419,671 | 419,671  | 419,671  | 419,671  | 419,671  | 419,671  |
| Total Vehicle Miles     |         | 437,737 | 432,261 | 462,261* | 462,261* | 462,261* | 462,261* | 462,261* |
| Passenger Trips         | +<br>1% | 250,291 | 244,094 | 246,535  | 249,000  | 251,490  | 254,005  | 256,545  |
| Fatalities              |         | 0       | 0       | 0        | 0        | 0        | 0        | 0        |
| Reportable Injuries     |         | 0       | 0       | 0        | 0        | 0        | 0        | 0        |
| Collisions              |         | 0       | 1       | 0        | 0        | 0        | 0        | 0        |
| Gasoline                |         | 0       | 0       | 0        | 0        | 0        | 0        | 0        |
| Biodiesel Fuel Consumed |         | 80,602  | 77,287  | 82,695   | 82,695   | 82,695   | 82,695   | 82,695   |
| Diesel Fuel Consumed    |         | 0       | 0       | 0        | 0        | 0        | 0        | 0        |
| <b>Route-Deviated</b>   |         |         |         |          |          |          |          |          |
| Revenue Hours           |         | 4,727   | 4,727   | 4,774    | 4,822    | 4,870    | 4,919    | 4,968    |
| Total Vehicle Hours     |         | 4,821   | 4,821   | 4,869    | 4,918    | 4,967    | 5,017    | 5,067    |
| Revenue Miles           |         | 146,038 | 146,038 | 146,038  | 146,038  | 146,038  | 146,038  | 146,038  |
| Total Vehicle Miles     |         | 149,652 | 149,652 | 149,652  | 149,652  | 149,652  | 149,652  | 149,652  |
| Passenger Trips         | +<br>1% | 16,313  | 16,476  | 16,641   | 16,807   | 16,975   | 17,145   | 17,316   |
| Fatalities              |         |         |         |          |          |          |          |          |
| Reportable Injuries     |         |         |         |          |          |          |          |          |
| Collisions              |         |         |         |          |          |          |          |          |
| Gasoline                |         | 3,374   | 3,374   | 3,374    | 3,374    | 3,374    | 3,374    | 3,374    |
| Biodiesel Fuel Consumed |         | 0       | 0       | 0        | 0        | 0        | 0        | 0        |
| Diesel Fuel Consumed    |         | 12,869  | 12,869  | 12,869   | 12,869   | 12,869   | 12,888   | 12,888   |

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

|                         |  | 2013    | 2014     | 2015    | 2016    | 2017    | 2018    | 2019    |
|-------------------------|--|---------|----------|---------|---------|---------|---------|---------|
| <b>Dial-A-Ride</b>      |  |         |          |         |         |         |         |         |
| Revenue Hours           |  | 6,017   | 6,077    | 6,138   | 6,199   | 6,261   | 6,324   | 6,387   |
| Total Vehicle Hours     |  | 6,919   | 6,988    | 7,058   | 7,129   | 7,200   | 7,272   | 7,345   |
| Revenue Miles           |  | 73,604  | 74,340   | 75,083  | 75,834  | 76,593  | 77,359  | 78,132  |
| Total Vehicle Miles     |  | 85,900  | 86,759   | 87,627  | 88,503  | 89,388  | 90,282  | 91,185  |
| Passenger Trips         |  | 16,428  | 16,592   | 16,758  | 16,926  | 17,095  | 17,266  | 17,439  |
| 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                |  | 2,894   | 2,923    | 2,952   | 2,982   | 3,012   | 3,042   | 3,072   |
| Biodiesel Fuel Consumed |  | 4,828   | 4,876    | 4,925   | 4,974   | 5,024   | 5,074   | 5,125   |
| Diesel Fuel Consumed    |  | 0       | 0        | 0       | 0       | 0       | 0       | 0       |
|                         |  |         |          |         |         |         |         |         |
| <b>Vanpools</b>         |  | 5 vans  | 4.5 vans | 2 vans  | 2 vans  | 2 vans  | 2 vans  | 2 vans  |
| Revenue Miles           |  | 105,156 | 95,000   | 115,000 | 135,000 | 145,000 | 165,000 | 185,000 |
| Total Vehicle Miles     |  | 107,298 | 97,000   | 117,500 | 137,500 | 148,000 | 168,300 | 188,700 |
| Passenger Trips         |  | 14,062  | 12,000   | 18,000  | 24,000  | 30,000  | 36,000  | 42,000  |
| Fatalities              |  |         |          |         |         |         |         |         |
| Reportable Injuries     |  |         |          |         |         |         |         |         |
| Collisions              |  |         |          |         |         |         |         |         |
| Gasoline                |  | 6,323   | 5,706    | 6,912   | 8,088   | 8,706   | 9,900   | 11,100  |
| Biodiesel Fuel Consumed |  | 0       | 0        | 0       | 0       | 0       | 0       | 0       |
| Diesel Fuel Consumed    |  | 83      | 83       | 83      | 83      | 83      | 83      | 83      |

## Section X: OPERATING REVENUES & EXPENDITURES, 2014-2019

### **Six-Year Budget Assumption Information**

#### Operating:

- Sales Tax Receipts are assumed at a conservative 2% annual growth for 2014-2018.
- All service expansion is funded by 100% operating grants and preservation of service by at least 50% operating grant funds.
- The Olympic Connection service continues to be funded by grants and contributions from the partnership members, which include Jefferson Transit and Clallam Transit.
- Fuel prices are projected to increase 3% annually over the next 6 years.

#### Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%, but up to 100%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, appropriations, 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.

Please see the following page for 2013 actual financial results and 2014-2019 budget projections

**2014 TDP**  
**OPERATING REVENUES AND EXPENDITURES, 2013 - 2019**

|                                 | 2013 Actual        | 2014 PROJ.         | 2015 PROJ.         | 2016 PROJ.         | 2017 PROJ.         | 2018 PROJ.         | 2019 PROJ.         |
|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>GENERAL FUND</b>             | <b>\$1,052,386</b> | <b>\$578,144</b>   | <b>\$1,097,867</b> | <b>\$493,345</b>   | <b>\$484,859</b>   | <b>\$540,978</b>   | <b>\$861,805</b>   |
| <b>REVENUE</b>                  |                    |                    |                    |                    |                    |                    |                    |
| Sales Tax                       | \$3,621,116        | \$3,377,143        | \$3,444,686        | \$3,513,580        | \$3,583,851        | \$3,655,528        | \$3,728,639        |
| Facilities Grant                | \$330,836          | \$3,456,637        | \$0                | \$0                |                    |                    |                    |
| State Operating Grant           | \$603,592          | \$84,732           | \$84,732           | \$84,732           | \$84,732           | \$84,732           | \$86,427           |
| Local Grants & Contributions    | \$17,500           | \$17,500           | \$17,500           | \$17,500           | \$17,500           | \$17,500           | \$17,500           |
| Fares                           | \$168,785          | \$168,785          | \$172,161          | \$172,161          | \$175,604          | \$179,116          | \$182,699          |
| Federal (5311) Operating Grant  | \$621,645          | \$814,920          | \$814,920          | \$831,218          | \$847,843          | \$864,800          | \$882,096          |
| Federal Capital Grants          | \$18,650           | \$110,457          | \$1,850,000        | \$1,395,000        | \$2,365,000        | \$1,325,000        | \$2,453,600        |
| Other Federal Grants            | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| State Capital Grants            | \$108,957          | \$0                | \$150,000          | \$200,000          | \$200,000          | \$200,000          | \$200,000          |
| Vanpool                         | \$57,699           | \$55,000           | \$50,000           | \$60,000           | \$70,000           | \$80,000           | \$90,000           |
| Misc. Revenue                   | \$32,293           | \$1,028,780        | \$33,000           | \$33,990           | \$35,010           | \$36,060           | \$37,142           |
| Sub-total                       | <b>\$5,581,073</b> | <b>\$9,113,954</b> | <b>\$6,616,999</b> | <b>\$6,308,181</b> | <b>\$7,379,540</b> | <b>\$6,442,736</b> | <b>\$7,678,101</b> |
| <b>TOTAL Gen Fund + Revenue</b> | <b>\$6,633,459</b> | <b>\$9,692,098</b> | <b>\$7,714,866</b> | <b>\$6,801,526</b> | <b>\$7,864,398</b> | <b>\$6,983,714</b> | <b>\$8,539,907</b> |
| <b>OPERATING EXPENSES</b>       |                    |                    |                    |                    |                    |                    |                    |
| Administration                  | \$651,946          | \$744,525          | \$766,861          | \$782,198          | \$797,842          | \$813,799          | \$830,075          |
| Admin & Planning                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| Vehicle Maintenance             | \$809,261          | \$893,187          | \$911,051          | \$929,272          | \$947,857          | \$966,814          | \$986,151          |
| Facility Maintenance            | \$167,542          | \$191,001          | \$194,821          | \$198,717          | \$202,692          | \$206,746          | \$210,881          |
| General Operations/Vanpool      | \$2,228,018        | \$2,333,218        | \$2,379,882        | \$2,427,480        | \$2,476,030        | \$2,525,550        | \$2,576,061        |
| <b>TOTAL OPER EXP</b>           | <b>\$3,856,767</b> | <b>\$4,161,931</b> | <b>\$4,252,615</b> | <b>\$4,337,667</b> | <b>\$4,424,421</b> | <b>\$4,512,909</b> | <b>\$4,603,167</b> |
| <b>CAPITAL PROJECTS</b>         |                    |                    |                    |                    |                    |                    |                    |
| Vehicle Replacement             | \$314,466          | \$0                | \$1,355,000        | \$1,005,000        | \$1,935,000        | \$810,000          | \$1,630,000        |
| Vanpool                         | \$0                | \$0                | \$100,000          | \$100,000          | \$150,000          | \$100,000          | \$100,000          |
| Added Serv. Vehicles            | \$0                | \$0                | \$0                | \$120,000          | \$60,000           | \$80,000           | \$0                |
| ITS Improvements                | \$9,474            | \$40,000           | \$120,000          | \$120,000          | \$120,000          | \$120,000          | \$123,600          |
| Facility Improvement            | \$0                | \$0                | \$275,000          | \$100,000          | \$100,000          | \$175,000          | \$175,000          |
| Staff Vehicle(s)                | \$0                | \$0                | \$0                | \$0                | \$0                | \$40,000           | \$0                |
| Misc. Capital Projects          | \$122,574          | \$42,300           | \$0                | \$0                | \$0                | \$0                | \$425,000          |
| Office Furniture & Equipment    | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| New Facilities Capital          | \$458,330          | \$4,000,000        | \$2,334,906        | \$0                | \$0                | \$0                | \$0                |
|                                 | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>TOTAL CAP. ACQUIS.</b>       | <b>\$904,844</b>   | <b>\$4,082,300</b> | <b>\$4,184,906</b> | <b>\$1,445,000</b> | <b>\$2,365,000</b> | <b>\$1,325,000</b> | <b>\$2,453,600</b> |
| <b>DEBT SERVICE</b>             | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| Total Revenue (+)               | \$6,633,459        | \$9,692,098        | \$7,714,866        | \$6,801,526        | \$7,864,398        | \$6,983,714        | \$8,539,907        |
| Operating Expenses (-)          | \$3,856,767        | \$4,161,931        | \$4,252,615        | \$4,337,667        | \$4,424,421        | \$4,512,909        | \$4,603,167        |
| Capital Projects (-)            | \$904,844          | \$4,082,300        | \$4,184,906        | \$1,445,000        | \$2,365,000        | \$1,325,000        | \$2,453,600        |
| Debt Service (-)                | \$0                | \$0                | \$84,000           | \$84,000           | \$84,000           | \$84,000           | \$84,000           |
| Inc. to Cap. Res. (-)           | \$1,293,704        | \$200,000          | \$250,000          | \$300,000          | \$200,000          | \$200,000          | \$100,000          |
| Inc. to Operating Res. (-)      | \$0                | \$150,000          | \$100,000          | \$150,000          | \$250,000          | \$150,000          | \$250,000          |

|                                       |                    |                    |                    |                    |                    |                    |                    |
|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Inc. to Facilities Res. (-)           | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| Xfers From Cap. Reserve (+)           | \$0                | \$0                | \$1,650,000        | \$0                | \$0                | \$0                | \$0                |
| Xfers From Oper. Reserve (+)          | \$0                | \$0                | \$0                | \$0                | \$0                | \$150,000          | \$0                |
| Xfers From Fac. Reserve (+)           | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| Retained Earnings                     | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>YEAR END GEN FUND BAL</b>          | <b>\$578,144</b>   | <b>\$1,097,867</b> | <b>\$493,345</b>   | <b>\$484,859</b>   | <b>\$540,978</b>   | <b>\$861,805</b>   | <b>\$1,049,139</b> |
| <b>DEDICATED CAPITAL REP. FUND</b>    |                    |                    |                    |                    |                    |                    |                    |
| Beg Cap. Rep Fund                     | \$369,727          | \$1,637,288        | \$1,637,288        | \$237,288          | \$532,288          | \$652,288          | \$742,288          |
| Capital Repl. Fund (+)                | \$1,267,561        | \$0                | \$250,000          | \$300,000          | \$200,000          | \$200,000          | \$100,000          |
| Capital Purchase (-)                  | \$0                | \$0                | \$1,650,000        | \$5,000            | \$80,000           | \$110,000          | \$190,600          |
| <b>YEAR END CAP. REP FUND</b>         | <b>\$1,637,288</b> | <b>\$1,637,288</b> | <b>\$237,288</b>   | <b>\$532,288</b>   | <b>\$652,288</b>   | <b>\$742,288</b>   | <b>\$651,688</b>   |
| <b>DEDICATED FACILITIES REP. FUND</b> |                    |                    |                    |                    |                    |                    |                    |
| 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                |
| <b>YEAR END FACILITIES FUND</b>       | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |
| <b>DEDICATED OPERATING RES FUND</b>   |                    |                    |                    |                    |                    |                    |                    |
| Beginning Oper Reserve                | \$250,000          | \$250,000          | \$400,000          | \$500,000          | \$650,000          | \$900,000          | \$1,050,000        |
| Annual Oper Reserve (+)               | \$0                | \$150,000          | \$100,000          | \$150,000          | \$250,000          | \$150,000          | \$250,000          |
| Xfer to General Fund (-)              | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                | \$0                |
| <b>YEAR END OPER RES</b>              | <b>\$250,000</b>   | <b>\$400,000</b>   | <b>\$500,000</b>   | <b>\$650,000</b>   | <b>\$900,000</b>   | <b>\$1,050,000</b> | <b>\$1,300,000</b> |
| <b>AVAIL OPERATING CASH</b>           | <b>\$2,465,432</b> | <b>\$3,135,155</b> | <b>\$1,230,632</b> | <b>\$1,667,146</b> | <b>\$2,093,266</b> | <b>\$2,654,093</b> | <b>\$3,000,827</b> |

## Appendix List

Appendix A: Requested Projects & Services

Appendix B: Organization Chart

Appendix C: Rolling Stock Inventory

Equipment Inventory

Facilities Inventory

Appendix D: Route Maps and Schedules

## Appendix A: Requested Projects & Services

2014-2019

(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 VI I: 2014-2019 FACILITIES, EQUIPMENT & SERVICES

#### FACILITIES

##### Expansion 2014-2019

1. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
2. 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
3. Plan & design West Jefferson transit center, including Maintenance & shop & covered parking, partner with Clallam Transit & Jefferson County
4. Plan Transfer center at Brinnon
5. Add 2 Simme Seats – (1) Hadlock & Hwy 19 across from the Glass Doctor & (2) to be determined
6. Add 5 shelters – (1) between 10<sup>th</sup> – 19<sup>th</sup> St. on the Sheridan St. corridor, (2) at Chemicum High School, (3) across the street from Chemicum High School, (4) across the street from Quilcene Community Center & (5) to be determined
7. Construct a park & ride network in Tri-Area/Port Ludlow

#### Equipment – Rolling Stock & Equipment Other than Rolling Stock

##### Preservation & Expansion 2014-2019

Note: heavy-duty buses are also referred to as large transit coaches and light-duty coaches are also referred to as mid-sized cutaway and mini-buses in various publications

##### Rolling Stock

- Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
- replace 4 ADA equipped vans (like Amerivans)
- replace 1 heavy-duty coach

## Appendix A: Requested Projects & Services

2014-2019

(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.)

### Equipment – Rolling Stock & Equipment Other than Rolling Stock

#### Preservation & Expansion 2014-2019

Note: heavy-duty buses are also referred to as large transit coaches and light-duty coaches are also referred to as mid-sized cutaway and mini-buses in various publications

- add 1 light-duty coach

#### Equipment – Other than Rolling Stock

- Replace and upgrade ridership and timecard database software
- Upgrade fare boxes
- Add enunciator equipment to vehicles
- Upgrade web & phone system to provide auto call taking for Dial-a-Ride, trip planning & other interactive features
- Upgrade computer software versions
- Integrate interactive bus stops

## SERVICES

#### 2014-2019 Expansion

**The Top 10 listed received the most High Priority Service Project ratings from Public & Customer Comments & Staff**

1. Determine need for direct service to and from Bainbridge Island Ferry.
2. Implement service along Hastings, Jacob Miller Rd, Discovery Rd and Cape George Rd.
3. Planning:
  - a. Work with developers and local government to add service, shelters, bus pullouts, bicycle lockers etc., to new commercial and housing developments as appropriate.
  - b. Continue long-range planning and development of surveys for origination and destination data to measure customer need and satisfaction.
  - c. Develop and implement vanpool marketing plan.
  - d. Work with Port Townsend's Public Development Authority (PDA) to plan for associated transit service both to and within Fort Worden State Park.

## Appendix A: Requested Projects & Services

2014-2019

(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.)

4. Plan improved access to Senior Meals and services and expand Para-transit service beyond ADA requirements.
5. 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.
6. 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.
7. 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). Add later weekend service to/from Poulsbo & reinstate Sunday service if Kitsap Transit does.
8. Add Port Townsend in-town service hours, Commuter and Connector runs and Marrowstone service.
9. Increase shuttle to every 15 minute instead of every 30 minutes.

### Unranked:

10. Secure funding for transportation studies to review ongoing need for contraction or expansion of service.
11. Ride Share-Actively participates in the Puget Sound Region's [rideshareonline.com](http://rideshareonline.com) project and expands vanpool marketing efforts and study Flex-Car/truck feasibility.
12. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
13. 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)
14. Plan a green bike program, providing loaner bikes for use around town.
15. Plan Jefferson Transit Pedi-Cab program.
16. 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.

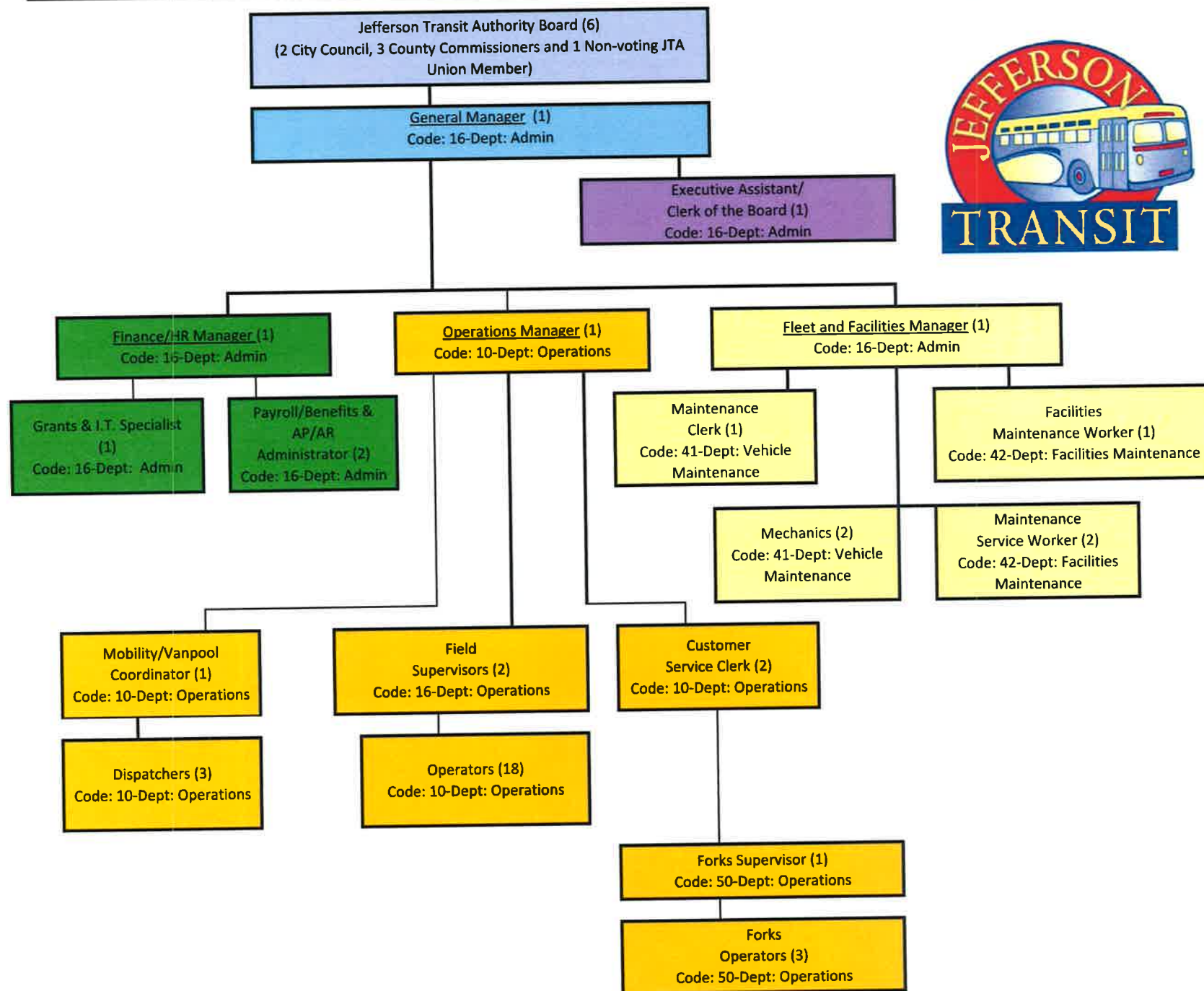
## Appendix A: Requested Projects & Services

2014-2019

(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.)

- f. Partner with Walkable Communities group to encourage bus/pedestrian trips.
- g. Review need for transit service to Jefferson County Airport.
- 17. 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.
  - e. Service to SR19/SR104 Park & Ride.
- 18. 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.
- 19. Clallam County Connection- Expand service to Sequim to make transportation to Victoria easier, perhaps seasonally and/or less frequently than every day.
- 20. 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.
- 21. 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.

# Jefferson Transit Authority Organizational Chart 2014



### Public Transportation Management System Owned Rolling Stock Inventory & Verification of Continued Use

**Agency/Organization:** Jefferson Transit

**Date:** June 30, 2014

[illegible]

|    |  | Vehicle Code | Vehicle Identification Number (VIN) | Agency Vehicle Number | (LIFE) Odometer | (ACTUAL) Odometer | Condition (points) | Age (years) | Remaining Useful Life (years) | Replacement Cost \$ | ADA Access (Yes/No) | Seating Capacity | Fuel Type | WSDOT Title (Yes/No) |
|----|--|--------------|-------------------------------------|-----------------------|-----------------|-------------------|--------------------|-------------|-------------------------------|---------------------|---------------------|------------------|-----------|----------------------|
|    | <b>Paratransit Fleet (Port Townsend)</b> |              |                                     |                       |                 |                   |                    |             |                               |                     |                     |                  |           |                      |
| 23 | 2005/FORD/E450/VAN                       | 11           | 1FDXE45P76HA32642                   | 301                   | 114,150         | 114,150           | 60                 | 9           | 0                             | 120,000             | Yes                 | 12               | BD        | No                   |
| 24 | 2005/FORD/E450/VAN                       | 11           | 1FDXE45P96HA32643                   | 302                   | 107,492         | 107,492           | 60                 | 9           | 0                             | 120,000             | Yes                 | 12               | BD        | No                   |
| 25 | 2006/CHEV/AMERIVAN                       | 11           | 1GBDV13127D120239                   | 303                   | 82,425          | 82,425            | 70                 | 8           | 0                             | 50,000              | Yes                 | 4                | G         | No                   |
| 26 | 2006/CHEV/AMERIVAN                       | 11           | 1GBDV13127D122329                   | 304                   | 75,718          | 75,718            | 70                 | 8           | 0                             | 50,000              | Yes                 | 4                | G         | No                   |
| 27 | 2006/CHEV/AMERIVAN                       | 11           | 1GBDV13157D122955                   | 305                   | 77,874          | 77,874            | 70                 | 8           | 0                             | 50,000              | Yes                 | 4                | G         | No                   |
| 28 | 2006/CHEV/AMERIVAN                       | 11           | 1GBDV13127D122038                   | 306                   | 78,145          | 78,145            | 70                 | 8           | 0                             | 50,000              | Yes                 | 4                | G         | No                   |
| 29 | 2010/CHEV/CHAMPION CHALLENGER            | 11           | 1GB9G5A66A1122428                   | 307                   | 58,386          | 58,386            | 80                 | 4           | 2                             | 80,000              | Yes                 | 12               | Diesel    | Yes                  |
| 30 | 2010/CHEV/CHAMPION CHALLENGER            | 11           | 1GB9G5A64A1122914                   | 308                   | 56,595          | 56,595            | 80                 | 4           | 2                             | 80,000              | Yes                 | 12               | Diesel    | Yes                  |
|    |  |              |                                     |                       |                 |                   |                    |             |                               |                     |                     |                  |           |                      |
|    | <b>Vanpool (Port Townsend)</b>           |              |                                     |                       |                 |                   |                    |             |                               |                     |                     |                  |           |                      |
| 31 | 2000/FORD/E350 VAN                       | 13           | 1FBSS31F5YHB35824                   | 26                    | 163,213         | 163,213           | 50                 | 14          | 0                             | 26,000              | No                  | 15               | BD        | No                   |
| 32 | 2006/FORD/E350 XLT VAN                   | 13           | 1FBSS31L46DA95763                   | 201                   | 154,433         | 154,433           | 50                 | 8           | 0                             | 26,000              | No                  | 15               | G         | No                   |
| 33 | 2006/FORD/E350 XLT VAN                   | 13           | 1FBSS31L26DA95762                   | 202                   | 122,973         | 122,973           | 50                 | 8           | 0                             | 26,000              | No                  | 15               | G         | No                   |
| 34 | 2006/FORD/E350 XLT VAN                   | 13           | 1FBSS31L86DA95765                   | 203                   | 149,736         | 149,736           | 50                 | 8           | 0                             | 26,000              | No                  | 15               | G         | No                   |
| 35 | 2006/FORD/E350 XLT VAN                   | 13           | 1FSS31L66DA95764                    | 204                   | 88,372          | 88,372            | 50                 | 8           | 0                             | 26,000              | No                  | 15               | G         | No                   |
| 36 | 2009/DODGE/GR. CARAVAN                   | 13           | 2D8HN44E19R628591                   | 205                   | 99,926          | 99,926            | 90                 | 5           | 0                             | 25,000              | No                  | 7                | G         | No                   |
| 37 | 2009/DODGE/GR. CARAVAN                   | 13           | 2D8HN44E39R628592                   | 206                   | 58,647          | 58,647            | 90                 | 5           | 0                             | 25,000              | No                  | 7                | G         | No                   |
| 38 | 2013/DODGE/GR. CARAVAN                   | 13           | 2C4RDGBG0DR609745                   | 208                   | 30,834          | 30,834            | 100                | 1           | 4                             | 25,000              | No                  | 7                | G         | Yes                  |
| 39 | 2013/DODGE/GR. CARAVAN                   | 13           | 2C4RDGBG2DR609746                   | 209                   | 12,391          | 12,391            | 100                | 1           | 4                             | 25,000              | No                  | 7                | G         | Yes                  |
| 40 | 2013/DODGE/GR. CARAVAN                   | 13           | 2C4RDGBG4DR609747                   | 210                   | 9,972           | 9,972             | 100                | 1           | 4                             | 25,000              | No                  | 7                | G         | Yes                  |

**Public Transportation Management System  
Owned Facility Inventory**

**Agency/Organization:** Jefferson Transit

**Date:** June 30, 2014

|   | <b>Facility<br/>Code</b> | <b>Facility Name</b>                    | <b>Condition<br/>(points)</b> | <b>Age<br/>(years)</b> | <b>Remaining<br/>Useful Life<br/>(years)</b> | <b>Replacement<br/>Cost (\$)</b> | <b>Comments</b><br><i>(If more than two lines, please<br/>attach a separate comment page)</i> |
|---|--------------------------|---|-------------------------------|------------------------|--|----------------------------------|---|
| 1 | 23                       | Operations & Maintenance Center         | 50                            | 23                     | 0  | \$8,000,000                      |   |
| 2 | 9                        | Haines Place Park & Ride                | 85                            | 15                     | 16   | \$750,000                        |   |
| 3 | 24                       | Future Operations & Maint Center (land) | 100                           | na                     | na   | \$210,000                        | 10 Acre Land Parcel (Undeveloped)   |
| 4 |                          |   |                               |                        |  |                                  |   |

**Public Transportation Management System  
Owned Equipment Inventory**

**Agency/Organization:** Jefferson Transit

**Date:** June 30, 2014

| Equipment Code and Description |                     | Condition<br>(points) | Age<br>(years) | Remaining<br>Useful Life<br>(years) | Replacement<br>Cost (\$) | Comments<br><i>(If more than two lines, please attach a<br/>separate comment page)</i> |
|--------------------------------|---------------------|-----------------------|----------------|-------------------------------------|--------------------------|--|
| 1.                             | None over \$100,000 |                       |                |                                     |                          |  |
| 2.                             |                     |                       |                |                                     |                          |  |



# JEFFERSON TRANSIT BUS SCHEDULE



EFFECTIVE JUNE 30, 2014

# 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<br>(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 | <b>\$58</b> |
| Reduced Fare.....           | \$115 | <b>\$29</b> |
| Full Fare Commuter .....    | \$345 | <b>\$87</b> |
| Reduced Fare Commuter ..... | \$192 | <b>\$48</b> |

*\* 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 thirteen transportation systems throughout the Puget Sound region. Call 385-4777 or visit our website at [jeffersontransit.com](http://jeffersontransit.com) for details.



*Buses are accessible to persons with disabilities.*



# CONTENTS

| Route                              | Page    |
|------------------------------------|---------|
| #1 Brinnon .....                   | 6       |
| #2 Mountain View/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.....        | 2       |
| Lost and Found.....                | 3       |
| Pet Policy .....                   | 3       |
| Non-Service Days .....             | 3       |

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

Bicycles will be transported on a “space available” basis.

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

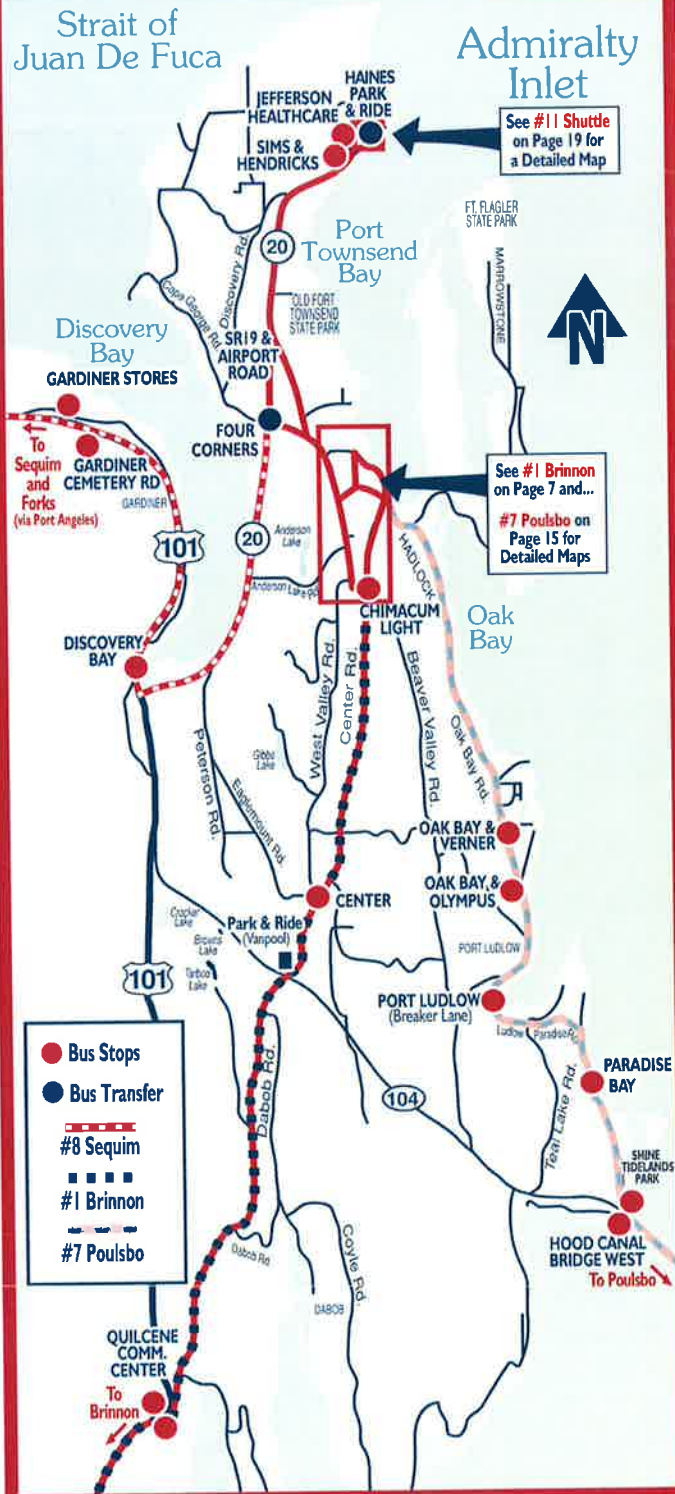
**LOST AND FOUND:** If you lose an item on a Jefferson Transit Bus, please phone our office at 385-4777.

**PETS:** Service Animals are welcomed and allowed. All animals must be either be in a 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.

**SERVICE DOES NOT OPERATE ON THE FOLLOWING DAYS:**  
Sundays, New Years Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day, Christmas Day

**Phone: 1(360)385-4777  
Toll Free: 1(800)371-0497**

# Jefferson Transit System Map



## Jefferson Transit Connections to Other Counties

*Contact individual Transit Authorities for  
their schedule information*



### **CLALLAM TRANSIT**

**1-800-858-3747**

**[www.clallamtransit.com](http://www.clallamtransit.com)**

Connections (in Sequim) to  
Port Angeles and Forks



### **JEFFERSON TRANSIT OLYMPIC CONNECTION**

**1-800-371-0497**

**[www.jeffersontransit.com](http://www.jeffersontransit.com)**

Connections with Clallam Transit  
(in Forks) south to Amanda Park  
(Lake Quinault)



### **GRAYS HARBOR TRANSIT**

**1-800-562-9730**

**[www.ghtransit.com](http://www.ghtransit.com)**

Connections with  
West Jefferson Transit  
(In Amanda Park/Lake Quinault)



### **KITSAP TRANSIT**

**1-800-501-7433**

**[www.kitsaptransit.com](http://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](http://www.masontransit.org)**

Connections with Mason Transit  
(in Brinnon) to Shelton  
and Olympia



### **ISLAND TRANSIT**

**1-800-240-8747**

**[www.islandtransit.org](http://www.islandtransit.org)**

Connections with Island Transit via  
Washington State Ferries  
(Port Townsend to Coupeville)

## #1 Brinnon Weekday Service

### Port Townsend to Brinnon

| <i>Depart Haines Pt<br/>Park &amp; Ride</i> | <i>Sims &amp;<br/>Hendricks</i> | <i>Four Corners<br/>Store</i> | <i>SR19 &amp;<br/>Airport Road</i> | <i>Cedar<br/>(N. Of Library)</i> | <i>Port<br/>Hadlock QFC</i> | <i>Chimacum<br/>Light (S)</i> | <i>Center (W)</i> | <i>Quilcene<br/>Comm. Ctr.</i> | <i>Half-Way<br/>House Rest.</i> | <i>Black Point Rd<br/>Turn around</i> |
|---|---------------------------------|-------------------------------|------------------------------------|----------------------------------|-----------------------------|-------------------------------|-------------------|--------------------------------|---------------------------------|---------------------------------------|
| 6:01  | 6:03                            | -                             | 6:07                               | 6:17                             | 6:19                        | 6:25                          | 6:32              | 6:47                           | 7:03                            | 7:09                                  |
| 7:30  | 7:32                            | 7:40*                         | -                                  | 7:45                             | 7:48                        | 7:53                          | 7:59              | 8:14                           | 8:30                            | 8:36                                  |
| 2:00  | 2:02                            | -                             | 2:06                               | 2:16                             | 2:19                        | 2:30                          | 2:36              | 2:51                           | 3:07                            | 3:13                                  |
| 5:40  | 5:42                            | -                             | 5:46                               | 5:56                             | 5:59                        | 6:04                          | 6:10              | 6:25                           | 6:41                            | 6:47                                  |

\*Transfer point for #8 Sequim inbound, arrives 4-corners at 7:24

### #1 Brinnon to Port Townsend

| <i>Brinnon Store</i> | <i>Opposite Quilcene<br/>Comm Ctr</i> | <i>Center (E)</i> | <i>Chimacum<br/>Light (N)</i> | <i>Pt Hadlock<br/>Curtiss St</i> | <i>Jefferson County<br/>Library</i> | <i>Rhody Dr at<br/>Ness's Corner</i> | <i>SR 19 &amp;<br/>Woodland Dr.</i> | <i>Jefferson<br/>Healthcare</i> | <i>Arrive Haines Pt<br/>Park &amp; Ride</i> |
|----------------------|---------------------------------------|-------------------|-------------------------------|----------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|---|
| 7:21                 | 7:35                                  | 7:48              | 7:58                          | 8:04                             | 8:07                                | 8:08                                 | 8:11                                | 8:19                            | 8:21  |
| 9:20                 | 9:34                                  | 9:47              | 9:53                          | 9:59                             | 10:02                               | 10:03                                | 10:06                               | 10:14                           | 10:16                                       |
| 3:25                 | 3:39                                  | 3:52              | 3:58                          | 4:04                             | 4:07                                | 4:08                                 | 4:11                                | 4:19                            | 4:21  |
| 7:00                 | 7:14                                  | 7:27              | 7:33                          | 7:39                             | 7:42                                | 7:43                                 | 7:46                                | 7:54                            | 7:56  |

## #1 Brinnon Saturday Service

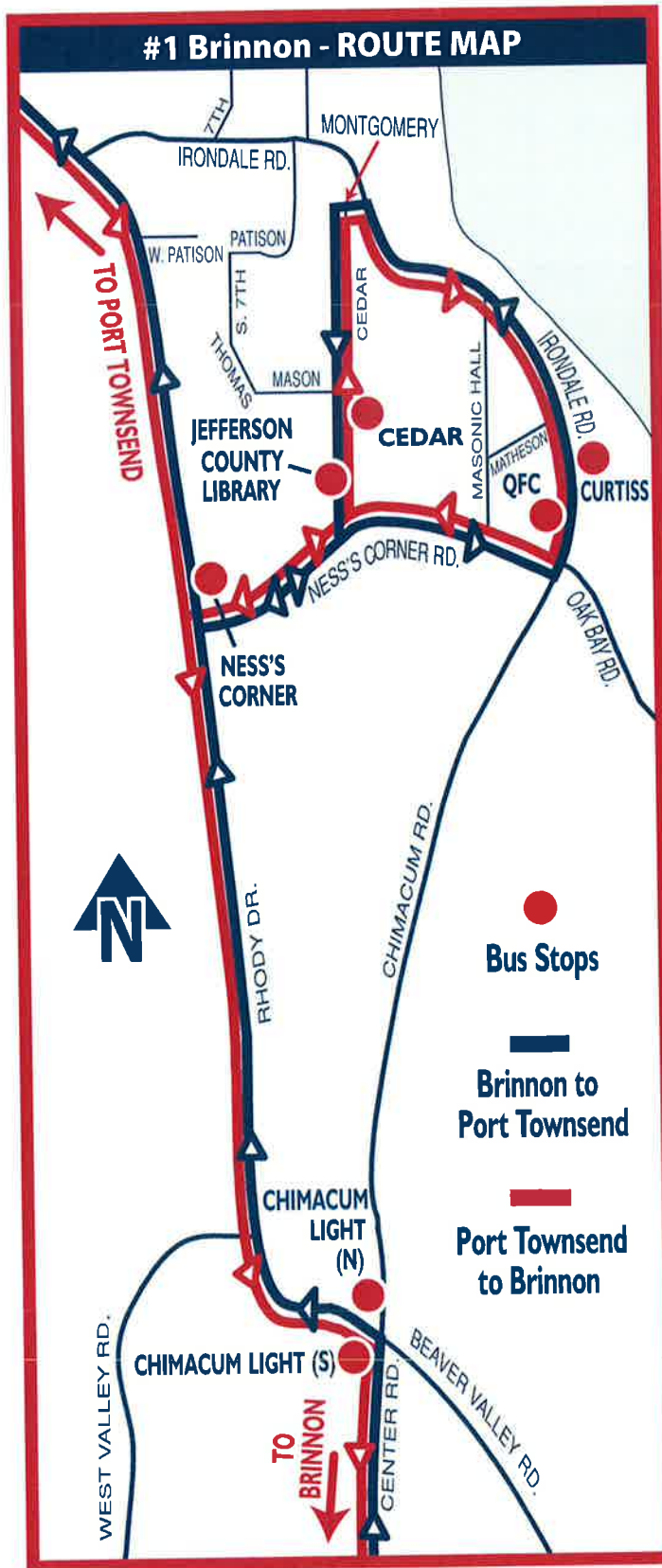
### Port Townsend to Brinnon

| <i>Park &amp; Ride to<br/>early Updown<br/>Downtown pick up</i> | <i>Depart Haines Pt<br/>Park &amp; Ride</i> | <i>Sims &amp;<br/>Hendricks</i> | <i>Four Corners<br/>Store</i> | <i>Cedar<br/>(N. Of Library)</i> | <i>Port<br/>Hadlock QFC</i> | <i>Chimacum<br/>Light (S)</i> | <i>Center (W)</i> | <i>Quilcene<br/>Comm. Ctr.</i> | <i>Half-Way<br/>House Rest.</i> | <i>Black Point Rd<br/>Turn around</i> |
|---|---|---------------------------------|-------------------------------|----------------------------------|-----------------------------|-------------------------------|-------------------|--------------------------------|---------------------------------|---------------------------------------|
| 6:40  | 6:55  | 6:57                            | 7:05                          | 7:09                             | 7:12                        | 7:17                          | 7:23              | 7:38                           | 7:54                            | 7:58                                  |
| -   | 5:25  | 5:27                            | 5:35                          | 5:39                             | 5:42                        | 5:47                          | 5:53              | 6:08                           | 6:24                            | 6:28                                  |

### #1 Brinnon to Port Townsend

| <i>Brinnon Store</i> | <i>Opposite Quilcene<br/>Comm Ctr</i> | <i>Center (E)</i> | <i>Chimacum<br/>Light (N)</i> | <i>Pt Hadlock<br/>Curtiss St</i> | <i>Jefferson County<br/>Library</i> | <i>Rhody Dr at<br/>Ness's Corner</i> | <i>SR 20 (N) &amp;<br/>Four Corners</i> | <i>Jefferson<br/>Healthcare</i> | <i>Arrive Haines Pt<br/>Park &amp; Ride</i> |
|----------------------|---------------------------------------|-------------------|-------------------------------|----------------------------------|-------------------------------------|--------------------------------------|---|---------------------------------|---|
| 8:13                 | 8:27                                  | 8:40              | 8:46                          | 8:52                             | 8:55                                | 8:56                                 | 9:00                                    | 9:08                            | 9:10  |
| 6:40                 | 6:54                                  | 7:07              | 7:13                          | 7:19                             | 7:22                                | 7:23                                 | 7:27                                    | 7:35                            | 7:37  |

# #1 Brinnon - ROUTE MAP



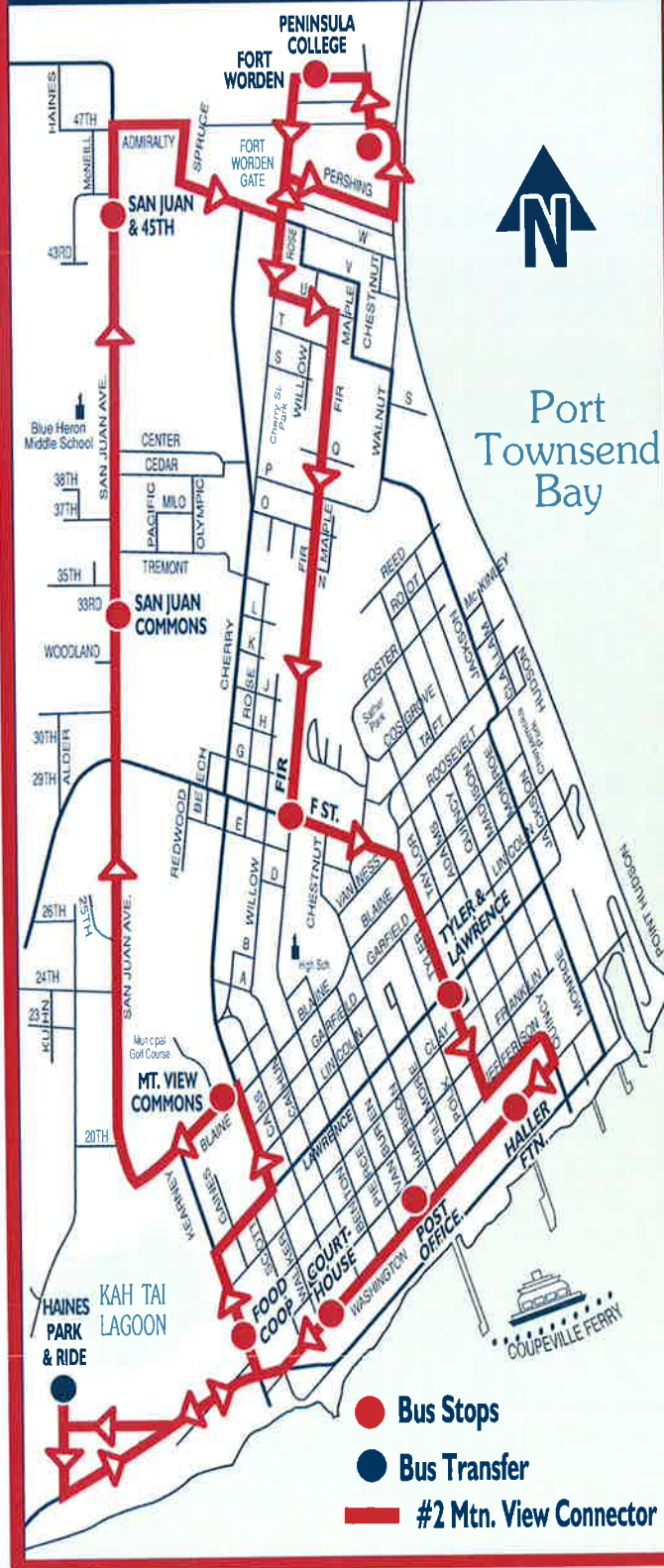
## #2 Mountain View / Fort Worden - Weekday Service

| <i>Depart Haines Pl<br/>Park &amp; Ride</i> | <i>Food CO-Op</i> | <i>Across From Mt<br/>View Commons</i> | <i>San Juan<br/>Commons</i> | <i>San Juan &amp; 45th</i> | <i>Fort Worden/<br/>Peninsula College</i> | <i>Tyler &amp;<br/>Lawrence</i> | <i>Haller Fountain</i> | <i>Courthouse<br/>Cass Street</i> | <i>Arrive Haines Pl<br/>Park &amp; Ride</i> |    |
|---|-------------------|--|-----------------------------|----------------------------|---|---------------------------------|------------------------|-----------------------------------|---|----|
| 7:00  | 7:02              | 7:04                                   | 7:06                        | 7:08                       | 7:13                                      | 7:17                            | 7:19                   | 7:20                              | 7:25  | AM |
| 8:00  | 8:02              | 8:04                                   | 8:06                        | 8:08                       | 8:13                                      | 8:17                            | 8:19                   | 8:20                              | 8:25  |    |
| 9:00  | 9:02              | 9:04                                   | 9:06                        | 9:08                       | 9:13                                      | 9:17                            | 9:19                   | 9:20                              | 9:25  |    |
| 10:00                                       | 10:02             | 10:04                                  | 10:06                       | 10:08                      | 10:13                                     | 10:17                           | 10:19                  | 10:20                             | 10:25                                       |    |
| 11:00                                       | 11:02             | 11:04                                  | 11:06                       | 11:08                      | 11:13                                     | 11:17                           | 11:19                  | 11:20                             | 11:25                                       |    |
| 12:00                                       | 12:02             | 12:04                                  | 12:06                       | 12:08                      | 12:13                                     | 12:17                           | 12:19                  | 12:20                             | 12:25                                       | PM |
| 1:00  | 1:02              | 1:04                                   | 1:06                        | 1:08                       | 1:13                                      | 1:17                            | 1:19                   | 1:20                              | 1:25  |    |
| 2:00  | 2:02              | 2:04                                   | 2:06                        | 2:08                       | 2:13                                      | 2:17                            | 2:19                   | 2:20                              | 2:25  |    |
| 3:00  | 3:02              | 3:04                                   | 3:06                        | 3:08                       | 3:13                                      | 3:17                            | 3:19                   | 3:20                              | 3:25  |    |
| 4:00  | 4:02              | 4:04                                   | 4:06                        | 4:08                       | 4:13                                      | 4:17                            | 4:19                   | 4:20                              | 4:25  |    |
| 5:00  | 5:02              | 5:04                                   | 5:06                        | 5:08                       | 5:13                                      | 5:17                            | 5:19                   | 5:20                              | 5:25  |    |
| 6:00  | 6:02              | 6:04                                   | 6:06                        | 6:08                       | 6:13                                      | 6:17                            | 6:19                   | 6:20                              | 6:25  |    |

## #2 Mountain View / Fort Worden - Saturday Service

| <i>Depart Haines Pl<br/>Park &amp; Ride</i> | <i>Food CO-Op</i> | <i>Across From Mt<br/>View Commons</i> | <i>San Juan<br/>Commons</i> | <i>San Juan &amp; 45th</i> | <i>Fort Worden/<br/>Peninsula College</i> | <i>Tyler &amp;<br/>Lawrence</i> | <i>Haller Fountain</i> | <i>Courthouse<br/>Cass Street</i> | <i>Arrive Haines Pl<br/>Park &amp; Ride</i> |    |
|---|-------------------|--|-----------------------------|----------------------------|---|---------------------------------|------------------------|-----------------------------------|---|----|
| 9:00  | 9:02              | 9:04                                   | 9:06                        | 9:08                       | 9:13                                      | 9:17                            | 9:19                   | 9:20                              | 9:25  | AM |
| 10:00                                       | 10:02             | 10:04                                  | 10:06                       | 10:08                      | 10:13                                     | 10:17                           | 10:19                  | 10:20                             | 10:25                                       |    |
| 11:00                                       | 11:02             | 11:04                                  | 11:06                       | 11:08                      | 11:13                                     | 11:17                           | 11:19                  | 11:20                             | 11:25                                       |    |
| 12:00                                       | 12:02             | 12:04                                  | 12:06                       | 12:08                      | 12:13                                     | 12:17                           | 12:19                  | 12:20                             | 12:25                                       | PM |
| 1:00  | 1:02              | 1:04                                   | 1:06                        | 1:08                       | 1:13                                      | 1:17                            | 1:19                   | 1:20                              | 1:25  |    |
| 2:00  | 2:02              | 2:04                                   | 2:06                        | 2:08                       | 2:13                                      | 2:17                            | 2:19                   | 2:20                              | 2:25  |    |
| 3:00  | 3:02              | 3:04                                   | 3:06                        | 3:08                       | 3:13                                      | 3:17                            | 3:19                   | 3:20                              | 3:25  |    |
| 4:00  | 4:02              | 4:04                                   | 4:06                        | 4:08                       | 4:13                                      | 4:17                            | 4:19                   | 4:20                              | 4:25  |    |
| 5:00  | 5:02              | 5:04                                   | 5:06                        | 5:08                       | 5:13                                      | 5:17                            | 5:19                   | 5:20                              | 5:25  |    |
| 6:00  | 6:02              | 6:04                                   | 6:06                        | 6:08                       | 6:13                                      | 6:17                            | 6:19                   | 6:20                              | 6:25  |    |

## #2 Mountain View / Fort Worden - ROUTE MAP



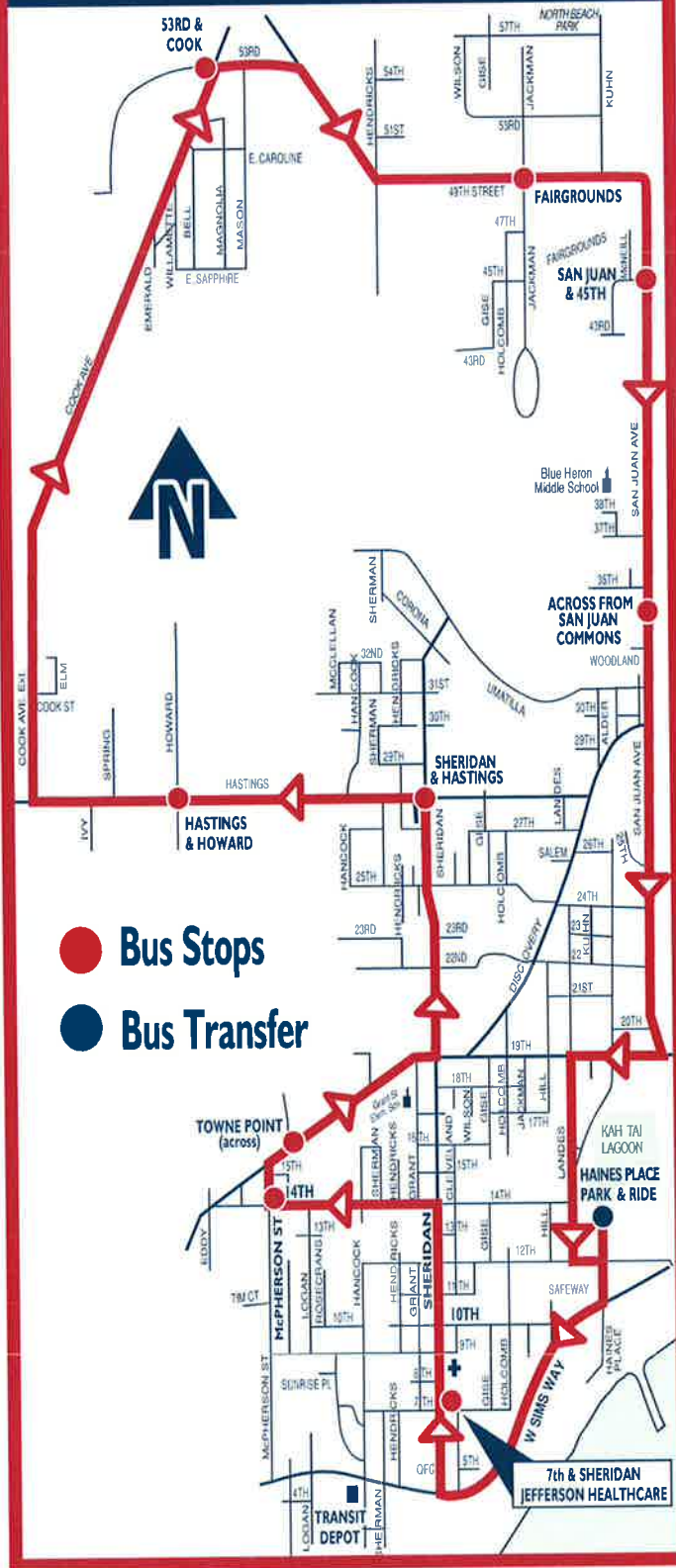
### #3 Castle Hill/Cook Ave - Weekday Service

| <i>Depart Haines Pl<br/>Park &amp; Ride</i> | <i>7th &amp; Sheridan<br/>Jefferson Healthcare</i> | <i>14th &amp;<br/>McPherson</i> | <i>Across from<br/>Towne Point</i> | <i>Sheridan &amp;<br/>Hastings</i> | <i>53rd &amp; Cook</i> | <i>Fairgrounds</i> | <i>San Juan &amp; 45th</i> | <i>Across from San<br/>Juan Commons</i> | <i>Arrive Haines Pl<br/>Park &amp; Ride</i> |    |
|---|--|---------------------------------|------------------------------------|------------------------------------|------------------------|--------------------|----------------------------|---|---|----|
| 7:30  | 7:32   | 7:35                            | 7:36                               | 7:38                               | 7:44                   | 7:46               | 7:48                       | 7:49                                    | 7:55  | AM |
| 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                                       | PM |
| 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 - Saturday Service

| <i>Depart Haines Pl<br/>Park &amp; Ride</i> | <i>7th &amp; Sheridan<br/>Jefferson Healthcare</i> | <i>14th &amp;<br/>McPherson</i> | <i>Across from<br/>Towne Point</i> | <i>Sheridan &amp;<br/>Hastings</i> | <i>53rd &amp; Cook</i> | <i>Fairgrounds</i> | <i>San Juan &amp; 45th</i> | <i>Across from San<br/>Juan Commons</i> | <i>Arrive Haines Pl<br/>Park &amp; Ride</i> |    |
|---|--|---------------------------------|------------------------------------|------------------------------------|------------------------|--------------------|----------------------------|---|---|----|
| 9:30  | 9:32   | 9:35                            | 9:36                               | 9:38                               | 9:44                   | 9:46               | 9:48                       | 9:49                                    | 9:55  | AM |
| 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                                       | PM |
| 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

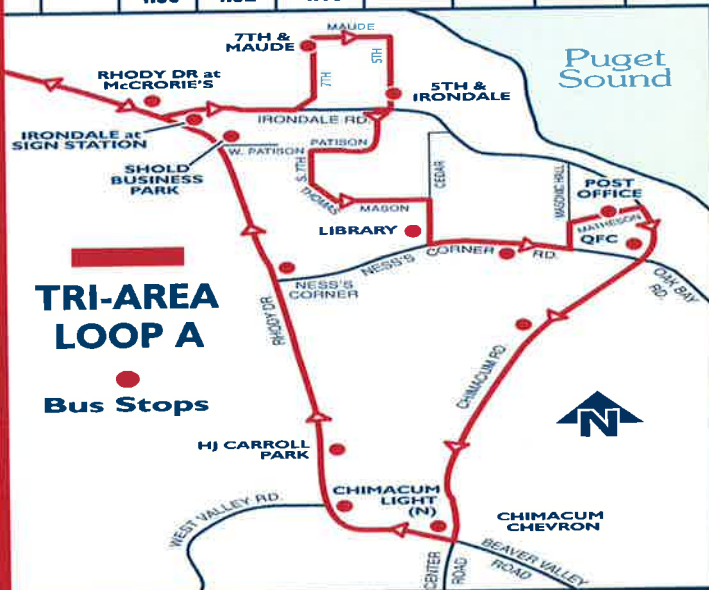


### #6A Tri Area Loop - Weekday Service

| <i>Park &amp; Ride to<br/>early UpTown<br/>Downtown pick-up</i> | <i>Depart Haines Pt<br/>Park &amp; Ride</i> | <i>Sims &amp;<br/>Hendricks</i> | <i>Four Corners<br/>Store</i> | <i>Irondale at<br/>Sign Station</i> | <i>7th &amp; Maude</i> | <i>5th &amp; Eugene</i> | <i>Jefferson County<br/>Library</i> |
|---|---|---------------------------------|-------------------------------|-------------------------------------|------------------------|-------------------------|-------------------------------------|
| 6:30  | 6:45  | 6:47                            | 6:55                          | 6:58                                | 7:01                   | 7:03                    | 7:08                                |
| -   | 10:00                                       | 10:02                           | 10:10                         | 10:13                               | 10:16                  | 10:18                   | 10:23                               |
| -   | 1:00  | 1:02                            | 1:10                          | 1:13                                | 1:16                   | 1:18                    | 1:23                                |
| -   | 2:00  | 2:02                            | 2:10                          | 2:13                                | 2:16                   | 2:18                    | 2:23                                |
| -   | 4:00  | 4:02                            | 4:10                          | 4:13                                | 4:16                   | 4:18                    | 4:23                                |

### #6A Tri Area Loop - Saturday Service

|      |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|------|
| 8:45 | 9:00 | 9:02 | 9:10 | 9:13 | 9:16 | 9:18 | 9:23 |
| -    | 4:00 | 4:02 | 4:10 | 4:13 | 4:16 | 4:18 | 4:23 |



### #6B Tri Area Loop - Weekday Service

| <i>Depart Haines Pt<br/>Park &amp; Ride</i> | <i>Sims &amp;<br/>Hendricks</i> | <i>Four Corners<br/>Store</i> | <i>Across from<br/>Shold Bus Park</i> | <i>HJ Carroll Park</i> | <i>Chimacum<br/>Chevron</i> | <i>Curtiss Street</i> | <i>Port Hadlock<br/>Post Office</i> |
|---|---------------------------------|-------------------------------|---------------------------------------|------------------------|-----------------------------|-----------------------|-------------------------------------|
| 9:00  | 9:02                            | 9:10                          | 9:12                                  | 9:17                   | 9:19                        | 9:21                  | 9:22                                |
| 12:00                                       | 12:02                           | 12:10                         | 12:12                                 | 12:17                  | 12:19                       | 12:21                 | 12:22                               |
| 3:00  | 3:02                            | 3:10                          | 3:12                                  | 3:17                   | 12:19                       | 3:21                  | 3:22                                |
| 7:05  | 7:07                            | 7:15                          | 7:17                                  | 7:22                   | 7:24                        | 7:26                  | 7:27                                |

### #6B Tri Area Loop - Saturday Service

|      |      |      |      |      |      |      |      |
|------|------|------|------|------|------|------|------|
| 1:00 | 1:02 | 1:10 | 1:12 | 1:17 | 1:19 | 1:21 | 1:22 |
| 7:05 | 7:07 | 7:15 | 7:17 | 7:22 | 7:24 | 7:26 | 7:27 |

| <i>Port Hadlock Post Office</i> | <i>Port Hadlock QFC</i> | <i>Chimacum Light (N)</i> | <i>HJ Carroll Park</i> | <i>Shold Business Park</i> | <i>SR20 (N) &amp; Four-Corners</i> | <i>Jefferson Healthcare</i> | <i>Arrive Haines Pt Park &amp; Ride</i> |    |
|---------------------------------|-------------------------|---------------------------|------------------------|----------------------------|------------------------------------|-----------------------------|---|----|
| 7:10                            | 7:11                    | 7:15                      | 7:17                   | 7:19                       | 7:24                               | 7:33                        | 7:35                                    | AM |
| 10:25                           | 10:26                   | 10:30                     | 10:32                  | 10:34                      | 10:39                              | 10:48                       | 10:50                                   |    |
| 1:25                            | 1:26                    | 1:30                      | 1:32                   | 1:34                       | 1:39                               | 1:48                        | 1:50                                    |    |
| 2:25                            | 2:26                    | 2:30                      | 2:32                   | 2:34                       | 2:39                               | 2:48                        | 2:50                                    | PM |
| 4:25                            | 4:26                    | 4:30                      | 4:32                   | 4:34                       | 4:39                               | 4:48                        | 4:50                                    |    |
| 9:25                            | 9:26                    | 9:30                      | 9:32                   | 9:34                       | 9:39                               | 9:48                        | 9:50                                    | AM |
| 4:25                            | 4:26                    | 4:30                      | 4:32                   | 4:34                       | 4:39                               | 4:48                        | 4:50                                    | PM |



| <i>Cedar (N of Library)</i> | <i>5th &amp; Eugene</i> | <i>7th &amp; Maude</i> | <i>Rhody Dr at McCrone's</i> | <i>SR20 (N) &amp; Four-Corners</i> | <i>Jefferson Healthcare</i> | <i>Arrive Haines Pt Park &amp; Ride</i> |    |
|-----------------------------|-------------------------|------------------------|------------------------------|------------------------------------|-----------------------------|---|----|
| 9:25                        | 9:29                    | 9:32                   | 9:35                         | 9:39                               | 9:48                        | 9:50                                    | AM |
| 12:25                       | 12:29                   | 12:32                  | 12:35                        | 12:39                              | 12:48                       | 12:50                                   |    |
| 3:25                        | 3:29                    | 3:32                   | 3:35                         | 3:39                               | 3:48                        | 3:50                                    | PM |
| 7:30                        | 7:34                    | 7:37                   | 7:40                         | 7:44                               | 7:53                        | 7:55                                    |    |
| 1:25                        | 1:29                    | 1:32                   | 1:35                         | 1:39                               | 1:48                        | 1:50                                    | PM |
| 7:30                        | 7:34                    | 7:37                   | 7:40                         | 7:44                               | 7:53                        | 7:55                                    | PM |

## #7 Poulsbo/Commuter Weekday Service Port Townsend to Poulsbo

| Lawrence & Tyler<br>early UpTown<br>Downtown pick up | Depart Haines PI<br>Park & Ride | Sims &<br>Henricks | Four Corners<br>Store | Cedar<br>(N. Of Library) | Port<br>Hadlock OTC | Oak Bay &<br>Olympus | Port Ludlow<br>(Breaker Lane) | Paradise Bay | Hood Canal<br>Bridge West | Arrive Poulsbo<br>Transfer Center |    |
|--|---------------------------------|--------------------|-----------------------|--------------------------|---------------------|----------------------|-------------------------------|--------------|---------------------------|-----------------------------------|----|
| 5:55   | 6:05                            | 6:07               | 6:15                  | 6:20                     | 6:24                | 6:34                 | 6:39                          | 6:45         | 6:49                      | 7:08                              | 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                              |    |

## Poulsbo to Port Townsend

| Depart Poulsbo<br>Transfer Center | Shine Tidelands | Paradise Bay | Port Ludlow<br>(Breaker Lane) | Oak Bay & Verner | Port Hadlock<br>Curtiss Street | Jefferson<br>County Library | SR20 (N) &<br>Four Corners | Jefferson<br>Healthcare | Arrive Haines PI<br>Park & Ride |                           |    |
|-----------------------------------|-----------------|--------------|-------------------------------|------------------|--------------------------------|-----------------------------|----------------------------|-------------------------|---------------------------------|---------------------------|----|
| 7:25                              | 7:42            | 7:46         | 7:52                          | 7:57             | 8:07                           | 8:11                        | 8:16                       | 8:24                    | 8:28                            |                           | AM |
| 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                            | To PT ferry<br>on Request | PM |
| 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 6:00pm

## #7 Poulsbo/Commuter Saturday Service Port Townsend to Poulsbo

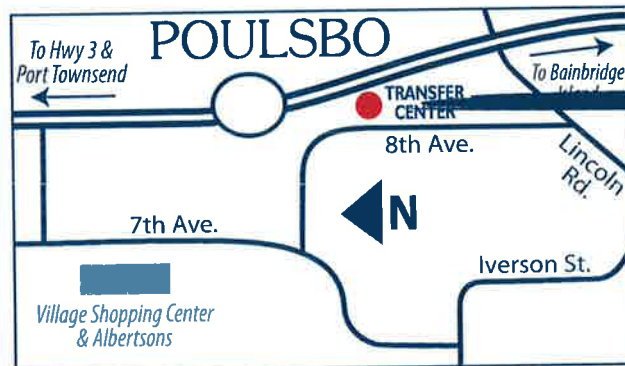
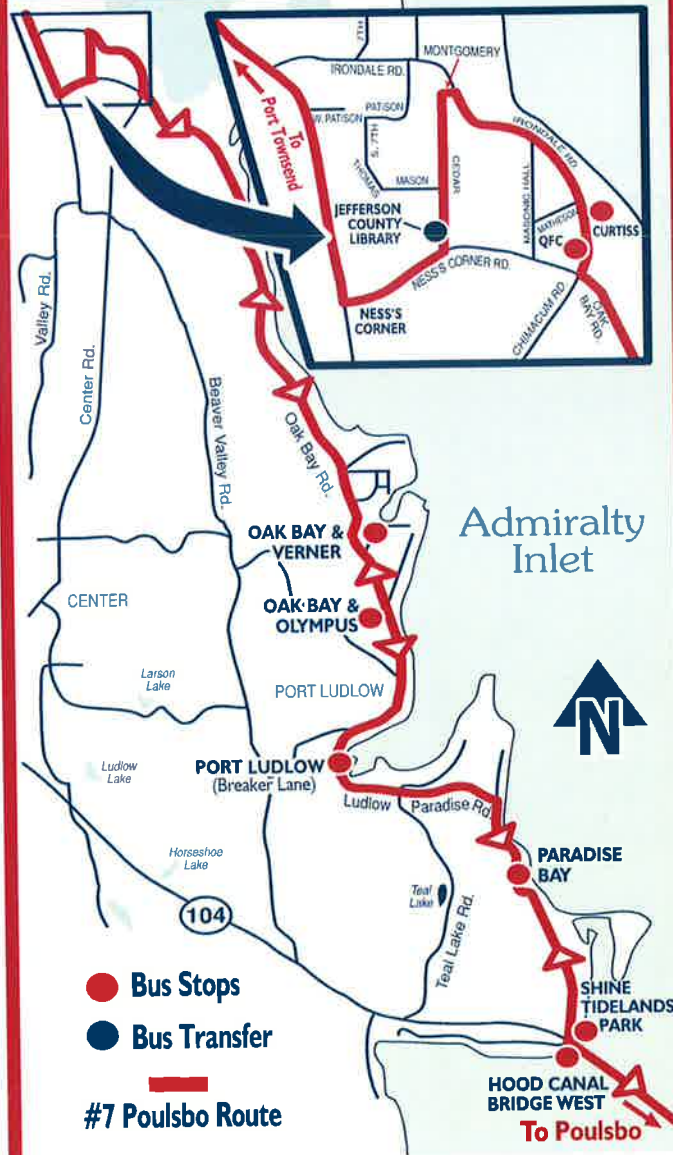
| Depart Haines PI<br>Park & Ride | Sims &<br>Henricks | Four Corners<br>Store | Cedar<br>(N. Of Library) | Port<br>Hadlock OTC | Oak Bay &<br>Olympus | Port Ludlow<br>(Breaker Lane) | Paradise Bay | Hood Canal<br>Bridge West | Arrive Poulsbo<br>Transfer Center |    |
|---------------------------------|--------------------|-----------------------|--------------------------|---------------------|----------------------|-------------------------------|--------------|---------------------------|-----------------------------------|----|
| 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 |

## Poulsbo to Port Townsend

| Depart Poulsbo<br>Transfer Center | Shine Tidelands | Paradise Bay | Port Ludlow<br>(Breaker Lane) | Oak Bay & Verner | Port Hadlock<br>Curtiss Street | Jefferson<br>County Library | SR20 (N) &<br>Four Corners | Jefferson<br>Healthcare | Arrive Haines PI<br>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 (Albertson's) Shopping Center

## #7 Poulsbo/Commuter - ROUTE MAP



## #8 Sequim - Weekday Service

### Port Townsend to Sequim

| Depart Haines Pt<br>Park & Ride | Sims &<br>Hendricks | SR 20(S) &<br>Four Corners | Opposite Old<br>Discovery Bay<br>Store | Gardiner Store | S'Klallam<br>Tribal Center | Arrive Sequim<br>Transfer Center |  |    |
|---------------------------------|---------------------|----------------------------|--|----------------|----------------------------|----------------------------------|--|----|
| 6:03                            | 6:05                | 6:13                       | 6:21                                   | 6:28           | 6:34                       | 6:48                             |  | AM |
| 8:30                            | 8:32                | 8:40                       | 8:48                                   | 8:56           | 9:02                       | 9:15                             |  |    |
| 11:45                           | 11:47               | 11:55                      | 12:03                                  | 12:11          | 12:17                      | 12:31                            |  |    |
| 3:15                            | 3:17                | 3:25                       | 3:33                                   | 3:41           | 3:47                       | 4:01                             |  | PM |
| 5:50                            | 5:52                | *6:00                      | 6:08                                   | 6:16           | 6:22                       | 6:36                             |  |    |

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

### Sequim to Port Townsend

| Depart Sequim<br>Transfer Center | S'Klallam<br>Tribal Center | Gardiner<br>Cemetery Rd | Old Discovery<br>Bay Store | SR 20(N) &<br>Four Corners | Jefferson<br>Healthcare | Arrive Haines Pt<br>Park & Ride |                           |    |
|----------------------------------|----------------------------|-------------------------|----------------------------|----------------------------|-------------------------|---------------------------------|---------------------------|----|
| 6:53                             | 7:04                       | 7:09                    | 7:16                       | *7:24                      | 7:32                    | 7:34                            |                           | AM |
| 9:40                             | 9:50                       | 9:56                    | 10:03                      | **10:11                    | 10:19                   | 10:21                           |                           |    |
| 12:50                            | 12:56                      | 1:01                    | 1:08                       | **1:16                     | 1:24                    | 1:26                            |                           |    |
| 4:20                             | 4:32                       | 4:38                    | 4:46                       | 4:55                       | 5:04                    | 5:07                            |                           | PM |
| 6:40                             | 6:51                       | 6:56                    | 7:03                       | 7:11                       | 7:19                    | 7:21                            | To PT Ferry<br>on Request |    |

\*Connection to outbound #1 Brinnon 7:40am

\*\*No connection to Tri-Area

## #8 Sequim - Saturday Service

### Port Townsend to Sequim

| Part & Ride to<br>early Uptown<br>Downtown pick-up | Depart Haines Pt<br>Park & Ride | Sims &<br>Hendricks | SR 20(S) &<br>Four Corners | Opposite Old<br>Discovery Bay<br>Store | Gardiner Store | S'Klallam<br>Tribal Center | Arrive Sequim<br>Transfer Center |    |
|--|---------------------------------|---------------------|----------------------------|--|----------------|----------------------------|----------------------------------|----|
| 7:00   | 7:15                            | 7:17                | 7:25                       | 7:33                                   | 7:41           | 7:47                       | 8:01                             | AM |
| -  | 5:00                            | 5:02                | 5:10                       | 5:18                                   | 5:26           | 5:32                       | 5:46                             | PM |

### Sequim to Port Townsend

| Depart Sequim<br>Transfer Center | S'Klallam<br>Tribal Center | Gardiner<br>Cemetery Rd | Old Discovery<br>Bay Store | SR 20(N) &<br>Four Corners | Jefferson<br>Healthcare | Arrive Haines Pt<br>Park & Ride |  |    |
|----------------------------------|----------------------------|-------------------------|----------------------------|----------------------------|-------------------------|---------------------------------|--|----|
| 8:10                             | 8:21                       | 8:26                    | 8:33                       | 8:41                       | 8:49                    | 8:51                            |  | AM |
| 5:53                             | 6:04                       | 6:09                    | 6:16                       | 6:24                       | 6:32                    | 6:34                            |  | PM |

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

## #8 Sequim - ROUTE MAP



### #11 Shuttle - Loop A Weekday Service

| Depart Haines Pt<br>Park & Ride | PT Plaza<br>Ferry Dock | Water & Adams | Clay & Madison | Lawrence & Tyler | Across from Mountain<br>View Commons | Chase Bank | Arrive Haines Pt<br>Park & Ride | Sims & Hendricks | Grant &<br>7th Street | Jefferson<br>Healthcare | Arrive Haines Pt<br>Park & Ride |
|---------------------------------|------------------------|---------------|----------------|------------------|--------------------------------------|------------|---------------------------------|------------------|-----------------------|-------------------------|---------------------------------|
| 7:00                            | 7:03                   | 7:04          | 7:07           | 7:08             | 7:11                                 | 7:12       | 7:16                            | 7:18             | 7:19                  | 7:20                    | 7:26                            |
| 8:00                            | 8:03                   | 8:04          | 8:07           | 8:08             | 8:11                                 | 8:12       | 8:16                            | 8:18             | 8:19                  | 8:20                    | 8:26                            |
| 9:00                            | 9:03                   | 9:04          | 9:07           | 9:08             | 9:11                                 | 9:12       | 9:16                            | 9:18             | 9:19                  | 9:20                    | 9:26                            |
| 10:00                           | 10:03                  | 10:04         | 10:07          | 10:08            | 10:11                                | 10:12      | 10:16                           | 10:18            | 10:19                 | 10:20                   | 10:26                           |
| 11:00                           | 11:03                  | 11:04         | 11:07          | 11:08            | 11:11                                | 11:12      | 11:16                           | 11:18            | 11:19                 | 11:20                   | 11:26                           |
| 12:00                           | 12:03                  | 12:04         | 12:07          | 12:08            | 12:11                                | 12:12      | 12:16                           | 12:18            | 12:19                 | 12:20                   | 12:26                           |
| 1:00                            | 1:03                   | 1:04          | 1:07           | 1:08             | 1:11                                 | 1:12       | 1:16                            | 1:18             | 1:19                  | 1:20                    | 1:26                            |
| 2:00                            | 2:03                   | 2:04          | 2:07           | 2:08             | 2:11                                 | 2:12       | 2:16                            | 2:18             | 2:19                  | 2:20                    | 2:26                            |
| 3:00                            | 3:03                   | 3:04          | 3:07           | 3:08             | 3:11                                 | 3:12       | 3:16                            | 3:18             | 3:19                  | 3:20                    | 3:26                            |
| 4:00                            | 4:03                   | 4:04          | 4:07           | 4:08             | 4:11                                 | 4:12       | 4:16                            | 4:18             | 4:19                  | 4:20                    | 4:26                            |
| 5:00                            | 5:03                   | 5:04          | 5:07           | 5:08             | 5:11                                 | 5:12       | 5:16                            | 5:18             | 5:19                  | 5:20                    | 5:26                            |
| 6:00                            | 6:03                   | 6:04          | 6:07           | 6:08             | 6:11                                 | 6:12       | 6:16                            | 6:18             | 6:19                  | 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  | 9:19  | 9:20  | 9:26  |
| 10:00 | 10:03 | 10:04 | 10:07 | 10:08 | 10:11 | 10:12 | 10:16 | 10:18 | 10:19 | 10:20 | 10:26 |
| 11:00 | 11:03 | 11:04 | 11:07 | 11:08 | 11:11 | 11:12 | 11:16 | 11:18 | 11:19 | 11:20 | 11:26 |
| 12:00 | 12:03 | 12:04 | 12:07 | 12:08 | 12:11 | 12:12 | 12:16 | 12:18 | 12:19 | 12:20 | 12:26 |
| 1:00  | 1:03  | 1:04  | 1:07  | 1:08  | 1:11  | 1:12  | 1:16  | 1:18  | 1:19  | 1:20  | 1:26  |
| 2:00  | 2:03  | 2:04  | 2:07  | 2:08  | 2:11  | 2:12  | 2:16  | 2:18  | 2:19  | 2:20  | 2:26  |
| 3:00  | 3:03  | 3:04  | 3:07  | 3:08  | 3:11  | 3:12  | 3:16  | 3:18  | 3:19  | 3:20  | 3:26  |
| 4:00  | 4:03  | 4:04  | 4:07  | 4:08  | 4:11  | 4:12  | 4:16  | 4:18  | 4:19  | 4:20  | 4:26  |
| 5:00  | 5:03  | 5:04  | 5:07  | 5:08  | 5:11  | 5:12  | 5:16  | 5:18  | 5:19  | 5:20  | 5:26  |
| 6:00  | 6:03  | 6:04  | 6:07  | 6:08  | 6:11  | 6:12  | 6:16  | 6:18  | 6:19  | 6:20  | 6:26  |
| 8:00  | 8:03  | 8:04  | 8:07  | 8:08  | 8:11  | 8:12  | 8:16  | 8:18  | -     | -     | -     |

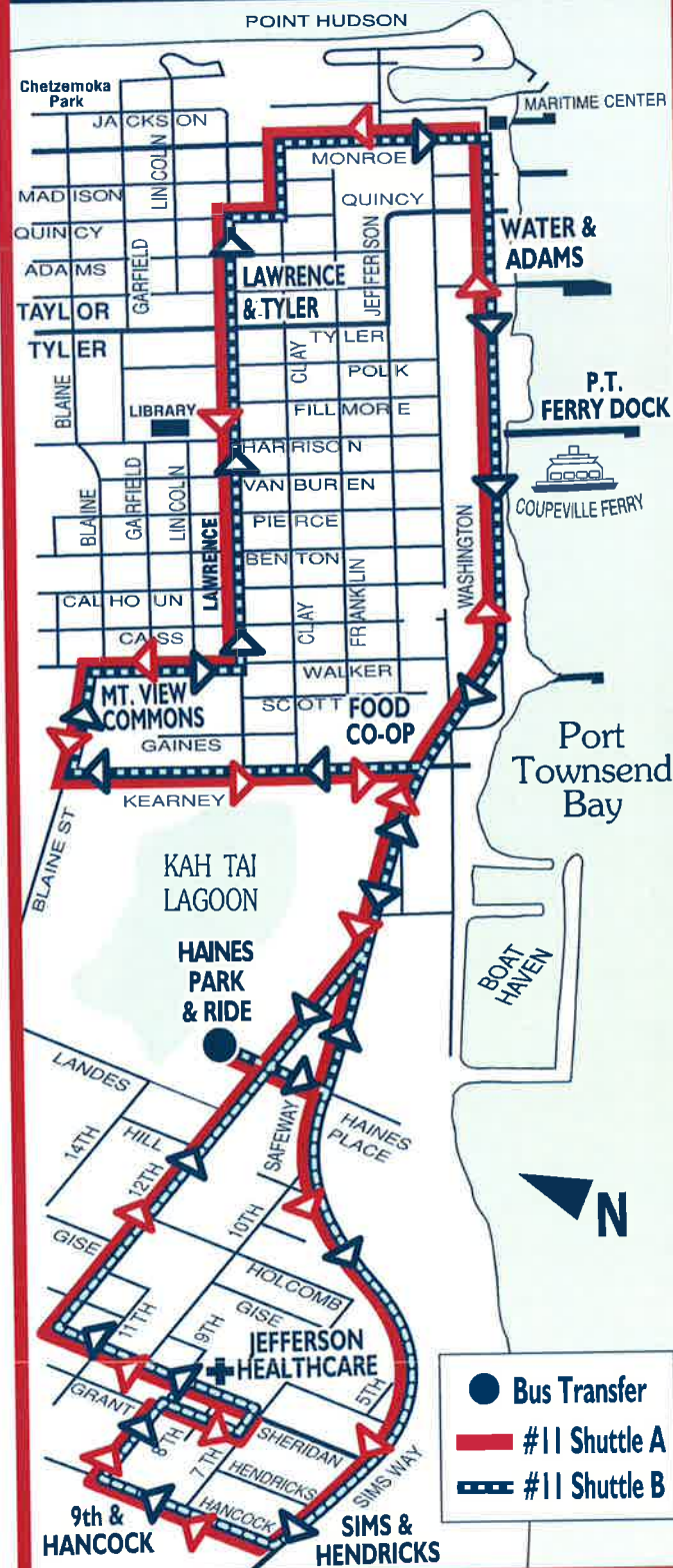
### #11 Shuttle - Loop B Weekday Service

| Depart Haines Pt<br>Park & Ride | Food Co-Op | Mountain View<br>Commons | Across from<br>PT Library | Lawrence & Tyler | Water & Quincy | Water & Fillmore<br>Ferry Dock | Arrive Haines Pt<br>Park & Ride | Sims & Hendricks | Grant &<br>7th Street | Jefferson Healthcare | Arrive Haines Pt<br>Park & Ride |
|---------------------------------|------------|--------------------------|---------------------------|------------------|----------------|--------------------------------|---------------------------------|------------------|-----------------------|----------------------|---------------------------------|
| 7:35                            | 7:37       | 7:38                     | 7:40                      | 7:41             | 7:42           | 7:45                           | 7:51                            | 7:53             | 7:54                  | 7:56                 | 8:01                            |
| 8:30                            | 8:32       | 8:33                     | 8:35                      | 8:36             | 8:37           | 8:40                           | 8:46                            | 8:48             | 8:49                  | 8:51                 | 8:56                            |
| 9:30                            | 9:32       | 9:33                     | 9:35                      | 9:36             | 9:37           | 9:40                           | 9:46                            | 9:48             | 9:49                  | 9:51                 | 9:56                            |
| 10:30                           | 10:32      | 10:33                    | 10:35                     | 10:36            | 10:37          | 10:40                          | 10:46                           | 10:48            | 10:49                 | 10:51                | 10:56                           |
| 11:30                           | 11:32      | 11:33                    | 11:35                     | 11:36            | 11:37          | 11:40                          | 11:46                           | 11:48            | 11:49                 | 11:51                | 11:56                           |
| 12:30                           | 12:32      | 12:33                    | 12:35                     | 12:36            | 12:37          | 12:40                          | 12:46                           | 12:48            | 12:49                 | 12:51                | 12:56                           |
| 1:30                            | 1:32       | 1:33                     | 1:35                      | 1:36             | 1:37           | 1:40                           | 1:46                            | 1:48             | 1:49                  | 1:51                 | 1:56                            |
| 2:30                            | 2:32       | 2:33                     | 2:35                      | 2:36             | 2:37           | 2:40                           | 2:46                            | 2:48             | 2:49                  | 2:51                 | 2:56                            |
| 3:30                            | 3:32       | 3:33                     | 3:35                      | 3:36             | 3:37           | 3:40                           | 3:46                            | 3:48             | 3:49                  | 3:51                 | 3:56                            |
| 4:30                            | 4:32       | 4:33                     | 4:35                      | 4:36             | 4:37           | 4:40                           | 4:46                            | 4:48             | 4:49                  | 4:51                 | 4:56                            |
| 5:30                            | 5:32       | 5:33                     | 5:35                      | 5:36             | 5:37           | 5:40                           | 5:46                            | 5:48             | 5:49                  | 5:51                 | 5:56                            |
| 6:30                            | 6:32       | 6:33                     | 6:35                      | 6:36             | 6:37           | 6:40                           | 6:46                            | 6:48             | 6:49                  | 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  | 9:49  | 9:51  | 9:56  |
| 10:30 | 10:32 | 10:33 | 10:35 | 10:36 | 10:37 | 10:40 | 10:46 | 10:48 | 10:49 | 10:51 | 10:56 |
| 11:30 | 11:32 | 11:33 | 11:35 | 11:36 | 11:37 | 11:40 | 11:46 | 11:48 | 11:49 | 11:51 | 11:56 |
| 12:30 | 12:32 | 12:33 | 12:35 | 12:36 | 12:37 | 12:40 | 12:46 | 12:48 | 12:49 | 12:51 | 12:56 |
| 1:30  | 1:32  | 1:33  | 1:35  | 1:36  | 1:37  | 1:40  | 1:46  | 1:48  | 1:49  | 1:51  | 1:56  |
| 2:30  | 2:32  | 2:33  | 2:35  | 2:36  | 2:37  | 2:40  | 2:46  | 2:48  | 2:49  | 2:51  | 2:56  |
| 3:30  | 3:32  | 3:33  | 3:35  | 3:36  | 3:37  | 3:40  | 3:46  | 3:48  | 3:49  | 3:51  | 3:56  |
| 4:30  | 4:32  | 4:33  | 4:35  | 4:36  | 4:37  | 4:40  | 4:46  | 4:48  | 4:49  | 4:51  | 4:56  |
| 5:30  | 5:32  | 5:33  | 5:35  | 5:36  | 5:37  | 5:40  | 5:46  | 5:48  | 5:49  | 5:51  | 5:56  |
| 6:40  | 6:42  | 6:43  | 6:45  | 6:46  | 6:47  | 6:50  | 6:56  | 6:58  | 6:59  | 7:01  | 7:06  |
| 7:40  | 7:42  | 7:43  | 7:45  | 7:46  | 7:47  | 7:50  | 7:56  | 7:58  | -     | -     | -     |

# #11 Shuttle - Loop A & B - ROUTE MAP



## Jefferson Transit Olympic Connection Weekday Service Forks to Amanda Park

| Depart Forks<br>Transfer Center | Upper<br>Hoh Road | Hoh Tribal<br>Center | Cedar<br>Creek | Kalaloch | Queets | Clearwater<br>Road | Arrive<br>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

🚩 = Flag Stop

| Depart<br>Amanda Park | Clearwater<br>Road | Queets | Kalaloch | Cedar<br>Creek | Hoh Tribal<br>Center | Upper<br>Hoh Road | Arrive Forks<br>Transfer Center |    |
|-----------------------|--------------------|--------|----------|----------------|----------------------|-------------------|---------------------------------|----|
| 8:48                  | 9:08               | 9:13   | 9:30     | 9:41           | 9:47                 | 10:05             | 10:19                           | AM |
| 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                            |    |

## Saturday Service Forks to Amanda Park

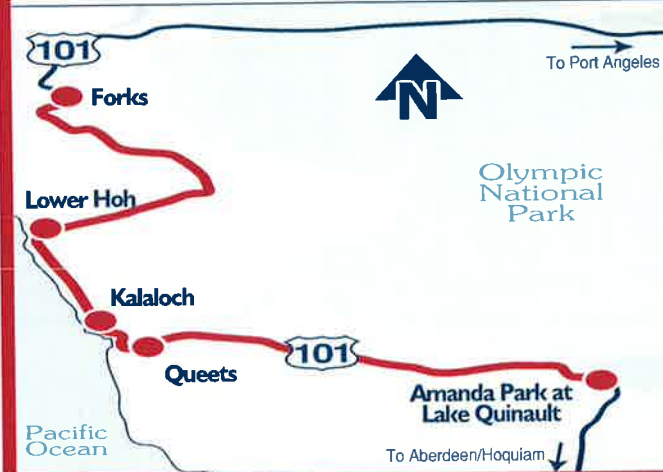
| Depart Forks<br>Transfer Center | Upper<br>Hoh Road | Hoh Tribal<br>Center | Cedar<br>Creek | Kalaloch | Queets | Clearwater<br>Road | Arrive<br>Amanda Park |    |
|---------------------------------|-------------------|----------------------|----------------|----------|--------|--------------------|-----------------------|----|
| 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

🚩 = Flag Stop

| Depart<br>Amanda Park | Clearwater<br>Road | Queets | Kalaloch | Cedar<br>Creek | Hoh Tribal<br>Center | Upper<br>Hoh Road | Arrive Forks<br>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 a 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 pickup 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 Quinault). 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. Pay the correct cash fare or show a pass when boarding
2. Remain seated while the bus is in motion
3. Hold on to a hand rail while the bus is in motion if no seats are available
4. Keep aisles free of all items
5. 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)
6. Keep all beverages in spill-proof containers
7. Refrain from eating
8. Not carry hazardous materials while riding with us
9. Keep animals, including pets and service animals under close control or in a closed container
10. Allow transit operators to drive their buses safely
11. Cross behind buses and wait until after the buses leave to cross the street
12. 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 Act, 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 that 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 calendar days after the alleged discriminatory incident. Contact Jefferson Transit System Authority at **360-385-4777** or **(800) 371-0497**.

***Jefferson Transit Authority***

1615 West Sims Way  
Port Townsend, WA 98368

## DIAL-A-RIDE SERVICE



Jefferson Transit offers door-to-door service that assists individuals who are within  $\frac{3}{4}$  of a mile from a scheduled Jefferson Transit bus route but cannot access the bus routes because of a disability or health 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](http://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-Friday: 8AM to 4PM
- 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.

## ***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<br>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<br>at Fort Worden..... | July/August |
| Port Townsend Film Festival.....                     | September   |
| Wooden Boat Festival .....                           | September   |



*Wooden Boat Festival, Port Townsend, WA*