

Townsend/Jefferson County Leader (The Leader) stating meeting locations and times. The Jefferson Transit Authority Board welcomes customer comments and provides a customer comment period at the beginning and end of every meeting.

Public Meetings. Public Meetings are held during board meetings to enlist public comment on the budget or TDP. Notices are posted on JTA's website, published in The Leader, and posted on JTA's office building door.

Major Service Change. Public meetings are held throughout the community to obtain comments regarding the service change. A public meeting is held with the Authority Board Meeting. The proposed changes are presented for public and board comments. Staff reviews the comments from the Route Design committee, public and Authority Board. The proposed service changes are revised if appropriate or necessary. Another public hearing is held as a final opportunity for public and employee comments on the proposals. The Authority Board then takes action on the changes.

July 1, 2013 Sunday Service Cancellation. On November 20, 2012 a Public Hearing was held regarding the proposed service cancelation. Rider Alerts and Brochures were made available on the buses and offices regarding the meetings and proposed changes. Public meetings were held at three key locations: December 10, 2012 at Quilcene Community Center; December 11, 2012 at Port Townsend Community Center; and again on December 11, 2012 at the Tri-Area Community Center in Port Hadlock. On December 18, 2012, Resolution No. 12-21 was passed to cancel service as of July 1, 2013. Alert Notices, to inform the public of the Sunday Service change, were posted inside buses and on the website and in The Leader. JTA's phone message was also changed on June 12, 2013 to inform the public of the service change.

Fare Increase. The fare structure is reviewed annually as part of the budgetary process. If a fare increase is determined necessary, there is a review of the data. Staff develops options to review. The fare increase is to be a consistent fare structure that maintains equity based upon service type and cost. The proposed changes are presented for public and board comments. Staff review the comments from the public and Authority Board. The proposed service changes are revised if appropriate or necessary. A public hearing is held as a final opportunity for public and employees to comment on the proposals. The Authority Board then takes action on the changes.

JTA's last fare increase went into effect on July 1, 2009.

Travel Training Class. Upon request, our Mobility Coordinator will teach riders how to use the bus.

Customer Complaint Process. Customer Service Comment/Complaint forms are available on all revenue service vehicles and the Haines Place Transit Center. Complaint procedures may be viewed and a complaint may be submitted via the website at www.jeffersontransit.com. Copies of the complaint procedure and/or complaint may be requested by phone, U.S. Mail or picked up at JTA's office.

All feedback from customers is valued and will be reviewed and distributed to the appropriate agency representative(s). Customers shall receive a response back within three to seven business days, depending on the mode of communication.

All comments were addressed in the appropriate time span.

General Awareness and Phone Surveys. Web surveys are done at www.jeffersontransit.com. On March 5, 2014, JTA posted a 2015 Service Survey soliciting comments on the new service models related to the opening of JTA's new facility in 2015. Field Supervisors will also perform surveys ad hoc, if requested and approved by management. General notices are posted on all revenue service vehicles, bus stations, and Jefferson Transit public facilities. Generally these notices are regarding, but not limited to, minor schedule changes or days the buses are not scheduled to run.

For General Awareness see the Jefferson Transit Authority Review of 2014 Public Participation for a summary of JTA's outreaches. (Attachment 8)

Bilingual Outreach. We have no bilingual outreach at this time. Our Service area population is 98.8% English speaking.

Membership of Non-Elected Committees

Jefferson Transit values the viewpoints of minority, LEP and low income participants in the community. The membership of these non-elected committees is selected by Jefferson Transit to supplement the elected decision making bodies that represent the transportation interests of our service area.

Jefferson Transit strives to select representation from low-income, minority and LEP populations within our service area whenever existing committee positions are available, or during the formation of a new committee/council. JTA solicits a list of volunteers from JTA's outreach modes and local agencies.

Committees are on an ad hoc basis. JTA's only non-elected committee is the Route Design Committee. This committee only meets when considering major route changes. Examples would be the cancellation of Sunday service in 2013 and the establishment of new 2015 service models. The Operations Manager re-groups the committee with each new major change. Employees from every group within Jefferson Transit (Drivers, Dispatch, Operations, etc.) affected by the change are asked to serve on the committee along with two public volunteers.

Non-Elected Committees - Percentage of Minorities in Group

	Caucasian	Latino	African American	Asian American	Native American
Route Design Committee	100% (22% Volunteers, 78% JTA employees)	0%	0%	0%	0%

Fixed Route Service Standards

Jefferson Transit Authority has developed quantitative standards for fixed route operations to better understand and track the performance of our service to minority, low income and LEP populations. These standards apply to the fixed route portion of our services and are used to demonstrate that our fixed route services are provided to the general public regardless of race, color, or national origin.

Jefferson Transit Authority measures our fixed route system by using the following service standards:

Vehicle Load

Jefferson Transit East does not assign any particular vehicle to any particular route.

Maximum load factor is the percentage of the “filled to capacity” of the vehicle. Filled-to-capacity is when all the seating and standing capacity of the vehicle is used. An example would be if the bus had 29 seats and a standing capacity of 42 and 50 people were riding in the bus, the Maximum Load Factor at that time would be at 70%

Jefferson’s Transit’s purpose is to provide safe, reliable public transportation to our riders. The Vehicle Load Factor is monitored regularly to ensure customer comfort and safety and the maximum load factor does not reach 100 percent on any vehicle.

JTA’s vehicles currently do not fill beyond seating capacity.

Vehicle Make	Vehicle Type	Passenger Capacities			
		Seating Capacity	Standing Capacity	Standing Capacity Used	Maximum Load Factor
East-End Fleet					
2004/GILLIG/PHANTOM 30 FT	30' Heavy-Duty Small Bus	29	42	0	< 41%
1996/THOMAS/TRANSIT LINER	33' Heavy-Duty Large Bus	30	36	0	< 45%
2011 GILLIG LOW FLOOR 30FT	30' Heavy-Duty Small Bus	26	17	0	< 60%
1982/ORION 01.502/BIA	30' Heavy-Duty Small Bus	31	35	0	< 47%
2011 GILLIG LOW FLOOR 35FT	35' Heavy-Duty Large Bus	32	40	0	< 44%
2001/PHANTOM 35 FT	35' Heavy-Duty Small Bus	32	31	0	< 51%
1992/ORION V/BIA	35' Heavy-Duty Large Bus	33	51	0	< 39%
West-End Fleet					
2008/FORD/AllStar VAN	21' Light-Duty Truck Chassis-Built Cutaway	12	15	0	<31%
2011 IC CHAMPION MAX FORCE	21' Medium-Duty Truck Chassis-Built Cutaway	21	18	0	< 54%
2013/FORD/F550	21' Medium-Duty Truck Chassis-Built Cutaway	24	0	0	< 100%

Vehicle Headways

Jefferson Transit headways are the hours between each scheduled route.

JTA Routes were not developed to, and in fact do not, differentiate by minority or income status of the areas or passengers served. JTA has no peak times. Each route is unique. Frequency of routes is determined by regional connectivity, population density, traffic congestion, ridership, development activities, and funding.

For the purpose of defining service standards and policies for Jefferson Transit's fixed route service, the agency has split its system into four route categories:

- Local-Routes are designed to carry passengers between major passenger hubs, employment centers, and residential neighborhoods within the city.
- Rural-Radial routes are carry passengers between major passenger hubs and neighboring towns and cities.
- Commuter-Regional Connectors are longer routes designed to carry passengers between the larger populated areas to employment centers and connecting counties.
- Rural-Regional Connector services large portions of the county that are sparsely populated that connect with other counties.

Weekday					
			Headways per Hour or (Number of Runs)		
Route	Route Name	Type of Run	6 to 8 AM	8 AM to 4 PM	5 to 8 PM
East Jefferson Transit					
#1	Brinnon	Rural-Regional Connector	1.5	6.5	3.5
#2	Mountain View	Local	1	1	1
#3	Castle Hill/Cook Ave	Local	1	1	1
#6	Tri Area Loop	Rural-Radial	2.3	1	3
#7	Poulsbo	Commuter-Regional Connector	3.3	7	2
#8	Sequim	Commuter-Regional Connector	2.5	3.3	2.5
#11	PT Shuttle	Local	0.5	0.5	0.5
West Jefferson Transit					
	Jefferson Olympic Connection	Rural-Regional Connector	4	3.8	4.3

Saturday					
			Headways per Hour or (Number of Runs)		
Route	Route Name	Type of Run	6 to 8 AM	8 AM to 4 PM	5 to 8 PM
East Jefferson Transit					
#1	Brinnon	Rural-Regional Connector	(1 Run)	-	(1 Run)
#2	Mountain View	Local	-	1	1
#3	Castle Hill/Cook Ave	Local	-	1	1
#6	Tri Area Loop	Rural-Radial	-	3.5	3
#7	Poulsbo	Commuter-Regional Connector	-	5	-
#8	Sequim	Commuter-Regional Connector	(1 Run)		(1 Run)
#11	PT Shuttle	Local	-	0.5	0.5
West Jefferson Transit					
Jefferson Olympic Connection		Rural-Regional Connector	(1 Run)	(1 Run)	-

On-Time Performance

Transit Operators operate their vehicles as close as possible to the established time schedule. Under normal conditions, no vehicle shall depart from any layover later than five minutes beyond the scheduled departure time, but every effort is made to run on time. Transit Operators may request additional wait time from the Dispatcher if they know that there are passengers transferring from a connecting route that is running late. If a Transit Operator is running more than five minutes late due to traffic conditions, weather, mechanical problems or for other reasons, the operator must notify the Dispatcher. At no point should a Transit Operator leave a time point before the scheduled departure time.

Late times of five minutes or more are recorded by the Dispatcher. This log will be reviewed by the Operations Manager weekly. JTA's goal is ninety (90) percent of JTA's transit vehicles will complete their established runs no more than five minutes late in comparison to the established schedule.

Service Availability

East Jefferson Transit's rural routes and the routes between towns will have stops three-quarters to one mile apart. City and town stops will be two blocks apart. Exceptions may occur due to safety concerns and/or when entering another county.

West Jefferson Transit is a Deviated Route service with Flag stops.

Fixed Route Policy Standards

Jefferson Transit Authority has developed the following policies to describe how Fixed Route operations are provided to the general public regardless of race, color or national origin.

Vehicle Assignment --

East Jefferson Transit has 7 routes and 14 buses. The buses are assigned a set schedule for each day of the six day work week. Each bus is assigned a minimum of three different routes per day on each of those schedules. On each of these six-scheduled-days, the buses are assigned a different set of routes; therefore, no bus is assigned to a particular route for an entire day or week, -the buses are all rotated. At any time, a bus can be rotated out of its scheduled route, if that particular bus is scheduled to be washed or is out of service.

In the future, Jefferson Transit anticipates adding cutaways to the East Jefferson Transit. JTA plans to incorporate the cutaways into the current rotating schedule.

West Jefferson Transit has one route and four vehicles. On this route JTA uses medium-duty truck chassis-built cutaways. The buses are rotated out to get equal use in mileage. This route covers a distance of 64 miles one-way. The average person per route is 6.5. A large bus is not necessary on this route and the cutaways are less expensive to run.

Transit Amenities -

At this time, Jefferson Transit amenities include bus shelters, waste receptacles and information provisions.

Bus Shelters

When Jefferson Transit receives requests for shelters and simme-seats, the requested locations are placed on a waiting list. Specific requests are given priority based on several factors including: ridership in the area; space available to place a shelter; safety of the location; estimated cost; pedestrian access; wheelchair accessibility; and receiving approval from the proper governmental permitting authority.

The exact costs associated with placing a bus shelter or a simme-seat in a specific location depends on several factors including: right-of-way access; geographic features; location of existing utilities; and the footage and code construction costs in regard to the concrete pad, curb cuts, sidewalks, and ADA accessibility.

It has been JTA's policy not to place bus shelters in residential neighborhoods due to past complaints from property owners regarding visual aesthetics; degradation to their private property; and the negative perception of bus riders and their conduct. Bus shelters are placed in locations with retail, business, and high traffic land use. There are shelters located at or near schools and public buildings throughout the service area.

Based on the above quantitative and qualitative information review for locating bus shelters and simme-seats, JTA attempts to place a shelter or simme-seat at bus stops that have high passenger boarding counts per day with the goal of:

Placing shelters at bus stops with approximately 15 passengers per day
Placing simme-seats at bus stops with approximately 10 passengers per day.

Waste Receptacles

All trash cans within the city limits are placed and maintained by the city of Port Townsend. Trash cans are not put out by JTA in rural or town areas unless there is an absolute need; i.e., the bus becomes littered with refuse. Currently JTA maintains only three waste receptacles. Waste receptacles are emptied weekly.

Provision of information

Printed schedules, route maps & system maps are placed in all bus shelters.

Jefferson Transit's Nondiscrimination Complaint Procedures for Federally Assisted Programs or Activities

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Restoration Act of 1987, and the Americans with Disabilities Act of 1990, relating to any program or activity administered by JTA as to subrecipients, consultants, and contractors.

Intimidation or retaliation of any kind is prohibited by law. The procedures do not deny the right of the complainant to file formal complaints with other state or federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible, such as between the parties/individuals named in the complaint. The option of informal mediation meeting(s) between the affected parties and the Coordinator may be utilized for early resolution.

Procedure

1. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited by nondiscrimination requirements may file a written complaint with the JTA General Manager. A formal complaint must be filed within 180 days of the alleged occurrence.
2. Upon receipt of the complaint, the General Manager will be responsible for notifying the respondent(s) of the complaint within five working days of receipt. Additionally, a copy of the complaint will be forwarded for review by the JTA attorney.
3. The General Manager shall be given 15 working days from receipt of the complaint to inform the complainant as to the status of the investigation and/or resolution of the complaint.
4. If the complaint is against a subrecipient, consultant, or contractor, the appropriate project manager shall be notified of the complaint within 15 working days of the receipt of the complaint.
5. Within 60 working days of the receipt of the complaint, the investigator* will prepare a written report for the General Manager. The report shall include a narrative description of the incident, identification of persons interviewed, a finding, and recommendations for disposition. *This can be JTA's Title VI Coordinator, the Title VI Specialist for a subrecipient of federal funds, or the FTA Title VI Liaison.
6. The investigative report and findings of the complaint will be sent to JTA for review and comment by JTA's attorney.
7. The recommendation(s) shall be reviewed by the General Manager. The General Manager will discuss the report and recommendations with the JTA Board Chair.
8. If the complaint cannot be resolved by the General Manager, the complainant or respondent shall be notified of their appeal rights to JTA's Board of Directors and/or FTA.
9. A copy of the complaint and JTA's investigation report will be issued to FTA within 60 days of the receipt of the complaint.
10. After receiving FTA's comments, the investigation report will be released and briefings scheduled with all relevant parties.
11. If the complainant is not satisfied with the results of the investigation of the alleged discriminatory practice(s), s/he shall be advised of their rights to appeal JTA's decision to the U.S. Department of Transportation. The complainant has 180 days after JTA's final resolution to appeal to USDOT. Unless new facts not previously considered come to light, reconsideration (appeal) by JTA will not be available.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Washington State Department of Transportation
Public Transportation Division
Attn: Title VI Coordinator
PO Box 47387
Olympia, WA 98504-7387

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor - TCR
1200 New Jersey Ave., SE
Washington, DC 20590

United States Department of Justice
Civil Rights Division
Coordination and Review Section - NWB
950 Pennsylvania Avenue NW
Washington DC, 20530

**Jefferson Transit
Title VI Complaint Form**

Name: _____

Address: _____ City _____ State _____

Telephone Numbers: (Home) _____ (Work) _____

Email Address: _____

Were you discriminated against because of:

____ Race ____ National Origin ____ Color

____ Other (please describe) _____

Are you filing this complaint on your own behalf? Yes ____ No ____

If you answered "no", please supply the name and relationship of the person for
whom you are complaining: _____

Have you filed this complaint with any of the following agencies?

____ Federal agency ____ Federal Court ____ State Agency ____ State Court

____ Local Agency ____ Other _____

Have you filed a lawsuit regarding this complaint? Yes ____ No ____

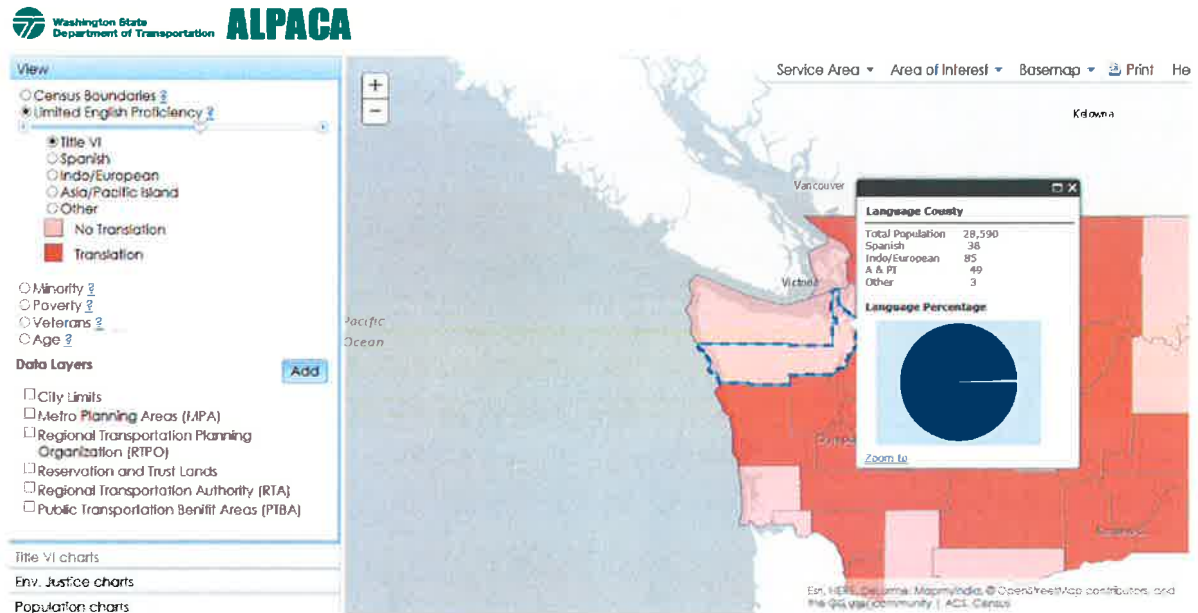
Please provide information the contact person at the agency/court where the complaint was
filed.

Contact person: _____ Title: _____

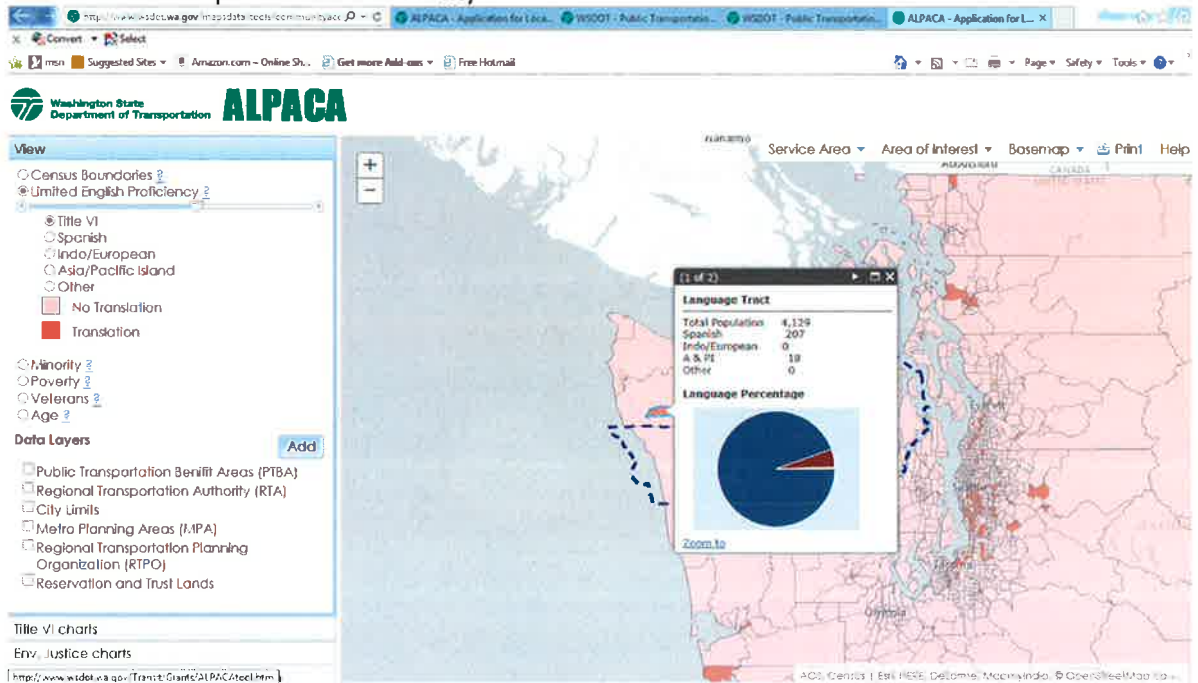
Telephone number or Email: _____

ALPACA Title VI LEP Maps

Jefferson County



JTOC route - Start point in Clallam County



**Jefferson Transit Authority
Title VI
Notice to Public**

Jefferson Transit Authority (JTA) hereby gives public notice that it is the policy of JTA to assure full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related statutes and regulations in all programs and activities.

Title VI requires that no person in the United States of America shall, on the grounds of race, color, gender, or national origin be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which JTA receives federal financial assistance.

Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI has a right to file a formal complaint with JTA. Any such complaint must be in writing and filed with the JTA General Manager within one hundred eighty (180) days following the date of the alleged discriminatory occurrence. Title VI Discrimination Complaint Forms may be obtained from this office at no cost to the complainant by calling (360) 385-4777 or by writing Jefferson Transit Authority, Grants Administrator, 1615 W. Sims Way, Port Townsend, WA 98368. Additional information regarding JTA's Title VI procedures can also be requested by emailing info@jeffersontransit.com or visiting <http://jeffersontransit.com>.

A complainant may file a complaint directly with the Federal Transit Administration Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor – TCR, 1200 New Jersey Ave., SE, Washington, DC 20590.

Please do not remove this posting – Please contact the Grant
Administrator for a copy or information.

CUSTOMER SERVICE

COMMENTS

When filling out this form please give essential information such as DATE, TIME, ROUTE, etc.

Thanks!

Jefferson Transit welcomes your suggestions, criticism, opinions and comments. If you have any ideas on how we can serve you better, please fill out this form. Give it to a driver or mail it in (simply fold this form, affix a stamp and mail).

Your ideas are important to us in providing quality public transportation so that we may better serve you.

Phone: 360-385-4777

TDD: 1-800-833-6388

www.jeffersontransit.com

info@jeffersontransit.com

Please provide us with the following information so that we may respond to your comments:

Name _____

Address _____

Phone _____

Date _____

Jefferson Transit Bus Schedule-(Title VI Notice)

JEFFERSON TRANSIT BUS SCHEDULE

EFFECTIVE JUNE 30, 2014

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

Jefferson Transit Public Participation Plan Updated 2015

Purpose

Jefferson Transit intends to ensure the opportunity for participation of a cross section of social, economic, and ethnic interest groups and individuals in development of long- and short-range transit plans.

The purpose of this Public Participation Plan (PPP) is to establish procedures that allow for, encourage, and monitor participation of all residents in the Jefferson Transit System service area, including but not limited to low income and minority individuals, and those with limited English proficiency. While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions throughout the planning process to provide opportunities for participation.

Goals and Objectives for the Public Participation Plan

The goal of the PPP is to offer real opportunities for all residents of Jefferson Transit's service area to participate in the development of the annual Transit Development Plan (TDP), service change planning, and capital and infrastructure improvement planning.

Objectives:

- To determine what non-English languages and other cultural barriers exist to public participation within Jefferson County.
- To provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
- To hold meetings in locations which are accessible and reasonably welcoming to all area residents, including, but not limited to, low-income and minority members of the public.
- To provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
- To provide a framework of actions appropriate to various types of plans and programs, as well as amendments or alterations to any such plan or program.
- To use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.

Identification of Stakeholders: Stakeholders are those who are either directly, or indirectly, affected by a service change, a plan, or the recommendations of a plan. Those who may be adversely affected, or who may be denied benefit of a plan's recommendation(s), are of particular Interest in the identification of specific stakeholders. Stakeholders are found within several groups, including county residents and visitors, minority and low-income persons, public agencies, and private organizations and businesses.

Demographics (from U.S. Census of 2010)

As of the U.S. Census of 2010, there were 29,872 people, in 14,194 households, residing in Jefferson County. The population density is 16.6 people per square mile. More than 26% of the population is over 65 years old.

Racial Minority groups make up less than 10 percent of the population in Jefferson County (See Table 1). Persons of Hispanic or Latino origin make up the largest minority, with 2.8 percent of the total population of the county. American Indian and Alaska Native persons account for 2.3 percent. Black and Asian persons account for .8 percent and 1.6 percent of the population, respectively.

Jefferson County has a very small Limited English Proficiency (LEP) population as indicated by census and does not yet meet the threshold of 5% or 1000 LEP people to warrant a written plan for a particular language. However, we do plan to find resources needed to provide reasonable and meaningful access to our planning and documents as individuals or groups are identified or indicate interest. There are only 446 people of Limited English Proficiency (LEP) in the county – and they speak a variety of languages from Spanish / Spanish Creole (185 people - 0.6%) to Russian (62 people - 0.2%).

Table 1 Category	Number	Percent of Population
Total Population	29,872	100.0
Total one race	28,856	96.6
White	27,184	91.0
Black	239	0.8
American Indian or Alaska native	687	2.3
Asian	478	1.6
Hawaiian & Pacific Islander	60	0.2
Hispanic or Latino	836	2.8
Other	388	1.3

Median income for a household in the county is \$46,048. The per capita income for people in the county was \$28,528. Persons living at or below the poverty level are 13.5 percent of the population.

Methods for Stakeholder Participation

Engaging minority, and low-income and limited English proficiency populations: Participation can be challenging. Language and cultural differences may not be compatible with the more traditional means of engaging the public in the planning process. Jefferson Transit Planning Committees are appointed on an ad hoc basis and staff will make reasonable efforts to engage minority populations using techniques, such as including notations in public notices, providing appropriate non-English languages that will provide a contact where the individual can be informed of the process/project, and will have the opportunity to give input. Focus groups may also be established for the purpose of gaining input from a particular defined portion of the community.

While low-income individuals may have access to all of the traditional means of public involvement, discussed under "general public", they may be less likely to become involved, or offer input. Some methods of gaining input either directly or indirectly from this portion of the population include focus groups, informal interviews, and agency/advocacy group contacts. Also, advocacy groups can be a good resource for contacts and dissemination of information to minority and low-English proficiency populations. Such advocacy groups or agencies can have insight into the needs of the under-represented populations, as well as providing valuable contacts or arenas for input. An account with LanguageLine Solutions has been set up for translations.

Some of the techniques that can be used to engage the general population are public notices of meetings in the local newspaper, and open house format public information meetings. While these techniques will continue, Jefferson Transit staff will make a greater effort to engage the general public, using outreach techniques such as hosting a transit information booth at the Port Townsend Farmers' Market and at the Jefferson County Fair.

Public Agencies: Public agencies can provide valuable input to the planning process, in addition to assisting in gaining participation from traditionally under-represented populations. Pertinent public agencies include those that have clients who fall into under-represented populations, including but not limited to minorities, low-income, and limited English proficiency households. These agencies have great insight into the transportation needs of their clients and are useful partners in overcoming difficult barriers that may not be understood by professionals dealing more distinctly with the provision of transportation services.

Private Organizations and Businesses: Private organizations and businesses offer a number of perspectives that are valuable to the planning process. Often, transportation for employees is of critical concern to private sector employers. For that reason, representation of private business interests will be welcomed in the planning process.

A notice will be posted in the local newspaper and stakeholders will be notified regarding the following: programs or projects to be developed, raising of fares or any major reduction in transportation service.

Public involvement is important at all stages of plan development. Opportunities for participation for both users and nonusers of the Jefferson Transit System will be available.

For example, the Transit Development Plan (TDP) process will have an onboard survey. A public input/comment period on the draft TDP plan will be scheduled during the summer months, prior to the September 1 adoption date required by RCW 35.58.2795. Public notice will be posted in the local newspaper of record. Other stages of the planning process, such as reviewing draft documents and mapping, are more conducive to other techniques. Documents will be available for review at the Jefferson Transit Office, located at 1615 W. Sims Way, Port Townsend and on the jeffersontransit.com website. If materials are requested in Spanish, large type and/or Braille, staff will make a reasonable attempt to accommodate those needs.

A preliminary schedule of opportunities for Public Participation for Jefferson Transit service changes and the ongoing TDP planning process is listed below:

Timing	Method	Notes
January - December	Solicit customer comments and compile for trends regarding service improvements	Ongoing for all transit users
May	Outreach to Schools by Mobility Coordinator	Various Contests
June	Information booth at Port Townsend Farmer's Market	Outreach meetings and presentations
July	Monthly Board Meeting	3 rd Tuesday, Public Hearing to comment on TDP
August	Information booth at Jefferson County Fair	3 rd Tuesday, Adoption of TDP by Jefferson Transit Authority Board
Participate as special events are scheduled by local communities	Port Ludlow by the Bay Port Townsend's Wooden Boat and Rhododendron Festivals	
Monthly Board Meeting	Seeking public input on Jefferson Transit's operations	Every 3 rd Tuesday of the month

Additional Outreach Efforts

In addition to the outreach efforts identified earlier in this policy, staff will use the following techniques during its planning studies, as deemed appropriate by Jefferson Transit staff and ad hoc committees:

- Presentations to professional, citizen, and student organizations.
- Articles in community newsletters.
- Press releases and meetings with local media representatives.
- Informal conversations with individuals and small groups.
- Interviews with people who are or could be affected by study recommendations.
- Presentations by experts on various transit-related subjects.
- User and non-user surveys.
- Use various illustrative visualization techniques to convey the information including but not limited to charts, graphs, photos, maps and the internet.

Other techniques will be examined to determine the best methods of involving all segments of the service area population in the planning process.

Methods of Addressing Comments: Comments will be documented and presented to decision-making bodies and modified in the contents of the document as necessary and will be included in the appendices of planning products after they are approved and published. Comments received after studies and other planning products are completed and approved will be documented and referenced when amending or updating the planning products in the future.

Responses to Information Requests and Comments: Information can be requested in person at Jefferson Transit Headquarters or by phone, fax, email, and U.S. mail. Availability of Planning Documents, hard copies of draft and completed plan documents, will be available at the Jefferson Transit Office at 1615 West Sims Way, Port Townsend, WA 98368. Phone: 360-385-4777. Electronic versions of documents will be available on the Jefferson Transit website at www.jeffersontransit.com.

**Jefferson Transit Interacts through Board seats or
regular contact with the following agencies:**

Jefferson Transit Authority Board (includes all 3 County Commissioners & 2 Port
Townsend City Council members)
Olympic Area Agency on Aging
Skookum Educational Services
Jefferson Alcohol/Drug Program
Domestic Violence
Non-Motorized Committee
DASH Disability Awareness Starts Here Group
Community Action
Housing Authority
Employment Security
Jefferson County Health Department
Sheriff's Traffic Safety Program
Child Protective Services
School Districts
ECHHO Volunteers
People First Chapter
Port Townsend, Tri-Area Food Banks

Jefferson Transit Authority Review of 2014 Public Participation

December 2014



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Introduction

Jefferson Transit's Public Participation Plan was adopted in 2012. The purpose of the plan was "to establish procedures that allow for, encourage and monitor participation of all residents in the Jefferson Transit System service area" including those individuals who may not have been reached by traditional means of soliciting public comment.

This report highlights Jefferson Transit's ongoing actions to provide opportunities for public participation and commitment to the community.

"Try Transit" Campaign

A focus of Jefferson Transit's public outreach for 2014 was to promote transit as a transportation option to local employees and students. The "Try Transit" campaign was launched in June.

Summer Art Contest/Try Transit Campaign

In conjunction with Jefferson Transit's Summer Youth Pass the agency extended an invitation to local students to submit artwork highlighting locations in Jefferson County where riders could take the bus. Lena Valentine, a student from Jefferson Community School, was chosen the winner of the 2014 Summer Art Contest.

On Thursday June 5, 2014 Jefferson Transit hosted a public awards ceremony unveiling Lena's artwork. The event held at Pope Marine Park was attended by the students and staff of Jefferson Community School and other members of the public.

Lena's artwork, "Townsend Transit" is currently displayed on the side of a Jefferson Transit vehicle.



National Dump the Pump Day/Try Transit Campaign

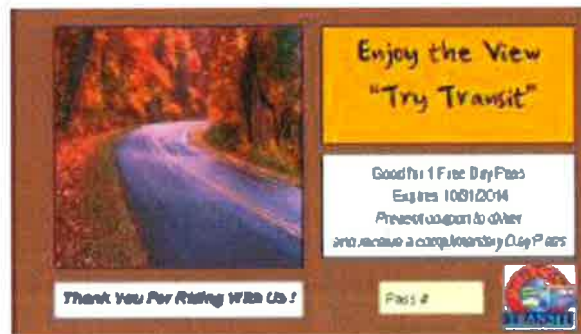
The American Public Transportation Association (APTA) and public transit agencies across the country promote riding transit on the third Thursday in June. Jefferson Transit promoted transit ridership by providing complimentary day passes to City of Port Townsend, Jefferson County and Main Street employees. Passes were valid June 19 through July 31. A noteworthy 52% of passes were redeemed.

Thursday, June 19, 2014 Jefferson Transit encourages employees in the Port Townsend business area to "Try Transit"



Jefferson Health Care/Try Transit Campaign

During October complimentary day passes were provided to Jefferson Health Care to encourage employees and volunteers to "Try Transit". Passes included an optional ridership survey on the reverse side of the passes.



Community Outreach

In 2014 Jefferson Transit staff interacted with the public at community sponsored events. Staff set up booths with materials designed to encourage patrons to ride transit, answered questions regarding transit service and logged visitors' comments. Event participation included:

Port Ludlow Festival by the Bay

Transit bus "1967" and a Vanpool vehicle were on site with staff at the three day Festival by the Bay. The Port Ludlow Festival by the Bay Committee has continuously supported transit by providing vendor space to the agency at no cost.

2014	192 visitors
2013	149 visitors
2012	123 visitors



Jefferson County Fair

Staff and four volunteers manned the transit booth at the county fair August 8th, 9th and 10th. Décor focused on vanpool information, environmental benefits of riding the bus, information on the new Jefferson Transit operational facility and free parking at the Haines Park and Ride.

2014	271 visitors
2013	262 visitors
2012	284 visitors



Farmers Market

Jefferson Transit hosted an information booth at the Port Townsend Farmers Market five Saturdays in 2014. The Farmer's Market supports Jefferson Transit by graciously allowing the agency to host a booth at no cost when space is available.

2014	Hosted booth 5 Saturdays	464 visitors
2013	Hosted booth 4 Saturdays	398 visitors
2012	Hosted booth 7 Saturdays	445 visitors



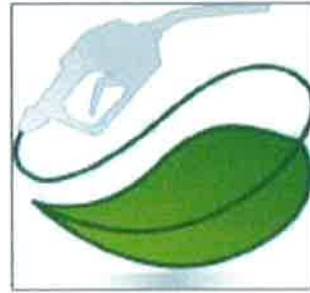
Supporting Military Service Members and Their Families **Veterans Stand Down**

Jefferson Transit provided fare free rides to veterans attending the Veterans Stand Down events in Forks, Port Townsend and Port Angeles.

This year Jefferson Transit invited Clallam Transit to partner with them at the transit information booth. Jefferson Transit and Clallam Transit jointly provided information about routed bus service across the Olympic Peninsula to veterans and their families.



Port Townsend High School Students for Sustainability
Jefferson Transit presented Port Townsend High School's Students for Sustainability (SFS), with fifteen custom transit passes in support of the club's journey to Washington D.C. Using buses, ferries and trains, the students planned to utilize public transit on their journey across the country. Students began their journey to Washington DC on Jefferson Transit's route #7. They used their complimentary passes to ride to Poulsbo for the connection to the Bainbridge Island ferry.



Bus Safety Classes

Four classes of students from Grant Elementary School took part in bus safety orientation this year. Field Supervisor, Lloyd Eisenman met with students and teachers and reviewed how to safely wait for a bus, how to ride the bus, and how to ask the driver for help. Students posed for photos with vehicle "1967" and were presented with certificates.





Bus Safety
Orientation
Grant Elementary
School 2014



Additional Community Participation

Rhododendron Parade



Wooden Boat Festival

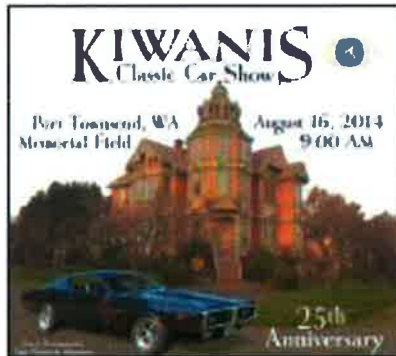


Wooden Boat Festival Haines Place Park and Ride



Vehicle "1967"

June 2014 Rakers Car Show
August 2014 Kiwanis Car Show



Port Townsend Kiwanis and Toys for Tots

Jefferson Transit partnered for the second year with the Port Townsend Kiwanis in collecting toys for the U.S. Marine Corps Toys for Tots program. The event was promoted through press releases and posters on transit vehicles. Jefferson Transit staff and Kiwanis volunteers collected toys on Saturday, December 6th. The toys collected were donated to the local Christmas for Children program.



Community Meetings/Memberships

General Manager, Tammi Rubert and Mobility Coordinator, Leesa Monroe were invited to speak at the February 26, 2014 Climate Action Committee. Tammi and Leesa presented information on how Jefferson Transit addresses environmental concerns and what citizens can do to support transit.

Memberships include: Climate Action Committee (Tammi-board member), Port Townsend Rotary, (Tammi-member), Peninsula Regional Planning Organization (Tammi-member)

DASH (Disability Awareness Starts Here, Leesa-board member), Jefferson County Developmental Disabilities Board (Leesa-board member), Jefferson County Council for the Blind (Leesa-member).

Ridership Surveys

Field Supervisors, Pam Thompson and Lloyd Eisenman conducted "user" surveys. Pam and Lloyd met with transit riders and asked a series of 17 questions including rider's start and end destinations, frequency of ridership, trip purpose, and demographic information.

In anticipation of Jefferson Transit's move to the new Four Corners location in 2015 a survey was posted on the agency website in March 2014.

Jefferson Transit Authority Board Meetings

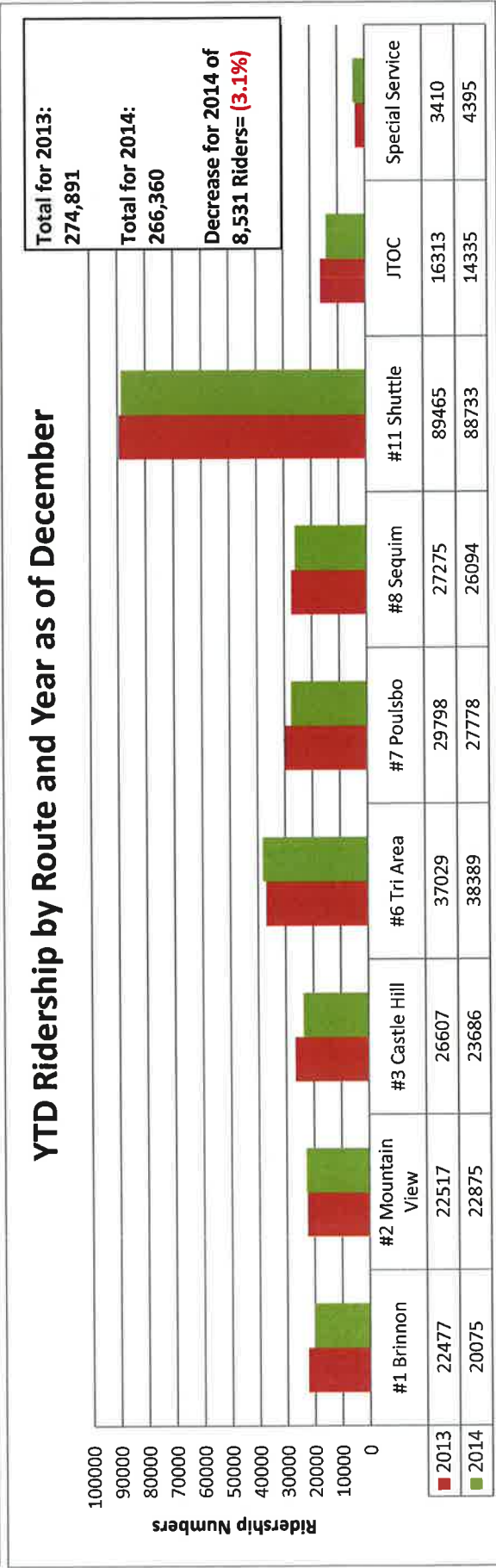
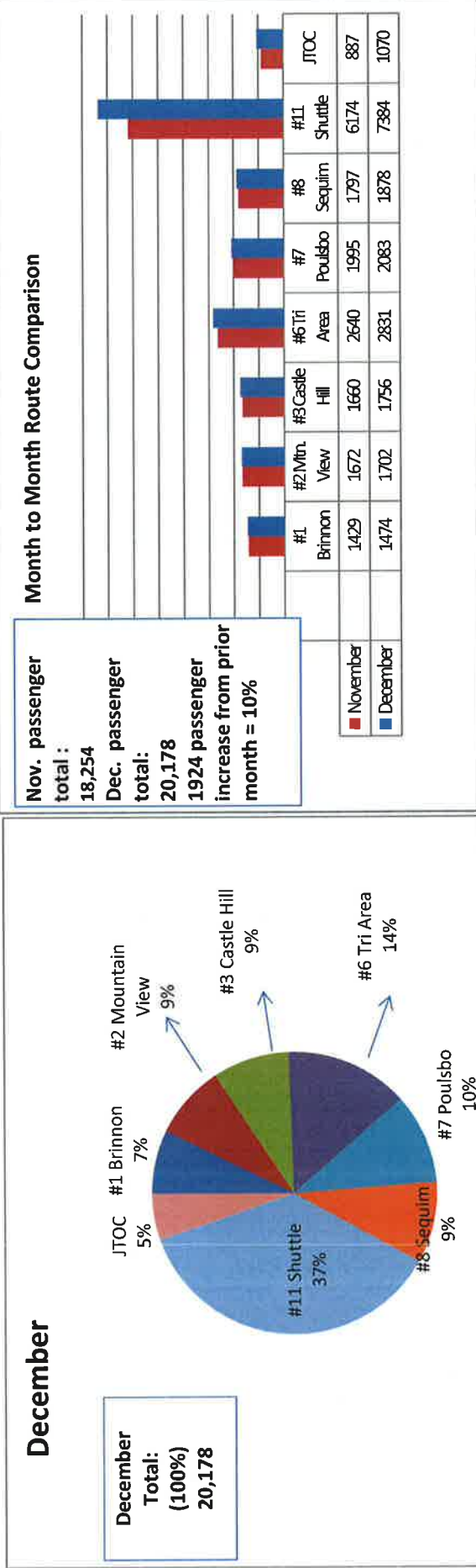
Jefferson Transit Authority Board Meetings were held monthly in 2014. Notices of public meetings were posted in local newspapers and on Jefferson Transit's website.

Overview

In 2014 Jefferson Transit offered opportunities for the public involvement by: hosting transit booths at public events, conducting public meetings, advertising in local newspapers notifications of public meetings, staff memberships in local community organizations, surveying transit customers, one on one meetings with general manager when requested by customers, availability of public comment through Jefferson Transit's website, by mail or by telephone.

Signed Resolution will be attached here.

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH



JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

December, 2014

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Mt. View Connector	1702	2	24	304	2250	128	5.60	0.76	13.33
#3 Castle Hill Connector	1756	1	38	304	2766	131	5.78	0.63	13.43
#11 Shuttle	7384	13	147	638	2488	236	11.57	2.97	31.28
LOCAL TOTAL	10842	16	209	1246	7504	494	7.65	1.45	19.35

COMMUTER									
#1 Brinnon	1474	1	79	192	8256	230	7.68	0.18	6.40
#6A Tri Area Loop (5)	1551	1	121	118	3056	98	13.14	0.51	15.84
#6B Tri Area Loop (6)	1280	1	75	96	2486	80	13.33	0.51	16.06
#7 Poulsbo	2083	0	101	192	8045	205	10.85	0.26	10.14
#8 Sequim	1878	2	76	236	8118.4	184	7.96	0.23	10.20
COMMUTER TOTAL	8266	5	452	834	29962	798	10.59	0.34	11.73

2014 SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 2014	108	no extra
Wooden Boat Festival 2014	4287	7

WEST JEFFERSON	1070	3	5	192	10846	445	5.57	0.10	2.40
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TOTAL MONTHLY	20178	24	666	2272	48312	1737	7.94	0.63	11.16
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22 Weekdays in Month

4 Saturdays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,040	6,272	6	4

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1161	1102	4983	456	1.05	0.23	2.55	95.34%	9
DAR Mobility Aids	301								

*Boardings includes Passenger and Attendant if needed