



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, December 15, 2015 1:30 p.m.

Jefferson Transit Boardroom

63 4 Corners Road, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

Public Budget Hearing

New Agenda Items

- I. Finance Reports**
 - a. November 2015
- II. Consent Agenda**
 - a. Approval of Minutes, November 17, 2015
 - b. Approval of Expenses, November 2015
 - c. **Resolution 15-22:** 2016 Board Meeting Schedule
- III. Old Business**
 - a. 2016 Budget Revision
- IV. New Business**
 - a. **Resolution 15-23:** Adopt 2016 Proposed Budget
 - b. **Resolution 15-24:** Grant Agreement GCB2291
- V. Reports**
 - a. Operations Report
 - b. Maintenance Report
 - c. Other
- VI. Ridership Report**

Public Comments

Adjournment

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



1615 W. Sims Way, Port Townsend, WA 98368

December 8, 2015

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: November 2015 Financial Report

Sales Tax Analysis Reports –

- Sales tax for September 2015 is 8% higher than received for September 2014. Cumulatively JTA is up 10% compared to 2014 and up 11% to the budgeted sales tax figures.

Revenue Report –

- Fixed Route and Vanpool revenues are performing well compared to budget, JTOC and DAR are under budget.

Expense Report – Overall JTA is 9.26% under budget

- **Labor** – Fixed route overtime is over budget. Administration salaries are slightly over budget, a large portion of the variance is due to the facility move and the need to have the IT Administrator working full time during the transition.
- **Benefits** – Overall under budget
- **Service and User Fees** – Overall under budget
 - Professional and Technical Services – is over budget due to a Phase 2 Environmental Study performed at the Sims Way property.
- **Materials and Supplied Consumed** – Overall under budget
 - Tools line item is over budget due to purchase of an outside tool storage unit.
 - Vehicle Maintenance and Repair Parts is over budget, part of this is due to the surplus of parts that we no longer use; those items had to be “expensed” from the inventory.
 - Office Supplies – over budget due to move.
 - Computer Programs & Supplies is over budget and will remain over budget.
- **Casualty and Liability Costs** – Overall under budget
 - The recovery listed is a subrogation claim paid to Jefferson Transit from an incident that occurred in April 2015.
- The remaining under budget figures are likely to stay under budget.

Capital Activity –

- Capital activity in November: TCF and City of Port Townsend



November 2015 Financial Summary

Budget Tracking Figure: 91.63%

1. Operational Expenses:	\$296,251.79
Operational Revenues:	\$17,162.11
Non-Operational Income:	\$423,860.09
Capital Expenses:	\$30,171.04
Capital Income:	\$0.00
2. Sales Tax Received 11/30/2015 for September 2015:	\$399,850.25
Sales Tax Received 11/30/2014 for September 2014:	\$368,479.21
Sales tax increased from prior year 8%	
3. Cash on Hand as of November 30, 2015*:	
Operating:	\$1,405,200.62
Operating Reserve (50% Funded):	\$550,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$587,314.58
Capital Reserve (24% Funded):	\$573,263.69
(TDP Funding Match \$2,319,200)	
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$54,976.18
Bond Reserve:	\$85,250.00
EFT Fund:	\$106,277.98
Travel Fund:	\$1,485.01
Total	\$3,385,343.06**

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

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

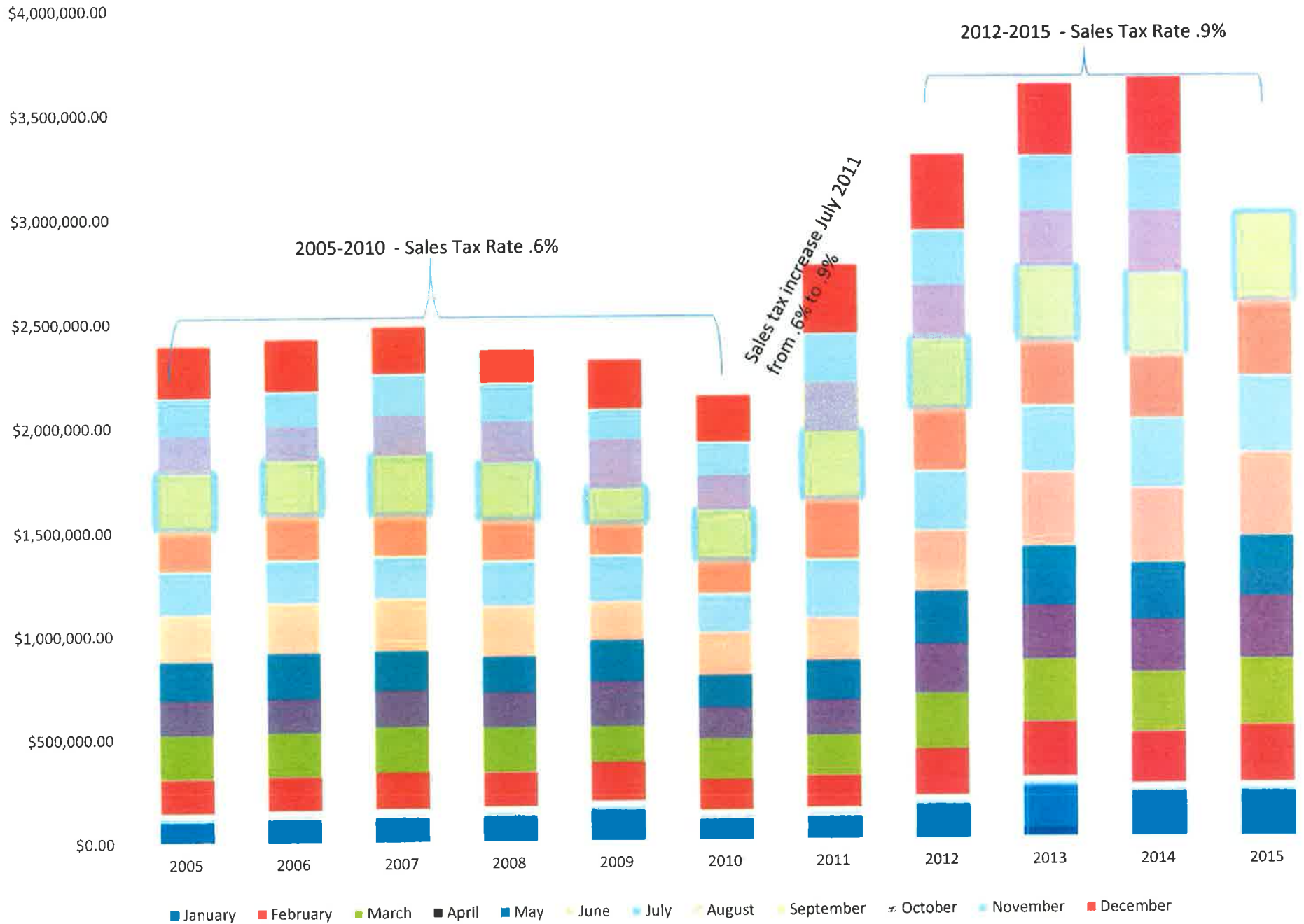
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Cash Actual Sales Tax Received	2015 Cumulative Cash Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$897,970.98	846,540.00	6.08%
April	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$1,169,417.80	1,098,510.00	6.45%
May	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$1,490,072.16	1,392,994.00	6.97%
June	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,792,903.96	1,652,536.00	8.49%
July	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$2,085,263.07	1,939,496.00	7.52%
August	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$2,479,672.27	2,302,707.00	7.69%
September	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,850,816.94	2,645,346.00	7.77%
October	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$3,228,106.20	2,968,821.00	8.73%
November	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$3,627,956.45	3,278,312.00	10.67%
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$3,627,956.45	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$329,814.22	\$301,723.04	\$303,275.63	\$268,836.66	\$293,783.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Actual to Budgeted Variance	2015 Cumulative Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	\$261,817.97	\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	(0.23%)	\$261,817.97	262,430.00	(0.23%)
February	0.90%	\$271,446.82	\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	7.73%	\$533,264.79	514,400.00	3.67%
March	0.90%	\$320,654.36	\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	8.89%	\$853,919.15	808,884.00	5.57%
April	0.90%	\$302,831.80	\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	16.68%	\$1,156,750.95	1,068,426.00	8.27%
May	0.90%	\$292,359.11	\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	1.88%	\$1,449,110.06	1,355,386.00	6.91%
June	0.90%	\$394,409.20	\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	8.59%	\$1,843,519.26	1,718,597.00	7.27%
July	0.90%	\$371,144.67	\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	8.32%	\$2,214,663.93	2,061,236.00	7.44%
August	0.90%	\$377,289.26	\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	16.64%	\$2,591,953.19	2,384,711.00	8.69%
September	0.90%	\$399,850.25	\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	29.20%	\$2,991,803.44	2,694,202.00	11.05%
October	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	2,941,295.00	
November	0.90%		\$261,865.96	\$261,546.64	\$263,071.24	\$241,672.00	0.00%	\$0.00	3,182,967.00	
December	0.90%		\$374,287.05	\$344,682.23	\$361,349.36	\$331,952.00	0.00%	\$0.00	3,514,919.00	
Total		\$2,991,803.44	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$332,422.60	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

Jefferson Transit Authority - 2005-2015 Cumulative Sales Tax (Accrual Based)



Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Eleven Months Ending November 30, 2015

	<u>November</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$3,240,163.55	\$3,961,628.00
Operating Cash Provided/(Used) by:		
Operating Activities	(\$257,706.89)	(\$3,685,967.75)
Non-Capital Financing Activities	\$403,773.25	\$4,496,219.94
Investing Activities	\$269.84	\$3,579.17
Total Operating Cash Provided/(Used)	\$146,336.20	\$813,831.36
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities		(\$1,388,959.61)
Net Increase/(Decrease) Cash and Equivalent	\$146,336.20	(\$575,128.25)
CASH BALANCES - END OF PERIOD	<u>\$3,386,499.75</u>	<u>\$3,386,499.75</u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Eleven Months Ending November 30, 2015

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$17,162.11	\$188,435.82	\$209,680.00	89.87%
Operating Expenses				
Labor	146,841.82	1,686,265.95	1,884,121.00	89.50%
Benefits	105,342.57	1,163,075.88	1,423,526.00	81.70%
Services and User Fees	3,484.34	148,687.51	182,150.00	81.63%
Materials & Supplies	24,486.99	415,552.51	605,010.00	68.69%
Utilities	3,795.25	58,168.02	83,690.00	69.50%
Casualty/Liability Costs	8,761.66	88,929.40	108,480.00	81.98%
Taxes	689.70	5,597.39	8,028.00	69.72%
Miscellaneous Expenses	2,705.26	44,454.49	83,441.00	53.28%
Leases and Rentals	144.20	15,381.66	24,240.00	63.46%
Total Operating Expenses	296,251.79	3,626,112.81	4,402,686.00	82.36%
Operating Income (Loss)	(279,089.68)	(3,437,676.99)	(4,193,006.00)	81.99%
Non-Operating Revenues				
Non-Transportation Revenue	442.84	19,632.63	13,011.00	150.89%
Taxes Levied by Transit	332,031.25	3,532,611.45	3,514,918.00	100.50%
Local Grants & Contributions	1,250.00	17,750.00	17,500.00	101.43%
State Grants & Contributions	21,665.00	430,237.87	199,600.00	215.55%
Federal Grants & Contributions	68,471.00	561,855.00	814,932.00	68.95%
Total Non-Operating Revenues	423,860.09	4,583,480.11	4,581,353.00	100.05%
Net Income (Loss) Before Transfers In/(Out)	144,770.41	1,145,803.12	388,347.00	295.05%
Net Income/(Loss)	144,770.41	1,145,803.12	388,347.00	295.05%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Eleven Months Ending November 30, 2015

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,067.24	\$130,263.07	\$142,800.00	91.22%
Fixed Route Fares - West - JTOC	699.02	4,236.27	5,400.00	78.45%
Dial-a-Ride Fares (DAR)	844.41	9,438.20	13,200.00	71.50%
Vanpools	4,486.44	41,270.28	45,000.00	91.71%
Extended Service		2,513.00	2,500.00	100.52%
 Auxiliary Transportation Revenues				
Other Services Revenue	65.00	715.00	780.00	91.67%
Total Operating Revenues	17,162.11	188,435.82	209,680.00	89.87%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	269.84	3,579.17	1,704.00	210.05%
Public Donations		123.70		0.00%
Other Nontransportation Revenues	173.00	15,929.76	11,307.00	140.88%
Taxes Levied Directly by Transit System - Sales & Use Tax	332,031.25	3,532,611.45	3,514,918.00	100.50%
Special Sales Tax Receipts - Miscellaneous		21,393.16	21,392.00	100.01%
 Local Grants and Contributions				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP		4,000.00	2,500.00	160.00%
 State Grants and Contributions				
Rural Mobility Competitive	21,665.00	429,634.00	193,600.00	221.92%
RTAP		603.87	6,000.00	10.06%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	68,471.00	561,855.00	814,932.00	68.95%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		791,588.46		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)		468,187.00		0.00%
Total Nonoperating Revenues	423,860.09	5,843,255.57	4,581,353.00	127.54%
TOTAL REVENUES	441,022.20	6,031,691.39	4,791,033.00	125.90%

Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2015

	November	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$49,842.36	\$558,792.26	\$614,707.00	90.90%
Operators Overtime - Fixed Route	3,918.71	57,087.81	53,864.00	105.99%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,181.90	109,073.60	157,420.00	69.29%
Operators Overtime - Dial-a-Ride (DAR)	155.74	6,198.15	7,269.00	85.27%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,823.78	471,153.40	530,549.00	88.80%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,906.19	36,720.58	44,322.00	82.85%
Administration Salaries	38,013.14	447,240.15	475,990.00	93.96%
Benefits				
FICA	12,508.51	143,157.10	178,869.00	80.03%
Pension Plans (PERS)	18,517.83	196,670.79	226,231.00	86.93%
Medical Plans	37,353.91	415,021.25	499,313.00	83.12%
Dental Plans	3,088.03	33,595.04	43,695.00	76.89%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,953.21	44,500.92	72,009.00	61.80%
Holiday	8,435.96	72,781.10	84,850.00	85.78%
General Leave	17,656.39	218,426.22	254,955.00	85.67%
Other Paid Absence (Court Duty & Bereavement)	2,590.86	11,511.18	14,686.00	78.38%
Uniforms, Work Clothing & Tools Allowance	559.63	5,932.14	13,350.00	44.44%
Other Benefits (HRA, EAP & Wellness)	678.24	21,480.14	26,500.00	81.06%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	195.00	11,294.63	18,250.00	61.89%
Professional & Technical Services	986.40	72,835.98	77,050.00	94.53%
Contract Maintenance Services (IT Services)		1,442.72	2,125.00	67.89%
Security Services		963.53	4,400.00	21.90%
Vehicle Technical Services	230.43	26,886.13	30,750.00	87.43%
Property Maintenance Services	154.76	9,881.09	12,500.00	79.05%
Software Maintenance Fees	1,335.25	18,135.85	23,175.00	78.26%
Postage & Mail Meter Fees		2,596.13	3,600.00	72.11%
Drug & Alcohol Services	232.50	3,044.50	4,800.00	63.43%
Other Services & User Fees	350.00	1,606.95	2,500.00	64.28%
Materials and Supplies Consumed				
Fuel	19,299.31	233,453.23	407,000.00	57.36%
Tires		22,257.64	31,500.00	70.66%
Lubrication	485.80	7,246.76	10,550.00	68.69%
Tools	(24.31)	11,344.10	10,000.00	113.44%
Vehicle Maintenance & Repair Parts	1,269.12	67,915.45	62,000.00	109.54%
Non-Vehicle Maintenance & Repair Parts	98.38	6,541.58	8,240.00	79.39%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	26.55	512.14	3,000.00	17.07%
Shop Supplies (Maintenance & Cleaning)	1,552.71	16,702.03	18,500.00	90.28%
Safety & Emergency Supplies		1,411.72	8,550.00	16.51%
Office Supplies	827.97	14,745.83	13,420.00	109.88%
Computer Programs & Supplies	19.42	7,146.05	2,750.00	259.86%
Printing (Photocopier, Schedules & Brochures)	815.13	24,534.37	26,150.00	93.82%
Other Materials & Supplies	116.91	1,741.61	2,000.00	87.08%
Utilities				
Water, Sewer & Solid Garbage	1,124.79	15,226.56	26,920.00	56.56%
Utilities (Electrical & Propane)		12,511.83	23,475.00	53.30%
Telephone & Internet	2,670.46	30,429.63	33,295.00	91.39%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	8,761.66	96,378.26	108,480.00	88.84%
Recoveries of Public Liability & Property Damage Settlements		(7,448.86)		0.00%
Taxes				
State Taxes	330.54	3,629.95	4,278.00	84.85%
Vehicle Licensing & Registration Fees	62.00	62.00	750.00	8.27%
Other Licensing Fees & Taxes	297.16	1,905.44	3,000.00	63.51%

**Jefferson Transit Authority
Expense Statement
For the Eleven Months Ending November 30, 2015**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$549.08	\$8,749.44	\$15,591.00	56.12%
Travel & Meetings	825.53	16,174.17	29,900.00	54.09%
Safety Program (Rodeo & Safety Rewards)	1,070.65	3,780.07	6,500.00	58.15%
Training (Classes, Seminars & Materials)	40.00	13,330.81	26,550.00	50.21%
EE CDL and EE Physical Expense	220.00	2,420.00	4,600.00	52.61%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Interest on Long-term Debt Obligation		510.00		0.00%
Leases and Rentals				
Transit Way & Passenger Stations	144.20	1,435.61	1,800.00	79.76%
Service Vehicles & Equipment		3,200.24	9,000.00	35.56%
Other General Administration Facilities		10,745.81	13,440.00	79.95%
TOTAL OPERATING EXPENSES	<u><u>296,251.79</u></u>	<u><u>3,626,622.81</u></u>	<u><u>4,402,686.00</u></u>	<u><u>82.37%</u></u>

Jefferson Transit
Treasury Pool Investments Account (Capital) and Checking Account
Capital Projects Tracking Report
November 2015

Current Account Status	Balance per Bank @ 11/30/15	\$ 1,164,628.75	\$ -
Balance per GL @ 10/31/15		\$ 1,194,713.48	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 86.31	
	Transfers - Out (Purchases)	\$ (30,171.04)	
	Transfers - Out (Bond Reserves)	\$ -	
Balance per GL @ 11/30/15		\$ 1,164,628.75	

2015 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2015 Budgeted Balance	\$ 480,000.00	\$ 120,000.00	\$ (120,000.00)
	Change to Add Regional STP funds	\$ 493,717.00	\$ 77,054.00	\$ (77,054.00)
	STP-Flex for Fuel Island	\$ 272,000.00	\$ 68,000.00	\$ (68,000.00)
	JTA Outlay	\$ -	\$ 1,795,222.00	\$ (1,795,222.00)
Monthly Payments				
Jan-15	Pease, TCF, PT	\$ (178,456.00)	\$ (44,614.13)	\$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46)	\$ 119,062.46
Mar-15	Pease, TCF, PT, Materials Testing	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82
Apr-15	Pease, TCF, PT, Materials Testing, Other	\$ (359,660.07)	\$ (153,202.07)	\$ 153,202.07
May-15	Pease, TCF, PT, Materials Testing, Other	\$ (321,911.26)	\$ (421,961.04)	\$ 421,961.04
Jun-15	Pease, TCF, Permitting		\$ (341,528.19)	\$ 341,528.19
Jul-15	Pease, Permit, TCF, Furniture, Eco-Lift, Other		\$ (354,190.34)	\$ 354,190.34
Aug-15	Pease, TCF		\$ (37,228.09)	\$ 37,228.09
Sep-15	Jefferson County DCD		\$ (1,653.50)	\$ 1,653.50
Oct-15	TCF, Furniture		\$ (1,853.47)	\$ 1,853.47
Nov-15	PT, TCF		\$ (33,085.04)	\$ 33,085.04
Dec-15				
	Ending Balance			\$ (473,953.85)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2015 Beginning Balance	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
	Solar Lighting for Shelters	\$ (3,316.80)	\$ (829.20)	\$ 829.20
	New Transit Shelter	\$ (10,520.00)	\$ (2,630.00)	\$ 2,630.00
Kiosks and Signage	2015 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2015 Beginning Balance	\$ -	\$ 35,000.00	\$ (35,000.00)
	Paint Shelter Structure		\$ (15,401.88)	\$ 15,401.88
	Retainage, Paint Shelter		\$ (810.62)	\$ 810.62
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
	Ending Balance			\$ (82,946.30)
Revenue Vehicles				
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
Service Vehicles				
Service Equipment	2015 Supplemental Budget		\$ 24,000.00	\$ (24,000.00)
	VoIP Local Host Phone System-Down Pymt		\$ (4,194.35)	\$ 4,194.35
	70% Progress Payment		\$ (16,378.91)	\$ 16,378.91
	Progress Payment		\$ (2,024.18)	\$ 2,024.18
	Additional Radio		\$ (759.19)	\$ 759.19
	Final Expenses related to phone install		\$ (246.25)	\$ 246.75
	Ending Balance			\$ (396.62)
Office Furniture & Equipment				
IT Systems/Trapeze Upgrades	2014 Beginning Balance	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	Trapeze Upgrade 50%	\$ (5,584.20)	\$ (1,396.05)	\$ 1,396.05
	License and Equipment	\$ (1,699.20)	\$ (424.80)	\$ 424.80
	Projector & Attachments	\$ (6,041.26)	\$ (1,510.32)	\$ 1,510.32
	Small Parts Cabinets		\$ (5,851.43)	\$ 5,851.43
	Balance			\$ (2,589.40)

JTA Capital Reserve Account Balance \$ 1,164,628.75
JTA Appropriated Project Funds Sub-Total \$ (712,229.09)

Pending Reimbursements
Pending Payments

CAPITAL RESERVE BALANCE \$ 452,399.66

Total 2015 Budgeted Capital Projects \$ 4,106,945.00

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, November 17, 2015, 1:30 pm
63 4 Corners Road, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan, Robert Gray and Karen Kautzman with Kathleen Kler excused.

STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Maintenance Manager Ben Arnold, Operations Manager John Koschnick and Executive Assistant/Clerk of the Board Laura Smedley.

PUBLIC COMMENT

Lys Burden commented on the importance of Citizens Advisory Board.

Debbie Jahnke seconds Lys Burden's comment.

Brenda McMillan commented on the budget.

PUBLIC BUDGET HEARING

The 2016 budget was presented and JTA asked for questions from the public.

Ben Arnold discussed the need for a snorkel lift. It was suggested that Mr. Arnold contact the City and County about partnering interest.

PUBLIC COMMENT

Jim Todd commented on pursuing partnering with other agencies for large pieces of equipment.

DRAFT

Darrell Conder is not opposed to transit having needed equipment but asked if Wooden Boat Sunday service is in the budget.

Sara Crouch stated that additional service is included in the budget, but not specifically Sunday Wooden Boat service.

Burt Langsea asked for more details about Sara Crouch's response.

Ms. Crouch said provisions are in the budget for additional service hours in 2016. It is not specified how this will be used.

Jim Todd commented on Wooden Boat Sunday service.

Robert Gray asked what other equipment had been added to the budget. Ms. Crouch responded that a used, parking lot vacuum/wash and generator had been added. Mr. Arnold is getting quotes for sweeping.

The restrooms at Haines Place Transit Center (HPTC) were discussed.

Haines Place upgrades are included in the 2016 budget for striping, ramp rail, tree removal, etc.

Ben Arnold reported on the cost to install a public door into the restroom at HPTC. An electrical permit, two L & I permits, and a building permit from the City of PT will be needed. The four bids received were between \$2,000 and \$1,674. Contractors are hesitant to take the job because of the required L & I permit.

Professional commercial cleaners were also contacted. They quoted \$25 per day. At four days a week, this adds up to \$400 per month plus a \$35 call in fee and \$35 per hour for emergency cleaning.

Jim Todd asked if money has been budgeted for shelters at the Food Bank.

Ben Arnold has been working on permits with the City of Port Townsend.

The Public Hearing will remain open until the next public meeting on December 15, 2015.

DRAFT

NEW AGENDA ITEMS

Tammi Rubert would like to add personnel to the scheduled executive session.

FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

CONSENT AGENDA

- Approval of Minutes, October 15, 2015**
 - Page 5 change next meeting date to November 17, 2015.
- Approval of Retreat-Workshop Minutes, October 20, 2015**
 - Changes to minutes: add Kathleen Kler and Lloyd Eisenman as Members present; change the time of the meeting to 10:03 a.m.; change the name of Workshop Objectives on the first page to 2016 Objectives.
- Approval of Expenses, October 2015**
- Approval of Out-of-State Travel for Tammi Rubert**

Motion: Catherine Robinson moved to approve the October 2015 Consent Agenda with changes. David Sullivan seconded.

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

OLD BUSINESS

a. Citizens Advisory Committee Discussion

The Board discussed how many volunteers to recruit for the CAC. The last By-laws stated the CAC should be comprised of at least ten, but not more than fifteen volunteers. Discussion ensued as to whether the By-laws should be updated before the CAC is formed, or to recruit members and subsequently ask them to rewrite the By-laws. It was also stated that the Board should determine what duties the CAC performs. There were questions as to whether they should report to the Board or Staff.

DRAFT

Catharine Robinson and Phil Johnson volunteered to start a subcommittee to study the current By-laws and discuss the CAC. They would like to see examples of CAC Bylaws from the City, County, and other transit agencies.

b. 2016 Work Plan

Tammi Rubert combined her presentation with the other staff presentations and offered a 2016 Work Plan which presents JTA's goals for 2016. JTA's number one goal is always financial stability. We also intend to hold agency and community workshops and continue planning for expanded service and 2016 capital projects.

Capital projects include the additional fifty-space Bike and Ride, Haines Place Transit Center upgrades and purchase of equipment, with approval.

The placement of three bus shelters will be added to JTA's 2016 work plan.

NEW BUSINESS

Resolution 15-21: GCB 2068 Capital Equipment Grant Agreement.

This is a grant agreement for the purchase of JTOC buses.

Motion: David Sullivan moved to approve Resolution 15-21 - Authorizing the Board Chair to sign Capital Equipment Grant Agreement GCB 2068. Catharine Robinson seconded.

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

REPORTS

OPERATIONS REPORT – John Koschnick Please see Attachment B

John Koschnick reported on the following items:

- Employment Anniversaries
- All-Staff Training Day

MAINTENANCE REPORT – Ben Arnold Please see Attachment C

Ben Arnold reported on the following items:

- Miles traveled and gasoline used
- Services done in October
- Shelters
- Back-up generator

GENERAL MANAGER'S REPORT

DRAFT

Please see Attachment D

Tammi Rubert reported on the following items:

- 2016 Legislative Session
- Environmental Assessment on 1615 W Sims Way
- Toys-for-Tots toy collection

Because of time limitations, Ms. Rubert summarized her verbal report.

RIDERSHIP

Ridership for October was down 1.25% from September ridership. The commuter routes performed better than the local routes. We saw approximately five hundred more passengers on the Sequim route in October. This may be attributed to the college passes.

A recent Peninsula Daily News article printed a headline that said “Clallam Transit Foresees Better Budget Outlook.” In the article, it stated that Clallam Transit had a 6.2% ridership decrease. JTA’s decrease is 3.75%. Clallam Transit attributed the ridership decrease to lower fuel prices and unemployment. Decreased ridership has been observed statewide for rural transit agencies.

Dial-A-Ride boardings-per-hour and scheduled on-time performance are not as good as we would like to see.

PUBLIC COMMENT

Darrell Conder asked if there is a process to identify unused or rarely used shelters.

Ed Stanard asked if JTA has a plan to increase service.

EXECUTIVE SESSION

Executive Session per RCW 42.30.110 for discussion regarding property and personnel with no action anticipated.

Executive Session began at 2:51 p.m.

Executive Session ended at 2:59 p.m.

ADJOURNMENT

DRAFT

The meeting was adjourned at 3:00 p.m. The next regular meeting will be held Tuesday, December 15, 2015, at 1:30 p.m. at 63 4 Corners Road, Port Townsend.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

OPERATIONS REPORT

NOVEMBER 17, 2015

Attachment B

November Employment Anniversaries

- | | | |
|-----------------|------------|----------|
| • Gordon Meling | 11/7/2011 | 4 years |
| • Eric Kaahauni | 11/7/2011 | 4 years |
| • Paul Hausmann | 11/25/1991 | 24 years |
| • Sara Crouch | 11/1/2011 | 4 years |
| • Robin Ramone | 11/1/2011 | 4 years |
| • Tammi Rubert | 11/28/2005 | 10 years |

Monthly Highlights

November 11 – All Staff Training Day

1. CPR / AED Class (3 hours)
2. Classroom Session
 - Winter Emergency Plan
 - New Federal Regs. Regarding the ADA and CDL's.
 - Accident Refresher
 - Causes
 - Emergency Procedures
 - Documentation
 - Driving practice on down-sized Rodeo Course



63 4 Corners Road, Port Townsend, WA 98368

**Maintenance Board Report
November 17, 2015
Attachment C**

In the Month of October, JTA traveled 72,396 miles. JTA pumped 9,075 gallons of diesel, 1,526 gallons of gas, and East Jefferson Fire and Rescue pumped 1,930 gallons of fuel.

The purchase price for gas was \$1.92, and diesel was \$1.86 per gallon. This is an average of \$.86 per mile and an average of 6.8 miles per gallon.

The Maintenance Department did sixty-five services in the month of October with fifteen of those being oil changes. There were 100.3 hours of labor with the rest of the month's labor working on repairs.

JTA is in the process of doing an analyses for a shelter at 7th and Maude. We are studying how many people use this bus stop and researching if a shelter can be placed there. I have started the permit process with the County Public Works and the Department of Community Development.

I have started conversations with the City to install a shelter on each side of the road at the Food Bank.

We now have a backup generator running and connected to an automatic transfer switch. If the power goes out, we will still have lights and fuel.



1615 W. Sims Way, Port Townsend, WA 98368

General Manager's Report Attachment D

November 17, 2015

The 2016 Legislative Session will begin January 11, 2016, and is scheduled to run for 60 consecutive days.

Washington State Transit Association 2016 Legislative Agenda

The WSTA Legislative Committee met on September 10, 2015, to discuss potential legislative agenda items for 2016 and beyond. The list below includes topics that were approved in the November 13 4th Quarter WSTA Board Meeting.

Support maintaining existing State funding and grant programs for transit

Maintain existing state funding and support codification of public transportation revenue and programs including Regional Mobility, Rural Mobility, Vanpool Investment, Special Needs, Capital Grants and Commute Trip Reduction.

Support legislation to streamline SEPA review and transit mitigation funding

The transportation revenue package which passed in 2015 includes many projects that may negatively impact transit during and after construction. WSTA requests that transit mitigation be included in the Environmental Impact Statement (EIS) process for major WSDOT transportation projects that may impact transit service. (State construction projects are currently required to undergo a formal SEPA review process, which apparently does not include potential impacts to transit)

Support a capital grant program to address aging fleets statewide

WSTA's members need capital funds to replace rapidly aging bus fleets. Many were forced to use their capital reserved to weather the Great Recession, sacrificing fleet replacement in order to keep service. A grant program that targets this important capital need would help transit riders throughout the state. (WSTA staff proposed starting discussion on long-term options for fleet replacement. One possible long-term goal would be creating a dedicated account from the State to help transit agencies with fleet replacement. This would most likely be a multiyear effort on the part of WSTA and transit agencies statewide)

Customer Service (360) 385-4777

Administrative Offices (360) 385-3020

www.JeffersonTransit.com

Support a dedicated source of operating funding for regional service provided by rural and small urban transit districts

Many of the rural and small urban transit systems around the State provide regional service outside of their own boundaries that provides benefits to the state highway system at a modest cost. In many cases, this regional service provides the only public transportation connection between communities. Dedicated state support of these regional services would provide reliable access to jobs, medical services and other needs for citizens across the State.

Support legislation to extend exemptions and lower rates for transit agencies paying Department of Natural Resources lease fees for water-borne actions (Kitsap Transit Proposal)

Washington State Ferries (WSF), public ports, and certain other government entities are currently exempt from paying or pay significantly-reduced rates for DNR lease fees on waterfront property owned by DNR but used and maintained by the local government for water-borne uses. WSTA supports members' efforts to extend current exemption language to PTBAs.

Support effective and efficient delivery of transit services and an integrated, multimodal transportation system

WSTA supports efforts that facilitate safe, cost-effective and efficient delivery of transit services and projects; and an improved, integrated, multimodal transportation system.

Ensure efficient delivery of public transportation projects and services

WSTA opposes legislation that would negatively impact the oversight, financing, construction, delivery and operation of transit projects and services.

Phase I and Phase II Environmental Assessments

Jefferson Transit had a Phase I Environmental Site Assessment completed May 29, 2014, in anticipation of the sale of the 1615 West Sims Way Property. On October 15, 2015, a Phase II Environmental Site Assessment was completed by EnviorSound Consulting. The final report showed no presence of an Underground Storage Tank (UST) or an area where a UST may have been located; however, the potential buyer has requested one more assessment at his expense. EnviroSound did encounter potential fill material in the last probe location but there was no visible staining or odors in any of the soil samples. Groundwater was not encountered.

Donna Hewitt from DLH Environmental Consulting will be conducting another assessment possibly this week.

Washington State Transit Association (WSTA)

Upcoming WSTA Board and Committee meetings:

- December 9: SMTA meeting, Olympia/Shelton area,
- December 9: WSTA FOLC meeting, Olympia/Shelton area,
- December 9: WSTA Transit Security Council, Seattle area

Update on New Facility Project

Schedule/Budget Status:

At this time, we are in the closeout phase of our project. There are some outstanding items being worked on at this time. The 2' waterline was installed on October 26nd and is working perfectly.

- Pease, JTA and Samantha Trone continue to meet every Monday and Wednesday regarding Project Closeout
- Still await a solution from Clearspan, for the Fabric Structure patch which was unacceptable
- Monument Sign (waiting for permit)
- Final Acceptance (unknown date at this time)

Thursday November 19, 2016, JTA, Samantha Trone, and TCF will meet at the new facility to conduct a final back punch. Final closeout is just around the corner

Miscellaneous Items

On behalf of the U.S. Marine Corps Reserve Toys for Tots Programs, Jefferson Transit and the Port Townsend Kiwanis Club will be collecting new, unwrapped toys Saturday, December 5th from 9:00 am to 3:00pm. Donations can be dropped off at our bus on Sims Way behind Henery's Garden Center.

The hope is to fill Jefferson Transit's bus with toys. Toys will be donated to the Christmas for Children Program serving children in need in Port Townsend, Port Hadlock, Irondale, Nordland, Chimacum and Port Ludlow.

Salary Survey is ongoing. The anticipated completion is before the December Board Meeting.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 12/15/2015

November 2015 Expenses

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

- Accounts Payable Voucher #94276 in the amount of \$78,405.89
- Accounts Payable Voucher #94277 in the amount of \$1,655.00
- Accounts Payable Vouchers #94278-94321 in the amount of \$72,651.73
- Accounts Payable Voucher #94322 in the amount of \$373,873.62
- Accounts Payable Vouchers #94323-94355 in the amount of \$28,062.20
- Accounts Payable Vouchers #94356-94359 in the amount of \$347.43
- EFT Vouchers #5850-5855 in the amount of \$7,152.23
- EFT Vouchers #5856-5860 in the amount of \$5,401.05
- Capital Check #519 in the amount of \$29,004.56
- Capital Checks #520-521 in the amount of \$4,050.48
- Transfer from the Operations account to the Bond Payment Reserve account for the purpose of paying the annual bond debt service for 2015 in the amount of \$6,755.96

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

Laura Smedley
Clerk of the Authority



Authority Board Agenda Summary

MEETING DATE: December 15, 2016

AGENDA ITEM: Resolution 15-22 - Adopting the 2016 Jefferson Transit Authority Board Meeting Schedule

SUBMITTED BY: Laura Smedley **TITLE:** Clerk of the Board

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 15-22
2016 Authority Board Meeting Schedule

BUDGETARY IMPACT (if applicable)

BUDGETED: N/A

EXPENDITURE REQUIRED: N/A

FUNDING SOURCE: N/A

REVIEWED BY: Jammi Ruben

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Resolution adopts the 2016 Authority Board Meeting schedule. All meetings will be held on the 3rd Tuesday of each month except for September, which will be held on the 4th Tuesday.

**RECOMMENDED
ACTION/MOTION:**

Motion: To approve Resolution 15-22 adopting the 2016 Authority Board Meeting Schedule

DRAFT

Jefferson Transit Authority

Resolution No. 15-22

**Adopting the Jefferson Transit Authority Board Meeting
Schedule for 2016**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", establishing the schedule for regular meetings of the Authority for 2016

WHEREAS, the Authority holds regular monthly meetings on the 3rd Tuesday of each month, which are open to the public; and

WHEREAS, the need exists to establish a published schedule of said meetings;

NOW THEREFORE, BE IT RESOLVED by the Jefferson Transit Authority Board that the regular monthly meetings for the 2016 calendar year be established as follows:

The monthly public meetings shall be held at the times and locations as outlined on the attached schedule. Meeting changes and special meetings will be published as required by law.

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 December 15, 2015.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

DRAFT



Jefferson Transit Authority Board Meeting Schedule 2016

The **Jefferson Transit Authority Board** (JTA) meets the 3rd Tuesday of each month at 1:30 pm. The meetings are held at the Jefferson Transit boardroom located at 63 4 Corners Road, Port Townsend, WA.

January 19

February 16

March 15

April 19

May 17

June 21

July 19

August 16

September 27 - *This meeting is scheduled for the 4th Tuesday*

October 18

November 15

December 20

Any changes to this schedule or location will be advertised in the Legal Notices section of the Port Townsend Leader and posted on our website at www.jeffersontransit.com.



Authority Board Agenda Summary

MEETING DATE: December 15, 2015

AGENDA ITEM: 2016 Budget Revision

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Budget Revisions Explanation
Budget Book Pages 1, 6, 18 and 19 with changes highlighted in bright green

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY:

Jammi Ruland

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

2016 Budget revisions were made. The sales tax figure and the Auxiliary Transportation Revenue have been reduced.

**RECOMMENDED
ACTION/MOTION:**

No action required



1615 W. Sims Way, Port Townsend, WA 98368

December 8, 2015

TO: Board of Trustees, Jefferson Transit Authority
FROM: Sara Crouch, Finance/HR Manager
RE: 2016 Budget Revision

After further consideration, I have elected to be more conservative with the budgeted sales tax figures. The pages attached to this memo are the pages that have changed in the budget book. The former sales tax figure of \$3,931,572.63 has been reduced to \$3,817,621. I reduced the figure by 2% (\$113,952).

The Jefferson County Library purchased a new book mobile and it is too large for our wash bay. I have reduced the Auxiliary Transportation Revenues by \$780 because we will no longer be performing this service for the Jefferson County Library.

There have been no revisions to the expense budget.

If you have any questions or concerns, please contact me at 360/385-3020 x120.

Jefferson Transit Authority

2016 Annual Budget



November 3, 2015

(Revised December 8, 2015 – revised revenue only)

PROPOSED

Budget Summary – All Departments

JEFFERSON TRANSIT AUTHORITY

Statement of Operating Revenues, Expenses and Nonoperating Revenues

2016 Operating Budget

Operating – Summary

	2014 Budget Compared to 2015 Budget	2015 Actual/ Forecast	2015 Budget	2016 Budget
OPERATING REVENUES:				
PASSENGER FARES FOR TRANSIT SERVICES	3.21%	\$ 198,831	208,900	215,600
OTHER TRANSIT FARES	0.00%	0	0	0
CHARTER SERVICE REVENUES	0.00%	0	0	0
AUXILIARY TRANSPORTATION REVENUES	0.00%	780	780	
Total Operating Revenues	3.20%	199,611	209,680	215,600
OPERATING EXPENSES:				
LABOR	2.84%	1,858,362	1,884,121	1,937,683
BENEFITS	8.06%	1,325,858	1,423,525	1,538,323
SERVICES AND USER FEES	9.23%	168,662	182,150	198,970
MATERIALS AND SUPPLIES CONSUMED	(8.37%)	447,174	606,010	555,310
UTILITIES	7.50%	64,796	83,690	89,967
CASUALTY AND LIABILITY COSTS	10.62%	105,141	108,480	120,000
TAXES	1.61%	5,358	8,028	8,158
DEBT SERVICE	(29.99%)	51,072	51,072	35,755
MISCELLANEOUS EXPENSES	(12.66%)	55,970	83,441	72,877
LEASES AND RENTALS	(1.29%)	21,682	24,240	23,928
Total Operating Expenses	2.83%	4,104,076	4,454,757	4,580,971
OPERATING INCOME (LOSS)	0.00%	(3,904,465)	(4,245,077)	(4,364,591)
NONOPERATING REVENUES (EXPENSES)				
NONTRANSPORTATION REVENUES	6.06%	24,054	13,011	13,800
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	7.95%	3,875,876	3,536,311	
LOCAL GRANTS AND CONTRIBUTIONS	0.00%	19,000	17,500	17,500
STATE GRANTS AND CONTRIBUTIONS	26.04%	456,592	199,600	251,579
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	(1.67%)	630,326	814,932	801,284
Total Nonoperating Revenues (Expenses)	9.48%	5,005,848	4,581,354	4,901,784
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)		1,101,383	336,277	536,413

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating
Revenues
2016 Operating Budget
Operating - Summary

		Assumption of 4% Increase in Expenses/3% Increase in Revenues	Assumption of 4% Increase in Expenses/3% Increase in Revenues	Assumption of 4% Increase in Expenses/3% Increase in Revenues	Assumption of 4% Increase in Expenses/3% Increase in Revenues	Assumption of 4% Increase in Expenses/3% Increase in Revenues
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
OPERATING REVENUES:						
Passenger Fares For Transit Services	\$215,600	\$219,912	\$224,310	\$228,796	\$233,372	\$238,040
Other Transit Fares	\$0	\$0	\$0	\$0	\$0	\$0
Charter Service Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Auxiliary Transportation Revenues	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating Revenues	\$215,600	\$219,912	\$224,310	\$228,796	\$233,372	\$238,040
OPERATING EXPENSES:						
Labor	\$1,937,683	\$2,015,190	\$2,095,798	\$2,179,630	\$2,266,815	\$2,357,488
Benefits	\$1,538,323	\$1,599,856	\$1,663,850	\$1,730,404	\$1,799,620	\$1,871,605
Services And User Fees	\$198,970	\$206,929	\$215,206	\$223,814	\$232,767	\$242,077
Materials And Supplies Consumed	\$555,310	\$577,522	\$600,623	\$624,648	\$649,634	\$675,620
Utilities	\$89,967	\$93,566	\$97,308	\$101,201	\$105,249	\$109,459
Casualty And Liability Costs	\$120,000	\$124,800	\$129,792	\$134,984	\$140,383	\$145,998
Taxes	\$8,158	\$8,484	\$8,824	\$9,177	\$9,544	\$9,925
Debt Service	\$35,755	\$35,755	\$35,755	\$35,755	\$35,755	\$35,755
Miscellaneous Expenses	\$72,877	\$75,792	\$78,824	\$81,977	\$85,256	\$88,666
Leases And Rentals	\$23,928	\$24,885	\$25,881	\$26,916	\$27,992	\$29,112
Total Operating Expenses	\$4,580,971	\$4,762,780	\$4,951,861	\$5,148,505	\$5,353,015	\$5,565,705
OPERATING INCOME (LOSS)	(\$4,365,371)	(\$4,542,868)	(\$4,727,550)	(\$4,919,708)	(\$5,119,642)	(\$5,327,665)
NONOPERATING REVENUES (EXPENSES)						
Nontransportation Revenues	\$13,800	\$14,214	\$14,640	\$15,080	\$15,532	\$15,998
Taxes Levied By Transit System	\$3,817,621	\$3,932,150	\$4,050,114		\$4,296,766	\$4,425,669
Local Grants And Contributions	\$17,500	\$18,025	\$18,566	\$19,123	\$19,696	\$20,287
State Grants And Contributions	\$251,579	\$259,126	\$266,900	\$274,907	\$283,154	\$291,649
Fed Grants And Contrib (Operating)	\$801,284	\$825,323	\$850,082	\$875,585	\$901,852	\$928,908
Total Nonoperating Revenues (Expenses)	\$4,901,784	\$5,048,838	\$5,200,303	\$5,356,312	\$5,517,001	\$5,682,511
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)	\$536,413	\$505,970	\$472,752	\$436,603	\$397,359	\$354,846
Bond Principal Payment Reserve	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)	\$ (30,000)
Transfers In (Out) - Interfund	(\$506,413)	(\$475,970)	(\$442,752)	(\$406,603)	(\$367,359)	(\$324,846)
NET INCOME (LOSS)	\$0	\$0	\$0	\$0	\$0	\$0
2015 Operational Reserve Balance	\$550,000	\$825,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
Transfer to Operational Reserve	\$275,000	\$275,000	\$0	\$0	\$0	\$0
Operational Reserve Balance	\$825,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
Capital Reserve Transfer	\$231,413	\$200,970	\$442,752	\$406,603	\$367,359	\$324,846

Cash Flow Projections

JEFFERSON TRANSIT AUTHORITY Statement of Cash Flows 2016 Operating and Capital Budget

	2014 Actual	2015 Actual (Proj)	2016 Budget
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from Customers	\$ 238,962	\$ 199,611	\$ 215,600
Payments to Suppliers	(743,667)	(919,856)	(1,104,965)
Payments to Employees	(2,972,163)	(3,184,220)	(3,476,006)
Net Cash Provided (Used) by Operating Activities	(3,476,868)	(3,904,465)	(4,365,356)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Sales Tax Receipts	3,680,795	3,875,876	3,817,621
Other Nonoperating Receipts	12,848	20,033	10,800
Operating Grant Receipts	1,172,756	1,086,918	1,052,863
Local Government Assistance Fund Receipts	17,500	19,000	17,500
Net Cash Provided (Used) by Noncapital Financing Activities	4,883,899	5,001,827	4,898,784
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Capital Contributions	410,281	2,241,585	2,153,976
Purchases of Capital Assets	(900,437)	(2,918,134)	(3,015,265)
Sale of Capital Assets	0	14,622	0
Net Cash Provided (Used) by Capital and Related Financing Activities	(490,156)	(661,928)	(861,289)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest and Dividends	1,689	1,900	3,000
Net Cash Provided by Investing Activities	1,689	1,900	3,000
Net Increase (Decrease) in Sales and Cash Equivalents	918,564	437,334	(324,877)
Balances - Beginning of the Year	1,546,868	2,465,432	2,902,766
Prior Period Adjustment	0	0	0
Balances - End of the Year	\$ 2,465,432	\$ 2,902,766	\$ 2,577,890



Authority Board Agenda Summary

MEETING DATE: December 15, 2015

AGENDA ITEM: Resolution 15-23: To adopt the 2016 Operating and Capital Budget

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

DEPARTMENT: Finance

**EXHIBITS/
ATTACHMENTS:**

2016 Capital Budget and 2016 Operating Budget

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Jammi Robert

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area adopting the 2016 Operating and Capital Budget.

**RECOMMENDED
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-23: 2016 Operating and Capital Budget

DRAFT

Jefferson Transit Authority Resolution No. 15-23

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt its 2016 Operating and Capital Budget.

WHEREAS, the State of Washington requires that the Authority annually adopt budgets covering the programs and activities of the Authority; and

WHEREAS public comment has been taken regarding the proposed budget at legally advertised public hearings on November 17, 2015 and December 15, 2015; now therefore

BE IT RESOLVED by the Board of Directors of the Jefferson County Public Transportation Benefit Area that the following capital and operating budgets be adopted for 2016.

Operating Fund Budget. Total expenses of \$4,580,971, total operating revenues of \$215,600, and total non-operating revenues of \$4,901,784. The schedule of planned expenditures and projected revenues is attached as Exhibit 1.

Capital Fund Budget. Total expenditures \$3,015,265, total expected grant funding revenues \$2,153,976, total JTA reserve funding transfers \$861,289.

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 December 15, 2015.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

Statement of Capital Outlays, Revenues and Contributions
2016 Capital Budget
Capital Expenditures and Nonoperating Revenues

	Allocated Funding Year	Total JTA Outlay	Total Contributed Capital Grants	Total	Proposed Funding Source
CAPITAL EXPENSES					
Capital Reserve Balance (predicted)				721,975	
Predicted 2015 Transfer				700,000	
				1,421,975	
Capital Project - System Wide					
Comprehensive Plan - Strategic Plan					
Ridership Survey, Electronic Passenger Counting System, Comp Plan Development 2016-2017		60,000	0	60,000	
		60,000	0	60,000	
Capital Assets - Other Building & Structures					
Haines Place Upgrades (paint, asphalt sealing, restriping, driver area, remove trees, wheelchair rail replacement, repair fencing, deck treatment, graffiti abatement, etc.)	2014	60,000		60,000	JTA Outlay Only
Kiosks and Signage (PNR banners, Bus Stop Signs, Tent Banners, Festival, Etc.)	2012	1,500	6,000	7,500	STP Flex -planned for GCA 5956 amend -03
Transit Shelters	2012	1,562	6,249	7,811	
Four Corners Bike and Ride	2016	260,000	1,040,000	1,300,000	
		323,062	1,052,249	1,375,311	
Capital Assets - Revenue Vehicles					
2 Cut-a-ways for JTOC	2016	69,000	276,000	345,000	Pending outcome of 2015/2017 Consolidate Grant
2 full size fixed route buses	2016/2017	123,295	790,000	913,295	
		192,295	1,066,000	1,258,295	
Capital Assets - Service Vehicles					
		0	0	0	
Capital Assets - Service Equipment					
Generator	2016	50,000		50,000	
Snorkle Boom Lift	2016	24,500		24,500	
Parking Lot Vacuum & Wash	2016	50,000		50,000	
		124,500	0	124,500	
Capital Assets - Office Furniture & Equipment					
IT systems / upgrades for MS Office/TRAPEZE	2012	8,932	35,727	44,659	STP Flex -planned for GCA 5956 amend -03
Hand Held Radios for Operations (3)	2016	1,500		1,500	
Mapping Software	2016	1,000		1,000	
New Finance/Operations/Maintenance Software	2016	150,000		150,000	
		161,432	35,727	197,159	
Capital Assets - Construction in Progress					
N/A		0	0	0	
TOTAL CAPITAL EXPENSES		861,289	2,153,976	3,015,265	
BY FUNDING TYPE/YEAR					
Funding available - JTA Capital Reserve (CAPITAL ONLY)	2012-2014	71,994.00		71,994.00	
	2016	346,000		346,000.00	
	2016-2017	443,295		443,295.00	
Funding available - WSDOT Regional Mobility formula (PROJECT SPECIFIC)	2012		0.00	0.00	
	2013		0.00	0.00	
Funding Available - STP Flex GCB 1614(CAPITAL ONLY)	2012		47,976.00	47,976.00	
Funding Available - STP Flex GCB 1730 (CAPITAL ONLY)	2013		0.00	0.00	
Funding Available - FTA 5311 (Facility - CAPITAL ONLY)	2015		276,000.00	276,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2016-2017		1,040,000.00	1,040,000.00	
Funding Available - FTA 5311 (CAPITAL ONLY)	2017		790,000.00	790,000.00	
		861,289	2,153,976	3,015,265	
BY YEAR					
Project Carry Over	2012-2014	71,994.00	47,976.00	119,970.00	
FY 2016 New Projects	2015-2017	789,295.00	2,106,000.00	2,895,295.00	
		861,289	2,153,976	3,015,265	

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2016 Operating Budget
Operating - Summary By Department

	2014 Budget Compared to 2015 Budget	2015 Actual/ Forecast	2015 Budget	2016 Budget	Revenue	Vehicle Operations	HP Transit Center	Vehicle Maintenance	Non-Vehicle Maintenance	General Administration	JTOC
OPERATING REVENUES:											
PASSENGER FARES FOR TRANSIT SERVICES	3.21%	\$ 198,831	208,900	215,600	\$ 215,600						
OTHER TRANSIT FARES	0.00%	0	0	0	0						
CHARTER SERVICE REVENUES	0.00%	0	0	0	0						
AUXILIARY TRANSPORTATION REVENUES	0.00%	780	780	0	0						
Total Operating Revenues	2.82%	199,611	209,680	215,600	215,600	0	0	0	0	0	0
OPERATING EXPENSES:											
LABOR	2.84%	1,858,362	1,884,121	1,937,683		779,628	336,926	225,387	110,995	332,814	151,935
BENEFITS	8.06%	1,325,858	1,423,525	1,538,323		708,859	262,682	187,677	98,939	184,060	96,106
SERVICES AND USER FEES	9.23%	168,662	182,150	198,970		21,220	8,400	26,950	22,200	100,850	19,350
MATERIALS AND SUPPLIES CONSUMED	(8.37%)	447,174	606,010	555,310		28,750	6,000	403,000	21,350	24,270	71,940
UTILITIES	7.50%	64,796	83,690	89,967		21,720	18,500	12,802	9,650	22,795	4,500
CASUALTY AND LIABILITY COSTS	10.62%	105,141	108,480	120,000		0	0	0	0	120,000	0
TAXES	1.61%	5,358	8,028	8,158		0	0	0	0	8,158	0
DEBT SERVICE	(29.99%)	51,072	51,072	35,755		0	0	0	0	35,755	0
MISCELLANEOUS EXPENSES	(12.66%)	55,970	83,441	72,877		18,915	0	14,235	2,950	34,177	2,600
LEASES AND RENTALS	(1.29%)	21,682	24,240	23,928		0	1,800	0	9,000	0	13,128
Total Operating Expenses	2.83%	4,104,076	4,454,757	4,580,971	0	1,579,092	634,308	870,051	275,083	862,878	359,558
OPERATING INCOME (LOSS)	0.00%	(3,904,465)	(4,245,077)	(4,365,371)	215,600	(1,579,092)	(634,308)	(870,051)	(275,083)	(862,878)	(359,558)
NONOPERATING REVENUES (EXPENSES)											
NONTRANSPORTATION REVENUES	6.06%	24,054	13,011	13,800	13,800						
TAXES LEVIED DIRECTLY BY TRANSIT SYSTEM	7.95%	3,875,876	3,536,311	3,817,621	3,817,621						
LOCAL GRANTS AND CONTRIBUTIONS	0.00%	19,000	17,500	17,500	17,500						
STATE GRANTS AND CONTRIBUTIONS	26.04%	456,592	199,600	251,579	251,579						
FEDERAL GRANTS AND CONTRIBUTIONS (OPERATING)	(1.67%)	630,326	814,932	801,284	801,284						
Total Nonoperating Revenues (Expenses)	6.99%	5,005,848	4,581,354	4,901,784	4,901,784	0	0	0	0	0	0
NET INCOME (LOSS) BEFORE TRANSFERS IN (OUT)		1,101,383	336,277	536,412	5,117,384	(1,579,092)	(634,308)	(870,051)	(275,083)	(862,878)	(359,558)
Transfers (Out) - Debt Service				(30,000)	(30,000)						
Transfers In (Out) - Interfund		0		(506,412)	(506,412)						
NET INCOME (LOSS)		1,101,383	336,277	(0)	4,580,971	(1,579,092)	(634,308)	(870,051)	(275,083)	(862,878)	(359,558)



Authority Board Agenda Summary

MEETING DATE: December 15, 2015

AGENDA ITEM: Resolution 15-24 GCB 2291 WSDOT Regional Mobility Grant

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

DEPARTMENT: Administration

**EXHIBITS/
ATTACHMENTS:**

Resolution 15-24
State Capital Construction Grant Agreement GCB 2291

BUDGETARY IMPACT (if applicable)

BUDGETED: _____

EXPENDITURE REQUIRED: _____

FUNDING SOURCE: _____

REVIEWED BY: Jammi Ricketts

RECOMMENDATION: Approve

**SUMMARY
STATEMENT:**

This Grant Agreement is for the construction of a Bike & Ride and 50 additional parking spots located at 63 4 Corners Road, Port Townsend.

**RECOMMENDED
ACTION/MOTION:**

Motion: To approve Resolution 15-24 GCB 2291 State Capital Construction Grant Agreement

Jefferson Transit Authority
Resolution No. 15-24
GCB 2291 State Capital Construction Grant Agreement
Washington State Department of Transportation (WSDOT)
Regional Mobility Grant Program

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", authorizing the Authority Chair to sign and execute Grant Agreement GCB 2291

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the contractor identified above, hereinafter the "CONTRACTOR," individually the "PARTY" and collectively the "PARTIES," WITNESSETH THAT:

WHEREAS, pursuant to RCW 47.66.030 the Regional Mobility Grant Program has been established to aid local governments in funding projects such as intercounty connectivity service, park and ride lots, rush hour transit service, and other capital projects that improve the connectivity and efficiency of the state's transportation system;

WHEREAS, pursuant to RCW 47.66.040 WSDOT shall select projects based on a competitive process consistent with local, regional, and state transportation plans, local transit development plans and local comprehensive land use plans;

WHEREAS, pursuant to chapter 44.48 RCW the Legislative Evaluation and Accountability Program (LEAP) Committee provides analysis and monitoring of state expenditures, budgets and related fiscal matters and consults with Legislative committees;

WHEREAS, the State of Washington in its Sessions Laws of 2015, Chapter 10, Section 220 (4) and (5), provides Regional Mobility funding through the multimodal transportation account and the regional mobility grant program account as identified in the budget through its 2015-2017 biennial appropriations to WSDOT;

WHEREAS, WSDOT Public Transportation Division administers Regional Mobility Grant Program funds to provide assistance solely for transportation projects as identified in LEAP Transportation Document 2015-2 ALL PROJECTS as developed on March 30, 2015 Public Transportation V;

BE IT RESOLVED that the Chair of the Authority is hereby authorized to sign the State Capital Equipment Grant Agreement GCB 2291 with the Washington State Department of Transportation;

DRAFT

43 CERTIFICATION

44 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
45 County Public Transportation Benefit Area, certifies that the foregoing is a true and
46 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
47 Transit Authority Board held on December 15, 2015.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

State Capital Construction Grant Agreement									
WSDOT Regional Mobility Grant Program									
Washington State Department of Transportation Public Transportation Division 310 Maple Park Avenue SE PO Box 47387 Olympia, WA 98504-7387 WSDOT Contact: Tom Hanson 360-705-7919 Cell: 509-387-1749	Contractor: Jefferson Transit Authority 63 – 4 Corners Road Port Townsend, WA 98368 Contact Person: Cheryl Loran 360-385-3020 x105								
Term of Project: From July 1, 2015 to June 30, 2017	ID #: 91-1124781								
Scope of Project: As set forth in Exhibit I, Project Scope, Schedule and Budget, and Attachment A to Exhibit I	Project Title: SR 20/ Four Corners Road Park and Ride Facility (PIN: 20150011)								
Location: As set forth in Exhibit I Attachment A	Project Costs:								
Agreement Number: GCB 2291	<table> <tr> <td>2015-2017 RMG Funds</td><td>\$1,040,000</td></tr> <tr> <td>2017-2019 Projected RMG Funds</td><td>\$ 0</td></tr> <tr> <td>Local Match</td><td>\$ 260,000</td></tr> <tr> <td>Total Project Cost</td><td>\$1,300,000</td></tr> </table>	2015-2017 RMG Funds	\$1,040,000	2017-2019 Projected RMG Funds	\$ 0	Local Match	\$ 260,000	Total Project Cost	\$1,300,000
2015-2017 RMG Funds	\$1,040,000								
2017-2019 Projected RMG Funds	\$ 0								
Local Match	\$ 260,000								
Total Project Cost	\$1,300,000								

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter “WSDOT,” and the contractor identified above, hereinafter the “CONTRACTOR,” individually the “PARTY” and collectively the “PARTIES,” WITNESSETH THAT:

WHEREAS, pursuant to RCW 47.66.030 the Regional Mobility Grant Program has been established to aid local governments in funding projects such as intercounty connectivity service, park and ride lots, rush hour transit service, and other capital projects that improve the connectivity and efficiency of the state’s transportation system;

WHEREAS, pursuant to RCW 47.66.040 WSDOT shall select projects based on a competitive process consistent with local, regional, and state transportation plans, local transit development plans and local comprehensive land use plans;

WHEREAS, pursuant to chapter 44.48 RCW the Legislative Evaluation and Accountability Program (LEAP) Committee provides analysis and monitoring of state expenditures, budgets and related fiscal matters and consults with Legislative committees;

WHEREAS, the State of Washington in its Sessions Laws of 2015, Chapter 10, Section 220 (4) and (5), provides Regional Mobility funding through the multimodal transportation account and the regional mobility grant program account as identified in the budget through its 2015-2017 biennial appropriations to WSDOT;

WHEREAS, WSDOT Public Transportation Division administers **Regional Mobility Grant** Program funds to provide assistance solely for transportation projects as identified in **LEAP Transportation Document 2015-2 ALL PROJECTS** as developed on March 30, 2015 Public Transportation V;

NOW, THEREFORE, in consideration of the terms, conditions, performances, and mutual covenants herein set forth and the attached Exhibit I, “Project Scope, Schedule and Budget,” IT IS MUTUALLY AGREED AS FOLLOWS:

Section 1

Purpose of Agreement

The purpose of this AGREEMENT is for WSDOT to provide capital funding to the CONTRACTOR for the design, acquisition, construction and/or improvements of capital facilities and infrastructure to be used in the provision of transportation services to persons in the State of Washington, hereinafter referred to as the "Project." Reference to the "Project" shall include all such capital facilities, infrastructure and/or associated equipment designed, acquired, constructed, improved or installed under this AGREEMENT.

Section 2

Scope of Project

The CONTRACTOR agrees to perform the work and complete the Project described and detailed in Exhibit I, "Project Scope, Schedule and Budget" and in accordance with its Attachment A, "Project Application – Location and Description of Work" (hereinafter referred to as "Attachment A"), and in accordance with the terms and conditions of this AGREEMENT. By the preceding reference Exhibit I with its Attachment A is fully incorporated herein as if fully set out in this AGREEMENT. In the event any conflicting terms exist between Exhibit I, "Project Scope, Schedule and Budget" and Attachment A, Exhibit I, "Project Scope, Schedule and Budget" supersedes and shall prevail over Attachment A.

Section 3

Term of Project

The Project period of this AGREEMENT shall commence and terminate on the dates shown in the caption space header titled "Term of Project" regardless of the date of execution of this AGREEMENT, unless terminated as provided herein. The caption space header titled "Term of Project" and all caption space headers above are by this reference incorporated herein into the AGREEMENT as if fully set forth in the AGREEMENT.

Section 4

State Review of Project

WSDOT shall review the project identified in this AGREEMENT as Exhibit I, "Project Scope, Schedule and Budget" and Attachment A, at least semiannually to determine whether the Project is making satisfactory progress. If WSDOT has awarded funds, but the CONTRACTOR does not report satisfactory activity within one (1) year of the initial grant award, WSDOT shall review the Project to determine whether the grant should be terminated as provided in Section 33, Termination.

Section 5

Project Costs and Minimum Match Requirement

The reimbursable costs of the Project shall not exceed the amount indicated for State Regional Mobility Grant Funds located within the caption space header titled "Project Costs." The CONTRACTOR agrees to expend eligible funds, together with other funds allocated for the Project, in an amount sufficient to complete the Project as detailed in Exhibit I, "Project Scope, Schedule and Budget" and Attachment A. The CONTRACTOR is required to provide a minimum match of funds for the Project as identified in the caption space header titled "Project Costs" in the amount indicated as "Minimum Matching Funds Required." Examples of eligible matching funds are listed in WSDOT's Regional Mobility Grants Program Guidebook, which can be found at <http://www.wsdot.wa.gov/Transit/Grants/regional-mobility-grants-program-guidebook.htm> and any amendments thereto, which by this reference is fully incorporated herein as if fully set out in this AGREEMENT. If at any time the CONTRACTOR becomes aware that the cost which it expects to incur in the performance of this AGREEMENT will exceed or be less than the amount identified as "Total Project Cost" in the caption space header titled "Project Costs," the CONTRACTOR shall notify WSDOT in writing within thirty (30) calendar days of making that determination.

Section 6

Inspection of the Project

The CONTRACTOR shall inspect the Project pursuant to this AGREEMENT as required during construction and upon Project completion. Upon receipt and acceptance of the Project, the CONTRACTOR agrees that it has fully inspected the Project and accepts it as being in good condition and repair, and that the CONTRACTOR is satisfied with the Project and that the Project complies with all regulations, rules, and laws.

Section 7
Use of Park and Ride Facilities

In order to be eligible to receive a Regional Mobility grant, a transit agency must establish a process for private transportation providers to apply for the use of park and ride facilities.

Section 8
Miscellaneous Charges and Conditions

The CONTRACTOR shall pay and be solely responsible for all storage charges, parking charges, late fees, and fines, as well as any fees and taxes, except applicable state sales or use tax, which may be imposed with respect to the Project by a duly constituted governmental authority as the result of the CONTRACTOR's use or intended use of the Project. All replacements, repairs, or substitutions of parts or Project Equipment shall be at the cost and expense of the CONTRACTOR.

Section 9
Payment

A. State funds shall be used to reimburse the CONTRACTOR for allowable expenses incurred in completing the Project described in Exhibit I, "Project Scope, Schedule and Budget" and Attachment A. Allowable Project expenses shall be determined by WSDOT as described in WSDOT's *Regional Mobility Grants Program Guidebook*, and any subsequent amendments thereto. In no event shall the total amount reimbursed by WSDOT hereunder exceed the "State Regional Mobility Grant Funds" identified in the caption space header titled "Project Costs."

B. Payment will be made by WSDOT on a reimbursable basis for actual net Project costs incurred within the timeframe in the caption space titled "Term of Project" less any pre-payment discounts, rebates, late penalties and/or refunds. Such costs to be reimbursed shall be calculated as described in WSDOT's *Regional Mobility Grants Program Guidebook*, and any subsequent amendments thereto. The CONTRACTOR may submit to WSDOT requests for partial payment for eligible costs incurred no more than once per month and the CONTRACTOR shall submit to WSDOT an invoice or financial summary of the activity of the Project at least quarterly. Payment is subject to the submission to and approval by WSDOT of appropriate invoices, reports, and financial summaries.

C. The CONTRACTOR shall submit an invoice by the 15th of July of every state fiscal year (July 1 through June 30) of the Term of Project. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. The CONTRACTOR's final payment request must be received by WSDOT by July 15 immediately following the final fiscal year of the Term of Project, within thirty (30) days of the completion of the Project, or within thirty (30) days of the termination of this AGREEMENT, whichever is sooner. Any payment request received after the 15th day after the end of the grant period will not be eligible for reimbursement.

Section 10
Assignments, Subcontracts, and Leases

A. Unless otherwise authorized in advance in writing by WSDOT, the CONTRACTOR shall not assign any completed Project facilities and/or infrastructure under this AGREEMENT, or execute any contract, amendment, or change order thereto pertaining to the Project or obligate itself in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT or lease or lend the Project or any part thereof to be used by anyone not under the CONTRACTOR's direct supervision.

B. The CONTRACTOR agrees to include Sections 11 through 25 of this AGREEMENT in each subcontract and in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT. The PARTIES further agree that those clauses shall not be modified, except to identify the subcontractor or other person or entity that will be subject to its provisions. In addition, the following provision shall be included in an advertisement or invitation to bid for any procurement by the CONTRACTOR under this AGREEMENT:

Statement of Financial Assistance:

"This AGREEMENT is subject to the appropriations of the State of Washington."

Section 11

Reports and Project Use

A. The CONTRACTOR agrees that the Project shall be used for the provision of transportation services within the area indicated in Exhibit I Attachment A, for the term of the Project's plus four years after the project is complete, as set forth in WSDOT's *Regional Mobility Grants Program Guidebook*, and any subsequent amendments thereto. The CONTRACTOR further agrees that it will not use or permit the use of the Project in a negligent manner or in violation of any law, or so as to avoid any insurance covering the same, or permit the Project to become subject to any lien, charge, or encumbrance. Should the CONTRACTOR unreasonably delay or fail to use the Project during the project term and reporting period, the CONTRACTOR agrees that it may be required to refund up to the entire amount of the "State Regional Mobility Grants Funds" expended on the Project. The CONTRACTOR shall immediately notify WSDOT when any Project facilities and/or infrastructure is withdrawn from Project use or when the Project or any part thereof is used in a manner substantially different from that identified in Exhibit I, "Project Scope, Schedule and Budget" and Attachment A. If the Project is permanently removed from transportation services, the CONTRACTOR agrees to immediately notify WSDOT of its intentions regarding the disposal of the Project or any part of the Project thereof.

B. **Reports.** The CONTRACTOR shall submit quarterly reports to WSDOT for the Term of Project, regarding the progress of the Project and annual performance reports for four calendar years after the project is operationally complete, as prescribed in WSDOT's *Regional Mobility Grants Program Guidebook*, and any subsequent amendments thereto or as WSDOT may require, including, but not limited to, interim and annual reports. The CONTRACTOR shall keep satisfactory written records with regard to the use of Project and shall submit the following reports to, and in a form and at such times prescribed by WSDOT as set forth in WSDOT's *Regional Mobility Grants Program Guidebook*, 2015 version, and any subsequent amendments thereto:

1. An approved Performance Measurement Plan must be on file with WSDOT before submitting the first reimbursement request.
2. An Annual Performance Report that includes a summary of overall project performance and supporting data.
3. Reports describing the current usage of the Project and other data which WSDOT may request from the CONTRACTOR by memos, e-mails or telephone requests.
4. In the event any portion of the Project sustains disabling damage, the CONTRACTOR shall notify WSDOT immediately after the occasion of the damage, including the circumstances thereof.
5. The CONTRACTOR shall collect and submit to WSDOT, at such time as WSDOT may require, such financial statements, data, records, contracts, and other documents related to the Project as may be deemed necessary by WSDOT.

C. **Remedies for Misuse or Noncompliance.** The CONTRACTOR shall not use the Project or any part thereof in a manner different from that described in Exhibit I, Project Scope, Schedule and Budget, and Attachment A, as set forth in Section 2 of the AGREEMENT. If WSDOT determines that the Project has been used in a manner different from Exhibit I, Project Scope, Schedule and Budget, and Attachment A, WSDOT may direct the CONTRACTOR to repay WSDOT the State funded share of the "Project Costs." WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to comply with any provision of this AGREEMENT.

Section 12

Maintenance of the Project

The CONTRACTOR shall make all necessary repairs and reasonably maintain the Project to assure it remains in good and operational condition until the end of its useful life. The useful life of the constructed project is determined by WSDOT, indicated in the "Financial Plan Table" of the 2015-2017 Regional Mobility Grant Application that is based upon Architectural/Engineering (A&E) estimates, materials used and industry standards for the type of structure built. All service, materials, and repairs in connection with the use and operation of the Project during its useful life shall be at the CONTRACTOR's expense. CONTRACTORS who are transit agencies must also have a Transit Asset Management Plan certified by WSDOT that details the transit agency's plan to maintain the Project. All other CONTRACTORS must submit a written Maintenance Plan to WSDOT for approval prior to the occupation and/or operations of the Project. The CONTRACTOR agrees, at a minimum, to maintain the Project and service or replace parts at intervals recommended in the manuals and/or instructions provided by the subcontractors and/or component manufacturers, or sooner if needed. The CONTRACTOR shall have the Project routinely inspected and make arrangements for any appropriate service and repair under the manufacturer's warranty. WSDOT shall not be liable for repairs. The CONTRACTOR shall retain records of all maintenance and parts replacement performed on the Project in accordance with Section 22, Audits, Inspection, and Retention of Records. The CONTRACTOR shall provide copies of such records to WSDOT, upon request.

Section 13

General Compliance Assurance

The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's *Regional Mobility Grants Program Guidebook* and any amendments thereto. The CONTRACTOR agrees that, WSDOT and/or any authorized WSDOT representative, shall have not only the right to monitor the compliance of the CONTRACTOR with respect to the provisions of this AGREEMENT, but also have the right to seek judicial enforcement with regard to any matter arising under this AGREEMENT. It is understood by the CONTRACTOR that this assurance obligates the CONTRACTOR and any transferee of the CONTRACTOR, or said transferee's successor(s), for the term of this AGREEMENT."

Section 14

Compliance with State Design Standards

The CONTRACTOR agrees the Project design must comply with all Washington State Standard Specifications for Road, Bridge, and Municipal Construction (www.wsdot.wa.gov/Publications/Manuals/M41-10.htm), and any revisions thereto. Projects that wish to use design standards that differ from state standards must submit a request to WSDOT's Public Transportation Division and obtain documented approval before design work commences.

Section 15

No Obligation by the State Government

No contract between the CONTRACTOR and its subcontractors shall create any obligation or liability of WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof and the CONTRACTOR hereby agrees to include this provision in all contracts it enters into for the design, acquisition, and construction of facilities and/or infrastructure related to the Project, or the performance of any work to be accomplished under this AGREEMENT.

Section 16

Ethics

A. Relationships with Employees and Officers of WSDOT. The CONTRACTOR shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall the CONTRACTOR rent or purchase any Project equipment and materials from any employee or officer of WSDOT.

B. . Employment of Former WSDOT Employees. The CONTRACTOR hereby warrants that it shall not engage on a full, part-time, or other basis during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without written consent of WSDOT.

Section 17

Compliance with Laws and Regulations

The CONTRACTOR agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The CONTRACTOR will adhere to all of the nondiscrimination provisions in Chapter 49.60 RCW.

Section 18

State and Local Law

Except when a federal statute or regulation pre-empts state or, local law, no provision of this AGREEMENT shall require the CONTRACTOR to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. Thus if any provision or compliance with any provision of this AGREEMENT violates state, or local law, or would require the CONTRACTOR to violate state or local law, the CONTRACTOR agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the CONTRACTOR agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the Project.

Section 19

Labor Provisions

Overtime Requirements. No CONTRACTOR or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all

hours worked in excess of forty (40) hours in such workweek. CONTRACTOR will comply with Title 49 RCW, Labor Regulations.

Section 20

Environmental Protections and Archeological Preservation

The CONTRACTOR agrees to comply with all applicable requirements of chapter 43.21C RCW "State Environmental Policy Act" (SEPA). The CONTRACTOR also agrees to comply with all applicable requirements of Executive Order 05-05, Archeological and Cultural Resources, for all capital construction projects or land acquisitions for the purpose of a capital construction project, not undergoing Section 106 review under the National Historic Preservation Act of 1966 (Section 106).

Section 21

Accounting Records

A. Project Accounts. The CONTRACTOR agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The CONTRACTOR agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project.

B. Documentation of Project Costs and Program Income. The CONTRACTOR agrees to support all allowable costs charged to the Project, including any approved services contributed by the CONTRACTOR or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The CONTRACTOR also agrees to maintain accurate records of all program income derived from implementing the Project.

Section 22

Audits, Inspection, and Retention of Records

A. Submission of Proceedings, Contracts, Agreements, and Other Documents. During the term of the Project and for six (6) years thereafter, the CONTRACTOR agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project as WSDOT may require. Project closeout does not alter these recording and record-keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six (6) year period then the CONTRACTOR's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

B. General Audit Requirements. The CONTRACTOR agrees to obtain any other audits required by WSDOT at CONTRACTOR's expense. Project closeout will not alter the CONTRACTOR's audit responsibilities.

C. Inspection. The CONTRACTOR agrees to permit WSDOT, and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, maintenance records, and other data, and to audit the books, records, and accounts of the CONTRACTOR and its contractors pertaining to the Project. The CONTRACTOR agrees to require each third party contractor to permit WSDOT, the State Auditor, or their duly authorized representatives, to inspect all work, materials, payrolls, maintenance records, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project.

Section 23

Permitting

The CONTRACTOR agrees to be solely responsible for all required Federal, State and/or local permitting as related to the Project.

Section 24

Loss or Damage to the Project

A. The CONTRACTOR, at its own expense, shall cover any loss, damage, or destruction of the Project's facilities, associated equipment and/or infrastructure using either of the following methods:

1. The CONTRACTOR shall maintain property insurance for facilities, associated equipment and/or infrastructure adequate to cover the value of the Project; the CONTRACTOR shall supply a copy of the Certificate of Insurance specifying such coverage to WSDOT with the first request for reimbursement, and supply proof of renewal annually thereafter; or

2. The CONTRACTOR shall certify that it has self-insurance and provide a written certificate of self-insurance to WSDOT with the first request for reimbursement, and annually thereafter. The CONTRACTOR will cover from its own resources the costs of repairing or replacing any Project facilities, associated equipment and/or infrastructure, if it is stolen, damaged, or destroyed in any manner.

B. If the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the CONTRACTOR. The CONTRACTOR shall, within thirty (30) days, either: 1. Devote all of the insurance proceeds received to repair the Project and place it back in service, and the CONTRACTOR shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or

2. In the event the CONTRACTOR certified to self- insurance, devote all funds necessary to repair the Project and place it back into service.

C. If the Project is a total loss, either by theft or damage, the insurance proceeds or equivalent shall be paid directly to the CONTRACTOR and within fifteen (15) days the CONTRACTOR shall pay WSDOT its proportionate funded share of such proceeds received. The CONTRACTOR shall within sixty (60) days of loss, theft, or damage, notify WSDOT that it either:

1. Intends to replace the lost Project facilities, associated equipment and/or infrastructure; or
2. Does not intend to replace the lost Project facilities, associated equipment and/or infrastructure.

D. If the CONTRACTOR intends to replace the Project facilities, associated equipment and/or infrastructure then WSDOT will reimburse the CONTRACTOR upon receipt of an approved invoice, funds up to the amount WSDOT received in insurance proceeds.

E. Coverage, if obtained or provided by the CONTRACTOR in compliance with this section, shall not be deemed as having relieved the CONTRACTOR of any liability in excess of such coverage as required by the limitation of liability section of this AGREEMENT, or otherwise.

Section 25

Limitation of Liability

A. The CONTRACTOR shall indemnify and hold WSDOT, its agents, employees, and officers harmless from and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT arising out of, in connection with or incident to this AGREEMENT and/or the CONTRACTOR's performance or failure to perform any aspect of this AGREEMENT. This indemnity provision applies to all claims against WSDOT, its agents, employees and officers arising out of, in connection with or incident to the negligent acts omissions of the CONTRACTOR, its agents, employees and officers. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify and hold harmless or defend the WSDOT, its agents, employees or officers to the extent that claims are caused by the negligent acts or omissions of the WSDOT, its agents, employees or officers. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be employees of WSDOT.

C. The CONTRACTOR specifically assumes potential liability for actions brought by CONTRACTOR's employees and/or subcontractors and solely for the purposes of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the State Industrial Insurance Law, Title 51 Revised Code of Washington.

D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

Section 26

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters he or she is acting solely as an agent of WSDOT.

Section 27
WSDOT Advice

The CONTRACTOR bears complete responsibility for the administration and success of the Project as it is defined by this AGREEMENT and any amendments thereto. If the CONTRACTOR solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the CONTRACTOR for the correct administration and success of the Project, and WSDOT shall not be held liable for offering advice to the CONTRACTOR.

Section 28
Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 29
Lack of Waiver

In no event shall any WSDOT payment of funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default

Section 30
Changed Conditions Affecting Performance

The CONTRACTOR hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 31
Agreement Modifications

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such amendments shall not be binding or valid unless signed by the persons authorized to bind each of the PARTIES.

Section 32
Disputes

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division's Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of CONTRACTOR'S receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

B. **Performance During Dispute.** Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies.** All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by the WSDOT or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

Section 33 Termination

A. Termination for Convenience. WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
3. The CONTRACTOR is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
4. The CONTRACTOR is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The State Government or WSDOT determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project.
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

B. Termination for Default. WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Failure to perform the Project or any part thereof including, but not limited to:
 - a) Failure to build the Project according to the design specifications and all building code required standards;
 - b) Failure to remedy all defects in the performance of the Project and correct all faulty workmanship by the CONTRACTOR or its subcontractors in a timely manner;
 - c) Failure to take any action which could affect the ability of the Project to perform its designated function or takes any action which could shorten its useful life for Project use or otherwise; or
 - d) Failure to make reasonable and appropriate use of the Project real property, facilities, equipment and/or infrastructure.
4. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
5. Fails to perform in the manner called for in this AGREEMENT, or fails, to comply with or, is in violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default hereunder. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or b) treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice

of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

D. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

Section 34

Venue and Process

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

Section 35

Subrogation

A. **Prior to Subrogation.** WSDOT may require the CONTRACTOR to take such action as may be necessary or appropriate to preserve the CONTRACTOR's right to recover damages from any person or organization alleged to be legally responsible for injury to the Project or other property in which WSDOT has a financial interest.

B. **Subrogation.** WSDOT may require the CONTRACTOR to assign to WSDOT all right of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the CONTRACTOR shall execute, deliver, and do whatever else necessary to secure WSDOT's rights. The CONTRACTOR shall do nothing after any loss to prejudice the rights of WSDOT.

C. **Duties of the Contractor.** If WSDOT has exercised its right of subrogation, the CONTRACTOR shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT due to damage to the Project. The CONTRACTOR shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

Section 36

Severability

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 37

Counterparts

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONTRACTOR does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements and their supporting materials contained and/or mentioned herein, and does hereby accept WSDOT's grant and agrees to all of the terms and conditions thereof.

Section 38

Complete Agreement

This document contains all covenants, stipulations, and provisions agreed upon by WSDOT. No agent or representative of WSDOT has authority to make, and WSDOT shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

Section 39

Execution

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

Section 40

Binding Agreement

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and/or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year last written below.

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation Division

By: _____
Authorized Representative

Title: _____

Print Name: _____

Print Title _____

Date: _____

Date: _____

APPROVED AS TO FORM

By: Susan Cruise
Assistant Attorney General

Date: November 16, 2015

EXHIBIT I

PROJECT SCOPE, SCHEDULE AND BUDGET

Project A


Scope of Work: To provide capital funding assistance to construct a 100-stall park and ride lot at the intersection of SR 20 and Four Corners Road in Jefferson County. The facility will include electric vehicle charging stations, a bathroom, and bicycle storage.

Funds	Total Funds Awarded
2015-2017 RMG Funds	\$1,040,000
2017-2019 RMG Funds	\$ 0
Contractor's Funds (Minimum 20%)	\$ 260,000
Total Project Funds	\$1,300,000

See Attachment A, Regional Mobility Grant Project Application – Location and Description of Work for additional details.

Attachment A
to Exhibit I
Project Application
Location and Description of Work

Project Summary

Lead Agency Jefferson Transit Authority					
Project Title SR 20/Four Corners Road Park and Ride Facility					
Category		2 Yr.	4 Yr.	Grant request for 2015 - 2017	\$1,040,000
CN				Grant request for 2017 - 2019	
OP				Total grant request	\$1,040,000
EV				Federal Tax ID#	91-1124781
TDM				Legislative District(s)	24th Legislative
Mailing address 1615 W Sims Way Port Townsend, WA 98368				Address to receive payments (if different)	
Grant Administrator Cheryl Loran Phone no. 360/385-3020 x105 Email cloran@jeffersontransit.com				Billing Contact Sara Crouch Phone no. 360/385-3020 x 120 Email scrouch@jeffersontransit.com	
Summarize the proposed project Construction of a 100-stall Park and Ride at the intersection of SR 20 and Four Corners Road in Jefferson County. Facility will include electric vehicle charging stations, a bathroom, and facilities to store bicycles.					
Describe specific deliverables 100-Stall Park and Ride lot, Electric Vehicle Charging Stations (at least 2), Bathroom, bicycle storage					
WSDOT Approved Vehicle Trips Reduced (VT)			WSDOT Approved Vehicle Miles Traveled Reduced (VMT)		
VT In Year 1	15,600		VMT In Year 1	514,800	
VT In Year 4	41,600		VMT In Year 4	1,372,800	
This application must be certified by someone authorized to sign contracts on behalf of your organization, such as the board chairperson, or chief executive officer. The grant applications must be signed below to be considered for grant funding. I certify, to the best of my knowledge, that the information in this application is true and accurate and that this organization has the necessary fiscal, data collection, and managerial capability to implement and manage the project associated with this application.					
X <u><i>Sammie Rubert, General Manager</i></u> Name and Title of Signatory			Date <u>10/6/2014</u>		



Describe the problem this project is designed to solve in relation to both the local public transportation system and the broader regional transportation system. Include the location and the specific congested corridor or situation.

This project is for the final design and construction of a 100-stall Park and Ride. The project is located at State Route 20 and Four Corners Road in Jefferson County. This location is a key travel corridor for residents of Jefferson County. Jefferson County has two Park and Ride facilities and neither one currently includes an electric vehicle charging station. Reducing single occupancy vehicles and reducing road congestion are key components to Green House Gas Emission Reduction and this project will provide both benefits. The project is strategically placed for residents of Jefferson County who commute to Port Townsend, Seattle, and Clallam, Kitsap and Mason Counties.



Describe how the proposed grant project will address the above problem.

This project is for a 100-stall Park and Ride facility at Jefferson Transit Authority's new Administration and Maintenance Facility. The Jefferson Transit Administration and Maintenance Facility is currently under construction and is expected to be principally complete by March 2015. The Park and Ride project creates a more centralized park and ride facility that will accommodate residents of Jefferson County who commute to Port Townsend, Seattle, and Kitsap, Mason, and Clallam Counties. It will reduce the number of single occupant vehicles in Port Townsend and encourage the use of Transit for commuting and tourism. This project provides easy access to transit for bicycle riders and pedestrians by providing access to the Larry Scott Trail and to the future extension of the Olympic Discovery Trail through an agreement with Jefferson County to provide an easement for trail that fronts the property along Four-Corners Road. This project includes the construction of the trail along this easement. The construction of the trail will encourage multi-modal traffic with the Park and Ride as the base of transportation. The facility will also include electric vehicle charging stations.

This project is consistent with Governor Inslee's Executive Order 14-04 to reduce Green House Gas Emissions. The Vehicle Trip (VT) and Vehicle Miles Traveled (VMT) reduction are key to that executive order. This facility is projected to provide (after 4 years in service) a 41,600 VT reduction and a 1,372,800 VMT reduction.

Jefferson Transit is currently constructing an Administration and Maintenance Facility. The original plan included the construction of a Park and Ride adjacent to the site; however, sufficient funding was not available to construct the Park and Ride portion of the project. A conceptual design picture with the Park and Ride is attached, as is a picture of the Final Design without the Park and Ride.

The NEPA/SEPA process has been completed for the full project including the Park and Ride construction. This project received a categorical exclusion and the archaeological review has also been completed. Additionally, the conditional use permit has been issued by Jefferson County and includes the construction of the Park and Ride.

Finally, much of the infrastructure will already be in place for this project because the construction of the Administration and Maintenance Building included allowances for the future expansion of the Park and Ride.



1. Does the applicant currently have the funding necessary to complete the project, with the exception of these grant funds?

Yes ☒ No ☐

If no, give a detailed explanation of when full funding will be available.

2. Design % complete

0%

3. Environmental permits applied for?

Yes ☒ No ☐

- Permit issued?

Yes ☒ No ☐

4. Does this project require NEPA/SEPA?

NA ☐ Yes ☒ No ☐

- Documents submitted?

Yes ☒ No ☐

- Approval received?

Yes ☒ No ☐

- Is the project expected to receive a Categorical Exclusion (CE)

Yes ☒ No ☐

5. Executed Order 05-05, requires a review of all capital construction projects and land acquisitions. If your project requires excavation, then you must have a letter from the Department of Archeology and Historic Preservation (DAHP) stating your project will likely have no impact, or you must follow the requirements they put forth.

Does your project require excavation, or displacement of soil?

Yes ☒ No ☐

- If you answered yes, have you sent your project to DAHP for review?

NA ☐ Yes ☒ No ☐

6. Does your project require the purchase of right of way?

Yes ☐ No ☒

- If you answered yes, what percentage of the right of way have you acquired?

0%

7. Have you advertised for bids?

Yes ☐ No ☒



Readiness to Proceed

8. Vendor/contractor selected?

Yes ☐ No ☒

9. Construction % complete?

0%

10. Construction permits applied for?

Yes ☐ No ☒

- Permit issued?

Yes ☐ No ☒

11. MPO/RTPO Verification

Yes ☒ No ☐

- If yes, cite project identification number WA03018002
- Is the project in the applicants system or comprehensive plan?
- If yes, cite the document and page number _____
- Is the project in the comprehensive plans, or in the 6-year Transit Development Plan?

Yes ☐ No ☒

Yes ☒ No ☐

12. If the project will affect a transit agency, does your agency have written concurrence from the transit agency?

NA ☒ Yes ☐ No ☐

13. **Transit agency applicants only.** Does your agency have a process to allow a private bus company to use a park and ride lot you own or provide service to? **A process is required if you want to receive grant funds. WSDOT will not review, comment, or score the transit agencies process.**

NA ☐ Yes ☒ No ☐

14. For Operating projects (new or extended routes) is the planning process complete?

NA ☒ Yes ☐ No ☐

15. For Equipment procurement projects has the agency identified vehicle type, options, and available contracts to piggyback on?

NA ☒ Yes ☐ No ☐

Additional Information



Construction Projects

For 2-year projects, all of these milestones must occur before June 30, 2017.

For 4-year projects the following milestones must occur before June 30, 2017:

- Design 90% complete
- Complete environmental documentation
- Set contract ad date
- Set construction start date and project completion date

Construction Project Milestones (Critical path milestones are in Bold)	Past or planned completion dates (mm/yy)
Design 10% complete	09/15
Design 30% complete	10/15
Design 60% complete	11/15
Design 90% complete	12/15
Complete environmental documentation	07/12
Executive Order 05-05 compliance	04/12
Obtain required permits	05/16
Land acquired/right of way certification	12/06
Utilities	10/14
Ad date	01/16
Bid date	02/16
Award date	04/16
Construction start date	05/16
Construction 25% complete	06/16
Construction 50% complete	07/16
Construction 75% complete	08/16
Operationally complete	09/16
Performance Management Plan (PMP) approved by WSDOT	09/16
Fully complete	09/16
Site inspection visit by WSDOT	09/16

Equipment/Vehicle Project

For 2-year projects, all of these milestones must occur before June 30, 2017.

For 4-year projects the following milestones must occur before June 30, 2017:

- Development/approval of final specifications
- Place order
- Set delivery date

Equipment/Vehicle Purchase Milestones (Critical path milestones are in Bold)	Past or planned completion dates (mm/yy)
RFP of IFB publish date	
Contract award	
Set delivery date	
First vehicle accepted	
First vehicle service start date	
All vehicles accepted	
All new vehicles in service	
Service inspection visit by WSDOT	
Performance Management Plan (PMP) approved by WSDOT	

Operating Projects

For all operating projects the new service must start before October 1, 2016.

Operating Project Milestones (Critical path milestones are in Bold)	Past or planned completion dates (mm/yy)
Service plan completed	
Start date established	
Service start date	
Service inspection visit by WSDOT	
Performance Measuremetn Plan (PMP) approved by WSDOT	



Identified Bottleneck or Chokepoint Bottleneck or chokepoint number from map Bottleneck or Chokepoint location is not on map SR 20 and Four Corners Road in Jefferson County	Level of Service The current level of service through the corridor is: 4400 Units per day Comment: P&R will reduce congestion on Bottleneck #31
<p>Describe the congestion problems your proposal addresses. The explanation should relate the project to both the public transportation system and the broader regional transportation system and should clearly demonstrate the connection between the problem and your proposal.</p> <p>This project is located on a key transportation corridor in Jefferson County. This project provides commuters and travelers through Jefferson County with a Park and Ride that includes electric vehicle charging stations, bicycle parking and transporting options. It also provides pedestrian access to the Larry Scott Trail and eventually the extension of the Olympic Discovery Trail. It will encourage commuters to use Jefferson Transit to provide transportation to urban centers outside of Jefferson County that will reduce SOV trips and reduce congestion in those areas.</p> <p>The location of this Park and Ride (located approximately 5-miles outside of Port Townsend) will encourage visitors to Port Townsend to park their SOV and ride Jefferson Transit into Port Townsend, reducing the congestion along the "Identified Bottleneck or Chokepoint" number 31 on SR20.</p>	



Describe the system integration problems your proposal addresses. For example, indicate how your proposal:

- improves multimodal connections and service
- establishes or improves connections between counties or urban centers
- exemplifies coordination among jurisdictions and/or
- improves the use of demand management strategies to leverage existing services and programs, including Growth and Transportation Efficiency Center programs
- Limit your response to two pages

This project improves multi-modal connections and service because it promotes the use of the Park and Ride as a transportation base for the Larry Scott Trail and eventually the extension of the Olympic Discovery Trail. It encourages ride share and carpool through the use of the Park and Ride surface lot.

The strategic location of this facility (located approximately 5-miles outside of Port Townsend) will encourage visitors to Port Townsend and other urban areas to park their SOV and ride Jefferson Transit into Port Townsend, reducing the congestion along SR20 in an identified bottleneck area (#31) and in the downtown corridor. Additionally, the location allows Jefferson Transit to more efficiently serve the commuter routes to Poulsbo, Sequim, and Brinnon by eliminating the need for buses to travel into Port Townsend to pick up passengers for our commuter routes at our established Park and Ride at Haines Place.

Jefferson Transit is the hub that connects people to their jobs and vital community services on the Olympic Peninsula and beyond. We provide connections to Mason County, Kitsap County (and through that connection the Seattle Urban Area), Clallam County, and Grays Harbor County with our Olympic Connection in Forks. We also connect with the Washington State Ferries directly in Port Townsend and through connections with Kitsap Transit in Poulsbo. This new Park and Ride will make those connections more efficient.



Financial Plan Table

Project Activity	Funding Sources and Amounts						Useful Life
	Total Project Funds	Regional Mobility Grant Funds	Other State Funds	Local Funds	Federal Funds	Other Funds	
Overhead, salaries, benefits	\$0						
PE/Design	\$300,000	240000	0	60000			
Park and Ride Surface Lot	\$1,000,000	800000	0	200000	0		25
Park and ride Parking Structure	\$0						50
Transit Center	\$0						25
Transit Only, HOV, and BAT Lanes	\$0						20
Bus Bulbs and Sidewalks	\$0						20
Pedestrian/Bicycle Trail Connections	\$0						25
Bus Shelters	\$0						15
Transit Signal Priority	\$0						15
Security Systems	\$0						10
Passenger/Bicycle Amenities	\$0						7
Transportation Demand Management	\$0						1.5 X length of grant
New Bus Route, Extending, Increased Frequency	\$0						Length of grant
Promotion Outreach/Advertising	\$0						1.5 X length of grant
Street/Train Car Rolling Stock	\$0						30
Fixed Guidway	\$0						30
Cutaway Bus Van Chassis	\$0						5
Cutaway Bus Truck Chassis	\$0						7
Rolling Stock Buses	\$0						12
Land Acquisition Purchase	\$0						
Land Acquisition Lease	\$0						
Other							
1	\$0						
2	\$0						
3	\$0						
Total Project Cost	\$1,300,000	\$1,040,001	\$0	\$260,000	\$0	\$0	
% of RMG Contribution to Overall Project Cost not exceed 80%		80%					

Comments, or provide an explanation why your project doesn't fit into any of the above categories.



**Greenhouse Gas Emission
Reduction Policy Statement**

1. Has your agency adopted policies to reduce Greenhouse Gas Emissions?

Yes ☒

No ☐

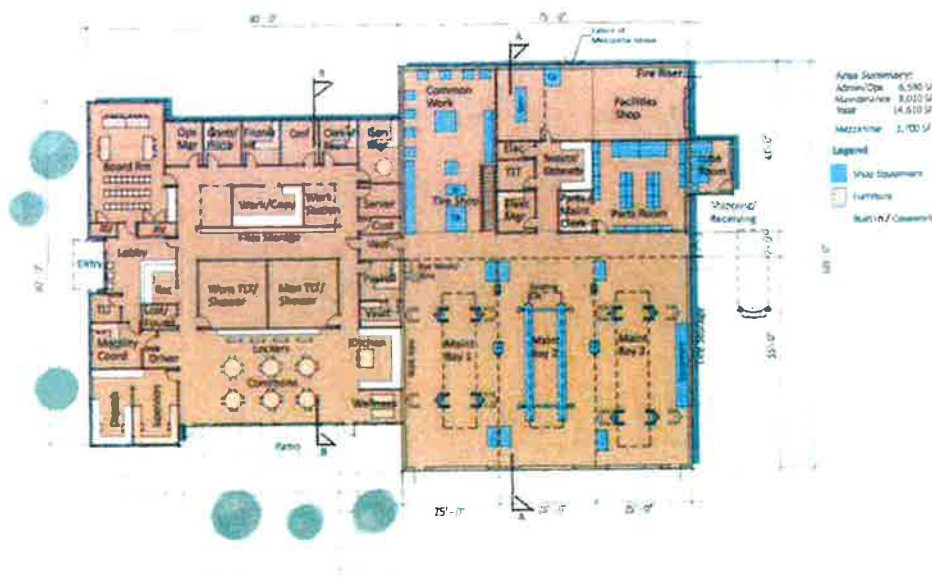
2. Please describe specific goals and objectives of your agency's Greenhouse Gas Emission Reduction Policy, and describe what components it includes, and how it is implemented.

JTA's GHG Reduction Emission Policy includes these areas: Public Buildings & Employee Policy—All new buildings should consider cost effective energy efficient design, encourage energy conservation by employees, conduct energy audits of existing facilities to employ conservation measures; Energy Source & Use—reduce pollutants through cleaner fuels and provide service that encourages alternatives to driving alone; Fleet & Vehicles—evaluate energy-sensitive fleet mgmt program; Equipment Oriented— manage lighting needs for min cost and energy use; Waste Reduction & Use Oriented—promote recycle for solid wastes, purchase recycled goods, when allowed consider use of building const materials made from recycled materials; Land Use Oriented—review Transp. Plans for enhancement of regional plans consistent with state guidance on reduction of GHG emissions; Global – reduce rate of energy consumption through conservation and alternative energy forms, protect and enhance the environment when providing service, give priority to transp projects that contribute to VMT reductions while maintaining economic vitality; Public Education—promote recycling pgms, etc

3. RCW 70.235.070 requires project “consistency” with the state Greenhouse Gas emission limits, and Vehicle Mile Traveled reduction benchmarks found in RCW 47.01.440. Please describe how your proposed project is consistent with RCW 70.235.070.

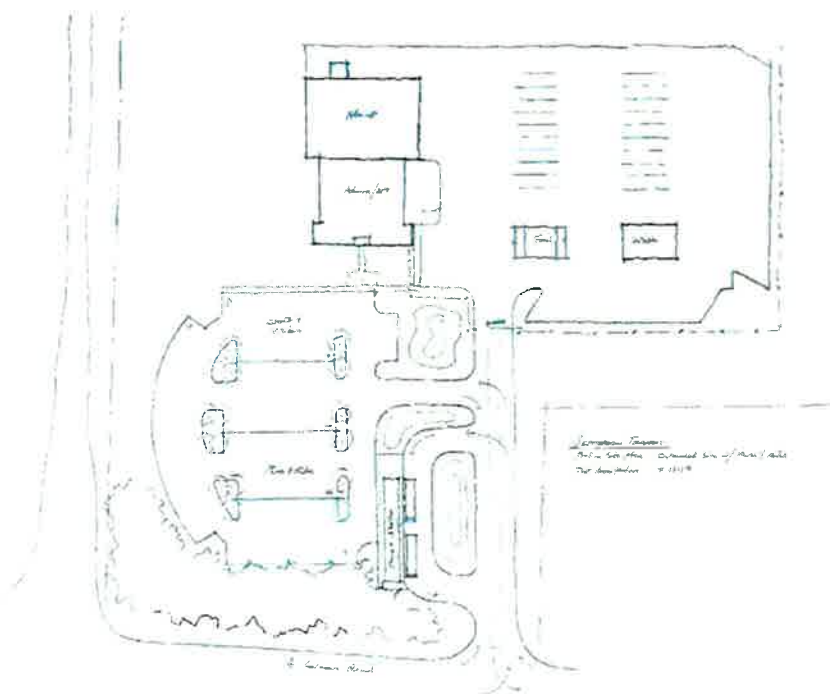
Jefferson County is classified as a rural county (14 people per square foot) under the definition per RCW 43.160.020; therefore, the project location needs to maximize the reduction of VMTs. This project is expected to reduce Annual Vehicle Miles Traveled (VMT) in Year 1 by 514,800 miles, and by year 4 the VMT reduction should be 1,372,800. This project location is along a key transportation corridor in Jefferson County, SR 20 and Four-Corners Road. It is adjacent to the Jefferson County International Airport as well as the Larry Scott Trail and future extension of the Olympic Discovery Trail.

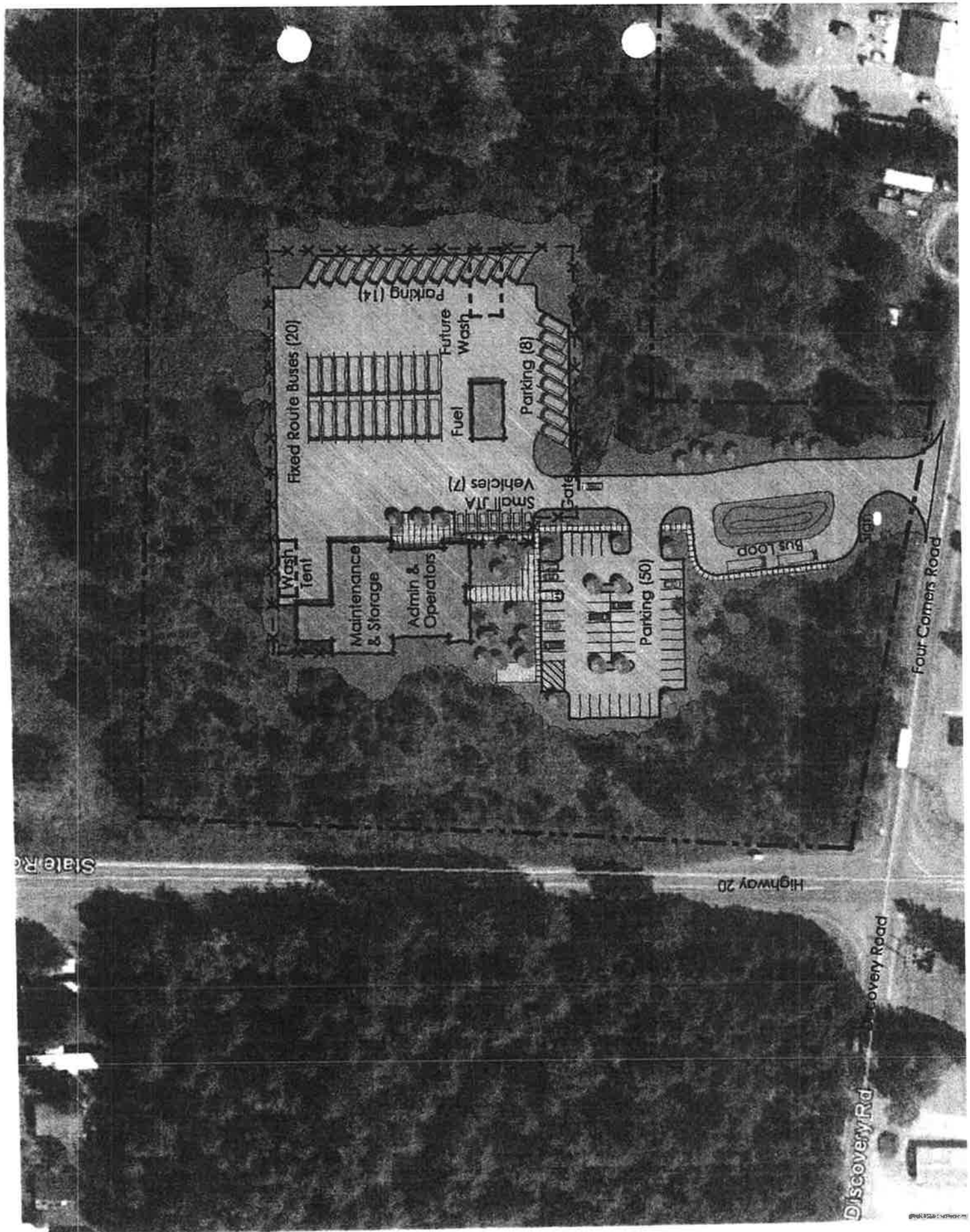
CONCEPTUAL DRAWINGS



Jefferson Transit Authority | Conceptual Floor Plan
 MON 11/1/2012

→ TCF Architecture





Jefferson Transit Authority – Final Drawing Adm/Mntce Bldg WITHOUT Park and Ride

**Jefferson Transit Authority
2015-2017 Regional Mobility Grant Application**

FTA NEPA Confirmation Letter

Executive Order 05-05 Confirmation Letter



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION X
Alaska, Idaho, Oregon,
Washington

915 Second Avenue
Federal Bldg. Suite 3142
Seattle, WA 98174-1002
206-220-7954
206-220-7959 (fax)

July 9, 2012

Tammi Rubert
General Manager
Jefferson Transit
1615 West Sims Way
Port Townsend, WA 98368

RE: Jefferson Transit - Transit Facility Project (FTA Env't Log #785; Grant # WA-03-0180)
Four Corners Road & SR 20, Jefferson County, Washington
NEPA Reevaluation Confirmation

Dear Ms. Rubert:

The Federal Transit Administration (FTA) has received the Jefferson Transit *Environmental Reevaluation Consultation Worksheet* dated May 17, 2012 and supplemental information (December 11, 2006 Jefferson Transit New Facilities Planning Supplemental Report, December 22, 2011 Cultural Resources Assessment, and updated 2006 conceptual site plan) regarding the Transit Facility project.

Based on this information FTA understands that Jefferson Transit proposes to use FTA funds to construct an administration, operations, maintenance, and park and ride facility. The proposed facility would be located on a currently undeveloped ten acre property at the corner of Four Corners Road and State Route 20 in Jefferson County, Washington. Improvements to the site would include construction of an approximately 12,100 square foot maintenance facility with four bays, an approximately 7,100 square foot administration and operations building, a fueling area, an approximately 3,300 square foot vehicle wash facility, a fifty stall park and ride lot, a 36 stall parking area for coaches, a 19 stall parking area for vans, driveway access to Four Corners Road and State Route 20, and a bus transfer area which would include a loop for buses and passenger amenities. Other improvements to the site would include installation of utilities, a stormwater management system, landscaping, irrigation, and paving of the site.

Based on the information provided, FTA concurs that this project still qualifies as a categorical exclusion as described in the Department of Transportation's Final Rule concerning Environmental Impact and Related Procedures, 23 CFR Section 771.117(d)(8).

As a condition of this confirmation, Jefferson Transit must complete the following mitigation measures:

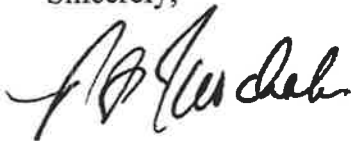
- 1. Retain the perimeter trees around the proposed site and construct the site lighting systems so that light is directed toward the site;**
- 2. Ensure full detention of stormwater for all new and disturbed impervious surfaces; and**
- 3. Adopt and implement the enclosed Jefferson Transit New Facility Project Inadvertent Discovery Plan for all construction activities involving ground disturbance.**

This categorical exclusion under 23 CFR Section 771.117(d)(8) applies only to the project as described in the above-referenced letter and supporting materials. Any changes to the proposed action from that described in the letter that would result in a significant environmental impact or the disclosure of any new information or circumstances relevant to environmental concerns and bearings on the proposed action or its impacts which would result in significant environmental impacts not disclosed in the provided documentation will require re-evaluation of this project's categorical exclusion.

This confirmation of categorical exclusion does not provide FTA commitment that future Federal funds will be approved for this project. Any costs incurred under FTA pre-award authority must meet all Federal requirements prior to those costs being incurred in order to retain eligibility of those costs for future FTA grant assistance.

Please contact Erin Green at erin.green@dot.gov or (206)220-7963 if you have any questions.

Sincerely,



R.F. Krochalis
Regional Administrator

Encl: Jefferson Transit New Facility Project Inadvertent Discovery Plan

cc: Leigh Kennel, Jefferson Transit
Natalie Patten, Jefferson Transit



STATE OF WASHINGTON

DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

1063 S. Capitol Way, Suite 106 • Olympia, Washington 98501
Mailing address: PO Box 48343 • Olympia, Washington 98504-8343
(360) 586-3065 • Fax Number (360) 586-3067 • Website: www.dahp.wa.gov

April 24, 2012

Ms. Linda Gehrke
Federal Transit Administration
915 Second Avenue, Suite 3142
Seattle, WA 98174-1002

In future correspondence please refer to:

Log: 031810-19-FTA

Property: Jefferson Transit Authority, Transit Facility at SR 20 and Four Corners Road

Re: Archaeology - No Historic Properties

Dear Ms. Gehrke:

Thank you for contacting our office and providing a copy of the cultural resources survey report completed by AMEC. We concur with their professional recommendation that the two properties (the Bircher and Cameron Residences) are not eligible for listing in the National Register of Historic Places (NRHP) and your determination of no historic properties affected for the project.

We would appreciate receiving any correspondence or comments from concerned tribes or other parties that you receive as you consult under the requirements of 36CFR800.4(a)(4).

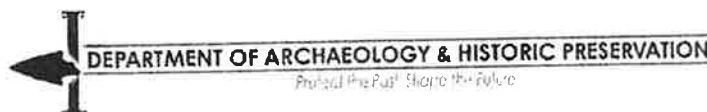
These comments are based on the information available at the time of this review and on the behalf of the State Historic Preservation Officer in conformance with Section 106 of the National Historic Preservation Act and its implementing regulations 36CFR800.

Should additional information become available, our assessment may be revised. In the event that archaeological or historic materials are discovered during project activities, work in the immediate vicinity must stop, the area secured, and this office and the concerned tribes notified.

Thank you for the opportunity to review and comment. If you have any questions, please contact me.

Sincerely,

Matthew Sterner, M.A.
Transportation Archaeologist
(360) 586-3082
matthew.sterner@dahp.wa.gov



APR 26 2012 PM 3:23

**Jefferson Transit Authority
2015-2017 Regional Mobility Grant Application**

PRTPO Confirmation Letter

Peninsula Regional Transportation Planning Organization

Member Agencies

Counties

Clallam
Jefferson
Kitsap
Mason

Cities

Bainbridge Island
Bremerton
Forks
Port Angeles
Port Orchard
Port Townsend
Poulsbo
Sequim
Shelton

Transit Agencies

Clallam Transit
Jefferson Transit
Kitsap Transit
Mason Transit

Tribal Nations

Hoh
Jamestown S'Klallam
Lower Elwha Klallam
Makah
Port Gamble S'Klallam
Quileute
Quinalt
Skokomish
Squaxin Island
Suquamish

Port Districts

Port of Bremerton
Port of Port Angeles
Port of Port Townsend
Port of Shelton

Lead Planning Agency

Washington State
Department of
Transportation,
Olympic Region

PO Box 47440
Olympia, WA
98504-7440
(360) 357-2727

September 18, 2014

Mr. Don Chartock
Customer Engagement & Operations Manager
Public Transportation Division
WSDOT
P. O. Box 47387
Olympia, WA 98504-7387

Dear Mr. Chartock,

The Peninsula Regional Transportation Planning Organization (RTPO) is pleased to support Jefferson Transit Authority's Consolidated Grants project application to finish design and construction of their 100-stall Park and Ride lot located at their Maintenance and Administration Facility off of Four Corners Road in Port Townsend.

Jefferson Transit's Maintenance & Administration facility including the 100-stall Park and Ride is featured on the Peninsula RTPO's TOP Projects list. This letter provides our endorsement and acknowledges that this project is consistent with the Peninsula RTPO's Regional Transportation Plan and the local transportation plans and policies.

Thank you for your time and consideration of this project.

Sincerely,



David W. Sullivan
Jefferson County Commissioner and Chair
Peninsula Regional Transportation Planning Organization

**Jefferson Transit Authority
2015-2017 Regional Mobility Grant Application**

Letters of Support



David King
Mayor
250 Madison, Suite 2
Port Townsend, WA 98368
360-379-5047 Fax 360-385-4290
dking@cityofpt.us

September 17, 2014

Tammi Rubert, General Manager
Jefferson Transit
1615 W. Sims Way
Port Townsend, WA 98368

Re: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project

Dear Tammi:

The City of Port Townsend is pleased to support the Jefferson Transit Park and Ride Construction Project at 4-Corners Road and S.R. 20. This Park and Ride project will provide a centralized parking area for our county resident commuters; it will reduce traffic and congestion in Port Townsend; and with its proximity to the Larry Scott Trail, leverage the City's and Jefferson County's investment in non-motorized transportation for all residents. For many of the people in our area Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,

A handwritten signature in blue ink that reads "David King".

David King
Mayor



Rick Sepler, AICP
Public Services Director
250 Madison St., Suite 3
Port Townsend, WA 98368
360-379-5095 Fax 360-344-4619

September 22, 2014

Tammi Rubert, General Manager
Jefferson Transit
1615 W. Sims Way
Port Townsend, WA 98368

Re: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project

Dear Tammi:

The City of Port Townsend is pleased to support the Jefferson Transit Park and Ride Construction Project at 4-Corners Road and S.R. 20. This Park and Ride project will provide a centralized parking area for county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in our area Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life. Reducing vehicle miles traveled is key to reaching our locally adopted goal to reduce local GHG emissions to 80% of 1990 levels by the year 2050.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard Sepler", is written over a light blue circular stamp.

Richard Sepler, AICP
Public Services Director



TONY S. HERNANDEZ

JEFFERSON COUNTY SHERIFF

79 Elkins Road • Port Hadlock, Washington 98339 • (360) 385-3831

Tammi Rubert, General Manager
Jefferson Transit Authority
1615 W. Sims Way
Port Townsend, WA 98368

September 18, 2014

Subject: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride
Construction Project

Dear Tammi:

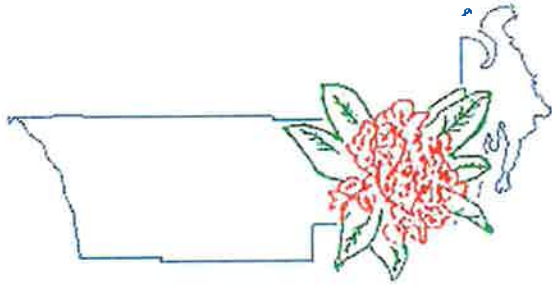
Jefferson County Sheriff's Office is pleased to support the Jefferson Transit Park and Ride Construction Project at 4-Corners Road and S.R. 20. This Park and Ride project will provide a centralized parking area for our county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in our area, Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Jefferson Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Very truly yours,

Joe Nole
JEFFERSON COUNTY SHERIFF





Jefferson County Department of Public Works

623 Sheridan St.
Port Townsend, WA 98368
(360) 385-9160

Monte Reinders, P.E.
Public Works Director/County Engineer

September 18, 2014

Tammi Rubert
General Manager
Jefferson Transit
1615 W. Sims Way
Port Townsend, WA 98368

RE: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project

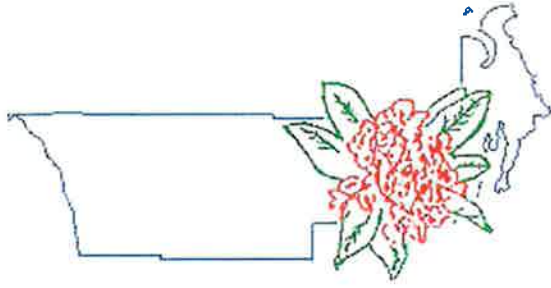
Dear Tammi:

Jefferson County is pleased to support the Jefferson Transit Park and Ride Construction Project at Four Corners Road and SR 20. This Park and Ride project will provide a centralized parking area for our county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in our area Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,

Monte Reinders, P.E.
Public Works Director/County Engineer



Jefferson County Department of Public Works

623 Sheridan St.
Port Townsend, WA 98368
(360) 385-9160

*Monte Reinders, P.E.
Public Works Director/County Engineer*

September 19, 2014

Tammi Rubert
General Manager
Jefferson Transit
1615 W. Sims Way
Port Townsend, WA 98368

**RE: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project**

Dear Tammi:

Jefferson County is pleased to support the Jefferson Transit Park and Ride Construction Project at Four Corners Road and SR 20. This Park and Ride project will provide a centralized parking area for our county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in our area Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,

Zoe Ann Lamp, AICP
Transportation Planner

Jefferson County
Chamber
of **Commerce**
Serving Port Townsend, Tri Area & Port Ludlow

September 17, 2014

Tammi Rubert, General Manager
Jefferson Transit
1615 W. Sims Way
Port Townsend, WA 98368

Re: Washington State Department of Transportation
2015-17 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project

Dear Tammi,

Jefferson County Chamber of Commerce is pleased to support the Jefferson Transit Park and Ride Construction Project at 4-Corners Road and S.R. 20. This Park and Ride project will provide a centralized parking area for our county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in our area Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on our community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,



Teresa Verraes
Executive Director
Jefferson County Chamber of Commerce



Clallam Transit System

830 W. Lauridsen Blvd.
Port Angeles, WA 98363
www.clallamtransit.com

(360) 452-1315
1-800-858-3747
FAX (360) 452-1316

September 24, 2014

Tammi Rubert, General Manager
Jefferson Transit Authority
1615 West Sims Way
Port Townsend, WA 98368

RE: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park and Ride Construction Project

Dear Tammi,

Clallam Transit System is pleased to support the Jefferson Transit Park and Ride Construction Project at 4-Corners Road and State Route 20. This Park and Ride project will provide a centralized parking area for county resident commuters; it will reduce traffic and congestion in Port Townsend; and will provide multi-modal transportation opportunities for all residents of Jefferson County. For many of the people in the area, Jefferson Transit is the only option for transportation; and for others transit offers an affordable alternative to driving their own vehicles. Transit has a positive impact on community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's grant application.

Sincerely,



Wendy A. Clark-Getzin, PE
General Manager

wendycg@clallamtransit.com

WCG/ac





September 25, 2014

Tammi Rubert, General Manager
Jefferson Transit
1615 West Sims Way
Port Townsend, Washington 98368

Re: Washington State Department of Transportation
2015-2017 Regional Mobility Grant Application
Letter of Support for Jefferson Transit Park & Ride Construction Project

Dear Tammi:

Mason Transit Authority is pleased to support the Jefferson Transit Park & Ride Construction Project at 4-Corners Road and S.R. 20. This project will provide a centralized parking area for county commuters and reduce traffic and congestion in Port Townsend while providing multi-modal transportation opportunities for all residents of Jefferson County. As a regional transportation partner with Jefferson Transit, we know that JTA is the only option for many of your resident for their transportation, and for others transit offers an affordable alternative to driving their own vehicles. Transit clearly has a positive impact on your community residents with obvious economic benefits and improved quality of life.

I am pleased to offer our support for Jefferson Transit Authority's Regional Mobility grant application.

Cheers!

Brad Patterson
General Manager

**Jefferson Transit Authority
2015-2017 Regional Mobility Grant Application**

Greenhouse Gas Emission Reduction Policy

**Jefferson Transit Authority
Resolution No. 14-19**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, herein after called the "Authority", adopting a Greenhouse Gas Emission Reduction Policy

WHEREAS, Jefferson Transit Authority is applying for the Washington State Department of Transportation 2015-2017 Regional Mobility Grant; and

WHEREAS, in compliance with RCW 70.235.070, applicants of the Regional Mobility Grant must adopt a Greenhouse Gas Emission Reduction Policy; and

WHEREAS, Jefferson Transit Authority has developed a Greenhouse Gas Reduction Emission Policy and is attached as Exhibit A;

NOW, THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the Jefferson Transit Authority Greenhouse Gas Emission Reduction Policy.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 16th day of September, 2014.

Chair

Vice Chair

Member

Member

Member

Attest:

Clerk of the Board

Exhibit A
Jefferson Transit Authority
Greenhouse Gas Reduction Emission Policy

Section 1. The Board adopts the following Greenhouse Gas ("GHG") Reduction Emission Policies and/or Procedures that will benefit the natural resources and reduce emissions of Greenhouse gases as follows:

Public Buildings and Employee Policy Details:

- All new publicly funded buildings should consider cost-effective, energy-efficient design provisions.
- Should encourage energy conservation practices in buildings by raising the awareness of energy use by employees.
- May conduct energy audits of publicly owned buildings, evaluate potential conservation measures, and then carry out those measures that are beneficial to Jefferson Transit.

Energy Source & Use Policy Details:

- Reduce pollutants from transportation activities, including through the use of cleaner fuels and vehicles and increasing alternatives to driving alone.

Fleet & Vehicle Policy Details:

- Evaluate an energy-sensitive fleet management program, to include driver training, fuel efficient vehicles, and frequent tuning and maintenance of vehicles.
- Utilize purchasing to promote reductions in GHG emissions by the suppliers of its goods and services.

Equipment Oriented Policy Details:

- Manage area lighting needs in public spaces by applying lighting standards and using lamps that will assure safe and effective illumination at minimum cost and energy use.

Waste Reduction & Use Oriented Policy Details:

- Implements a solid waste strategy which:
 - Reduces the solid waste stream by recycling and other means
 - Promotes the purchase of recycled and recyclable goods

- Where and when allowed by the building code, consider the use of building construction materials made from recycled and recyclable materials.

Land Use Oriented Policy Details:

- Review Transportation Plans for enhancement of any regional plans that have been developed consistent with state guidance to achieve reductions in GHG emissions.

Global Policy Details:

- Reduce the rate of energy consumption through conservation and alternative energy forms to extend the life of existing facilities and infrastructure.
- Protect and enhance the environment and public health and safety when providing services.
- Give priority to transportation projects that will contribute to a reduction in vehicle miles traveled per capita, while maintaining economic vitality and sustainability.

Public Education & Outreach Policy Details:

- Promote and expand recycling programs, purchasing policies, and employee education to reduce the amount of waste produced.

Other Types of Policy Ideas:

- Coordinate with other agencies in region to develop and implement effective waste management strategies.
- Promote installation of water-efficient landscapes and irrigation, including:

Plant drought-tolerant and native species, and covering exposed dirt with moisture-retaining mulch.

Encourage installation of water-efficient irrigation systems and devices, including advanced technology such as moisture sensing irrigation controls.

Section 2. This Greenhouse Gas Reduction Emission Policy is effective immediately upon passage of the Authority Board of Jefferson Transit.

**Jefferson Transit Authority
2015-2017 Regional Mobility Grant Application**

**Transit Development Plan – Cover page and pages 13/14 that list the grant project
(per “Project Readiness to Proceed” Item #11)**

JEFFERSON TRANSIT



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

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 & 14th, 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

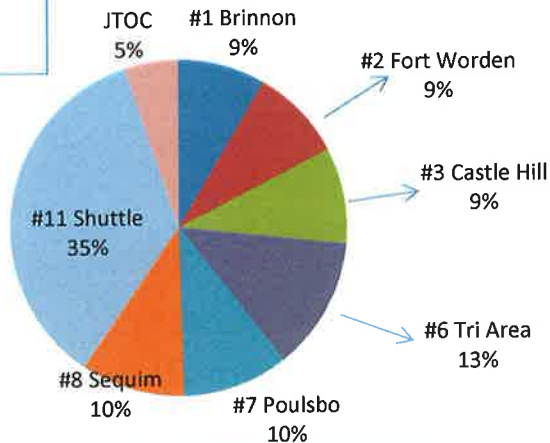
Planned Vehicle Orders	2014	2015	2016	2017	2018	2019
Replacement Buses		3	2	4	1	4
Replacement Dial-a-Ride Vehicles		2	2	4	4	2
Replacement Vanpool Vans		2	2	4	2	2
Expansion Vanpool Vans		2	2	2	2	2

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

November

Total:
(100%)
18,761

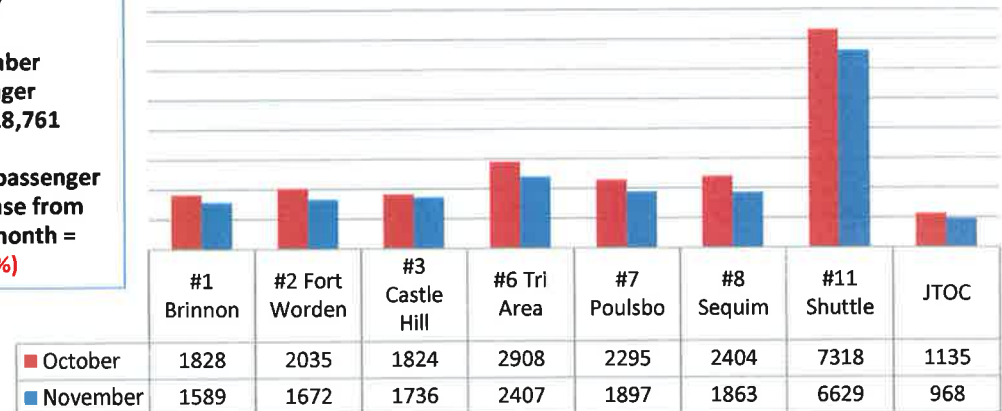


October
passenger total
21,747

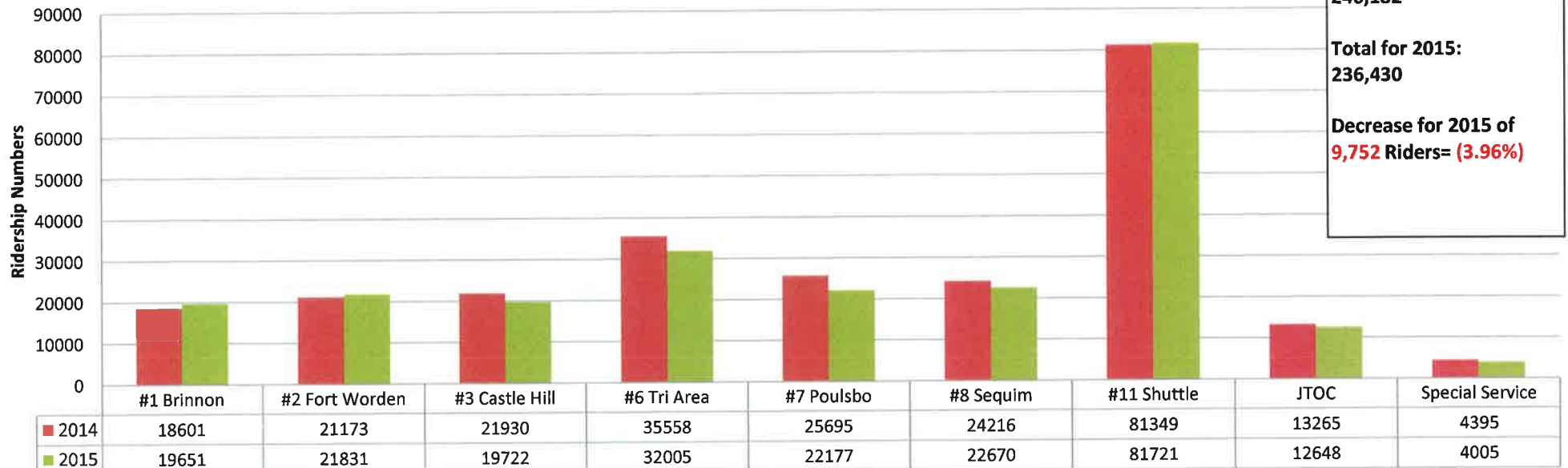
November
passenger
total: 18,761

2,986 passenger
Decrease from
prior month =
(13.73%)

Month to Month Route Comparison



YTD Ridership by Route and Year as of September



Total for 2014:
246,182

Total for 2015:
236,430

Decrease for 2015 of
9,752 Riders= (3.96%)

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

November , 2015

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 Ft Worden	1672	4	55	280	2072	118	5.97	0.81	14.22
#3 Castle Hill / Cook Ave	1736	3	66	280	2548	120	6.20	0.68	14.42
#11 Shuttle	6629	29	179	588	2293	218	11.27	2.89	30.47
LOCAL TOTAL	10037	36	300	1148	6913	456	7.82	1.46	19.70

COMMUTER									
#1 Brinnon	1589	1	55	176	7568	211	9.03	0.21	7.52
#6A Tri Area Loop (5)	1321	1	52	108	2797	90	12.23	0.47	14.74
#6B Tri Area Loop (6)	1086	2	57	88	2279	73	12.34	0.48	14.87
#7 Poulsbo	1897	4	63	176	7374	188	10.78	0.26	10.07
#8 Sequim	1863	6	82	216	7430.4	168	8.63	0.25	11.06
COMMUTER TOTAL	7756	14	309	764	27449	731	10.60	0.33	11.65

2015 SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 2015	57	1
Wooden Boat Festival 2015	3948	5

WEST JEFFERSON	968	4	223	176	11364	358.42	5.50	0.09	2.70
TOTAL MONTHLY	18761	54	832	2088	45726	1545	7.97	0.63	11.35

20 Weekdays in Month 4 Saturdays in Month

VANPOOL				
Vanpool	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service

DIAL A RIDE									
Dial A Ride	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
DAR Mobility Aids	938	889	3613	360	1.06	0.26	2.61	95.46%	6
	274								

*Boardings includes Passenger and Attendant if needed

JEFFERSON TRANSIT AUTHORITY

November 2015

[illegible]