



# **JEFFERSON TRANSIT AUTHORITY BOARD MEETING**

**Tuesday, April 21, 2015 1:30 p.m.**

**Port Townsend Fire Station**

**701 Harrison Street, Port Townsend, WA**

## **AGENDA**

### **Call to Order/Welcome**

### **Public Comments**

### **Public DBE Hearing**

### **New Agenda Items**

- I. Finance Reports**
  - a. March 2015
- II. Consent Agenda**
  - a. Approval of Minutes, March 17, 2015
  - b. Approval of Expenses, March 2015
  - c. **Resolution 15-07:** Third Amendment to GCB 1613
- III. Old Business**
  - a. **Resolution 15-04:** To Rescind Resolution 83-05
- IV. New Business**
  - a. **Resolution 15-05:** DBE Amendment
  - b. **Resolution 15-06:** Procurement Policy Update
  - c. **Resolution 15-08:** Small Works Roster Process
  - d. **Resolution 15-09:** Amend Appendix A of Resolution 11-23
- V. Reports**
  - a. General Manager's Report
  - b. Operations Report
  - c. Maintenance Report

### **VI. Ridership Report**

### **Public Comments**

**Executive Session for discussion regarding negotiations per RCW 42.30.110**

### **Adjournment**

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



1615 W. Sims Way, Port Townsend, WA 98368

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April 16, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: March 2015 Financial Report

The end of the first quarter of 2015 shows revenue and expense reports that are more useful, but it is still too early in the year to recognize trends. April will have cash-flow activity due to the transfer to reserve funds for the end of year 2014.

**Sales Tax Analysis Reports –**

- Sales tax for January 2015 is 2% higher than received for January 2014. It is .28% lower than budgeted.
- I have also included a bar graph showing the sales tax receipts per month since 2015. The graph provides a clearer understanding of how sales tax receipts are performing compared to prior years. For instance, if you compare the monthly receipts for 2013 to 2014 you can see that until October 2014, sales tax receipts were on track to be less than 2013. An exceptionally good September and October return brought the two years sales tax receipts in line.

**Revenue Report –**

- Operating Revenues are slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

**Expense Report –**

- Holiday is over budget because we “front load” the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- 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.
- Computer Programs & Supplies is over budget and I expect that will remain over budget.
- The remaining over budget or under budget figures are due to timing.

**Capital Activity –**

- Capital activity in March: Construction, Project Management and Construction Phase design services, purchase of Solar Lighting for Shelters, Trapeze upgrade software payment.



## March 2015 Financial Summary

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Budget Tracking Figure: 25%

1. Operational Expenses:	\$312,556.46
Operational Revenues:	\$16,483.84
Non-Operational Income:	\$398,918.92
Capital Expenses:	\$400,845.37
Capital Income:	\$333,504.30

2. Sales Tax Received 3/31/2015 for January 2015:	\$261,817.97
Sales Tax Received 3/31/2014 for January 2014:	\$256,028.91

**\*\*Sales tax increased from prior year 2%\*\***

3. Cash on Hand as of March 31, 2015*:	
Operating:	\$1,645,721.27
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$325,889.75
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$34,435.14
Bond Reserve:	\$85,250.00
EFT Fund:	\$113,781.55
Travel Fund:	\$725.01
Kitsap Bank	\$10.64

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<b>Total</b>	<b>\$3,810,634.05**</b>
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**\*\*Cash on Hand** differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Cash accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

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%	<b>\$261,865.96</b>	\$261,546.64	\$263,071.24	\$234,370.59	\$248,090.00	6.41%	\$261,865.96	246,090.00	6.41%
February	0.90%	<b>\$374,287.05</b>	\$344,882.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$636,153.01	584,110.00	8.91%
March	0.90%	<b>\$261,817.97</b>	\$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%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
September	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$897,970.98	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$299,323.66	\$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 Accrual Actual Sales Tax Received	2015 Cumulative Accrual Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%	<b>\$261,817.97</b>	\$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%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,693.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
July	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
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		\$261,817.97	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$261,817.97	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

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**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Three Months Ending March 31, 2015**

	March	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$3,885,850.31	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$660,775.61)	(\$1,159,293.99)
Non-Capital Financing Activities	\$545,557.56	\$1,188,680.85
Investing Activities	<u>\$325.36</u>	<u>\$808.36</u>
Total Operating Cash Provided/(Used)	(\$114,892.69)	\$30,195.22
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>\$43,792.30</u>	<u>(\$174,975.27)</u>
Net Increase/(Decrease) Cash and Equivalent	(\$71,100.39)	(\$144,780.05)
<b>CASH BALANCES - END OF PERIOD</b>	<u><u>\$3,814,749.92</u></u>	<u><u>\$3,814,749.92</u></u>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Three Months Ending March 31, 2015**

	March	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$16,483.84</b>	<b>\$47,053.49</b>	<b>\$209,680.00</b>	<b>22.44%</b>
<b>Operating Expenses</b>				
Labor	155,598.89	431,453.73	1,884,121.00	22.90%
Benefits	96,716.63	342,433.08	1,423,526.00	24.06%
Services and User Fees	8,701.14	26,886.92	182,150.00	14.76%
Materials & Supplies	35,875.63	112,180.15	605,010.00	18.54%
Utilities	3,522.16	13,856.42	83,690.00	16.56%
Casualty/Liability Costs	8,761.66	26,284.98	108,480.00	24.23%
Taxes	437.97	1,266.40	8,028.00	15.77%
Miscellaneous Expenses	2,776.25	12,587.78	83,441.00	15.09%
Leases and Rentals	166.13	2,628.60	24,240.00	10.84%
<b>Total Operating Expenses</b>	<b>312,556.46</b>	<b>969,578.06</b>	<b>4,402,686.00</b>	<b>22.02%</b>
<b>Operating Income (Loss)</b>	<b>(296,072.62)</b>	<b>(922,524.57)</b>	<b>(4,193,006.00)</b>	<b>22.00%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	2,711.53	6,121.38	13,011.00	47.05%
Taxes Levied by Transit	293,871.97	860,314.98	3,514,918.00	24.48%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	21,917.84	65,541.27	199,600.00	32.84%
Federal Grants & Contributions	68,471.00	205,413.00	814,932.00	25.21%
<b>Total Non-Operating Revenues</b>	<b>398,918.92</b>	<b>1,151,837.21</b>	<b>4,581,353.00</b>	<b>25.14%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>102,846.30</b>	<b>229,312.64</b>	<b>388,347.00</b>	<b>59.05%</b>
<b>Net Income/(Loss)</b>	<b>102,846.30</b>	<b>229,312.64</b>	<b>388,347.00</b>	<b>59.05%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,468.46	\$33,278.64	\$142,800.00	23.30%
Fixed Route Fares - West - JTOC	411.06	773.77	5,400.00	14.33%
Dial-a-Ride Fares (DAR)	775.32	2,520.08	13,200.00	19.09%
Vanpools	3,764.00	10,286.00	45,000.00	22.86%
Extended Service			2,500.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Other Services Revenue	65.00	195.00	780.00	25.00%
<b>Total Operating Revenues</b>	<b>16,483.84</b>	<b>47,053.49</b>	<b>209,680.00</b>	<b>22.44%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	325.36	808.36	1,704.00	47.44%
Other Nontransportation Revenues	2,386.17	5,313.02	11,307.00	46.99%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>293,871.97</b>	<b>860,314.98</b>	<b>3,514,918.00</b>	<b>24.48%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>	<b>10,696.58</b>	<b>10,696.58</b>	<b>21,392.00</b>	<b>50.00%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	21,665.00	64,995.00	193,600.00	33.57%
RTAP	252.84	546.27	6,000.00	9.10%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	68,471.00	205,413.00	814,932.00	25.21%
 <b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	311,775.30	375,964.40		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	21,729.00	423,561.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>732,423.22</b>	<b>1,951,362.61</b>	<b>4,581,353.00</b>	<b>42.59%</b>
<b>TOTAL REVENUES</b>	<b>748,907.06</b>	<b>1,998,416.10</b>	<b>4,791,033.00</b>	<b>41.71%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$54,722.21	\$150,624.87	\$614,707.00	24.50%
Operators Overtime - Fixed Route	1,807.61	9,687.20	53,864.00	17.98%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,114.76	28,772.98	157,420.00	18.28%
Operators Overtime - Dial-a-Ride (DAR)	33.96	1,186.17	7,269.00	16.32%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,162.74	117,562.38	530,549.00	22.16%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,821.54	7,828.48	44,322.00	17.66%
Administration Salaries	43,936.07	115,791.65	475,990.00	24.33%
<b>Benefits</b>				
FICA	12,728.15	37,724.47	178,869.00	21.09%
Pension Plans (PERS)	14,680.15	51,657.77	226,231.00	22.83%
Medical Plans	38,102.05	114,306.15	499,313.00	22.89%
Dental Plans	3,052.00	9,156.00	43,695.00	20.95%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,185.84	10,952.47	72,009.00	15.21%
Holiday	455.10	41,975.65	84,850.00	49.47%
General Leave	18,942.61	63,771.93	254,955.00	25.01%
Other Paid Absence (Court Duty & Bereavement)	1,273.39	2,818.40	14,686.00	19.19%
Uniforms, Work Clothing & Tools Allowance	506.27	2,075.10	13,350.00	15.54%
Other Benefits (HRA, EAP & Wellness)	2,791.07	7,995.14	26,500.00	30.17%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	369.26	3,688.26	18,250.00	20.21%
Professional & Technical Services	5,349.97	11,780.27	77,050.00	15.29%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services		2,865.93	30,750.00	9.32%
Property Maintenance Services	1,052.47	1,399.84	12,500.00	11.20%
Software Maintenance Fees	1,581.94	5,545.82	23,175.00	23.93%
Postage & Mail Meter Fees		539.30	3,600.00	14.98%
Drug & Alcohol Services	232.50	697.50	4,800.00	14.53%
Other Services & User Fees	115.00	370.00	2,500.00	14.80%
<b>Materials and Supplies Consumed</b>				
Fuel	24,698.44	67,235.69	407,000.00	16.52%
Tires	1,516.68	3,707.02	31,500.00	11.77%
Lubrication	509.08	2,700.14	10,550.00	25.59%
Tools	165.16	851.00	10,000.00	8.51%
Vehicle Maintenance & Repair Parts	7,125.32	25,171.02	62,000.00	40.60%
Non-Vehicle Maintenance & Repair Parts	38.58	1,179.18	8,240.00	14.31%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	798.67	2,894.66	18,500.00	15.65%
Safety & Emergency Supplies	71.44	71.44	8,550.00	0.84%
Office Supplies	152.48	974.41	13,420.00	7.26%
Computer Programs & Supplies		1,287.35	2,750.00	46.81%
Printing (Photocopier, Schedules & Brochures)	799.78	6,102.79	26,150.00	23.34%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,220.45	3,807.85	26,920.00	14.15%
Utilities (Electrical & Propane)		2,780.34	23,475.00	11.84%
Telephone & Internet	2,301.71	7,268.23	33,295.00	21.83%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	8,761.66	26,284.98	108,480.00	24.23%
<b>Taxes</b>				
State Taxes	318.14	906.91	4,278.00	21.20%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	359.49	3,000.00	11.98%



**Jefferson Transit Authority  
Expense Statement  
For the Three Months Ending March 31, 2015**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,168.33	\$3,275.35	\$15,591.00	21.01%
Travel & Meetings	1,317.92	2,455.52	29,900.00	8.21%
Safety Program (Rodeo & Safety Rewards)		610.66	6,500.00	9.39%
Training (Classes, Seminars & Materials)	290.00	6,034.25	26,550.00	22.73%
EE CDL and EE Physical Expense		212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	95.28	413.82	1,800.00	22.99%
Service Vehicles & Equipment	70.85	70.85	9,000.00	0.79%
Other General Administration Facilities		2,143.93	13,440.00	15.95%
<b>TOTAL OPERATING EXPENSES</b>	<u><b>312,556.46</b></u>	<u><b>969,578.06</b></u>	<u><b>4,402,686.00</b></u>	<u><b>22.02%</b></u>

# Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)

Total Project Cost	\$ 4,083,068.00	Equals Total project award plus total match	
FTA FUNDS AWARDED TO JTA		JTA MATCH	
Original	\$ 560,000.00	Match Required	\$ 816,614.00
1st Amendment	\$ 423,679.00		
	\$ 970,874.00		
	\$ 380,361.00		
2nd Amendment	\$ 931,540.00		
Total Project Award from FTA	\$ 3,266,454.00	Total Match	\$ 816,614.00
Disbursements to date	\$ 3,212,636.00	Disbursements to date	\$ 816,614.00
Remaining Balance	\$ 53,818.00	Remaining Balance	\$ -
Team/Disbursements	\$ 3,212,636.00	JTA Match	\$ 816,614.00
Difference	\$ -	Difference	\$ -

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

## Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,530.35	\$ 26,025.00	\$ 6,505.35	Inv #174437: 57832001: 74572: 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05, 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/28/4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2/7/1 8/2/9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3/2/1/3/2/2006: 3635
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926364; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308; 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317; 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,226.00	\$ 5,306.35	Inv# 20130419
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv# 20130517; 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv# 201307020; 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv# 20130912; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv# 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv# 20131116; 121313; SEPTICPERM/T/14; 11403
1/31/2014	\$ 114,715.46	\$ 90,788.00	\$ 23,927.46	Inv# 111325; 14-004, 14-005, 14-006; 20131212
2/26/2014	\$ 92,386.70	\$ 70,635.00	\$ 21,751.70	Inv# 021414 B, Permit 2-11-2014 B, 14-025 B, 20140113B, 48430 B, 14-018, SEPTICPERM/T/14
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	00005, 20148ldg14-00006, 20148ldg14-
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	Inv# 48860, 31415, 1041404, 20140312, 041411B
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 1218, 49099, 20140415, 51416
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 20140510, 061411
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 49488, 1228, 54-5 /2569, 20140611, 100, 071411, Application#1
8/14/2014	\$ 314,402.33	\$ 251,522.00	\$ 62,880.33	Inv# 81414, App. #7, 51331, ODT AccEas, 13192
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 13378; 20140710; 20140811, BLD14-00004, PR#3
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	20140905, PR#4, 13583
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	091423/141008, 13791, 20141010, 141117, PR#5, 13990/14125
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	20141104/1412122/141222/PR#6/14253
1/26/2015	\$ 213,495.73	\$ 170,797.00	\$ 42,698.73	20141208: 150115: PR#7
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	14425 (final 2014 Invoice this project)
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	20150109: 150220: PR#8: 14586
4/10/2015	\$ 21,729.00	\$ 21,729.00	\$ -	
Total	\$ 4,029,250.00	\$ 3,212,636.00	\$ 816,614.00	

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

Current Account Status	Balance per Bank @ 3/31/15	\$	1,680,864.12	\$	-
Balance per GL @ 2/28/15		\$	2,003,338.66		
	Transfers - In	\$	-		
	Transfers - In ( Bond Financing)	\$	-		
	Debt Financing Expenses	\$	-		
	Reimbursement Facility Project	\$	78,240.00		
	Investment Interest	\$	130.83		
	Transfers - Out (Purchases)	\$	(400,845.37)		
	Transfers - Out (Bond Reserves)	\$	-		
Balance per GL @ 3/31/15		\$	1,680,864.12		

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	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)	
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)	
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, Projector	\$ (311,775.30)	\$ (77,943.82)	\$ 77,943.82	
	Apr-15				
	May-15				
	Jun-15				
	Jul-15				
	Aug-15				
	Sep-15				
	Oct-15				
	Nov-15				
	Dec-15				
	Ending Balance			\$ (976,842.59)	
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	
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)	
Four Corners PNR	2015 Beginning Balance	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)	
Revenue Vehicles					
Cut-a-Way Vehicles	2015 Beginning Balance	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)	
Service Vehicles					
Service Equipment					
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	
	Balance			\$ (10,375.95)	
JTA Capital Reserve Account Balance				\$ 1,680,864.12	
JTA Appropriated Project Funds Sub-Total				\$ (1,158,007.34)	

Pending Reimbursements  
Pending Payments

CAPITAL RESERVE BALANCE \$ 522,856.78

Total 2014 Budgeted Capital Projects \$ 3,261,132.00

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, March 17, 2015, 1:30 pm

701 Harrison Street, Port Townsend, WA

#### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Phil Johnson at 1:32 p.m. Other members present were Catharine Robinson, David Sullivan, Kathleen Kler, Robert Gray and Karen Kautzman.

#### STAFF PRESENT

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

#### PUBLIC COMMENT

Scarlett Sankey commented on the new facility service model.

Darrell Conder inquired about Sunday transportation for the Wooden Boat Festival.

Debbie Jahnke requested benches at the bus stops near Mt. View Commons and commented on shelter glass.

#### Response:

Ben Arnold would like to contact the Boy Scouts to see if there is interest in helping with a bench project. In regards to the shelters, any shelters with acrylic are being replaced with glass. The acrylic surface has caused more problems than glass.

A product has been tested on the shelter at Marine Plaza to prevent bird strikes. Maintenance will have to work with the product so it will have an acceptable appearance.

John Koschnick said that because of FTA regulations, JTA is not allowed to provide service at the Wooden Boat Festival on Sunday without going through the required charter steps.

# DRAFT

A discussion ensued regarding how to respond to emails addressed to all Board members. It was decided that if one Board member responded, they should "Reply to All". That would alert other members that the email had been answered. However, if another Board member disagrees with the response, they cannot answer and "Reply to All" because if substantive comments on issues were made, it would be considered an illegal meeting. At that point, the person that disagrees must engage in one-on-one communication.

## NEW AGENDA ITEMS

There were none.

## FINANCE REPORT - Sara Crouch

Please see Attachment A

Ms. Crouch reported on the following items:

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

## CONSENT AGENDA

### **a. Approval of Minutes, February 17, 2015**

Robert Gray suggested the following correction to the February minutes:

- Change "major projects" to "new facility project" on page one (1).

### **b. Approval of Expenses, February 2015**

***Motion: David Sullivan moved to approve the Consent Agenda with changes.***

***Kathleen Kler seconded.***

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

## OLD BUSINESS

There was none.

### **Resolution 15-03: Amendment to the 2015 Capital Budget**

A third "Whereas" statement was added to Resolution 15-03 stating "Whereas, the new facility project expenses in 2014 were less than projected, additional budget authority is needed for the 2015 Capital Budget."

Staff has prepared an amendment to the 2015 Capital Budget. When the 2015 budget was prepared in October 2014, estimates were made regarding the October, November and December 2014 expenses for the New Facility Project. The actual costs were less than projected. The total budget for the project has not changed; rather, the year in which expenses are authorized needs to be changed.

Additionally, Staff is requesting \$24K for a VoIP Phone System for the existing Depot and the Haines Place Transit Center. The phone system will be moved to the new facility once it is complete. The new phone system is required to link the Haines Place Transit Center to Administration Offices. The telephone system needs to be able to connect both facilities for seamless communication (Haines Place Transit Center will be able to transfer calls to the Administration Offices).

***Motion: David Sullivan moved to adopt Resolution 15-03: Amendment to the 2015 Capital Budget with changes. Catharine Robinson seconded.***

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

### **Resolution 15-04: To rescind Resolution 83-05**

Various policy provisions were contained in more than one manual. In order to avoid inconsistent policies, all duplicative or similar policies were consolidated into a singular employee manual to include represented and non-represented employees.

Resolution 83-05 was not included in the packet, therefore, approval of Resolution 83-05 will be tabled until the April 21, 2015 meeting.

## REPORTS

### **General Managers Report – Tammi Rubert** Please see Attachment B

Tammi Rubert reported on the following items:

- Legislative Updates
- Meeting Updates
- New Facility Updates
- Haines Place Transit Center Updates
- IT Updates
- Mobility Updates



## **Operations Report – John Koschnick**

Please see Attachment C

John Koschnick reported on the following items:

- March Employment Anniversary
- New Facility Service Updates
- Monthly Highlights

Transit Driver Appreciation Day is tomorrow, Wednesday, March 18, 2015. Please thank your driver.

## **Maintenance Report – Ben Arnold**

Please see Attachment D

Ben Arnold reported on the following items:

- Correction to January Report
- Shelter Updates
- Moving Updates

## **RIDERSHIP**

February ridership shows it was down slightly from January, but because there were fewer days in February, ridership was actually up by approximately twenty seven passengers per day over January. Ridership is down by approximately 4½% from last year.

On-time schedule performance for Dial-A-Ride was up slightly from last month, although boarding's per hour were somewhat less.

## **PUBLIC COMMENT**

Scarlett Sankey commented on evening Dial-A-Ride service.

Darrell Conder asked about the shelters at the new facility.

Debbie Jahnke asked who from JTA would be attending the Peninsula Regional Transportation Planning Organization (PRTPO) meeting.

In response to Mr. Conder's inquiry about the shelter at the new facility, Ben Arnold reported that a new shelter has been ordered. Until the new shelter arrives, the two (2) shelters from Highway 20 will be used temporarily.

Sara Crouch reported the upcoming PRTPO meeting has been cancelled until May. Tammi Rubert added that Grants Administrator Cheryl Loran and Sara Crouch attend the Technical Advisory Committee (TAC) meetings and Ms. Rubert attends the Executive Board meetings.

# DRAFT

## EXECUTIVE SESSION

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

Executive Session began at 2:40 pm

Executive Session ended at 3:30 pm

## ADJOURNMENT

The meeting was adjourned at 3:30 pm. The next regular meeting will be held Tuesday, April 21, 2015, at 1:30 p.m.

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Laura Smedley, Clerk of the Board

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Date





1615 W. Sims Way, Port Townsend, WA 98368

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Attachment A

March 11, 2015

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: February 2015 Financial Report

The revenue and expense financial reports in the first few months of any fiscal year are not very informative. It is too early in the year to recognize trends. The other reports are useful in tracking our cash flows, monitoring the progress of the project spending, and reviewing sales tax performance.

**Sales Tax Analysis Reports –**

- Sales tax for December 2014 is 8% higher than received for December 2013. The cumulative 2014 sales tax receipts are \$29,484.81 higher than 2013 (0.8%). There are two sales tax analysis reports. One for 2014 and one for 2015. Because Jefferson Transit uses a modified accrual accounting system we accrue the budgeted sales tax figure for February and record the actual sales tax received in the month in which it was earned. Both Sales Tax Analysis reports allow the viewer to see the Cash Basis figure and the Accrual figure. Now that we have received and reported the December 2014 Sales Tax Revenue there will only be the 2015 Sales Tax Analysis Report in the Financial Report for the remainder of this calendar year.
- I have also included a line graph showing the comparison for sales tax receipts per month since 2011. We discussed this report in the Finance Committee and decided that a cumulative total (each month's sales tax receipts added to the previous cumulative total) will provide a clearer understanding of how sales tax receipts are performing compared to prior years. I hope to have that graph available next month.

**Revenue Report –**

- Operating Revenues are slightly down compared to budget. Budget figures are entered as a whole year amount and our reporting system assumes that the revenues will come in at the same amount each month. Farebox Revenues fluctuate each month.

**Expense Report –**

- Holiday is over budget because we "front load" the two personal holidays each employee receives annually. This figure will level out as the year progresses.
- The remaining over budget or under budget figures are due to timing.

**Capital Activity –**

- Capital activity in February: Construction, Project Management and Construction Phase design services.



## February 2015 Financial Summary

---

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$296,196.99
Operational Revenues:	\$16,062.13
Non-Operational Income:	\$392,013.21
Capital Expenses:	\$595,312.30
Capital Income:	\$466,021.10
2. Sales Tax Received 2/25/2015 for December 2014:	\$374,287.05
Sales Tax Received 1/31/2014 for December 2013:	\$344,682.23
**Sales tax increased from prior year 8%**	
3. Cash on Hand as of February 28, 2015*:	
Operating:	\$1,389,837.68
Operating Reserve (22.7% Funded):	\$250,000.00
(Minimum Funding Required \$1,100,000)	
Capital Account:	\$670,092.97
Capital Reserve:	\$1,333,245.69
Unemployment Reserve:	\$21,575.00
Bond Payment Reserve:	\$27,679.18
Bond Reserve:	\$85,250.00
EFT Fund:	\$103,525.57
Travel Fund:	\$1,432.52
Kitsap Bank	\$10.64
<b>Total</b>	<b>\$3,882,649.25**</b>

\*"Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/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

2014

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Monthly Act to Bud Variance	2014 Cumulative Cash Actual Sales Tax Received	2014 Cumulative Cash Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$261,546.64	\$263,071.24	\$234,370.59	\$158,497.64	\$235,777.00	10.93%	\$261,546.64	235,777.00	10.93%
February	0.90%	\$344,682.23	\$361,349.36	\$331,924.43	\$221,922.91	\$323,856.00	6.43%	\$606,228.87	559,633.00	8.33%
March	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$862,257.78	774,730.00	11.30%
April	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$1,108,081.93	1,006,254.00	10.12%
May	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$1,395,383.58	1,286,578.00	8.46%
June	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,648,595.70	1,538,462.00	7.16%
July	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,928,556.86	1,808,089.00	6.66%
August	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,276.00	15.70%	\$2,282,908.13	2,114,365.00	7.97%
September	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,617,190.47	2,413,733.00	8.43%
October	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,945,833.75	2,743,121.00	7.39%
November	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$3,314,312.96	3,058,270.00	8.37%
December	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,620,676.50	3,309,880.00	9.39%
Total		\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$2,572,837.54	\$3,309,880.00	8.58%			
Monthly Average		\$301,723.04	\$303,275.63	\$268,836.66	\$214,403.13	\$275,823.33				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2014 Tax	2013 Tax	2012 Tax	2011 Tax	2014 Budget	2014 Actual to Budgeted Variance	2014 Cumulative Accrual Actual Sales Tax Received	2014 Cumulative Accrual Budgeted Sales Tax	2014 Cumulative Actual to Budget Variance
January	0.90%	\$256,028.91	\$291,292.37	\$204,854.04	\$152,221.21	\$215,097.00	19.03%	\$256,028.91	215,097.00	19.03%
February	0.90%	\$245,824.15	\$262,810.78	\$220,498.65	\$150,424.11	\$231,524.00	6.18%	\$501,853.06	446,621.00	12.37%
March	0.90%	\$287,301.65	\$299,768.61	\$266,975.22	\$191,817.93	\$280,324.00	2.49%	\$789,154.71	726,945.00	8.56%
April	0.90%	\$253,212.12	\$258,797.23	\$239,889.31	\$172,294.86	\$251,884.00	0.53%	\$1,042,366.83	978,829.00	6.49%
May	0.90%	\$279,961.16	\$292,014.18	\$256,787.52	\$191,845.36	\$269,627.00	3.83%	\$1,322,327.99	1,248,456.00	5.92%
June	0.90%	\$354,351.27	\$351,405.02	\$291,693.72	\$203,110.70	\$306,279.00	15.70%	\$1,676,679.26	1,554,735.00	7.84%
July	0.90%	\$334,282.34	\$317,410.71	\$285,111.93	\$285,132.17	\$299,368.00	11.66%	\$2,010,961.60	1,854,103.00	8.46%
August	0.90%	\$328,643.28	\$331,339.51	\$313,703.24	\$305,799.23	\$329,388.00	(0.23%)	\$2,339,604.88	2,183,491.00	7.15%
September	0.90%	\$368,479.21	\$336,708.79	\$314,369.17	\$300,142.06	\$315,149.00	16.92%	\$2,708,084.09	2,498,640.00	8.38%
October	0.90%	\$306,363.54	\$273,339.76	\$265,862.08	\$239,629.36	\$251,610.00	21.76%	\$3,014,447.63	2,750,250.00	9.61%
November	0.90%	\$261,865.96	\$261,546.64	\$263,071.24	\$234,370.59	\$246,090.00	6.41%	\$3,276,313.59	2,996,340.00	9.34%
December	0.90%	\$374,287.05	\$344,682.23	\$361,349.36	\$331,924.43	\$338,020.00	10.73%	\$3,650,600.64	3,334,360.00	9.48%
Total		\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$2,758,712.01	\$3,334,360.00	8.66%			
Monthly Average		\$304,216.72	\$301,759.65	\$273,680.46	\$229,892.67	\$277,863.33				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2015

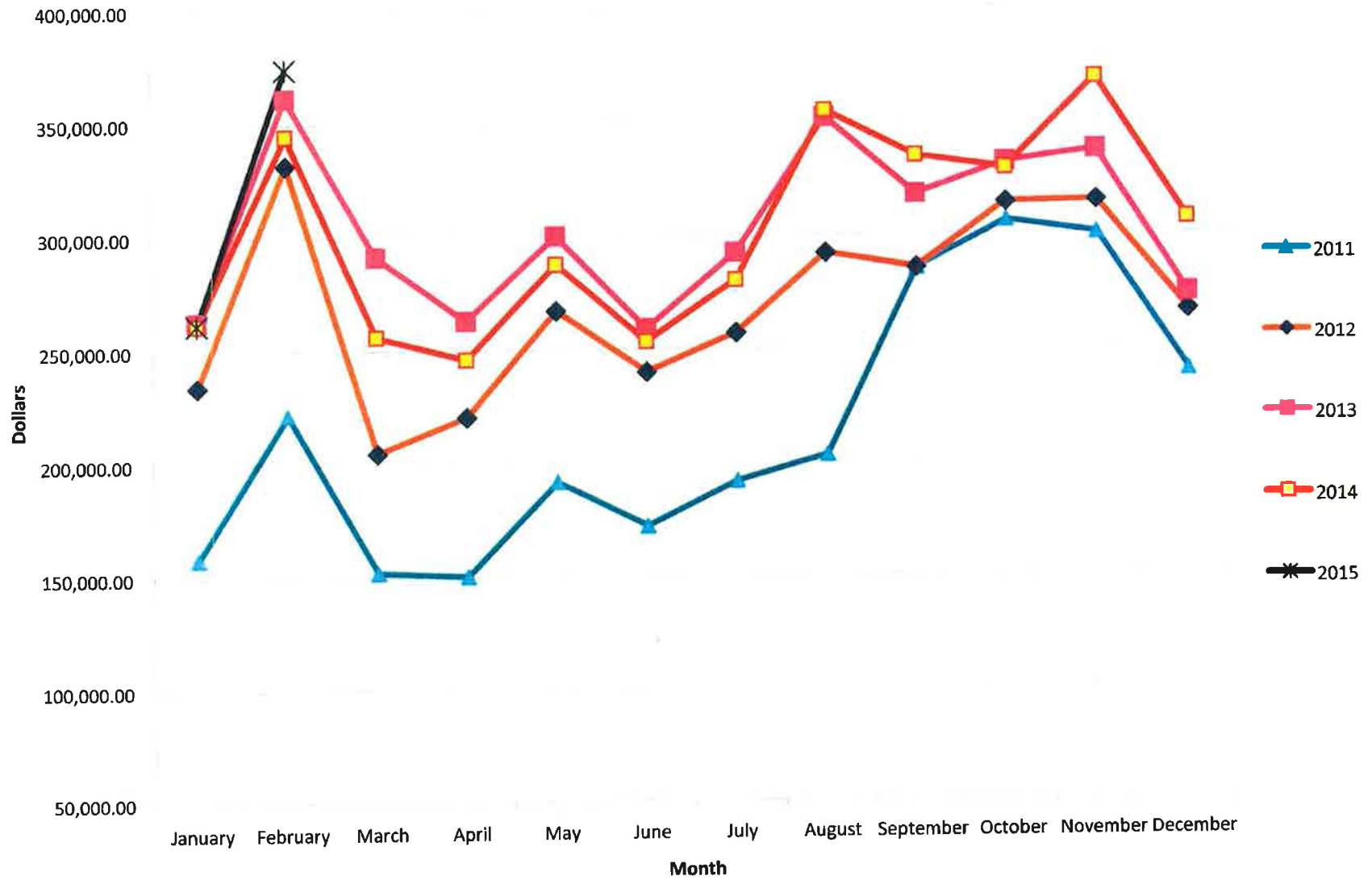
Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2015 Tax	2014 Tax	2013 Tax	2012 Tax	2015 Budget	2015 Monthly Act to Bud Variance	2015 Cumulative Actual Sales Tax Received	2015 Cumulative 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%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	846,540.00	
April	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	1,098,510.00	
May	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	1,392,994.00	
June	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,652,536.00	
July	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,939,496.00	
August	0.90%		\$354,351.27	\$351,405.02	\$291,893.72	\$363,211.00	0.00%	\$0.00	2,302,707.00	
September	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,645,346.00	
October	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,968,821.00	
November	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	3,278,312.00	
December	0.90%		\$306,363.54	\$273,339.76	\$265,862.08	\$247,093.00	0.00%	\$0.00	3,525,405.00	
Total		\$636,153.01	\$3,620,676.50	\$3,639,307.56	\$3,226,039.90	\$3,525,405.00	0.00%			
Monthly Average		\$318,076.51	\$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 Budgeted Sales Tax	2015 Cumulative Actual to Budget Variance
January	0.90%		\$256,028.91	\$291,292.37	\$204,854.04	\$262,430.00	0.00%	\$0.00	262,430.00	
February	0.90%		\$245,824.15	\$262,810.78	\$220,498.65	\$251,970.00	0.00%	\$0.00	514,400.00	
March	0.90%		\$287,301.65	\$299,768.61	\$266,975.22	\$294,484.00	0.00%	\$0.00	808,884.00	
April	0.90%		\$253,212.12	\$258,797.23	\$239,889.31	\$259,542.00	0.00%	\$0.00	1,068,426.00	
May	0.90%		\$279,961.16	\$292,014.18	\$256,787.52	\$286,960.00	0.00%	\$0.00	1,355,386.00	
June	0.90%		\$354,351.27	\$351,405.02	\$291,893.72	\$363,211.00	0.00%	\$0.00	1,718,597.00	
July	0.90%		\$334,282.34	\$317,410.71	\$285,111.93	\$342,639.00	0.00%	\$0.00	2,061,236.00	
August	0.90%		\$328,643.28	\$331,339.51	\$313,703.24	\$323,475.00	0.00%	\$0.00	2,384,711.00	
September	0.90%		\$368,479.21	\$336,708.79	\$314,369.17	\$309,491.00	0.00%	\$0.00	2,694,202.00	
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		\$0.00	\$3,650,600.64	\$3,621,115.83	\$3,284,165.48	\$3,514,919.00	0.00%			
Monthly Average		\$0.00	\$304,216.72	\$301,759.65	\$273,680.46	\$292,909.92				

2011 to 2015 Sales Tax Receipts (Cash Basis)



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Two Months Ending February 28, 2015**

	<u>February</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$3,944,648.32	\$3,959,529.97
Operating Cash Provided/(Used) by:		
Operating Activities	(\$856,158.96)	(\$901,116.18)
Non-Capital Financing Activities	\$379,726.06	\$643,123.29
Investing Activities	\$241.15	\$483.00
Total Operating Cash Provided/(Used)	(\$476,191.75)	(\$257,509.89)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$417,393.74	\$183,830.23
Net Increase/(Decrease) Cash and Equivalent	(\$58,798.01)	(\$73,679.66)
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$3,885,850.31</u></b>	<b><u>\$3,885,850.31</u></b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Two Months Ending February 28, 2015**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$16,062.13	\$30,569.65	\$209,680.00	14.58%
Operating Expenses				
Labor	148,764.12	275,854.84	1,884,121.00	14.64%
Benefits	93,306.65	244,371.27	1,423,526.00	17.17%
Services and User Fees	6,214.33	15,405.91	182,150.00	8.46%
Materials & Supplies	28,476.91	72,029.53	605,010.00	11.91%
Utilities	3,179.98	8,285.30	83,690.00	9.90%
Casualty/Liability Costs	8,761.66	17,523.32	108,480.00	16.15%
Taxes	429.19	828.43	8,028.00	10.32%
Miscellaneous Expenses	6,936.17	8,456.99	83,441.00	10.14%
Leases and Rentals	127.98	1,387.78	24,240.00	5.73%
Total Operating Expenses	296,196.99	644,143.37	4,402,686.00	14.63%
Operating Income (Loss)	(280,134.86)	(613,573.72)	(4,193,006.00)	14.63%
Non-Operating Revenues				
Non-Transportation Revenue	1,636.73	3,409.85	13,011.00	26.21%
Taxes Levied by Transit	298,697.05	576,903.01	3,514,918.00	16.41%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	21,958.43	43,623.43	199,600.00	21.86%
Federal Grants & Contributions	68,471.00	136,942.00	814,932.00	16.80%
Total Non-Operating Revenues	392,013.21	763,378.29	4,581,353.00	16.66%
Net Income (Loss) Before Transfers In/(Out)	111,878.35	149,804.57	388,347.00	38.57%
Net Income/(Loss)	111,878.35	149,804.57	388,347.00	38.57%



**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Two Months Ending February 28, 2015**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,418.41	\$21,810.18	\$142,800.00	15.27%
Fixed Route Fares - West - JTOC	212.96	362.71	5,400.00	6.72%
Dial-a-Ride Fares (DAR)	918.76	1,744.76	13,200.00	13.22%
Vanpools	3,447.00	6,522.00	45,000.00	14.49%
Extended Service			2,500.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Other Services Revenue	65.00	130.00	780.00	16.67%
<b>Total Operating Revenues</b>	<b>16,062.13</b>	<b>30,569.65</b>	<b>209,680.00</b>	<b>14.58%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	241.15	483.00	1,704.00	28.35%
Other Nontransportation Revenues	1,395.58	2,926.85	11,307.00	25.89%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>298,697.05</b>	<b>576,903.01</b>	<b>3,514,918.00</b>	<b>16.41%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>			<b>21,392.00</b>	<b>0.00%</b>
 <b>Local Grants and Contributions</b>				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
 <b>State Grants and Contributions</b>				
Rural Mobility Competitive	21,665.00	43,330.00	193,600.00	22.38%
RTAP	293.43	293.43	6,000.00	4.89%
 <b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	68,471.00	136,942.00	814,932.00	16.80%
 <b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	64,189.10	64,189.10		0.00%
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	401,832.00	401,832.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>858,034.31</b>	<b>1,229,399.39</b>	<b>4,581,353.00</b>	<b>26.83%</b>
<b>TOTAL REVENUES</b>	<b>874,096.44</b>	<b>1,259,969.04</b>	<b>4,791,033.00</b>	<b>26.30%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 28, 2015**

	February	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$51,144.97	\$95,902.66	\$614,707.00	15.60%
Operators Overtime - Fixed Route	3,372.13	7,879.59	53,864.00	14.63%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,542.36	18,658.22	157,420.00	11.85%
Operators Overtime - Dial-a-Ride (DAR)	(9.68)	1,152.21	7,269.00	15.85%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,565.90	74,399.64	530,549.00	14.02%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,465.33	6,006.94	44,322.00	13.55%
Administration Salaries	39,683.11	71,855.58	475,990.00	15.10%
<b>Benefits</b>				
FICA	11,702.87	24,996.32	178,869.00	13.97%
Pension Plans (PERS)	14,445.88	36,977.62	226,231.00	16.35%
Medical Plans	38,102.05	76,204.10	499,313.00	15.26%
Dental Plans	3,052.00	6,104.00	43,695.00	13.97%
Unemployment Insurance (UI)			9,068.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,115.21	6,766.63	72,009.00	9.40%
Holiday	(28.97)	41,520.55	84,850.00	48.93%
General Leave	19,193.31	44,829.32	254,955.00	17.58%
Other Paid Absence (Court Duty & Bereavement)	684.93	1,545.01	14,686.00	10.52%
Uniforms, Work Clothing & Tools Allowance	1,004.34	1,541.63	13,350.00	11.55%
Other Benefits (HRA, EAP & Wellness)	1,035.03	3,886.09	26,500.00	14.66%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	479.00	3,319.00	18,250.00	18.19%
Professional & Technical Services	3,291.41	5,815.25	77,050.00	7.55%
Contract Maintenance Services (IT Services)			2,125.00	0.00%
Security Services			4,400.00	0.00%
Vehicle Technical Services	316.82	1,521.06	30,750.00	4.95%
Property Maintenance Services	172.66	327.42	12,500.00	2.62%
Software Maintenance Fees	1,581.94	3,163.88	23,175.00	13.65%
Postage & Mail Meter Fees		539.30	3,600.00	14.98%
Drug & Alcohol Services	232.50	465.00	4,800.00	9.69%
Other Services & User Fees	140.00	255.00	2,500.00	10.20%
<b>Materials and Supplies Consumed</b>				
Fuel	16,741.32	39,510.46	407,000.00	9.71%
Tires	(0.19)	2,190.34	31,500.00	6.95%
Lubrication	541.50	2,191.06	10,550.00	20.77%
Tools	143.93	633.57	10,000.00	6.34%
Vehicle Maintenance & Repair Parts	8,915.76	18,170.70	62,000.00	29.31%
Non-Vehicle Maintenance & Repair Parts	470.25	638.21	8,240.00	7.75%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		5.45	3,000.00	0.18%
Shop Supplies (Maintenance & Cleaning)	1,330.70	2,095.99	18,500.00	11.33%
Safety & Emergency Supplies			8,550.00	0.00%
Office Supplies	26.63	464.66	13,420.00	3.46%
Computer Programs & Supplies		1,170.20	2,750.00	42.55%
Printing (Photocopier, Schedules & Brochures)	307.01	4,958.89	26,150.00	18.96%
Other Materials & Supplies			2,000.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,275.39	2,587.40	26,920.00	9.61%
Utilities (Electrical & Propane)	488.61	1,688.19	23,475.00	7.19%
Telephone & Internet	1,415.98	4,009.71	33,295.00	12.04%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	8,761.66	17,523.32	108,480.00	16.15%
<b>Taxes</b>				
State Taxes	309.36	588.77	4,278.00	13.76%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	119.83	239.66	3,000.00	7.99%



**Jefferson Transit Authority  
Expense Statement  
For the Two Months Ending February 28, 2015**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,283.11	\$2,107.02	\$15,591.00	13.51%
Travel & Meetings	33.81	71.06	29,900.00	0.24%
Safety Program (Rodeo & Safety Rewards)		447.66	6,500.00	6.89%
Training (Classes, Seminars & Materials)	5,619.25	5,619.25	26,550.00	21.16%
EE CDL and EE Physical Expense		212.00	4,600.00	4.61%
Other Miscellaneous			300.00	0.00%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	127.98	318.54	1,800.00	17.70%
Service Vehicles & Equipment			9,000.00	0.00%
Other General Administration Facilities		1,069.24	13,440.00	7.96%
<b>TOTAL OPERATING EXPENSES</b>	<u><u>296,196.99</u></u>	<u><u>644,143.37</u></u>	<u><u>4,402,686.00</u></u>	<u><u>14.63%</u></u>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 2/28/15</b>	<b>\$ 2,003,338.66</b>	<b>\$ -</b>
<b>Balance per GL @ 1/31/15</b>		<b>\$ 2,176,966.51</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement Facility Project	\$ 421,539.74	
	Investment Interest	\$ 144.71	
	Transfers - Out (Purchases)	\$ (595,312.30)	
	Transfers - Out (Bond Reserves)	\$ -	
<b>Balance per GL @ 2/28/15</b>		<b>\$ 2,003,338.66</b>	

**2015 Capital Projects**

Facility		Grant Funding	JTA Funding	JTA Appropriation
	<b>2015 Budgeted Balance</b>	\$ 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	\$ 292,000.00	\$ 73,000.00	\$ (73,000.00)
	JTA Outlay	\$ -	\$ 948,409.00	\$ (948,409.00)
<b>Monthly Payments</b>		\$ -	\$ -	\$ -
Jan-15	Pease, TCF, PT	\$ (178,455.00)	\$ (44,614.13)	\$ 44,614.13
Feb-15	Pease, TCF, PT, Materials Testing	\$ (476,249.84)	\$ (119,062.46)	\$ 119,062.46
Mar-15				
Apr-15				
May-15				
Jun-15				
Jul-15				
Aug-15				
Sep-15				
Oct-15				
Nov-15				
Dec-15				
	<b>Ending Balance</b>			\$ (1,054,786.41)
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>	
Transit Shelter New & Replace	<b>2015 Beginning Balance</b>	\$ 22,472.00	\$ 5,618.00	\$ (5,618.00)
Kiosks and Signage	<b>2015 Beginning Balance</b>	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	<b>2015 Beginning Balance</b>	\$ -	\$ 35,000.00	\$ (35,000.00)
Four Corners PNR	<b>2015 Beginning Balance</b>	\$ 240,000.00	\$ 60,000.00	\$ (60,000.00)
<b>Revenue Vehicles</b>				
Cut-a-Way Vehicles	<b>2015 Beginning Balance</b>	\$ 276,000.00	\$ 69,000.00	\$ (69,000.00)
<b>Service Vehicles</b>				
<b>Service Equipment</b>				
<b>Office Furniture &amp; Equipment</b>				
IT Systems/Trapeze Upgrades	<b>2014 Beginning Balance</b>	\$ 47,090.00	\$ 11,772.00	\$ (11,772.00)
	<b>Balance</b>			\$ (11,772.00)
<b>JTA Capital Reserve Account Balance</b>				\$ 2,003,338.66
<b>JTA Appropriated Project Funds Sub-Total</b>				\$ (1,238,176.41)

Pending Reimbursements  
Pending Payments

**CAPITAL RESERVE BALANCE** **\$ 765,162.25**

**Total 2014 Budgeted Capital Projects** **\$ 3,261,132.00**

# Jefferson Transit Authority/FTA Grant WA-03-0180-02 (Four Corners Facility Project)

Total Project Cost		\$	4,083,068.00	Equals Total project award plus total match				
FTA FUNDS AWARDED TO JTA				JTA MATCH				
Original	\$	560,000.00	Match Required	\$	816,614.00	<div>Total Project Award and Total Match equal Total Project Cost</div>		
1st Amendment	\$	423,679.00						
	\$	970,874.00						
	\$	380,361.00						
2nd Amendment	\$	931,540.00						
Total Project Award from FTA		\$	3,266,454.00	Total Match		\$	816,614.00	
Disbursements to date		\$	3,190,907.00	Disbursements to date		\$	816,614.00	Amount spent to date
Remaining Balance		\$	75,547.00	Remaining Balance		\$	-	JTA Has met the FTA match
Team/Disbursements		\$	3,190,907.00	JTA Match		\$	816,614.00	FTA TEAM/ECHO reconciliation
Difference		\$	-	Difference		\$	-	

Total Project Award and Total Match equal Total Project Cost

Amount spent to date

JTA Has met the FTA match

FTA TEAM/ECHO reconciliation

## Detail of Disbursements

Date	Total Amount	FTA Share	JTA Share	Invoice Numbers
1/20/2005	\$ 32,590.35	\$ 26,075.00	\$ 6,505.35	Inv #174437: 57832001: 74572: 6501360 Payroll Sheets
2/7/2005	\$ 74,291.66	\$ 59,434.00	\$ 14,857.66	Inv# HMW 11/1/2004: 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports
4/29/2005	\$ 47,592.07	\$ 38,074.00	\$ 9,518.07	Inv #2004015-0105; 2004015-0205; HMW3/2/05 & HMW4/4/05 121700
7/13/2005	\$ 34,544.54	\$ 27,636.00	\$ 6,908.54	Inv #040901946; 3165393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005; Sport Townsend
9/13/2005	\$ 41,886.50	\$ 33,510.00	\$ 8,376.50	Inv #PTL 3/28/4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2.7/1.8/2.9/1/2005
5/12/2006	\$ 7,537.00	\$ 6,006.00	\$ 1,531.00	Inv # HMW 1/3.2/1.3/2.1/3/2006: 3625
1/24/2007	\$ 268,065.63	\$ 214,452.00	\$ 53,613.63	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw
2/2/2007	\$ 14,054.00	\$ 14,054.00		Inv#2004015-1206
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw
9/24/2008	\$ 139.31	\$ 112.00	\$ 27.31	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw
5/18/2012	\$ 15,824.74	\$ 12,660.00	\$ 3,164.74	Inv# C15926350; C15926564; 3249925
1/28/2013	\$ 1,798.78	\$ 298.00	\$ 1,500.78	Inv# 11308: 17123-1; 3270127
4/30/2013	\$ 14,419.05	\$ 4,360.00	\$ 10,059.05	Inv# 20130317: 31325; 21314; 17215; 13-056
5/17/2013	\$ 26,532.35	\$ 21,216.00	\$ 5,306.35	Inv# 20130419
8/5/2013	\$ 63,999.21	\$ 47,850.00	\$ 16,149.21	Inv# 20130517: 20130619; 71322; 13-116
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv# 201307020: 20130810; 071305; 081306; 091311
10/17/2013	\$ 32,128.03	\$ 24,363.00	\$ 7,765.03	Inv# 20130512; 101311
11/25/2013	\$ 60,655.54	\$ 48,524.00	\$ 12,131.54	Inv# 20131014
1/8/2014	\$ 54,281.46	\$ 38,662.00	\$ 15,619.46	Inv# 20131116: 121313: SEPTICPERMIT 14: 11403
1/31/2014	\$ 114,715.46	\$ 90,788.00	\$ 23,927.46	Inv# 111325; 14-004; 14-005; 14-006; 20131212
2/26/2014	\$ 92,386.70	\$ 70,635.00	\$ 21,751.70	Inv# 021414 8, Permit 2-11-2014 8, 14-025
3/26/2014	\$ 63,285.76	\$ 50,628.00	\$ 12,657.76	8, 201401138, 48430 8, 14-018, SEPTICPERMIT 14
4/21/2014	\$ 41,043.83	\$ 21,359.00	\$ 19,684.83	2014018614-09005, 2014018614
6/4/2014	\$ 17,092.82	\$ 13,674.00	\$ 3,418.82	Inv# 48860, 31415, 1041404, 20140312, 041411B
7/9/2014	\$ 11,362.00	\$ 9,090.00	\$ 2,272.00	Inv# 1218 49099, 20140415, 51416
7/18/2014	\$ 283,306.78	\$ 226,645.00	\$ 56,661.78	Inv# 20140510, 061411
8/14/2014	\$ 314,402.33	\$ 251,922.00	\$ 62,880.33	Inv# 49488, 1228, 54-572569, 20140611, 100, 071411 Application #1
9/23/2014	\$ 414,443.07	\$ 331,554.00	\$ 82,889.07	Inv# 81414 App #2, 51331, ODT AccEas, 13192
10/22/2014	\$ 257,213.70	\$ 205,771.00	\$ 51,442.70	Inv# 13378: 20140710; 20140811. BLD14-00004, PR#3
11/24/2014	\$ 603,988.35	\$ 483,192.00	\$ 120,796.35	20140905, PR#4, 13583
1/5/2015	\$ 223,022.05	\$ 178,418.00	\$ 44,604.05	091423/141006, 13191, 20141010, 141117, PR#5, 13990/14125
1/26/2015	\$ 213,495.73	\$ 170,797.00	\$ 42,698.73	20141104/1412122/141222/PR#6/14253
2/5/2015	\$ 2,061.25	\$ 1,649.00	\$ 412.25	20141208; 150115: PR#7
2/25/2015	\$ 468,112.33	\$ 401,832.00	\$ 66,280.33	14425 (Final 2014 Invoice this project)
Total	\$ 4,007,521.00	\$ 3,190,907.00	\$ 816,614.00	20150109: 150220: PR#8: 14586

diff by \$5 see Disb #2 book



1615 W. Sims Way, Port Townsend, WA 98368

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**General Manager's Report**  
**Attachment B**

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March 17, 2015

**Legislative Updates**

The Senate approved a \$15 billion transportation revenue package. Since that time, our lobbyist has monitored bills of interest to transportation. Of the over 2,300 bills introduced only 669 have survived the deadline of March 11, 2015. The House Transportation Committee will hear its transportation budget proposal on March 23<sup>rd</sup>, and there is a possibility that they may hear the Senate Transportation revenue package on March 26<sup>th</sup>. These dates are tentative.

**Washington State Transit Association (WSTA)**

Upcoming WSTA Board and Committee meetings:

- March 20: WSTA Officers Call
- March 20: WSTA HR Roundtable, Mount Vernon
- March 25: WSTA Finance Committee Meeting, Everett
- March 25-27: WSTA Operations Committee Meeting, Vancouver
- 2015 Spring Maintenance Forum: May 19-20, 2015 in Pasco

**Update on New Facility Project**

**Site Work Complete**

- Installation of all Windows in Building A
- Finished hanging all Drywall and Painting in Admin
- New Fabric Structure complete
- All Steel Beam Painted in Shop and Admin
- Bollards Installed around Fuel Station

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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

## **Work Planned (March)**

- Continue to drywall Shop
- Install Built-in Desk in Lobby
- Finishing Detail for Bathrooms
- Waiting for Reclaim System to be Delivered
- Staining and Hanging Ceilings
- Finishing Piping in Maintenance Bay
- Eco Lift Installation (waiting for delivery of lift)
- Begin canopy work
- Pour Building B Slab (Approx 18<sup>th</sup>)
- Pour Pad for Fuel Tank
- Finishing Building D
- Staining Reclaimed Wood for Entry Building A
- Finishing Siding on Maintenance Bay
- Install Mezzanine in Maintenance Shop
- Installation of Septic System
- Landscaping

## **Schedule/Budget Status:**

- Substantial Completion date April 8, 2015
- 90 day Final Acceptance Period
- On budget
- A notice of intent to claim was received from Pease Construction. This could mean lead and cost implications.

## **Miscellaneous Items:**

JTA is ramping up for the relocation of its customer service center from the Depot off Sims Way to the Haines Place Transit Center at the Park and Ride. Our intention is for our customer service staff to begin serving customers at the Haines Place Transit Center effective Monday, May 4, 2015. This start date is dependent on the ability to have the physical needs in place required to do business (computer, phones, cash register, etc.). JTA is planning an open house celebration. More details regarding the open house celebration are coming in April.

## **IT Updates:**

- Continuing to improve server and network reliability (top priority)
- Planning and preparing to move server to new facility
- Continuing to replace last remaining XP workstations
- Prepared RFP for new phone system (sent out for bidders)
- Preparing for the update to Trapeze (version 14)
- Providing support for new Four Corners site (server room and audio video installation)

## **Mobility Coordinator Updates:**

### **Veterans Transportation**

Leesa Monroe, Mobility Coordinator, attended the Veterans Advisory Town Hall meeting in Port Angeles. Leesa was asked to participate by the Olympic Peninsula's veterans transportation advocate, Ed Bowen. A town hall meeting was hosted by the state Director of Veterans Affairs and members of the state Veterans Affairs Advisory Committee.

John Braasch from Voices for Veterans and Ed Bowen recognized Jefferson Transit and Clallam Transit for their willingness to collaborate to use transit programs to help solve veterans' transportation needs.

### **Travel Training**

Leesa Monroe provided travel training to a teenager riding from Port Hadlock to Port Townsend.

### **JC Council of the Blind**

MC attended Jefferson County Council of the Blind monthly meeting. Guest presenter at the meeting was Detective Luke Bagues. Detective Bagues provided information on precautions to take to avoid becoming the victim of identity theft including specific suggestions for people with vision impairments.

### **WSTA Vanpool Committee Meeting**

Mobility Coordinator, Leesa Monroe, traveled to Redmond for the Washington State Transportation Assn Vanpool Committee Meeting. WSDOT reviewed vanpool grant recovery and expansion updates. Transit agencies discussed successes/challenges with their vanpool programs.

### **WSTIP RFP Committee**

In January Jefferson Transit's insurance provider asked if Leesa Monroe could be part of an RFP committee. The request for proposal committee will be responsible for recommending the company that provides drivers' license monitoring for WSTIP members.

Driving records of transit employees and vanpool drivers are monitored electronically for driving infractions; the contract of the current monitoring service will expire at the end of 2015. This month the RFP committee reviewed the proposals received.

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





**1615 W. Sims Way, Port Townsend, WA 98368**

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**March 2015 Operations Board Report**  
Attachment C

**March Employment Anniversaries:**

March 1	Tom Smithers	5 years
March 5	Desiree Williams	12 years
March 6	Ben Arnold	12 years
March 12	Leesa Monroe	3 years

**February / March Monthly Highlights**

2015 New Service

Last month we completed our three public outreach meetings regarding new service model ideas. After tabulating responses from surveys handed out during the meetings, we have decided on a minimal approach to service change this summer. I'm working with a new committee to hammer out the details for those changes.

- No actual physical changes to routes other than minor to Ft. Worden and Brinnon.
- Time-point adjustments to Sequim route.
- Some shift changes and possible transfers at Four Corners.

Operator Evaluations

Operations has completed driver evaluations for the first half of the year.

Homeless Shelter Closes

The Homeless Shelter closed its doors on Friday, March 12. We had a few issues with shelter patrons this year. However, shelter staff were very supportive when we brought them any issues.

Trapeze Upgrade

We finally have a timeline for our dispatching software upgrade.

- March 23-27: setup in test environment.
- About 10 days for staff to test product.
- Then decide on a go-live date with Trapeze support staff onsite.

Transit Driver Appreciation Day March 18

So, any of you riding a bus tomorrow be sure to say thanks to your driver for the good job they do all year.



**1615 W. Sims Way, Port Townsend, WA 98368**

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**March 2015 Maintenance Board Report**  
Attachment D

Correction to year-end report

In the January board report it was reported that JTA had traveled 432,353 miles in 2014. JTA actually ran 614,568 miles.

The slab is poured for the new shelter in Quilcene. It has a curing time before we can set the shelter. This will give Dave Lont time to refurbish the used shelter that we will be using.

Because of the cost savings we have benefited from by buying used shelters from Community Transit, I recently purchased 8 solar lighting kits for bus shelters. We will be installing these in needed and dark shelters, such as Quilcene and the Martin Road shelters.

I have been working on finding providers for the security and fire alarm systems for the new facility. We may be going out for bid for this service.

I have been sorting and going through everything for the move. We are very excited for the new facility and the new Haines Place Transit Center.

Staff is also putting a bid pack together to paint the Park-&-Ride shelter structure and the new Transit Center. We are hoping the bids will come in under our allotted dollar amount so we can paint them at the same time. If not, we will paint the shelter this year and the building next year.





1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 4/21/2015

March 2015 Expenses

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

- Accounts Payable Vouchers #93506-93555 in the amount of \$100,861.48
- Accounts Payable Vouchers #93556-93558 in the amount of \$74,397.25
- Accounts Payable Vouchers #93559-93596 in the amount of \$34,771.58
- Accounts Payable Vouchers #93597-93606 in the amount of \$5,665.32
- Accounts Payable Voucher #93607 in the amount of \$73,506.13
- EFT Vouchers #5749-5754 in the amount of \$6,336.86
- EFT Vouchers #5755-5760 in the amount of \$6,297.87
- Capital Check #470 in the amount of \$4,146.00
- Capital Check #471 in the amount of \$6,980.25
- Capital Checks #472-473 in the amount of \$389,719.12
- Capital Checks #474-476 in the amount of \$21,728.68
- Advance Travel Vouchers #359-360 in the amount of \$239.50
- Advance Travel Voucher #361 in the amount of \$202.52
- Advance Travel Voucher #362 in the amount of \$250.50
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of the monthly transfer to account to pay bond payment for 2015 in the amount of \$6,755.96
- Void Accounts Payable Voucher #91950 dated 10/02/2013 in the amount of \$37.95
- Void Accounts Payable Voucher #92832 dated 06/24/2014 in the amount of \$44.89
- Void Accounts Payable Voucher #93029 dated 09/17/2014 in the amount of \$100.85
- Void Accounts Payable Voucher #93522 dated 03/04/2015 in the amount of \$139.05
- Void Accounts Payable Voucher #93608 dated 03/25/2015 in the amount of \$20.00

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

Laura Smedley  
Clerk of the Authority

DRAFT

**Jefferson Transit Authority**

**Resolution No. 15-07**

**To Execute the 3<sup>rd</sup> Amendment to Grant Agreement GCB 1613**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called "the Authority," to execute the 3<sup>rd</sup> Amendment to Grant Agreement GCB 1613

**WHEREAS**, the THIRD AMENDMENT to AGREEMENT GCB1613 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), Jefferson Transit Authority (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES;" and

**WHEREAS**, both PARTIES agree to amend AGREEMENT GCB1613 to add \$178,902 in Rural Mobility Competitive funds into FTA 5311 funds in Current funds for Project A to spend down state funds before the 13-15 biennium closes; and

**NOW THEREFORE, BE IT RESOLVED**, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB1613.

**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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

# DRAFT

The THIRD AMENDMENT to AGREEMENT GCB1613 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), Jefferson Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES,”

## RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT GCB1613 to add \$178,902 in Rural Mobility Competitive funds into FTA 5311 funds in Current funds for Project A to spend down state funds before the 13-15 biennium closes;

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB1613

## AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend Caption heading ‘PROJECT COSTS’ on the first page of the AGREEMENT to read as follows:

<b><u>Project Costs:</u></b>	
Federal Funds	\$ 1,450,964
State Funds	\$ 680,749
Contractor Funds	\$ 3,773,561
Total Project Cost	\$ 5,905,274

3. Amend the existing language in Exhibit I SCOPE OF WORK AND BUDGET and replace it to read as follows:

## EXHIBIT I SCOPE OF WORK AND BUDGET

<b>Total Project Cost</b>	
Federal Funds	\$ 1,450,964
State Funds	\$ 680,749
Contractor Funds	\$ 3,773,561
Total Project Cost	\$ 5,905,274

# DRAFT

4. Amend the current language set forth in Exhibit I, Funding by Project: Project A to read as follows:

## PROJECT A

**Scope of Work:** Provide operating funding assistance to sustain existing general public fixed-route bus and complementary Dial-A-Ride services for special-needs persons in east Jefferson County service area, including connections to transit systems in Mason, Clallam and Kitsap counties.

Funding	Percentage	Current Funds	Total Funds
FTA 5311	21%	\$1,096,098	\$1,275,000
Paratransit Special Needs Transit Formula Funds	3%	\$139,515	\$139,515
Rural Mobility Tax Equalization Transit Formula Funds	7%	\$362,332	\$362,332
Rural Mobility Competitive	3%	\$178,902	\$178,902
Contractor Funds	66%	\$3,382,833	\$3,382,833
Total Project Cost	100%	\$5,159,680	\$5,159,680

**Budget:** Funding and percentages identified reflect current project funds for 2013-2015.

5. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

6. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

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

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

By: \_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation Division

Date: \_\_\_\_\_

**CONTRACTOR**

By: \_\_\_\_\_  
Authorized Representative  
Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_



## Authority Board Agenda Summary

**MEETING DATE:** April 21, 2015

**AGENDA ITEM:** Resolution 15-04: To rescind Resolution 83-05

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

**DEPARTMENT:** Administration

**EXHIBITS/  
ATTACHMENTS:**

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**REVIEWED BY:**

*Tammi Rubert*

**MEETING DATE:** April 21, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

Various policy provisions were contained in more than one manual. In order to avoid inconsistent policies, all duplicative or similar policies were consolidated into a singular employee manual to include represented and non-represented employees.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-04: To rescind Resolution 83-05, which approved the original non-represented policy.

## JEFFERSON TRANSIT AUTHORITY

### RESOLUTION 15-04

#### To Rescind Resolution 83-05

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to rescind Resolution 83-05

**WHEREAS**, the original Resolution 83-05 signed on April 11, 1983, has been amended many times over the years, and is now again outdated; and

**WHEREAS**, Jefferson Transit Authority (JTA) has been operating under various policies that have been consolidated, revised and restructured into an employee manual applicable to all employees; and

**WHEREAS**, past practice has established that non-represented employee policies regarding issues of health care, leave, etc. follow closely those established by the labor contract; and

**NOW, THEREFORE, BE IT RESOLVED** by the Authority that Resolution 83-05 dated April 11, 1983 be rescinded.

#### 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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

JEFFERSON TRANSIT AUTHORITY  
POLICY  
FOR  
NONREPRESENTED EMPLOYEES

SECTION I - PREAMBLE

1.1 Purpose.

The objectives of this policy are to:

- (a) Facilitate efficient service to the public; and,
- (b) Provide equitable personnel management policies for all Transit Authority employees.

1.2 Scope.

These policies shall apply in all circumstances to all appointed Transit Authority employees except:

- (a) Where these policies conflict with collective bargaining contracts and agreements clearly agreed upon between authorized employee organizations or unions and the Transit Authority, those contract and agreements shall prevail; and,
- (b) Where these policies conflict with any authority vested by state law in an elected official of the Transit municipality, the state-mandated authority of the elected official shall prevail.

SECTION II - DEFINITION OF TERMS

2.1 Authority.

Jefferson County Public Transportation Benefit Authority, a municipal corporation.

2.2 Continuous Service.

Employment without interruption except for brief leaves of authorized absence.

2.3 Dismissal.

The discharge of an employee from employment with the Authority for just cause.

2.4 Examination.

Examination refers to any device or procedure used in the selection process to measure applicant's abilities and suitabilities for a position. This includes but is not limited to oral interviews, written tests, performance tests, evaluation of performance during probation, scored evaluation of education and experience, and medical examination.

2.5 Just Cause.

Cause, supported by substantial evidence, for a superior to take disciplinary action against a subordinate employee.

2.6 Layoff.

Termination of an employee because of lack of funds or lack of work.

## 2.7 Temporary Employment.

Employment which meets short-term needs or is seasonal in nature. Temporary employment of an individual shall not exceed one hundred and twenty (120) continuous days in any one year. Fringe benefits shall not be available to temporary employees.

## 2.8 Permanent Employee.

An employee shall be considered a permanent employee if his/her scheduled period of employment is more than one hundred and twenty (120) continuous days except for those employees hired for a specific period of time under specific Federal or State government act funding.

## 2.9 Probation.

A working test period of up to six (6) months during which an employee is required to demonstrate his/her ability and capacity to perform the duties of the position to which he has been appointed.

## 2.10 Reinstatement.

Return of an employee to his former position in the service of the Authority within one (1) year after layoff or at any time after successful appeal of a suspension, demotion or dismissal.

## 2.11 Suspension.

A temporary removal from duty without pay of an employee for disciplinary purposes or for the purpose of investigating accusation brought against an employee.

## 2.12 Temporary Appointment.

The appointment for a limited period of a person to a position in a higher class occupied by a permanent appointee on suspension; or to a position in a higher class occupied by a probationary or permanent employee who is on authorized leave of absence; or a position for which a vacancy exists.

## 2.13 Termination.

Separation from employment with the Transit Authority.

# SECTION III - GENERAL POLICIES

## 3.1 Recruitment.

The Transit Manager is selected by, is responsible to and reports to the members of the Authority. In general, new employees will be hired from the list of persons who have expressed a desire for employment by filing an application for employment in a manner prescribed by the Transit Manager. Selection for employment shall be based solely upon the basis of merit, fitness and ability to perform the required duties.

Jefferson Transit Authority is an Equal Opportunity Employer and the provisions of this document shall be construed in a manner to give effect to this policy.

## 3.2 Employment.

The Transit Manager shall, within the scope of the established budget, employ all personnel for necessary positions with Authority Approval.

## 3.3 Probationary Period.

All employment with the Authority shall be probationary during the first six (6) months of such employment. If during the probationary period the employee's performance does not meet the standards established by the Transit Manager or by this document, or if it is otherwise deemed advisable to terminate the probationary employee's employment, that employee may be terminated without any requirement for cause. A probationary employee shall have no right to appeal his or her termination. Upon completion of the probationary period, a letter regarding the employee's status will be presented to the employee, a copy of which shall be placed in the employee's file.



### 3.4 Promotions.

It is the policy of the Authority to fill vacancies, insofar as consistent with the best interests of the Transit Authority, by promoting permanent employees. Appointments to a higher employee classification will be made on a competitive basis by the Transit Manager after reviewing the recommendations of the employee's supervisor. An employee who is promoted shall hold the new position of employment as a probationary employee for a period of six (6) months. At the end of six months, the appointment becomes permanent if the promoted employee has performed satisfactorily. If the promoted employee does not perform satisfactorily, the employee shall be given his previous job classification. Any position filled by one replacing an employee who has been promoted will be placed in that position on a probationary basis regardless of whether they are newly employed or a promoted Transit employee.

### 3.5 Political Activity.

The rules governing political activities of employees shall follow the provisions of Revised Code of Washington 41.06.250. No employee shall be terminated solely on the basis of membership or non-membership in a particular political party.

### 3.6 Outside Employment.

It is the policy of this Authority to provide its citizens the most efficient and effective service possible within the bounds of Authority finances. To foster this policy, Authority employees shall not engage in employment other than the Authority job if such employment interferes with the efficient performance of the Authority job or constitutes a conflict of interest or would result in a poor public image for the Authority as determined by the Transit Manager or by the Members of the Transit Authority.

## SECTION IV - BASIC COMPENSATION

### 4.1 General.

Salaries and wages are set in the annual budget approved by the Transit Authority. Employee salaries and wages will not be reduced from year to year unless so dictated by sound fiscal policies and budgetary constraints.

### 4.2 Pay Period.

Employees shall be paid monthly on the last working day of the month or as authorized by the Transit Authority. Probationary employees who have worked less than a full month and permanent employees who have missed work and used all accumulated vacation and sick leave pay will be paid for the time they actually worked at the hourly rate of pay for their position. The hourly rate of pay shall be computed by dividing their monthly salary by the number of hours to be worked by an employee in that position.

### 4.3 Part-Time and Temporary Employees.

Part-time and temporary employees shall be paid on an hourly basis.

### 4.4 Probationary Employees.

Upon initial appointment or promotion to a position, an employee shall receive the minimum salary for the class to which the position is allocated. After the employee completes the six month probationary period, the Transit Manager may adjust the employee's salary upwards; provided the increase is within the department's approved budget.

#### 4.5 Longevity Bonus Pay.

Employees shall receive longevity bonus pay as follows and it shall be based on the applicable hours worked per month.

<u>Monthly Hours Worked</u>	<u>Percentage of Increase</u>
0 - 39	0
40 - 79	25%
80 - 119	50%
120 - 159	75%
160 and up	100%

<u>Years in Service</u>	<u>Yearly Increase</u>
0 - 5	0
6 - 10	\$360
11 - 15	\$720
16 - 20	\$1080
21 and over	\$1440

The anniversary date for all employees for determining longevity pay shall be that employee's first day of employment in a permanent position.

Longevity pay is based upon continuous service from the date of Transit employment. Any separation from Transit employment and re-employment more than thirty (30) days later shall establish the anniversary date based on the date of re-employment.

#### 4.6. Mileage Reimbursements.

Employees shall be reimbursed monthly for authorized required use of private vehicles at a rate established by the Transit Authority. The Transit Manager and the Transit Authority shall establish procedures and policies to control the use of private vehicles for Authority business. As a standard procedure reimbursement for mileage is authorized only when an employee is performing his or her duties as an Authority employee and a Transit Authority vehicle is not available to that employee. The rate of reimbursement shall be set annually by the Transit Authority.

#### 4.7 Hours of Work and Overtime.

The normal, full-time workweek shall consist of forty (40) hours within the designated workweek.

Overtime shall be defined as authorized work performed in excess of forty (40) hours.

#### 4.8 Compensatory Time.

Compensation for overtime shall take the form of compensatory time, except that compensatory time off accumulated shall not exceed twenty-four (24) hours per employee and such time shall be completely utilized within thirty (30) days of reaching maximum accumulation. All use of compensatory time will be scheduled by the management.

#### 4.9 Lunch Periods.

Employees are authorized a daily lunch period. The Transit Manager will establish procedures to insure that lunch periods do not interfere with the conduct of public business. Office hours shall be set by the Transit Manager unless otherwise established by the Transit Authority.

### SECTION V - FRINGE BENEFITS

#### 5.1 Sick Leave and Bereavement.

##### A. Eligibility.

Employees who are off work due to illness, injury, disability, or quarantine shall be eligible for sick leave.

## 5.1 Sick Leave and Bereavement (continued)

### B. Accrual

Sick Leave with pay shall accrue as follows for each full month of service:

<u>Category</u>	<u>Hours Worked Per Month</u>	<u>Monthly Accrual Rate</u>
Full Time	Not Applicable	8 hours
Part Time	0 - 39	0 hours
	40 - 79	2 hours
	80 - 119	4 hours
	120 - 159	6 hours
	160 and up	8 hours

Sick leave accrued but not taken may be accumulated to a maximum of 960 hours.

Sick leave shall not accrue during extended leaves of absence without pay or lay-offs.

No compensation for accrued sick leave shall be paid at the termination of employment.

### C. Granting of Sick Leave

Employees are not entitled to sick leave with pay until they have successfully completed their probationary period.

Sick leave with pay may be granted for the following reasons:

- (1) Because of, and during, illness, injury, or disability incapacitating the employee to perform his work.
- (2) Quarantine by a public health official.

Absence for part of a day for reasons in accordance with sick leave provisions shall be charged against sick leave in an amount not less than one (1) hour. Holidays and other regular days off shall not be charged against sick leave.

### D. Responsibilities

An employee must notify his immediate supervisor prior to the beginning of any period of sick leave. Failure to do so may result in denial of sick leave with pay. Upon an employee's return to work, the employee shall submit a written statement to his immediate supervisor stating the reason for the employee's absence. To receive sick leave with pay in excess of three (3) consecutive working days, the employee may be required to present a statement by a physician certifying that the employee's condition prevented him from performing the duties of his position. In addition, a physician's certification may be required by the employer after the third (3rd) sick leave absence with pay in less than (1) year.

### E. Company Paid Physical Examinations

Company paid physical examination to satisfy ICC regulations.

### F. Bereavement Leave

Bereavement Leave shall be authorized for permanent employees for a maximum of three (3) days on the death of a member of the employee's immediate family. As used in this section, the term "immediate family" is defined as follows: spouse, parent, grandparent, child, grandchild, brother, sister and step-relations and in-laws of the same degree.

5.1 Sick Leave & Bereavement (continued)

If an employee is absent due to illness or injury for which he is receiving payment from State Industrial Insurance, the Employer's obligation shall be limited to the difference between his regular salary and the amount received from the State. Sick leave shall be charged on a pro-rated basis in this case until exhausted.

Falsification or misuse of sick leave shall be grounds for disciplinary action, including termination of employment.

5.2 Annual Leave

A. Accrual of Base Annual Leave

Base annual leave shall accrue as follows:

<u>Category</u>	<u>Hours Worked Per Month</u>	<u>Monthly Accrual Rate</u>
Full Time	Not Applicable	6.67 Hours
Part Time	0 - 39	0
	40 - 79	1.67 Hours
	80 - 119	3.33 Hours
	120 - 159	5.0 Hours
	160 and up	6.67 Hours

B. Accrual of Bonus Annual Leave

Annual leave shall accrue as follows for full-time employees.

Annual leave shall accrue for part-time employees on a pro-rated basis based on the average hours worked per month for the previous year.

<u>Months of Continuous Service</u>	<u>Full Time Monthly Accrual Rate</u>
1 through 60	6.67 Hours
61 through 180	10 Hours
over 180	13.36 Hours

C. Crediting of Earned Annual Leave

Accrued annual leave shall be credited as earned annual leave for each month of service, in accordance with the above schedules, except that earned annual leave may not be taken by a new hire employee until they have successfully completed their initial probationary period.

D. Maximum Accrual

The maximum number of annual leave credits that may be carried over past December 31st of each year is eighty (80) hours.

Annual leave shall not accrue during extended leaves of absence without pay or lay-offs.

Accrued annual leave will be cashed out upon termination or retirement.

Annual leave shall be selected as follows:

Annual leave will not be taken for less than one (1) designated work day.

The number of employees on annual leave at any one time shall be regulated by the Employer.

5.3 Civil Leave

Any necessary leave may be allowed by the Transit Manager to permit any regular employee to serve as a member of jury or to take examination for state positions. The employee who is granted such leave and who, for the performance of such civil duties involved receives any compensation, shall be paid by the Authority the time he is absent only in the amount of the excess of his regular salary over the compensation so received. Vacation, seniority status, retirement and other benefits will not be affected while serving.

#### 5.4 Military Leave

Any employee who is a member of the Washington National Guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States or of any organized reserve or Armed Forces of the United States shall be entitled to military leave for a period not to exceed fifteen (15) days during any calendar year in order that the employee may take part in required active training duty. Such military leave shall be granted pursuant to the provisions of Revised Code of Washington 38.40. The employee who is granted such leave and who, for the performance of such military duties involved receives any compensation, shall be paid by the Authority for the time he/she is absent only. Vacation, seniority status, retirement and other benefits will not be affected while serving.

Any employee who enters upon active duty service or training in the Washington National Guard, the Armed Forces of the United States, or the United States Public Health Service may seek leave of absence for a period not to exceed the actual act of duty, service or training, and upon return shall be entitled to re-employment providing the individual complies with the provisions of the Revised Code of Washington 73.16, or as hereafter amended.

#### 5.5 Maternity Leave

Upon request, female employees shall be granted time off up to a maximum of six (6) months leave in conjunction with the birth of their child. Use of leave of absence without pay will be granted upon written request from the employee to the immediate supervisor after employee has exhausted all accrued sick leave and annual leave. Requests for such leave will be filed with the employee's immediate supervisor at least thirty (30) calendar days in advance of expected due date or date of requested leave. Female employees will be allowed to continue normal duties unless otherwise indicated by attending physician or midwife. Extension of maternity leave in excess of six (6) months may be granted upon approval from the employee's immediate supervisor. At no time shall the request for maternity leave exceed one (1) year.

#### 5.6 Paternity Leave

Upon request, male employees shall be granted time off up to a maximum of ten (10) working days leave in conjunction with the birth of their child. Use of leave of absence without pay will be granted upon written request from the employee to the immediate supervisor after employee has exhausted all accrued annual leave. Requests for such leave will be filed with the employee's immediate supervisor at least thirty (30) calendar days in advance of expected due date. Extension of paternity leave in excess of ten (10) working days may be granted from the employee's immediate supervisor. At no time shall the request for paternity leave exceed six (6) months.

#### 5.7 Leave of Absence

Any request for leave of absence shall be in writing, and that writing shall state the time period for which the request is made. The granting of any such request for leave of absence shall also be in writing and signed by the Transit Manager.

A leave of absence may be requested by any permanent employee. The decision as to whether or not such leave of absence will be granted is with the Transit Manager. No leave of absence shall exceed a period of nine (9) months.

Any leave of absence shall be without pay and all benefits of the employee shall cease during the period of the leave of absence. The employee may, if satisfactory arrangements can be made, continue insurance plans in effect by prepayment of the insurance premiums. Where the leave of absence does not exceed fifteen (15) days, the Transit Authority may authorize payment of fringe benefits.

5.8 Holidays

A. Eligibility

The following holidays with pay for employees who have been in service for thirty (30) calendar days immediately preceding the holiday:

- |                      |                      |
|----------------------|----------------------|
| (1) New Years Day    | (4) Labor Day        |
| (2) Memorial Day     | (5) Thanksgiving Day |
| (3) Independence Day | (6) Christmas Day    |

Holiday pay shall be received by employees on the following schedule:

<u>Category</u>	<u>Hours Worked Per Month</u>	<u>Holiday Pay Rate</u>
Full Time	Not Applicable	8 hours
Part Time	0 - 39	0 hours
	40 - 79	2 hours
	80 - 119	4 hours
	120 - 159	6 hours
	160 and up	8 hours

unless the employee is absent due to an unexcused absence for the entire day of the workday before or the workday after the holiday.

In addition to the fixed holidays above, each employee shall be entitled to four (4) noncumulative floating holidays each calendar year. These floating holidays shall not be carried over into succeeding calendar years. Floating holidays remaining to the credit of the employee ninety (90) days prior to the end of the calendar year shall be taken during those ninety (90) days. A signup list shall be posted four (4) working days prior to commencement of the ninety (90) day period with selection of the floating holidays to be by seniority. Employees with floating holidays still to their credit who do not sign within four (4) working days from the posting of the sign-up list shall have their days off assigned by the employer. A total of ten (10) holidays per year.

Any employee working one of the fixed holidays shall receive time and one half for all work performed, in addition to the basic holiday pay.

Employees on "leave of absence without pay" shall not receive holiday pay. Probationary employees shall not be entitled to floating holidays.

Floating holidays shall be paid based on the scheduled hours of work for the day which the holiday is taken.

The employee shall notify the employer in writing at least one (1) week prior to the desired floating holiday off and approval shall be contingent upon the staffing requirements of the employer.

In the event an employee is precluded from taking entitled floating holiday leave, through no fault of their own, the employee will be reimbursed in accordance with the schedule above.

5.9 Medical Benefits

Permanent employees will participate in basic group medical, dental and life insurance plans as may be adopted by the Transit system under the terms and conditions established by the members of the Transit Authority.

5.10 Seniority

Seniority for all employees will begin at the time of their first day of employment and shall prevail throughout their time of continuous employment service. Employees shall lose all seniority credit in the event of voluntary or involuntary termination or a lay-off period of 183 or more days duration. The Authority shall post a copy of the seniority list on January 2nd. Employees will be laid off in inverse order of seniority roster in their classification.

## SECTION VI - DISCIPLINARY ACTION

### 6.1 Purpose of Disciplinary Action.

The Authority will attempt at all times to operate its business in the most efficient, economical and orderly manner consistent with good management practices. All employees shall conduct themselves in a manner that will be consistent with established rules and regulations. Disciplinary action is not primarily intended to be punitive but rather to maintain the efficiency of day-to-day operations and in keeping with sound business principles of human relations in the Transit Authority service.

### 6.2 Causes of Disciplinary Action.

All appointed employees may be subjected to disciplinary action for cause, including but not limited to:

- (a) Drinking intoxicating beverages or using non-prescription drugs on the job, or arriving on the job under the influence of intoxicating beverages or drugs;
- (b) Violation of a lawful duty;
- (c) Insubordination;
- (d) Breach of discipline;
- (e) Being absent from work without first notifying and securing permission from the employee's supervisor;
- (f) Being habitually absent or tardy for any reason;
- (g) Misconduct;
- (h) Conviction of any felony or of a misdemeanor involving moral turpitude;
- (i) Using religious, political or fraternal influence;
- (j) Accepting fees, gifts, or other valuable items in the performance of the employee's official duties for the Authority;
- (k) Failure to perform the assigned job.

### 6.3 Procedure for Disciplinary Action.

The degree of discipline administered must depend on the severity of the infraction. It is the responsibility of the supervisor to evaluate thoroughly the circumstances and facts as objectively as possible. The supervisor will then apply the most suitable form of discipline to the best of his or her knowledge and discretion.

There are several types of disciplinary action which may be applied to discourage detrimental behavior or actions:



A. Oral Warning.

- (1) Talk to the employee in private.
- (2) This type of discipline should be applied for infractions of a relatively minor degree. Supervisors should at all times inform the employee that he or she is administering an oral warning and that the employee is being given an opportunity to correct the condition. If the condition is not corrected, the person will be subject to more severe disciplinary measures.
- (3) A notation, which will include the cause for the warning, that an oral warning was given should be made for the employee's personnel file.

B. Written Warning.

- (1) This notice will be issued by the supervisor in the event the employee continues to disregard an oral warning, or if the infraction is severe enough to warrant a written record in the employee's personnel file.
- (2) The supervisor will set forth in the warning notice from the nature of the infraction in detail and will sign the notice. He or she will discuss the warning notice with his or her immediate supervisor, then with the employee, to be certain that the employee understands the reasons for the disciplinary action.
- (3) A copy of the warning notice is to be handed to the employee at the time of the discussion of the discipline. The original copy is to be placed in the employee's personnel file.

C. Suspension Without Pay.

- (1) This form of discipline is administered as a severe infraction of rules, standards, or for excessive violations after the employee has received a written warning and has made no effort to improve performance. This is the most severe form of discipline given by a supervisor short of discharge.
- (2) All facts leading to the reason for the disciplinary suspension and the duration of suspension will be set forth on a disciplinary form. The employee will be informed of the disciplinary action and provided an original copy of completed disciplinary action form. The maximum period of suspension shall be 15 days.
- (3) Suspension of any employee will be applied only by the Transit Manager.

D. Demotion.

- (1) Demotion is to be used in rare instances where an employee has been employed for or promoted to a position but fails to perform the duties and responsibilities of that position. Demotion should be made only after thorough evaluation by the Department head and only after written warning.
- (2) Demotion of an employee will be made by the Transit Manager.

#### E. Discharge.

- (1) To assure the continuous, successful operation of Transit Authority business, certain rules and policies may not be violated by its employees. Infraction of certain basic rules by an employee shall be considered just cause for discharge. The decision as to whether or not the employee should be discharged shall depend upon, among other things, the severity of the infraction, the previous efforts to counsel the employee, the potential danger to other employees, and the effect on the Transit system's operations.
- (2) If in the opinion of the supervisor or Transit Manager, the infraction is so severe as to require immediate removal of the employee from his or her employment situation, the Transit Manager may immediately suspend the employee. Within five (5) working days following any such suspension, the Transit Manager will review the circumstances concerning the incident and determine whether or not discharge of the employee is appropriate.
- (3) Discharge of an employee shall be by the Transit Manager.

### SECTION VII - GRIEVANCE AND ARBITRATION PROCEDURES

#### 7.1 Definition.

A grievance means a claim or dispute by an employee with respect to the interpretation, meaning, or application of any provisions of this policy.

#### 7.2 Purpose.

An employee may resort to these grievance procedures for any decision or action which he or she feels may affect his or her employment adversely.

#### 7.3 Procedure.

Grievances shall be processed in accordance with the following procedures within the stated time limits.

Steps in the grievance procedure:

1. The grievant employee shall present the grievance within five (5) days of its alleged occurrence to his/her immediate supervisor who shall attempt to resolve it within five (5) working days after receipt of the grievance.
2. If the grievant employee is not satisfied with the solution of the immediate supervisor, the employee shall submit written notice to the Transit Manager including (1) statement of the grievance and relevant facts, (2) specific provision violated, (3) remedy sought, and (4) reasons for dissatisfaction with the supervisor's solution within fifteen (15) days of the date of submission of the grievance to the immediate supervisor. The Transit Manager shall respond to the employee in writing within fifteen (15) working days from receipt of the grievance.
3. If the employee feels that his or her complaint is not fairly resolved by the Transit Manager, he or she may then within five (5) days of receipt of the Manager's decision submit a written complaint to the Transit Authority. If the grievance continues to exist, the Transit Authority may agree to any recourse or other legal means available for resolving the employee's grievance, including arbitration.

4. No punitive action shall be carried out against any employee for utilizing the grievance procedures contained herein.
5. It is specifically and expressly understood and agreed that taking a grievance appeal to arbitration constitutes an election of remedies and a waiver of any and all rights by the appealing employee to litigate or otherwise contest the appealed subject matter in any court or other available forum. Likewise, litigation or other contest of the subject matter of the grievance in any court or other available forum shall constitute an election of remedies and a waiver of the right to arbitrate the matter.

DATED THIS 11th DAY OF APRIL, 1983

JEFFERSON TRANSIT AUTHORITY

A. M. O'Meara  
Chairman

Burt S. Shiley  
Vice Chairman

B. G. Brown  
Member

John S. F. F.  
Member

Joan Hunt  
Member

ATTEST:

Nanda P. Blum  
Clerk of the Authority



## Authority Board Agenda Summary

MEETING DATE: April 21, 2015

AGENDA ITEM: Resolution 15-05: Disadvantaged Business Enterprise (DBE) Amendment

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

BUDGETARY IMPACT (if applicable)

BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: Jammi Robert

MEETING DATE: April 21, 2015

RECOMMENDATION: Approve

COMMENTS:

SUMMARY  
STATEMENT:

In accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, it is required to update and review the current DBA program and goals every three years.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 15-05: DBE Amendment

DRAFT

**Jefferson Transit Authority  
Resolution No. 15-05  
To Review and Update the DBE Program and Goal**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to review and update the DBE Program and Goal 2015-2018

**WHEREAS**, Jefferson Transit Authority has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26, which requires that the program and goal be reviewed and updated every three years; and

**WHEREAS**, the Authority has placed a Public Notice, dated April 15, 2015, announcing the DBE program and goal's availability, and providing opportunity for comments; and

**WHEREAS**, a public hearing was held April 21, 2015 to admit testimony for and against the program goal, therefore,

**NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board of Directors did adopt the Disadvantaged Business Enterprise program update and goal of 1.1% DBE participation for the three year period from May 2015 through May 2018.

**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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



## Authority Board Agenda Summary

**MEETING DATE:** April 21, 2015

**AGENDA ITEM:** Resolution 15-06: Procurement Policy Update

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

**DEPARTMENT:** Finance

**EXHIBITS/  
ATTACHMENTS:**

Draft of updated Procurement Policy

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**REVIEWED BY:** Jammi Rubert

**MEETING DATE:** April 21, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

Changes have been made to help make the procurement policy more efficient and have been incorporated in the updated policy.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to adopt Resolution 15-06: Procurement Policy Update

DRAFT

**Jefferson Transit Authority**

**Resolution No. 15-06**

**Updating the Jefferson Transit Authority Procurement Policy**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called "the Authority," updating the Jefferson Transit Authority Procurement Policy

**WHEREAS**, Jefferson Transit Authority adopted a procurement policy in August 2003 and revised it in February 2006 and July 2010; and

**WHEREAS**, changes to make the procurement procedure more efficient have been identified and incorporated in the updated policy; now therefore,

**NOW, THEREFORE, BE IT RESOLVED** by the Jefferson Transit Authority Board that the attached revised Procurement Policy is hereby adopted.

**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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



# Jefferson Transit Authority



## *Procurement Policy*

Adopted by the Authority Board of Directors on August 19, 2003 (Resolutions# 03-08)  
Revised by the Authority Board of Directors on February 21, 2006 (Resolution# 06-04)  
Revised by the Authority Board of Directors on July 20, 2010 (Resolution# 10-17)

**Revised by the Authority Board of Directors on 4/21/2015  
(Resolution# 15-06)**

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- 1.4 ETHICS
- 1.5 CONFLICT OF INTEREST
- 1.6 DELEGATION OF AUTHORITY
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SMALL PUBLIC WORKS ROSTER

Commented [CL1]: This was "Shared Procurement Portal"

### **CHAPTER 3. COST AND PRICE ANALYSES**

- 3.0 OVERVIEW
- 3.1 COST ANALYSIS
- 3.2 PRICE ANALYSIS

### **CHAPTER 4. CONTRACT CHECKLIST**

## **CHAPTER 1 GENERAL POLICY**

### **1.0 AUTHORITY**

Authority for this policy is contained in Jefferson Transit Authority (JTA) Resolution No. 03-08 dated August 19, 2003.

### **1.1 PROCUREMENT GOAL**

It is JTA's goal to obtain the goods and services required when needed at a fair price and in a fair and equitable manner. All contracts executed with federal funds are subject to the requirements of applicable laws and regulations and shall include all contractual clauses required by Federal statute or regulation.

### **1.2 COMPETITION**

In the absence of extenuating circumstances, all procurements will be placed only after determining that the competitive forces of the marketplace are present and that the market has been afforded the opportunity to respond to JTA's needs. Extenuating circumstances would include emergency actions related to issues of safety; cases where sole source procurement can be adequately justified and documented; cases where the procurement cost to seek competition is deemed greater than the potential savings; and cases where delay would cause a material loss or loss of services provided by JTA.

### **1.3 FAIR TREATMENT OF VENDORS**

JTA staff shall treat all vendors fairly and equitably in the procurement process. Collusion and appearance of collusion shall be avoided in all cases.

### **1.4 ETHICS**

In order to avoid any appearance of conflict of interest in purchasing or contract award, JTA's employees, officers, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential contractors or sub-recipients. Unsolicited gifts of nominal intrinsic value not related to any purchase or contract may be kept.

JTA's employees, officers, board members, or agents are prohibited from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. Violators of this policy will be subject to discipline up to and including discharge.

### **CONFLICT OF INTEREST**

JTA's employees, officers, board members, or agents are prohibited from participating in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

- a. The employee, officer, board member or agent;

- b. Any member of his or her immediate family;
- c. His or her partner;
- d. An organization that employs, or is about to employ, any of the above.

#### 1.5 DELEGATION OF AUTHORITY

The following JTA employees are authorized to purchase or issue purchase orders for supplies, materials, and services up to \$2,500.

**Commented [CL2]:** Increased the amount from \$2,000 to \$2,500

- General Manager (GM)
- Finance Manager (FM)
- Operations Manager
- Fleet & Facilities Manager
- Executive Assistant/Clerk of the Board
- IT Specialist
- Facilities Maintenance Worker
- Mechanic
- Maintenance Clerk

The General Manager is delegated additional authority by the JTA Board to execute all procurement documents for goods and/or services and public works contracts up to \$25,000. The provisions of the annual adopted budget limit this procurement authority to those items in adopted budgets.

In executing their authorities as delegated above, individuals will be responsible for:

- Determining need and providing justification (all).
- Technical specifications or adequate item description (all).
- Obtaining price quotes (all) At least 3 quotes (from email, website, fax, or phone call) will be needed to ensure the price is fair and reasonable.
- Conducting price analysis (GM/FM).
- Providing sole-source justifications (GM/FM).
- Purchasing or issuing a purchase order with the appropriate authorized signature, estimated costs, price quotes, and any special terms (all).
- Accepting the item(s) and forwarding the coded invoice or other evidence of receipt and acceptance to Accounts Payable (all).

**Commented [CL3]:** Updated titles match current titles  
1) Changed Finance & Human Resources Administrator to Finance Manager (FM)  
2) Changed Lead Mechanic to Mechanic (Lead mechanic is now call mechanic, next mechanic in authority is called mechanic 1)

Added:  
1) Operations Manager  
2) Fleet and Facilities Manager  
3) IT Specialist

Removed:  
1) Maintenance Services Administrator  
2) Grants Administrator  
3) Services and Training Supervisor  
4) Accountant  
5) Mobility Coordinator

Purchase documents not executed within the above-delegated authority may become the responsibility of the person originating the transaction.

#### 1.6 RECORDS AND RECORDKEEPING

The FM and/or a designee shall be responsible for maintaining all records relating to procurement actions. Authorized purchasers are responsible for furnishing the FM with all documentation concerning the procurement action, including notes taken over the phone for informal price quotations.

**Commented [CL4]:** This sentence had a line under it, bolded it instead

## 1.7 FEDERAL REQUIREMENTS

While this policy describes the procurement methods used by JTA for most purchases, when federal grant funds are involved certain regulations regarding federal procurement must also be followed and given precedence in the event of a conflict with this policy.

Specifically, JTA will follow the requirements of FTA Circular 4220.1F and subsequent updates and amendments; the Federal Acquisition Regulation (FAR); and the recommendations in the FTA's Best Practices Manual.

When contracting for Architectural and Engineering services, JTA will follow the competitive proposal procedures based on the Brooks Act defined in 40 USC 541.

## 1.8 STATE REQUIREMENTS

While there are no state procurement regulations directed specifically to transit systems, there are some sections of the statutes applying to all types of state public agencies. The major citations of importance in this regard are in TITLE 39 RCW, Public Contracts and Indebtedness.

# CHAPTER 2 METHODS OF PROCUREMENT

## 2.0 INTRODUCTION

Procurement methods available are:

Under \$25,000:

- 2.1 Small items purchase
- 2.5 State, Federal or public agency contract / cooperative purchasing agreement
- 2.6 Municipal Research and Service Center of Washington Small Public Works Roster

Commented [CL5]: Was Shared Procurement Portal

\$25,000 and over:

- 2.2 Competitive sealed bid
- 2.3 Competitive negotiated procurement
- 2.4 Noncompetitive negotiated procurement
- 2.5 State, Federal or public agency contract / cooperative purchasing agreement
- 2.6 Municipal Research and Service Center of Washington Small Public Works Roster

Commented [CL6]: Was Shared Procurement Portal

## 2.1 SMALL ITEMS PURCHASE

Small items procurement usually involves relatively standard, easily specified, readily available goods or services.

Small items purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for purchases/purchase orders relating to services, supplies, and other property costing in the aggregate not more than \$24,999. If open purchase orders are established with firms that will provide goods or services exceeding

this amount in the aggregate over a period of 12 months, the account must be established competitively and then individual purchases made by the small items purchase procedure.

Formally issued Request for Bid or Request for Proposals may be used for small item purchases where circumstances warrant it, but are not required.

For small items procurements, price competition is usually obtained by doing telephone shopping, catalog shopping, internet shopping, or solicitation of informal written quotations, although competitive quotes are not required if the price is determined to be fair and reasonable.

Use of a purchase order usually satisfies small order procurements. There are four exceptions to this generalization and they are: (1) over-the-counter purchases; (2) items charged to the JTA credit card; (3) petty cash purchases; and (4) certain open purchase orders.

1. Over-the-counter purchases are where an order and delivery is taken in person on the same day from a local source and the item is charged to JTA. These would be for orders less than \$150. No purchase order is required, but the purchaser must provide, on the same day, a billing or other proof of purchase to accounting with an authorized purchaser's signature.
2. The JTA credit card may be used when an item is purchased over the telephone, through a catalog or on the internet when an account has not been established with the vendor. These purchases are limited by the purchaser's purchasing authority and/or credit card limit.
3. Petty cash may be used for a purchase of an item from a local source when the cost does not exceed \$50 and when there is no open purchase order with the vendor. No purchase order is required. This method is encouraged for purchases less than \$25.
4. Open purchase orders will specify persons authorized to place orders for routine items such as gasoline, minor repairs, and certain supplies; and may have a cost limit.

## 2.2

### COMPETITIVE SEALED BIDS

In this procurement method, the FM is responsible for oversight of sealed bids, which are solicited through publication of a Request for Bids. A firm, fixed-price contract is awarded to the responsible bidder whose bid is responsive (conforming to all the material terms and conditions of the Request for Bid) and is lowest in price.

This method is to be used in the following situations:

1. A complete, adequate, and realistic specification or purchase description is available.
2. Two or more responsible suppliers are willing and able to compete effectively for the order.
3. The procurement lends itself to a firm, fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

This method of procurement involves the following steps: cost estimate, solicitation of bids, distribution of bid information, opening of bids, review and evaluation of bids, price analysis, and bid award.

#### 2.2.1 Solicitation of Bids

If the procurement is expected to cost more than \$25,000, it will be brought before the JTA board for approval to solicit bids. A Request for Bids or Request for Proposals is advertised in media where it is expected to be seen by potential bidders. Solicitation also involves inviting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the Washington State Office of Minority and Women's Business Enterprises (OMWBE) directory, and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. **If the procurement is classified as a public works project pursuant to RCW 39.04:**

- An advertisement will be placed, at a minimum, in the Port Townsend and Port Angeles newspapers, as well as an official OMWBE publication.
- The advertisement will give a brief description of the goods or services sought, directions for obtaining the complete bid package, and the date the bids are due.

**Commented [CL7]:** Bolded the one sentence & Bulleted the other two to make this important information stand out.

#### 2.2.2 Distribution of Bid Information

All information concerning the procurement will be included in the bid package and distributed to all interested bidders. At a minimum, the bid package will contain a description of the procurement, product specifications, instructions to bidders, and bid form.

The description of the procurement shall be a complete description of the goods or services wanted. The specifications shall be sufficiently complete and detailed so as to ensure that JTA will receive the product needed without restricting competition.

The instructions to bidders shall include bid and performance bond requirements, bid due date, instructions for obtaining bid clarification, number of copies of bid or proposal form required, and treatment of bidding irregularities.

The completed bid form must contain a bid amount, acknowledgement of receipt of the entire bid package and subsequent addenda, and signature by an authorized representative of the bidding company. All required certifications and assurances must be signed and included with the completed bid form.

All bidders shall be treated impartially and shall receive the same information. All questions and answers regarding the bid package will be distributed to all parties who have received the bid package. No private meetings will be held with any bidders during the bid period.

The FM or a designee will be responsible for maintaining a list of names and addresses of persons receiving the bid package and will furnish them with all addenda and records of communications.



### 2.2.3 Opening of Bids

At the place and time specified in the bid package, the FM or designee shall declare the bidding closed and publicly open the bids received before that time. The amount of the bid and the bidder's name will be read aloud and recorded on a bid opening form. Copies of the form will be distributed to anyone requesting a copy. No other information will be given out at that time, but an announcement will be made as to when the bid documents received will be available for public inspection. This delay allows the FM time to review, log, and bind the documents received.

Any bid documents received after the announced due date and time will not be opened except on the advice of counsel. Depending on the opinion of counsel, they will subsequently be opened or returned unopened to the bidder.

### 2.2.4 Review and Evaluation of Bids

The FM or a designee shall review all bids submitted for responsibility of the bidder and responsiveness to the bid.

The responsibility review is to determine the financial and technical capability of the bidder to perform the work. It is based upon a review of the documentation requested in the bid package and supplemented, if necessary, with phone calls to verify data, clarify the submittal, or check references. Only responsible bidders will be considered.

The FM or a designee will then review the bids for responsiveness to the bid package. This review is to determine that all requirements of the bid package have been met. At a minimum, it includes determining the time and date the bid was received, the completeness of the bid form, whether a proper bid security accompanied the bid, whether the math was accurate, and other special requirements specified in the bid package, if any. Any irregularities need to be classified as material or nonmaterial. If necessary, legal counsel will be consulted to assist in this determination. If an irregularity is nonmaterial (for example, incorrect number of copies of bid submitted), the bidder will be given a deadline by which to correct the irregularity. Only responsive bids will be considered.

### 2.2.5 Bid Award

The FM or a designee shall prepare a separate file containing, at a minimum, the purchase requisition, the advertisement for bids, the complete bid package, a list of bidders requesting the bid package, any correspondence with bidders, all bids received, the bid form filled out at the time of bid opening, and documentation of any reference checks or follow-up work to determine which bidders are responsible.

Upon receipt of the appropriate approval, the GM or FM shall issue a notice of bid award and prepare a purchase order or contract. If a contract is used, the form of

the contract will have been included in the bid package and no material changes may be made to the terms and conditions after the bid opening.

The statement of work from the bid package shall be incorporated into any purchase order or contract without change. When all submissions specified in the bid package (performance bond, insurance certificate, etc.) have been received, the contract or order will be placed and the unsuccessful bidders will be notified of the award. All unsuccessful bidders will be released from their bid bond and any funds held by JTA as bid security shall be returned.

#### 2.2.6 Bid Protest

Any bidder or prospective bidder whose direct economic interest is aggrieved by the bidding and/or award process described in this section may protest the bidding and/or award process in accordance with these procedures.

The protest shall be submitted in writing to the JTA General Manager within five (5) days of the decision to award the bid by the JTA Board or by the General Manager, as may be applicable. In order to allow the filing of protest, the award of any bid by JTA will be effective six (6) days after the decision to award. In the event that a protest occurs within the five (5) day period, then the award shall not be made until the protest procedure has been fully completed unless JTA, at the discretion of the General Manager, determines that:

- A. The items to be procured are urgently required, or
- B. Delivery or performance will be unduly delayed by failure to make a prompt award, or
- C. Failure to make prompt award will cause undue harm to JTA.

The written protest shall contain, at a minimum, the following:

- A. The name of the protesting person.
- B. An identification of the protestor's interest in the bidding process.
- C. A statement of the grounds for protest, which should detail the basis for the protest and should provide supporting legal and factual arguments and a copy of any documents which the protestor submits to support its position.

Upon receipt of a protest, JTA shall notify the successful bidder. JTA shall also, through the General Manager, review the protest. The General Manager may request from the successful bidder a response to the protest. The General Manager shall, within ten (10) days or less of receipt of the protest, make a recommendation to the JTA Board concerning the protest. The JTA Board shall, at its next regularly scheduled meeting or at a special meeting called for that purpose, consider the protest and the recommendation of the General Manager and render its decision on the protest.

The decision shall become final six (6) days after the decision of the JTA Board unless there is a further protest of the award made pursuant to FTA procedures.

## COMPETITIVE NEGOTIATED PROCUREMENT

In a competitive negotiated procurement, a Request for Proposals is publicized and proposals are requested from a number of sources. Negotiations are normally conducted with more than one of the sources submitting offers and either a fixed-price or cost reimbursable contract is awarded. This method shall be used in the following situations:

- Contracting for services or items that cannot be precisely defined, described, or standardized.
- Contracting for research and development where the end product may be conceptual in nature.
- A cost-reimbursement contract will be awarded.
- The technical aspects and price of the offeror's proposal will be negotiated.
- JTA wishes to give offerors the opportunity to revise the price or technical aspects of their proposals.
- Not only price, but also quality and contractual factors will be considered in order to determine the most advantageous offering.
- Artistic or aesthetic values will be weighed to the extent that price is a secondary consideration.

This method of procurement involves the following steps: cost estimate, solicitation of proposals, review and evaluation of proposals, cost analysis, negotiating with proposer, and award of contract.

### 2.3.1 Solicitation of Proposals

Solicitation involves contacting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the Washington State Office of Minority and Women's Business Enterprises directory, and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. Potential suppliers are furnished a Request for Proposals that includes, at a minimum, a description of the item desired or statement of work, due date for proposals, criteria that will be used in the proposal evaluation and their relative weights, and general instructions to bidders. The cost information solicited must be returned separately from the technical proposal so that it will not influence the technical evaluation.

### 2.3.2 Review and Evaluation of Proposals

Proposals are opened privately. Strict confidentiality as to the nature and cost of the proposal must be maintained throughout the negotiation process. Only after award of the contract is the successful firm revealed to the public and the terms and conditions made known.

An evaluation committee will review and score all proposals received against the evaluation criteria specified in the solicitation. The committee will arrive at a list of proposers judged to be within the competitive range and able to perform the work satisfactorily.

The committee will then consider the cost information and a strategy developed with regard to how that influences their decision, taking into consideration the weight (if any) that was placed on price in the selection criteria specified in the solicitation.

#### 2.3.3 Negotiation with Proposers

At this point, a cost analysis of the leading proposers will be performed. Overhead, profit, direct charge rates, and other cost factors will be analyzed. Proposers may be required to submit additional data.

The parties may negotiate the procurement. A final and best offer of technical and/or cost data may be requested from the proposer. The committee will review this final offer and decide whether to enter into a contract with the proposer. If a contract cannot be negotiated, the committee will begin negotiations with the next qualified proposer.

#### 2.3.4 Award of Contract

Following acceptance of final and best offers, either a fixed-price or cost-reimbursement contract is awarded. If required, Contractor's bonds and prevailing wage requirements will be included in the contract.

### 2.4

#### NON-COMPETITIVE NEGOTIATED PROCUREMENT

Procurement by non-competitive proposals will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The FTA authorizes a noncompetitive negotiation; or
- After solicitation of a number of sources, competition is determined inadequate.

A non-competitive procurement must be accompanied by a justification and be authorized by the FM. The FM has the responsibility of questioning the justification to preserve the integrity of the procurement process. In all cases, the decision to seek sole source procurement will be decided by the General Manager.

This method of procurement involves the following steps: cost estimate, solicitation of bid, negotiating with proposer, price or cost analysis, and contract award.

##### 2.4.1 Negotiation of the Procurement

A noncompetitive procurement will be treated in a manner similar to the competitive negotiated procurement except there will be only one proposer. A thorough cost analysis to determine the cost and profit is fair and reasonable. Cost, delivery, specifications, and all other factors relating to the procurement need to be negotiated.

#### 2.4.2 Placing the Order

After the appropriate approval for the level of the cost is received, the order will be placed either by purchase order or contract. Whichever document is used will follow proper authorization, as previously described, and will state the complete agreement between the parties, including technical specifications, cost, delivery, and other applicable terms and conditions.

#### 2.5 STATE, FEDERAL OR PUBLIC AGENCY CONTRACT/COOPERATIVE PURCHASING AGREEMENT PROCUREMENT

When determined by informal inquiry to be in the best interests of JTA and, when afforded the opportunity, items may be procured from state, federal or other public agency contract or cooperative purchasing agreements without further competition.

#### 2.6 MUNICIPAL RESEARCH AND SERVICE CENTER OF WASHINGTON (MRSC) SMALL PUBLIC WORKS ROSTER

Requests for bids, quotes or proposals should be submitted to vendors via the MRSC Small Public Works Roster to provide adequate competition and notice of the procurement opportunity. Procurements of a significant scope or where vendors on the portal are limited, shall also be noticed in publications such as the Seattle Daily Journal of Commerce, Passenger Transport, etc. as appropriate.

**Commented [CL8]:** Was "Shared Procurement Portal"

**Commented [CL9]:** Replaced "eCityGov alliance shared procurement portal" with "MRSC Small Public Works Roster."

### CHAPTER 3 COST AND PRICE ANALYSES

#### 3.0 OVERVIEW

Either a cost or a price analysis must be conducted with every procurement action, including contract modifications. An independent cost estimate must be performed prior to receiving bids or proposals.

#### 3.1 COST ANALYSIS

A cost analysis must be performed when the offeror is required to submit the elements of the estimated cost (labor hours, overhead, materials, etc.) These are required for professional consulting and architectural and engineering services contracts.

A cost analysis is necessary when adequate price competition is lacking for non-competitive procurements, contract modifications, and change orders, unless reasonableness can be established on the basis of a catalog or market price, or on the basis of prices set by law or regulation.

#### 3.2 PRICE ANALYSIS

A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price.

A price can be determined reasonable based on one or more of the following:

- The item was found to be reasonable on a recent purchase.
- It was obtained from a current price list or catalog listing.
- It is a sale price obtained from advertisements.
- The purchaser has personal knowledge of the item procured.
- It is a regulated rate or price (such as a utility).

## **CHAPTER 4**

### **CONTRACT CHECKLIST**

#### **4.0 CONTRACT CHECKLIST**

The following list itemizes the contract clauses that are often used in JTA contracts. Not all clauses are used in all contracts.

- Preamble
- Statement of Work
- Allowable Costs
- Payment Terms
- Term of the Agreement
- Records and Audits
- Termination
- Independent Agent
- Legal Remedies
- Assignment
- Coordination of Work
- Insurance and Indemnification
- Uncontrollable Forces
- Title to Property
- Severability
- Nondiscrimination
- Notices
- Signature Page

In addition to the above, contracts involving federal funding will use the federal clauses required for Third Party Contracts



## Authority Board Agenda Summary

**MEETING DATE:** April 21, 2015

**AGENDA ITEM:** Resolution 15-08: Authorizing a Small Works Roster Process

**SUBMITTED BY:** Cheryl Loran **TITLE:** Grants & Procurement and AP/AR

**DEPARTMENT:** Finance

**EXHIBITS/  
ATTACHMENTS:**

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**REVIEWED BY:** Jammi Rubert

**MEETING DATE:** April 21, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

This describes the small works roster process that will be used to award public works contracts and a consulting service roster for architectural, engineer and other professional services.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to approve Resolution 15-08: Authorizing a Small Works Roster Process



## Jefferson Transit Authority

### Resolution No. 15-08

**A RESOLUTION** of the Jefferson Transit Authority (JTA) Board  
Authorizing JTA to use a Small Works Roster Process to Award Public Works  
Contracts and a Consulting Service Roster for Architectural, Engineering  
and other Professional Services.

**WHEREAS**, RCW 39.04.155 and other laws regarding contracting for public works by municipalities, allow certain contracts to be awarded by a small works roster process; and

**WHEREAS**, in order to be able to implement small works roster processes, JTA is required by law to adopt a resolution establishing specific procedures; and

**WHEREAS**, RCW 39.80.030 requires that an agency publish in advance that agency's requirement for professional services and that one of the ways to accomplish that notification is to announce generally to the public its projected requirements for any category or type of professional services and request qualification statements to be kept on file with the agency; and

**NOW, THEREFORE, BE IT RESOLVED**, the JTA Board hereby resolves as follows:

**Section 1. MRSC Rosters.** JTA has contracted with the Municipal Research and Services Center of Washington (MRSC) to have their official rosters hosted in the online database for JTA use for small public works contracts and consulting services developed and maintained by MRSC and approves of JTA General Manager signing contract.

**Section 2. Small Public Works Roster**

The following small works roster procedures are established for use by JTA pursuant to RCW 39.04.155:

1. **Cost.** JTA need not comply with formal sealed bidding procedures for the construction, building, renovation, remodeling, alteration, repair, or improvement of real property where the estimated cost does not exceed Three Hundred Thousand Dollars (\$300,000.00), which includes the costs of labor, material, equipment and sales and/or use taxes as applicable. Instead, JTA may use the Small Public Works Roster procedures for public works projects as set forth herein. The breaking of any project into units or accomplishing any projects by phases is prohibited if it is done for the purpose of avoiding the maximum dollar amount of a contract that may be let using the small works roster process.
2. **Publication.** At least once a year, on behalf JTA, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to appropriate MRSC Roster(s) at any time

that they complete the online application and meet minimum State requirements for roster listing.

3. **Telephone, Written, or Electronic Quotations.** JTA shall obtain telephone, written or electronic quotations for public works contracts from contractors on the appropriate small works roster to assure that a competitive price is established and to award contracts to a contractor who meets the mandatory bidder responsibility criteria in RCW 39.04.350(1) and may establish supplementary bidder criteria under RCW 39.04.350 (2)

a. A contract awarded from a small works roster will not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation.

b. Quotations may be invited from all appropriate contractors on the appropriate small works roster. As an alternative, quotations may be invited from at least five contractors on the appropriate small works roster who have indicated the capability of performing the kind of work being contracted, in a manner that will equitably distribute the opportunity among the contractors on the appropriate roster. "Equitably distribute" means that JTA may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

If the estimated cost of the work is from one hundred and fifty thousand dollars (\$150,000) to three hundred thousand dollars (\$300,000), JTA may choose to solicit bids from less than all the appropriate contractors on the appropriate small works roster but must notify the remaining contractors on the appropriate small works roster that quotations on the work are being sought. JTA has the sole option of determining whether this notice is sent to the remaining contractors is made by:

i. publishing notice in a legal newspaper in general circulation in the area where the work is to be done;

ii. mailing a notice to these contractors; or

iii. sending a notice to these contractors by facsimile or email.

c. At the time bids are solicited, JTA representative shall not inform a contractor of the terms or amount of any other contractor's bid for the same project;

- d. A written record shall be made by JTA representative of each contractor's bid on the project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations obtained shall be recorded, open to public inspection, and available by telephone inquiry.

4. **Limited Public Works Process.** If a work, construction, alteration, repair, or improvement project is estimated to cost less than thirty-five thousand dollars (\$35,000), JTA may award such a contract using the limited public works process provided under RCW 39.04.155 (3). For a limited public works project, JTA will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster and shall award the contract to the lowest responsible bidder as defined under RCW 39.04.010. After an award is made, the quotations shall be open to public inspection and available by electronic request.

For limited public works projects, JTA may waive the payment and performance bond requirements of chapter 39.08 RCW and the retainage requirements of chapter 60.28 RCW, thereby assuming the liability for the contractor's nonpayment of laborers, mechanics, subcontractors, material men, suppliers, and taxes imposed under Title 82 RCW that may be due from the contractor for the limited public works project. However, JTA shall have the right of recovery against the contractor for any payments made on the contractor's behalf.

JTA shall maintain a list of the contractors contacted and the contracts awarded during the previous 24 months under the limited public works process, including the name of the contractor, the contractor's registration number, the amount of the contract, a brief description of the type of work performed, and the date the contract was awarded.

5. **Determining Lowest Responsible Bidder.** JTA shall award the contract for the public works project to the lowest responsible bidder provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and JTA may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary bidder responsibility criteria established by JTA under RCW 39.04.350.

6. **Award.** The General Manager or his designee shall present all telephone quotations/bids and recommendation for award of the contract to the lowest responsible bidder to the JTA Board of Directors; however, for public works projects under twenty-five thousand dollars (\$25,000), the General Manager or his designee shall have the authority to award public works contracts without the JTA Board's approval. For public works projects over twenty-five thousand dollars (\$25,000), the JTA Board shall award all public works contracts.

## Section 3. Consulting Services Roster

1. **Consulting Services.** Consulting services are professional services that have a primarily intellectual output or product and include architectural and engineering services as defined in RCW 39.80.020.
2. **Publication.** At least once a year, on behalf of JTA, MRSC shall publish in a newspaper of general circulation within the jurisdiction a notice of the existence of the consulting services roster or rosters and solicit statements of qualifications from firms providing consulting services. Such advertisements will include information on how to find the address and telephone number of a representative of JTA who can provide further details as to JTA projected needs for consulting services. Firms or persons providing consulting services may complete the online application at any time and be listed if they meet the minimum State requirements.
3. **Professional Architectural and Engineering Services.** The MRSC Rosters will distinguish between professional architectural and engineering services as defined in RCW 39.80.020 and other consulting services and will announce generally to the public JTA's projected requirements for any category or type of professional or other consulting services. JTA reserves the right to publish an announcement on each occasion when professional services or other consulting services are required by the agency and to use paper and/or other electronic rosters that may be kept on file by appropriate procurement personnel.

## 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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



## Authority Board Agenda Summary

**MEETING DATE:** April 21, 2015

**AGENDA ITEM:** Resolution 15-09: Amend Appendix A of Resolution 11-23

**SUBMITTED BY:** Ben Arnold **TITLE:** Fleet & Facilities Manager

**DEPARTMENT:** Maintenance

**EXHIBITS/  
ATTACHMENTS:**

Resolution 11-23 with Appendix A

**BUDGETARY IMPACT** (if applicable)

**BUDGETED:** \_\_\_\_\_

**EXPENDITURE REQUIRED:** \_\_\_\_\_

**FUNDING SOURCE:** \_\_\_\_\_

**REVIEWED BY:** Jammi Robert

**MEETING DATE:** April 21, 2015

**RECOMMENDATION:** Approve

**COMMENTS:**

**SUMMARY  
STATEMENT:**

Amend Appendix A of Resolution 11-23 to remove bus numbers 19 (which is now being used as bus number 801) and 96 from the surplus property list for continued use by Jefferson Transit.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to approve Resolution 15-09: To amend Appendix A of Resolution 11-23

DRAFT

**Jefferson Transit Authority  
Resolution No. 15-09  
To Amend Appendix A of Resolution 11-23**

**A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority," to Amend Appendix A of Resolution 11-23

**WHEREAS**, Jefferson Transit Authority (JTA) Board held that it was in the best interests of the Authority to dispose of all surplus property belonging to the Authority listed in Appendix A of Resolution 11-23; and

**WHEREAS**, JTA has found a need to continue the use of two (2) of the vehicles listed on Appendix A as surplus property; and

**WHEREAS**, JTA would like to remove bus numbers 19 and 96 from the surplus property list for continued use; and

**WHEREAS**, JTA is now using bus number 19 as bus number 801 in the maintenance department, therefore,

**NOW, THEREFORE, BE IT RESOLVED** that the designated surplus property noted in Appendix A of Resolution 11-23 shall be amended to remove bus numbers 19 and 96 which are still in use.

**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 April 21, 2015.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board





## JEFFERSON TRANSIT AUTHORITY

### RESOLUTION 11-23: INTENT TO DISPOSE OF SURPLUS PERSONAL PROPERTY

## APPENDIX A

### SURPLUS PROPERTY

Bus/Item Number	Item Description	Vin Number	License Number
17	1998 E-450 ELDORADO	1FDXE40F2XHA11102	RS03032
19	1998 E-450 ELDORADO	1FDXE40F6XHA11104	RS03031
21	1999 E-450 ELDORADO	1FDXE40F4XHC15108	RS0367
970	2002 E-450 ELDORADO	1FDXE45F92HA45166	63130C
96	1982 ORION 1	2B119470C6015519	C56996
963	1996 THOMAS LINER	1T7CL2B28T1140328	42257C
966	1997 THOMAS LINER	1T75L20V1145471	44470C
968	1997 THOMAS LINER	1T75L2B20V1145468	44469C
002	1987 IHC BUCKET TRUCK	0287-R0502	59681C
053	1985 TOYOTA FORKLIFT	4FGL25-20260	4FGL25

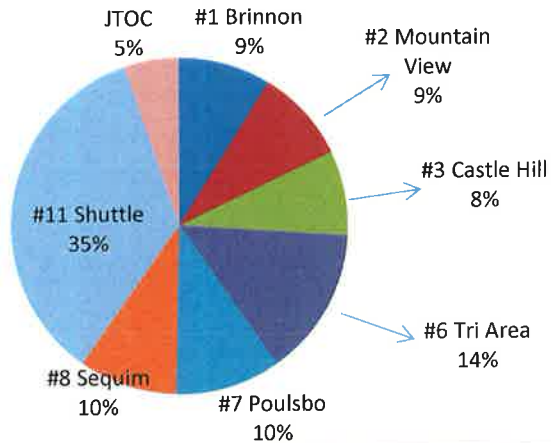


# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

## March

**MARCH  
Total:  
(100%)  
21,446**



Feb. passenger total :

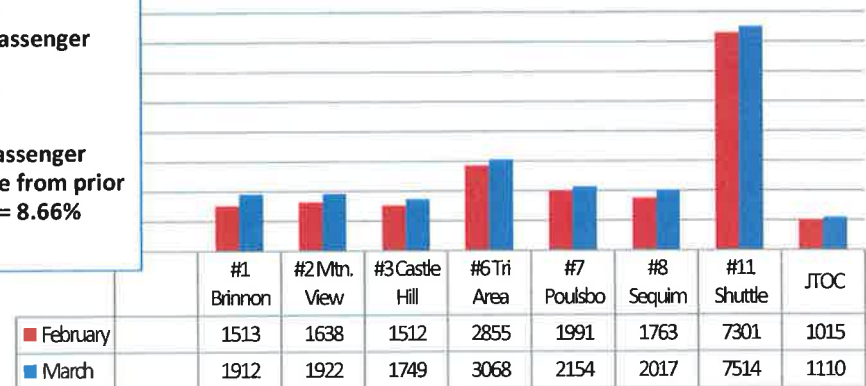
19,588

Mar. passenger total:

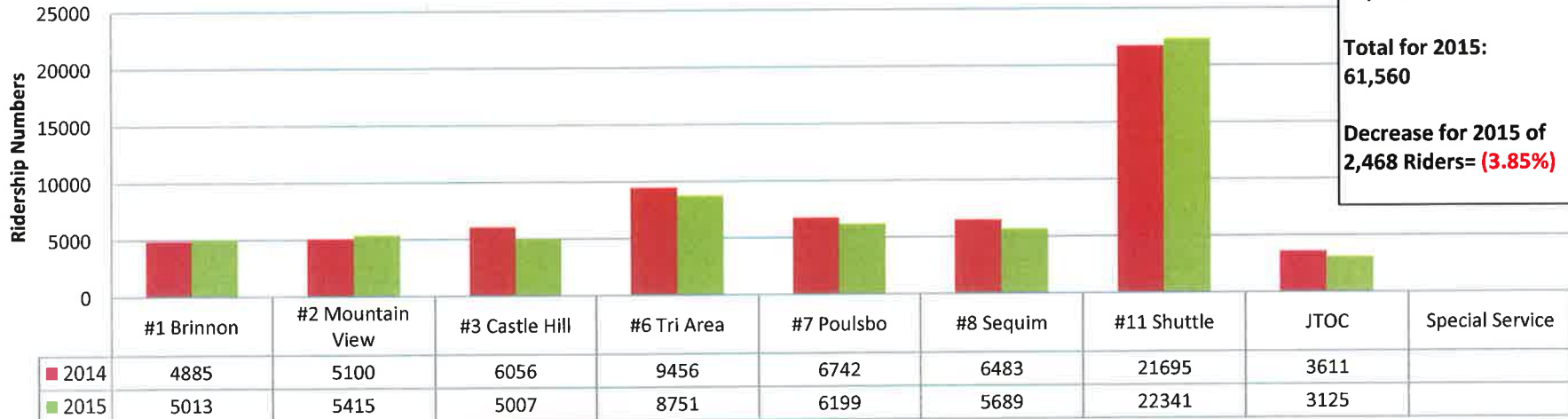
21,446

1858 passenger  
Increase from prior  
month = 8.66%

## Month to Month Route Comparison



## YTD Ridership by Route and Year as of March



Total for 2014:  
64,028

Total for 2015:  
61,560

Decrease for 2015 of  
2,468 Riders= (3.85%)

# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

March, 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
<b>LOCAL</b>									
#2 Mt. View / Ft Worden	1922	4	41	304	2250	128	6.32	0.85	15.05
#3 Castle Hill / Cook Ave	1749	1	86	304	2766	131	5.75	0.63	13.38
#11 Shuttle	7514	16	172	638	2488	236	11.78	3.02	31.83
<b>LOCAL TOTAL</b>	<b>11185</b>	<b>21</b>	<b>299</b>	<b>1246</b>	<b>7504</b>	<b>494</b>	<b>7.95</b>	<b>1.50</b>	<b>20.09</b>

<b>COMMUTER</b>									
#1 Brinnon	1912	0	142	192	8256	230	9.96	0.23	8.30
#6A Tri Area Loop (5)	1667	2	103	118	3056	98	14.13	0.55	17.02
#6B Tri Area Loop (6)	1401	2	74	96	2486	80	14.59	0.56	17.58
#7 Poulsbo	2154	4	127	192	8045	205	11.22	0.27	10.48
#8 Sequim	2017	0	107	236	8118.4	184	8.55	0.25	10.96
<b>COMMUTER TOTAL</b>	<b>9151</b>	<b>8</b>	<b>553</b>	<b>834</b>	<b>29962</b>	<b>798</b>	<b>11.69</b>	<b>0.37</b>	<b>12.87</b>

<b>2014 SPECIAL EVENTS</b>	<b>Boardings</b>	<b>Runs per event</b>
Rhody Festival 2014	0	
Wooden Boat Festival 2014	0	

<b>WEST JEFFERSON</b>	1110	7	10	192	13144	432	5.78	0.08	2.57
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<b>TOTAL MONTHLY</b>	<b>21446</b>	<b>36</b>	<b>862</b>	<b>2272</b>	<b>50610</b>	<b>1724</b>	<b>8.47</b>	<b>0.65</b>	<b>11.84</b>
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22 Weekdays in Month

4 Saturdays in Month

### VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1,136	7,019	6.2	4

### DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1065	1008	4203	411	1.06	0.25	2.59	95.83%	1
DAR Mobility Aids	254								

\*Boardings includes Passenger and Attendant if needed

**JEFFERSON TRANSIT AUTHORITY**

## March 2015

[illegible]