



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, April 16, 2013 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- | | |
|---|-------------|
| I. Finance Reports | Attachments |
| a. February 2013 | |
| II. Consent Agenda | Attachments |
| a. Approval of Minutes, March 19, 2013 | |
| b. Approval of Special Meeting Minutes, March 25, 2013 | |
| c. Approval of Expenses, March 2013 | |
| III. Old Business | Attachments |
| None | |
| IV. New Business | Attachments |
| a. <u>Resolution 13-1</u> : Records Retention Policy-Update | |
| b. <u>Resolution 13-7</u> : Vehicle Donation | |
| V. Staff Reports | |
| VI. Ridership Report | Attachments |
| VII. Miscellaneous | |

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 1-800-833-6388 (TDD /TTY).



1615 W. Sims Way, Port Townsend, WA 98368

April 11, 2013

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: March 2013 Financial Report

- Financial Summary –
 - Sales Tax for January 2013 came in 42% higher than last year and 41% higher than budget. An economic recovery amount would be expected to be around 3 or 4%. I contacted the Department of Revenue (DOR) requesting information on payouts for January. DOR verified sales tax for Jefferson County was up due in part to a yacht sale, but that alone does not account for the total amount. Further research is required and hopefully I will have something to report at the meeting.
- Revenue Report – Overall over budget, primarily due to Sales Tax
 - East side Farebox, JTOC Farebox and DAR revenue are all down compared to budget.
 - Added new Vanpool group, vanpool revenue saw an increase, one vanpool has been returned more in mobility coordinator's report.
- Expense Report – Overall under budget slightly
 - DAR Overtime is over budget due to a retirement in February, expect to see this overtime increase until July.
 - Holiday/General Leave budget ALWAYS high at first of year due to front loading personal days and accrual/will adjust as the year progresses.
 - "Other Benefits" are over budget and are likely to remain over budget for the year. I neglected to calculate the general leave transfers to VEBA when I calculated the overall budget. If a represented employee has more than 540 total hours in their general leave, or a non-represented employee has more than 280, the overage is paid into their VEBA account.
 - Lubrication over budget, this is a timing issue as the tanks were filled at the beginning of the year and inventory should last for some time.
 - Credits were issued for printing, tires, and safety supplies at the beginning of 2013
 - Utilities/Propane – believe it is a timing issue but will watch.
- Capital Activity
 - There has been no capital activity in March, expect reimbursements to be processed in April, no purchases other than Facility Expenses (Project Management and Design Consultant) are expected



March 2013 Financial Summary

Budget Tracking Figure: 24.99%

1. Operational Expenses:	\$325,971.72
Operational Revenues:	\$19,557.63
Non-Operational Income:	\$431,265.56
Capital Expenses:	\$0.00
Capital income:	\$0.00

2. Sales Tax Received 3/31/2013 for January 2013: \$291,292.37
Sales Tax Received 3/31/2012 for January 2012: \$204,854.04

****Sales tax increased from prior year 42.0%****

3. Cash on Hand as of March 31, 2013:

Operating:	\$650,404.62
Operating Treasury Pool (Reserve):	\$250,000.00
Capital Account:	\$67,431.39
Capital Treasury Pool (Reserve):	\$527,431.20
Fuel Fund:	\$49,546.00
EFT Fund:	\$101,238.80
Travel Fund:	\$1185.62
Kitsap Bank	\$10.64

Total	\$1,647,248.27
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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/Funding accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

****Includes funding amounts for Capital and Operating Reserves that will be funded in December 2012 as budgeted.**

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2013

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Monthly Act to Bud Variance	2013 Cumulative Cash Actual Sales Tax Received	2013 Cumulative Cash Budgeted Sales Tax	2013 Cumulative Actual to Budget Variance
January	0.90%	\$263,071.24	\$234,370.59	\$158,497.64	144,356.76	234,371.00	12.25%	\$263,071.24	234,371.00	10.91%
February	0.90%	\$381,349.36	\$331,924.43	\$221,922.91	237,202.39	321,924.00	12.25%	\$624,420.80	556,295.00	10.91%
March	0.90%	\$291,292.37	\$204,854.04	\$152,221.21	140,635.54	206,083.00	41.35%	\$915,712.97	762,378.00	16.74%
April	0.90%		\$220,498.65	\$150,424.11	146,047.89	221,822.00	0.00%	\$0.00	984,200.00	
May	0.90%		\$266,975.22	\$191,817.93	193,190.62	268,577.00	0.00%	\$0.00	1,252,777.00	
June	0.90%		\$239,889.31	\$172,294.86	154,076.61	241,329.00	0.00%	\$0.00	1,494,106.00	
July	0.90%		\$256,787.52	\$191,845.36	157,223.48	258,328.00	0.00%	\$0.00	1,752,434.00	
August	0.90%		\$291,693.72	\$203,110.70	202,548.76	293,444.00	0.00%	\$0.00	2,045,878.00	
September	0.90%		\$285,111.93	\$285,132.17	190,292.86	286,823.00	0.00%	\$0.00	2,332,701.00	
October	0.90%		\$313,703.24	\$305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,648,286.00	
November	0.90%		\$314,369.17	\$300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,950,229.00	
December	0.90%		\$265,862.08	\$239,629.36	166,953.12	241,069.00	0.00%	\$0.00	3,191,298.00	
Total		915,712.97	3,226,039.90	2,572,837.54	2,133,000.38	3,191,298.00	0.00%			
Monthly Average		305,237.66	268,836.66	214,403.13	177,750.03	265,941.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Actual to Budgeted Variance	2012 Cumulative Accrual Actual Sales Tax Received	2012 Cumulative Accrual Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$291,292.37	\$204,854.04	152,221.21	140,635.54	206,083.00	41.35%	\$291,292.37	206,083.00	29.25%
February	0.90%		\$220,498.65	150,424.11	146,047.89	221,822.00	0.00%	\$0.00	427,905.00	
March	0.90%		\$266,975.22	191,817.93	193,190.62	268,577.00	0.00%	\$0.00	696,482.00	
April	0.90%		\$239,889.31	172,294.86	154,076.61	241,329.00	0.00%	\$0.00	937,811.00	
May	0.90%		\$256,787.52	191,845.36	157,223.48	258,328.00	0.00%	\$0.00	1,196,139.00	
June	0.90%		\$291,693.72	203,110.70	202,548.76	293,444.00	0.00%	\$0.00	1,489,583.00	
July	0.90%		\$285,111.93	285,132.17	190,292.86	286,823.00	0.00%	\$0.00	1,776,406.00	
August	0.90%		\$313,703.24	305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,091,991.00	
September	0.90%		\$314,369.17	300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,393,934.00	
October	0.90%		\$265,862.08	239,629.36	166,953.12	241,067.00	0.00%	\$0.00	2,635,001.00	
November	0.90%		\$263,071.24	283,071.24	158,497.64	235,777.00	0.00%	\$0.00	2,870,778.00	
December	0.90%		\$381,349.36	361,349.36	221,922.91	323,856.00	0.00%	\$0.00	3,194,634.00	
Total		291,292.37	3,284,165.48	2,816,837.59	2,131,861.78	3,194,634.00	0.00%			
Monthly Average		291,292.37	273,680.48	234,736.47	177,655.15	266,219.50				

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Three Months Ending March 31, 2013

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$1,618,223.67	\$1,546,867.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$279,087.87)	(\$978,391.35)
Non-Capital Financing Activities	\$301,477.98	\$1,124,950.58
Investing Activities	\$188.27	\$377.20
Total Operating Cash Provided/(Used)	\$22,578.38	\$146,936.43
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$1,588.31	(\$51,414.06)
Net Increase/(Decrease) Cash and Equivalent	\$24,166.69	\$95,522.37
CASH BALANCES - END OF PERIOD	\$1,642,390.36	\$1,642,390.36

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2013

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,809.23	\$62,914.79	\$257,803.00	24.40%
Operating Expenses				
Labor	153,684.56	437,997.57	1,747,187.00	25.07%
Benefits	91,227.72	328,575.84	1,222,322.00	26.88%
Services and User Fees	9,896.39	29,554.84	199,535.00	14.81%
Materials & Supplies	53,835.49	109,417.91	585,806.00	18.68%
Utilities	6,211.50	16,842.79	66,001.00	25.52%
Casualty/Liability Costs	6,704.25	20,112.75	79,932.00	25.16%
Taxes	384.34	2,255.84	7,795.00	28.94%
Miscellaneous Expenses	4,027.47	9,360.28	66,792.00	14.01%
Leases and Rentals		1,909.43	13,206.00	14.46%
Total Operating Expenses	325,971.72	956,027.25	3,988,576.00	23.97%
Operating Income (Loss)	(306,162.49)	(893,112.46)	(3,730,773.00)	23.94%
Non-Operating Revenues				
Non-Transportation Revenue	1,915.18	2,104.11	15,950.00	13.19%
Taxes Levied by Transit	353,786.37	849,816.97	3,194,633.00	26.60%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	27,732.00	83,196.00	336,284.00	24.74%
Federal Grants & Contributions	36,535.00	109,605.00	438,420.00	25.00%
Total Non-Operating Revenues	431,265.56	1,061,019.09	4,002,787.00	26.51%
Net Income (Loss) Before Transfers In/(Out)	125,103.07	167,906.63	272,014.00	61.73%
Net Income/(Loss)	125,103.07	167,906.63	272,014.00	61.73%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2013

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$11,187.46	\$40,461.34	\$167,073.00	24.22%
Fixed Route Fares - West - JTOC	425.10	886.19	4,250.00	20.85%
Dial-a-Ride Fares (DAR)	1,382.00	2,965.99	15,000.00	19.77%
Vanpools	5,649.67	15,045.02	60,000.00	25.08%
Extended Service			2,700.00	0.00%
 Auxiliary Transportation Revenues				
Advertising Services	1,100.00	3,361.25	8,000.00	42.02%
Other Services Revenue	65.00	195.00	780.00	25.00%
Total Operating Revenues	19,809.23	62,914.79	257,803.00	24.40%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	188.27	377.20	1,850.00	20.39%
Gain (Loss) on Disposition of Capital Items	1,588.31	1,588.31	3,000.00	52.94%
Other Nontransportation Revenues	138.60	138.60	11,100.00	1.25%
Taxes Levied Directly by Transit System - Sales & Use Tax	353,786.37	849,816.97	3,194,633.00	26.60%
Special Sales Tax Receipts - Miscellaneous	10,047.01	10,047.01		0.00%
 Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP		2,500.00	2,500.00	100.00%
 State Grants and Contributions				
Rural Mobility Competitive	27,732.00	83,196.00	332,784.00	25.00%
RTAP			3,500.00	0.00%
 Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	36,535.00	109,605.00	438,420.00	25.00%
 Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5309, Facility Assistance (Federal)		298.00		0.00%
Total Nonoperating Revenues	431,265.56	1,061,317.09	4,002,787.00	26.51%
TOTAL REVENUES	451,074.79	1,124,231.88	4,260,590.00	26.39%

Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2013

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$54,332.66	\$153,297.40	\$603,956.00	25.38%
Operators Overtime - Fixed Route	4,119.05	12,315.24	48,592.00	25.34%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,658.76	38,633.16	165,357.00	23.36%
Operators Overtime - Dial-a-Ride (DAR)	1,224.85	2,685.90	5,786.00	46.42%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,869.89	123,520.27	469,941.00	26.28%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,046.56	6,627.33	27,867.00	23.78%
Administration Salaries	35,432.79	100,918.27	425,688.00	23.71%
Benefits				
FICA	12,667.81	36,294.10	142,443.00	25.48%
Pension Plans (PERS)	16,357.58	39,294.22	138,680.00	28.33%
Medical Plans	35,210.04	107,753.13	431,379.00	24.98%
Dental Plans	3,308.13	10,018.94	41,674.00	24.04%
Unemployment Insurance (UI)			33,180.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,713.98	15,909.17	66,855.00	23.80%
Holiday	1,659.91	35,494.53	73,318.00	48.41%
General Leave	12,056.19	58,683.88	232,726.00	25.22%
Other Paid Absence (Court Duty & Bereavement)	91.48	835.38	7,100.00	11.77%
Uniforms, Work Clothing & Tools Allowance	658.14	2,978.26	14,707.00	20.25%
Other Benefits (HRA, EAP & Wellness)	3,504.46	21,314.23	40,260.00	52.94%
Service and User Fees				
Vanpool Services and Fees	166.67	513.01	3,500.00	14.66%
Advertising Fees	1,025.48	1,756.04	12,500.00	14.05%
Professional & Technical Services	4,343.92	9,677.75	71,505.00	13.53%
Contract Maintenance Services (IT Services)	3,455.75	10,367.25	38,780.00	26.73%
Custodial Services			7,200.00	0.00%
Security Services	135.00	135.00	2,500.00	5.40%
Vehicle Technical Services		4,633.51	25,500.00	18.17%
Property Maintenance Services	142.27	527.82	10,000.00	5.28%
Software Maintenance Fees			17,150.00	0.00%
Postage & Mail Meter Fees	211.22	687.22	3,600.00	19.09%
Drug & Alcohol Services	237.08	711.24	4,800.00	14.82%
Other Services & User Fees	179.00	546.00	2,500.00	21.84%
Materials and Supplies Consumed				
Fuel	47,104.82	86,798.35	408,586.00	21.24%
Tires		(350.35)	28,400.00	(1.23%)
Lubrication	755.43	3,726.47	10,500.00	35.49%
Tools	62.34	326.78	9,000.00	3.63%
Vehicle Maintenance & Repair Parts	4,019.40	14,628.06	61,500.00	23.79%
Non-Vehicle Maintenance & Repair Parts	369.44	836.54	5,000.00	16.73%
Vehicle Accessories		47.57	1,350.00	3.52%
Park & Ride Materials	41.42	58.84	2,000.00	2.94%
Shop Supplies (Maintenance & Cleaning)	1,132.72	3,552.04	14,000.00	25.37%
Safety & Emergency Supplies	42.13	(56.87)	5,050.00	(1.13%)
Office Supplies	307.79	1,095.28	12,570.00	8.71%
Computer Programs & Supplies			2,750.00	0.00%
Printing (Photocopier, Schedules & Brochures)		(1,269.87)	23,100.00	(5.50%)
Other Materials & Supplies		25.07	2,000.00	1.25%
Utilities				
Water, Sewer & Solid Garbage	1,070.92	3,305.42	16,400.00	20.16%
Utilities (Electrical & Propane)	2,595.75	6,434.43	21,000.00	30.64%
Telephone & Internet	2,544.83	7,102.94	28,601.00	24.83%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	6,704.25	20,112.75	79,932.00	25.16%
Taxes				
State Taxes	384.34	1,214.09	5,445.00	22.30%
Vehicle Licensing & Registration Fees		384.75	550.00	69.95%
Other Licensing Fees & Taxes		657.00	1,800.00	36.50%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2013**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$764.68	\$2,947.85	\$15,081.00	19.55%
Travel & Meetings	2,528.19	3,815.24	21,400.00	17.83%
Safety Program (Rodeo & Safety Rewards)	74.60	194.29	5,000.00	3.89%
Training (Classes, Seminars & Materials)	420.00	1,915.00	22,561.00	8.49%
EE CDL and EE Physical Expense	240.00	470.00	2,450.00	19.18%
Other Miscellaneous		17.90	300.00	5.97%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations		168.95	1,080.00	15.64%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities		1,740.48	11,070.00	15.72%
TOTAL OPERATING EXPENSES	<u>325,971.72</u>	<u>956,027.25</u>	<u>3,988,576.00</u>	<u>23.97%</u>

**Jefferson Transit
Treasury Pool Investments Account (Capital)
Capital Projects Tracking Report
March 2013**

Current Account Status	Balance per Bank @ 3/31/13	\$ 527,431.20	\$ -
Balance per GL @ 2/28/13		\$ 527,431.20	
	Transfers - In		
	2012 Reserve Transfer	\$ -	
	Transfers - Out (Purchases)	\$ -	
	Cameras (100% Reimbursable)	\$ -	
Balance per GL @ 3/31/13		\$ 527,431.20	

2013 Capital Projects

Facility		Grant Funding	JTA Funding	JTA Appropriation
	2013 Beginning Balance	\$ 1,340,000.00	\$ 395,000.00	\$ (395,000.00)
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00	\$ (77,053.00)
	Project Management - December 2012		\$ (3,594.82)	\$ 3,594.82
	Project Management - January 2013		\$ (4,697.75)	\$ 4,697.75
	Federal Reimbursements(373.05)	\$ (298.44)	\$ (74.61)	\$ 74.61
	Ending Balance			\$ (463,685.82)
Other Building and Structures		Grant Funding	JTA Funding	
Transit Shelter New & Replace	2013 Beginning Balance	\$ 64,000.00	\$ 16,000.00	\$ (16,000.00)
Simmi Seats	2013 Beginning Balance	\$ 6,480.00	\$ 1,620.00	\$ (1,620.00)
Kiosks and Signage	2013 Beginning Balance	\$ 8,000.00	\$ 2,000.00	\$ (2,000.00)
PNR Upgrades (banners, signs, etc)	2013 Beginning Balance	\$ 28,000.00	\$ 7,000.00	\$ (7,000.00)
PNR Passenger Services Bldg	2013 Beginning Balance	\$ 76,800.00	\$ 19,200.00	\$ (19,200.00)
Sheridan Transit Shelter	2013 Beginning Balance	\$ 185,000.00	\$ 15,000.00	\$ (15,000.00)
Revenue Vehicles				
Cutaway Coach	2013 Beginning Balance	\$ 85,000.00	\$ -	
Amerivans	2013 Beginning Balance	\$ 201,318.00	\$ -	
Vehicle Replacement Reserve	2013 Beginning Balance		\$ 23,588.00	
	Feb 2013 - Transfer		\$ 23,588.00	\$ (23,588.00)
	Project Complete			
Service Vehicles				
Crane, Crew Truck, Shop Pickup	2013 Beginning Balance	\$ 104,000.00	\$ 26,000.00	\$ (26,000.00)
Green Vehicle	2013 Beginning Balance	\$ 40,000.00	\$ 10,000.00	\$ (10,000.00)
Service Equipment				
Cameras & Digital Recorders	2013 Beginning Balance	\$ 150,000.00		
	2/11/13 Purchase (Awaiting Reimbursement)	\$ (108,474.44)		
	BALANCE AVAILABLE	\$ 41,525.56		
Hydraulic Shop Press	2013 Beginning Balance	\$ 6,400.00	\$ 1,600.00	\$ (1,600.00)
Office Furniture & Equipment				
IT Systems-MS Office Platform U	2013 Beginning Balance	\$ 19,144.00	\$ 4,786.00	\$ (4,786.00)
Radio, MDT & AVL	2013 Beginning Balance	\$ 96,000.00	\$ 24,000.00	\$ (24,000.00)
Trapeze Upgrade	2013 Beginning Balance	\$ 32,000.00	\$ 8,000.00	\$ (8,000.00)
JTA Capital Reserve Account Balance				\$ 527,431.20
JTA Appropriated Project Funds Sub-Total				\$ (622,479.82)
Pending Reimbursements	Digital Cameras			\$ 108,474.44
	Vanpool Vans (Sales Tax)			\$ 5,585.01
ENDING BALANCE				\$ 19,010.83

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, March 19, 2013, 1:31 p.m.

701 Harrison Street, Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Member David Sullivan at 1:31 p.m. Other members present were Phil Johnson, John Austin, Robert Gray, Bob Eash and Alice Lane.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, John Koschnick, Laura Smedley and Samantha Trone-City of Port Townsend/JTA Project Manager

OTHERS PRESENT

Burt Langsea, Scarlet Sankey, Darrell Conder, Tristan Hiegler, Brenda McMillan and Margaret Lee

PUBLIC COMMENT- *The following are a summary of comments made by citizens in attendance at the meeting and reflects their personal opinions:*

Scarlett Sankey- Ms. Sankey handed each Board Member a document of her own creation that detailed discrepancies she found regarding the funding of the new Four Corners facility. Ms. Sankey verbally requested to view the cancelled checks for all funds spent on the new facility to date. She petitioned the Board to order the Four Corners facility project halted and that the Board bring in an outside financial consultant to conduct an investigation into Jefferson Transit finances. Pending the results of the audit, she petitioned the Board to consult the FTA to determine if the grant money spent to date can be forgiven, or a long term repayment plan can be established.

Darrell Conder- Mr. Conder agreed with Ms. Sankey's findings. Mr. Conder stated that a shelter at 10th and Sheridan and a windbreak at the Park & Ride need to be installed soon.

Burt Langsea- Mr. Langsea urged the Board to revisit the building project again and make sure that they are certain this can be done. Mr. Langsea said "I can't imagine anyone having faith the new facility will get built as we are saddled with an administration that has a hard time putting up bus shelters. Shelters just need to be bolted down to the ground, put in the glass and walk away." Mr. Langsea also asked if anything has happened in regards to Cara Swanson's firing.

Brenda McMillan- Ms. McMillan asked the Board to answer Burt Langsea's question.

Sullivan responded by saying that the Board could look into the questions that are brought up, but will not be addressing any personnel issues in public. There will be information about the business of Transit in the various reports if the public chooses to stay for the rest of the meeting and the Board will take time to analyze what has been submitted.

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NEW AGENDA ITEMS

None

FINANCE REPORT

Crouch presented the February 2013 Financials. The budget tracking figure is at 16.66%. Operational Expenses for February were \$255,907.73 and operational income was \$19,682.66. Non-operational income was at \$329,367.96. Sales tax revenues received in January for November were \$361,349.36, a 9.0% increase from the same time last year. Cash on hand: \$664,127.61 in the Operating Account; \$72,105.37 in the Capital Account; \$250,000.00 in the Operating Treasury Pool; \$527,431.20 in the Capital Treasury Pool; \$49,546.00 in the Fuel Fund Account; \$95,958.74 in the EFT Fund Account; \$970.89 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that East Side revenue is up compared to budget, however Jefferson Transit Olympic Connection and Dial-a-Ride are down. A new Van Pool group was added and Van Pool revenue will see an increase starting this month.

Crouch discussed revenue items that were over budget:

- **Overtime:** Over budget due to a retirement in February.
- **Holiday & General Leave:** Always over budget at the first of the year because JTA front loads personal days.
- **Vehicle Licensing:** Over budget due to three (3) rideshare vehicles licensed in January. There were additional licensing expenses when a Cutaway Vehicle and a DAR Vehicle are purchased in time.
- **Other Benefits:** over budget and are expected to remain so because of a miscalculation of General Leave transfers to the VEBA (Variable Employee Benefit Account) account.

Crouch stated that the Capital Reserve transfer for 2012 was \$385,000 and that the Operational Reserve transfer for 2012 was \$250,000. JTA now has a quarter of what is needed for the Operating Reserve per JTA's policy. Crouch discussed formatting changes to the financial report. Sales tax for December 2012 came in 12.0% higher than budget and 9.0% higher than actual December 2011 sales tax receipts.

Gray asked to address the fact that ridership is down in January and February. Patten responded by stating that the ridership numbers are comparable to the prior year. February is a lower ridership number because there are less days in the month.

Gray requested that the report Ms. Sankey presented at the beginning of the meeting be addressed. Staff stated that they were not given a copy of this document. Crouch stated that JTA could compare the numbers compiled by Ms. Sankey with the official documents. Johnson stated that the document would need to be reviewed and discussed at a later time.

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CONSENT AGENDA

- a. **Approval of Minutes, February 19, 2013**
- b. **Approval of Special Meeting Minutes, March 8, 2013**
- c. **Approval of Expenses, February 2013**
 - Capital Check: 342-347
 - Vouchers: 91272-91323
 - EFT Vouchers: 146-147
 - EFT Checks: 5365-5378
 - Voided Voucher: 294
 - Advance Travel Voucher: 295
- d. **Consent to sign Resolution 13-2, Second original for Auditor**

Motion by Austin, seconded by Gray to approve the Consent Agenda. The motion passed unanimously.

OLD BUSINESS

None

Gray requested an answer to a question from the February 19, 2013 Board meeting. A citizen had stated that the Four Corners property is in a radio dead zone. Rubert responded by saying that the dead zone exists before and after the Four Corners property. JTA currently travels past this area over 40 times per day and the radio is not a problem.

NEW BUSINESS

4a Resolution 13-3; Drug and Alcohol Policy Update.

Crouch stated that the revisions to the JTA Drug & Alcohol Policy were made based on a third party administrator's review of the policy.

Gray asked about the statement in the policy on Page 7 that says, "An employee may not leave the scene, unless they must leave the scene". Crouch responded by saying that "must leave" means if they need to go to the hospital.

Gray asked what a self-referral is as listed on Page 15. Crouch responded by saying that if an employee comes to HR and states that they have a drug or alcohol problem and asks for help, JTA refers them to an EAP (Employee Assistance Program). JTA does not have a second chance policy. If an employee tests positive it is grounds for dismissal.

Gray asked about Attachment B, Page 2, 2nd paragraph, and why the statement that says "low dose amphetamine use will cause short term improvement of mental and physical function" is included. Crouch responded by saying that "short term" is most likely referring to a matter of minutes and after a longer period of time, it will cause impairment of functions. Sullivan added that if you

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connect this statement with the next sentence, it goes on to say that “with greater use however” and starts listing negative effects.

Motion by Johnson, seconded by Austin to approve Resolution 13-3. The motion passed unanimously.

4b Resolution 13-5; Certifications and Assurances. Rubert states that this resolution authorizes the General Manager and JTA’s attorney to sign the annual update to the Certification and Assurances. This document is required and certifies that Jefferson Transit is in compliance with all of FTA’s statutes, regulations, executive orders and administrative requirements for grant funding.

Motion by Austin, seconded by Gray to approve Resolution 13-5. The motion passed unanimously.

STAFF REPORT

A. General Manager’s Report

- Rubert introduced Laura Smedley, the new Clerk of the Board and Executive Assistant.
- JTA is waiting for the States revenue forecast, and watching the House and Senate Bills and the Alternate Fuel Bill.
- JTA is moving forward with “Keep Transit Moving” and requests that the Board will support the funding package for transit.
- JTA has completed the RFQ process and has selected TCF Architecture to design the new facility. The FTA reviewed and approved the process that was used to select TCF Architecture.
- JTA met with Randy Cook from TCF Architecture to discuss the contract. The Pre-Design phase of the contract should be completed and ready to present to the Board by Special Meeting by the week of March 25, 2013. The next step is having a Program and Concept Workshop. JTA should have a Pre-Design report by the last week of May. Phase 2 will be the schematic design, which is the floor plan. This will begin mid June and Rubert will prepare something in writing so the Board will have an updated time line. JTA anticipates design development to run through October and should have construction documents at that time.
- JTA is waiting for delivery of one (1) light duty Cutaway, four (4) MV1 Dial-a-Ride vehicles and one (1) maintenance truck. This equipment was purchased using 100% grant funding.
- Patten and Smedley are planning a meeting with the Port Townsend Leader to discuss a two (2) page spread in the summers’ Visitors Guide that will show visitors how to use Jefferson Transit and how to get to the parks in the area.
- JTA is starting to receive artwork for our Earth Day Contest. Four (4) top winners will have their artwork displayed on the buses. There will be an event at the Park & Ride on April 22, 2013.

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- JTA is working on renewing the contract with Albright Networks which expires in 2013.
- Rubert met with Chris Duvall from WSTIP to discuss JTA's Systems Security Safety Plan. This is a MAP 21 mandatory requirement for JTA and may require JTA to have a certified Security Officer. Koschnick is working on the plan and determining if someone can take on the additional duties of Security Officer or if JTA needs to hire an additional staff.
- Rubert presented the report for Monroe, who could not be present because JTA is short-staffed today. Since the last Board meeting, the Mobility Coordinated spent fifty eight (58) hours working on Van Pool. There is a new Van Pool group who started on March 1, 2013 who travel from Sequim to Keyport. Monroe also met with Ken Dane from ECCHO. Dane met with ECCHO's board and they have a Memorandum of Understanding in place now. The next step will be that Dane will present the MOU at the ministerial meeting and find out who is interested in participating. Monroe is also working on the paperwork which is required to donate those vans.
- Rubert will also report for Arnold, who is not present. We have agreed to purchase six (6) 5' x 10' used bus shelters from Intercity Transit. As soon as they are delivered, we will install the first one at the 10th and Sheridan St. stop, and use one as a temporary shelter at the Park & Ride. Fixed route used 7,037 gallons of diesel and traveled 40,117 miles. Dial-A-Ride used 501 gallons of diesel for 4,684 miles. There were two (2) calls for minor, wheelchair lift issues and hard drive issues on the cameras.

Discussion ensued regarding the Four Corners facility project. Johnson expressed his concern about the possible rising costs of the Four Corners project as happened between 2004 and 2006. Trone answered by saying the scope of the 2004-2006 project was different than the current project. JTA has been discussing ways of saving money by possibly cooperating with other agencies for fueling, cutting the size of the building, and cutting costs by not paving around the entire building. Budget is the first thing mentioned during meetings; it is in the forefront of everyone's mind. Sullivan discussed how he had been a member of the selection committee and felt that the entire Board would feel reassured about budget issues if they had been able to sit in on JTA's interviews for architectural firms as well. The main focus in the interviews was asking whether or not this project could be built within JTA's budget and what the tradeoffs would be in order to do that. Sullivan said that at the end of the interviews, it was very obvious which firm was most qualified for this project, and it was a unanimous pick for the whole group.

Austin discussed the risks involved in skipping any steps during construction such as the Archeological Survey. This is work that the general public can't see, but can cost tens of millions of dollars if something is found at a later date as was in Port Angeles, when Indian artifacts were found after a project was started.

Gray discussed the installation of bus shelters around the county and how JTA's decides where the shelters will be placed. Rubert answered that a shelter has been requested at 10th & Sheridan, at the Park & Ride, across from Chimacum School and in Quilcene across from the Community Center. JTA tries to place them where the largest congregations of people are waiting for buses. Gray

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requested a shelter be placed in front of Les Schwab Tires. Lane requested a shelter be placed at Hastings and Sheridan.

Trone wanted to clarify the earlier discussion regarding the new facility project. The project in the past focused on how large JTA could make the facility in the hopes that JTA would be given more money. JTA is now focused on what can be done to have a functioning transit agency, as well as having a useful building for maintenance with the money we have.

Sullivan stated that he thinks it is critical to the future of JTA to have a facility that meets JTA's needs now and into the future. We have already made this decision having committed the money we have so far to the project. It would be difficult to turn back now and he thinks it is very clear with our contractors that we have a budget that we have to work with.

Gray asked if the Visitor's Center Project was moving forward. Rubert responded by saying that we do not have the funds to move forward at this time. We are waiting for that part of the grant to come in. We are still negotiating with the city for the building at the Park & Ride.

B. Operations Report

- February Employment Anniversaries: Ben Arnold, Maintenance Manager, 10 years; and Desiree Williams, Maintenance Clerk, 10 years; Tom Smithers, Mechanic, 3 years; and Leesa Monroe, Mobility Coordinator, 1 year
- Operations unveiled the electronic training kiosk February 1, 2013. Koschnick will present it at a meeting in Port Angeles in March and in Seattle mid April at a trainers' conference.
- Troy McKelvey's retirement was celebrated on February 13, 2013 after 14 years of service.
- JTA has started work on the "Jefferson Transit System Safety Program Plan". It is a comprehensive document laying out all the safety and risk programs related to a transit agency which consists of approximately 25 sections that need to be addressed. We are planning to have this completed by late spring or early summer for Authority Board approval.
- Koschnick is continuing to work on small problems with the camera systems on the buses.
- Patten and Koschnick are preparing for the Jefferson Transit Safety Awards Banquet scheduled for April 14, 2013.
- July service change meetings started in February and include route, run and schedule design.

RIDERSHIP REPORT

Patten reported that we had a decrease in riders of 1,386 from January and February because we generally have 900 passengers per day, and February has fewer days. Overall for the year we are at a decrease of 11% which when compared to last year is the same. DAR boardings per hour are at 2.62 per hour; our goal is 3. "Scheduled on-time performance" is a new parameter which is a

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percentage of rides scheduled that are picked up and delivered on time. February's figure is at 91.72%. We are holding steady with 9 new DAR applicants per month.

Patten stated that we would like to start a survey which would track riders as to where they are boarding and de-boarding. Rubert added that a schedule is being developed for the Field Supervisors to start that count.

Gray discussed a handwritten flyer he saw posted at the Community Center offering to help people learn to ride the bus. He asked if someone from Jefferson Transit had posted it or a private party. JTA had not posted it and Rubert responded by saying that when you are representing JTA there are certain criteria, such as a criminal background check, that needs to be done if you are helping the public.

ADJOURNMENT

The meeting was adjourned at 2:28 p.m. The next regular meeting will be held at 1:30pm, April 16th, 2013.

Laura Smedley, Clerk of the Board

Date

Jefferson Transit Authority Board

Special Meeting Minutes

Friday, March 29, 2013, 1:00 p.m.

Port Townsend City Hall

250 Madison Street, Port Townsend WA 98368

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 3:04 p.m. Other members present were David Sullivan, John Austin and Robert Gray. Phil Johnson was absent and excused.

STAFF PRESENT

Tammi Rubert, Natalie Patten, Laura Smedley and Samantha Trone, Project Manager

OTHERS PRESENT

Tristin Heigler, PT Leader

PUBLIC COMMENT

None

NEW BUSINESS

Trone presented the contract with TCF Architecture for Conceptual Design. She stated there will be separate construction and schematic design contracts. Rubert stated that JTA's attorney has reviewed and approved the contract.

Gray asked if TCF met deliverables when they were under contract with JTA in the past, and Rubert responded that they did. Gray asked if the FTA had reviewed the contract. Patten responded by saying that FTA provides guidance and doesn't actually review the contract. There is an FTA circular that lists clauses that are required to be added to an A/E contract. JTA's attorney referenced that list while reviewing the contract. Gray asked if this is a fixed price contract or if it could exceed the cost listed. Robinson explained that this is not a bid process and if it did go over cost, it would need Board approval for additional funds. Gray asked what the process was in determining the percentage of mark-up. Trone responded by saying that the mark-up is called the "indirect cost" and it must be audited by a Federal or State auditor. Trone sent those clauses to Randy Cook of TCF Architecture and he went through the audit process showing how he came up with that multiplier. Patten added that the verbiage was in the Federal Procurement guidebook.

Robinson asked about the 15% mark-up on all reimbursable expenses going to subcontractors plus a 15% markup administrative fee, and why the fee is just not included in their administrative time.

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Patten explained that in the breakdown document Attachment “1-A.1”, you can see that the mark-up is only on the subcontractors and not on the principal.

Corrections to the Contract:

- *Page 2, at the end of #7, the next to last sentence should be “as respects TCF’s employees”...*
- *Page 3, #13b should say “JTA may complete the work by contract”, not “contact”...*
- *Page 6, #27, “plus a 15% markup fee, all of which shall be an addition”...*
- *Page 6, #30, the last phrase before the two bullets contain the following information...*
- *Page 6, #30b, “subconsultants”...*

Robinson asked if the deliverable on the Attachment 1-A.1, under task 3.2 is a matrix referring to new or reused equipment. Rubert and Trone responded by saying that most equipment will be reused and the only new equipment JTA hopes to purchase is an Ecolift, if it is within budget.

Robinson asked about the final deliverables and if JTA would get a Conditional Use Permit (CUP) in hand. Trone responded by saying that we would just be starting the process and we would have a CUP at the earliest, by August and the latest, by October.

Robinson asked Trone to clarify her role compared to Cook’s role. Trone stated that she would be JTA’s representative while receiving all technical support from TCF and /or SCJ Alliance, similar to her role at the City of Port Townsend.

Robinson asked about SCJ Alliance’s preliminary offsite roadway plan and whether the cost of that plan is included in the current fee. Patten responded by saying the following pages detail out the costs and since it is not included in the detail, it would most likely be an additional fee. Robinson also noted that mileage is listed at \$.65 cents per mile and thought that could be a typing error because mileage is now paid at \$.56 cents per mile. Trone stated that she will verify the typing error.

Motion by Austin, seconded by Sullivan to approve Resolution 13-6. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned 3:26 pm. The next Regular Meeting will be held at 1:30 pm, April 16, 2013.

Laura Smedley, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 4/16/2013

March 2013 Expenses

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

- EFT Vouchers #5379-5385 in the amount of \$7,461.98
- Accounts Payable Vouchers #91324-91366 in the amount of \$83,371.08
- Accounts Payable vouchers #91367-91367 in the amount of \$69,874.41
- Voided Check #91362 in the amount of \$275.20
- Accounts Payable Check #91368-91369 in the amount of \$275.20
- Advance Travel Check #296 in the amount of \$233.25
- EFT Payments #5386-5392 in the amount of \$7,972.01
- Accounts Payable Check #91370-91416 in the amount of \$59,440.62
- Accounts Payable Check #91417-91417 in the amount of \$77,895.00
- EFT Payments #5393-5399 in the amount of \$8,925.43

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


Laura Smedley
Clerk of the Authority



Agenda Item 4a.

Meeting Date: April 16, 2013

Subject: Resolution 13-01: Records Management Policy (Updated)

Prepared By: Laura Smedley

Approved By: _____

Summary:

On February 20, 2007, Resolution 07-01 was adopted, establishing a Records Retention Policy for Jefferson Transit. The original Policy is now outdated in a number of ways. In order to ensure that Jefferson Transit is in full compliance with State regulations as determined by the Secretary of State's Office, it is necessary to adopt an updated Policy that reflects changes in State regulations, changing technology, and increased need for tracking and management of large amounts of information.

Recommendation: Approve Resolution 13-01

Motion for Consideration: Move to adopt Resolution 13-01

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<i>Title:</i> Jefferson Transit Records Management Policy	<i>Resolution:</i> 13-01: Records Management Policy (Update)
<i>Author:</i> Tammi Rubert	<i>Effective Date:</i> March 19, 2013

CONTENTS

- 1 Purpose**
- 2 Reference**
- 3 Application**
- 4 Policy**
- 5 Responsibility/Authority**
 - 5.1 Public Records Officer
 - 5.2 Department Heads
 - 5.3 Staff
- 6 Definitions**
- 7 Guidelines**
 - 7.1 Retention, Disposition, and Destruction
 - 7.2 Electronic Records
 - 7.3 Legal Holds and Public Records Requests
 - 7.4 Location of Records

- 1. PURPOSE:** The records management policy provides requirements and guidelines for the creation, maintenance, use, and disposition of Jefferson Transit records. The policy is designed to:

- 1.1 Demonstrate and document compliance with laws, regulations, and standards.
- 1.2 Facilitate and sustain day-to-day operations.
- 1.3 Support budgeting and planning.
- 1.4 Assist in answering questions about past decisions and activities.

2. REFERENCE

- 2.1 RCW 40.14, Preservation and Destruction of Public Records
- 2.2 RCW 42, 56, Public Records ACT
- 2.3 RCW 40.10, Protection of Essential Records
- 2.4 WAC 434-622, Preservation of Electronic Public Records
- 2.5 GARP (Generally Accepted Recordkeeping Principles)
- 2.6 WA Secretary of State- Local Government Retention Schedule

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3. **APPLICATION:** This policy applies to all Jefferson Transit employees and volunteers and all Jefferson Transit Records, regardless of format.
4. **POLICY:** Proper handling of records enables and supports Jefferson Transit in fulfilling its mission and the responsibilities required by RCW 40.14 and RCW 42.56. An effective records management program ensures that records necessary for the effective functioning of Jefferson Transit business are systematically controlled from creation through use, storage, and/or disposition.
5. **RESPONSIBILITY/AUTHORITY:**
 - 5.1 **Public Records Officer:** The Executive Assistant/Clerk of the Board is the designated public records officer who oversees all records management, advises departments regarding records retention, disposition, and public disclosure, and provides records management training.
 - 5.2 **Department Heads:** The department heads will assist and comply with the Public Records Officer directions and manage individual department records. Individual departments are responsible for securely maintaining records for the retention period indicated on the retention schedule. Department responsibilities include ensuring the physical safety of records, and ensuring that confidential records are protected from inappropriate release and the day to day management of records, both paper and electronic.
 - 5.3 **Staff:** All employees create and use public records as part of their regular job duties and are responsible for following this policy as well as in house guidelines and procedures. Staff is expected to be responsible and will be held accountable in meeting Jefferson Transit's responsibilities under this policy. Failure to do so could result in disciplinary actions.
6. **DEFINITIONS:**
 - 6.1 **Active Record:** An active record is used in an office on a routine basis and accessed at least several times per year. Active records are usually kept on site.
 - 6.2 **Archival Record:** Public records with archival designation are records which may possess enduring legal and/or historic value and must not be destroyed.
 - 6.3 **Essential Record:** Essential records are those records that Jefferson Transit must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary to resume core functions following a disaster. Security backup of these public records should be created and may be deposited with Washington State Archives.
 - 6.4 **Inactive Record:** A record used or accessed in an office infrequently or no longer used in the conduct of current business, but still required to be kept by the retention schedule for legal or historical purposes. Inactive records are usually stored off-site.

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- 6.5 **Public Record:** RCW 40.14.010 defines public record as “...any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the State of Washington in connection with the transaction of public business...”
- 6.6 **Records Disposition:** Actions taken with records when they are no longer required to be retained by the agency. Possible disposition actions include transfer to archives and destruction.
- 6.7 **Retention Schedule:** A table setting out requirements adopted by the Washington State Archivist & Local Records Committee which specifies the length of time each record series will be retained by the agency, whether the record is designated essential, archival, or potentially archival, and final disposition of the record.
- 6.8 **Transitory Records:** Transitory records only document information of temporary, short-term value, provided that the records are not needed as evidence of a business transaction and are not covered by a more specific records series on the retention schedule.
- 6.9 **Record Series:** Any group of records that is used as a unit, filed as a unit, and can be disposed of as a unit.
- 6.10 **Disposition Authority Number:** The State Archivist & Local Records Committee assigns a “Disposition Authority Number” (DAN) to each records destruction request, records retention schedule, and general records retention schedule it approves. It is up to the person doing the archiving to look up the item, locate the DAN and place it on the archive label. An agency should be able to cite a “Disposition Authority Number” for each record it disposes of. If a “Disposition Authority Number” cannot be cited for a particular record series, there is no legal authority to dispose records in that series.

7. GUIDELINES:

- 7.1 Jefferson Transit’s records retention schedules are established by the Washington State Archives (a division of the Secretary of State’s Office). The schedules list records by series, provide retention periods, and describe final disposition needed. RCW 40.14 allows Jefferson Transit to legally destroy records only after the minimum retention period listed on the schedule has been met.
- 7.2 The retention period is the minimum time that records must be kept. Departments should review records annually, both paper and electronic, and refer to the public records officer for disposition when records have met designated retention periods according to the instruction on the schedule.

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- 7.3 Active records are those required for current use. Active records are typically housed within each office and are referred to more than once per month.
- 7.4 Inactive records have not reached the end of the retention period but are accessed infrequently. To save space and reduce cost, inactive records should be stored in the alternate storage unit on site.
- 7.5 Departments should contact the public records officer for guidance on disposition of records with archival value (paper or electronic), as noted on the retention schedules.
- 7.6 Essential records are necessary for the continuity of Jefferson Transit Operations following a disaster and support Jefferson Transit's legal authority, responsibility, rights, and financial status; are necessary to resume and restore operations; and document the rights and obligations of Jefferson Transit employees and citizens. Essential records require extra care to ensure they are adequately backed up and recoverable in the event of a disaster.
- 7.7 Record disposition refers to the action taken when records are no longer active. Disposition includes transferring inactive records to storage or destruction. Records subject to archival transfer as determined by the Washington State Archives are noted on the retention schedules.
- 7.8 The public records officer will complete a records destruction certificate when destroying primary copies of records in any format (paper, electronic, audio, etc.) that have met retention requirement.
- 7.9 Secondary copies are generally kept for administrative use and can be discarded when that purpose has been fulfilled. A records destruction certificate is not necessary when disposing of secondary or convenience copies unless otherwise noted on the retention schedule.
- 7.10 Transitory records can be discarded when their purpose has been fulfilled. A records destruction certificate is not necessary when disposing of transitory records.
- 7.11 Confidential or sensitive records, including non-paper media, must be reduced to illegible condition when destroyed.

8. ELECTRONIC RECORDS:

- 8.1 Electronic records must be retained in electronic format and remain useable, searchable, retrievable, and authentic for the applicable retention period. Printing and retaining a hard copy is not a substitute for the electronic version. Examples of electronic records include web pages and databases.
- 8.2 Electronic records must be retained and disposed of based on content rather than format. The same retention schedule applies to paper and electronic records.
- 8.3 In making decisions about how long to retain electronic records, employees should first check the in house procedures for guidance.

9. Employer's Right to Access:

According to the Federal Electronic Communications Privacy Act (ECPA) of 1986, e-mail users have a reasonable expectation of privacy protection for their mail. An important exception to ECPA grants employers the right to intercept,

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monitor, and read employee communications as long as those are done in the ordinary course of business and for a legitimate purpose. Therefore e-mails may be accessed and monitored in the normal course of business by system administrators, supervisors, and support staff; may be releasable to the public, may require special measures for privacy protection; and are subject to discovery proceedings in legal actions.

10. **Legal Holds and Public Records Requests:** Records involved in litigation or reasonable anticipated or foreseeable litigation will be placed on legal hold and must be preserved until the legal hold is released by the public records officer. If a record (s) covered by a public records request is scheduled for destruction, the record (s) must be retained until the request is fulfilled.

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Jefferson Transit Authority

Resolution No. 13-01

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to adopt an updated Records Management Policy; and

WHEREAS, Jefferson Transit has a Records Management Policy requiring updating due to changes in technology, practice and State requirements; and

WHEREAS, Jefferson Transit strives to maintain compliance with RCW 40.14 (Preservation and Destruction of Public Records); RCW 42.56 (Public Records Act); RCW 40.10 (Protection of Essential Records); WAC 434-622 (Preservation of Electronic Public Records) and the Washington State Secretary of State Records Retention Schedules;

NOW, THEREFORE BE IT RESOLVED that the Jefferson Transit Authority Board does hereby adopt the attached updated Records Management Policy to provide for a comprehensive, uniform system for management of agency records.

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 16, 2013.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Agenda Item 4b.

Meeting Date: April 16, 2013

Subject: Resolution 13-07: Vehicle Donation Criteria

Prepared By: Leesa Monroe

Approved By: 

Summary:

Jefferson Transit staff requests approval from the JTA Board of Commissioners to donate two surplus vehicles, scheduled for auction, to eligible non-profit organizations who serve Jefferson County residents who may not otherwise have the financial resources to travel.

Board Resolution 13-7 would set criteria for donating vehicles to non-profit organizations who meet the selection criteria established by Jefferson Transit. This packet contains the selection criteria developed by Jefferson Transit staff to implement this proposal.

Recommendation: Approve Resolution 13-07

Motion for Consideration: Move to adopt Resolution 13-07

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Jefferson Transit Authority Selection Criteria for Surplus Vehicle Donation

Vehicle Descriptions

Vehicle available for donation will be announced within 30 days of availability through newspaper and JTA website announcements. Vehicle descriptions will include vehicle year, model and mileage. It is the applicant's responsibility to determine and acquire the appropriate license type.

Applicants are advised these are used vehicles and are offered in their AS IS condition WITH ALL FAULTS. Applicant requests for specific vehicles are not accepted.

Eligibility Rules and Requirements

- Applicant must provide a copy of the IRS 501(c)3 non-profit certification.
- Vehicles will be used for transportation-related purposes for residents who reside in Jefferson County.
- Applicant must include clear designation of the organization that will be named as the registered owner on vehicle title.
- More than one vehicle may be awarded to an eligible non-profit organization depending on the demonstrated community benefit of the Applicant and if the availability of vehicles exceeds the number of eligible applicants.
- Applicants must explicitly certify within the application that the organization has the financial capacity to follow all state and federal laws regarding transfer and insuring the vehicle.
- Successful applicants certify and agree to remove all Jefferson Transit colors and logos
- Successful applicants shall not use the vehicle for assisting political campaigns or for any political purpose.
- Successful applicants will be required to sign an agreement relating to acquisition of vehicles.

Selection Criteria Summary

The selection process is competitive and involves a review and evaluation process using the criteria identified below.

DRAFT

CRITERIA

- | | |
|--|------------|
| 1. Demonstrated Community Benefit & Benefit to low income residents | 70% |
| 2. Number of trips provided | 15% |
| 3. Coordination of services | 15% |

1. Demonstrated Community Benefit & Benefit to low income residents

Explain clearly the scope and nature of your organizations' transportation need or proposed service. What is the service area and frequency of the current or proposed service? How would the surplus vehicle fulfill current or proposed transportation needs of the community and the needs of low income residents?

2. Total Number of Trips Provided

Clearly define and document the estimated number of trips to be provided annually. Trips are defined as one way travel for each passenger. Roundtrip travel equates to two trips per passenger.

3. Service Coordination

Describe how your current or proposed service coordinates with other transportation services in the area to ensure broad community benefit.

DRAFT

Agreement Relating to the Acquisition of Jefferson Transit Vehicle/Vehicles

This agreement is between Jefferson Transit Authority and _____, hereinafter referred to as the "Vehicle Recipient". It is hereby agreed as follows:

1. Jefferson Transit shall provide to the Vehicle Recipient the following described vehicle:

Make:
Year:
Model:
VIN:

2. Jefferson Transit is donating to the Vehicle Recipient the aforementioned vehicle AS IS, WHERE IS, and WITH ALL FAULTS AND WITHOUT RECOURSE regarding the condition of the aforementioned vehicles. Jefferson Transit makes NO EXPRESSED or IMPLIED WARRANTIES OR GUARANTEES of any kind regarding the aforementioned vehicles.
3. The Vehicle Recipient shall hold Jefferson Transit harmless for any and all liability or damages arising from Jefferson Transit's performance of this agreement.

The Vehicle Recipient shall be responsible for all licensing, permits and insurance of the aforementioned vehicle.

Vehicle Recipient agrees to take possession of vehicle within 14 days of award announcement. Jefferson Transit may rescind the award if Vehicle Recipient does not take possession within 14 days of award announcement.

Vehicle Recipient shall remove Jefferson Transit colors and logos prior to placing the vehicle in service.

Jefferson Transit Authority

Name: _____ Title: _____ Date: _____

Vehicle Recipient

Name: _____ Title: _____ Date: _____

Jefferson Transit Authority
Resolution No. 13-7
Vehicle Donation

Authorizing Jefferson Transit staff to set criteria for donating surplus vehicles, earmarked for retirement, to qualifying non-profit organizations who serve Jefferson County residents.

WHEREAS, Jefferson Transit must occasionally surplus rolling stock and equipment that has exceeded its useful life, and;

WHEREAS, Jefferson Transit Authority has sold surplus rolling stock at auction for nominal amounts in the past, and;

WHEREAS, the selected vehicles have no appreciable market value because they are beyond their reasonable service life, and;

WHEREAS, in consideration of the upcoming July, 2013 Sunday service reduction, staff recommend making selected vehicles available to qualifying non-profit organizations within the community in an effort to better serve the transit needs of low income residents of Jefferson County, and;

WHEREAS, interested non-profit organizations would have the opportunity to apply for the surplus vehicles through a competitive selection process, and;

WHEREAS, interested non-profit organizations can demonstrate the financial capacity to follow all state and federal laws regarding transferring and insuring the vehicle, and;

WHEREAS, interested non-profit organizations would complete an application providing a description of how the vehicle will meet the needs of Jefferson County residents, and;

WHEREAS, non-profit organizations selected to receive a vehicle from Jefferson Transit would be required to sign a contract removing Jefferson Transit from future financial obligations or legal liabilities;

BE IT RESOLVED that the Jefferson Transit Authority Board hereby authorizes Jefferson Transit staff to award two surplus vehicles to qualifying non-profit organizations.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on this 16th day of April, 2013.

Chair

Vice Chair

Member

Member

Attest:

Member

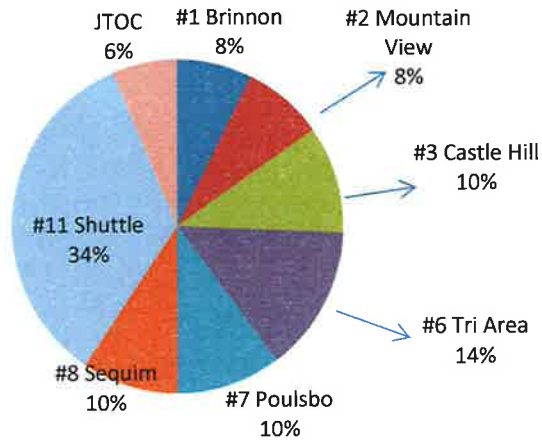
Clerk of the Board

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

JTA Monthly Percentage of Ridership- March 2013

**March
Total:
(100%)
23,197**

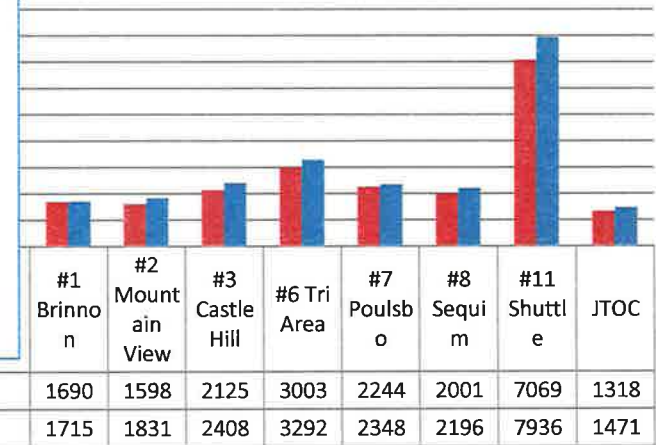


**February
passenger total :
21,048**

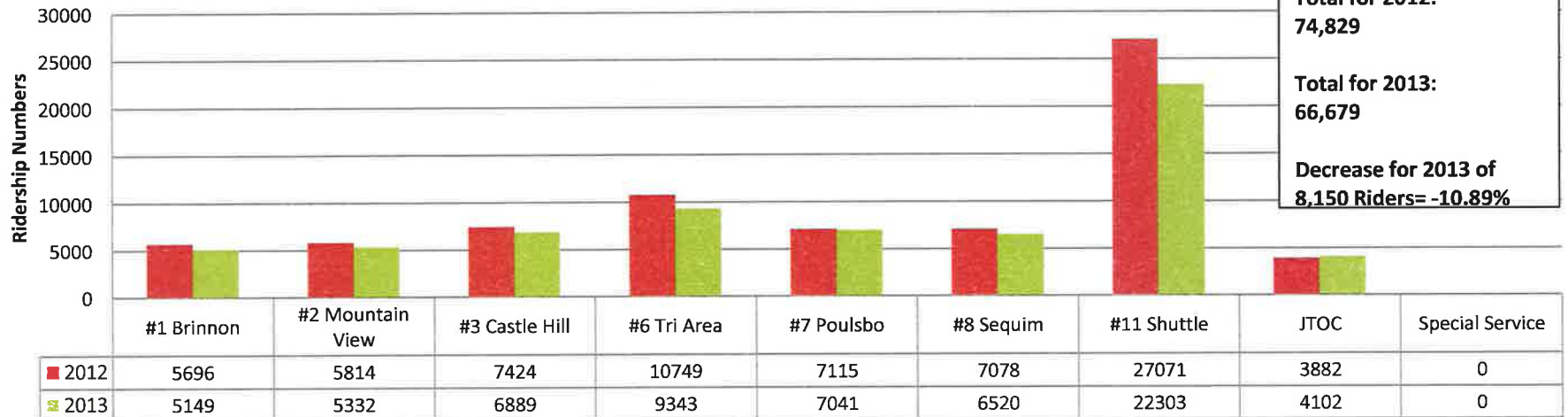
**March
passenger total:**

**2,149 passenger
increase from
prior month= 9%**

Month to Month Route Comparison



YTD Ridership by Route and Year as of March



**Total for 2012:
74,829**

**Total for 2013:
66,679**

**Decrease for 2013 of
8,150 Riders= -10.89%**

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

March, 2013

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Mt. View Connector	1831	3	32	347	2568	146	5.28	0.71	12.56
#3 Castle Hill Connector	2408	1	74	347	3158	149	6.94	0.76	16.14
#11 Shuttle	7936	23	133	745	2906	276	10.65	2.73	28.79
LOCAL TOTAL	12175	27	239	1439	8631	571	7.62	1.40	19.16

COMMUTER									
#1 Brinnon	1715	15	52	188	7990	203	9.12	0.21	8.45
#6A Tri Area Loop (5)	1872	21	115	125	3238	104	14.98	0.58	18.04
#6B Tri Area Loop (6)	1420	2	87	99	2564	82	14.34	0.55	17.28
#7 Poulsbo	2348	4	105	188	7877	201	12.49	0.30	11.67
#8 Sequim	2196	0	74	230	7912	179	9.55	0.28	12.24
COMMUTER TOTAL	9551	42	433	830	29581	770	12.10	0.38	13.54

2013 SPECIAL EVENTS

Boardings

Runs per event

Rhody Festival 2013

Wooden Boat Festival 2013

WEST JEFFERSON

1471 16 27 188 12335 407 7.82 0.12 3.61

TOTAL MONTHLY

23197 85 672 2457 50547 1747 9.18 0.64 12.11

21 Weekdays in Month

5 Saturdays in Month 5 Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1380	8,311	6	6

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	1527	1402	5585	554	1.09	0.27	2.76	92.01%	16

*Boardings includes Passenger and Attendant if needed