



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, May 15, 2012 1:30 p.m.

Mountain View Commons

1925 Blaine Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. **Finance Reports** Attachments
 - a. March 2012
 - b. April 2012

- II. **Consent Agenda** Attachments
 - a. Approval of Minutes, March 20, 2012
 - b. Approval of Expenses, March 2012
 - c. Approval of Expenses, April 2012
 - d. **Resolution 12-6: DBE goal and plan 2012-2015**
 - e. Kitsap Bank Line of Credit Closure
 - f. **Resolution 12-8: GCA6825-01 Amendment**

- III. **Old Business**

- IV. **New Business** Attachments
 - a. 2012 Capital Budget Amendment
 - b. **Resolution 12-7: Service Change Policy**

- V. **Reports**
 - a. Managers Report

- VI. **Operating Report-Ridership** Attachments
 - a. March
 - b. April

- 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).



March 2012 Financial Summary

Budget Tracking Figure: 24.99%

1. Operational Expenses:	\$320,561.34
Operational Revenues:	\$23,054.78
Non-Operational Income:	\$330,716.44
Capital Expenses:	\$-0-
Capital income:	\$-0-

2. Sales Tax Received 3/31/2012 for January 2012: \$204,854.04
Sales Tax Received 3/31/2011 for January 2011: \$152,221.21
Sales tax increased from prior year 35.0% (Sales tax collections between January 2011 and January 2012 are down over 10.0%)

3. Cash on Hand as of March 31, 2012*:	
Operating**:	\$596,275.15
Capital Account:	\$671.55
Capital Treasury Pool:	\$307,070.85
Fuel Fund:	\$46,728.40
EFT Fund:	\$94,795.13
Travel Fund:	\$853.03
Kitsap Bank	\$10.64
Total	\$1,046,404.75

*"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 2012

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Monthly Act to Bud Variance	2012 Cumulative Cash Actual Sales Tax Received	2012 Cumulative Cash Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$234,370.59	\$158,497.64	144,356.76	216,000.00	8.50%	\$234,370.59	216,000.00	7.84%
February	0.90%	\$331,924.43	\$221,922.91	237,202.39	355,500.00	(8.63%)	\$566,295.02	571,500.00	-0.92%
March	0.90%	\$204,854.04	\$152,221.21	140,635.54	228,172.55	(10.22%)	\$771,149.06	799,672.55	-3.70%
April	0.90%		\$150,424.11	146,047.89	225,636.17	0.00%	\$0.00	1,025,308.72	
May	0.90%		\$191,817.93	193,190.62	287,726.90	0.00%	\$0.00	1,313,035.62	
June	0.90%		\$172,294.86	154,076.61	258,374.91	0.00%	\$0.00	1,571,410.53	
July	0.90%		\$191,845.36	157,223.48	287,765.04	0.00%	\$0.00	1,859,175.57	
August	0.90%		\$203,110.70	202,548.76	304,666.05	0.00%	\$0.00	2,163,841.62	
September	0.90%		\$285,132.17	190,292.86	285,132.17	0.00%	\$0.00	2,448,973.79	
October	0.90%		\$305,799.23	178,731.22	305,799.23	0.00%	\$0.00	2,754,773.02	
November	0.90%		\$300,142.06	221,741.13	339,000.00	0.00%	\$0.00	3,093,773.02	
December	0.90%		\$239,629.36	166,953.12	256,500.00	0.00%	\$0.00	3,350,273.02	
Total		771,149.06	2,572,837.54	2,133,000.38	3,350,273.02	0.00%			
Monthly Average		257,049.69	214,403.13	177,750.03	279,189.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Actual to Budgeted Variance	2012 Cumulative Actual Sales Tax Received	2012 Cumulative Accrual Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$204,854.04	152,221.21	140,635.54	228,173.00	(10.22%)	\$204,854.04	228,173.00	-11.38%
February	0.90%		150,424.11	146,047.89	225,636.00	0.00%	\$0.00	453,809.00	
March	0.90%		191,817.93	193,190.62	287,727.00	0.00%	\$0.00	741,536.00	
April	0.90%		172,294.86	154,076.61	258,375.00	0.00%	\$0.00	999,911.00	
May	0.90%		157,223.48	157,223.48	287,768.00	0.00%	\$0.00	1,287,679.00	
June	0.90%		202,548.76	202,548.76	304,666.00	0.00%	\$0.00	1,592,345.00	
July	0.90%		190,292.86	190,292.86	285,132.00	0.00%	\$0.00	1,877,477.00	
August	0.90%		178,731.22	178,731.22	305,799.00	0.00%	\$0.00	2,183,276.00	
September	0.90%		221,741.13	221,741.13	339,000.00	0.00%	\$0.00	2,522,276.00	
October	0.90%		166,953.12	239,629.36	256,500.00	0.00%	\$0.00	2,778,776.00	
November	0.90%		234,370.59	158,497.64	216,000.00	0.00%	\$0.00	2,994,776.00	
December	0.90%		331,924.43	221,922.91	355,500.00	0.00%	\$0.00	3,350,276.00	
Total		204,854.04	2,350,543.70	2,204,538.02	3,350,276.00	0.00%			
Monthly Average		204,854.04	195,878.64	183,711.50	279,189.67				

Jefferson Transit Authority
Statement of Cash Flows
For the Three Months Ending March 31, 2012

	March	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$323,079.52)	(\$953,762.91)
Non-Capital Financing Activities	\$205,016.89	\$776,675.55
Investing Activities	\$278.22	\$638.37
Total Operating Cash Provided (Used)	(\$117,784.41)	(\$176,448.99)
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	(\$117,784.41)	(\$176,448.99)
Cash Balances - Beginning of Period	\$1,207,947.32	\$1,266,611.90
CASH BALANCES - END OF PERIOD	\$1,090,162.91	\$1,090,162.91

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2012

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$23,054.78	\$66,346.49	\$253,610.00	26.16%
Operating Expenses				
Labor	149,885.08	413,155.42	1,679,277.00	24.60%
Benefits	87,164.63	302,199.82	1,224,420.00	24.68%
Services and User Fees	10,799.41	36,246.27	233,230.00	15.54%
Materials & Supplies	54,746.12	129,338.84	550,770.00	23.48%
Utilities	5,039.13	14,578.82	64,370.00	22.65%
Casualty/Liability Costs	7,060.17	21,180.51	95,956.00	22.07%
Taxes	444.04	2,303.86	7,255.00	31.76%
Miscellaneous Expenses	4,559.90	12,368.21	74,231.00	16.66%
Leases and Rentals	862.86	2,588.58	13,453.00	19.24%
Total Operating Expenses	320,561.34	933,960.33	3,942,962.00	23.69%
Operating Income (Loss)	(297,506.56)	(867,613.84)	(3,689,352.00)	23.52%
Non-Operating Revenues				
Non-Transportation Revenue	441.07	4,600.04	18,000.00	25.56%
Taxes Levied by Transit	264,408.04	713,012.06	3,350,276.00	21.28%
Local Grants & Contributions	1,250.00	3,750.00	20,000.00	18.75%
State Grants & Contributions	17,684.33	53,052.99	185,397.00	28.62%
Federal Grants & Contributions	46,933.00	140,799.00	489,282.00	28.78%
Total Non-Operating Revenues	330,716.44	915,214.09	4,062,955.00	22.53%
Net Income (Loss) Before Transfers In/(Out)	33,209.88	47,600.25	373,603.00	12.74%
Net Income/(Loss)	33,209.88	47,600.25	373,603.00	12.74%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2012

	<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	\$15,570.76	\$44,538.81	\$152,000.00	29.30%
Fixed Route Fares - West - JTOC	460.31	1,123.85	4,050.00	27.75%
Dial-a-Ride Fares (DAR)	974.85	3,056.50	12,080.00	25.30%
Vanpools	5,754.18	16,732.34	72,000.00	23.24%
Extended Service			2,700.00	0.00%
Auxiliary Transportation Revenues				
Advertising Services	229.68	699.99	10,000.00	7.00%
Other Services Revenue	65.00	195.00	780.00	25.00%
Total Operating Revenues	23,054.78	66,346.49	253,610.00	26.16%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	278.22	638.37	3,700.00	17.25%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues	162.85	3,961.67	11,100.00	35.69%
Taxes Levied Directly by Transit System - Sales & Use Tax	264,408.04	713,012.06	3,350,276.00	21.28%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	5,014.33	15,042.99	51,577.00	29.17%
Rural Mobility Transit Formula	8,704.33	26,112.99	40,790.00	64.02%
Special Needs	3,965.67	11,897.01	89,530.00	13.29%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	46,933.00	140,799.00	489,282.00	28.78%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	330,716.44	915,214.09	4,062,955.00	22.53%
TOTAL REVENUES	353,771.22	981,560.58	4,316,565.00	22.74%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2012**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$56,966.84	\$160,220.01	\$632,356.00	25.34%
Operators Overtime - Fixed Route	2,135.89	5,177.92	70,262.00	7.37%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,660.59	37,131.50	127,590.00	29.10%
Operators Overtime - Dial-a-Ride (DAR)	185.15	312.39	8,144.00	3.84%
Other Salaries & Wages	43,363.88	120,262.19	417,029.00	28.84%
Other Overtime	1,252.03	3,786.45	26,505.00	14.29%
Administration Salaries	32,320.70	86,264.96	397,391.00	21.71%
Benefits				
FICA	12,276.45	34,306.69	153,404.00	22.36%
Pension Plans (PERS)	15,577.13	37,316.21	125,450.00	29.75%
Medical Plans	31,869.76	97,620.71	410,350.00	23.79%
Dental Plans	3,330.85	10,303.75	42,702.00	24.13%
Unemployment Insurance (UI)		953.51	75,520.00	1.26%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,880.29	12,404.19	58,982.00	21.03%
Holiday	1,866.94	39,470.65	70,233.00	56.20%
General Leave	14,973.36	57,861.68	227,210.00	25.47%
Other Paid Absence (Court Duty & Bereavement)	942.38	1,828.89	4,400.00	41.57%
Uniforms, Work Clothing & Tools Allowance	475.02	3,341.03	17,409.00	19.19%
Other Benefits (HRA, EAP & Wellness)	1,972.45	6,792.51	38,760.00	17.52%
Service and User Fees				
Vanpool Services and Fees	15.62	15.62	3,500.00	0.45%
Advertising Fees	836.40	3,615.15	13,050.00	27.70%
Professional & Technical Services	2,830.70	12,169.74	102,650.00	11.86%
Temporary Help			6,000.00	0.00%
Contract Maintenance Services (IT Services)	4,300.05	12,297.93	41,480.00	29.65%
Custodial Services	(82.69)	367.31		0.00%
Security Services	355.56	1,286.38	5,500.00	23.39%
Vehicle Technical Services	1,204.21	3,020.08	25,500.00	11.84%
Property Maintenance Services	426.09	1,192.22	10,000.00	11.92%
Software Maintenance Fees			17,150.00	0.00%
Postage & Mail Meter Fees	207.56	623.93	3,600.00	17.33%
Drug & Alcohol Services	387.00	1,154.00	4,800.00	24.04%
Other Services & User Fees	318.91	503.91		0.00%
Materials and Supplies Consumed				
Fuel	40,098.86	98,097.07	350,000.00	28.03%
Tires	1,080.42	2,961.99	24,500.00	12.09%
Lubrication	588.07	1,762.36	16,000.00	11.01%
Tools	912.03	1,548.68	9,000.00	17.21%
Vehicle Maintenance & Repair Parts	6,817.80	12,962.23	65,000.00	19.94%
Non-Vehicle Maintenance & Repair Parts	8.16	886.66	5,000.00	17.73%
Vehicle Accessories			1,600.00	0.00%
Park & Ride Materials		129.56	2,000.00	6.48%
Shop Supplies (Maintenance & Cleaning)	565.88	3,365.57	20,000.00	16.83%
Safety & Emergency Supplies			8,300.00	0.00%
Office Supplies	876.05	2,832.32	13,070.00	21.87%
Computer Programs & Supplies			9,700.00	0.00%
Printing (Photocopier, Schedules & Brochures)	3,798.85	4,792.40	21,600.00	22.19%
Other Materials & Supplies			5,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	907.34	3,410.40	14,000.00	24.36%
Utilities (Electrical & Propane)	2,669.09	5,593.91	16,750.00	33.40%
Telephone & Internet	1,462.70	5,574.51	33,620.00	16.58%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,060.17	21,180.51	95,956.00	22.07%
Taxes				
State Taxes	444.04	1,335.46	4,885.00	27.34%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees		322.50	550.00	58.64%
Other Licensing Fees & Taxes		628.00	1,800.00	34.89%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2012**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	(\$30.95)	\$3,359.47	\$15,331.00	21.91%
Travel & Meetings	1,765.85	3,684.22	21,900.00	16.82%
Safety Program (Rodeo & Safety Rewards)	955.00	955.00	8,500.00	11.24%
Training (Classes, Seminars & Materials)	1,870.00	3,238.52	24,900.00	13.01%
EE CDL and EE Physical Expense		988.00	3,300.00	29.94%
Other Miscellaneous		143.00	300.00	47.67%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,080.00	0.00%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities	862.86	2,588.58	11,317.00	22.87%
TOTAL OPERATING EXPENSES	<u>320,561.34</u>	<u>933,960.33</u>	<u>3,942,962.00</u>	<u>23.69%</u>



April 2012 Financial Summary

Budget Tracking Figure: 33.32%

1. Operational Expenses:	\$292,653.63
Operational Revenues:	\$21,292.94
Non-Operational Income:	\$319,348.74
Capital Expenses:	\$0.00
Capital income:	\$0.00

2. Sales Tax Received 4/30/2012 for February 2012: \$220,498.65
Sales Tax Received 4/30/2011 for February 2011: \$150,424.11
Sales tax increased from prior year 47.0%

3. Cash on Hand as of April 30, 2012*:	
Operating**:	\$528,929.45
Capital Account:	\$548.56
Capital Treasury Pool:	\$307,070.85
Fuel Fund:	\$48,373.00
EFT Fund:	\$89,123.21
Travel Fund:	\$1,163.04
Kitsap Bank	\$10.64
Total	\$975,218.75

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**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 2012

Month Received - Cash Basis (Cash Flow)

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December	0.90%		\$239,629.36	166,953.12	256,500.00	0.00%	\$0.00	3,350,273.02	
Total		991,647.71	2,572,837.54	2,133,000.38	3,350,273.02	0.00%			
Monthly Average		247,911.93	214,403.13	177,750.03	279,189.42				

Month Earned - Accrual Basis (Income Statement)

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December	0.90%		331,924.43	221,922.91	355,500.00	0.00%	\$0.00	3,350,276.00	
Total		425,352.69	2,350,543.70	2,204,538.02	3,350,276.00	0.00%			
Monthly Average		212,676.35	195,878.64	183,711.50	279,189.67				

Jefferson Transit Authority
Statement of Cash Flows
For the Four Months Ending April 30, 2012

	April	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$284,995.48)	(\$1,238,758.39)
Non-Capital Financing Activities	\$220,648.96	\$997,324.51
Investing Activities	\$93.45	\$731.82
Total Operating Cash Provided (Used)	(\$64,253.07)	(\$240,702.06)
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	(\$64,253.07)	(\$240,702.06)
Cash Balances - Beginning of Period	\$1,090,162.91	\$1,266,611.90
CASH BALANCES - END OF PERIOD	\$1,025,909.84	\$1,025,909.84

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2012

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$21,292.94	\$87,639.43	\$253,610.00	34.56%
Operating Expenses				
Labor	138,603.89	551,759.31	1,679,277.00	32.86%
Benefits	92,158.77	394,358.59	1,224,420.00	32.21%
Services and User Fees	10,039.24	46,285.51	233,230.00	19.85%
Materials & Supplies	34,955.57	164,294.41	550,770.00	29.83%
Utilities	5,933.24	20,512.06	64,370.00	31.87%
Casualty/Liability Costs	7,060.17	28,240.68	95,956.00	29.43%
Taxes	387.66	2,891.52	7,255.00	37.10%
Miscellaneous Expenses	2,652.23	15,020.44	74,231.00	20.23%
Leases and Rentals	862.86	3,451.44	13,453.00	25.86%
Total Operating Expenses	292,653.63	1,226,613.96	3,942,962.00	31.11%
Operating Income (Loss)	(271,360.69)	(1,138,974.53)	(3,689,352.00)	30.87%
Non-Operating Revenues				
Non-Transportation Revenue	243.76	4,843.80	18,000.00	26.91%
Taxes Levied by Transit	253,237.65	966,249.71	3,350,276.00	28.84%
Local Grants & Contributions	1,250.00	5,000.00	20,000.00	25.00%
State Grants & Contributions	17,684.33	70,737.32	185,397.00	38.15%
Federal Grants & Contributions	46,933.00	187,732.00	489,282.00	38.37%
Total Non-Operating Revenues	319,348.74	1,234,562.83	4,062,955.00	30.39%
Net Income (Loss) Before Transfers In/(Out)	47,988.05	95,588.30	373,603.00	25.59%
Net Income/(Loss)	47,988.05	95,588.30	373,603.00	25.59%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2012**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$14,653.01	\$59,191.82	\$152,000.00	38.94%
Fixed Route Fares - West - JTOC	261.54	1,385.39	4,050.00	34.21%
Dial-a-Ride Fares (DAR)	1,318.68	4,375.18	12,080.00	36.22%
Vanpools	4,575.00	21,307.34	72,000.00	29.59%
Community Vans	235.97	235.97		0.00%
Extended Service			2,700.00	0.00%
Auxiliary Transportation Revenues				
Advertising Services	183.74	883.73	10,000.00	8.84%
Other Services Revenue	65.00	260.00	780.00	33.33%
Total Operating Revenues	21,292.94	87,839.43	253,610.00	34.56%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	93.45	731.82	3,700.00	19.78%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues	150.31	4,111.98	11,100.00	37.04%
Taxes Levied Directly by Transit System - Sales & Use Tax	253,237.65	966,249.71	3,350,276.00	28.84%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	5,014.33	20,057.32	51,577.00	38.89%
Rural Mobility Transit Formula	8,704.33	34,817.32	40,790.00	85.36%
Special Needs	3,965.67	15,862.68	89,530.00	17.72%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	46,933.00	187,732.00	489,282.00	38.37%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	319,348.74	1,234,562.83	4,062,955.00	30.39%
TOTAL REVENUES	340,641.68	1,322,202.26	4,316,565.00	30.63%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2012**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,968.58	\$212,188.59	\$632,356.00	33.56%
Operators Overtime - Fixed Route	3,480.01	8,657.93	70,262.00	12.32%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,690.58	48,822.08	127,590.00	38.26%
Operators Overtime - Dial-a-Ride (DAR)	558.41	870.80	8,144.00	10.69%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,259.87	160,522.06	417,029.00	38.49%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,967.24	5,753.69	26,505.00	21.71%
Administration Salaries	28,679.20	114,944.16	397,391.00	28.92%
Benefits				
FICA	11,423.34	45,730.03	153,404.00	29.81%
Pension Plans (PERS)	10,718.16	48,034.37	125,450.00	38.29%
Medical Plans	32,742.01	130,362.72	410,350.00	31.77%
Dental Plans	3,466.79	13,770.54	42,702.00	32.25%
Unemployment Insurance (UI)	2,286.39	3,239.90	75,520.00	4.29%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,588.26	16,992.45	58,982.00	28.81%
Holiday	(757.74)	38,712.91	70,233.00	55.12%
General Leave	17,892.36	75,754.04	227,210.00	33.34%
Other Paid Absence (Court Duty & Bereavement)	120.56	1,949.45	4,400.00	44.31%
Uniforms, Work Clothing & Tools Allowance	194.53	3,535.56	17,409.00	20.31%
Other Benefits (HRA, EAP & Wellness)	9,484.11	16,276.62	38,760.00	41.99%
Service and User Fees				
Vanpool Services and Fees		15.62	3,500.00	0.45%
Advertising Fees	1,161.25	4,776.40	13,050.00	36.60%
Professional & Technical Services	4,528.26	16,698.00	102,850.00	16.27%
Temporary Help			6,000.00	0.00%
Contract Maintenance Services (IT Services)	2,915.75	15,213.68	41,480.00	36.68%
Custodial Services		367.31		0.00%
Security Services		1,286.38	5,500.00	23.39%
Vehicle Technical Services	509.88	3,529.96	25,500.00	13.84%
Property Maintenance Services	151.50	1,343.72	10,000.00	13.44%
Software Maintenance Fees			17,150.00	0.00%
Postage & Mail Meter Fees	261.60	885.53	3,600.00	24.60%
Drug & Alcohol Services	355.00	1,509.00	4,800.00	31.44%
Other Services & User Fees	156.00	659.91		0.00%
Materials and Supplies Consumed				
Fuel	30,111.80	128,208.87	350,000.00	36.63%
Tires	263.71	3,225.70	24,500.00	13.17%
Lubrication	408.22	2,170.58	16,000.00	13.57%
Tools		1,548.68	9,000.00	17.21%
Vehicle Maintenance & Repair Parts	1,934.79	14,897.02	65,000.00	22.92%
Non-Vehicle Maintenance & Repair Parts		886.66	5,000.00	17.73%
Vehicle Accessories			1,600.00	0.00%
Park & Ride Materials	160.38	289.94	2,000.00	14.50%
Shop Supplies (Maintenance & Cleaning)	1,540.92	4,906.49	20,000.00	24.53%
Safety & Emergency Supplies			8,300.00	0.00%
Office Supplies	386.75	3,219.07	13,070.00	24.63%
Computer Programs & Supplies			9,700.00	0.00%
Printing (Photocopier, Schedules & Brochures)		4,792.40	21,600.00	22.19%
Other Materials & Supplies	149.00	149.00	5,000.00	2.98%
Utilities				
Water, Sewer & Solid Garbage	1,069.83	4,480.23	14,000.00	32.00%
Utilities (Electrical & Propane)	1,347.12	6,941.03	16,750.00	41.44%
Telephone & Internet	3,516.29	9,090.80	33,620.00	27.04%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,060.17	28,240.68	95,956.00	29.43%
Taxes				
State Taxes	405.56	1,741.02	4,885.00	35.64%
Property Taxes	(17.90)		20.00	0.00%
Vehicle Licensing & Registration Fees		322.50	550.00	58.64%
Other Licensing Fees & Taxes		628.00	1,800.00	34.89%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2012**

	<u>April</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,375.01	\$4,734.48	\$15,331.00	30.88%
Travel & Meetings	971.22	4,655.44	21,900.00	21.26%
Safety Program (Roadeo & Safety Rewards)		955.00	8,500.00	11.24%
Training (Classes, Seminars & Materials)	100.00	3,338.52	24,900.00	13.41%
EE CDL and EE Physical Expense	206.00	1,194.00	3,300.00	36.18%
Other Miscellaneous		143.00	300.00	47.67%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations			1,080.00	0.00%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities	862.86	3,451.44	11,317.00	30.50%
TOTAL OPERATING EXPENSES	<u>292,653.63</u>	<u>1,226,613.96</u>	<u>3,942,962.00</u>	<u>31.11%</u>

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, March 20, 2012, 1:30 p.m.

Mountain View Commons

1925 Blaine St., Port Townsend, WA

CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Member David Sullivan at 1:30 p.m. Other members present were John Austin and Robert Gray. Pam Thompson, Catharine Robinson and Phil Johnson were absent and excused.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel

OTHERS PRESENT

Brenda McMillan, Bob Eash ATU 587, Burt Langsea

PUBLIC COMMENT

Brenda McMillan- requested information on the President's Day Admin staff holiday. Rubert responded that the President's Day Admin staff holiday was a practice of past management and that the non represented staff policy is currently being revised to look at items such as holiday's.

NEW AGENDA ITEMS

None

FINANCE REPORT

Crouch presented the February 2012 Financials. The budget tracking figure is at 16.66%. Operational Expenses for February were \$272,263.77 and operational income was \$22,969.11. Non operational income was at \$271,231.62. Sales tax revenues received in February for December were up 50.0% from the same time last year. Sales tax revenues received in February were \$331,921.43. Cash on hand: \$745,193.63 in the Operating Account, \$482.39 in the Capital Account, \$307,070.85 in the Treasury Pool, \$45,644.80 in the Fuel Fund Account, \$74,380.99 in the EFT Fund Account, \$1518.02 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that sales tax projections were down less than 1% point for 2012. Passenger fares are 2.5% higher than budgeted; this is in correlation to increased ridership. Other non transportation revenue includes Insurance recoveries and ATU reimbursements.

Gray asked what the other salaries and wages line is for? Crouch stated that dispatchers, maintenance and customer service make up the other salaries and wages. Gray asked about the holiday line item under benefits being at 53.54%. Crouch stated that she would expect to see this

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line at around 33% due to the accrual of the 6 regular and 2 personal holidays. Crouch said that this line item is being looked at to determine if it needs to be corrected or needs an amendment.

CONSENT AGENDA

- a. **Approval of Minutes, February 21, 2012**
- b. **Approval of Expenses, February 2012**
 - Operating Checks 89225-90033
 - EFT Checks: 5155-5173

Gray requested an update on Constance Jump's customer complaint from the February meeting is in process. Rubert stated that Ms. Jump's complaint has been fully investigated and that she and the Operations Manager have been in contact with Ms. Jump numerous times. The file has been sent to JTA's insurance company for review and they will send out an investigation follow up letter to Ms. Jump.

Austin stated that Ms. McMillian suggested that the Tri Area reader board on the buses be changed to reflect Chimacum, Port Hadlock and Irondale during the last meeting. Austin asked where that was in process and if it was a possibility. Rubert responded that it is a possibility and that staff was working on the marquee to ensure that when the bus passes, riders could read the destination. There is concern that the wording would be too long and the bus would pass before anyone could read it.

Motion by Austin, seconded by Gray to approve the consent agenda. The motion passed unanimously.

OLD BUSINESS- none

NEW BUSINESS

a. **Public Hearing: DBE Program Goal**

Kennel stated that the Disadvantaged Business Enterprise (DBE) program has been updated. Kennel stated that she took information from the 2010 US Census and updated the goal. The Comment Period for this hearing is open for 45 days and will close at the close of business on April 6th, 2012.

Open public hearing: 1:44pm

Brenda McMillan asked if JTA was looking into hiring any disabled individuals to clean the transit offices. Kennel explained that the DBE program is related to minority and women owned business and not specifically about disabled workers.

Gray asked how JTA ensures that DBE's are invited to be subcontractors when we put out a prime bid. Kennel stated that JTA has not used subcontractors in the past but JTA's does use a

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process where the contractors are obtained by advertising through a well publicized process, through the shared procurement portal and the state contracts.

Close public hearing: 1:49pm

b.Resolution 12-4: Drug & Alcohol Policy-Update

Crouch stated that she recently attended a Federal Transit Administration (FTA) Substance Abuse course. Crouch summarized the Agenda Item cover 4B which is the policy revisions made to the updated Drug & Alcohol Policy.

Austin asked if a legal council has looked at the policy. Crouch stated that the policy was not looked at by legal counsel and that the changes to the policy were requirements made by FTA. Conversation regarding substance abuse in relation to the policy.

Motion by Austin, seconded by Gray to approve Resolution 12-4: Drug & Alcohol Policy-Update. Motion passed unanimously.

c. Resolution 12-5: Travel & Travel Reimbursement Policy

Crouch stated that the Travel & Travel Reimbursement Policy was rewritten to ensure accountability for all reimbursements and per diem paid by JTA. Gray asked about out of state travel. Conversation regarding two current employees on out of state travel for Ron Turley Associates (RTA) maintenance classes. RTA is the program used in the maintenance department for inventory and maintenance work orders.

Motion by Austin, seconded by Gray to approve Resolution 12-5: Travel & Travel Reimbursement Policy. Motion passed unanimously.

STAFF REPORT-

A. Managers Report-Rubert

- New JTA Website was launched on March 8, 2012. JTA has received positive feedback from the public regarding the new site.
- The middle island at the Haines Place Park & Ride has been cleaned out creating a cleaner and safer area.
- JTA had an informal visit from FTA. During the site visit, there were conversations regarding where JTA was with the new site facility and included a tour of the property at Four Corners. FTA made suggestions and offered resources for help. The visit was very positive.
- JTA has joined with the Main Street Program to advertise during the downtown construction to ride the bus.
- Shelly Reynolds has included JTA in her Earth Day programs notice. JTA had an Earth Day art contest and will award the top 2 winners at the Park & Ride on April 20, 2012. The board is invited to come and congratulate them.

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- Total Ridership is up YTD. All Commuter routes are full.
- JTA will be implementing a new service change policy in April that was developed during an ad hoc committee.
- The Department of Ecology has modified their storm water permit process. There will now be 8 reporting periods per year.
- The maintenance department has installed a semi seat at Sherman St and Discovery. This was a customer request.

Gray asked about a seat opposite the hospital stop on Sheridan. Rubert stated she will have maintenance look at the issue.

- Maintenance reported one road call for February. The road call was a minor break issue. There was one driver assist on Mt. Walker who had to turn around due to an accident.

Gray asked about the website and whether the board packets are on the website. Rubert stated that the Clerk uploads the agenda and packets to the website the Thursday prior to the board meeting and that the website has all meeting minutes, resolutions and packets dating back to January of 2011.

Discussion regarding the Supervisors at the Park & Ride and the space that was made available for them in the visitors center building.

MISCELLANEOUS

Austin stated that he took his twin granddaughters on the #11 Shuttle recently. A car missed the stop sign and almost caused an accident. The driver of the shuttle was very alert and cautious and handled the situation very well.

Sullivan read of a statistic that there is a 2.3% increase in transit nationally since 2008. Sullivan also relayed a positive customer comment that he received through conversation. This comment was in regards to a Cub Scout troop who became stranded in Port Townsend a couple of years ago due to the weather turning and the PT-Coupeville ferry cancelling runs for the day. This group was helped by customer service and was able to get home with the help of JTA.

Gray requested that there be name tags for the Board Members and staff on the tables so the public can identify everyone.

ADJOURNMENT

The meeting was adjourned 2:16 p.m. The next Regular Meeting will be held at 1:30 p.m., May 15, 2012.

Natalie Patten, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 5/15/2012

March 2012 Expenses

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

- Vouchers 90034 through 90036 in the amount of \$761.26
- Vouchers 90037 through 90091 in the amount of \$82,966.64 which includes voided vouchers #90038, 90039 and 90075.
- EFT Voucher #139 in the amount of \$9,328.81 and Advance Travel Voucher #265-266 in the amount of \$501.00
- Voucher #90092 in the amount of \$30.00
- Vouchers #90093-90094 in the amount of \$722.95
- Voucher #90095 in the amount of \$75,000
- Voucher #90096 in the amount of \$67,569.90
- Vouchers #90097 through 90139 in the amount of \$62,933.79
- Voucher #90140 in the amount of \$72,791.70
- Voucher #90141 in the amount of \$150.00
- Vouchers #5174-5183 in the amount of \$9371.98
- Vouchers #5184-5192 in the amount of \$8991.71
- Vouchers #5193-5202 in the amount of \$11,151.44
- Advance Travel Voucher #267-268 in the amount of \$146.00

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.

Natalie Patten

Clerk of the Authority



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 5/15/2012

April 2012 Expenses

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

- Vouchers #90142-90153 in the amount of \$1532.98
- Vouchers #90154-90187 in the amount of \$81,540.46
- Vouchers #90188-90199 in the amount of \$32,776.11
- Voucher #90200 in the amount of \$66,903.53
- Vouchers #90201-90242 in the amount of \$56,467.84 and Advance Travel #269 in the amount of \$160.00
- Voucher #90243 in the amount of \$68,100.65
- EFT Vouchers #5203-5211 in the amount of \$8691.59
- EFT Vouchers #5212-5219 in the amount of \$8231.13
- Advance Travel Voucher #270 in the amount of \$159.00
- EFT Voucher #140 in the amount of \$9811.58

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.

Natalie Patten

Clerk of the Authority



Agenda Item: 2d

Meeting Date May 15, 2012

Subject: DBE Program and Goal 2012-2015

Prepared By: Leigh Kennel

Approved By: *[Signature]*

Summary:

This is an update to Jefferson Transit's Disadvantaged Business Enterprise (DBE) program. The goal setting methodology is based on a census based count of all the firms doing a particular type of business that Jefferson Transit may need over the next three year period, and of those, what percentage are DBE firms.

The DBE program and goal has been available for public comment since February 22, 2012. The comment period was open for 45 days, and included a public hearing before the Board on March 20, 2012. No comments were received.

Jefferson Transit will submit to the FTA, a DBE program and goal of 0.9% Disadvantaged Business Enterprise (DBE) participation.

Recommendation:

Adopt the Disadvantaged Business Enterprise Program update and goal of 0.9%

Motion for Consideration:

I move that Jefferson Transit update our DBE program with a goal of 0.9% DBE participation.

Jefferson Transit Authority DBE PROGRAM

DBE PROGRAM

POLICY STATEMENT

Section 26.1, 26.23

Objectives/Policy Statement

Jefferson Transit Authority, hereinafter referred to as JTA, has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Jefferson Transit has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, Jefferson Transit has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of Jefferson Transit to ensure that DBEs as defined in part 26, have an equal opportunity to receive and participate in DOT assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Grants Administrator has been delegated as the DBE Liaison Officer, and in that capacity is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by Jefferson Transit in its financial assistance agreements with the Department of Transportation.

JTA has adopted this policy statement, which is disseminated to all departments and employees. JTA also distributed this statement to DBE and non-DBE enterprises performing work as needed on DOT - assisted contracts by publishing it in the Port Townsend Leader.

Jefferson Transit General Manager

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Jefferson Transit is the recipient of federal transit funds authorized by Titles I, III, V, and VI of ISTEA, Pub. L. 102-240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, II, and V of the Teas-21, Pub. L. 105-178.

Section 26.5 Definitions

The terms used in this program have definitions contained in 49 CFR 26.5 for this program.

Section 26.7 Non-discrimination Requirements

Jefferson Transit will never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, Jefferson Transit will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Reporting to DOT: 26.11(b)

JTA will report DBE participation as follows:

We will report DBE participation on an quarterly basis to WSDOT and semi-annually(June1/December1) to FTA via the TEAM Web system. These reports will reflect payments actually made to DBEs on DOT-assisted contracts.

Bidders List: 26.11(c)

Jefferson Transit Authority will create a bidders list, consisting of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts. The purpose of this requirement is to allow use of the bidders list approach to calculating overall goals. The bidder list will include the name, address, DBE non-DBE status, age, and annual gross receipts of firms.

We will collect this information in the following ways, Options include, but are not limited to:

A contract clause requiring prime bidders to report the names/addresses, and possibly other information, of all firms who quote to them on subcontracts;

A notice in all solicitations, and otherwise widely disseminated, request to firms quoting on subcontracts to report information directly to the JTA.

Section 26.13 Federal Financial Assistance Agreement

Jefferson Transit has signed the following assurances, applicable to all DOT-assisted contracts and their administration:

Assurance: 26.13(a)

Jefferson Transit Authority shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE Program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient's DBE Program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to Jefferson Transit of its failure to carry out its approved program, the Department may impose sanction as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

This language will appear in financial assistance agreements with sub-recipients.

Contract Assurance: 26.13b

We will ensure that the following clause is placed in every DOT-assisted contract and subcontract:

The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.

SUBPART B - ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

Since Jefferson Transit has received a grant of more than \$250,000 in FTA funds in a federal fiscal year, we will continue to carry out this program until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

We have designated the following individual as our DBE Liaison Officer:

Grants Administrator
1615 W. Sims Way
Port Townsend, WA 98368
(360) 385-3020, ext 125
info@jeffersontransit.com

In that capacity, the DBELO is responsible for implementing all aspects of the DBE program and ensuring that Jefferson Transit complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the General Manager] concerning DBE program matters. An organization chart displaying the DBELO's position in the organization is found in Attachment 1 to this program.

The DBELO is responsible for developing, implementing and monitoring the DBE program, in coordination with other appropriate officials. The DBELO will devote a portion of their time to this program to assist in the administration of the program. The duties and responsibilities include the following:

1. Gathers and reports statistical data and other information as required by DOT.
2. Reviews third party contracts and purchase requisitions for compliance with this program.
3. Works with all departments to set overall annual goals.
4. Ensures that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identifies contracts and procurements so that DBE goals are included in solicitations, both race-neutral methods and contract specific goals attainment and identifies ways to improve progress.
6. Analyzes Jefferson Transit Authority's progress toward attainment and identifies ways to improve progress.
7. Advises the General Manager\governing body on DBE matters and achievement.
8. Chairs the DBE Advisory Committee.
9. Participates in pre-bid meetings.
10. Provides DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
11. Plans and participates in DBE training seminars.
12. Certifies DBEs according to the criteria set by DOT and acts as liaison to the Uniform Certification Process in Washington State.
13. Provides outreach to DBEs and community organizations to advise them of opportunities.
14. Maintains Jefferson Transit's updated directory on certified DBEs.

Section 26.27 DBE Financial Institutions

It is the policy of Jefferson Transit to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. We have made the following efforts to identify and use such institutions: Jefferson Transit has surveyed banking, savings and loan, the Chamber of Commerce and Economic Development Council to determine their knowledge of any DBE institutions. JTA has not identified any DBE financial institutions in the community.

As information on the availability of such institutions becomes known, it may be obtained from the DBE Liaison Officer.

Section 26.29 Prompt Payment Mechanisms

Jefferson Transit will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contract receives from Jefferson Transit. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written

approval of Jefferson Transit. This clause applies to both DBE and non-DBE subcontracts.

Section 26.31 Directory

Jefferson Transit will rely on the Washington State Office of Minority and Women Business Enterprises (OMWBE) to perform DBE certification work, and to maintain the Directory. Jefferson Transit will keep an electronic version of the current DBE Directory issued by OMWBE on file. This directory will be utilized in the development of mailing lists for RFPs. In addition the directory will be used to provide assistance to potential bidders in the identification of available DBE subcontractors.

The internet address for accessing the OMWBE's Directory is
<http://www.omwbe.wa.gov/biznetwas/mainmenu.asp>

The OMWBE directory lists all firms eligible to participate as DBEs, the firm's name, address, phone number, date of the most recent certification, and the type of work the firm has been certified to perform as a DBE.

JTA shall revise the goals found in this program document, at least once every three years. For information contact the:

Grants Administrator
1615 W. Sims Way
Port Townsend, WA 98368
(360) 385-34777

Section 26.33 Overconcentration

Jefferson Transit has not identified that overconcentration exists in the types of work that DBEs perform.

Section 26.35 Business Development Programs

At this time Jefferson Transit does not have a business development program or mentor program.

Section 26.37 Monitoring and Enforcement Mechanisms

Jefferson Transit will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

In order to ensure compliance with DBE requirements in its contracts, Jefferson Transit's project managers and representatives at job sites will monitor on an ongoing basis that work committed to being performed by DBEs is actually performed by the DBEs named in a contractor's bid or proposal. A clause will be included in all contracts requiring that the contractor cannot substitute subcontractors without Jefferson Transit concurrence. In addition, if a DBE subcontractor is unable to perform the work contracted for, the prime contractor must either replace such subcontractor with another DBE or show Jefferson Transit that good faith efforts to do so have been made.

The Jefferson Transit representative at the site will report monthly to the DBE Liaison Officer observations that DBE subcontractors actually are performing the amount and type of work committed. The report will be in writing, email is sufficient. The Contractor shall report DBE participation on a monthly basis in the form of a pay activity request. This mechanism will provide for a running tally of actual DBE attainment (e.g., the payment actually made to DBE firms), including a means of comparing these attainments to

commitments. The JTA staff will verify with the DBE at minimum on a quarterly basis the contract amount and payment to the DBE reported by the contractor. These verification forms, for example, request information to confirm scope of services, contract amount and starting date of the DBE contract. DBE subcontractors must complete and return verification forms to the JTA. Appropriate follow-up is conducted to ensure that responses are received. Where no response is received, follow-up notices are issued. JTA shall not release the contractor's retainage until all DBE subcontractors' participation information is reported and the appropriate forms submitted to JTA.

If a prime contractor is found not to be in compliance with its DBE commitment it shall be so notified by Jefferson Transit and directed to cure the problem within an appropriate time period. Failure by the prime contractor to comply may result in monetary penalties and partial or total termination for default with resolicitation costs to be born by the prime contractor or its bond. In addition, Jefferson Transit may consider a contractor's non-compliance with its stated contract goal or good faith efforts when evaluating contractor responsibility in future bids or proposals.

We will bring to the attention of the Washington State Office of Minority and Women's Business Enterprises and the Federal Transit Administration any false, fraudulent or dishonest conduct in connection with the program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension or debarment or Program Fraud and Civil Penalties rules) provided in 26.109. We will also assist the WA State OMWBE in the consideration of similar action under local legal authorities.

Section 26.39 Small Business Participation, JTA has incorporated the following race-neutral element to its DBE program in order to facilitate competition on DOT-assisted contracts and public works projects by small business concerns (both DBEs and non-DBE small businesses). Jefferson Transit will unbundle projects as appropriate to help eliminate obstacles to small business participation.

Small Business Definition: The Small Business Administration's (SBA) definition and size standards (as it may be amended from time to time) defines a small business:

"... a small business concern is one that is independently owned and operated, is organized for profit, and is not dominant in its field. Depending on the industry, size standard eligibility is based on the average number of employees for the preceding twelve months or on sales volume averaged over a three-year period."

Set Asides - Jefferson Transit's transportation projects historically are of a size and magnitude (under \$500,000) that already accommodate small business participation. Therefore small business set asides will not be used to facilitate small business participation.

On prime contracts not having DBE contract goals, Jefferson Transit will require the prime contractor to provide subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all of the work involved. Bidders on a prime contract will specify elements of the contract or specific subcontracts that are of a size that small businesses, including DBEs, can reasonably perform.

Good Faith Implementation - To actively implement the small business program Jefferson Transit will partner and collaborate with business organizations such as the Jefferson County Chamber of Commerce and Small Business Administration to help form initiatives that encourage greater awareness about contracts for participation of small businesses.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

Jefferson Transit does not use quotas in any way in the administration of this DBE program.

Section 26.45

A. Goals

Jefferson Transit's goal for 2012 – 2015 is .9 % of the Federal financial assistance we will expend in DOT-assisted contracts exclusive of FTA funds to be used for the purchase of transit vehicles.

B. Method of establishing goal

Most of the bidders competing for Jefferson Transit contracts are from within Washington State. Therefore, the goal is established by comparing overall business availability for Washington State Counties from the U.S. Census Bureau database with Washington State County's DBEs, certified and capable of performing Jefferson Transit contracts. DBE information is obtained by NAICS code from the DBE Directory issued by the Washington State Office of Minority and Women Business Enterprises.

Step One: To develop the base number of available DBEs, Jefferson Transit first identified the NAICS codes applicable to DOT-assisted contracts to be awarded 2012 through 2015 by Jefferson Transit. The number of available DBEs in each NAICS Code or group of NAICS codes were divided by the total number of businesses in those NAICS codes.

Step Two: For step two Jefferson Transit's experience and current project situation was examined. We found that historical information showing unsuccessful DBE or non-DBE subcontractors is currently not available.

C. Development of future goals: In addition to the information used in para B. above, future goals will be established by taking into consideration information gathered through expanded information obtained from prime bidders in compliance with 49 CFR part 26.

D. Transit Vehicle Manufacturers (TVM)

Jefferson Transit will not use DBE goals in contracts for rolling stock. Transit vehicle manufacturers (TVM) are required to develop their own DBE programs. Jefferson Transit will require in its bid or proposal packages for transit vehicles a certification from each TVM that they have developed and submitted their own program to the FTA and that said program has been approved or not disapproved.

E. Outreach Process

Jefferson Transit will submit its overall goal to the Federal Transit Administration as required. Before establishing its goal Jefferson Transit will review appropriate data, such as the Washington State Office of Minority and Women Business Enterprises, the Census Bureau data base, etc. We will also send notices of RFPs, and RFQs to OMWBE to help reach minority and women-owned businesses, to **Jean Wheat at jwheat@omwbe.wa.gov**.

Following this research we will publish a notice of the proposed goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at our principal office for 30 days following the date of the notice, and informing the public that Jefferson Transit will accept comments on the goals for 45 days from the date of the notice. The notice will include addresses to which comments may be sent and addresses where the proposal may be reviewed. Comments received during this public participation process and our responses will be included in the final document.

We will begin using our overall goal on October 1 of each year, unless we have received other instructions from DOT. If we establish a goal on a project basis, we will begin using our goal by the time of the first solicitation for a DOT-assisted contract for the project.

F. Breakout of Estimated Race-Neutral and Race-Conscious Participation

Jefferson Transit will not use DBE quotas or set-asides to achieve the goal for DBE participation. Participation will be achieved by race-neutral means or by the use of contract goals and good faith efforts.

Section 26.47 Accountability

If Jefferson Transit fails to meet its overall goal in a given year, we will determine the reasons for failure and establish corrective steps. JTA will not be required to submit reasons to DOT, but will maintain documentation of steps taken to meet goals.

Section 26.53 Good Faith Efforts & Procedures

Demonstration of good faith efforts (26.53(a) & (c))

The obligation of the bidder/offeror is to make good faith efforts. The bidder/offeror can demonstrate that it has done so either by meeting the contract goal or documenting good faith efforts. Examples of good faith efforts are found in Appendix A to Part 26.

JTA will ensure that all information is complete and accurate and adequately documents the bidder/offer's good faith efforts before we commit to the performance of the contract by the bidder/offeror.

Information to be submitted (26.53(b))

Jefferson Transit treats bidder/offers' compliance with good faith efforts' requirements as a matter of responsibility.

Each solicitation for which a contract goal has been established will require the bidders/offerors to submit the following information:

1. The names and addresses of DBE firms that will participate in the contract;
2. A description of the work that each DBE will perform;
3. The dollar amount of the participation of each DBE firm participating;
4. Written and signed documentation of commitment to use a DBE subcontractor whose participation it submits to meet a contract goal;
5. Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractors commitment and
6. If the contract goal is not met, evidence of good faith efforts.

Administrative reconsideration (26.53(d))

Within 10 days of being informed by Jefferson Transit that it is not responsible because it has not documented sufficient good faith efforts, a bidder/offeror may request administrative reconsideration. Bidder/offerors should make this request in writing to the following reconsideration official:

Grants Administrator
1615 W. Sims Way
Port Townsend, WA 98368
(360) 385-4777

The reconsideration official will not have played any role in the original determination that the bidder/offeree did not document sufficient good faith efforts.

As part of this reconsideration, the bidder/offeree will have the opportunity to provide written documentation or argument concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The bidder/offeree will have the opportunity to meet in person with our reconsideration official to discuss the issue of whether it met the goal or made adequate good faith efforts to do so. We will send the bidder/offeree a written decision on reconsideration, explaining the basis for finding that the bidder did or did not meet the goal or make adequate good faith efforts to do so. The result of the reconsideration process is not administratively appealable to the Department of Transportation.

Good Faith Efforts when a DBE is replaced on a contract (26.53(f))

Jefferson Transit will require a contractor to make good faith efforts to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. JTA will require the prime contractor to notify the DBE Liaison officer immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation.

In this situation, we will require the prime contractor to obtain our written prior approval of the substitute DBE and to provide copies of new or amended subcontracts, or documentation of good faith efforts.

If the contractor fails or refuses to comply in the time specified, our contracting office will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the contracting officer may issue a termination for default proceeding.

Sample Bid Specification:

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Jefferson Transit to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this contract will be conditioned upon satisfying the requirements of this bid specification. These requirements apply to all bidders/offerees, including those who qualify as a DBE. A DBE contract goal of 10 % percent has been established for this contract. The bidder/offeree shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 1), to meet the contract goal for DBE participation in the performance of this contract.

The bidder/offeree will be required to submit the following: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform; (3) the dollar amount of the participation of each DBE firm participating; (4) Written documentation of the bidder/offeree's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) Written confirmation from the DBE that it is participating in the contract as provided in the commitment made under (4); and (5) if the contract goal is not met, evidence of good faith efforts.

Section 26.55 Counting DBE Participation

We will count DBE participation toward goals as provided in 49 CFR 26.55.

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

Jefferson Transit Authority will use the certification standards of Subpart D of Part 26 to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts. To be certified as a DBE, a firm must meet all certification eligibility standards. We will make our certification decisions based on the facts as a whole.

In Washington State a central "one-stop-shop" has been created to perform certification and recertification functions. The Washington State Office of Minority and Women Business Enterprises (OMWBE) has legislative authority to perform all minority, women and disadvantaged business enterprise certifications for all public agencies in the State. For DBE certifications the office is required to utilize certification procedures that meet all federal requirements as defined in 49 CFR Part 26 and as amended to ensure eligibility of certified firms for Department of Transportation projects.

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

The State of Washington Office of Minority and Women's Business Enterprises has a unified certification program. This agency also conducts certifications, recertifications, and desertification.

Section 26.83 Procedures for Certification Decisions

Challenge

A third party may challenge a firm's presumed eligibility or a firm's certification as a DBE. Jefferson Transit shall immediately review the information received and determine if grounds exist to pursue the challenge. If the challenge appears to have merit, Jefferson Transit will notify the Washington State Office of Minority and Women's Business Enterprises who will have the authority to investigate and resolve the challenge in accordance with the certification requirements of 49 CFR Part 26 and as amended. Jefferson Transit will provide all available information for investigation and identify the third party challenger. The challenged party shall submit rebutting information to the OMWBE for their consideration. Jefferson Transit shall actively participate with the OMWBE, if needed, until the investigation is concluded and a determination has been finalized.

Decertification

In addition to the performance of the certification function for all public agencies in the State of Washington, the OMWBE is responsible for decertification if a DBE no longer qualifies for the program under 49 CFR Part 26 and SBA small business criteria. Jefferson Transit will cooperate with the OMWBE as needed to assist in the decertification process. Once decertified a DBE contractor will no longer be counted towards the agency's overall annual goals.

Section 26.89 Certification Appeals

Any firm or complainant may appeal our decision in a certification matter to DOT. Such appeals may be sent to:

Department of Transportation
Office of Civil Rights Certification Appeals Branch
400 7th Street, SW
Room 2104
Washington, D.C. 20590

We will promptly implement any DOT certification appeal decisions affecting the eligibility of DBEs for our DOT-assisted contracting (e.g., certify a firm if DOT has determined that our denial of its application was erroneous).

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

We will safeguard from disclose to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law.

Notwithstanding any contrary provisions of state or local law, we will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

We will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of Jefferson Transit or DOT. This reporting requirement also extends to any certified DBE subcontractor.

We will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts states in the schedule of DBE participation.

ATTACHMENTS

Attachment 1	Goal Calculation
Attachment 2	NAICS / Census & OMWBE count
See online	DBE Directory of Certified Firms (online at http://www.omwbe.wa.gov/biznetwas/mainmenu.asp)

Attachment 1

Section 26.45: Goal Calculation

Amount of Goal

Jefferson Transit's goal for is the following: .9% (nine-tenths) of the Federal Financial assistance we will expend in DOT-assisted contracts. *Exclusive of FTA funds to be used for the purchase of transit vehicles.*

Methodology used to Calculate Goal

Determine the base figure for the relative availability of DBEs.

The base figure for the relative availability of DBE's was calculated as follows:

$$\text{Base figure} = \frac{\text{Ready, willing, and able DBEs (778)}}{\text{All firms ready, willing and able (83,393)}}$$

The data source or demonstrable evidence used to derive the numerator was: Washington State OMWBE

The data source or demonstrable evidence used to derive the denominator was: Census Data 2010, adjusted to the 2007 Economic Census as reported by Washington State Department of Revenue.

When we divided the numerator by the denominator we arrived at the base figure for our overall goal is less than 1% and that number was .9% (nine-tenths).

Public Participation

We published notice of our goal update on February 22, 2012 in the Port Townsend Leader and held a public hearing March 20, 2012. We received no comments related to the DBE goal during the 45 day public comment period.

NAICS	Description of Potential Contracts	# in Washington State (2010 DOR statistics)	OMWBE # certified DBEs
21232	Sand, gravel, mining, quarrying	76	0
236210	Industrial Bldg	77	6
236220	Commercial & Instit bldg construction	1,119	20
237110	Construction Mgmt water & sewer	431	37
237120	Storage Tank Construction	31	3
237130	Utility Line Construction	245	5
237310	Surfacing & Paving	400	78
237990	Construction Management	161	27
238110	Concrete	1,240	28
238120	Rebar, steele, etc contractors	120	11
238130	Framing	821	10
238140	Masonry	786	10
238150	Glazing, Glass	240	1
238160	Roofing	988	2
238170	Gutters, siding	622	2
238190	Forms, welding	107	4
238210	Communications, Ellectrical installation	3,271	23
238220	Duct work, heating, ventilation	3,197	14
238290	Systems installation (gates, etc)	211	1
238310	Drywall	1,151	10
238320	Painting	3,321	15
238330	Flooring	2,300	5
238340	Tile	1,115	0
238350	Trim, finish carpentry, windows, doors	2,862	10
238390	Other bldg finishing	310	7
238910	Site Prep contractors	2,284	51
238990	Specialty trade contractors	3348	35
323110	Printing job order	173	1
324121	Asphalt paving mix, blocks	6	0
327390	Concrete products	50	2
332312	Structural Steel Mfg	149	6
332321	Frames, doors, windows mfg	25	0
332323	Ornamental Metalwork	106	2
332410	Heat Exchangers	13	1
332420	Heavy tank mfg	12	1
33341	Ventilation, heating, AC	68	0
33391	Pump & compressor mfg	23	0
334220	Mobile Communications	42	1
3351	Commercial Lighting mfg	54	0
336999	Transportation Equip mfg	17	1
337127	Furniture, public bldgs	23	1
337211	Cabinets wood	21	0
337214	Furniture except wood	11	0
339113	Protective Clothing & accessories	55	0
339950	Sign Mfg	231	3
44131	Automotive parts & accessories	961	0
44132	Tire dealers	259	0
44419	Other building material dealers	990	1
45321	Office supplies and stationery stores	343	0
45411	Electronic shopping & mail-order	2,604	0
45431	Fuel dealers	148	0
51913	Internet publishing & and web portals	217	0
54111	Offices of lawyers	5,731	2
54119	Other legal services	475	0
54131	Architectural services	1,781	19
54132	Landscape architectural services	493	24
54133	Engineering services	2,526	65
54134	Drafting services	207	18
54135	Building inspection services	403	5
54136	Geophysical surveying & mapping	79	5
54137	Surveying & mapping (except geophysical) services	265	19
54138	Testing laboratories	185	14
54143	Graphic design services	2,306	12
54149	Other specialized design services	601	2

NAICS	Description of Potential Contracts	# in Washington State (2010 DOR statistics)	OMWBE # certified DBEs
54151	Computer systems design & services	6,879	14
54161	Management consulting services	9,485	71
54162	Environmental consulting services	413	42
54169	Other scientific & technical consulting	2,469	14
54193	Translation and interpretation services	976	1
56161	Guard & armored car services	455	0
56162	Security systems services	554	5
56172	Janitorial services	5,406	8
81112	Automotive body, paint, & glass	1,618	0
81121	Electronic & precision equipment repair & maintenance	1,310	2
81131	Commercial machinery repair & maintenance	1,298	1
81233	Linen and uniform supply	43	0
	Total	83393	778
	percent DBE available		0.9%

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Vice Chair

Member

Attest:

Clerk of the Board



Agenda Item 2e.

Meeting Date: May 15, 2012

Subject: Kitsap Bank Line of Credit Closure

Prepared By: Natalie Patten

Approved By: *Jimmi Rubel*

Summary: In May 2011, the Jefferson Transit Authority (JTA) secured a line of credit loan from Kitsap Bank in the amount of \$249,999. This line of credit loan's maturity date is May 11, 2012. JTA no longer requires the use of the line of credit loan. Finance Manager, Sara Crouch requests the authorization to close the line of credit loan. All property titles used to collateralize the line of credit loan will be reconveyed to Jefferson Transit Authority.

Motion for Consideration: Authorize Finance Manager, Sara Crouch to close the Kitsap Bank line of credit loan.



Agenda Item: 2f

Meeting Date May 15, 2012

Subject: Resolution 12-8:

Execute Amendment 01 to Grant Agreement GCA 6825

Prepared By: Leigh Kennel

Approved By: [Signature]

Summary:

This amendment to Operating Grant GCA 6825 re-allocates funding sources between State and Federal funds and adjusts Jefferson Transit's local match as follows:

- reduce state Rural Mobility Competitive funding in Project A by \$278,000 and add \$278,000 in FTA 5311 funds.
- reduce Jefferson Transit's share in Project A by \$256,900
- move \$81,579 in Rural Mobility Transit Tax Equalization Formula funds and \$175,411 in Paratransit/Special Needs Transit Formula funds from Project B to Project A.

There is no change in the total amount of grant funds.

Recommendation:

Approve and authorize the Chair of the Board to execute the amendment. (3 copies for signature)

Motion for Consideration:

Move to adopt resolution 12-08 to approve and authorize the Chair of the Board to execute the first amendment to GCA 6825.

Alternatives:

None

The FIRST AMENDMENT to AGREEMENT GCA6825 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and 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 GCA6825 to reduce state Rural Mobility Competitive funding in Project A by \$278,000 and add \$278,000 in FTA 5311 funds.

WHEREAS, both PARTIES agree to amend AGREEMENT GCA6825 to reduce contractor’s share in Project A by \$256,900

WHEREAS, both PARTIES agree to amend AGREEMENT GCA6825 to move \$81,579 in Rural Mobility Transit Tax Equalization Formula funds and \$175,411 in Paratransit/Special Needs Transit Formula funds from Project B to Project A.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCA6825:

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:

<u>Project Costs:</u>	
Federal Funds	\$797,534
State Funds	\$840,624
Contractor Funds	\$2,602,559
Total Project Cost	\$4,240,717

Federal Funds	\$797,534
State Funds	\$840,624
Contractor Funds	\$2,602,559
Total Project Cost	\$4,240,717

2. Replace the Exhibit I SCOPE OF WORK AND BUDGET page with the following:

EXHIBIT I
SCOPE OF WORK AND BUDGET

Total Project Cost	
Federal Funds	\$797,534
State Funds	\$840,624
Contractor Funds	\$2,602,559
Total Project Cost	\$4,240,717

Funding by Project

PROJECT A

Scope of Work: Provide operating funding assistance to sustain existing general public fixed-route bus and complimentary Dial-A-Ride services for special-needs persons in East Jefferson County service area.

Funding	Percentage	Current 2011-2012	Projected 2012-2013	Totals
FTA 5311	18%	\$620,101	\$342,100	\$962,201
Rural Mobility Competitive	11%	\$406,201		\$406,201
Rural Tax Equalization Formula	2%	\$81,579		\$81,579
Paratransit Special Needs Formula	5%	\$175,411		\$175,411
Contractor Funds	64%	\$2,260,031		\$2,260,031
Total Project Cost	100%	\$3,543,323		\$3,885,423

Budget: *Funding and percentages identified reflect current project funds for 2011-2012. 2012-2013 Projected funds are subject to renegotiation based on availability of funds and will be added by amendment when available.*

PROJECT B

Scope of Work: Provide operating funding assistance to sustain existing weekday route-deviated general public bus transportation service in West Jefferson County between Forks and Amanda Park.

Funding	Percentage	Totals
FTA 5311	25.5%	\$177,433
Rural Mobility Competitive	25.5%	\$177,433
Contractor Funds	49%	\$342,528
Total Project Cost	100%	\$697,394

Budget: *Funding and percentages identified reflect total project funds for 2011-2013.*

3. 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."

4. 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: _____

Jefferson Transit Authority

Resolution No. 12-8

Execute Amendment 01 to Grant Agreement GCA 6825

WHEREAS, Jefferson Transit Authority has been awarded Federal and State operating fund assistance for passenger transportation services to persons with special needs and to the general public, in Grant Contract Agreement GCA 6825 with the Washington State Department of Transportation.

WHEREAS, amendment 01 to GCA 6825 re-allocates funding sources between State and Federal funds and adjusts Jefferson Transit's local match,

WHEREAS, the amendment reduces state Rural Mobility Competitive funding in Project A by \$278,000 and adds \$278,000 in FTA 5311 funds, and

WHEREAS, the amendment reduces Jefferson Transit's share in Project A by \$256,900, and

WHEREAS, the amendment moves \$81,579 in Rural Mobility Transit Tax Equalization Formula funds and \$175,411 in Paratransit/Special Needs Transit Formula funds from Project B to Project A.

BE IT RESOLVED that the Chair of the Authority is hereby authorized to execute Amendment 01 to GCA 6825.

APPROVED this 15th day of May 2012.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Agenda Item 4a.

Meeting Date: May 15, 2012

Subject: 2012 Capital Budget Amendment

Prepared By: Natalie Patten

Approved By: Sammi Rubel

Summary: The State of Washington requires that the Authority annually adopt a budget covering the programs and activities of the Authority. The Authority adopted Resolution 11-36: Operating and Capital Budgets on December 20, 2011. This proposal today is to amend the Capital Budget adopted under Resolution 11-36.

This amendment includes all Contracted Grant Agreements that JTA currently has with State and Federal Grants. The Capital Budget for 2012 increased from \$125,000 to \$1,458,972 with this amendment. This increase shows the accurate Contracted Grant Agreements. JTA's total outlay will be \$303,794.

Prior to adoption at the June 19, 2012 Authority Board Meeting, there will be a public hearing to obtain public comment on the amendment. The amendment is available on our website and at JTA's administrative offices.

JEFFERSON TRANSIT AUTHORITY
Statement of Capital Outlays, Revenues and Contributions
2012 Capital Budget
Capital Expenditures and Nonoperating Revenues

**CURRENT CAPITAL BUDGET
BEFORE AMENDMENT**

	BARS	Total	Total JTA Outlay	Total Contributed Capital	Grant Source
Capital Assets - Land					
N/A		0	0	0	
	151.00	0	0	0	
Capital Assets - Facility					
New Facility - Design & Drawings		100,000	20,000	80,000	New Facility, WA 03-0180
	152.00	100,000	20,000	80,000	
Capital Assets - Other Building & Structures					
Asphalt Project		25,000	5,000	20,000	STP Flex
	153.00	25,000	5,000	20,000	
Capital Assets - Revenue Vehicles					
	154.00	0	0	0	
Capital Assets - Service Vehicles					
	155.00	0	0	0	
Capital Assets - Service Equipment					
	156.00	0	0	0	
Capital Assets - Office Furniture & Equipment					
	157.00	0	0	0	
Capital Assets - Construction in Progress					
N/A		0	0	0	
	168.00	0	0	0	
TOTAL CAPITAL ADDITIONS		125,000	25,000	100,000	
CAPITAL CONTRIBUTIONS - LOCAL / STATE / FEDERAL					
Capital Contributions - Local	414.06	0	0	0	
Capital Contributions - State	414.01	0	0	0	
Capital Contributions - Federal	414.07	0	0	0	
Capital Contributions - FTA 5309, Equipment Assistance (Federal)	414.02	0	0	0	
Capital Contributions - FTA 5309, Facility Assistance (Federal)	414.05	80,000	0	80,000	
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	414.03	0	0	0	
Capital Contributions - FTA 5311, Equipment Assistance/STP Flex (Federal)	414.08	0	0	0	
Capital Contributions - FTA 5311, ARRA Vehicle Assistance (Federal)	414.04	20,000	0	20,000	
Capital Contributions - FTA 5311(f), Equipment Assistance (Federal)	414.04	0	0	0	
		100,000	0	100,000	
CAPITAL CONTRIBUTIONS - OTHER					
Capital Contributions - Other	415.01	0	0	0	
Total Capital Contributions - Other / Local / State / Federal		100,000	0	100,000	
CAPITAL CONTRIBUTIONS - JEFFERSON TRANSIT					
Contributions From Capital Reserves		25,000	25,000	0	
Total Capital Contributions - Jefferson Transit		25,000	25,000	0	
TOTAL CAPITAL CONTRIBUTIONS		125,000	25,000	100,000	



Agenda Item 4b.

Meeting Date: May 15, 2012

Subject: Resolution 12-7: Service Change Policy

Approved By: *Jimmy Rubes*

Summary:

This Resolution authorizes the Authority Board to adopt Jefferson Transit's new Service Change Policy. An Ad Hoc committee met on January 26, 2012 at the direction of the Board to review a proposed policy. The committee was comprised of management, citizens at large and one authority board member. This policy was developed to address major changes in Jefferson Transit service to include, but not be limited to, new service, deletion of service, and changes in routes and scheduling.

Recommendation: Move to adopt Resolution 12-7: Service Change Policy

Motion for Consideration: Adopt Resolution 12-7: Service Change Policy

<i>Title:</i> Service Change Policy	<i>Resolution:</i> 11-14 DRAFT
<i>Author:</i> Tammi Rubert	<i>Effective Date:</i> May 15, 2012



Jefferson Transit Authority

Service Change Policy

Effective May 15, 2012

I. SCOPE

DRAFT

The Service Change Policy has been developed to address major changes in JTA service to include, but not be limited to, new service, deletion of service, and changes in routes and scheduling. The number of major service changes should be limited due to the effect it will have on the passengers. This will create continuity in the system. Safety and minor or regular season changes which affect one route by less than two hours per week are not addressed by this policy and will be conducted internally by staff.

II. OBJECTIVES

Jefferson Transit strives to provide effective, efficient service to the citizens of Jefferson County. All transit service planning is conducted with the idea of tailoring JTA's service to meet the needs and requirements of the public and is in line with the Jefferson Transit Public Participation Plan.

The purpose of changes in service is to balance the service level between the demand for service and the cost to the taxpayer, thereby providing a service which meets passengers' needs and is efficient and well utilized.

III. SERVICE CONSIDERATIONS

It is in the routing and scheduling function that service and costs of transit are built and controlled. Careful thought must be devoted to this area, with sensitivity to the viewpoints of consumers and potential consumers of public transportation services. The factors that are important to consumers in terms of service attributes and applicable variables include:

<u>Service Attributes</u>	<u>Variables</u>
a) Travel Time	Distance to and from bus stops Waiting, Riding, Transferring
b) Convenience	Frequency of service Hours of Service Number of transfers Fare collection system Distance from route
c) Comfort	Shelter at stops Crowding or standing Vehicle characteristics

- | | |
|-----------------|--|
| d) Reliability | Schedule adherence
Delays on route
Vehicle dependability |
| e) Cost | Equitable fares |
| f) Connectivity | Review of regional connections
Communication with partners
Worked Schedule |

IV. PROCEDURE

In order for JTA service to remain stable, easy to understand, and for new routes to gain acceptance, the number of major service changes should be limited. The scope of minor changes and adjustments in schedules shall occur as needed.

1. Data Collection

- a) Information is collected on ridership and route productivity.
- b) Suggestion from employees and the public are reviewed at the time they are received and filed in appropriate categories.
- c) Staff proposals are prepared.

This is an ongoing process conducted throughout the year.

2. Preliminary Staff Review

- a) All JTA department heads review the service change proposals. Drawing upon the experience of Planning, Operation, Maintenance, Marketing, Finance, and others, staff identifies the proposals appropriate for further detailed development.
- b) Detailed service change proposals are prepared. The detailed shall include:
 - 1) Identification of areas affected by proposed change
 - 2) Description of proposed changes, type of service (ie, local, limited etc.)

- 3) Cost of service: annual hours, annual cost, net cost (if seasonal)
- 4) Objective of the changes
- 5) Major impacts (who, positive, negative, ridership level, employee, etc.)
- 6) Route map and timetable
- 7) Vehicle signage
- 8) Coach requirements
- 9) Alternative service options if necessary or appropriate

The detailed proposals are circulated to all JTA employees to ascertain if any special concern or problem may exist.

3. Determination of service change category

Following the preliminary staff review, the General Manager shall determine whether service change is by nature a major, minor, or safety service change. The General Manager shall have the authority to make minor and safety service changes. The General Manager shall report all minor and safety related changes to the Authority Board in a timely manner or at the next board meeting.

For the purposes of the Service Change Policy the following descriptions shall apply as guidelines.

A) Major service change

1. If any operator's weekly pay hours are affected by an increase or decrease of more than two hours.
2. The service change has the potential to affect more than 10 percent of the weekly ridership for any route.
3. The service change would significantly alter the geographic area being served.
4. The service change would add more than \$100 to the weekly allocated cost of a route.

DRAFT

5. If the service change would affect any connections with neighboring counties.
6. If the changes would alter the schedule

B) Minor service Change

1. If any operator's weekly pay hours are affected by an increase or decrease of two or less hours.
2. The service change would have the potential to affect no more than 10 percent of the weekly ridership for any route.
3. The service change would not significantly alter the geographic area being served.
4. The service change would add no more than \$100 to the weekly allocated cost of a route.
5. If the service change would affect any connections with neighboring counties.
6. If the changes would alter the schedule

C) Safety change

1. Any service change that has the immediate effect of reducing operating risk or exposure to JTA equipment, passengers, and/or personnel.
2. Any service change that has the immediate effect of reducing exposure or liability risk to other people, property, or the public in general.
3. Any service change that has been recommended by the JTA Safety Committee and endorsed by the General Manager.

Minor and safety service changes shall be implemented in an expeditious and appropriate manner. Major Service changes shall proceed through the entire process as outlined.

4. Review by the Route Design Committee

- A) The proposal is presented to the group twice a year. Their comments and suggestions are noted and reviewed by staff.
- B) A public meeting is held with the Authority Board. The proposed changes are presented for public and board comments.

5. Internal staff review

Staff review the comments from the Route Design Committee, public and Authority Board. The proposed service changes are revised if appropriate or necessary before the public hearing.

6. Public Hearing

A public hearing is held as a final chance for public and employee comments on the proposals. The Authority Board takes action on the changes.

7. Implementation

- A) The final schedules are made and the driver assignments and public timetables are prepared and street information is updated.
- B) The JTA Operations Department reviews the Run-Cut prepared by the Run- Cut committee.
- C) Operators pick new assignments and the new service starts.

Jefferson Transit Authority
Resolution No. 12-7
Adopting Service Change Policy

WHEREAS, Jefferson Transit strives to provide safe, effective, efficient service to the citizens of Jefferson County,

WHEREAS, Jefferson Transit's goal is to ensure that major service changes to the system will have the least negative impact on the passengers

WHEREAS, a Service Change Policy was created to ensure that in the routing and scheduling function, the service and costs of transit are built and controlled through the following service attributes: Travel time, Convenience, Comfort, Reliability, Cost and Connectivity.

THEREFORE, BE IT RESOLVED that the Jefferson Transit Authority Board of Directors does hereby adopt the attached Service Change Policy dated May 15, 2012 and which is by this reference incorporated herein as though set forth in full.

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 15th day of May, 2012.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

March, 2012

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	1967	19	38	350	2590	147	5.62	0.76	13.38
#3 Castle Hill Connector	2752	7	79	350	3185	151	7.86	0.86	18.29
#11 Shuttle	8985	30	192	700	2730	259	12.84	3.29	34.69
LOCAL TOTAL	13704	56	309	1400	8505	557	8.77	1.64	22.12

COMMUTER									
#1 Brinnon	2061	28	127	196	8330	212	10.52	0.25	9.74
#6A Tri Area Loop (5)	2242	1	103	128	3315	106	17.52	0.68	21.10
#6B Tri Area Loop (6)	1688	6	115	102	2642	85	16.55	0.64	19.94
#7 Poulsbo	2621	9	120	196	8212	210	13.37	0.32	12.50
#8 Sequim	2520	0	117	240	8256	187	10.50	0.31	13.46
COMMUTER TOTAL	11132	44	582	862	30755	800	13.69	0.44	15.35

2012 SPECIAL EVENTS

Boardings Runs per event

WEST JEFFERSON	1315	3	52	196	12603	404	6.71	0.10	3.25
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TOTAL MONTHLY	26151	103	891	2458	51863	1760	9.72	0.73	13.57
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22 Weekdays in Month

5 Saturdays in Month

4 Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van
Vanpool	1516	10,250	6.8

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1563	1487	6577	564	1.05	0.24	2.77	13

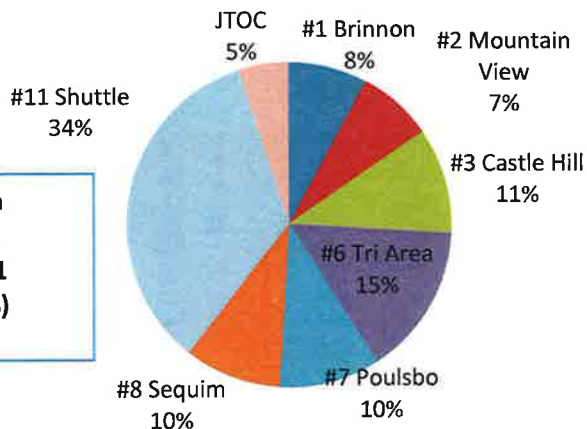
*Boardings includes Passenger and Attendant if needed

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

JTA Monthly Percentage of Ridership- MARCH 2012

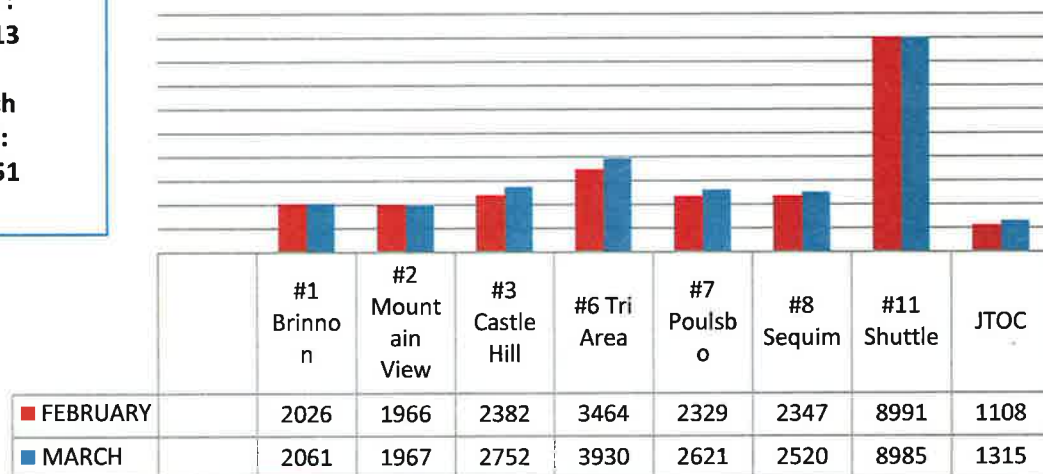
March
Total:
26,151
(100%)



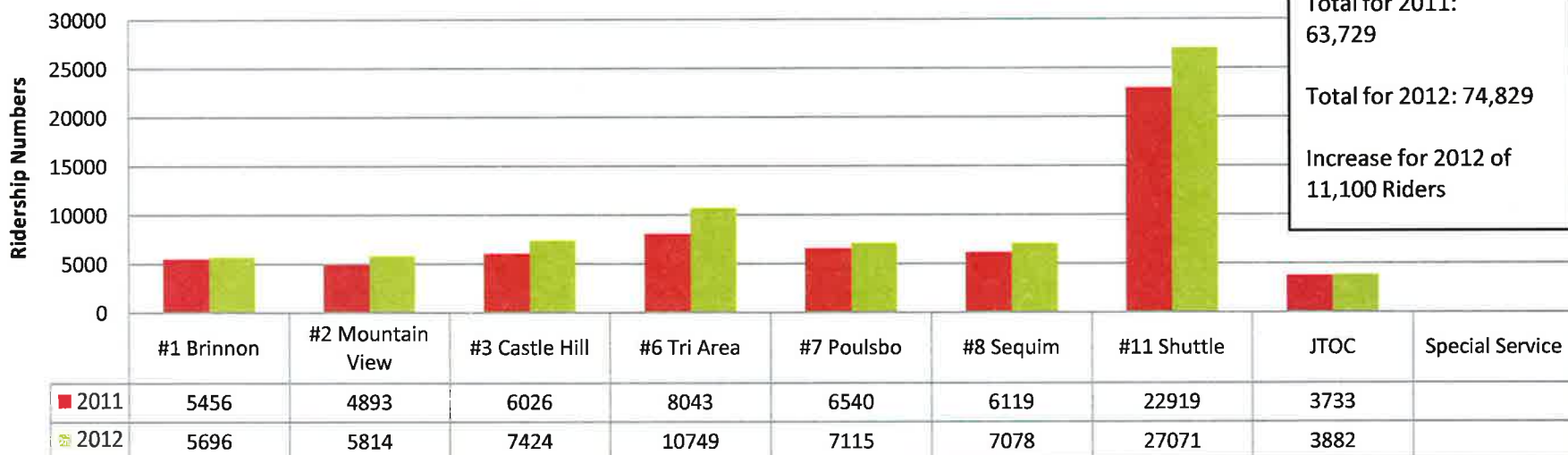
February
Total :
24,613

March
Total:
26,151

Month to Month Route Comparison



YTD Ridership by Route and Year as of March



JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

April, 2012

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	2005	7	40	337	2494	142	5.95	0.80	14.17
#3 Castle Hill Connector	2756	7	89	337	3067	145	8.18	0.90	19.02
#11 Shuttle	7386	29	220	674	2629	249	10.96	2.81	29.62
LOCAL TOTAL	12147	43	349	1348	8189	536	8.36	1.50	20.93

COMMUTER									
#1 Brinnon	1930	24	138	184	7820	199	10.49	0.25	9.71
#6A Tri Area Loop (5)	1978	2	95	123	3186	102	16.08	0.62	19.38
#6B Tri Area Loop (6)	1432	9	142	97	2512	81	14.76	0.57	17.79
#7 Poulsbo	2539	1	142	184	7710	197	13.80	0.33	12.90
#8 Sequim	2411	0	117	226	7774.4	176	10.67	0.31	13.68
COMMUTER TOTAL	10290	36	634	814	29002	754	13.16	0.42	14.69

2012 SPECIAL EVENTS

Boardings Runs per event

WEST JEFFERSON	1571	4	45	184	12090	377	8.54	0.13	4.17
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TOTAL MONTHLY	24008	83	983	2346	49281	1667	10.02	0.68	13.26
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Weekdays in Month

Saturdays in Month

Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van
Vanpool	1304	8,212	6.3

DIAL A RIDE

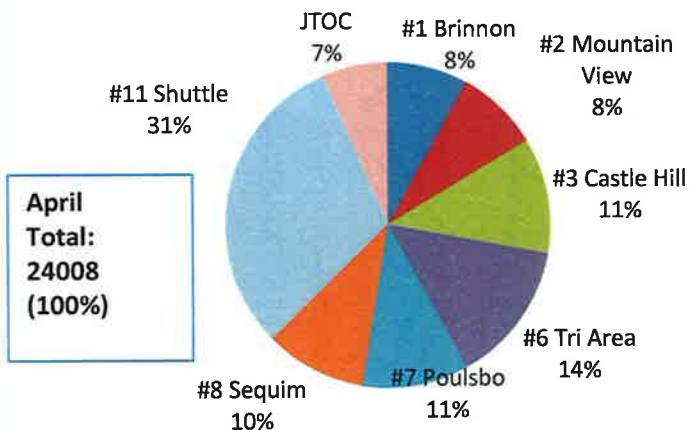
	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1397	1325	5902	518	1.05	0.24	2.70	11

*Boardings includes Passenger and Attendant if needed

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

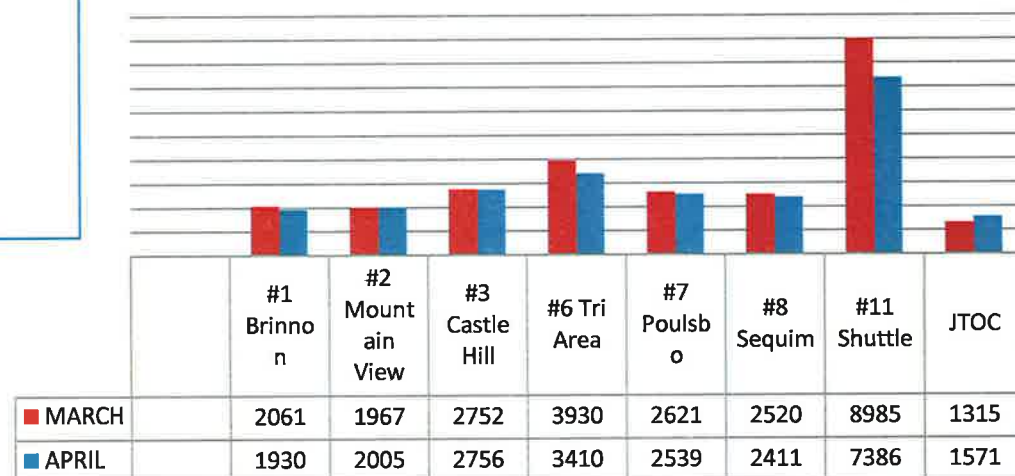
JTA Monthly Percentage of Ridership- April 2012



March
Total :
26,151

April
Total:
24008

Month to Month Route Comparison



YTD Ridership by Route and Year as of April

