



# JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, October 15, 2013 1:30 p.m.  
Port Townsend Fire Station  
701 Harrison Street, Port Townsend, WA  
**AGENDA**

## Call to Order/Welcome

## Public Comments

## New Agenda Items

- I. **Finance Reports**
  - a. September 2013
- II. **Consent Agenda**
  - a. Approval of Minutes, September 20, 2013
  - b. Approval of Expenses, September 2013
- III. **Old Business**
  - a. Advertising on Buses
- IV. **New Business**
  - a. **Resolution 13-19**: Animals on Transit Vehicles Policy
  - b. **Proposal**: New stop at Aldrich's Market
- V. **Reports**
  - a. Manager's Report
  - b. Operations Report
    - Carol Headley's 25 Years of Service
  - c. Maintenance Report
  - d. Mobility Coordinator's Report
  - e. Project Manager Report
- VI. **Ridership Report**

## Public Comments

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

## Adjournment

Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or 1-800-833-6388 (TDD /TTY).



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

October 10, 2013

TO: Board of Trustees, Jefferson Transit Authority

FROM: Sara Crouch, Finance/HR Manager

RE: September 2013 Financial Report

**Financial Summary –**

- Sales Tax for July 2013 came in 11% higher than last year and 10.66% higher than budget.
- Revenue Report – Overall over budget,
  - Primarily due to Sales Tax and Advertising
  - State Grant Revenue is significantly over budget due to the transfer of the Sales Tax Equalization dollars to the Consolidated Grant.
- Expense Report – Overall under budget 3.37%
  - Fixed Route/DAR Overtime is over budget due to having only one Extra Board Operator during the first few months of the year; expect to see this overtime gradually decrease over the rest of the year because after the Sunday service cut, we now have 2 Extra Board Operators. HOWEVER, the overtime budget line item is expected to be over budget for the year.
  - FICA is over budget due to the over budget overtime expense
  - PERS is now over budget, it will be over budget due to the unexpected 2% rate increase in July 2013 and the over budget overtime expense
  - Other Paid Absence – Court Duty and Bereavement Leave, had one employee that was on “jury duty” for two weeks, as well as several employees with deaths in the family.
  - “Other Benefits” are over budget and are likely to remain over budget for the year. I neglected to calculate the general leave transfers to VEBA when I calculated the overall budget.
  - Advertising is now over budget – several public meeting notices have been posted in the paper as well as two job advertisements, this over budget condition may resolve prior to the end of the year.
  - Vehicle Licensing is over budget because of the transfer of titles for several vehicles from WSDOT to JTA and we have purchased several new vehicles.
- Capital Activity
  - Capital activity in September for the Facility: Design and Project Management.
  - I have included the FTA Facility Funding tracking report. It details all FTA funding avail/spent on the Facility project, this report has been presented to the Board in the past.



## September 2013 Financial Summary

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Budget Tracking Figure: 75.00%

1. Operational Expenses:	\$298,619.95
Operational Revenues:	\$22,138.77
Non-Operational Income:	\$419,538.91
Capital Expenses:	\$100,328.71
Capital income:	\$0.00
2. Sales Tax Received 9/30/2013 for July 2013:	\$317,410.71
Sales Tax Received 9/30/2012 for July 2012:	\$285,111.93
**Sales tax increased from prior year 11%**	
3. Cash on Hand as of September 30, 2013:	
Operating:	\$1,134,114.87
Operating Reserve (25% Funded):	\$250,000.00
(Minimum Funding Required \$1,020,000)	
Capital Account:	\$3,934.02
Capital Reserve:	\$620,779.69
Fuel Fund:	\$49,546.00
EFT Fund:	\$184,528.10
Travel Fund:	\$1,244.71
Kitsap Bank	\$10.64

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<b>Total</b>	<b>\$2,244,158.03</b>
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\*\*Cash on Hand" differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Funding accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2013

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Monthly Act to Bud Variance	2013 Cumulative Actual Sales Tax Received	2013 Cumulative Budgeted Sales Tax	2013 Cumulative Actual to Budget Variance
January	0.90%	\$283,071.24	\$234,370.59	\$158,497.84	144,356.76	234,371.00	12.25%	\$263,071.24	234,371.00	12.25%
February	0.90%	\$381,349.36	\$331,924.43	\$221,922.91	237,202.39	321,924.00	12.25%	\$624,420.60	556,295.00	12.25%
March	0.90%	\$291,292.37	\$204,854.04	\$152,221.21	140,635.54	206,083.00	41.35%	\$915,712.97	762,378.00	20.11%
April	0.90%	\$262,810.78	\$220,498.65	\$150,424.11	146,047.89	221,822.00	18.48%	\$1,178,523.75	984,200.00	19.74%
May	0.90%	\$238,768.61	\$266,975.22	\$191,817.93	193,190.62	268,577.00	11.61%	\$1,478,292.36	1,252,777.00	18.00%
June	0.90%	\$258,797.23	\$239,889.31	\$172,294.86	154,076.61	241,329.00	7.24%	\$1,737,089.59	1,494,106.00	16.28%
July	0.90%	\$232,014.18	\$256,787.52	\$191,845.36	157,223.48	241,329.00	13.04%	\$2,029,103.77	1,752,434.00	15.79%
August	0.90%	\$351,405.02	\$291,693.72	\$203,110.70	202,548.76	293,444.00	19.75%	\$2,380,508.79	2,045,878.00	16.36%
September	0.90%	\$317,410.71	\$285,111.93	\$285,132.17	190,292.86	286,823.00	10.68%	\$2,697,919.50	2,332,701.00	15.66%
October	0.90%		\$313,703.24	\$305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,648,286.00	
November	0.90%		\$314,369.17	\$300,142.08	221,741.13	301,943.00	0.00%	\$0.00	2,950,229.00	
December	0.90%		\$265,862.08	\$239,629.36	166,953.12	241,069.00	0.00%	\$0.00	3,191,288.00	
Total		2,697,919.50	3,226,039.90	2,572,837.54	2,133,000.38	3,191,298.00	0.00%			
Monthly Average		299,758.83	268,836.66	214,403.13	177,750.03	265,941.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Actual to Budgeted Variance	2013 Cumulative Actual Sales Tax Received	2012 Cumulative Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%	\$281,292.37	\$204,854.04	152,221.21	140,635.54	206,083.00	41.35%	\$291,292.37	206,083.00	41.35%
February	0.90%	\$362,810.78	\$220,498.65	150,424.11	146,047.89	221,822.00	18.48%	\$554,103.15	427,905.00	29.49%
March	0.90%	\$238,768.61	\$266,975.22	191,817.93	183,190.62	268,577.00	11.61%	\$853,871.76	696,482.00	22.60%
April	0.90%	\$258,797.23	\$239,889.31	172,294.86	154,076.61	241,329.00	7.24%	\$1,112,668.99	937,811.00	18.65%
May	0.90%	\$292,014.18	\$256,787.52	191,845.36	157,223.48	258,328.00	13.04%	\$1,404,683.17	1,196,139.00	17.43%
June	0.90%	\$351,405.02	\$291,693.72	203,110.70	202,548.76	293,444.00	19.75%	\$1,756,088.19	1,489,583.00	17.89%
July	0.90%	\$317,410.71	\$285,111.93	285,132.17	190,292.86	286,823.00	10.66%	\$2,073,498.90	1,778,406.00	16.72%
August	0.90%		\$313,703.24	305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,091,991.00	
September	0.90%		\$314,369.17	300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,393,934.00	
October	0.90%		\$265,862.08	239,629.36	166,953.12	241,067.00	0.00%	\$0.00	2,635,001.00	
November	0.90%		\$263,071.24	234,370.59	158,497.64	235,777.00	0.00%	\$0.00	2,870,778.00	
December	0.90%		\$381,349.36	331,924.43	221,922.91	323,856.00	0.00%	\$0.00	3,194,634.00	
Total		2,073,498.90	3,284,165.48	2,758,712.01	2,131,861.78	3,194,634.00	0.00%			
Monthly Average		298,214.13	273,680.46	229,892.67	177,655.15	266,219.50				

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Nine Months Ending September 30, 2013**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$22,138.77</b>	<b>\$193,668.24</b>	<b>\$257,803.00</b>	<b>75.12%</b>
<b>Operating Expenses</b>				
Labor	143,159.42	1,321,919.82	1,747,187.00	75.66%
Benefits	99,818.58	901,875.45	1,222,322.00	73.78%
Services and User Fees	6,322.21	108,723.54	199,535.00	54.49%
Materials & Supplies	34,297.83	371,631.82	585,806.00	63.44%
Utilities	4,163.76	44,528.05	68,001.00	67.47%
Casualty/Liability Costs	6,704.25	60,388.25	79,932.00	75.55%
Taxes	429.39	5,312.53	7,795.00	68.15%
Miscellaneous Expenses	3,724.51	35,444.27	66,792.00	53.07%
Leases and Rentals		7,130.85	13,206.00	54.00%
<b>Total Operating Expenses</b>	<b>298,619.95</b>	<b>2,856,954.38</b>	<b>3,988,576.00</b>	<b>71.63%</b>
<b>Operating Income (Loss)</b>	<b>(276,481.18)</b>	<b>(2,663,286.14)</b>	<b>(3,730,773.00)</b>	<b>71.39%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	1,337.62	9,841.40	15,950.00	61.70%
Taxes Levied by Transit	332,530.71	2,759,152.50	3,194,833.00	86.37%
Local Grants & Contributions	1,250.00	13,750.00	17,500.00	78.57%
State Grants & Contributions	5,813.00	563,970.97	336,284.00	167.71%
Federal Grants & Contributions	67,911.00	422,943.00	438,420.00	96.47%
<b>Total Non-Operating Revenues</b>	<b>419,538.91</b>	<b>3,800,448.47</b>	<b>4,002,787.00</b>	<b>94.95%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>143,057.73</b>	<b>1,137,162.33</b>	<b>272,014.00</b>	<b>418.05%</b>
<b>Net Income/(Loss)</b>	<b>143,057.73</b>	<b>1,137,162.33</b>	<b>272,014.00</b>	<b>418.05%</b>

**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Nine Months Ending September 30, 2013**

	<u>September</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$2,168,242.07	\$1,546,867.99
Operating Cash Provided/(Used) by:		
Operating Activities	(\$248,989.21)	(\$2,611,843.46)
Non-Capital Financing Activities	\$329,344.23	\$3,707,988.69
Investing Activities	\$100.68	\$1,265.53
<b>Total Operating Cash Provided/(Used)</b>	<b>\$80,455.70</b>	<b>\$1,097,410.76</b>
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$2,751.42)	(\$398,332.40)
<b>Net Increase/(Decrease) Cash and Equivalent</b>	<b>\$77,704.28</b>	<b>\$699,078.36</b>
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$2,245,946.35</b>	<b>\$2,245,946.35</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Nine Months Ending September 30, 2013**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$12,442.49	\$124,199.85	\$167,073.00	74.34%
Fixed Route Fares - West - JTOC	316.92	2,815.82	4,250.00	66.25%
Dial-a-Ride Fares (DAR)	1,050.61	9,590.86	15,000.00	63.94%
Vanpools	4,839.00	43,846.18	60,000.00	73.08%
Extended Service	2,206.00	2,206.00	2,700.00	81.70%
<b>Auxiliary Transportation Revenues</b>				
Advertising Services	1,218.75	10,424.53	8,000.00	130.31%
Other Services Revenue	65.00	585.00	780.00	75.00%
<b>Total Operating Revenues</b>	<b>22,138.77</b>	<b>193,668.24</b>	<b>257,803.00</b>	<b>75.12%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	100.68	1,265.53	1,850.00	68.41%
Gain (Loss) on Disposition of Capital Items		1,589.25	3,000.00	52.98%
Other Nontransportation Revenues	1,236.94	6,986.62	11,100.00	62.94%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>332,530.71</b>	<b>2,759,152.50</b>	<b>3,194,633.00</b>	<b>86.37%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>	<b>10,696.58</b>	<b>30,790.60</b>		<b>0.00%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP		2,500.00	2,500.00	100.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	5,813.00	560,136.00	332,784.00	168.32%
RTAP		3,834.97	3,500.00	109.57%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	67,911.00	422,943.00	438,420.00	96.47%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5309, Equipment Assistance (Federal)		114,307.24		0.00%
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		3,250.40		0.00%
Capital Contributions - FTA 5309, Facility Assistance (Federal)	78,062.00	151,796.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>497,600.91</b>	<b>4,069,802.11</b>	<b>4,002,787.00</b>	<b>101.67%</b>
<b>TOTAL REVENUES</b>	<b>519,739.68</b>	<b>4,263,470.35</b>	<b>4,260,590.00</b>	<b>100.07%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Nine Months Ending September 30, 2013**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$48,711.17	\$450,055.61	\$603,956.00	74.52%
Operators Overtime - Fixed Route	6,195.14	57,827.23	48,592.00	119.01%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,925.30	115,929.83	165,357.00	70.11%
Operators Overtime - Dial-a-Ride (DAR)	253.52	7,178.79	5,786.00	124.07%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,339.09	364,154.73	469,941.00	77.49%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,722.48	18,218.77	27,867.00	65.38%
Administration Salaries	32,012.72	308,554.66	425,688.00	72.48%
<b>Benefits</b>				
FICA	12,406.93	112,109.18	142,443.00	78.70%
Pension Plans (PERS)	14,810.83	123,578.55	138,680.00	89.11%
Medical Plans	33,763.52	309,680.12	431,379.00	71.79%
Dental Plans	3,122.24	28,947.99	41,674.00	69.46%
Unemployment Insurance (UI)		2,912.38	33,180.00	8.78%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,225.66	47,318.96	66,855.00	70.78%
Holiday	7,993.00	60,499.02	73,318.00	82.52%
General Leave	20,504.25	172,172.20	232,726.00	73.98%
Other Paid Absence (Court Duty & Bereavement)	927.65	10,412.57	7,100.00	146.66%
Uniforms, Work Clothing & Tools Allowance	317.11	4,302.83	14,707.00	29.26%
Other Benefits (HRA, EAP & Wellness)	747.39	29,941.65	40,260.00	74.37%
<b>Service and User Fees</b>				
Vanpool Services and Fees	166.67	1,731.76	3,500.00	49.48%
Advertising Fees	226.07	10,024.44	12,500.00	80.20%
Professional & Technical Services	2,309.12	47,541.07	71,505.00	66.49%
Contract Maintenance Services (IT Services)	724.85	22,343.15	38,780.00	57.62%
Custodial Services			7,200.00	0.00%
Security Services	135.00	405.00	2,500.00	16.20%
Vehicle Technical Services	901.96	12,190.33	25,500.00	47.81%
Property Maintenance Services	294.63	1,622.36	10,000.00	16.22%
Software Maintenance Fees	1,180.83	7,265.93	17,150.00	42.37%
Postage & Mail Meter Fees		1,909.78	3,600.00	53.05%
Drug & Alcohol Services	237.08	2,272.72	4,800.00	47.35%
Other Services & User Fees	146.00	1,417.00	2,500.00	56.68%
<b>Materials and Supplies Consumed</b>				
Fuel	23,086.82	277,701.21	408,586.00	67.97%
Tires	640.47	12,279.37	28,400.00	43.24%
Lubrication	1,505.28	7,746.92	10,500.00	73.78%
Tools	1,520.55	3,902.06	9,000.00	43.36%
Vehicle Maintenance & Repair Parts	5,633.41	38,998.98	61,500.00	63.41%
Non-Vehicle Maintenance & Repair Parts	88.85	3,776.89	5,000.00	75.54%
Vehicle Accessories		68.21	1,350.00	5.05%
Park & Ride Materials	110.60	268.63	2,000.00	13.43%
Shop Supplies (Maintenance & Cleaning)	741.81	10,263.38	14,000.00	73.31%
Safety & Emergency Supplies	112.54	450.17	5,050.00	8.91%
Office Supplies	543.33	5,188.44	12,570.00	41.28%
Computer Programs & Supplies		23.77	2,750.00	0.86%
Printing (Photocopier, Schedules & Brochures)	314.17	10,798.11	23,100.00	46.75%
Other Materials & Supplies		165.68	2,000.00	8.28%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,863.81	11,008.05	16,400.00	67.12%
Utilities (Electrical & Propane)	870.99	13,230.20	21,000.00	63.00%
Telephone & Internet	1,428.96	20,289.80	28,601.00	70.94%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	6,704.25	60,388.25	79,932.00	75.55%
<b>Taxes</b>				
State Taxes	426.39	3,779.98	5,445.00	69.42%
Vehicle Licensing & Registration Fees	3.00	634.75	550.00	115.41%
Other Licensing Fees & Taxes		897.80	1,800.00	49.88%

**Jefferson Transit Authority  
Expense Statement  
For the Nine Months Ending September 30, 2013**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$764.68	\$8,820.64	\$15,081.00	58.49%
Travel & Meetings	173.63	9,422.96	21,400.00	44.03%
Safety Program (Rodeo & Safety Rewards)		2,966.60	5,000.00	59.33%
Training (Classes, Seminars & Materials)	2,666.20	13,301.17	22,561.00	58.96%
EE CDL and EE Physical Expense	120.00	915.00	2,450.00	37.35%
Other Miscellaneous		17.90	300.00	5.97%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations		168.95	1,080.00	15.64%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities		6,961.90	11,070.00	62.89%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>288,819.95</u></b>	<b><u>2,856,954.38</u></b>	<b><u>3,988,576.00</u></b>	<b><u>71.63%</u></b>



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

Total Project Cost		\$	4,083,068.00	Equals Total project award plus total match		<div>Total Project Award and Total Match equal Total Project Cost</div>	
FTA FUNDS AWARDED TO JTA				JTA MATCH			
Original	\$	560,000.00	Match Required	\$	816,614.00		
1st Amendment	\$	423,679.00					
	\$	970,874.00					
	\$	380,361.00					
2nd Amendment	\$	931,540.00					
Total Project Award from FTA		\$	3,266,454.00	Total Match	\$	816,614.00	
Disbursements to date		\$	571,804.00	Disbursements to date	\$	164,508.87	Amount spent to date
Remaining Balance		\$	2,694,650.00	Remaining Balance	\$	652,105.13	Remaining Available
Team/Disbursements		\$	571,804.00	JTA Match	\$	164,508.87	FTA TEAM/ECHO reconciliation
Difference		\$	-	Difference	\$	-	
Detail of Disbursements							
Date	Total Amount	FTA Share	JTA Share	Invoice Numbers			
1/20/2005	\$ 32,531.00	\$ 26,025.00	\$ 6,506.27	Inv #174437; 57832001; 74572; 6501360 Payroll Sheets			
2/7/2005	\$ 74,292.00	\$ 59,434.00	\$ 14,858.00	Inv# HMW 11/1/2004; 2004015-1004; 2004015-1104; 2004015-1204; Misc CC Purch; 127065; 127066; Payroll Reports			
4/29/2005	\$ 47,593.00	\$ 38,074.00	\$ 9,519.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend			
7/13/2005	\$ 34,546.00	\$ 27,636.00	\$ 6,909.00	Inv #040901946; 3166393; 2004015-0405; 2004015-0505; 2004015-0205; HMW 06/01/2005, Sport Townsend			
9/13/2005	\$ 41,888.00	\$ 33,510.00	\$ 8,378.00	Inv #PTL 3/2&4/6; 2004015-0605; 2004015-0705; 2004015-0805; HMW 5/2,7/1,8/2,9/1/2005			
5/12/2006	\$ 7,507.50	\$ 6,006.00	\$ 1,501.50	Inv # HMW 1/3,2/1,3/2,3/3/2006; 3626			
1/24/2007	\$ 268,064.63	\$ 214,452.00	\$ 53,612.93	Inv# HMW 5/1, 6/1, 7/1, 8/1, 9/1, 10/1, 11/1/2006; 2004015-0506; 2004015-0606; 2004015-0706; 2004015-0806; 2004015-0906; 2004015-1006; 2004015-1106; Property Purchase			
1/24/2007	\$ (319.00)	\$ (319.00)		correction to 05/12/06 draw			
2/2/2007	\$ 14,054.00	\$ 14,054.00	\$ -	Inv#2004015-1206			
9/15/2008	\$ (11,590.00)	\$ (11,590.00)		correction to 02/2/2007 draw			
9/24/2008	\$ 140.00	\$ 112.00	\$ 28.00	Inv# HMW 2/1/2007; Safeway, Coffee, Jordini's			
9/24/2008	\$ (46.00)	\$ (46.00)		correction to 02/2/2007 draw			
5/18/2012	\$ 15,825.00	\$ 12,660.00	\$ 3,165.00	Inv# C15926350; C15926564; 3249925			
1/28/2013	\$ 1,799.00	\$ 298.00	\$ 1,501.00	Inv# 11308; 17123-1; 9270127			
4/30/2013	\$ 14,419.00	\$ 4,360.00	\$ 10,059.00	Inv# 20130317; 31325; 21314; 17215; 13-056			
5/17/2013	\$ 26,532.55	\$ 21,226.00	\$ 5,306.55	Inv# 20130419			
8/5/2013	\$ 59,813.00	\$ 47,850.00	\$ 11,963.00	Inv#: 20130517; 20130619; 71322; 13-116			
9/24/2013	\$ 109,263.62	\$ 78,062.00	\$ 31,201.62	Inv#: 201307020; 20130810; 071305; 081306; 091311			
Total	\$ 736,313.30	\$ 571,804.00	\$ 164,508.87				
Check Figure	\$ (0.43)						

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**September 2013**

<b>Current Account Status</b>	<b>Balance per Bank @ 9/30/13</b>	<b>\$ 624,713.71</b>	<b>\$ -</b>
<b>Balance per GL @ 8/31/13</b>		<b>\$ 724,980.00</b>	
	Transfers - In	\$ -	
	Reimbursement Cameras/Vans	\$ -	
	Investment Interest	\$ 62.42	
	Transfers - Out (Purchases)	\$ (100,328.71)	
		\$ -	
<b>Balance per GL @ 9/30/13</b>		<b>\$ 624,713.71</b>	

<b>2013 Capital Projects</b>			
<b>Facility</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
	2013 Beginning Balance	\$ 1,340,000.00	\$ 395,000.00
	Change to Add Regional STP funds	\$ 493,713.00	\$ 77,053.00
	Project Management - December 2012		\$ (1,425.73)
	Project Management - January 2013		\$ (4,697.75)
	Federal Reimbursements(373.05)	\$ (298.44)	\$ (74.61)
	Project Management - February 2013		\$ (4,271.02)
	Pre-App Permit Review - JCDCD (809.00)	\$ (647.20)	\$ (161.60)
	Attorney Fees (542.50)	\$ (434.00)	\$ (108.50)
	TCF Architecture (4098.78)	\$ (3,279.02)	\$ (819.76)
	TCF Architecture (26532.35)	\$ (21,226.00)	\$ (5,306.55)
	Project Management - April 2013	\$ -	\$ (3,152.00)
	TCF Architecture (54612.79)	\$ (43,690.00)	\$ (10,922.79)
	Project Management - May 2013	\$ -	\$ (5,391.75)
	Project Management - June 2013	\$ -	\$ (4,186.42)
	Jefferson County DCD	\$ (4,160.00)	\$ (1,040.00)
	Project Management - July 2013	\$ -	\$ (3,543.16)
	Island Transit - Mezzanine	\$ -	\$ (6,500.00)
	Project Management - August 2013	\$ -	\$ (2,751.42)
	TCF Architecture (40257.37)	\$ (32,206.00)	\$ (8,051.37)
	TCF Architecture (57319.92)	\$ (45,856.00)	\$ (11,463.92)
	<b>Ending Balance</b>		<b>\$ (398,184.45)</b>
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
<b>Transit Shelter New &amp; Replace</b>	2013 Beginning Balance	\$ 84,000.00	\$ 16,000.00
	6-Used Shelters Intercity Transit	\$ (2,550.00)	\$ -
<b>Project Complete</b>			
<b>Simmi Seats</b>	2013 Beginning Balance	\$ 6,480.00	\$ 1,620.00
		\$ (3,250.40)	\$ (812.60)
<b>Project Complete</b>			
<b>Kiosks and Signage</b>	2013 Beginning Balance	\$ 8,000.00	\$ 2,000.00
			\$ (2,000.00)
<b>PNR Upgrades (banners, signs, etc)</b>	2013 Beginning Balance	\$ 28,000.00	\$ 7,000.00
			\$ (7,000.00)
<b>PNR Passenger Services Bldg</b>	2013 Beginning Balance	\$ 76,800.00	\$ 19,200.00
			\$ (19,200.00)
<b>Sheridan Transit Shelter</b>	2013 Beginning Balance	\$ 185,000.00	\$ 15,000.00
<b>Project Not Funded</b>			
<b>Revenue Vehicles</b>			
<b>Cutaway Coach</b>	2013 Beginning Balance	\$ 85,000.00	\$ -
<b>Amorivans</b>	2013 Beginning Balance	\$ 201,318.00	\$ -
	All Vehicles Purchased	\$ (280,782.25)	
<b>Project Complete</b>			
<b>Vehicle Replacement Reserve</b>	2013 Beginning Balance		\$ 23,588.00
	Feb 2013 - Transfer		\$ 23,588.00
<b>Project Complete</b>			\$ (23,588.00)
<b>Service Vehicles</b>			
<b>Crane, Crew Truck, Shop Pickup</b>	2013 Beginning Balance	\$ 104,000.00	\$ 26,000.00
	Service Pick-up w/Plow	\$ (41,353.27)	
<b>Project Complete</b>			
<b>Green Vehicle</b>	2013 Beginning Balance	\$ 40,000.00	\$ 10,000.00
<b>Project Not Funded</b>			
<b>Service Equipment</b>			
<b>Cameras &amp; Digital Recorders</b>	2013 Beginning Balance	\$ 150,000.00	
	2/11/13 Purchase	\$ (108,474.44)	
<b>Project Complete</b>			
<b>Hydraulic Shop Press</b>	2013 Beginning Balance	\$ 6,400.00	\$ 1,600.00
			\$ (1,600.00)
<b>Office Furniture &amp; Equipment</b>			
<b>IT Systems-MS Office Platform U</b>	2013 Beginning Balance	\$ 19,144.00	\$ 4,786.00
			\$ (4,786.00)
<b>Radio, MDT &amp; AVL</b>	2013 Beginning Balance	\$ 96,000.00	\$ 24,000.00
			\$ (24,000.00)
<b>Trapeze Upgrade</b>	2013 Beginning Balance	\$ 32,000.00	\$ 8,000.00
			\$ (8,000.00)
<b>JTA Capital Reserve Account Balance</b>			<b>\$ 624,713.71</b>
<b>JTA Appropriated Project Funds Sub-Total</b>			<b>\$ (488,358.45)</b>

Pending Reimbursements  
Pending Payments  
Cap Purch not in 2013 Budget

**CAPITAL RESERVE BALANCE** **\$ 136,355.26**

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, September 17, 2013, 1:30 p.m.

701 Harrison Street, Port Townsend, WA

#### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair Catharine Robinson at 1:34 p.m. Other members present were David Sullivan, Robert Gray, John Austin, Phil Johnson and Lloyd Eisenman.

#### STAFF PRESENT

Tammi Rubert, Sara Crouch, John Koschnick, Ben Arnold, Leesa Monroe, Samantha Trone and Laura Smedley

#### OTHERS PRESENT

Mark Hurley, TCF Architecture, Jim Gibson, SCJ Alliance, Tristan Heigler, Port Townsend Leader, Robert Eash, Darrell Conder, Burt Langsea, Brenda McMillan and Steve Oakford

#### PUBLIC COMMENT

McMillan does not want Jefferson Transit Olympic Connection (JTOC) Saturday service to Amanda Park discontinued.

Koschnick responded to McMillan's comment by explaining that we are not cutting service; Gray's Harbor has cut Saturday service. What JTOC is considering is shortening service and providing three (3) round trips to Amanda Park instead of two (2). We are studying how the Gray's Harbor service cut affects our ridership before making any decisions. Before changes are made, we will hold Public Hearings.

#### NEW AGENDA ITEM

None

#### FINANCE REPORT – Crouch

Crouch presented the August 2013 Financials.

##### Financial Summary

- Sales tax receipts from June of 2013 were 20% higher than last year and 19 ½% higher than budget. JTA is running 16% higher than last year.

# DRAFT

## Revenue Report

- Overall we are over budget primarily due to Sales Tax and Advertising. State Grant Revenue is significantly over budget due to the transfer of the Sales Tax Equalization dollars to the Operations Grant.

## Overtime

- Summer vacations have impacted overtime. I had projected that overtime would be less after the Sunday service cut; however, because we have so many vacations, we are not seeing that decrease. Shifts are always offered to Operators without overtime first. We are monitoring overtime and it is beginning to improve because summer vacations are ending. Our "other" paid absence is over budget because of Jury Duty and Bereavement Leave.

## Capital Activity

- Capital activity in August has been for Design and Project Management and permitting.
- Capital activity in August for purchases has been for the service vehicle we purchased in July.

Gray asked about ridership during the Wooden Boat Festival. Koschnick responded JTA had approximately thirty-five hundred (3500) people between Friday and Saturday. This number is slightly lower compared to past years.

Robinson asked about the Capital Projects tracking report under Facility. There is an entry titled "Island Transit Mezzanine". Crouch explained that JTA purchased a mezzanine from Island Transit to be used for parts storage.

## CONSENT AGENDA

### a. Approval of Minutes, August 20, 2013

*Correct Page 6, New Business, second paragraph, third line. Change "there a several" to "there **are** several". Page 7, General Managers Report, second bullet, add word "partner with East **Jefferson** Fire and Rescue". Page 9, Mobility Report, second bullet, change President of Jefferson City Council to **President of Jefferson Council**. Page 1, Public Comment, third paragraph, add word to "trial run done for the Food Bank **bus** stop right away".*

### b. Approval of Expenses, August, 2013

***Motion by Austin, seconded by Johnson to approve the consent agenda with changes. The motion passed unanimously.***

## OLD BUSINESS

None

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## NEW BUSINESS

a. **Resolution 13-18:** Federal/State Operating Grant Agreement GCB1613: Crouch explained this is our biennial grant agreement with Washington State Department of Transportation (WSDOT) to provide our grant funding, both State and Federal, for July 2013 through June 2015. This is a standard agreement that is signed every two (2) years.

***Motion by Johnson and seconded by Sullivan to adopt Resolution 13-18: GCB1613. The motion passed unanimously.***

## STAFF REPORTS

### A. General Managers Report – Rubert

- WSDOT has hosted a panel discussing various perspectives on the future of transit. WSDOT is continuing their work on the statewide public transportation plan.
- JTA was not chosen as one of the recipients for the TIGER V Grant. The majority of the projects that were funded were preservation projects. JTA will be moving forward with the new facility project and will continue to search for grants to construct the park and ride at the Four Corners site.
- JTA is on budget with the project management contract. The schedule has slipped slightly while we waited for news on the TIGER V Grant. JTA has scheduled two (2) Public Meetings in addition to today's meeting to present the Four Corners project. There will be notices placed in the newspaper and posted on our website with information about the dates, locations and times of the meetings. The first meeting will be held September 19, 2013 at 1:00 pm at the Jefferson County Library. The second meeting will be held on September 24, 2013 at 5:00 pm at the Cotton Building. An updated schedule has also been developed and will be presented today.
- JTA is waiting for a review of the SEPA application from the County. We did receive a notice stating that the process may be started as soon as Thursday of this week.
- JTA has continued marketing college passes on the PT Leaders website. We have also advertised for the Wooden Boat Festival.
- Because the Quinalt Nation did not receive funding for the Rez Racer, JTA has initiated conversation regarding the Quinalt Nation funding JTA, as they have in the past, for service. JTA is hoping to partner with the Quinalt Nation again.
- The City of Port Townsend is completing construction on Walker Street. During this time, JTA will discuss with the City of Port Townsend Police Department about possibly pulling into the parking lot in front of the Food Bank for the #2 Route. This is a great opportunity for a trial run at the Food Bank and JTA will be tracking ridership.
- There will also be construction on Sheridan Street. Traffic may be slowed slightly but JTA's buses will be allowed to proceed through the construction site without deviation.



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- Union Negotiations began on Wednesday, August 21, 2013.
- The City of Port Townsend has contacted JTA to set up a meeting for rezoning of the Sims Way property.
- On September 27, 2013 Rubert received notice from East Jefferson Fire and Rescue that they will partner with JTA for the building of the fuel station at the new facility. They will present \$60,000 to JTA for that project.
- Koschnick will be working with Trone and the City of Port Townsend about the stop in front of Aldrich's Market.
- JTA will hold a 2014 Public Budget Workshop on Tuesday, November 5, 2013. This meeting will be held at the Harrison Street Fire Station at 1:30 pm.

Gray asked how much was requested for TIGER V Grant. Trone responded \$3.9 million which would have included a Park & Ride, Gantry-style wash facility, a third maintenance bay and some additional square footage in the administration office. The new facility will be built to easily add a third bay in the future. Rubert added that although we will not have the Gantry wash facility, we will have a covered bus washing area with a water reclamation system.

Robinson asked about progress on the Aldrich's Market stop. Trone spoke to the Public Works Director and was told that a formal request should be submitted stating the exact location preferred by JTA with as much additional information possible regarding times and frequency of stops.

Gray also asked if bus advertising will be discussed today. Rubert stated that she has received a few complaints regarding the Palestinian ad and a couple of people who were happy to see it. Copies of these letters are available for the Board to view. Rubert stated that she has been conducting research across the state with other transit agencies and their advertising policies. What she has learned is that this particular advertisement is not as controversial as some of the ads that other agencies are dealing with. There has been discussion on how to resolve problems that may arise in the future. JTA receives approximately \$12,000/year for advertising on the outside of our buses. Rubert compared JTA's policy to several other agency policies and the policies are almost identical. Rubert is open for discussion or questions.

Gray asked if there is a review process when an advertisement request is submitted. Rubert explained that this advertising is handled by the Leader. If there are any questions about JTA's policy, they contact us. The Leader sells the advertising space and the profits from those sales are split between the Leader and JTA. This is what happened when the Palestinian ad was placed. Rubert determined that this ad followed our policy rules. Sullivan suggests that for the small amount of revenue JTA receives for advertising, the space might be better used for promoting JTA to avoid the possible issues that can arise. Robinson stated that there are First Amendment issues here and that is why JTA's policy needs to be clear and broad at the same time. Gray suggested a moratorium on future

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ads until JTA's policy can be reviewed and updated. Robinson proposed reviewing the policy for advertising on the outside and inside of the bus during the budget process. Johnson stated that First Amendment rights are very important and an attorney can charge us \$12,000 in one afternoon. He suggests we take a very close look at this.

## B. Operations Report – Koschnick

### September Employment Anniversaries:

- |                            |          |
|----------------------------|----------|
| • Operator – Casey Quayle  | 11 years |
| • Operator – Tim Nolan     | 11 years |
| • Dispatcher – Betty Mysak | 12 years |

### August Monthly Highlights:

- In August, Jefferson Transit manned its traditional booth at the Jefferson County Fair. Besides JTA staff, we had help from two volunteers: Darrell Conder and Burt Langsea.
- August 26 – 28 several JTA staff attended the Washington State Public Transportation Symposium in Spokane. Dispatcher Carol Headley was honored as Jefferson Transit's "Wall of Fame" winner at an award banquet.
- On August 24<sup>th</sup> JTA displayed #1967 at a local car show. #1967 was also used as a shuttle at the Wooden Boat Festival.

Robinson asked about route deviations during the Walker Street construction project. Koschnick explained that JTA #2 Mountain View/Fort Worden is the only route that uses Walker Street at this time. It will be running up Kearney, turning right on Blaine and through the parking lot of Mountain View Commons. It will then turn around and head back down Blaine towards San Juan Avenue. After the construction is complete we will look at changing the #11 Shuttles, at least for a trial period. Robinson asked if JTA has run a bus through the Mountain View parking lot. Rubert answered that we have in the past. This parking lot was designed for school buses. Parking is allowed in the lot now but some of the parking spots may need to be blocked.

## C. Maintenance Report – Arnold

- JTA has had a lot of request for bike lockers. JTA is moving lockers from the Jefferson County Library to the Haines Place Park and Ride where we are hoping they will be better utilized. Arnold has conducted research on options for new lockers. One bid was returned at \$1,600/unit. Most requests for lockers are at the Park and Ride.
- JTA has five (5) shelters still needing placement. Arnold has been communicating with the project manager for the Chimacum School District road improvement project in front of the high school. It is in the planning stages now and they have requested two (2) shelters for that project which Arnold has committed to. Arnold is starting the permits process for the

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shelter at Habitat for Humanity in Quilcene which is a lengthy process.

There have been requests for a shelter on each side of Martin Road so JTA is studying that location.

- JTA recently received ten (10) Semme-seats. We have twelve (12) in total now and will be researching the best placement for those by surveying passengers and operators.
- JTA has eight (8) vehicles we need to dispose of. Four (4) are beyond repair and will be scrapped and four (4) may go up for silent auction. There are some outlying auction places that may be used.

## **D. Mobility Report – Monroe**

- The Wooden Boat Festival went pretty well this year. At the end of each event, an employee survey is conducted to determine what went well and what could be improved upon next year. I will report on that next month.
- Monroe will be promoting Van Pool to Seattle at the Farmers Market on Saturday, September 21<sup>st</sup>. This is also Film Festival weekend and the September booth had the largest number of visitors last year. I will be working with Sue Jones.

## **E. New Facility Report – Trone**

- JTA has been waiting for news on the Tiger V grant. Now that we know the outcome, we can move forward with the project. We are starting that by having public meetings showing the facility design and collecting comments on public spaces. One meeting will be held in the afternoon at the Jefferson County Library on September 19<sup>th</sup> and another will be held in the evening at the Cotton Building in downtown Port Townsend on September 24<sup>th</sup>.
- JTA met with the Port Townsend and Chimacum School Districts to discuss a partnership for fueling and bus storage at our new location.
- Trone reported that Crouch has submitted a letter to the Department of Revenue to get a ruling on our sales tax exemption for the project. JTA expects a response by September 23<sup>rd</sup>.
- Trone commented on the progress of the County permit.
- Mark Hurley, Project Engineer from TCF Architecture and Jim Gibson, Project Engineer for site development with SCJ Alliance, gave a presentation showing slides and drawings of JTA's new facility. This information will be posted on JTA's website, [www.jeffersontransit.com](http://www.jeffersontransit.com) under Public Info and New Transit Facility.

Austin asked about the capacity of the board room for the public. Hurley estimated it will hold between 30 and 40 people.



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Gray asked if the public will have to travel to the 4-Corners facility to purchase bus passes. Rubert said the public will have to purchase passes from the drivers or from the 4-Corners facility, however JTA is still moving forward on purchasing the Visitor's Center, locating our Customer Service Clerk there and selling bus passes from that location.

Gray also asked if moving to the new location will significantly change the routing of the buses. Rubert responded that the routing will look different and JTA will be starting that route design. Robinson commented that when this property was considered and purchased, one of the main reasons this site was chosen was because all JTA routes already travel by or near this location. Conder asked if the buses will travel into the facility lot for an actual stop. Rubert stated that at the beginning of the design phase, there was a trail from Highway 20 into the facility. We realized that this would not work for our ADA passengers and asked that a turnaround be included in the facility plan. All routes will routinely pull into the facility lot as a regular stop.

Austin asked if a sales price had been determined for the facility on Sims Way. Crouch responded that the banks will prepare their own property appraisals when we get closer to listing the property. JTA is also in the process of trying to get the existing property re-zoned from public infrastructure property to commercial property, which will affect the value.

Gray asked about the letter that was sent to the Department of Revenue. Crouch explained that a maintenance and operating facility is considered a road transportation project and therefore is tax exempt. Whatcom Transit Authority and Island Transit have been able to obtain a ruling from the Department of Revenue that states that the part of the facility that is maintenance is considered tax exempt. The part that is not maintenance is not tax exempt. For both of the above mentioned facilities it has been about an 80 – 20 split, the larger amount being maintenance. This exemption would total approximately \$275,000, which could be put into the project funding.

## **F. Ridership Report – Koschnick**

- Koschnick reported that ridership has been pretty typical for this time of year. We are still down 6% from 2012.
- Robinson asked last month if information was available on JTA's Dial-A-Ride numbers compared to the State average. The Washington State Transit Association provides what is called a transit portal which allows questions to be submitted to other agencies. Seven (7) agencies responded and their average for revenue hours ran about two and one half (2.5) boarding's per hour. JTA's numbers were slightly better; there were a few times last month that reached the threshold of three (3) boarding's per hour.
- Monroe worked on Dial-A-Ride client statistics. We are getting approximately ten to twelve client applications per month. In October of 2012, we had 1,144 total clients in the Dial-A-Ride system. 969 were active, which means they had been transported by JTA in the last two (2) years.

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She summarized these numbers again last month and our total number of clients is currently 1,099, and our active clients are 549. Although we are seeing an increase in applications it does not mean they are all riding with JTA.

Robinson asked if the active number of 549 is what JTA is equipped to handle in terms of vehicles and drivers. Monroe replied that we average about 60 trips per day. She added that sometimes people are active because they have applied for service "just in case", or we may just transport them home from the hospital, but they are considered "active" even though we have only given them one trip. The number of people that we have in the system is not statistically what JTA is looking at as the number of trips. One active person may ride to Dialysis three times a week, whereby another person who is active may ride just once a year. Robinson is thinking in terms of budgeting and how this information can be used since overtime on Dial-A-Ride is at almost 120% when it should be at 66% or 67%. Koschnick said JTA is looking into that.

## **PUBLIC COMMENT**

Oakford would like to thank JTA for the response on the stop at Aldrich's Market. He would recommend the stop being located at the alley to free up parking in front of Aldrich's Market. He also would like to say he is completely opposed to any advertising on the exterior on the bus of any nature.

McMillan commented that Dungeness Lines has small shelters and asked if JTA would be able to also get small shelters. Arnold answered that we have approximately \$34,000 to purchase new shelters and he will consider purchasing small shelters. She would also like to ask what is being done at the Park and Ride to keep people out of the rain. Rubert answered that we are looking at several options, one of them purchasing the Visitor's Center. We have also talked about placing one of the older shelters there temporarily until something better is found.

Conder believes that advertising on the bus should be confined to advertising for transit. It could be an inexpensive moving billboard for JTA and would eliminate the possibility of legal issues.

## **ADJOURNMENT**

The meeting was adjourned at 3:10 pm. The next regular meeting will be held at 1:30 p.m., October 15, 2013.

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Laura Smedley, Clerk of the Board

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Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 10/15/2013

September 2013 Expenses

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

- Accounts Payable Voucher #91885 in the amount of \$75,779.02
- Accounts Payable Vouchers #91886-91924 in the amount of \$69,354.38
- Accounts Payable Voucher #91925 in the amount of \$1,453.55
- Accounts Payable Vouchers #91926-91945 in the amount of \$25,990.14
- Accounts Payable Voucher #91946 in the amount of \$71,679.45
- Accounts Payable Voucher #91947 in the amount of \$137.52
- EFT Vouchers #5488-5493 in the amount of \$7,500.54
- EFT Vouchers #5494-5500 in the amount of \$8,587.74
- Voided EFT Voucher #5496 now #5496A due to entry error
- Advance Travel Vouchers #318 & 319 in the amount of \$104.50
- Advance Travel Voucher #320 in the amount of \$96.80
- Capitol Check #372 in the amount of \$40,257.37
- Capitol Check #373-374 in the amount of \$60,071.34
- Transfer on 9-23-13 in the amount of \$20,000 from the Capital-Treasury Pool to the Capital Checking Account

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

Laura Smedley

Clerk of the Authority

**Agenda Item: 4a****Meeting Date: October 15, 2013****Subject:** Updating Animals on Transit Vehicles Policy**Prepared By:** Laura Smedley**Approved By:** *Jemmi Bucher***Summary:**

Recommendations were made to update the Jefferson Transit Authority's Animals on Transit Vehicles Policy.

**Recommendation:**

- Adopt Resolution 13-19 with updates on the Animals on Transit Vehicles Policy

**Motion for Consideration:**

- Move to Adopt Resolution 13-19 with updates on the Animals on Transit Vehicles Policy

**Alternatives:**

None recommended.

**Fiscal Impact:**

None.



Title: <b>Policy on Animals on Transit Vehicles</b>	Resolution: <b>13-19</b>
Author: <b>Tammi Rubert</b>	Effective Date: <b>09-15-2013</b>

### **Added Language**

#### **PURPOSE:**

It is the intent of this policy to implement a consistent policy pertaining to allowing animals on transit vehicles.

#### **SCOPE:**

This policy applies to all Transit Operators.

#### **PROCEDURES:**

1. All service animals are welcomed and allowed to ride with their owner. This applies to any animal that is considered a service animal and is not limited to dogs.
2. All other animals are allowed on transit vehicles at no charge as long as they are under the owner's control. All animals must either be on a leash or in a container. Leashed animals must remain on the floor.
3. Birds, reptiles, amphibians and rodents must be kept in an enclosed container or carrier.
4. Animals may ride on a space available basis. If a transit vehicle is at capacity and there is no room to accommodate an animal, even one which complies with the other terms of this policy, they must wait for the next vehicle.
5. Any animal, including a service animal, which is not under control, may be removed from the bus. Not under control means showing aggressive behavior, defecating, urinating, physically touching other passengers such as pawing, etc. Allergic reactions from other passengers or fear of the animal are not sufficient grounds to remove an animal of any kind.
6. Situations involving animals can be unpredictable. Every effort should be made to accommodate the passenger in the implementation of this policy.

Title: <b>Policy on Animals on Transit Vehicles</b>	Resolution: <b>0922</b>
Author: <b>Dave Turissini</b>	Effective Date: <b>09/16/09</b>

**PURPOSE:** It is the intent of this policy to implement a consistent policy pertaining to allowing animals on transit vehicles.

**SCOPE:**

This policy applies to all Transit Operators.

Removed language

**PROCEDURES:**

- 1 All service animals are allowed to ride with their owner. This applies to any animal that is considered a service animal and is not limited to dogs.
- 2 All other animals are allowed on transit vehicles at no charge as long as they are under the owner's control and do not take up a seat, i.e. they must sit on the floor, the passenger's lap or be in a container on the passenger's lap.
- 3 Animals may ride on a space available basis. If a transit vehicle is at capacity and there is no room to accommodate an animal, even one which complies with the other terms of this policy, they must wait for the next vehicle.
- 4 Any animal, including a service animal, which is not under control, may be removed from the bus. Not under control means showing aggressive behavior, defecating, urinating, physically touching other passengers such as pawing, etc. Allergic reactions from other passengers or fear of the animal are not sufficient grounds to remove an animal of any kind.
- 5 Situations involving animals can be unpredictable. Every effort should be made to accommodate the passenger in the implementation of this policy.





1615 W. Sims Way, Port Townsend, WA 98368

## ***PROPOSAL***

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Date: September 27, 2013  
To: Ken Clow, Public Works Director; City of Port Townsend  
From: John Koschnick, Operations Manager; Jefferson Transit Authority  
C.c. Samantha Trone, PE; City of Port Townsend  
Proposal: Bus Pullout – Lawrence & Tyler

Jefferson Transit is proposing the creation of a bus pullout on the north side of Lawrence Street in the vicinity of Aldrich's Market at 940 Lawrence Street. At this time Jefferson Transit has no formal pullout at this location. The lack of a formal pullout has caused confusion for transit passengers as well as motorists, leading to several close-call motor vehicle accidents at the intersection of Lawrence and Tyler.

There are currently three (3) parking spots located on Lawrence Street between Tyler Street and a driveway located just east of Aldrich's Market. Jefferson Transit proposes that the eastern-most parking spot be divided in half. The eastern half of this pullout when added to the driveway entrance would provide approximately 42' of space to accommodate a bus pullout. The remaining area could be dedicated to motorcycle parking. Jefferson Transit has an established bus-stop across the street from the proposed stop. The nearest formal stop in the same direction as the proposed stop is located at the intersection of Lawrence and Harrison, approximately two-tenths (.2) of a mile on an uphill grade.

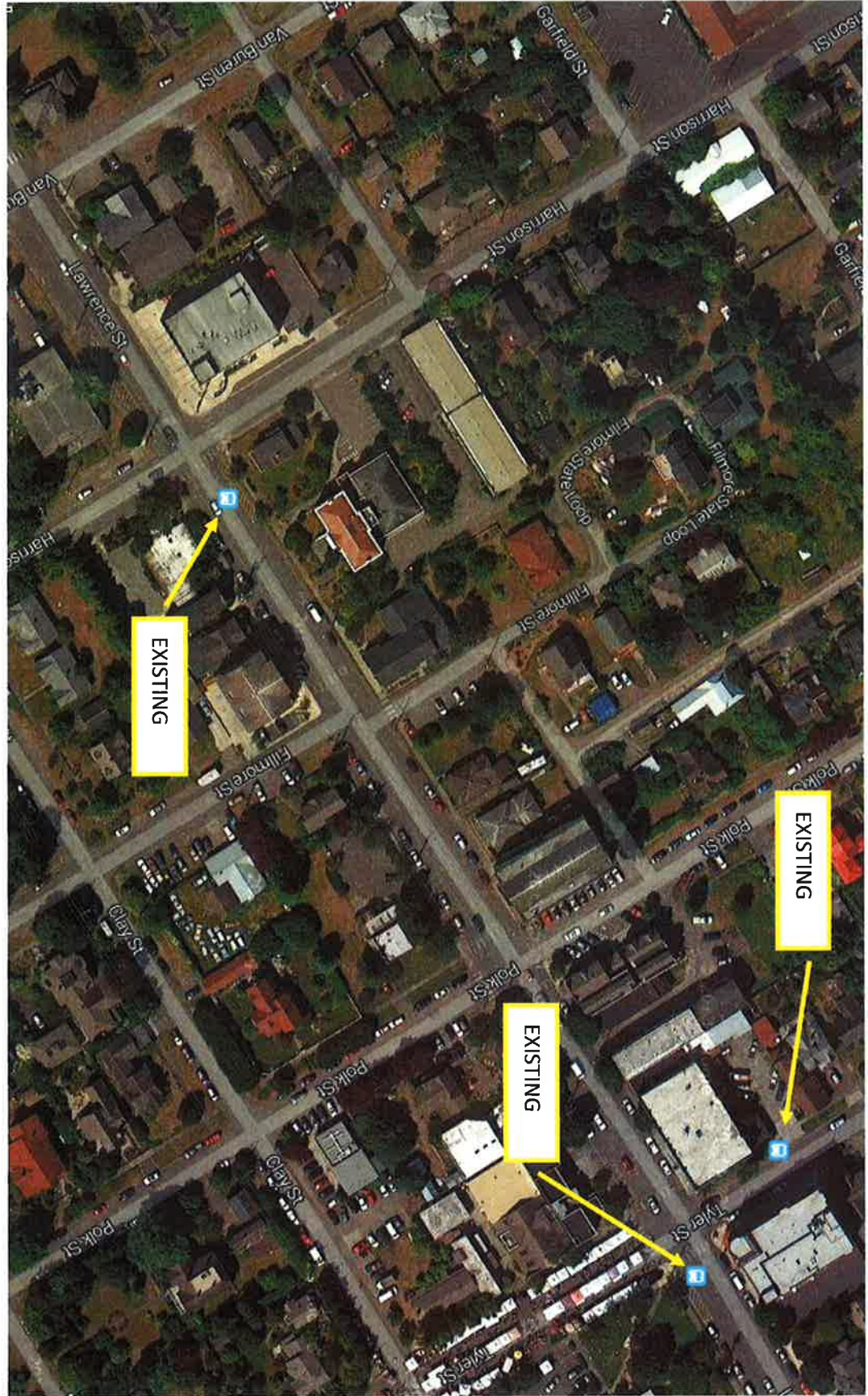
Jefferson Transit buses (route #11A) pass this spot once an hour from 7:00AM until 8:00PM, Monday through Friday and from 9:00AM until 8:00PM, Saturday. Ridership on the #11A Shuttle loop averages 12 riders per hour. Dwell time at this stop would average about 30 seconds, the exception being those times when a mobility device needed to be loaded / unloaded. This would add a minute or two to the dwell.

The creation of this bus-pullout would enhance public safety in the uptown corridor. It would also provide convenient boarding and alighting for passengers accessing Aldrich's Market, the Saturday farmer's market, the Port Townsend Community Center as well as various restaurants and other business' in the area.









# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

September, 2013

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
<b>LOCAL</b>									
#2 Mt. View Connector	2210	9	61	338	2501	142	6.54	0.88	15.57
#3 Castle Hill Connector	2268	5	86	338	3076	145	6.71	0.74	15.60
#11 Shuttle	8364	18	308	710	2769	263	11.78	3.02	31.84
<b>LOCAL TOTAL</b>	<b>12842</b>	<b>32</b>	<b>455</b>	<b>1386</b>	<b>8346</b>	<b>550</b>	<b>8.34</b>	<b>1.55</b>	<b>21.00</b>

<b>COMMUTER</b>									
#1 Brinnon	2397	7	133	212	9104	248	11.31	0.26	9.67
#6A Tri Area Loop (5)	2314	22	155	130	3367	108	17.80	0.69	21.45
#6B Tri Area Loop (6)	1626	19	140	106	2745	88	15.34	0.59	18.48
#7 Poulsbo	2841	14	209	212	8883	227	13.40	0.32	12.52
#8 Sequim	2573	37	196	260	8944	203	9.90	0.29	12.69
<b>COMMUTER TOTAL</b>	<b>11751</b>	<b>99</b>	<b>833</b>	<b>920</b>	<b>33043</b>	<b>874</b>	<b>13.55</b>	<b>0.43</b>	<b>14.96</b>

### 2013 SPECIAL EVENTS

	Boardings	Runs per event
Rhody Festival 2013	34	
Wooden Boat Festival 2013	3376	7

<b>WEST JEFFERSON</b>	1422	4	86	212	11379	383	6.71	0.12	3.71
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<b>TOTAL MONTHLY</b>	<b>26015</b>	<b>135</b>	<b>1288</b>	<b>2518</b>	<b>52768</b>	<b>1807</b>	<b>9.53</b>	<b>0.70</b>	<b>13.23</b>
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<input type="text" value="24"/> Weekdays in Month	<input type="text" value="5"/> Saturdays in Month	<input type="text" value="0"/> Sundays in Month
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### VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1122	8,626	7.7	5

### DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1631	1504	6595	575	1.08	0.25	2.84	92.86%	9
DAR Mobility Aids	316								

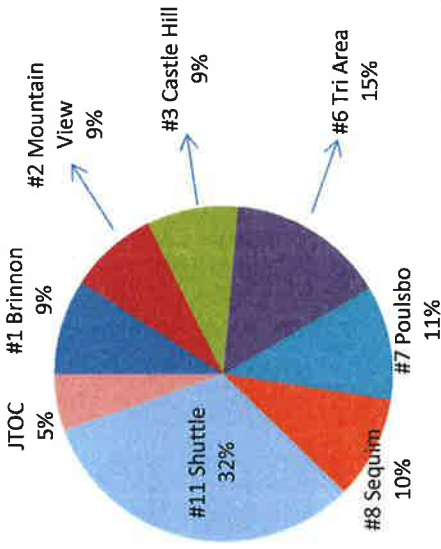
\*Boardings includes Passenger and Attendant if needed

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

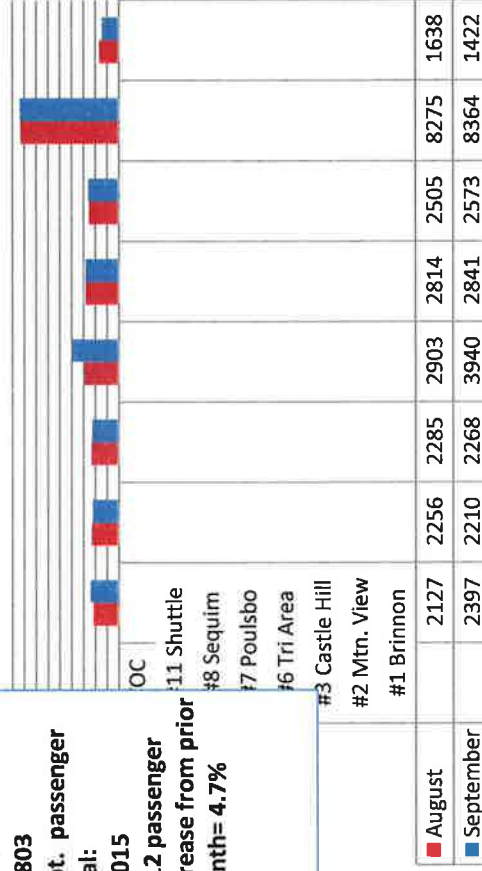
## JTA Monthly Percentage of Ridership- September 2013

September  
Total:  
(100%)  
26015

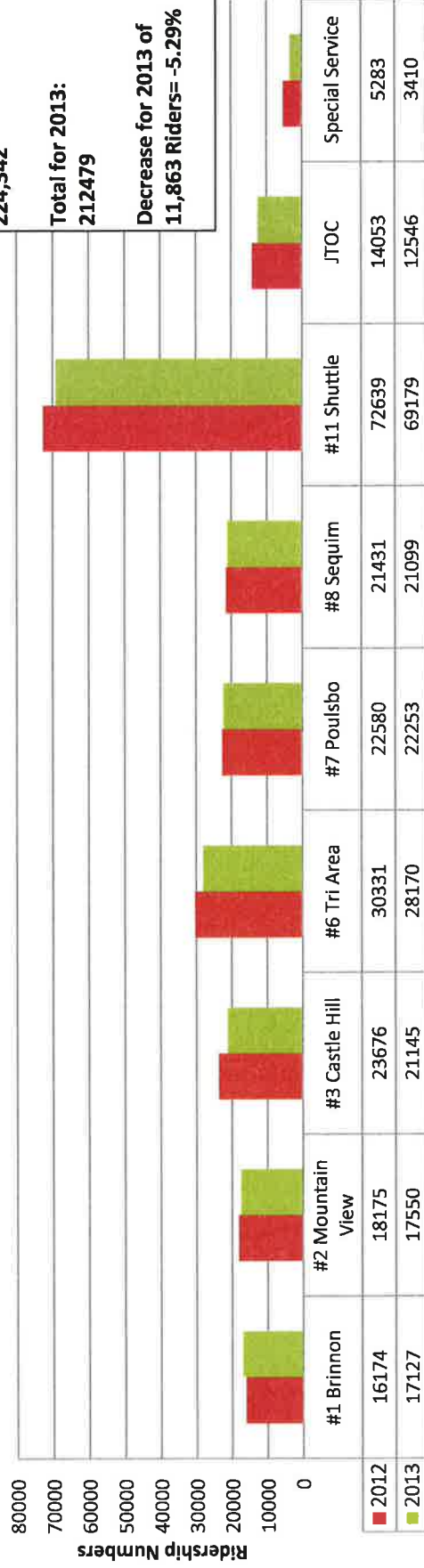


Aug. passenger  
total :  
24,803  
Sept. passenger  
total:  
26,015  
1212 passenger  
increase from prior  
month= 4.7%

## Month to Month Route Comparison



## YTD Ridership by Route and Year as of August



Total for 2012:  
224,342  
Total for 2013:  
212,479  
Decrease for 2013 of  
11,863 Riders= -5.29%