



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, August 21, 2012 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- I. Finance Reports** Attachments
 - a. July 2012

- II. Consent Agenda** Attachments
 - a. Approval of Minutes, July 17, 2012
 - b. Approval of Expenses, July 2012
 - c. Pre Approval of Training Costs-Tammi Rubert
 - d. Approval of Out of State Travel-Tammi Rubert

- III. Old Business** Attachments
 - a. Resolution 12-12: Transportation Development Plan (TDP) 2012-2017
 - b. Resolution 12-13: State Transportation Improvement Plan (STIP) 2012-2017

- IV. New Business** Attachments
 - a. Resolution 12-14: WSDOT Grant Agreement GCB1293

- V. Reports**
 - a. Managers Report

- VI. Ridership Report** Attachments

- VII. Miscellaneous**

Adjournment

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



July 2012 Financial Summary

Budget Tracking Figure: 58.31%

1. Operational Expenses:	\$307,227.91
Operational Revenues:	\$20,173.96
Non-Operational Income:	\$354,282.31
Capital Expenses:	\$0.00
Capital Income:	\$0.00

2. Sales Tax Received 7/31/2012 for May 2012: \$256,787.52
Sales Tax Received 7/31/2011 for May 2011: \$191,845.36
Sales tax increased from prior year 34.0%

3. Cash on Hand as of July 31, 2012*:

Operating**:	\$850,325.25
Capital Account:	\$13,321.61
Capital Treasury Pool:	\$307,070.85
Fuel Fund:	\$47,355.40
EFT Fund:	\$86,807.05
Travel Fund:	\$1,335.02
Kitsap Bank	\$10.64
Total	\$1,306,225.83

*"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	(6.63%)	\$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%	\$220,498.65	\$150,424.11	146,047.89	225,636.17	(2.28%)	\$991,647.71	1,025,308.72	-3.39%
May	0.90%	\$266,975.22	\$191,817.93	193,190.62	287,726.90	(7.21%)	\$1,258,622.93	1,313,035.62	-4.32%
June	0.90%	\$239,689.31	\$172,294.86	154,076.61	258,374.91	(7.15%)	\$1,498,512.24	1,571,410.53	-4.86%
July	0.90%	\$256,787.52	\$191,845.36	157,223.48	287,765.04	(10.76%)	\$1,755,299.76	1,859,175.57	-5.92%
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	3,083,773.02	
December	0.90%		\$239,629.36	166,953.12	258,500.00	0.00%	\$0.00	3,350,273.02	
Total		1,755,299.76	2,572,837.54	2,133,000.38	3,350,273.02	0.00%			
Monthly Average		250,757.11	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 Accrual 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%	\$220,498.65	150,424.11	146,047.89	225,636.00	(2.28%)	\$425,352.69	453,809.00	-6.69%
March	0.90%	\$266,975.22	191,817.93	193,190.62	287,727.00	(7.21%)	\$692,327.91	741,536.00	-7.11%
April	0.90%	\$239,689.31	172,294.86	154,076.61	258,375.00	(7.15%)	\$932,217.22	999,911.00	-7.28%
May	0.90%	\$256,787.52	191,845.36	157,223.48	287,768.00	(10.77%)	\$1,189,004.74	1,287,679.00	-8.30%
June	0.90%		203,110.70	202,548.76	304,666.00	0.00%	\$0.00	1,592,345.00	
July	0.90%		285,132.17	190,292.86	285,132.00	0.00%	\$0.00	1,877,477.00	
August	0.90%		305,799.23	178,731.22	305,799.00	0.00%	\$0.00	2,183,276.00	
September	0.90%		300,142.06	221,741.13	339,000.00	0.00%	\$0.00	2,522,276.00	
October	0.90%		239,629.36	166,953.12	258,500.00	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		1,189,004.74	2,758,712.01	2,131,861.78	3,350,276.00	0.00%			
Monthly Average		237,800.95	229,892.67	177,655.15	279,189.67				

Jefferson Transit Authority
Statement of Cash Flows
For the Seven Months Ending July 31, 2012

	July	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$323,122.79)	(\$2,076,257.06)
Non-Capital Financing Activities	\$455,458.76	\$2,157,250.80
Investing Activities	\$51.21	\$1,075.38
Total Operating Cash Provided (Used)	\$132,387.18	\$82,069.12
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities		\$12,731.44
Net Increase (Decrease) Cash and Equivalent	\$132,387.18	\$94,800.56
Cash Balances - Beginning of Period	\$1,229,025.27	\$1,266,611.90
CASH BALANCES - END OF PERIOD	<u>\$1,361,412.46</u>	<u>\$1,361,412.46</u>

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

	July	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$20,173.96	\$151,204.48	\$253,610.00	59.62%
Operating Expenses				
Labor	139,608.94	973,188.05	1,679,277.00	57.95%
Benefits	89,921.78	651,793.65	1,224,420.00	53.23%
Services and User Fees	13,922.63	95,941.47	233,230.00	41.14%
Materials & Supplies	43,302.53	266,097.98	550,770.00	48.31%
Utilities	7,388.53	36,742.99	64,370.00	57.08%
Casualty/Liability Costs	7,060.17	49,421.19	95,956.00	51.50%
Taxes	1,044.94	5,057.26	7,255.00	69.71%
Miscellaneous Expenses	4,115.53	30,044.97	74,231.00	40.47%
Leases and Rentals	862.86	8,040.02	13,453.00	44.90%
Total Operating Expenses	307,227.91	2,114,327.58	3,942,962.00	53.82%
Operating Income (Loss)	(287,053.95)	(1,963,123.10)	(3,689,352.00)	53.21%
Non-Operating Revenues				
Non-Transportation Revenue	51.21	5,258.80	18,000.00	29.22%
Taxes Levied by Transit	283,544.52	1,802,990.76	3,350,276.00	53.82%
Local Grants & Contributions	1,250.00	8,750.00	20,000.00	43.75%
State Grants & Contributions	(34,752.42)	18,300.57	185,397.00	9.87%
Federal Grants & Contributions	104,189.00	438,839.99	489,282.00	89.89%
Total Non-Operating Revenues	354,282.31	2,274,140.12	4,062,955.00	55.97%
Net Income (Loss) Before Transfers In/(Out)	67,228.36	311,017.02	373,603.00	83.25%
Net Income/(Loss)	67,228.36	311,017.02	373,603.00	83.25%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Seven Months Ending July 31, 2012**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$13,376.42	\$101,314.00	\$152,000.00	66.65%
Fixed Route Fares - West - JTOC	467.60	2,700.55	4,050.00	66.68%
Dial-a-Ride Fares (DAR)	1,105.56	8,118.96	12,080.00	67.21%
Vanpools	4,236.00	34,131.34	72,000.00	47.40%
Community Vans		235.97		0.00%
Extended Service			2,700.00	0.00%
Auxiliary Transportation Revenues				
Advertising Services	923.38	4,248.66	10,000.00	42.49%
Other Services Revenue	65.00	455.00	780.00	58.33%
Total Operating Revenues	20,173.96	151,204.48	253,610.00	59.62%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	51.21	1,075.38	3,700.00	29.06%
Gain (Loss) on Disposition of Capital Items		71.44	3,000.00	2.38%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		4,111.98	11,100.00	37.04%
Taxes Levied Directly by Transit System - Sales & Use Tax	283,544.52	1,802,990.76	3,350,276.00	53.82%
Local Grants and Contributions				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	(10,028.66)	5,014.33	51,577.00	9.72%
Rural Mobility Transit Formula	(17,408.66)	8,704.33	40,790.00	21.34%
Special Needs	(7,931.34)	3,965.67	89,530.00	4.43%
RTAP	616.24	616.24	3,500.00	17.61%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	104,189.00	438,839.99	489,282.00	89.69%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	354,282.31	2,274,140.12	4,062,955.00	55.97%
TOTAL REVENUES	374,456.27	2,425,344.60	4,316,565.00	56.19%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2012**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$49,549.03	\$363,267.63	\$632,356.00	57.45%
Operators Overtime - Fixed Route	6,599.98	21,174.59	70,262.00	30.14%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,794.63	92,907.32	127,590.00	72.82%
Operators Overtime - Dial-a-Ride (DAR)	636.79	1,777.16	8,144.00	21.82%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	37,675.01	278,632.63	417,029.00	66.81%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,112.99	12,932.28	26,505.00	48.79%
Administration Salaries	27,240.51	202,496.44	397,391.00	50.96%
Benefits				
FICA	12,308.23	81,344.91	153,404.00	53.03%
Pension Plans (PERS)	10,712.56	79,504.74	125,450.00	63.38%
Medical Plans	31,764.93	229,349.57	410,350.00	55.89%
Dental Plans	3,465.07	24,665.87	42,702.00	57.76%
Unemployment Insurance (UI)	3,152.81	6,392.71	75,520.00	8.46%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,367.67	30,238.61	58,982.00	51.27%
Holiday	7,578.82	52,924.09	70,233.00	75.36%
General Leave	13,887.38	119,539.79	227,210.00	52.61%
Other Paid Absence (Court Duty & Bereavement)	854.92	2,812.52	4,400.00	63.92%
Uniforms, Work Clothing & Tools Allowance	555.62	4,888.70	17,409.00	28.08%
Other Benefits (HRA, EAP & Wellness)	1,273.77	20,132.14	38,760.00	51.94%
Service and User Fees				
Vanpool Services and Fees		15.62	3,500.00	0.45%
Advertising Fees	391.37	9,429.44	13,050.00	72.26%
Professional & Technical Services	9,205.88	31,629.19	102,650.00	30.81%
Temporary Help			6,000.00	0.00%
Contract Maintenance Services (IT Services)		21,045.18	41,480.00	50.74%
Custodial Services	150.00	667.31		0.00%
Security Services		1,471.38	5,500.00	26.75%
Vehicle Technical Services	2,111.96	8,396.17	25,500.00	32.93%
Property Maintenance Services	591.53	3,909.04	10,000.00	39.09%
Software Maintenance Fees		13,625.00	17,150.00	79.45%
Postage & Mail Meter Fees	748.75	1,896.13	3,600.00	52.67%
Drug & Alcohol Services	491.00	2,600.00	4,800.00	54.17%
Other Services & User Fees	232.14	1,257.01		0.00%
Materials and Supplies Consumed				
Fuel	34,400.06	190,822.23	350,000.00	54.52%
Tires	168.27	4,335.82	24,500.00	17.70%
Lubrication	568.36	3,530.85	16,000.00	22.07%
Tools	357.48	4,356.68	9,000.00	48.41%
Vehicle Maintenance & Repair Parts	3,841.23	28,945.95	65,000.00	44.53%
Non-Vehicle Maintenance & Repair Parts	592.58	1,805.71	5,000.00	36.11%
Vehicle Accessories		161.60	1,600.00	10.10%
Park & Ride Materials	410.53	1,072.27	2,000.00	53.61%
Shop Supplies (Maintenance & Cleaning)	1,605.90	8,097.64	20,000.00	40.49%
Safety & Emergency Supplies	151.24	151.24	8,300.00	1.82%
Office Supplies	928.20	5,983.72	13,070.00	45.78%
Computer Programs & Supplies		3,723.44	9,700.00	38.39%
Printing (Photocopier, Schedules & Brochures)	278.68	10,362.83	21,600.00	47.98%
Other Materials & Supplies		2,748.00	5,000.00	54.96%
Utilities				
Water, Sewer & Solid Garbage	3,137.97	9,144.18	14,000.00	65.32%
Utilities (Electrical & Propane)	2,050.26	11,741.48	16,750.00	70.10%
Telephone & Internet	2,200.30	15,857.33	33,620.00	47.17%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	7,060.17	49,421.19	95,956.00	51.50%
Taxes				
State Taxes	387.94	3,227.01	4,885.00	66.06%
Property Taxes			20.00	0.00%
Vehicle Licensing & Registration Fees		329.25	550.00	59.86%
Other Licensing Fees & Taxes	657.00	1,501.00	1,800.00	83.39%

**Jefferson Transit Authority
Expense Statement
For the Seven Months Ending July 31, 2012**

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$897.34	\$6,675.16	\$15,331.00	43.54%
Travel & Meetings	3,039.55	11,427.96	21,900.00	52.18%
Fines & Penalties		35.00		0.00%
Safety Program (Rodeo & Safety Rewards)	18.53	5,006.02	8,500.00	58.89%
Training (Classes, Seminars & Materials)	100.00	5,057.72	24,900.00	20.31%
EE CDL and EE Physical Expense		1,640.00	3,300.00	49.70%
Other Miscellaneous	60.11	203.11	300.00	67.70%
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	6,040.02	11,317.00	53.37%
TOTAL OPERATING EXPENSES	<u>307,227.91</u>	<u>2,114,327.58</u>	<u>3,942,962.00</u>	<u>53.62%</u>

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Jefferson Transit Authority Board

Meeting Minutes

Tuesday, July 17, 2012, 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) Vice Chair Catharine Robinson at 1:34 p.m. Other members present were Phil Johnson, John Austin, David Sullivan, Robert Gray and Pam Thompson.

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel, Leesa Monroe

OTHERS PRESENT

Brenda McMillan, Gerald Braude, Margaret Lee, Scarlett Sankey, Burt Langsea, Todd Wexman

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

Scarlett Sankey- Ms. Sankey stated that she had been one of many who had worked hard to pass the sales tax levy with the promise that prior reduced service would come back. She said that as of today, there have been no increases in service and it appears to her that the increase in sales tax is only being used to keep an excessive amount of people in management. Ms. Sankey stated that there are thirteen members of management and over the years as management increased, the service decreased. She stated that hiring a supervisor for the Forks Base to supervise three drivers is wrong and the position should be eliminated. She stated that the people who use transit would like to see the following changes:

- Fewer people in management positions- money could be used for increased service and to build reserves.
- Reinstatement of mid day Tri-Area and Poulsbo.
- Increase in Saturday and Sunday Tri-Area Routes.
- Direct service to Bainbridge Island Ferry.

Phil Johnson entered the meeting at 1:36pm

Margaret Lee - In response to the Transit Development Plan-Appendix A list of unfunded needs, she would like to have included an analysis of the area surrounding the Hospital in Port Townsend. As this area grows with new buildings and streetscapes, transit should be involved and Ms. Lee would like to see Jefferson Transit involved in the process.

Todd Wexman - Mr. Wexman read a statement regarding his disapproval of Jefferson Transit's

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possible purchase of the City of Port Townsend's Visitor Information Center located at the Haines Place Park & Ride.

Gerald Braude - Mr. Braude stated that at the recent Transportation Lab meeting, Sunday service to the Bainbridge Ferry was discussed. Mr. Braude passed out information on the New Starts Grant Funding Program. Mr. Braude stated that Jefferson Transit is the backbone to making Port Townsend a non motorized community. Mr. Braude offered his services to Jefferson Transit to make a survey to find out more information regarding the ferry.

Darryl Conder - Mr. Conder agreed with Ms. Sankey's comments and stated that they reflect the comments of a lot of people who ride transit. Mr. Conder asked if any action was taken regarding the comments at the June 19, 2012 meeting regarding the hiring practices at Jefferson Transit. Mr. Conder stated that the Citizen's Advisory Committee should be restored. He stated that this committee was a direct link between the ridership and management.

Gerald Braude - Mr. Braude stated that Mike Pollack said that the Citizen's Advisory Committee members were the foot soldiers for the agency. He also stated that the drivers could make comments to the committee and the committee could speak for the drivers to management without having to do it themselves.

Burt Langsea - Mr. Langsea encourages the Board and Management to take criticism enthusiastically. Mr. Langsea suggested that the 1st Poulsbo bus of the morning run the shuttle route on its return to Port Townsend. By making this small change, those coming into Port Townsend would be able to get to the uptown/downtown corridor without having to wait a half an hour.

Brenda McMillan - Ms. McMillan stated that she would like to know why when Rachel Katz left her position as Board Secretary her position was not advertised and now that Leigh Kennel is leaving, why her position is not being advertised?

Austin asked for a clarification from Scarlett Sankey regarding which ferry she wanted the direct bus to go to. Ms. Sankey stated it was the Bainbridge Island Ferry.

Austin agreed with Mr. Langsea's comments regarding the #7 Poulsbo route and needing to be looked at. Rubert stated that the JTA run cut committee is meeting in August and she will bring the idea to them to discuss.

Rubert responded to Ms. McMillan's comments regarding Rachel Katz & Leigh Kennel's positions. She stated that JTA has succession planning and Natalie Patten has been training with Leigh Kennel since her return to JTA. Kennel added that training Ms. Patten was the reason she came back to JTA out of retirement.

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Robinson asked Rubert to talk about hiring a Forks Supervisor since it was brought up again during public comment. Rubert stated that the Forks Supervisor position is an important position, drivers have to have a supervisor perform fit for duty checks, to respond to accidents and to support those drivers. The position is being filled by a part time employee with no benefits.

NEW AGENDA ITEMS

Resolution 12-11: was presented as new business by staff. Board Chair placed this item under new business.

Motion by Austin, seconded by Sullivan to approve the new agenda with the new agenda item added. Motion passed unanimously.

FINANCE REPORT

Crouch presented the June 2012 Financials. The budget tracking figure is at 50.00%. Operational Expenses for June were \$273,638.57 and operational income was \$24,447.26. Non operational income was at \$352,272.95. Sales tax revenues received in June for April were up 39.0% from the same time last year. Sales tax revenues received in June were \$239,889.31. Cash on hand: \$717,597.07 in the Operating Account, \$13,306.81 in the Capital Account, \$307,070.85 in the Treasury Pool, \$49,354.00 in the Fuel Fund Account, \$95,740.35 in the EFT Fund Account, \$1485.01 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that fare revenue is up which does track with the increased ridership. Non operating revenue is down 7.26% for the month and 5.46% down for the year. Expenses are below budget by 4.48%. Crouch stated that a meeting will have to take place by September to determine if an amendment is needed for the current year budget. Overall expenses are tracking to budget except for the line items that were discussed at the August meeting. An operating grant amendment will probably be seen at the end of the state fiscal year.

Gray asked what the budget tracking figure is? Crouch stated that it is the figure used to determine how far into the year the budget is. This number can be used to determine if line items are tracking higher or lower than where they were anticipated to be.

Gray asked about line items that were tracking higher than the current 50% budget tracking figure. Crouch discussed the line items that were brought up at the August meeting and how they are being monitored.

Robinson expressed concern with keeping a budget that is working with lower than expected sales tax revenues. She would like to look at amending the budget sooner rather than later. Johnson agreed. Sullivan stated that amending the budget will create a better picture of what can be set aside in reserves. He stated that his recollection of the Proposition 1 passage would be that 2/10th of the

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increase would be used for maintaining service and the other 1/10th would be used to prepare for the future by creating a reserve. He stated that it would be great to increase service where we need it and where we could but in general the expectation was not to increase service but to keep what we have and prepare for the future because we cannot go out for another increase.

CONSENT AGENDA

a. Approval of Minutes, June 19, 2012

Corrections to the minutes:

- *Under others present it states Martha Lee was in attendance. It should say Margaret Lee*
- *Under the Public Comments, add a note indicating that Thuy Gohn and Thuy Langsea are the same person even though she said her name and wrote her name differently.*

b. Approval of Expenses, June 2012

- Operating Checks 90368-90498 (voided 90463-90497)
- EFT Checks: 5236-5251
- Advance Travel: 277

Gray stated that he was not at the last meeting and requested that in the future if the minutes could contain more detail regarding the public's comments and responses. Robinson stated that the minutes are recorded and if a meeting is missed they could listen to the recording. The minutes do not have every word from the meetings.

Point of Process question raised by Leigh Kennel: Ms. Kennel stated that she always thought that public comment was just comment and that if the board wished for staff to respond or follow up on something they would direct them to. Robinson stated that in the past public comment was just left at comments only. From time to time though, questions have come up that needed answering right away. There has been misinformation out in the public and it is better to answer those right away. Having dialogue during the public comment period is not the purpose of the business meeting.

Robinson requested that staff do some research regarding what literature was given to the public regarding Proposition 1.

Austin stated that the County Commissioners public comment minutes are captured in a similar manner as the transit's minutes. The public hearing comments are captured in more detail. Robinson stated that the City of Port Townsend's comments are captured in a similar way and if any board member wants to hear the detail of the minutes they can listen to the recording or view them on the website.

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Motion by Robinson, seconded by Austin to approve the consent agenda with correction noted. The motion passed unanimously.

OLD BUSINESS

- a. **Public Hearing:** Transit Development Plan/Transportation Improvement Plan 2012-2017

Rubert stated that a Transit Development Plan/Transportation Improvement Plan (TDP) is a requirement of every Washington State Transit agency. This document needs to be updated every year and is an important planning tool used for budget development and grants. The document speaks to finance, maintenance, vehicle acquisition and planning goals. The 2012-2017 TDP will mainly focus on preserving existing service, replacing vehicles and taking the next steps on the building project at Four Corners. The TDP was placed on the website, input was gathered from staff and drivers, notice was placed in the newspaper and a 45 day waiting period for comment started in June. Today's public hearing will allow for the public to give their input to Jefferson Transit for the new TDP. The 2012-2017 TDP will be presented to the board for adoption at the August Board meeting so that it can meet the September 1, 2012 deadline to the Washington State Department of Transportation.

Kennel added that the Transportation Improvement Plan (TIP) that the state has is driven by the capital portion of the local TDPs. In the quest for buses and other capital improvements for JTA, those items must be in the TDP to receive funding through the TIP.

Public Hearing opened at 2:17pm.

Margaret Lee- Ms. Lee asked for some clarification on Line 8 on Appendix A: Unfunded Needs.

Kennel stated that the Unfunded Needs list are services that were requested at some point by either staff or the public. They are included in the TDP as a list of services that JTA may want to do at some point in the future. These services have no current funding to establish them nor does Jefferson Transit have any data to back up the need for the service. They are requests only. Kennel stated that the wording on request #8 was written exactly as seen. JTA has done no research as to how the service could or would be enacted.

Gerald Braude- Mr. Braude stated that the survey program that he discussed during public comment would be a long range goal for Jefferson Transit. Determining how to reach out to the public and implementing a program would need to take some time to develop.

Sullivan asked about the Appendix A: Unfunded Needs list. Kennel stated that this list was given out to the public attending this meeting, to staff and to the board for the purpose of having individuals prioritize the list. It is an unfunded list of requests from the public.

Discussion regarding the TDP and how the body of the TDP contains all the things that Jefferson Transit has planned for the next 6 years. If extra funding is obtained, this list can be looked at

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for possible services or partnerships. Recommendation by Robinson for the title of Appendix A: Unfunded Needs to be changed due to the current title implying that these items have already been vetted.

Gray commented that he believes it is a great thing that JTA is seeking the public's help in organizing the list for the TDP and that a lot of these requests are brought up in the public comment period of each meeting. He believes that is a great reason to add more information to the minutes.

Public Hearing is closed at 2:29pm

NEW BUSINESS

a. **Resolution 12-10**: Clallam Transit Interlocal Agreement

Rubert stated that the Interlocal Agreement that allows Clallam Transit and Jefferson Transit to work within their respective counties was last signed in 1981. The prior agreement stated specifically that Jefferson Transit could not pick up passengers between 2nd and Cedar Street in Sequim and the Jefferson County Line. The General Manager of Clallam Transit and Rubert agreed that that needed to be changed. Clallam Transit has also agreed that this change will still make Clallam Transit responsible for all Dial A Ride requests within Clallam County.

Motion by Austin, seconded by Sullivan to approve Resolution 12-10: Clallam Transit Interlocal Agreement. Motion passed unanimously.

b. **Resolution 12-11**: Grant Contract GCB1274

Rubert stated that Grant Contract GCB1274 awards Jefferson Transit \$556,000 in 2012-2013 Rural Mobility Sales Tax Equalization Formula Funds. These funds require no match and are reflected in the amended 2012 Capital Budget.

Motion by Austin, seconded by Robinson to approve Resolution 12-11: Grant Contract GCB1274. Motion passed unanimously.

STAFF REPORT-

A. **Managers Report**

- JTA participated in the Peninsula Cup Rodeo at Clallam Transit. Darrell Finley placed 1st in the Cutaway division and Lloyd Eisenman won 3rd place in the 35ft division. Both drivers will participate in the State Rodeo at the South Base of Seattle Metro in August.
- Legislative Update: The Washington State Transportation Committee has been directed to form a joint transportation committee that will conduct research to evaluate the fiscal health of public transportation in the State of Washington.

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- JTA received confirmation from the Federal Transit Administration that the new facility project still qualifies for Categorical Exclusion concerning environmental impact. JTA has started the process of working on an RFP for A/E Design.
- Rubert & Crouch rode the buses, visited businesses and received public comment during Dump the Pump day, April 21, 2012. This day of public outreach encourages people to "Dump the Pump" and ride the bus.
- Rubert acknowledged Leigh Kennel's contributions to JTA and stated that this would be her last board meeting.
- Senator Murray's office will be visiting JTA July 27th. They will be visiting the current base and the new facility site.
- Tami Shaner has been hired as the Supervisor in Forks. She works part time with the Quileute School District as well.
- Ridership remains strong. YTD shows an increase of 7%.
- Staff will be attending the Washington State Department of Transportation Conference in Bellevue at the end of August.
- JTA Wall of Fame winners for 2012 are Sue Jones, Customer Service and David Lont, Facilities Maintenance. They will be recognized by the State at the Conference in Bellevue. These winners were chosen by their fellow employees.
- The Fuel report shows that the price per gallon at the end of June, 2012 was \$2.79. JTA is keeping a close eye on the fuel prices.
- Rubert introduced Leesa Monroe, Mobility Coordinator.

Monroe talked about the work she has been doing with JTA in the last 4 months as well as her history in transit.

- Worked at Pierce Transit for 15 1/2 years in Para transit Operations Management.
- Worked at DSHS in Aging and Long Term Care.
- Monroe discussed her extensive experience working with Para transit, call centers, scheduling and mobility events and services.
- Monroe discussed working in JTA's Para transit database, vanpool program, community outreach & meeting committees and groups within the community to find where the mobility needs are.

Robinson stated that she had a citizen ask about vehicles for summer recreational purposes. She had advised the citizen to contact JTA. Monroe stated that the YMCA had contacted JTA regarding vehicle use for summer camps. Sullivan stated that transportation is a great place that the community can connect with youths.

Rubert stated that Laura Smedley has accepted the position of part time Customer Service Representative. She will start on the 18th of July.

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MISCELLANEOUS

EXECUTIVE SESSION per RCW 42.30.110 (1) (b) regarding Real Estate for 20 minutes with possible action being taken.

Executive Session started at 2:58pm

Executive Session ended at 3:18pm

Johnson reported that no action was taken during Executive Session. Johnson opened the meeting for discussion from the board.

Robinson moved for the Board to direct the General Manager to open discussion with City of Port Townsend Administration to possibly lease or purchase the visitors information center located at the Haines Place Park & Ride.

Motion by Robinson, seconded by Austin to open discussion with the City of Port Townsend for the possible lease or purchase of the visitor's information center. Motion passed unanimously.

Austin stated that he would like it noted that this only opens discussion to show transit's interest in purchasing or possibly leasing the building. This is not to sign a binding contract. The Board agreed.

ADJOURNMENT

The meeting was adjourned 2:20 p.m. The next Regular Meeting will be held at 1:30 p.m., August 21, 2012.

Natalie Patten, Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 8/21/2012

July 2012 Expenses

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

- Voucher #90499 in the amount of \$68,202.23
- EFT Vouchers #5252-5259 in the amount of \$8388.10
- EFT Voucher #143 in the amount of \$19,193.77
- Vouchers #90500-90547 in the amount of \$104,828.54
- Vouchers# 90548-90550 in the amount of \$1,167.41
- Voucher # 90551 in the amount of \$70,451.82
- Voucher #90552 in the amount of \$500.00
- Voucher #90553 in the amount of \$747.80
- EFT Vouchers # 5260-5267 in the amount of \$8769.67
- Vouchers # 90554-90593 in the amount of \$18,909.75
- Voucher # 90594 in the amount of \$9,030.22
- Voucher #90595 in the amount of \$71,574.00

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.

Cara Swanson

Clerk of the Authority



Agenda Item 2c.

Meeting Date August 21, 2012

Subject: Pre Approval of Training Costs-
Tammi Rubert

Prepared By: Cara Swanson

Approved By: Tammi Rubert

Summary:

The Memorandum of Understanding (Contract) between JTA and General Manager, Tammi Rubert signed on July 26, 2011 states pre approval is required for formal education courses at educational institutions.

Section 4: Training

"In addition to attendance at industry conferences and seminars, the GM will be encouraged to update her job related skills and education on a continuing basis. The job-related course work can be in the form of workshops, seminars, conferences, and formal education at educational institutions. Attendance at formal education courses at educational institutions shall be pre-approved by the Board. Tuition, course materials, and other related costs shall be reimbursed 100 percent upon showing successful completion."

Tammi Rubert, General Manager is requesting pre approval to attend business courses at a formal institution and receive 100 percent reimbursement upon successful completion.

Recommendation:

Approve formal education courses for General Manager and reimbursement (when successfully completes).

Motion for Consideration:

Move to pre approve formal education courses and reimbursement (when successfully completes) for General Manager

Fiscal Impact:

Not to exceed \$10,000 per year.

**Agenda Item 2d.****Meeting Date August 21, 2012****Subject:** Approve Out of State Travel for
Tammi Rubert**Prepared By:** Cara Swanson**Approved By:** Tammi Rubert**Summary:**

General Manager, Tammi Rubert is planning on traveling to the 20th National Conference on Rural Public and Intercity Bus Transportation on October 14-17, 2012 in Salt Lake City, Utah. Steve Abernathy, WSDOT Grant Program Manager for Jefferson Transit has recommended that she attend this conference.

The conference offers training and highly useful information on the Rural Intercity Bus Transportation Network, Improved Access and mobility to larger urban service areas and how to improve mobility through the network.

Recommendation:

Approve Out of State Travel for Tammi Rubert.

Motion for Consideration:

Move to approve Out of State Travel for Tammi Rubert.

Fiscal Impact:

The fiscal impact will be less than \$1,000 due to a Rural Transit Assistance Program Scholarship.

**Agenda Item 3a.****Meeting Date:** August 21, 2012**Subject:** Resolution 12-12: Transit Development Plan (TDP) 2012-2017**Prepared By:** Cara Swanson**Approved By:** Jimmy Ruback**Summary:**

The Transit Development Plan (TDP) contains information about how Jefferson Transit intends to meet local, state and long-range priorities for public transportation in Jefferson County.

Attached is the TDP for the years 2012-2017. The TDP was presented for public comment in June and July of 2012. Public comment and suggestions were received and are incorporated into the plan.

This annual update of our ongoing plan incorporates local and state transportation goals and identifies strategies to achieve those goals. The TDP is used as a planning document as well as a document to support grants and funding requests at the State and Federal level.

Recommendation:

Adopt the 2012-2017 TDP.

Motion for Consideration:

Move to adopt Resolution 12-12: 2012-2017 Transit Development Plan.

JEFFERSON TRANSIT



Transit Development Plan 2012 – 2017 and 2011 Annual Report

**Jefferson Transit Authority
1615 West Sims Way
Port Townsend, WA 98368**

**Date of Public Hearing: July 17, 2012
Adopted by Resolution 12-12: August 21, 2012**

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Section I: ORGANIZATION

Jefferson Transit is a public transportation benefit area (PTBA) authorized under Section 36.57A RCW. Established in 1980 with a voter-approved 0.3 percent sales tax, Jefferson Transit began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Ocean coast in January, 1995. In September of 2000, Jefferson County voters approved an additional 0.3 percent sales tax, for a total of 0.6 percent. In February of 2010, voters once again showed their support of Jefferson Transit and approved another 0.3 percent increase, resulting in a total of 0.9 percent,

The Jefferson Transit Authority Board of Directors is comprised of all three Jefferson County Commissioners and two City of Port Townsend Council members. Board meetings are held the third Tuesday of each month.

As of December 31, 2011, Jefferson Transit employed 38.53 Full Time Equivalent Employees, with a head count of 43 people.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	16	13.47
Operations Dial-a-ride	3	3
Operations Jefferson Transit Olympic Connection	3	2.68
Jefferson Transit Olympic Connection Management	0	0
Dispatch, Customer Service, Field Supervisor	7	6
Vehicle Maintenance	3	3
Non-Vehicle Maintenance	4	3.38
Operations & Maintenance Management	3	3
General	2	2
General Management	2	2

Please see the organization chart in the Appendix section.

Section II: PHYSICAL PLANT

Jefferson Transit's administrative offices, maintenance and operations facilities are located at 1615 W. Sims Way, Port Townsend. Jefferson Transit also owns and operates an approximately 250-space park & ride lot and transit center in Port Townsend. The Appendix Section Inventory contains additional detailed information on all of Jefferson Transit's owned and contracted revenue vehicles and facilities.

Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviation, vanpool, ride-matching, regional and intercity bus connections. In 2011, eight fixed routes operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all fixed routes operated on Saturdays and four operated on Sundays. Jefferson Transit operates fixed-route route-deviated service south of Highway 104 in eastern Jefferson County and between Forks and Amanda Park on Highway 101 in western Jefferson County Monday through Saturday.

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit staff and vehicles. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations and go beyond ADA requirements with one-day per week service to the Kala Point and Cape George areas.

Fare Structure for Jefferson Transit at 2011 year-end:

East Jefferson County

Day Pass	Monthly Pass
Adult Fare: \$1.50	\$24
Reduced Fare*: \$1.00	\$12
Dial-a-Ride: \$1.00 per trip	
Add Out-of-county Boarding fare of \$1.00 to above	
Monthly Commuter Pass: \$36	
Reduced Fare*: \$20	
3 – month College Pass: \$50	
Annual pass: costs 80% of a 12 month pass	
Summer Youth pass: \$20.00 (Memorial Day through Labor Day) good on Jefferson (East and West), Mason, Clallam and Grays Harbor Transit. 18 and younger.	

Jefferson Transit Olympic Connection (West Jefferson County)

Adult Fare 1-way: \$.50
Adult Fare day pass: \$.75
Reduced Fare*: \$.25

*Reduced Fares are available for people with disabilities, youth 18 years and under, adults 60 years and older

Section IV: SERVICE CONNECTIONS

Jefferson Transit's circulator buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupsville ferry terminal, seven days a week. Fixed-route connections are made with Kitsap Transit six days a week in Poulsbo and with Clallam Transit in Sequim six days a week. Connecting service with Mason Transit in Brinnon is available Monday through Friday. Connections between Grays Harbor Transit and Clallam Transit, via Jefferson Transit, are provided Monday through Saturday between Forks and Amanda Park in western Jefferson County.

Regular fixed-route service is coordinated to provide service to the Port Townsend public schools, Chimacum High School, Quilcene High School and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit), as well as Washington State University Cooperative Extension in Port Hadlock.

Jefferson Transit's Haines Place Park & Ride/Transit Center in Port Townsend serves as a connection point for Dungeness Bus Lines and the Olympic Discovery Bicycle and Pedestrian Trail. All of Jefferson Transit fixed route vehicles are equipped with bicycle racks.

Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2011

Improve mobility in small urban and rural areas. Jefferson Transit representatives met with people in several Jefferson County communities. Customer comments were also reviewed.

Funding from the 0.9% local option sales tax for Jefferson County along with grants, provided for preserving existing service. Jefferson Transit continued to work closely with the Peninsula Regional Transportation Planning Organization.

In 2011, Jefferson Transit accomplished the following objectives:

- Maintained a second tier of Paratransit service, providing once weekly service to ADA eligible passengers residing outside of the ADA mandated service area.
- Continued to meet Envirostar goals.
- Continued to use a Biodiesel at a B5 fuel mix in the Port Townsend based fleet.
- Outreached to the community through answering questions at several events including the Jefferson County Fair, the Wooden Boat Festival, Hadlock Days, and the Jefferson County Health and Wellness Fair.
- Participation in an online regional ridesharing network that now covers Washington, Oregon and part of Idaho.

- Expanded our vanpool program in the last year to 6 vanpools.
- Provided over 317,000 fixed route, route-deviated and paratransit passenger trips.

Section V I: PROPOSED ACTION STRATEGIES & GOALS 2012-2017

Goals, Mission and Strategies, 2012-2017

Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, including personal mobility, working together, finance, economic opportunity, environmental protection, energy conservation and protecting our investments.

Jefferson Transit's Mission is to provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

The proposed changes in this plan are action strategies that reflect upon the following state Transportation Service Objectives and Goals.

Goals:

- A. **System Operation & Maintenance:** Jefferson Transit operates effectively, efficiently, and predictably.
- B. **System Preservation:** Jefferson Transit facilities are in sound operating condition.
- C. **Special Needs Transportation:** Jefferson Transit provides service for those with special transportation needs, within our service area as mandated by the Americans with Disabilities Act (ADA), and seeks to provide service beyond ADA requirements where feasible.
- D. **Congestion Relief:** Jefferson Transit operates with minimal delay and continual reduction in the societal, environmental, and economic costs of congestion.
- E. **Increased Travel Options:** Travelers have viable alternatives to the privately owned vehicle for their trips.
- F. **Seamless Connections:** Jefferson Transit offers coordinated connections with Mason, Kitsap, Clallam and Grays Harbor Transit systems and the ferry system.
- G. **Continuously Reduce Injuries, Fatalities, & Risks:** Jefferson Transit offers a safe transportation system.
- H. **Increased Security:** Customers are safe and secure while using the transportation system.
- I. **Effective Community-based Design:** Jefferson Transit works closely with city and county agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, fee in lieu of, etc.) from land use development.
- J. **Collaborative Decision Making:** Collaboration occurs among federal, Tribal, state, regional, local and private sector partners.
- K. **Support General Economic Prosperity:** Jefferson Transit supports general economic prosperity through a variety of services and regular service.

- L. **Support for Tourism:** Recreational travelers have convenient and inviting access to tourist destinations, including a park and ride facility to allow parking recreation vehicles while visiting historic Port Townsend.
- M. **Maintain Air Quality:** Transportation services and facilities help maintain air quality by meeting air quality health standards. Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions. (Jefferson Transit currently uses a B5 Biodiesel fuel in our Port Townsend based fleet to improve air quality emissions.)
- N. **Meet Water Quality Standards:** Jefferson Transit services and facilities help maintain water quality by meeting water quality standards.
- O. **Reuse and Recycle Resource Materials:** Jefferson Transit services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to have been awarded a 5-star Envirostar rating in Jefferson County. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and plans to incorporate Leadership in Energy and Environmental Design (LEED) and other green building design standards as appropriate in the new maintenance / operations facility.
- P. **Service Marketing and Public Involvement:** Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continuously work to increase system ridership.

Preserve and improve existing public transportation service levels.

Several strategies are described that are intended to make our local, state and federal resources go further in maintaining current service levels. These include:

1. Maximize efficiency of revenues;
2. Streamline paratransit operations in order to provide additional trips using existing resources;
3. Implement new services via grant funding as such funding becomes available;
4. Expand transit services to non-traditional customers via programs such as van pools and flex-cars.
5. Continually re-evaluate Jefferson Transit's goals and establish measurable objectives by which the achievement of those goals may be assessed.

Efforts will continue to identify and secure outside funding sources for ongoing operation of the West Jefferson fixed-route-deviated service.

Efforts will continue to make the former ACCT planning and Coordinated Human Services Plan activities within the county a reality with Jefferson Transit serving as a lead agency in the implementation of mobility management and other recommendations.

Human Services Planning and Coordination

Jefferson Transit will continue to work towards optimal Human Services Transportation Coordination through the establishment of a locally developed, coordinated public transit-human services transportation plan for all FTA human services transportation programs. Jefferson Transit will continue to work closely with local human-service agencies, the Peninsula Region Transportation Planning Organization (PRTPO), WSDOT and other transit agencies to implement this plan.

Preserve and improve existing public transportation facilities and equipment.

For the period 2012-2017, Jefferson Transit plans to seek funding to assist in the replacement or refurbishment of our fleet as illustrated in Section VII, Rolling Stock. Jefferson Transit will continue to provide preventive maintenance on its operations base and its park & ride facility, as well as replacing office and maintenance equipment to maintain industry standards.

In addition, Jefferson Transit will continue discussion with elected representatives to secure additional funding to construct a new operating facility designed to accommodate future growth and service requirements.

Improve mobility in small urban and rural areas.

As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such enhancements as: Incremental service improvements for the Tri-Area (Port Hadlock, Irondale and Chimacum) in South Jefferson County, and to North Kitsap County.

Jefferson Transit will continue to be actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from the Agency Council on Coordinated Transportation (ACCT), Mobility Management, etc.

Integrate public transportation services into a coordinated system linked by intermodal facilities.

Jefferson Transit's six-year planning horizon includes new park and ride and transfer facilities for connections with other transportation providers and transits, for example, a transfer center in Tri-Area/Port Ludlow to improve efficiency of Jefferson Transit county routes and potential service to Kitsap Transit's intermodal facility in Kingston. If long-term funding for the operation of West Jefferson transit service is secured, the plan calls for development of a transfer center in Amanda Park with Grays Harbor Transit.

Jefferson Transit plans to participate in a partnership to provide land-based transportation to and from passenger-only ferry service from Port Townsend/Port Hadlock to Kitsap County and/or Seattle sometime within the course of the next six years.

Reduce SOV Use and Implement Commute Trip Reduction Methods

We will consider a variety of methods to reduce single occupancy (SOV) vehicle use and encourage drivers to take the bus instead. Some ideas include:

- Interactive incentives such as a raffle of goods and services – this might be more appealing than a direct cash incentive.
- Initiate service that could provide incentive for riders to try transit instead of SOV. It could be intensive once-a-week service in a particular area.
- Offer a free service day or free week to get people to try transit.
- Provide discount passes to downtown employees who take the bus to work.
- Develop a bus Companion / mentor program to help new riders navigate the system.
- Continue to market and expand the Vanpool program.
- Work with local employers to offer incentives.
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use.

The proposed changes 2012-2017, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives, and Jefferson Transit priorities and identify methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term, due to the recession and economic downturn. A list of unfunded projects & Service Requests, both capital and operational is included in Appendix A.



Section VI I: 2012-2017 SERVICES, FACILITIES & EQUIPMENT

Additional unfunded projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2011 are listed in Section V of this document.

Services

2012-2017 Preservation

1. Ongoing review to coordinate routes within schedule to facilitate transfers and connections to transit, ferry service and neighboring counties
2. Study need for service adjustments to new routes and investigate possibility of changing route to service Upper Sims Way business park now that roundabouts are completed
3. Maintain and refine existing services
4. Provide mobility coordination to special needs passengers and to seniors who are no longer able to drive personal vehicles
5. Develop additional funding to support services, & improvements

2012-2017 Expansion (anticipated to be completed with existing staff and resources)

1. Explore ways to expand bicycle-rider options for using transit
2. Contact local businesses to promote employee ridership programs
3. Develop a marketing plan that includes local media, internet and social media
4. Identify and market links between transit and trails for bicycle riders and pedestrians
5. Develop additional funding to expand services & improvements
6. Planning

- Work with developers and local government to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate
- Explore alternate bus routes to service city business district that will be accessible upon completion of two roundabouts
- Continue long-range planning and develop surveys for travel plan data and to measure customer satisfaction
- Develop plan, in partnership with Port of Port Townsend, to coordinate foot ferry service to serve Jefferson County residents and visitors

Facilities

Preservation 2012-2017

1. Continue use of Envirostar practices
2. Preserve Transit Base
3. Preserve Passenger Amenities and Services

Expansion 2012-2017

1. Issue RFQ for new 4-corners facility Final Design to begin architectural design of new 4-Corners facility
2. Improve bus pullout areas along state, county and city right-of-ways
3. Add shelters, i-stops and /or bike lockers: Possible locations include new Developments, Swansonville Road, near Toandos Peninsula (Dabob Rd.) to encourage carpools or park & ride options, Port Ludlow, Tyler & Washington, Umatilla & San Juan, Brinnon Store, Quilcene, 4-Corners Store, McPherson & 14th, Sheridan & Hastings, JTOC: add I-Stop Light and bus shelter at Cedar Creek, Lower Hoh Tribal Center, Amanda Park Mercantile, local park and ride areas (public and private)
4. Add solar lighting to shelters
5. Enhance Haines Place Park & Ride facility along with partner(s) improve RV access, re-stripe for parking as well as ingress and egress. Provide Electric car plug ins, trailhead kiosk/connection to Kah Tai Park and Larry Scott Trail, latte stand, Wi-fi hot spot, upgrade shelters to improve wind and rain coverage at Park & Ride. Post fare information on permanent signs, add a clock, provide space for JTA office and customer service staff use
6. Work with Chamber of Commerce to plan for staff use of Visitor's Center facility
7. Enhance local park and ride areas (public and those owned by private parties) with shelters, ADA surfaces, etc
8. Add park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate

Preservation 2012-2017

9. Plan to add park and ride areas through public / private partnerships in the following areas:

- Dabob Road to serve the Toandos Peninsula
- New transit facility building site
- Highway 104 and Highway 19
- Highway 104 and Hood Canal Bridge
- Highway 101 in Quilcene
- Hadlock Chimacum area, HJ Carroll Park, Chimacum Light

Equipment – Rolling Stock

Note: heavy-duty buses are also referred to as large transit coaches, light-duty coaches are also referred to as mid-sized cutaway and mini-buses.

This six-year plan supports maintaining existing service and expanding vanpool service. It is anticipated that vanpool expansion funding will be available at the 100%, some buses and coaches will be funded at 100%, and some will require a 20% match from Jefferson Transit.

Preservation & Expansion 2012-2017

Planned Vehicle Orders	2012	2013	2014	2015	2016	2017
Replacement Buses	1	3	3	2	2	1
Replacement Dial-a-Ride Vehicles	4	4	2	2	4	4
Replacement Vanpool Vans	4	2	2	2	4	2
Expansion Vanpool Vans	0	2	2	2	2	2

Equipment – Other than Rolling Stock

Preservation 2012-2017

- Preserve Transit Base
- Preserve Passenger Amenities and Services
- Upgrade computer hardware and software

Preservation 2012-2017

Expansion 2012-2017

- Replace radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet
- Upgrade web & phone system to provide auto call taking for Dial-a-Ride, trip planning & other interactive features
- Add Camera & Video Surveillance Equipment to fleet for the safety of passengers and employees.

Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

	2012	2013	2014	2015	2016	2017
Preservation						
Transit Base Preserve & upgrade			\$120,000	\$85,750	\$101,523	\$102,768
Passenger Amenities & Services	\$40,000					
Maintain Equipment	\$183,930					
Light-duty coaches	\$286,318	\$400,000	\$200,000	\$200,000	\$400,000	\$400,000
notes		4@ \$100,000	2 @ 100,000	2 @ 100,000	4 @ 100,000	4 @ 100,000
Heavy-duty Coaches		\$1,050,000	\$1,050,000	\$700,000	\$700,000	\$350,000
notes		3@ \$350,000	3@ \$350,000	2 @ 350,000	2 @ 350,000	1 @ 350,000
Vanpool vans	\$143,588	\$50,000	\$50,000	\$50,000	\$100,000	\$50,000
notes		2@25,000	2@25,000	2@25,000	4 @ 25,000	2@25,000
Preservation Totals	\$653,836	\$1,500,000	\$1,420,000	\$1,035,750	\$1,301,523	\$902,768
Expansion						
Passenger Amenities & Services	\$93,100					
notes						
Equipment/ Service Vehicles	\$188,000					
New Facility Design/Construction	\$800,000	\$4,500,000	\$4,500,000			
Enhance Haines Place park & ride	\$96,000					
ITS Improvements (digital cameras/ recorders)	\$150,000					
Transit Shelters & i-stops						
service improvements, phone & web updates, interactive stops)						
Vanpool vans		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
notes		2 @ 25,000	2 @ 25,000	2 @ 25,000	2 @ 25,000	2 @ 25,000
Expansion Totals	\$1,327,100	\$4,550,000	\$4,550,000	\$50,000	\$50,000	\$50,000
Total Capital Expense	\$1,980,936	\$6,050,000	\$5,970,000	\$1,085,750	\$1,351,523	\$952,768
Anticipated Grant Revenues	\$1,593,142	\$5,748,856	\$5,668,856	\$945,750	\$1,211,523	\$812,768

Section IX: OPERATING DATA

		2011	2012	2013	2014	2015	2016	2017
Fixed-Route	Growth				Plus 1%	Plus 1%	Plus 1%	Plus 1%
Revenue Hours		16153	16153	16153	16315	16641	16807	16975
Total Vehicle Hours		16476	16476	16476	16476	16641	16974	17143
Revenue Miles		456738	456738	456738	461305	465918	470578	475283
Total Vehicle Miles		460666	460666	460666	465273	469925	474624	479371
Passenger Trips	Plus 5%	268203	281613	295694	310478	326002	342303	359418
Fatalities		0	0	0	0	0	0	0
Reportable Injuries		0	0	0	0	0	0	0
Collisions		0	0	0	0	0	0	0
Gasoline		0	0	0	0	0	0	0
Biodiesel Fuel Consumed		70084	70084	70084	70785	71493	72208	72930
Diesel Fuel Consumed		0	0	0	0	0	0	0
Route-Deviated	Growth				Plus 1%	Plus 1%	Plus 1%	Plus 1%
Revenue Hours		3221	3221	3221	3254	3286	3319	3352
Total Vehicle Hours		3286	3286	3286	3319	3352	3385	3419
Revenue Miles		136822	136822	136822	138190	139572	140968	142378
Total Vehicle Miles		137999	137999	137999	139379	140772	142180	143602
Passenger Trips	Plus 5%	15405	16175	16984	17833	18725	19661	20644
Fatalities		0	0	0	0	0	0	0
Reportable Injuries		0	0	0	0	0	0	0
Collisions		0	0	0	0	0	0	0
Gasoline		4557	4557	4557	4602	4648	4695	4742
Biodiesel Fuel Consumed		12368	12368	12368	12491	12616	12743	12870
Diesel Fuel Consumed		12101	12101	12101	12222	12344	12468	12592

Section IX: OPERATING DATA continued

		2011	2012	2013	2014	2014	2015	2016
Dial-A-Ride	Growth			plus 1%	plus 1%	plus 1%	plus 1%	plus 1%
Revenue Hours		6446	6446	6510	6576	6641	6708	6775
Total Vehicle Hours		7769	7769	7845	7924	8003	8083	8164
Revenue Miles		76097	76097	76858	77627	78403	79187	79979
Total Vehicle Miles		85227	85227	86079	86940	87809	88688	89574
Passenger Trips		17522	17522	17697	17874	18053	18233	18416
Fatalities		0	0	0	0	0	0	0
Reportable Injuries		0	0	0	0	0	0	0
Collisions		0	0	0	0	0	0	0
Gasoline		2810	2810	2838	2866	2895	2924	2953
Biodiesel Fuel Consumed		6116	6116	6177	6239	6301	6364	6428
Diesel Fuel Consumed		0	0	0	0	0	0	0
Vanpools	Growth	add	2 vans	2 vans	2 vans	2 vans	2 vans	2 vans
Revenue Miles		127772	167772	207772	247772	287772	327772	367772
Total Vehicle Miles		129172	169172	209172	249172	289172	329172	369172
Passenger Trips		17234	22978	28722	34466	40210	45954	51698
Fatalities		0						
Reportable Injuries		0						
Collisions		0						
Gasoline		7528	10028	12528	15028	17528	20028	22528
Biodiesel Fuel Consumed		0	0	0	0	0	0	0
Diesel Fuel Consumed		207	207	207	207	207	207	207

Section X: Operating Revenues & Expenditures, 2012 – 2017

Six-Year Budget *Assumption Information*

Operating:

- Sales Tax Receipts are assumed at a flat 0% annual growth for 2012-2014, minimal (1%) growth is projected for 2015 – 2017.
- All service expansion is funded by 100% operating grants and preservation of service by at least 50% operating grant funds.
- The Olympic Connection service continues to be funded by grants and contributions from the partnership members, which include Jefferson Transit and Clallam Transit.
- Fuel prices are projected to increase 3% annually over the next 6 years.

Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (at an 80% up to a 100% level) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, appropriations, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- Vanpool expansion is predicated on the possibility that changes may be made statutorily that allow Vanpool to be used for other programs (i.e. JARC,etc).

Please see the following page for 2011 actual financial results and 2012-2017 budget projections

2012 TDP
OPERATING REVENUES AND EXPENDITURES, 2011 - 2017

	2011 Actual	2012 PROJ.	2013 PROJ.	2014 PROJ.	2015 PROJ.	2016 PROJ.	2017 PROJ.
GENERAL FUND	\$416,626	\$980,205	\$1,256,012	\$1,480,338	\$1,414,371	\$1,032,954	\$673,266
REVENUE							
Sales Tax	\$2,758,561	\$3,350,276	\$3,200,000	\$3,232,000	\$3,264,320	\$3,296,963	\$3,329,933
Facilities Grant	\$12,618	\$640,000	\$4,500,000	\$4,500,000			
State Operating Grant	\$904,672	\$0	\$92,698	\$185,396	\$185,396	\$185,396	\$189,104
Local Grants & Contributions	\$24,575	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Fares	\$166,614	\$170,830	\$175,955	\$181,234	\$186,671	\$192,271	\$198,039
Federal (5311) Operating Grant	\$292,556	\$674,678	\$489,282	\$503,960	\$519,079	\$534,652	\$550,691
Federal Capital Grants	\$1,344,308	\$1,037,142	\$1,550,000	\$1,350,000	\$860,000	\$1,110,000	\$780,000
Other Federal Grants	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
State Capital Grants	\$164,952	\$556,000	\$556,000	\$300,000	\$300,000	\$300,000	\$300,000
Vanpool	\$69,213	\$72,000	\$72,000	\$84,000	\$96,000	\$108,000	\$120,000
Misc. Revenue	\$26,978	\$28,780	\$29,643	\$30,533	\$31,449	\$32,392	\$33,364
Sub-total	\$5,765,047	\$6,549,706	\$10,685,578	\$10,437,123	\$5,462,915	\$5,779,674	\$5,521,131
TOTAL Gen Fund + Revenue	\$6,181,673	\$7,529,911	\$11,941,590	\$11,917,461	\$6,877,286	\$6,812,628	\$6,194,397
OPERATING EXPENSES							
Administration	\$718,888	\$800,601	\$824,619	\$849,358	\$874,838	\$901,083	\$928,116
Admin & Planning		\$0	\$0	\$0	\$0	\$0	\$0
Vehicle Maintenance	\$717,038	\$798,401	\$822,353	\$847,024	\$872,434	\$898,607	\$925,566
Facility Maintenance	\$200,000	\$198,447	\$204,400	\$210,532	\$216,848	\$223,354	\$230,054
General Operations/Vanpool	\$2,043,664	\$2,145,514	\$2,209,879	\$2,276,176	\$2,344,461	\$2,414,794	\$2,487,239
TOTAL OPER EXP	\$3,679,590	\$3,942,963	\$4,061,251	\$4,183,090	\$4,308,582	\$4,437,839	\$4,570,975
CAPITAL PROJECTS							
Vehicle Replacement	\$1,509,260	\$309,906	\$1,450,000	\$1,250,000	\$900,000	\$1,100,000	\$750,000
Vanpool	\$0	\$120,000	\$100,000	\$100,000	\$100,000	\$150,000	\$100,000
Added Serv. Vehicles	\$0	\$180,000	\$0	\$0	\$0	\$0	\$0
ITS Improvements	\$0	\$333,930	\$0	\$50,000	\$15,000	\$15,000	\$15,450
Facility Improvement	\$0	\$229,100	\$0	\$45,000	\$45,000	\$45,000	\$45,000
Staff Vehicle(s)	\$0	\$0	\$0	\$25,000	\$25,750	\$26,523	\$27,318
Misc. Capital Projects		\$8,000	\$0	\$0	\$0	\$0	\$0
Office Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
New Facilities Capital	\$12,618	\$800,000	\$4,500,000	\$4,500,000	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL CAP. ACQUIS.	\$1,521,878	\$1,980,936	\$6,050,000	\$5,970,000	\$1,085,750	\$1,351,523	\$952,768
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenue (+)	\$6,181,673	\$7,529,911	\$11,941,590	\$11,917,461	\$6,877,286	\$6,812,628	\$6,194,397
Operating Expenses (-)	\$3,679,590	\$3,942,963	\$4,061,251	\$4,183,090	\$4,308,582	\$4,437,839	\$4,570,975
Capital Projects (-)	\$1,521,878	\$1,980,936	\$6,050,000	\$5,970,000	\$1,085,750	\$1,351,523	\$952,768
Debt Service (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Inc. to Cap. Res. (-)	\$0	\$200,000	\$250,000	\$200,000	\$200,000	\$200,000	\$100,000
Inc. to Operating Res. (-)	\$0	\$150,000	\$100,000	\$150,000	\$250,000	\$150,000	\$250,000
Inc. to Facilities Res. (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Xfers From Cap. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YEAR END GEN FUND BAL	\$980,205	\$1,256,012	\$1,480,338	\$1,414,371	\$1,032,954	\$673,266	\$320,654
DEDICATED CAPITAL REP. FUND							
Beg Cap. Rep Fund	\$130,944	\$312,071	\$208,277	\$157,133	\$55,989	\$115,989	\$175,989
Capital Repl. Fund (+)	\$210,000	\$200,000	\$250,000	\$200,000	\$200,000	\$200,000	\$100,000
Capital Purchase (-)	\$28,873	\$303,794	\$301,144	\$301,144	\$140,000	\$140,000	\$70,000
YEAR END CAP. REP FUND	\$312,071	\$208,277	\$157,133	\$55,989	\$115,989	\$175,989	\$205,989
DEDICATED FACILITIES REP. FUND							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YEAR END FACILITIES FUND	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DEDICATED OPERATING RES FUND							
Beginning Oper Reserve	\$0	\$0	\$150,000	\$250,000	\$400,000	\$650,000	\$800,000
Annual Oper Reserve (+)	\$0	\$150,000	\$100,000	\$150,000	\$250,000	\$150,000	\$250,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
YEAR END OPER RES	\$0	\$150,000	\$250,000	\$400,000	\$650,000	\$800,000	\$1,050,000
AVAIL OPERATING CASH	\$1,292,276	\$1,614,289	\$1,887,472	\$1,870,361	\$1,798,943	\$1,649,256	\$1,576,643

Appendix List

Appendix A: Unfunded Projects & Service Requests

Appendix B: Organization Chart

Appendix C: Rolling Stock Inventory

Equipment Inventory

Facilities Inventory

Appendix D: Route Maps and Schedules

Appendix A: Unfunded Projects & Service Requests

2012-2017

(Requests by Customers & Staff-The services list constitutes requests only. These have not been vetted to see if they align with Jefferson Transit's Mission statement or align with the service model. There are no funds associated with these requests)

Section VI I: 2012-2017 FACILITIES, EQUIPMENT & SERVICES

FACILITIES

Expansion 2012-2017

1. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
2. Construct 4-Corners transit maintenance and administration facility
3. Add park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate
4. Plan & design West Jefferson transit center, including Maintenance & shop & covered parking, partner with Clallam Transit & Jefferson County
5. Plan Transfer center at Brinnon
6. Add shelters and I-stops
7. Construct park & ride network in Tri-Area/Port Ludlow
8. Construct West Jefferson transfer center

Equipment – Rolling Stock & Equipment Other than Rolling Stock

Preservation & Expansion 2012-2017

Note: heavy-duty buses are also referred to as large transit coaches and light-duty coaches are also referred to as mid-sized cutaway and mini-buses in various publications

Rolling Stock

- Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
- replace 4 ADA equipped vans (like Amerivans)
- replace 1 heavy-duty coach
- add 1 light-duty coach

Appendix A: Unfunded Projects & Service Requests

2012-2017

(Requests by Customers & Staff-The services list constitutes requests only. These have not been vetted to see if they align with Jefferson Transit's Mission statement or align with the service model. There are no funds associated with these requests)

Equipment – Other than Rolling Stock

- Replace and upgrade ridership and timecard database software
- Implement ORCA fare collection system & upgrade fareboxes
- Add enunciator equipment to vehicles
- Upgrade web & phone system to provide auto call taking for Dial-a-Ride, trip planning & other interactive features
- Acquire Water Taxi / Ferry Boat
- Upgrade computer software versions
- Integrate interactive bus stops

SERVICES

2012-2017 Expansion

The Top 10 listed received the most High Priority Service Project ratings from Public & Customer Comments & Staff

1. Determine need for direct service to and from Bainbridge Island Ferry.
2. Implement service along Hastings, Jacob Miller Rd, Discovery Rd and Cape George Rd.
3. Planning:
 - a. Work with developers and local government to add service, shelters, bus pullouts, bicycle lockers etc., to new commercial and housing developments as appropriate.
 - b. Continue long-range planning and development surveys for origination and designation data and/to measure customer satisfaction.
 - c. Develop and implement vanpool marketing plan.
 - d. Work with Port Townsend's Public Development Authority (PDA) to plan for associated transit service.
 - e. Plan in partnership with Chamber of Commerce, to provide foot ferry service to service
4. Plan improved access to Senior Meals and services and expand Para-transit service beyond ADA requirements.
5. Determine need for service for Kingston passenger ferry service connections, from Port Townsend directly to the Kingston Ferry, work cooperatively with Port of Kingston, Clallam Transit, PRTPO etc.

Appendix A: Unfunded Projects & Service Requests

2012-2017

(Requests by Customers & Staff-The services list constitutes requests only. These have not been vetted to see if they align with Jefferson Transit's Mission statement or align with the service model. There are no funds associated with these requests)

6. Later service in-town and in Tri-Area, expand service along Beaver Valley Road to service Park & Ride on SR 104, develop a route from West Valley Rd to Egg & I Rd, back to Center Rd, a Tri-Area loop & Back to Port Townsend.
7. General Public dial-a-ride service, (a combined fixed-route and demand service to service several communities) or fixed route service to Marrowstone Island and Fort Flagler, Kala Point and Cape George service, may include weekend passenger-only ferry excursion service with seasonal parameters and a competitive fee structure.
8. Kitsap County Connections- Evaluate needs for connection to Kingston Ferry and Olympic College-Poulsbo campus, Service for Poulsbo branch of Olympic College (and evaluate service change for transfer to Kitsap Transit to Bainbridge ferry at Olympic College). Add later weekend service to/from Poulsbo & reinstate Sunday service if Kitsap Transit does.
9. Work in partnership with other agencies and groups to plan for community-wide business development for public infrastructure. Recommend involving Jefferson County Chamber and/or Team Jefferson to seek funding and implementation of this important project.
10. Add Port Townsend in-town service hours, Commuter and Connector runs and Marrowstone service.

Unranked:

11. Secure funding for transportation studies to review ongoing need for contraction or expansion of service.
12. System wide Sunday service.
13. Ride Share-Actively participate in the Puget Sound Region's rideshareonline.com project and expand vanpool marketing efforts and study Flex-Car/truck feasibility.
14. Develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
15. Review service needs of all of East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses)
16. Plan a green bike program, providing loaner bikes for use around town.
17. Plan Jefferson Transit Pedi-Cab program.
18. Explore ways to expand bicycle-rider options for using transit.
19. Miscellaneous:
 - a. Saturday garage-sale bus
 - b. Summer express service, 3 times daily, between Fort Worden and the Park & Ride, and Fort Flagler and the Park & Ride.
 - c. Sunday morning service to help people get to early church services.
 - d. Service to upper SR20 business district in Port Townsend.
 - e. Saturday evening shuttle for monthly arts walk.

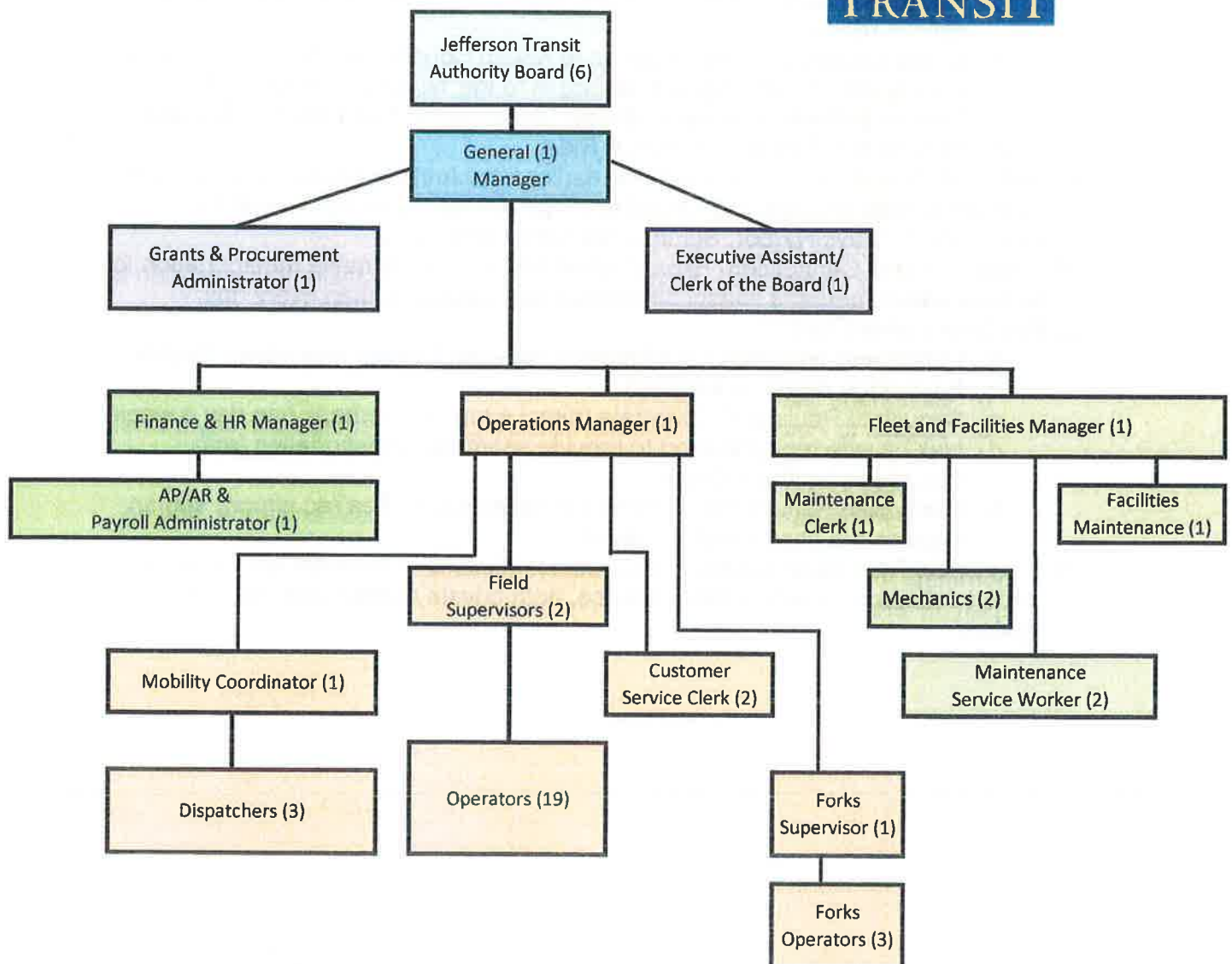
Appendix A: Unfunded Projects & Service Requests

2012-2017

(Requests by Customers & Staff-The services list constitutes requests only. These have not been vetted to see if they align with Jefferson Transit's Mission statement or align with the service model. There are no funds associated with these requests)

- f. Partner with Walkable Communities group to encourage bus/pedestrian trips.
- g. Review transit need for transit service to Jefferson County Airport.
- 20. South County Services:
 - a. Service to the Brinnon Community Center.
 - b. Service to access the Toandos Peninsula (Dabob Road)
 - c. Service to Coyle and other remote areas. Perhaps use a van-pool type service model.
 - d. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling in to the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.
 - e. Service to SR19/SR104 Park & Ride.
- 21. Jefferson Transit Olympic Connection-earlier fixed route to Lake Quinault and for summer service to Upper Hoh Road to ranger station. Sunday service to connect with Grays Harbor, Summer service to trailheads.
- 22. Clallam County Connection- Expand service to Sequim to make transportation to Victoria easier, perhaps seasonally and/or less frequently than every day.
- 23. Regional Connections
 - a. Dungeness Regional transit service between Clallam and Kitsap County
 - b. Bainbridge Island or Kingston
 - c. Sequim to Poulsbo & Silverdale (direct express), perhaps one day a week.
 - d. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
 - e. Streamline transportation from Port Townsend to SeaTac airport, add an express trip once or twice a week.
- 24. Coordinate fixed route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.

Jefferson Transit Authority Organizational Chart 2012



[illegible]

**Public Transportation Management System
Owned Facility Inventory**

Agency/Organization: Jefferson Transit

Date: July 1, 2012

	Facility Code	Facility Name	Condition (points)	Age (years)	Remaining Useful Life (years)	Replacement Cost (\$)
1	23	Operations & Maintenance Center	50	22	1	\$14,000,000
2	9	Haines Place Park & Ride	85	14	17	\$750,000
3	24	Future Operations & Maint Center (land)	100	na	na	\$210,000
4						

Comments

*(If more than two lines, please
attach a separate comment page)*

10 Acre Land Parcel (Undeveloped)



Jefferson Transit

Bus Schedule Book



Haines Park & Ride as depicted
by Alice Lane, JTA Operator

Schedule subject to change
Effective October 28, 2011
Please see www.jeffersontransit.com
for effective date of current schedule.



Buses are accessible to
persons with disabilities.

www.jeffersontransit.com

POINTS OF INTEREST

PORT TOWNSEND

Northwest Maritime Center - Route #11
Jefferson County Fairgrounds - Route #3
North Beach - Route #3
HJ Carrol Park - Route #6 A&B
Washington State Ferry - Route #11
Peninsula College - Route #2
WSU Extension - Route #6 A&B
Jefferson County Courthouse - Route #2
Antiquing - Shops - Routes #11, 6 A&B
Haller Fountain - Route #2
Manresa Castle - Route #3
Rothschild House - Route #2
Jefferson County Historical Society Museum
(Route #11)

JEFFERSON COUNTY & BEYOND

Fort Worden - Route #2
Dosewallips State Park - Route #1
Victoria BC - Route #8*
Seatac Airport - Route #7*
Hood Canal Floating Bridge - Route #7
Point Hudson Beach - Route #11

SEASONAL EVENTS

Port Townsend Film Festival - September
Wooden Boat Festival - September
Rhododendron Festival - May
Victorian Festival - March

* requires additional routing



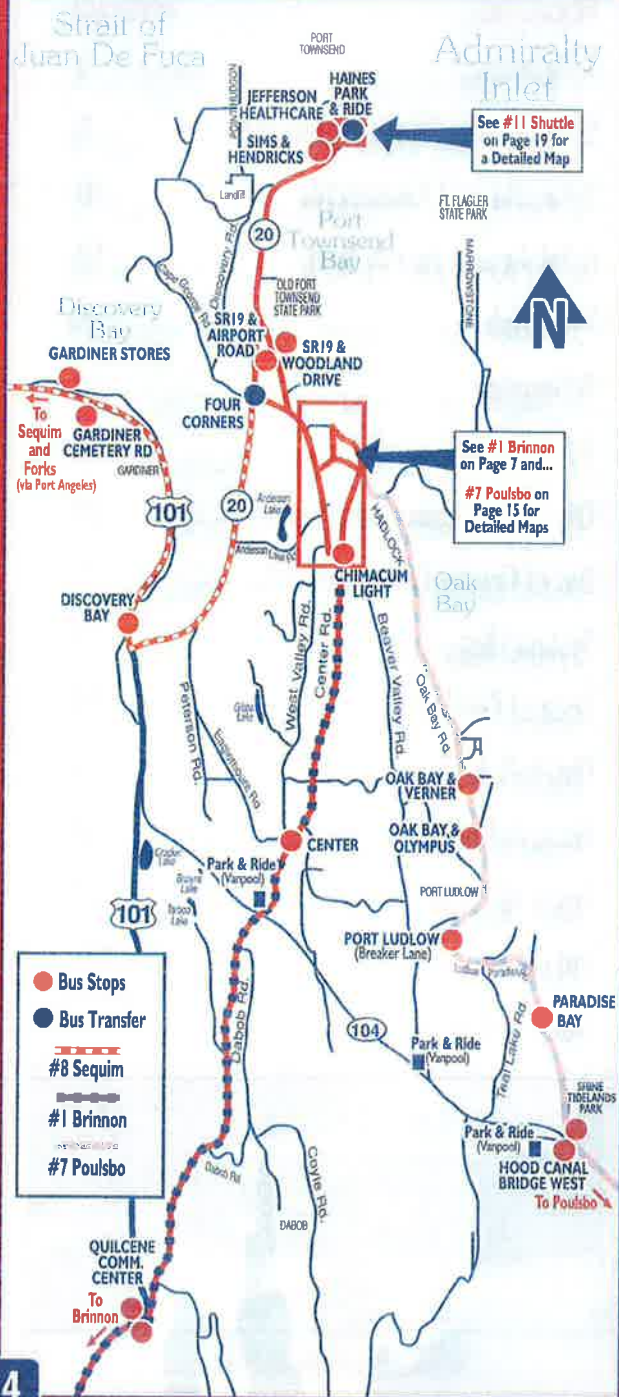
Wooden Boat Festival, Port Townsend, WA

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Jefferson Transit System Map



Jefferson Transit Connections to Other Counties

*Contact individual Transit Authorities
for their schedule information*



CLALLAM TRANSIT
1-800-858-3747

www.clallamtransit.com
Connections (in Sequim) to
Port Angeles and Forks



WEST JEFFERSON TRANSIT
1-800-371-0497

www.jeffersontransit.com
Connections with Clallam Transit
(in Forks) south to Amanda Park
(Lake Quinault)



GRAYS HARBOR TRANSIT
1-800-562-9730

www.ghtransit.com
Connections with
West Jefferson Transit
(In Amanda Park/Lake Quinault)



KITSAP TRANSIT
1-800-501-7433

www.kitsaptransit.com
Connects with Kitsap Transit (in
Poulsbo) to Bainbridge Island,
Kingston, Kitsap Mall, Bremerton
Ferry Dock, and Washington State
Ferries (in Bainbridge)



MASON TRANSIT
1-800-374-3747

www.masontransit.org
Connections with Mason Transit
(in Brinnon) to Shelton
and Olympia



ISLAND TRANSIT
1-800-240-8747

www.islandtransit.org
Connections with Island Transit via
Washington State Ferries
(Port Townsend to Coupeville)

#1 Brinnon

Park & Ride	Sims & Hendricks	Four Corners	SR19 & Airport Road	Cedar (N. Of Library)	Port Hadlock OFC	Chimacum Light (S)	Center (W)	Quilcene Comm. Ctr.
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WEEKDAY SERVICE

6:01	6:03	-	6:07	6:17	6:19	6:25	6:32	6:47
7:30	7:32	7:40*	-	7:45	7:48	7:54	8:01	8:16 AM
2:00	2:02	-	2:06	2:16	2:19	2:30	2:37	2:52 PM
5:40	5:42	-	5:46	5:56	5:59	6:05	6:12	6:27

Half-Way House Rest.	Black Point Rd.	Brinnon Store	Opposite Quilcene Comm. Ctr.	Center (E)	Chimacum Light (N)	Pt. Hadlock Curtiss St.	Jefferson County Library	Rhody Dr. at Mess's Corner
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WEEKDAY SERVICE

7:03	7:09	7:21	7:36	7:51	7:58	8:04	8:08	8:09
8:32	8:38	9:20	9:34	9:48	9:54	10:00	10:05	10:07 AM
3:08	3:14	3:26	3:41	3:56	4:03	4:09	4:13	4:14 PM
6:43	6:49	7:01	7:16	7:31	7:38	7:44	7:48	7:49

SR 19 & Woodland Dr.	Four Corners	Jefferson Healthcare	Park & Ride	Water & Adams	P.T. Library	Post Office	Park & Ride
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WEEKDAY SERVICE

-	8:13	8:23	8:25	-	-	-	-	-
10:10	-	10:18	10:20	-	-	-	-	AM
4:18	-	4:26	4:28	-	-	-	-	PM
7:53	-	8:01	8:03	8:07	8:11	8:12	8:16	

Park & Ride	Food Co-Op	Lawrence & Tyler	Water & Quincy	Water & Fillmore	Park & Ride	Sims & Hendricks	Four Corners	Cedar (N. Of Library)	Port Hadlock OFC
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SATURDAY SERVICE

6:40	6:42	6:45	6:48	6:49	6:55	6:57	7:05	7:09	7:12 AM
-	-	-	-	-	5:25	5:27	5:35	5:39	5:42 PM

Chimacum Light (S)	Center (W)	Quilcene Comm. Ctr.	Half-Way House Rest.	Black Point Rd.	Brinnon Store	Opposite Quilcene Comm. Ctr.	Center (E)	Chimacum Light (N)	Pt. Hadlock Curtiss St.
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SATURDAY SERVICE

7:17	7:24	7:39	7:55	8:01	8:13	8:28	8:43	8:50	8:56 AM
5:47	5:53	6:08	6:24	6:28	6:40	6:55	7:10	7:17	7:23 PM

Jefferson County Library	Rhody Dr. at Mess's Corner	SR20 & 4 Corners	Jefferson Healthcare	Park & Ride	Water & Adams	P.T. Library	Post Office	Park & Ride
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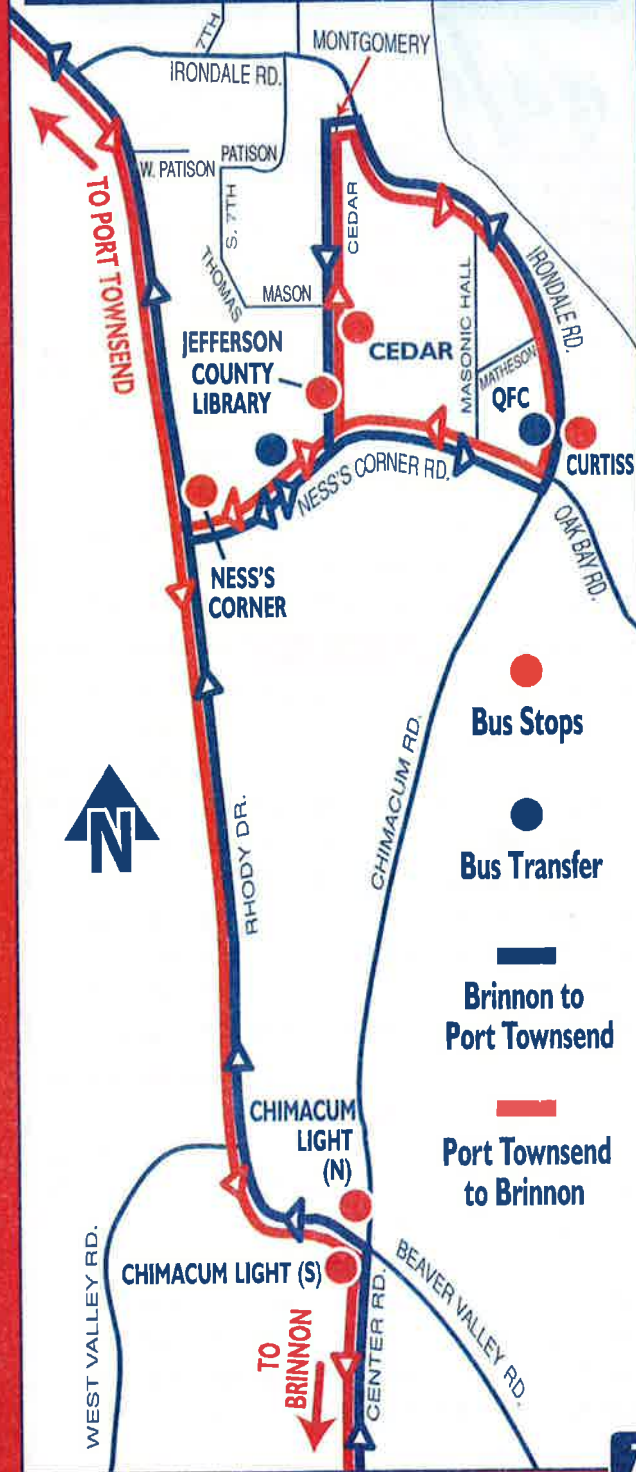
SATURDAY SERVICE

9:00	9:01	9:05	9:13	9:15	-	-	-	-	AM
7:27	7:28	7:32	7:40	7:42	7:46	7:50	7:51	7:55	PM

6

*Transfer Point for #8 Sequim inbound, arrives 4-Corners at 7:30 AM

#1 Brinnon



#2 Mountain View Connector

Park & Ride *Food CO-Op* *Mt. View Commons (across)* *San Juan Commons* *San Juan & 43rd* *Peninsula College* *F & Fir* *Haller Fountain* *Post Office* *Park & Ride*

WEEKDAY SERVICE

7:00	7:03	7:05	7:07	7:09	7:13	7:16	7:19	7:20	7:25
8:00	8:03	8:05	8:07	8:09	8:13	8:16	8:19	8:20	8:25
9:00	9:03	9:05	9:07	9:09	9:13	9:16	9:19	9:20	9:25
10:00	10:03	10:05	10:07	10:09	10:13	10:16	10:19	10:20	10:25
11:00	11:03	11:05	11:07	11:09	11:13	11:16	11:19	11:20	11:25 AM
12:00	12:03	12:05	12:07	12:09	12:13	12:16	12:19	12:20	12:25 PM
1:00	1:03	1:05	1:07	1:09	1:13	1:16	1:19	1:20	1:25
2:00	2:03	2:05	2:07	2:09	2:13	2:16	2:19	2:20	2:25
3:00	3:03	3:05	3:07	3:09	3:13	3:16	3:19	3:20	3:25
4:00	4:03	4:05	4:07	4:09	4:13	4:16	4:19	4:20	4:25
5:00	5:03	5:05	5:07	5:09	5:13	5:16	5:19	5:20	5:25
6:00	6:03	6:05	6:07	6:09	6:13	6:16	6:19	6:20	6:25

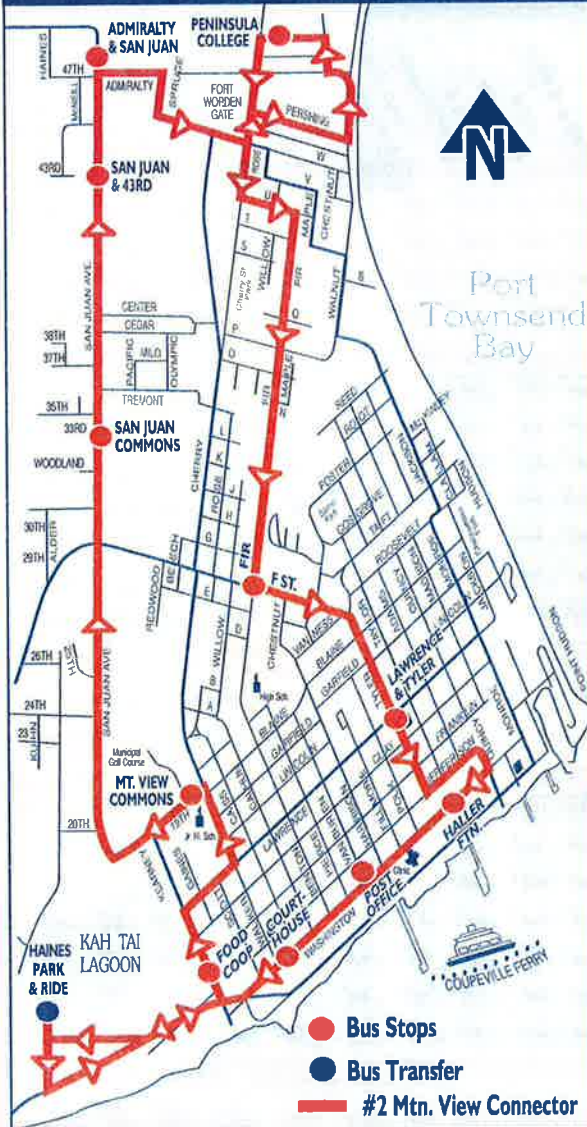
SATURDAY SERVICE

9:00	9:03	9:05	9:07	9:09	9:13	9:16	9:19	9:20	9:25
10:00	10:03	10:05	10:07	10:09	10:13	10:16	10:19	10:20	10:25
11:00	11:03	11:05	11:07	11:09	11:13	11:16	11:19	11:20	11:25 AM
12:00	12:03	12:05	12:07	12:09	12:13	12:16	12:19	12:20	12:25 PM
1:00	1:03	1:05	1:07	1:09	1:13	1:16	1:19	1:20	1:25
2:00	2:03	2:05	2:07	2:09	2:13	2:16	2:19	2:20	2:25
3:00	3:03	3:05	3:07	3:09	3:13	3:16	3:19	3:20	3:25
4:00	4:03	4:05	4:07	4:09	4:13	4:16	4:19	4:20	4:25
5:00	5:03	5:05	5:07	5:09	5:13	5:16	5:19	5:20	5:25
6:00	6:03	6:05	6:07	6:09	6:13	6:16	6:19	6:20	6:25

SUNDAY SERVICE

10:00	10:03	10:05	10:07	10:09	10:13	10:16	10:19	10:20	10:25
11:00	11:03	11:05	11:07	11:09	11:13	11:16	11:19	11:20	11:25 AM
12:00	12:03	12:05	12:07	12:09	12:13	12:16	12:19	12:20	12:25 PM
1:00	1:03	1:05	1:07	1:09	1:13	1:16	1:19	1:20	1:25
2:00	2:03	2:05	2:07	2:09	2:13	2:16	2:19	2:20	2:25
3:00	3:03	3:05	3:07	3:09	3:13	3:16	3:19	3:20	3:25
4:00	4:03	4:05	4:07	4:09	4:13	4:16	4:19	4:20	4:25
5:00	5:03	5:05	5:07	5:09	5:13	5:16	5:19	5:20	5:25
6:00	6:03	6:05	6:07	6:09	6:13	6:16	6:19	6:20	6:25

#2 Mountain View Connector



Did you know?

VANPOOL: Jefferson Transit provides support services for vanpool commuters. Vans are leased to commuter groups, who save time and money each day.

For information call: 360-385-4777

#3 Castle Hill Connector

Park & Ride	10th & Sheridan	14th & McPherson	Towne Point (across)	27th & Sheridan	53rd & Cook	49th & Jackman	Admiralty & San Juan	San Juan Commons (opposite)	Park & Ride
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WEEKDAY SERVICE

7:30	7:33	7:36	7:37	7:39	7:45	7:47	7:48	7:50	7:54
8:30	8:33	8:36	8:37	8:39	8:45	8:47	8:48	8:50	8:54
9:30	9:33	9:36	9:37	9:39	9:45	9:47	9:48	9:50	9:54
10:30	10:33	10:36	10:37	10:39	10:45	10:47	10:48	10:50	10:54
11:30	11:33	11:36	11:37	11:39	11:45	11:47	11:48	11:50	11:54 AM
12:30	12:33	12:36	12:37	12:39	12:45	12:47	12:48	12:50	12:54 PM
1:30	1:33	1:36	1:37	1:39	1:45	1:47	1:48	1:50	1:54
2:30	2:33	2:36	2:37	2:39	2:45	2:47	2:48	2:50	2:54
3:30	3:33	3:36	3:37	3:39	3:45	3:47	3:48	3:50	3:54
4:30	4:33	4:36	4:37	4:39	4:45	4:47	4:48	4:50	4:54
5:30	5:33	5:36	5:37	5:39	5:45	5:47	5:48	5:50	5:54
6:30	6:33	6:36	6:37	6:39	6:45	6:47	6:48	6:50	6:54

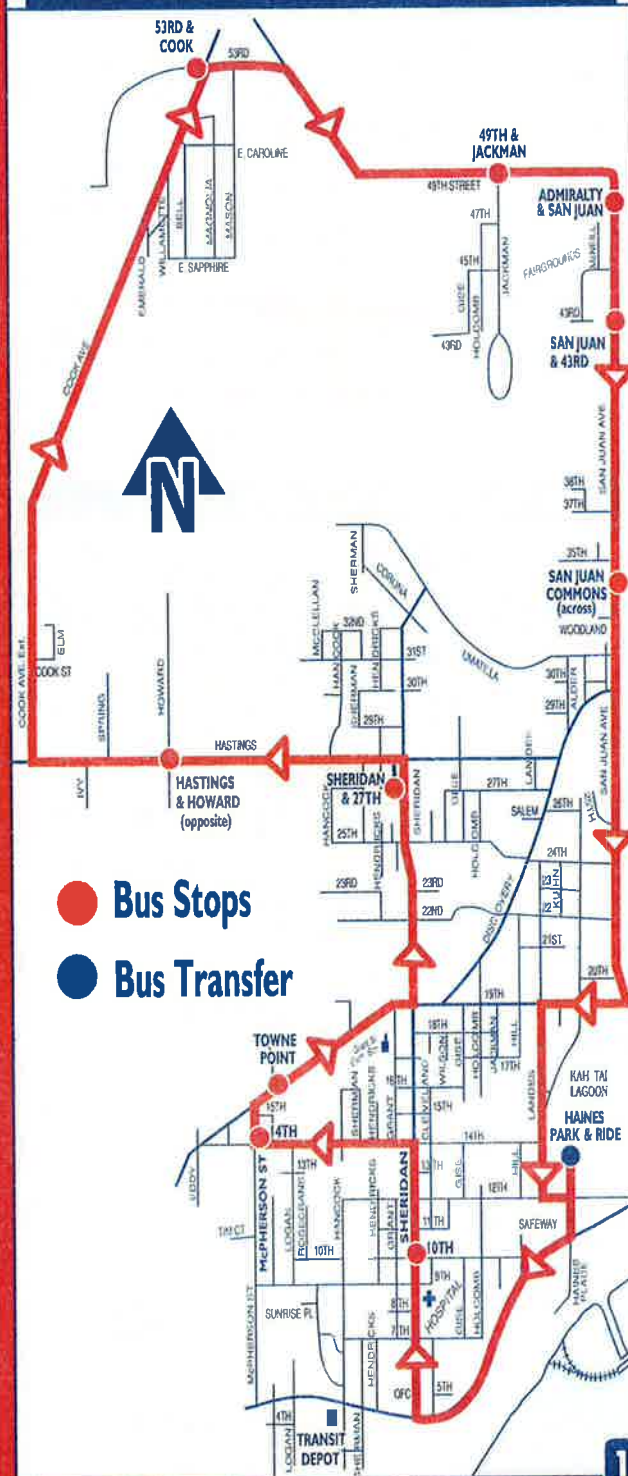
SATURDAY SERVICE

9:30	9:33	9:36	9:37	9:39	9:45	9:47	9:48	9:50	9:54
10:30	10:33	10:36	10:37	10:39	10:45	10:47	10:48	10:50	10:54
11:30	11:33	11:36	11:37	11:39	11:45	11:47	11:48	11:50	11:54 AM
12:30	12:33	12:36	12:37	12:39	12:45	12:47	12:48	12:50	12:54 PM
1:30	1:33	1:36	1:37	1:39	1:45	1:47	1:48	1:50	1:54
2:30	2:33	2:36	2:37	2:39	2:45	2:47	2:48	2:50	2:54
3:30	3:33	3:36	3:37	3:39	3:45	3:47	3:48	3:50	3:54
4:30	4:33	4:36	4:37	4:39	4:45	4:47	4:48	4:50	4:54
5:30	5:33	5:36	5:37	5:39	5:45	5:47	5:48	5:50	5:54
6:30	6:33	6:36	6:37	6:39	6:45	6:47	6:48	6:50	6:54

SUNDAY SERVICE

10:30	10:33	10:36	10:37	10:39	10:45	10:47	10:48	10:50	10:54
11:30	11:33	11:36	11:37	11:39	11:45	11:47	11:48	11:50	11:54 AM
12:30	12:33	12:36	12:37	12:39	12:45	12:47	12:48	12:50	12:54 PM
1:30	1:33	1:36	1:37	1:39	1:45	1:47	1:48	1:50	1:54
2:30	2:33	2:36	2:37	2:39	2:45	2:47	2:48	2:50	2:54
3:30	3:33	3:36	3:37	3:39	3:45	3:47	3:48	3:50	3:54
4:30	4:33	4:36	4:37	4:39	4:45	4:47	4:48	4:50	4:54
5:30	5:33	5:36	5:37	5:39	5:45	5:47	5:48	5:50	5:54
6:30	6:33	6:36	6:37	6:39	6:45	6:47	6:48	6:50	6:54

#3 Castle Hill Connector



#6A Tri Area Loop

Park & Ride	Food Co-Op	Lawrence & Tyler	Water & Quincy	Water & Fillmore	Park & Ride	Simms & Hendricks	Four Corners	Irondale At Sign Station	7th & Maude
WEEKDAY SERVICE									
6:40	6:42	6:45	6:48	6:49	6:55	6:57	7:05	7:08	7:11
-	-	-	-	-	10:05	10:07	10:15	10:18	10:21
-	-	-	-	-	1:05	1:07	1:15	1:18	1:21
-	-	-	-	-	2:05	2:07	2:15	2:18	2:21
-	-	-	-	-	4:05	4:07	4:15	4:18	4:21
SATURDAY SERVICE									
8:50	8:52	8:55	8:58	8:59	9:05	9:07	9:15	9:18	9:21
-	-	-	-	-	5:05	5:07	5:15	5:18	5:21
SUNDAY SERVICE									
8:50	8:52	8:55	8:58	8:59	9:05	9:07	9:15	9:18	9:21
-	-	-	-	-	1:05	1:07	1:15	1:18	1:21

#6B Tri Area Loop

Park & Ride	Simms & Hendricks	4-Corners Store	Shold Bus Park (across)	HJ Carroll Park	Chimacum Chevron	Curtiss Street	Hadlock Post Office	Cedar (N of Library)	5th & Irondale
WEEKDAY SERVICE									
9:05	9:07	9:15	9:19	9:22	9:24	9:26	9:27	9:30	9:34
12:05	12:07	12:15	12:19	12:22	12:24	12:26	12:27	12:30	12:34
3:05	3:07	3:15	3:19	3:22	3:24	3:26	3:27	3:30	3:34
7:05	7:07	7:15	7:19	7:22	7:24	7:26	7:27	7:30	7:34
SATURDAY SERVICE									
1:05	1:07	1:15	1:19	1:22	1:24	1:26	1:27	1:30	1:34
7:05	7:07	7:15	7:19	7:22	7:24	7:26	7:27	7:30	7:34
SUNDAY SERVICE									
6:05	6:07	6:15	6:19	6:22	6:24	6:26	6:27	6:30	6:34



#6A Tri Area Loop (continued)

5th & Irondale	Jefferson County Library	Pt. Hadlock Post Office	Pt. Hadlock QFC	Chimacum Light (N)	HJ Carroll Park	Shold Bus. Park	SR20 (N) & 4-Corners	Jefferson Health Care	Park & Ride
WEEKDAY SERVICE									
7:13	7:18	7:20	7:21	7:25	7:27	7:29	7:34	7:43	7:45*
10:23	10:28	10:30	10:31	10:35	10:37	10:39	10:44	10:53	10:55 AM
1:23	1:28	1:30	1:31	1:35	1:37	1:39	1:44	1:53	1:55 PM
2:23	2:28	2:30	2:31	2:35	2:37	2:39	2:44	2:53	2:55
4:23	4:28	4:30	4:31	4:35	4:37	4:39	4:44	4:53	4:55

* Continues to downtown ferry

SATURDAY SERVICE									
9:23	9:28	9:30	9:31	9:35	9:37	9:39	9:44	9:53	9:55 AM
5:23	5:28	5:30	5:31	5:35	5:37	5:39	5:44	5:53	5:55 PM

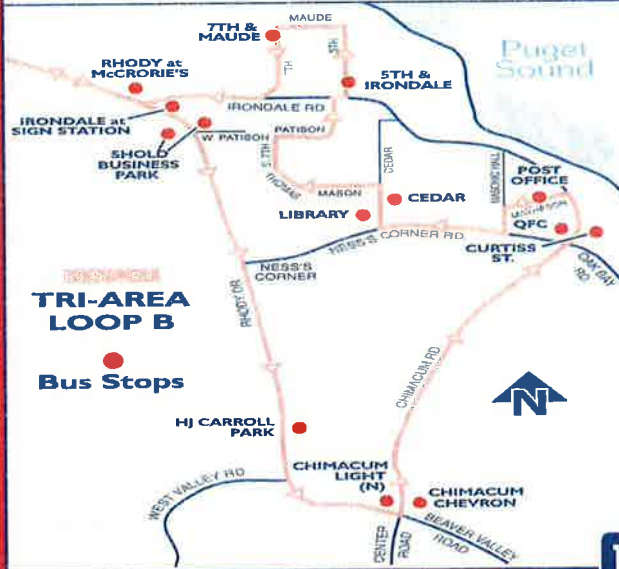
SUNDAY SERVICE									
9:23	9:28	9:30	9:31	9:35	9:37	9:39	9:44	9:53	9:55 AM
1:23	1:28	1:30	1:31	1:35	1:37	1:39	1:44	1:53	1:55 PM

#6B Tri Area Loop (continued)

7th & Maude	Rhody Dr. at McCrorie's	SR20 (N) & 4-Corners	Jefferson Healthcare	Park & Ride	Water & Adams	Aldrichs	Post Office	Court House	Park & Ride
WEEKDAY SERVICE									
9:37	9:40	9:44	9:53	9:55	-	-	-	-	AM
12:37	12:40	12:44	12:53	12:55	-	-	-	-	PM
3:37	3:40	3:44	3:53	3:55	-	-	-	-	-
7:37	7:40	7:44	7:53	7:55	7:59	8:02	8:04	8:05	8:09

SATURDAY SERVICE									
1:37	1:40	1:44	1:53	1:55	-	-	-	-	PM
7:37	7:40	7:44	7:53	7:55	7:59	8:02	8:04	8:05	8:09 PM

SUNDAY SERVICE									
6:37	6:40	6:44	6:53	6:55	6:59	7:02	7:04	7:05	7:09 PM



#7 Poulsbo/Commuter

Park & Ride	Food CO-Op	Lawrence & Tyler	Water & Quincy	Water & Flinnore	Park & Ride	Sims & Hendricks	Four Corners	Cedar (N. of Library)	Port Hadlock OFC
WEEKDAY SERVICE									
5:50	5:52	5:55	5:58	5:59	6:05	6:07	6:15	6:20	6:24
-	-	-	-	-	9:30	9:32	9:40	9:45	9:49 AM
-	-	-	-	-	3:20	3:22	3:30	3:35	3:39 PM
-	-	-	-	-	5:15	5:17	5:25	5:30	5:34

Oak Bay & Olympus	Port Ludlow (Breaker Ln.)	Paradise Bay	Hood Canal Bridge W.	Poulsbo (ARRIVE)	Poulsbo (DEPART)	Hood Canal Bridge W.	Paradise Bay	Port Ludlow (Breaker Ln.)	Oak Bay & Verner
WEEKDAY SERVICE									
6:34	6:39	6:45	6:49	7:08	7:35	7:53	7:57	8:03	8:08
9:59	10:04	10:10	10:14	10:33	10:45	11:03	11:07	11:13	11:18 AM
3:49	3:54	4:00	4:04	4:23	5:05	5:23	5:27	5:33	5:38 PM
5:44	5:49	5:55	5:59	6:18	6:40	6:58	7:02	7:08	7:13

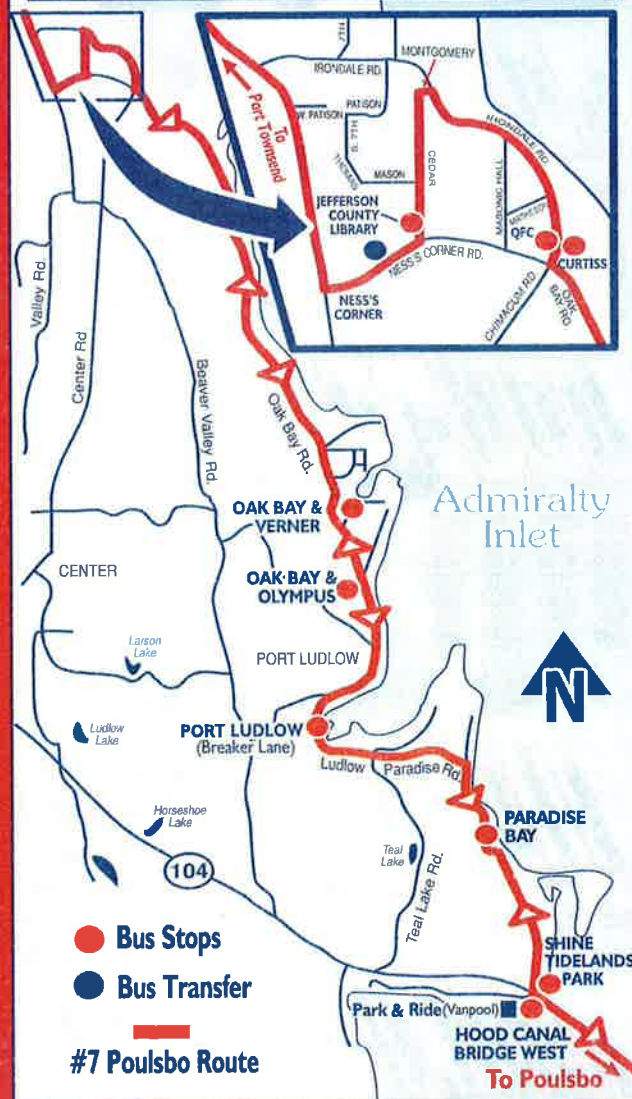
Port Hadlock Curtiss St.	Jefferson County Library	SR20 & 4-Corners	Jefferson Health Care	Park & Ride	Water & Adams	Lawrence & Tyler	P.T. Library	Post Office	Park & Ride
WEEKDAY SERVICE									
8:18	8:22	8:27	8:35	8:39	-	-	-	-	-
11:28	11:32	11:37	11:45	11:49	-	-	-	-	AM
5:48	5:52	5:57*	6:05	6:09	-	-	-	-	PM
7:23	7:27	7:32	7:40	7:44	7:48	7:51	7:52	7:54	7:58

*Connects to Outbound #8

Park & Ride	Sims & Hendricks	4-Corners Store	Cedar (N. of Library)	Port Hadlock OFC	Oak Bay & Olympus	Port Ludlow (Breaker Ln.)	Paradise Bay	Hood Canal Bridge W.	Poulsbo (ARRIVE)
SATURDAY SERVICE									
9:25	9:27	9:35	9:40	9:44	9:54	9:59	10:05	10:09	10:28 AM
2:30	2:32	2:40	2:45	2:49	2:59	3:04	3:10	3:14	3:33 PM

Poulsbo (DEPART)	Hood Canal Bridge W.	Paradise Bay	Port Ludlow (Breaker Ln.)	Oak Bay & Verner	Port Hadlock Curtiss St.	Jefferson County Library	SR20 & 4-Corners	Jefferson Health Care	Park & Ride
SATURDAY SERVICE									
10:40	10:58	11:02	11:08	11:13	11:23	11:27	11:32	11:40	11:44 AM
4:05	4:23	4:27	4:33	4:38	4:48	4:52	4:57	5:05	5:09 PM

#7 Poulsbo/Commuter



Did you know?

Bio-Diesel: Jefferson Transit has been using Bio-Diesel since 2005. We are EnviroStars members and members of ORCAA, Olympic Region Clean Air Agency.

#8 Sequim

Park & Ride	Sims & Hendricks	SR 20 & 4-Corners	Discovery Bay Store (opposite)	Gardiner Store	S'Klallam Tribal Center	Sequim (ARRIVE)	Sequim (DEPART)	S'Klallam Tribal Center	Gardiner Cemetery Rd.
WEEKDAY SERVICE									
6:05	6:07	6:15	6:23	6:31	6:37	6:51	6:55	7:08	7:14
8:35	8:37	8:45	8:53	9:01	9:07	9:21	9:43	9:56	10:00 AM
11:45	11:47	11:55	12:03	12:11	12:17	12:31	12:43	12:56	1:02 PM
3:15	3:17	3:25	3:33	3:41	3:47	4:01	4:20	4:33	4:39
5:50	5:52	6:00*	6:08	6:16	6:22	6:36	6:40	6:53	6:59

Discovery Bay Store	SR 20 & 4-Corners	Jefferson Health Care	Park & Ride	Water & Adams	P.T. Library	Post Office	Court House	Park & Ride
WEEKDAY SERVICE								
7:22	7:30**	7:38	7:42	-	-	-	-	-
10:05	10:15	10:26	10:30	-	-	-	-	AM
1:10	1:18	1:26	1:30	-	-	-	-	PM
4:47	4:55	5:03	5:07	-	-	-	-	-
7:07	7:15	7:23	7:27	7:31	7:34	7:36	7:37	7:41

*Holds at 4-Corners for transfers from inbound #7 Poulsbo

**Connection to outbound #1 Brinnon 7:40AM

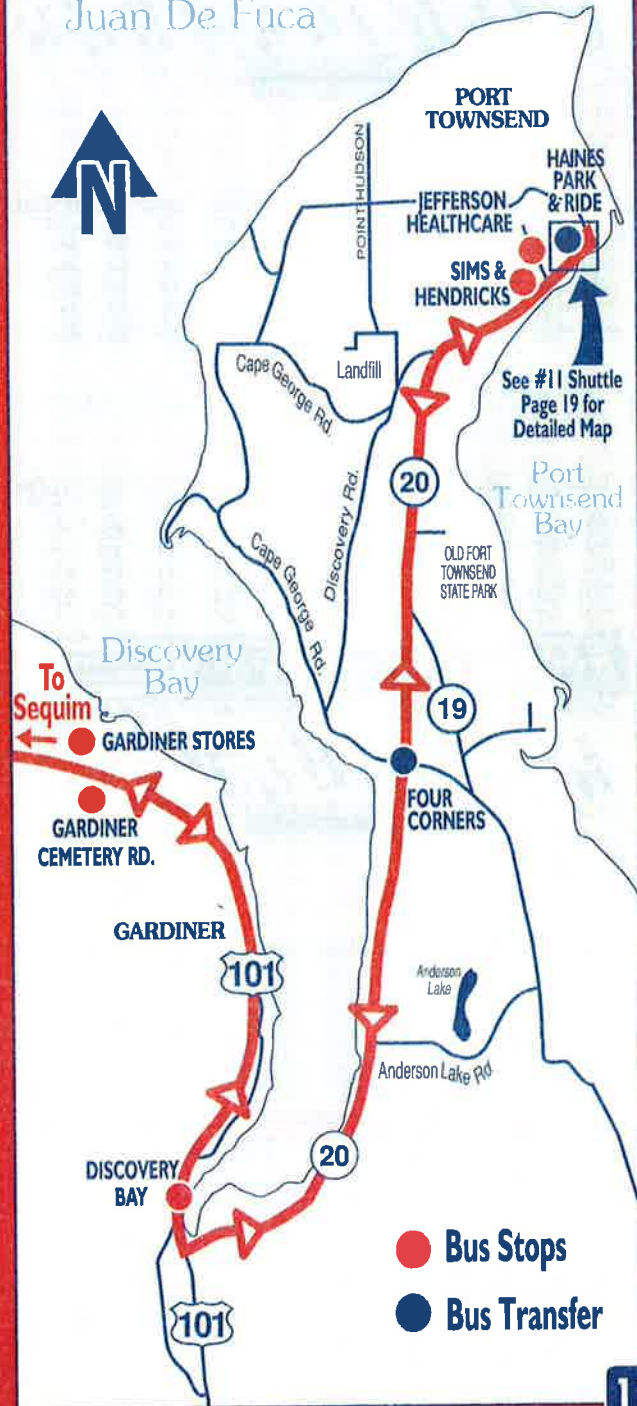
Park & Ride	Food CO-OP	Lawrence & Tyler	Water & Quincy	Water & Fillmore	Park & Ride	Sims & Hendricks	SR 20 & 4-Corners	Discovery Bay Store (opposite)	Gardiner Store	S'Klallam Tribal Center	Sequim (ARRIVE)
SATURDAY SERVICE											
7:00	7:02	7:05	7:08	7:09	7:15	7:17	7:25	7:33	7:41	7:47	8:01 AM
-	-	-	-	-	5:00	5:02	5:10	5:18	5:26	5:32	5:46 PM

Sequim (DEPART)	S'Klallam Tribal Center	Gardiner Cemetery Rd.	Discovery Bay Store	SR 20 (N) & 4-Corners	Jefferson Healthcare	Park & Ride	Water & Adams	P.T. Library	Post Office	Court House	Park & Ride
SATURDAY SERVICE											
8:13	8:26	8:32	8:40	8:48	8:56	9:00	-	-	-	-	AM
5:53	6:06	6:12	6:20	6:28	6:36	6:40	6:44	6:47	6:49	6:50	6:54 PM



#8 Sequim

Strait of
Juan De Fuca



#11 Shuttle - Loop A

Downtown/Uptown top of every hour

Park & Ride	PT Plaza	Marine Plaza	Aldrich's Market	PT Library	Chase Bank	Park & Ride	Sims & Hendricks	Hancock & 9th Street	9th & Sheridan	Park & Ride
WEEKDAY SERVICE										
7:00	7:03	7:07	7:08	7:09	7:11	7:13	7:17	7:18	7:20	7:24
8:00	8:03	8:07	8:08	8:09	8:11	8:13	8:17	8:18	8:20	8:24
9:00	9:03	9:07	9:08	9:09	9:11	9:13	9:17	9:18	9:20	9:24
10:00	10:03	10:07	10:08	10:09	10:11	10:13	10:17	10:18	10:20	10:24
11:00	11:03	11:07	11:08	11:09	11:11	11:13	11:17	11:18	11:20	11:24 AM
12:00	12:03	12:07	12:08	12:09	12:11	12:13	12:17	12:18	12:20	12:24 PM
1:00	1:03	1:07	1:08	1:09	1:11	1:13	1:17	1:18	1:20	1:24
2:00	2:03	2:07	2:08	2:09	2:11	2:13	2:17	2:18	2:20	2:24
3:00	3:03	3:07	3:08	3:09	3:11	3:13	3:17	3:18	3:20	3:24
4:00	4:03	4:07	4:08	4:09	4:11	4:13	4:17	4:18	4:20	4:24
5:00	5:03	5:07	5:08	5:09	5:11	5:13	5:17	5:18	5:20	5:24
6:00	6:03	6:07	6:08	6:09	6:11	6:13	6:17	6:18	6:20	6:24

SATURDAY & SUNDAY SERVICE

Sat. Service Starts at 9am • Sun. Service Starts at 10am

Park & Ride	PT Plaza	Marine Plaza	Aldrich's Market	PT Library	Chase Bank	Park & Ride	Sims & Hendricks	Hancock & 9th Street	9th & Sheridan	Park & Ride
9:00	9:03	9:07	9:08	9:09	9:11	9:13	9:17	9:18	9:20	9:24
10:00	10:03	10:07	10:08	10:09	10:11	10:13	10:17	10:18	10:20	10:24
11:00	11:03	11:07	11:08	11:09	11:11	11:13	11:17	11:18	11:20	11:24 AM
12:00	12:03	12:07	12:08	12:09	12:11	12:13	12:17	12:18	12:20	12:24 PM
1:00	1:03	1:07	1:08	1:09	1:11	1:13	1:17	1:18	1:20	1:24
2:00	2:03	2:07	2:08	2:09	2:11	2:13	2:17	2:18	2:20	2:24
3:00	3:03	3:07	3:08	3:09	3:11	3:13	3:17	3:18	3:20	3:24
4:00	4:03	4:07	4:08	4:09	4:11	4:13	4:17	4:18	4:20	4:24
5:00	5:03	5:07	5:08	5:09	5:11	5:13	5:17	5:18	5:20	5:24
6:00	6:03	6:07	6:08	6:09	6:11	6:13	6:17	6:18	6:20	6:24

#11 Shuttle - Loop B

Uptown/Downtown 30 minutes after every hour

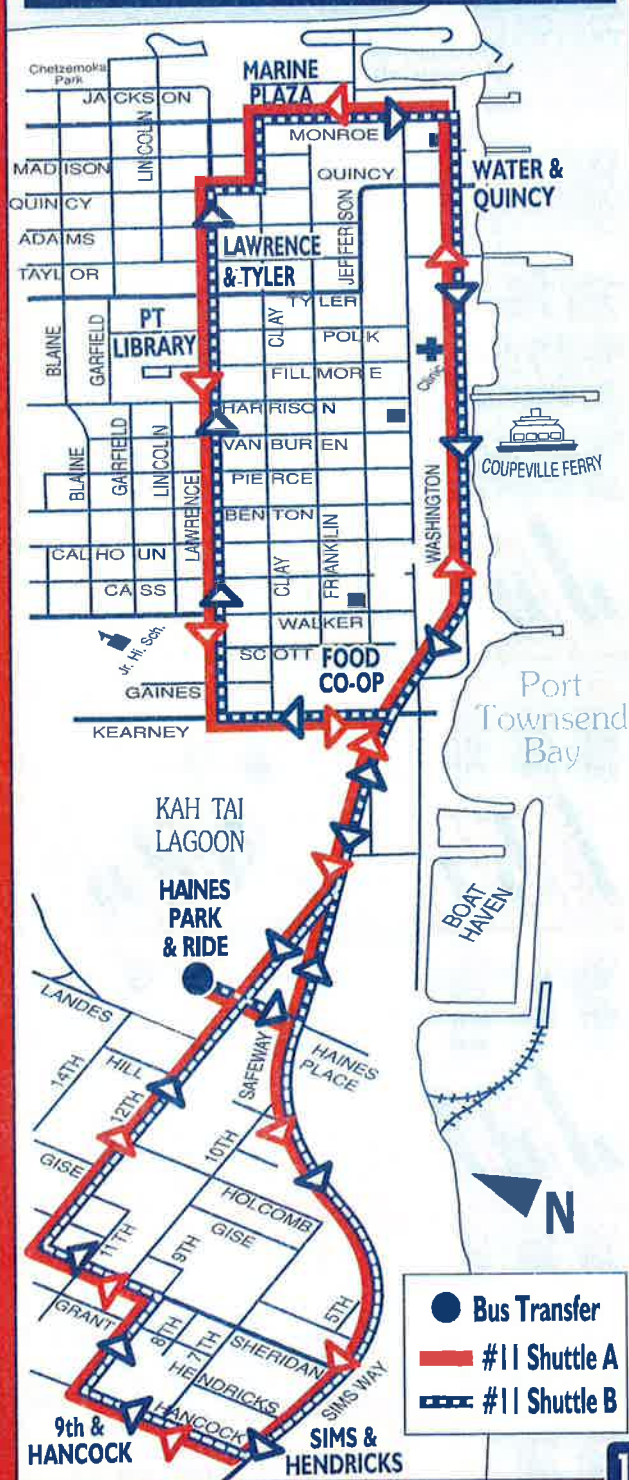
Park & Ride	Food Co-Op	PT Library	Lawrence & Tyler	Marine Plaza	Water & Quincy	Park & Ride	Sims & Hendricks	Hancock & 9th Street	9th & Sheridan	Park & Ride
WEEKDAY SERVICE										
7:40	7:42	7:44	7:45	7:46	7:49	7:53	7:57	7:58	8:00	8:04
8:30	8:33	8:35	8:37	8:38	8:40	8:43	8:47	8:48	8:50	8:54
9:30	9:33	9:35	9:37	9:38	9:40	9:43	9:47	9:48	9:50	9:54
10:30	10:33	10:35	10:37	10:38	10:40	10:43	10:47	10:48	10:50	10:54
11:30	11:33	11:35	11:37	11:38	11:40	11:43	11:47	11:48	11:50	11:54 AM
12:30	12:33	12:35	12:37	12:38	12:40	12:43	12:47	12:48	12:50	12:54 PM
1:30	1:33	1:35	1:37	1:38	1:40	1:43	1:47	1:48	1:50	1:54
2:30	2:33	2:35	2:37	2:38	2:40	2:43	2:47	2:48	2:50	2:54
3:30	3:33	3:35	3:37	3:38	3:40	3:43	3:47	3:48	3:50	3:54
4:30	4:33	4:35	4:37	4:38	4:40	4:43	4:47	4:48	4:50	4:54
5:30	5:33	5:35	5:37	5:38	5:40	5:43	5:47	5:48	5:50	5:54
6:30	6:33	6:35	6:37	6:38	6:40	6:43	6:47	6:48	6:50	6:54

SATURDAY & SUNDAY SERVICE

Sat. Service Starts at 9am • Sun. Service Starts at 10am

Park & Ride	Food Co-Op	PT Library	Lawrence & Tyler	Marine Plaza	Water & Quincy	Park & Ride	Sims & Hendricks	Hancock & 9th Street	9th & Sheridan	Park & Ride
9:30	9:33	9:35	9:37	9:38	9:40	9:43	9:47	9:48	9:50	9:54
10:30	10:33	10:35	10:37	10:38	10:40	10:43	10:47	10:48	10:50	10:54
11:30	11:33	11:35	11:37	11:38	11:40	11:43	11:47	11:48	11:50	11:54 AM
12:30	12:33	12:35	12:37	12:38	12:40	12:43	12:47	12:48	12:50	12:54 PM
1:30	1:33	1:35	1:37	1:38	1:40	1:43	1:47	1:48	1:50	1:54
2:30	2:33	2:35	2:37	2:38	2:40	2:43	2:47	2:48	2:50	2:54
3:30	3:33	3:35	3:37	3:38	3:40	3:43	3:47	3:48	3:50	3:54
4:30	4:33	4:35	4:37	4:38	4:40	4:43	4:47	4:48	4:50	4:54
5:30	5:33	5:35	5:37	5:38	5:40	5:43	5:47	5:48	5:50	5:54
6:30	6:33	6:35	6:37	6:38	6:40	6:43	6:47	6:48	6:50	6:54

#11 Shuttle



Jefferson Transit Olympic Connection

The Olympic Connection connects with
Clallam Transit through Port Angeles, and
Grays Harbor Transit through Aberdeen.

FARES

Adults	50¢
Disabled, Seniors, Youth	25¢
Children 6 & Under	Free

BUS PASSES

Daily Pass 75¢
Travel all day on Jefferson Transit

Monthly Pass \$15 Adults & \$7 Disabled, Seniors, Youth
1st day of the month through the 5th day of the following month.
for unlimited rides. Non-Transferable.

Punch Pass \$5 or \$10
The driver deducts the cost of a fare each time you board the bus
until the purchase price of the pass has been met. Transferable.

Forks Transfer Center	Upper Hoh Road	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater Road	Amanda Park (ARRIVE)
WEEKDAY SERVICE							
7:00	7:14	7:32	7:38	7:56	8:02	8:07	8:27 AM
11:05	11:19	11:37	11:43	12:01	12:07	12:12	12:32 PM
2:45	2:59	3:17	3:23	3:41	3:47	3:52	4:12
6:45	6:59	7:17	7:23	7:41	8:00	-	-

Amanda Park (DEPART)	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh Road	Forks Transfer Center	Flag Stop
WEEKDAY SERVICE								
8:48	9:08	9:13	9:30	9:41	9:47	10:05	10:19	AM
12:53	1:13	1:18	1:35	1:46	1:52	2:10	2:24	PM
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	
-	-	8:00	8:06	8:17	8:23	8:41	8:55	

Forks Transfer Center	Upper Hoh Road	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater Road	Amanda Park (ARRIVE)
SATURDAY SERVICE							
7:20	7:34	7:52	7:58	8:16	8:22	8:27	8:47 AM
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07 PM

Amanda Park (DEPART)	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh Road	Forks Transfer Center	Flag Stop
SATURDAY SERVICE								
9:10	9:30	9:35	9:48	9:59	10:05	10:23	10:37	AM
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM

The Jefferson Transit Olympic Connection is a public, route-deviated, fully accessible transportation service operation between Forks and Amanda Park at Lake Quinault on Highway 101. This system connects West Jefferson County to Grays Harbor and Clallam Counties, providing full access to the Olympic Peninsula.

Route Deviations: The Olympic connection will deviate to locations within 3/4 of a mile off Hwy. 101, upon request. To request a deviation, call **1-800-371-0497** between 6am and 5pm, Mon-Sat. Requests for deviation from a regular route must be received no later than 40 minutes before the desired trip departs from Forks. It is preferable for requests to be made 24 hours in advance to assure coordination with the driver. Due to time and travel constraints, deviations may be limited. When calling to request a deviation, you will be asked your name, address, destination address (when applicable), telephone number and desired pickup time. If you need to cancel your request ride, please notify us as soon as possible.

Connecting Services: The Olympic Connection makes connections with other local systems. Transfers to Grays Harbor Transit can be made at Amanda Park (Amanda Park Mercantile at Lake Quinault). Transfers to Clallam Transit can be made at the Forks Transfer Center. These services require a small fare and exact change is required. Please refer to schedule for connection times.



Passenger Code of Conduct

For the safety and comfort of all, Jefferson Transit Authority requires our customers to:

1. Pay the correct cash fare or show a pass when boarding
2. Remain seated while the bus is in motion
3. Hold on to a hand rail while the bus is in motion if no seats are available
4. Keep aisles free of all items
5. Ride quietly and respect the rights of other passengers (using drugs or alcohol, smoking, littering, spitting, possessing strong odors, playing audible music, swearing, or otherwise behaving in an unruly or harassing manner are all prohibited)
6. Keep all beverages in spill-proof containers
7. Refrain from eating
8. Not carry hazardous materials while riding with us
9. Keep animals, including pets and service animals under close control or in a closed container
10. Allow transit operators to drive their buses safely
11. Cross behind buses, and wait until after the buses leave to cross the street
12. Walk with bikes and carry skateboards at all Jefferson Transit Authority properties

Jefferson Transit may exclude passengers for not complying with the Passenger Code of Conduct.

Non-discrimination Policy and Procedure:

Pursuant to Title VI of the Civil Rights Act of 1964, Title II of the Americans with Disabilities Act, Environmental Justice regulations, and in accordance with applicable state and local laws: Jefferson Transit Authority grants all citizens equal access to its transportation services. If you believe that you have received discriminatory treatment by Jefferson Transit Authority on the basis of your race, color, national origin, economic status, disability or limited English proficiency, you have the right to file a formal complaint. The complaint must be filed no later than 180 calendar days after the alleged discriminatory incident. Contact Jefferson Transit System Authority at **360-385-4777** or **(800) 371-0497**.

Jefferson Transit Authority

1615 West Sims Way
Port Townsend, WA 98368

DIAL-A-RIDE SERVICE

Jefferson Transit offers door to door service that assists individuals who are within $\frac{3}{4}$ of a mile from a scheduled Jefferson Transit bus route and cannot access the bus routes because of a disability or health condition. An ADA (Americans with Disabilities Act) application and assessment is required before receiving this service. Please call (360) 385-4777; our customer service representative will be happy to assist you. The ADA application is also available on our website at: www.jeffersontransit.com.

To schedule a Dial-A Ride trip; please call (360) 385-4777; Jefferson Transit's scheduling department will assist you with making arrangements to your destination. You can call up to two weeks in advance during the following hours:

- Monday-Friday: 8AM to 4PM
- Saturday and Sunday: 9AM to 4PM

Jefferson Transit understands that unplanned circumstances happen in our daily lives and scheduling trips in advance can sometimes be difficult. Because we may receive cancellations on any given day, we will always try our best to schedule a trip for you that is unplanned. Call us directly at (360)385-4777 and if we are able to accommodate your trip into the daily reservations ride/trip schedule, we will be glad to do so.



FARES

FARES: Exact Change Only

DAILY PASS

\$1.00 additional fare required when boarding a Jefferson County Bus outside of Jefferson County.

Unlimited Rides	\$1.50
Honored Citizens (Seniors 60+ & Disabled)	\$1.00
Youth (7-18 yrs.)	\$1.00
Children (6 yrs. & under with adult)...	Free

MONTHLY PASS

\$1.00 additional fare required when boarding a Jefferson County Bus outside of Jefferson County.

Monthly Pass.....	\$24
Disabled, Seniors, Youth	\$12
3-Month College Student (Qtr).....	\$50

MONTHLY COMMUTER PASS

Includes out-of-county surcharge

Monthly Pass.....	\$36
Disabled, Seniors, Youth	\$20

All monthly passes are valid from the first day of the month through the fifth day of the following month.

Regional Reduced Fare Permits and

Annual Passes available; call 385-4777 for details

Passengers may not smoke, consume food or drink on the bus. Bicycles will be transported on a "space available" basis.

PLEASE NOTIFY DRIVER WHEN REMOVING A BICYCLE FROM THE FRONT CARRIER.

LOST AND FOUND: If you lose an item on a Jefferson Transit Bus, please phone our office at 385-4777.

PETS: Service Animals are welcomed and allowed. All other animals are allowed on transit vehicles 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.

SERVICE DOES NOT OPERATE ON THE FOLLOWING HOLIDAYS:

New Years Day, Memorial Day, Independence Day,
Labor Day, Thanksgiving Day, Christmas Day, Veteran's Day

Phone: 1(360)385-4777
Toll Free: 1(800)371-0497

1 **Jefferson Transit Authority**

2
3 **Resolution No. 12-12**

4 ***Adopting Transit Development Plan 2012-2017***

5
6
7 WHEREAS, Jefferson Transit Authority is required to adopt and submit a Six-Year Transit
8 Development Plan to the Washington State Department of Transportation prior to
9 September 1st each year; and

10
11 WHEREAS, the Authority has prepared its annual Plan which is attached hereto; and

12
13 WHEREAS, a public hearing was held on July 17, 2012 to admit testimony for and against
14 the elements of its Plan; now therefore,

15
16 BE IT RESOLVED that the Jefferson Transit Authority Board of Directors does hereby adopt
17 the attached Transit Development Plan 2012-2017.
18

19 **CERTIFICATION**

20
21 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
22 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct
23 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit
24 Authority Board held on this 21st day of August 2012.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority



Agenda Item 3b.

Meeting Date: August 21, 2012

Subject: Resolution 12-13: State Transportation Improvement Plan (STIP) 2012-2017

Prepared By: Cara Swanson

Approved By: Jammi Rubert

Summary:

The 6-year State Transportation Improvement Plan (STIP) identifies capital funding requirements for all State of Washington transportation projects. Jefferson Transit needs to update our portion of the STIP to incorporate planned and secured funding sources related to the 2012-2017 Transit Development Plan (TDP).

Recommendation:

Direct staff to update the STIP to reflect projects and funding related to the 2012-2017 TDP.

Motion for Consideration:

Move to adopt Resolution 12-13, amending the State Transportation Improvement Plan to reflect State and Federal funding related to Jefferson Transit's 2012-2017 Transit Development Plan.

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Amend 6-year State Transportation Improvement Plan 2012-2017

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 21ST day of August, 2012.

Clerk of the Authority



Agenda Item: 4a

Meeting Date: August 21, 2012

Subject: Resolution 12-14: Authorize Board to sign and execute Capital Construction Grant GCB 1293

Prepared By: Natalie Patten

Approved By: Jammi Robert

Summary: Grant Contract GCB 1293 awards Jefferson Transit \$18,906.70 in 2011-2013 State Rural Mobility funds. Jefferson Transit will use these funds for the purpose of capital funding assistance for asphalt paving and repair of damaged existing and unimproved bus parking area at the Maintenance facility on West Sims Way. These funds require a 20 percent match which has already been paid.

Recommendation:

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

Motion for Consideration:

Move to adopt resolution 12-14 to approve and execute GCB 1293.

State Capital Construction Grant Agreement	
WSDOT Consolidated Grant Program	
Washington State Department of Transportation Public Transportation Division 310 Maple Park Avenue SE PO Box 47387 Olympia, WA 98504-7387 WSDOT Contact: Steve Abernathy	Contractor: Jefferson Transit 1615 West Sims Way Port Townsend, WA 98368 Contact Person: Natalie Patten
Term of Project: July 1, 2011, through the useful life of the Project Equipment.	Federal ID #: 94-1124781
Scope of Project: Scope of Project as set forth in Exhibit I, Project Scope, Schedule and Budget.	Project Title: Bus lot paving and rehabilitation as set forth in Exhibit I, Project Scope, Schedule and Budget.
Service Area: As defined in attached Exhibit I	Project Costs: State Funds \$ 15,125.36 Contractor Funds \$ 3,781.34 Total Project Cost \$ 18,906.70
Agreement Number: GCB1293	

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

WHEREAS, the State of Washington in its Sessions Laws of 2011, chapter 367, section 220 provides Rural Mobility, Paratransit/Special Needs, Regional Mobility and other special proviso funding through the multimodal transportation account, rural mobility grant program account, and regional mobility grant program account, as identified in the budget through its 2011-2013 biennial appropriations to WSDOT;

WHEREAS, WSDOT's Public Transportation Division administers the Rural Mobility Grant Program funds to provide transportation related support of persons in non-urbanized and small urban areas;

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

Section 1

Purpose of Agreement

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

Section 2

Scope of Project

The CONTRACTOR agrees to perform the work and complete the Project described and detailed in Exhibit I, "Project Scope, Schedule and Budget" and in accordance with the terms and conditions of this AGREEMENT. By the preceding reference Exhibit I fully incorporated herein as if fully set out in this AGREEMENT.

Section 3

Term of Project

The Project period of this AGREEMENT shall commence and terminate on the dates shown in the caption space header titled "Term of Project" regardless of the date of execution of this AGREEMENT, unless terminated as provided herein.

The caption space header titled "Term of Project" and all caption space headers above are by this reference incorporated herein into the AGREEMENT as if fully set forth in the AGREEMENT.

Section 4

State Review of Project

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

Section 5

Contractor's Share of Project Costs

The total Project cost shall not exceed the amounts detailed in the caption space header titled "Project Costs." The CONTRACTOR agrees to expend eligible funds, together with any "Contractor Funds" allocated for the Project, in an amount sufficient to complete the Project as detailed in Exhibit 1, "Scope of Work and Budget." The CONTRACTOR further agrees that there shall be no reduction in the amount specified as the "Contractor Funds" unless there is a concurrent proportional reduction in the "State Funds" or WSDOT pre-approves the reduction in writing. If at any time the CONTRACTOR becomes aware that the cost which it expects to incur in the performance of this AGREEMENT will exceed or be less than the amount identified as "Total Project Cost" in the caption space header titled "Project Costs," the CONTRACTOR shall notify WSDOT in writing within three (3) business days of making that determination.

Section 6

Inspection of the Project

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

Section 7

Use of Park and Ride Facilities

~~In order to be eligible to receive a Regional Mobility grant during the 2011-2013 fiscal biennium, a transit agency must establish a process for private transportation providers to apply for the use of park and ride facilities.~~

Section 8

Miscellaneous Charges and Conditions

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

Section 9

Payment

A. State funds shall be used to reimburse the CONTRACTOR for allowable expenses incurred in completing the Project described in Exhibit I, "Project Scope, Schedule and Budget". Allowable Project expenses shall be determined by WSDOT as described in WSDOT's *Guide to Managing Your Public Transportation Grant*, 2011 version, and any subsequent amendments thereto. In no event shall the total amount reimbursed by WSDOT hereunder exceed the "State Funds" identified in the caption space header titled "Project Costs."

B. Payment will be made by WSDOT on a reimbursable basis for actual net Project costs incurred within the timeframe in the caption space titled "Term of Project" less any pre-payment discounts, rebates, late penalties and/or refunds. Such costs to be reimbursed shall be calculated as described in WSDOT's *Guide to Managing Your Public Transportation Grant*, 2011 version, and any subsequent amendments thereto. The CONTRACTOR may submit to WSDOT requests for partial payment for eligible costs incurred no more than once per month and the CONTRACTOR shall submit to WSDOT an invoice or financial summary of the activity of the Project at least quarterly. Payment is subject to the submission to and approval by WSDOT of appropriate invoices, reports, and financial summaries.

~~C. The CONTRACTOR shall submit an invoice by July 15, 2012, for any unreimbursed eligible expenditures incurred between July 1, 2011, and June 30, 2012. If the CONTRACTOR is unable to provide an invoice by this date, the~~

~~CONTRACTOR shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. The CONTRACTOR's final payment request must be received by WSDOT by July 15, 2013, within thirty (30) days of the completion of the Project, or within thirty (30) days of the termination of this AGREEMENT, whichever is sooner. Any payment request received after July 15, 2013, will not be eligible for reimbursement.~~

Section 10

Assignments, Subcontracts, and Leases

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

B. The CONTRACTOR agrees to include Sections 11 through 23 of this AGREEMENT in each subcontract and in all contracts it enters into for the employment of any individuals, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT. It is further agreed that those clauses shall not be modified, except to identify the subcontractor or other person or entity that will be subject to its provisions. In addition, the following provision shall be included in advertisement or invitation to bid for any procurement by the CONTRACTOR under this AGREEMENT:

Statement of Financial Assistance:

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

Section 11

Reports and Project Use

A. The CONTRACTOR agrees that the Project shall be used for the provision of transportation services within the area described in Exhibit I, "Project Scope, Schedule and Budget" for the Project's reporting period of project term plus four years after the project is complete, as set forth in WSDOT's *Guide to Managing Your Public Transportation Grant*, 2011 version, and any subsequent amendments thereto. The CONTRACTOR further agrees that it will not use or permit the use of the Project in a negligent manner or in violation of any law, or so as to avoid any insurance covering the same, or permit the Project to become subject to any lien, charge, or encumbrance. ~~Should the CONTRACTOR unreasonably delay or fail to use the Project during the project term and reporting period, the CONTRACTOR agrees that it may be required to refund up to the entire amount of the "State Regional Mobility Grants Funds" expended on the Project.~~ The CONTRACTOR shall immediately notify WSDOT when any Project facilities and/or infrastructure is withdrawn from Project use or when the Project or any part thereof is used in a manner substantially different from that identified in Exhibit I, "Project Scope, Schedule and Budget". If the Project is permanently removed from transportation services, the CONTRACTOR agrees to immediately notify WSDOT of its intentions regarding the disposal of the Project or any part of the Project thereof.

B. **Reports.** The CONTRACTOR shall submit quarterly reports to WSDOT for the period from July 1, 2011, through June 30, 2013, regarding the progress of the Project ~~and annual performance reports for four calendar years after the project is operationally complete~~, as prescribed in WSDOT's *Guide to Managing Your Public Transportation Grant* 2011 version, and any subsequent amendments thereto or as WSDOT may require, including, but not limited to, interim and annual reports. The CONTRACTOR shall keep satisfactory written records with regard to the use of Project and shall submit the following reports to, and in a form and at such times prescribed by WSDOT as set forth in WSDOT's *Guide to Managing Your Public Transportation Grant*, 2011 version, and any subsequent amendment thereto.

1. ~~A final inspection report within ninety (90) days following completion of the Project and submission of the final billing for the Project. The final inspection report shall be submitted to the Public Transportation Director or designee.~~

2. Reports describing the current usage of the Project and other data which WSDOT may request from the CONTRACTOR by memos, e-mails or telephone requests.

3. In the event any portion of the Project sustains disabling damage, the CONTRACTOR shall notify WSDOT immediately after the occasion of the damage, including the circumstances thereof.

4. The CONTRACTOR shall collect and submit to WSDOT, at such time as WSDOT may require, such financial statements, data, records, contracts, and other documents related to the Project as may be deemed necessary by WSDOT.

C. **Remedies for Misuse or Noncompliance.** The CONTRACTOR shall not use the Project or any part thereof in a manner different from that described in Exhibit I, Project Scope, Schedule and Budget, as set forth in Section 2 of the

AGREEMENT. If WSDOT determines that the Project has been used in a manner different from Exhibit I, Project Scope, Schedule and Budget, WSDOT may direct the CONTRACTOR to repay WSDOT the State funded share of the "Project Costs." WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to comply with any provision of this AGREEMENT.

Section 12

Maintenance of the Project

The CONTRACTOR shall make all necessary repairs and reasonably maintain the Project to assure it remains in good and operational condition until the end of its useful life. The useful life of the constructed project will be determined by using the North American Industry Classification System (NAICS) code tables. All service, materials, and repairs in connection with the use and operation of the Project during its useful life shall be at the CONTRACTOR's expense. CONTRACTORS who are transit agencies must also have a Transit Asset Management Plan certified by WSDOT that details the transit agency's plan to maintain the Project. All other CONTRACTORS must submit a written Maintenance Plan to WSDOT for approval prior to the occupation and/or operations of the Project. The CONTRACTOR agrees, at a minimum, to maintain the Project and service or replace parts at intervals recommended in the manuals and/or instructions provided by the subcontractors and/or component manufacturers, or sooner if needed. The CONTRACTOR shall have the Project routinely inspected and make arrangements for any appropriate service and repair under the manufacturer's warranty. WSDOT shall not be liable for repairs. The CONTRACTOR shall retain records of all maintenance and parts replacement performed on the Project in accordance with Section 22, Audits, Inspection, and Retention of Records. The CONTRACTOR shall provide copies of such records to WSDOT, upon request.

Section 13

General Compliance Assurance

The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's *Guide to Managing Your Public Transportation Grant*, 2001 version, and any amendments thereto. The CONTRACTOR agrees that, WSDOT and/or any authorized WSDOT representative, shall have not only the right to monitor the compliance of the CONTRACTOR with respect to the provisions of this AGREEMENT, but also have the right to seek judicial enforcement with regard to any matter arising under this AGREEMENT. It is understood by the CONTRACTOR that this assurance obligates the CONTRACTOR and any transferee of the CONTRACTOR, or said transferee's successor(s), for the term of this AGREEMENT."

Section 14

Compliance with State Design Standards

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

Section 15

No Obligation by the State Government

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

Section 16

Ethics

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

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

Section 17

Compliance with Laws and Regulations

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

Section 18

State and Local Law

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

Section 19

Labor Provisions

Overtime Requirements. No CONTRACTOR or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek. CONTRACTOR will comply with Title 49 RCW, Labor Regulations.

Section 20

Environmental Protections and Archeological Preservation

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

Section 21

Accounting Records

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

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

Section 22

Audits, Inspection, and Retention of Records

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

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

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

Section 23

Permitting

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

Section 24

Loss or Damage to the Project

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

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

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

B. If the damage to the Project does not result in a total loss, payments for damage shall be paid directly to the CONTRACTOR. The CONTRACTOR shall, within thirty (30) days, either:

1. Devote all of the insurance proceeds received to repair the Project and place it back in service, and the CONTRACTOR shall, at its own expense, pay any portion of the cost of repair which is not covered by insurance; or

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

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

1. Intends to replace the lost Project facilities, associated equipment and/or infrastructure; or

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

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

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

Section 25

Limitation of Liability

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

that claims are caused by the negligent acts or omissions of the WSDOT, its agents, employees or officers. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.

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

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

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

Section 26

Personal Liability of Public Officers

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

Section 27

WSDOT Advice

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

Section 28

Forbearance by WSDOT Not a Waiver

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

Section 29

Lack of Waiver

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

Section 30

Changed Conditions Affecting Performance

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

Section 31

Agreement Modifications

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

Section 32

Disputes

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

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

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

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

Section 33

Termination

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

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

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

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Failure to perform the Project or any part thereof including, but not limited to:
 - a) Failure to build the Project according to the design specifications and all building code required standards;
 - b) Failure to remedy all defects in the performance of the Project and correct all faulty workmanship by the CONTRACTOR or its subcontractors in a timely manner;
 - c) Failure to take any action which could affect the ability of the Project to perform its designated function or takes any action which could shorten its useful life for Project use or otherwise; or

d) Failure to make reasonable and appropriate use of the Project real property, facilities, equipment and/or infrastructure.

4. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or

5. Fails to perform in the manner called for in this AGREEMENT, or fails, to comply with or, is in violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default hereunder. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or b) treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

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

Section 34

Venue and Process

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES hereby accept the issuing and service of process by registered mail at the mailing addresses shown in the caption space header above for CONTRACTOR and Washington State Department of Transportation. The PARTIES agree that the laws of the State of Washington shall apply.

Section 35

Subrogation

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

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

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

Section 36

Severability

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

Section 37
Counterparts

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

Section 38
Complete Agreement

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

Section 39
Execution

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

Section 40
Binding Agreement

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

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

WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation Division

By: _____
Authorized Representative

Title: _____

Print Name: _____

Print Title _____

Date: _____

Date: _____

APPROVED AS TO FORM

By: Susan Cruise
Assistant Attorney General

Date: June 3, 2011

EXHIBIT I

PROJECT SCOPE, SCHEDULE AND BUDGET

Total Project Costs	
State Rural Mobility Funds	\$ 15,125.36
Contractor Funds	\$ 3,781.34
Total Cost	\$ 18,906.70

Scope of Work: Capital funding assistance for asphalt paving and repair of damaged existing and unimproved bus parking area at Jefferson Transit maintenance facility on West Sims Way.

Schedule:

Task	Milestone Date
Advertisement Date	7/02/2011
Bid date	08/02/2011
Award Date	12/14/2011
Construction start date	12/30/2011
25% completion	N/A
50% completion	N/A
75% completion	N/A
Operational completion	12/31/2011
Final completion	12/31/2011
Site inspection	12/31/2011

Note: Some sections or passages of GCB1293 have been struck because they do not apply in this type of contract.

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Authorizing the Board Chair to Execute Agreement GCB1293

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 August 21, 2012.

Clerk of the Authority

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

July, 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	2201	7	67	337	2494	142	6.53	0.88	15.55
#3 Castle Hill Connector	2367	5	124	337	3067	145	7.02	0.77	16.33
#11 Shuttle	7614	17	291	674	2629	249	11.30	2.90	30.53
LOCAL TOTAL	12182	29	482	1348	8189	536	8.28	1.52	20.81

COMMUTER									
#1 Brinnon	1286	0	100	184	7820	199	6.99	0.16	6.47
#6A Tri Area Loop (5)	1519	0	112	123	3186	102	12.35	0.48	14.88
#6B Tri Area Loop (6)	1480	0	179	97	2512	81	15.26	0.59	18.38
#7 Poulsbo	2394	3	176	184	7710	197	13.01	0.31	12.16
#8 Sequim	2302	3	211	226	7774.4	176	10.19	0.30	13.06
COMMUTER TOTAL	8981	6	778	814	29002	754	11.56	0.37	12.99

2012 SPECIAL EVENTS

Rhody Festival 2012

Boardings

169

Runs per event

1

WEST JEFFERSON

1792

6

86

184

11506

418

9.74

0.16

4.29

TOTAL MONTHLY

22955

41

1260

2346

48697

1708

9.86

0.68

12.69

Weekdays in Month

Saturdays in Month

Sundays in Month

VANPOOL

Vanpool	Passenger Trips	Miles Travelled	Average Riders Per Van
	1050	7,164	6.82

DIAL A RIDE

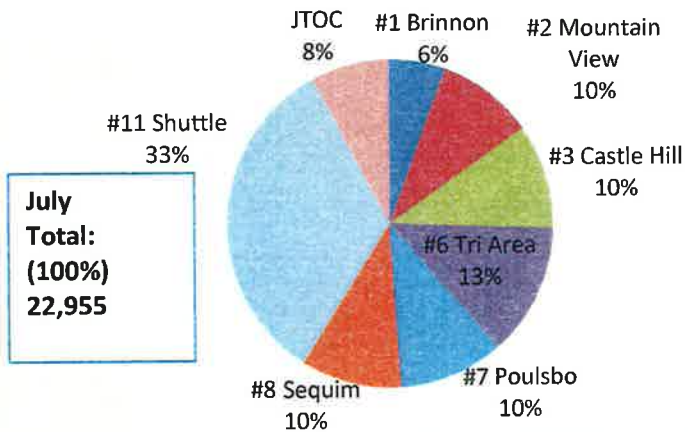
Dial A Ride	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
	1619	1494	8036	644	1.08	0.20	2.51	13

*Boardings includes Passenger and Attendant if needed

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

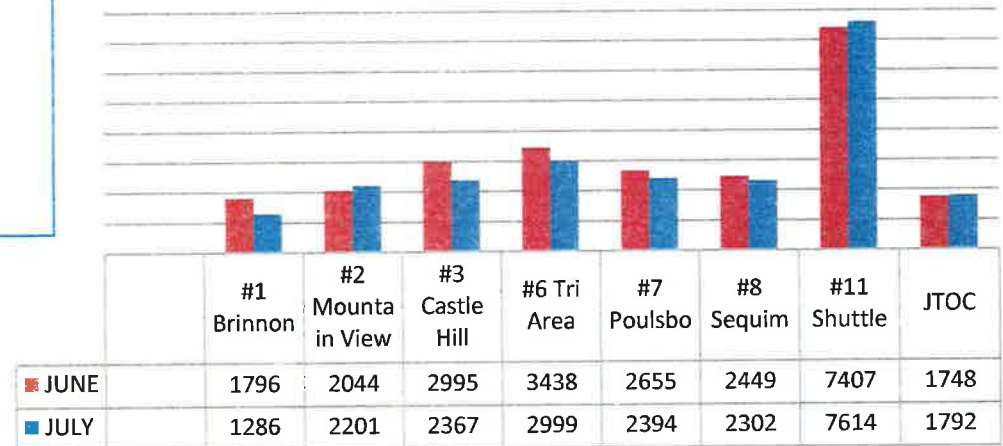
JTA Monthly Percentage of Ridership- July 2012



June
Total :
24,532

July
Total:
22,955

Month to Month Route Comparison



YTD Ridership by Route and Year as of July

