



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, February 19, 2013 1:30 p.m.

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Public Comments

New Agenda Items

- | | |
|--|-------------|
| I. Finance Reports
a. January 2013 | Attachments |
| II. Consent Agenda
a. Approval of Minutes, January 15, 2013
b. Approval of Expenses, January 2013
c. Resolution 13-02: Claim Notice Designation | Attachments |
| III. Old Business
a. None | Attachments |
| IV. New Business
a. None | Attachments |
| V. Reports
a. Manager's Report
b. Operations Report
-John Maiden's 30 years of service
c. Mobility Coordinator Report
d. Project Manager Report | |
| VI. Ridership Report | Attachments |
| VII. Miscellaneous | |

Executive Session for General Manager Review per RCW 42.30.110 (1) (g)

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).



January 2013 Financial Summary

Budget Tracking Figure: 8.33%

1. Operational Expenses:	\$346,605.00
Operational Revenues:	\$23,147.65
Non-Operational Income:	\$300,385.57
Capital Expenses:	\$3,596.19
Capital income:	\$298.00

2. Sales Tax Received 1/31/2013 for November:	\$263,071.24
Sales Tax Received 1/31/2012 for November:	\$234,370.59

****Sales tax increased from prior year 12.0%****

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

Operating:	\$987,426.93
Capital Account:	\$10,101.91
Treasury Pool:	\$250,905.20
Fuel Fund:	\$49,248.43
EFT Fund:	\$106,656.50
Travel Fund:	\$1,034.03
Kitsap Bank	\$10.64

Total	\$1,405,383.61
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****Cash on Hand** differs from the "Statement of Cash Flows" report in that Cash on Hand is a summary of the cash balances in all Jefferson Transit Bank/Funding accounts. The Statement of Cash Flows is an accrual report that includes accounts payable and accounts receivable as well as cash/accrual payments in the accounting system.**

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

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis-**AMENDED**

POST AMENDMENT

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	204,854.00	0.00%	\$771,149.06	776,354.00	(0.67%)
April	0.90%	\$220,498.65	\$150,424.11	146,047.89	220,499.00	(0.00%)	\$991,647.71	996,853.00	(0.52%)
May	0.90%	\$266,975.22	\$191,817.93	193,190.62	266,975.00	0.00%	\$1,258,622.93	1,263,828.00	(0.41%)
June	0.90%	\$239,889.31	\$172,294.86	154,076.61	239,889.00	0.00%	\$1,498,512.24	1,503,717.00	(0.35%)
July	0.90%	\$256,787.52	\$191,845.36	157,223.48	256,788.00	(0.00%)	\$1,755,299.76	1,760,505.00	(0.30%)
August	0.90%	\$291,693.72	\$203,110.70	202,548.76	291,694.00	(0.00%)	\$2,046,993.48	2,052,189.00	(0.25%)
September	0.90%	\$285,111.93	\$285,132.17	190,292.86	285,112.00	(0.00%)	\$2,332,105.41	2,337,311.00	(0.22%)
October	0.90%	\$313,703.24	\$305,799.23	178,731.22	313,703.00	0.00%	\$2,645,808.65	2,651,014.00	(0.20%)
November	0.90%	\$314,369.17	\$300,142.06	221,741.13	300,142.00	4.74%	\$2,960,177.82	2,951,156.00	0.30%
December	0.90%	\$265,862.08	\$239,629.36	166,953.12	239,629.00	10.95%	\$3,226,039.90	3,190,785.00	1.09%
Total		3,226,039.90	2,572,837.54	2,133,000.38	3,190,785.00	1.09%			
Monthly Average		268,836.66	214,403.13	177,750.03	265,898.75				

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	204,854.00	0.00%	\$204,854.04	204,854.00	0.00%
February	0.90%	\$220,498.65	150,424.11	146,047.89	220,499.00	(0.00%)	\$425,352.69	425,353.00	(0.00%)
March	0.90%	\$266,975.22	191,817.93	183,190.62	266,975.00	0.00%	\$692,327.91	692,328.00	(0.00%)
April	0.90%	\$239,889.31	172,294.86	154,076.61	239,889.00	0.00%	\$932,217.22	932,217.00	0.00%
May	0.90%	\$256,787.52	191,845.36	157,223.48	256,788.00	(0.00%)	\$1,189,004.74	1,189,005.00	(0.00%)
June	0.90%	\$291,693.72	203,110.70	202,548.76	291,694.00	(0.00%)	\$1,480,698.46	1,480,699.00	(0.00%)
July	0.90%	\$285,111.93	285,132.17	190,292.86	285,112.00	(0.00%)	\$1,765,810.39	1,765,811.00	(0.00%)
August	0.90%	\$313,703.24	305,799.23	178,731.22	313,703.00	0.00%	\$2,079,513.63	2,079,514.00	(0.00%)
September	0.90%	\$314,369.17	300,142.06	221,741.13	300,142.00	4.74%	\$2,393,882.80	2,379,656.00	0.59%
October	0.90%	\$265,862.08	239,629.36	166,953.12	239,629.00	10.95%	\$2,659,744.88	2,619,285.00	1.52%
November	0.90%	\$234,370.59	234,370.59	158,497.64	234,371.00	12.25%	\$2,922,816.12	2,853,656.00	2.37%
December	0.90%	\$331,924.43	221,922.91	221,922.91	321,924.00	0.00%	\$0.00	3,175,580.00	
Total		2,922,816.12	2,758,712.01	2,131,861.78	3,175,580.00	0.00%			
Monthly Average		265,710.56	229,892.67	177,655.15	264,631.67				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2013

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Monthly Act to Bud Variance	2013 Cumulative Cash Actual Sales Tax Received	2013 Cumulative Cash Budgeted Sales Tax	20 Cumulative Actual to Budget Variance
January	0.90%	\$263,071.24	\$234,370.59	\$158,497.64	144,356.76	234,371.00	12.25%	\$263,071.24	234,371.00	10.91%
February	0.90%		\$331,924.43	\$221,922.91	237,202.39	321,924.00	0.00%	\$0.00	556,295.00	
March	0.90%		\$204,854.04	\$152,221.21	140,635.54	206,083.00	0.00%	\$0.00	762,378.00	
April	0.90%		\$220,498.65	\$150,424.11	146,047.89	221,822.00	0.00%	\$0.00	984,200.00	
May	0.90%		\$266,975.22	\$191,817.93	193,190.62	268,577.00	0.00%	\$0.00	1,252,777.00	
June	0.90%		\$239,889.31	\$172,294.86	154,076.61	241,329.00	0.00%	\$0.00	1,494,106.00	
July	0.90%		\$256,787.52	\$191,845.36	157,223.48	258,328.00	0.00%	\$0.00	1,752,434.00	
August	0.90%		\$291,693.72	\$203,110.70	202,548.76	293,444.00	0.00%	\$0.00	2,045,878.00	
September	0.90%		\$285,111.93	\$285,132.17	190,292.86	286,823.00	0.00%	\$0.00	2,332,701.00	
October	0.90%		\$313,703.24	\$305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,648,286.00	
November	0.90%		\$314,369.17	\$300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,950,229.00	
December	0.90%		\$265,862.08	\$239,629.36	166,953.12	241,067.00	0.00%	\$0.00	3,191,298.00	
Total		263,071.24	3,226,039.90	2,572,837.54	2,133,000.38	3,191,298.00	0.00%			
Monthly Average		263,071.24	268,836.66	214,403.13	177,750.03	265,941.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2013 Tax	2012 Tax	2011 Tax	2010 Tax	2013 Budget	2013 Actual to Budgeted Variance	2012 Cumulative Accrual Actual Sales Tax Received	2012 Cumulative Accrual Budgeted Sales Tax	2012 Cumulative Actual to Budget Variance
January	0.90%		\$204,854.04	152,221.21	140,635.54	206,083.00	0.00%	\$0.00	206,083.00	
February	0.90%		\$220,498.65	150,424.11	146,047.89	221,822.00	0.00%	\$0.00	427,905.00	
March	0.90%		\$266,975.22	191,817.93	193,190.62	268,577.00	0.00%	\$0.00	696,482.00	
April	0.90%		\$239,889.31	172,294.86	154,076.61	241,329.00	0.00%	\$0.00	937,811.00	
May	0.90%		\$256,787.52	191,845.36	157,223.48	258,328.00	0.00%	\$0.00	1,196,139.00	
June	0.90%		\$291,693.72	203,110.70	202,548.76	293,444.00	0.00%	\$0.00	1,489,583.00	
July	0.90%		\$285,111.93	285,132.17	190,292.86	286,823.00	0.00%	\$0.00	1,776,406.00	
August	0.90%		\$313,703.24	305,799.23	178,731.22	315,585.00	0.00%	\$0.00	2,091,991.00	
September	0.90%		\$314,369.17	300,142.06	221,741.13	301,943.00	0.00%	\$0.00	2,393,934.00	
October	0.90%		\$265,862.08	239,629.36	166,953.12	241,067.00	0.00%	\$0.00	2,635,001.00	
November	0.90%		\$263,071.24	234,370.59	158,497.64	235,777.00	0.00%	\$0.00	2,870,778.00	
December	0.90%			331,924.43	221,922.91	323,856.00	0.00%	\$0.00	3,194,634.00	
Total		0.00	2,922,816.12	2,758,712.01	2,131,861.78	3,194,634.00	0.00%			
Monthly Average		0.00	243,568.01	229,892.67	177,655.15	266,219.50				

**Jefferson Transit Authority
Statement of Cash Flows
For the Month Ending January 31, 2013**

	January	Year to Date
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$394,977.53)	(\$394,977.53)
Non-Capital Financing Activities	\$263,071.24	\$263,071.24
Investing Activities	\$85.33	\$85.33
Total Operating Cash Provided (Used)	(\$131,820.96)	(\$131,820.96)
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	(\$5,834.18)	(\$5,834.18)
Net Increase (Decrease) Cash and Equivalent	(\$137,655.14)	(\$137,655.14)
Cash Balances - Beginning of Period	\$1,546,867.99	\$1,546,867.99
CASH BALANCES - END OF PERIOD	\$1,409,212.85	\$1,409,212.85

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Month Ending January 31, 2013**

	January	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$23,147.65	\$23,147.65	\$257,803.00	8.98%
Operating Expenses				
Labor	148,099.87	148,099.87	1,747,187.00	8.48%
Benefits	132,303.73	132,303.73	1,222,322.00	10.82%
Services and User Fees	7,423.15	7,436.15	199,535.00	3.73%
Materials & Supplies	41,115.65	41,115.65	585,806.00	7.02%
Utilities	5,827.13	5,827.13	66,001.00	8.83%
Casualty/Liability Costs	6,704.25	6,704.25	79,932.00	8.39%
Taxes	1,487.57	1,487.57	7,795.00	19.08%
Miscellaneous Expenses	3,474.70	3,474.70	66,792.00	5.20%
Leases and Rentals	168.95	168.95	13,206.00	1.28%
Total Operating Expenses	346,605.00	346,618.00	3,988,576.00	8.69%
Operating Income (Loss)	(323,457.35)	(323,470.35)	(3,730,773.00)	8.67%
Non-Operating Revenues				
Non-Transportation Revenue	85.33	85.33	15,950.00	0.53%
Taxes Levied by Transit	234,783.24	234,783.24	3,194,633.00	7.35%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	27,732.00	27,732.00	336,284.00	8.25%
Federal Grants & Contributions	36,535.00	36,535.00	438,420.00	8.33%
Total Non-Operating Revenues	300,385.57	310,432.58	4,002,787.00	7.76%
Net Income (Loss) Before Transfers In/(Out)	(23,071.78)	(13,037.77)	272,014.00	(4.79%)
Net Income/(Loss)	(23,071.78)	(13,037.77)	272,014.00	(4.79%)

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Month Ending January 31, 2013**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$16,181.42	\$16,181.42	\$167,073.00	9.69%
Fixed Route Fares - West - JTOC	134.30	134.30	4,250.00	3.16%
Dial-a-Ride Fares (DAR)	894.12	894.12	15,000.00	5.96%
Vanpools	4,867.81	4,867.81	60,000.00	8.11%
Extended Service			2,700.00	0.00%
Auxiliary Transportation Revenues				
Advertising Services	1,005.00	1,005.00	8,000.00	12.56%
Other Services Revenue	65.00	65.00	780.00	8.33%
Total Operating Revenues	23,147.65	23,147.65	257,803.00	8.98%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	85.33	85.33	1,850.00	4.61%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Other Nontransportation Revenues			11,100.00	0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	234,783.24	234,783.24	3,194,633.00	7.35%
Local Grants and Contributions				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	27,732.00	27,732.00	332,784.00	8.33%
RTAP			3,500.00	0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	36,535.00	36,535.00	438,420.00	8.33%
Capital Contributions - Local/State/Federal				
Capital Contributions - FTA 5309, Facility Assistance (Federal)	298.00	298.00		0.00%
Total Nonoperating Revenues	300,683.57	300,683.57	4,002,787.00	7.51%
TOTAL REVENUES	323,831.22	323,831.22	4,260,590.00	7.60%

Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2013

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$51,348.04	\$51,348.04	\$603,956.00	8.50%
Operators Overtime - Fixed Route	5,925.86	5,925.86	48,592.00	12.20%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,605.60	11,605.60	165,357.00	7.02%
Operators Overtime - Dial-a-Ride (DAR)	879.46	879.46	5,786.00	15.20%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,943.54	40,943.54	469,941.00	8.71%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,840.43	3,840.43	27,867.00	13.78%
Administration Salaries	33,556.94	33,556.94	425,688.00	7.88%
Benefits				
FICA	12,731.16	12,731.16	142,443.00	8.94%
Pension Plans (PERS)	11,379.71	11,379.71	138,680.00	8.21%
Medical Plans	36,459.54	36,459.54	431,379.00	8.45%
Dental Plans	3,352.64	3,352.64	41,674.00	8.04%
Unemployment Insurance (UI)			33,180.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	5,037.37	5,037.37	66,855.00	7.53%
Holiday	35,212.43	35,212.43	73,318.00	48.03%
General Leave	25,949.69	25,949.69	232,726.00	11.15%
Other Paid Absence (Court Duty & Bereavement)	160.09	160.09	7,100.00	2.25%
Uniforms, Work Clothing & Tools Allowance	1,459.06	1,459.06	14,707.00	9.92%
Other Benefits (HRA, EAP & Wellness)	562.04	562.04	40,260.00	1.40%
Service and User Fees				
Vanpool Services and Fees	166.67	179.67	3,500.00	5.13%
Advertising Fees	402.98	402.98	12,500.00	3.22%
Professional & Technical Services	2,052.06	2,052.06	71,505.00	2.87%
Contract Maintenance Services (IT Services)	3,455.75	3,455.75	38,780.00	8.91%
Custodial Services			7,200.00	0.00%
Security Services			2,500.00	0.00%
Vehicle Technical Services	415.56	415.56	25,500.00	1.63%
Property Maintenance Services	175.45	175.45	10,000.00	1.75%
Software Maintenance Fees			17,150.00	0.00%
Postage & Mail Meter Fees	261.60	261.60	3,600.00	7.27%
Drug & Alcohol Services	237.08	237.08	4,800.00	4.94%
Other Services & User Fees	256.00	256.00	2,500.00	10.24%
Materials and Supplies Consumed				
Fuel	30,963.34	30,963.34	408,586.00	7.58%
Tires	(350.35)	(350.35)	28,400.00	(1.23%)
Lubrication	810.70	810.70	10,500.00	7.72%
Tools	26.05	26.05	9,000.00	0.29%
Vehicle Maintenance & Repair Parts	6,930.75	6,930.75	61,500.00	11.27%
Non-Vehicle Maintenance & Repair Parts	294.29	294.29	5,000.00	5.89%
Vehicle Accessories	47.57	47.57	1,350.00	3.52%
Park & Ride Materials	17.42	17.42	2,000.00	0.87%
Shop Supplies (Maintenance & Cleaning)	1,602.02	1,602.02	14,000.00	11.44%
Safety & Emergency Supplies			5,050.00	0.00%
Office Supplies	376.19	376.19	12,570.00	2.99%
Computer Programs & Supplies			2,750.00	0.00%
Printing (Photocopier, Schedules & Brochures)	397.67	397.67	23,100.00	1.72%
Other Materials & Supplies			2,000.00	0.00%
Utilities				
Water, Sewer & Solid Garbage	1,138.31	1,138.31	16,400.00	6.94%
Utilities (Electrical & Propane)	2,407.36	2,407.36	21,000.00	11.46%
Telephone & Internet	2,281.46	2,281.46	28,601.00	7.98%
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	6,704.25	6,704.25	79,932.00	8.39%
Taxes				
State Taxes	445.82	445.82	5,445.00	8.19%
Vehicle Licensing & Registration Fees	384.75	384.75	550.00	69.95%
Other Licensing Fees & Taxes	657.00	657.00	1,800.00	36.50%

**Jefferson Transit Authority
Expense Statement
For the Month Ending January 31, 2013**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Miscellaneous				
Dues & Subscriptions	\$1,364.70	\$1,364.70	\$15,081.00	9.05%
Travel & Meetings	495.00	495.00	21,400.00	2.31%
Safety Program (Rodeo & Safety Rewards)			5,000.00	0.00%
Training (Classes, Seminars & Materials)	1,495.00	1,495.00	22,561.00	6.63%
EE CDL and EE Physical Expense	120.00	120.00	2,450.00	4.90%
Other Miscellaneous			300.00	0.00%
Interest Expense				
Leases and Rentals				
Transit Way & Passenger Stations	168.95	168.95	1,080.00	15.64%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities			11,070.00	0.00%
TOTAL OPERATING EXPENSES	<u>346,605.00</u>	<u>346,618.00</u>	<u>3,988,576.00</u>	<u>8.69%</u>

DRAFT

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, January 15, 2013, 1:30 p.m.

701 Harrison Street. Port Townsend, WA

CALL TO ORDER/WELCOME

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

STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Cara Swanson, Leesa Monroe, John Koschnick

OTHERS PRESENT

Tom Anderson, Brenda McMillan, Burt Langsea, Chris Hanson, Margaret Lee, Mark Grant, Harold Andersen, Jay Ward, Richard Berg

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

Margaret Lee: Ms. Lee stated that she sent a letter on December 5th to JTA regarding the new audio and camera equipment and the need for a policy to be established regarding its use. She stated that she was notified by the General Manager that the Operations, Maintenance and General Manager would all have access to view the recordings. Ms. Lee voiced concerns about who would be viewing the tapes and how long the recordings would be retained. She asked whether or not law enforcement would have access to the recording and would they require a subpoena. She asked if they could be accessed by anyone through a public records request since they recordings were public recordings. Ms. Lee noted that the current signs on the buses notifying passengers of the recording equipment were very small and hard to see. Ms. Lee requested clarification on all of these issues and a written policy be put into place.

Brenda McMillan: Ms. McMillan stated that she was upset because she believed the Board Members had already made up their minds about cutting Sunday service and there was no discussion at the prior board meeting. She stated she had received a letter from JTA telling her she could not be a volunteer at this time. She asked for a discussion on having the CAC reinstated. She asked that the Board put administrative salaries on the agenda for a future meeting.

Harold Andersen: Mr. Andersen stated that he was pleased to learn about Transit moving ahead with the new facility. He expressed concern over the scope of the project as detailed on the Request for Qualifications (RFQ). He stated the \$3.5M budget does not match the proposal or scope of work. He stated that the RFQ as written would exclude all the local designers and contractors

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because they have not worked on five Transit facilities. He stated that a local project would benefit everyone. He asked if JTA would consider scaling down the project so the local people would have a chance to compete.

Mark Grant: Mr. Grant stated that he was trying to get an understanding of Transit's methodology and the process by which the project is going through with the numbers that are being dealt with. He stated that the budget given and the size of the project as stated would translate into a \$93 per sq ft facility. In comparison the unsolicited proposal which he had also worked on with Mr. Andersen was \$304 per sq ft. Also, Island Transit's ongoing project is \$380 per sq ft and Santa Clara Transit's was \$425 per sq ft. He stated that in 2006 TCF architecture said the project needed to be scaled back and he believes the \$93 per sq ft isn't going to get Transit the facility they are seeking in the solicitation.

Richard Burg: Mr. Burg stated that he is an architect and had also participated in the unsolicited proposal. He reiterated what was stated by Mr. Andersen and Mr. Grant. He would like to see Request for Qualifications written differently in the future so that he could compete.

Jay Ward: Mr. Ward stated that he had been Mr. Andersen's partner for 10 years and had also participated in creating the unsolicited proposal. He reiterated what the others had said. He asked that JTA please consider rewriting the Request for Qualifications.

Chris Hanson: Mr. Hanson stated that he was not here to criticize but that it seems like 'déjà vu all over again' in respect to the new facility. He stated that it makes him crazy when he sees a big I-5 firm come over to work in PT because someone thinks that firm has more expertise than a local firm. He suggests that there be more discussion between Transit and local people. He encouraged staff to find more ways to involve the local community.

Rubert responded that the Request for Qualifications was written to coordinate with the grant. Changing it would require rewriting the scope of work in the grant.

Rubert responded to Ms. Lee's comments: she encouraged Ms. Lee to come see her so they could discuss the records retention regulations and the laws that JTA is following, as well as the information from the JTA insurance company about audio and video recordings on the buses. She stated that law enforcement would not need a subpoena; they would have access like all the public since the recordings are public records. She agrees the signs on the buses are too small and JTA is working on replacing them with much larger signs.

In response to Ms. McMillan on the topic of cost-effective use of volunteers, Rubert clarified that JTA did not intend to suggest that volunteers were not wanted. There are specific rules on having volunteers working with vulnerable people that require a background check and L&I insurance, and Ms. McMillan just needs to indicate that she is ready to take those further steps.

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Johnson asked if the proposal was written by Samantha Trone, the Project Manager. Rubert responded yes. Johnson asked if the grant funding required five similar buildings or projects. Rubert responded that without the grant in front of her she didn't want to risk misquoting it. Patten stated that the scope written on the initial grant application was approved by the Board. If it were to be changed, it would have to go through the Board again. It would also have to go through the FTA to see if it could be changed.

Gray asked that as far as the qualifications for bidding, could that be answered more promptly? Patten stated that Trone would need to answer that question.

Sullivan stated that Trone has not had the benefit of past discussions about the project and asked for a briefing from Trone so that these items could be discussed. He stated that much of what was being discussed had already come up in the past. He stated that local contractors have natural advantages over companies that are coming in from a long distance.

Johnson stated that he was concerned about the \$93 a sq ft, if that is a correct estimate? Comparing it with \$425 a sq ft seemed much too high. He would also like an opportunity to sit down with Trone and discuss these issues.

Robinson stated that it would be helpful to have a review update at the next board meeting with Trone present, and perhaps allow each board member to have a meeting with staff in order to get a project review.

Gray asked about the deadline for the RFQ and if it was something that could be cancelled. Rubert stated that she would be handing out a project timeline but she would have to research the procedure for a cancellation.

Austin stated that he had noticed a theme in the Public Comments and that it was, "how can we as a public help out." He discussed the need for volunteers and how appreciative JTA has always been of volunteers. He recognized that the scale of the new facility project had been cut back severely from the original and he wondered if that reduced building was in the current Request for Qualifications.

Discussion regarding the square footage of new buildings and what is included in the cost of projects.

NEW AGENDA ITEMS

Robinson asked that Item 2c, *Approval of out of State Travel*, be removed from Consent Agenda and moved to New Business.

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Rubert requested an Executive Session be added per RCW 42.30.110(1) (g) to discuss General Manager Annual Evaluation.

Rubert asked to strike the *Maintenance Report* from Section 5 and replace with *Mobility Coordinator Report*.

Motion by Robinson, seconded by Sullivan to approve the new Agenda with changes as noted. The motion passed unanimously.

FINANCE REPORT

Crouch presented the December 2012 Financials. The budget tracking figure is at 100%. Operational Expenses for December were \$302,675.58 and operational income was \$20,495.06. Non-operational income was at \$430,258.40. Sales tax revenues received in December for October were \$265,862.08, a 10.95% increase from the same time last year. Cash on hand: \$1,207,794.84 in the Operating Account, \$84,928.45 in the Capital Account, \$250,905.20 in the Treasury Pool, \$49,498.00 in the Fuel Fund Account, \$162,904.90 in the EFT Fund Account, \$1,371.02 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that the 2012 Year End report is only a draft because the December sales tax revenues will not be received until the end of February. JTA is also paying bills that are for 2012 expenses and must be posted to 2012. The final 2012 Financial Report will be prepared in March 2013. Crouch discussed specific line items that were over budget and under budget.

CONSENT AGENDA

a. Approval of Minutes, December 18, 2012.

Corrections to the minutes:

- *On Page 3, 5th paragraph, “Robinson asked what was the benefit...”*
- *On Page 5, 3rd paragraph, strike Sullivan statement and correct with “Sullivan stated that with the Sales Tax at the maximum allowable rate other avenues of funding need to be explored. Funding from the creation of a Transportation Benefit District may be directed towards Transit, but that is a decision for a later time and he is not ready to advocate for that.”*
- *On Page 5, 4th paragraph, “Austin stated that he was initially skeptical...”*
- *On Page 5, 5th paragraph, “...a viable agency providing service...”*
- *On Page 7, Operations Report, 2nd bullet, “Cameras are 100% grant funded.”*
- *On Page 7, Mobility Coordinator Report, 1st bullet, “some files more than....”*

Motion by Austin, seconded by Robinson to approve the Minutes with changes as noted. The motion passed unanimously.

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b. Approval of Expenses, December 2012

- Capital Check: 337
- Vouchers: 91044-91145
- EFT Checks: 5344-5350 and 145
- Voided Checks: 335, 336, 5339
- Transfer in the amount of \$71,291.01

Motion by Robinson, seconded by Sullivan to approve the December Expenses. The motion passed unanimously.

OLD BUSINESS

None

NEW BUSINESS

a. Resolution 13-01: Records Management Policy Update

Swanson stated that the Records Management Policy passed in Resolution 07-01 needed to be updated to account for changes in technology and Records Retention regulations. She stated that a procedures section was also added, outlining how records will be considered for archiving or destruction.

Gray asked if the audio and video recordings would be considered under Electronic Records. Swanson stated that they fall under Security in the State Records Retention Schedule, and that she did not specifically discuss those recordings in the Policy because it is an overall coverage of all records. Gray asked what the retention timeframe is for those recordings. Swanson stated that per the newly updated State Records Retention Schedule, security recordings are to be held for a maximum of 30 days. Because JTA's system can only hold 7 days of recording, they will be held for 7 days before being overwritten.

Austin asked if the audio recordings of the County meetings are public record. Swanson responded that they are. Robinson pointed out that those recordings are on the County's website.

Gray asked about if there is oversight of the program so that the Records Officer is not the sole authority. Swanson stated that the General Manager is the final authority and will conduct a final review of any records before anything is destroyed. Gray asked about the Departments conducting their own Annual Reviews of their files. Swanson replied that logistically she cannot review everyone's files and that the Department Heads as Records Coordinators are to coordinate with their own staff on conducting reviews in conjunction with the Records Officer and the General Manager. Gray asked that it be clarified in the Policy that staff would not be conducting their own individual reviews.

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Robinson stated that she assumed the Records Officer would be advising the Department heads so that they were not making unilateral decisions on Records.

Robinson asked if the recordings from the buses were considered public records. Swanson responded that they are.

Robinson asked if there should be a specific reference in Section 2 about protecting confidentiality of personnel records. Swanson stated that because exclusions are already spelled out in the Public Records Act, there was no need to relist them in the JTA Policy which refers to the Public Records Act.

Robinson asked on page 4 under Records Coordinators, that the very long sentence be broken up and clarified.

Sullivan asked if the Policy was reviewed by a legal authority. Swanson stated that the original Policy had been, but not the updated Policy.

Sullivan stated that there is vagueness in the Public Records Act so he would suggest having the Policy reviewed by a lawyer.

The decision was made to table the Resolution until the next Board meeting.

b. Authority Board Member Elections

Johnson explained the process of Authority Board annual member elections. The bylaws of the Authority Board state that the Vice Chair would move into the position of Chair and an election would take place for a new Vice Chair. Johnson called for a motion.

Motion by Austin, seconded by Gray to move Robinson into Chair and elect Sullivan as Vice Chair. The motion passed unanimously.

c. Approval of Out of State Travel – Ben Arnold and Desiree Williams

Robinson asked what the actual amount for out of state travel would be. Swanson stated that if the RTAP Scholarship were received, the final JTA amount for two people to attend would be \$1,296.90, including mileage, airfare and per diem. The amount for one person would be \$752.20, including mileage, airfare and per diem.

Rubert stated that if the Rural Transportation Assistance Program did not grant the scholarship, only one person would be attending the training.

Gray asked if it wouldn't just be better for one person to attend no matter what. Rubert agreed and asked for the Board to approve Desiree Williams to attend. Gray stated that it might be better not to designate who went, but to approve just one Maintenance person.

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Gray asked if the \$35K on the 2012 budget for travel and training was excessive. Crouch pointed out that all travel and training would be across the Sound, which was more expensive, and that it included the General Manager's training.

Robinson pointed out that there are professional training requirements that the JTA Staff have that cannot be foregone.

Rubert stated that the request was for the Board to approve a cost of \$752.20 for one person to attend the RTA Training and Conference.

Motion by Sullivan, seconded by Robinson to approve Out-of-State Travel for one Maintenance staff member. The motion passed unanimously.

STAFF REPORT

A. Manager's Report

- Rubert will be attending the WSTA Legislative Conference and First Quarter Board Meeting in Olympia. A new Senate Transportation Committee Chair will be announced.
- She is having weekly meetings with the Project Manager, Samantha Trone.
- JTA will have an ad in the Strange Brew fest programs.
- The phone system problems discussed in prior Board meetings have been corrected.

B. Operations Report

- January employment anniversaries; John Maiden, 30 years; Linda Moerke, 22 years; and Ron Scott, 10 years.
- JTA's first snow event of the season occurred the week of December 17, 2013. Following the 2013 Emergency Operations Plan, a Level 1 Snow Emergency/Action Plan was implemented.
- All fixed-route buses have had the new cameras installed. Two situations have already occurred wherein complaints came in and the video was examined to see what occurred; in both cases, the video/audio showed the problem was circumstantial.
- The purchase of the grant-funded Training Media Display kiosk has been completed. The system will be presented at the March WSTA Operations Meeting and the Trainer's Showcase in April.
- The PTPD finalized installation of their camera at the Haines Place Park & Ride. It is a single camera with no audio.

C. Mobility Coordinator Report

- Ken Dane from ECHHO has let Monroe know that area Pastors are interested in working with ECHHO. ECHHO is seeking bids for insurance coverage for the proposed-donation vehicles.

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- Monroe is doing her end-of-year review of the Vanpool drivers (pulling driving records) to make sure everyone is in compliance.
- She is having Customer Service tracking what types of calls they get and the highest volume times in the continued effort to make the phone system more efficient.
- She has had people volunteer to help make the schedules better for low-vision passengers.

D. Project Report

- Patten reported on the funding for the new facility: \$4,083,068 in total project cost; total expenditures to date are \$420,008 from the grant funds and \$105,002 in JTA matching funds; She stated that there are \$2,846,446 remaining in grant funds and \$711,611 in JTA matching funds.
- Rubert handed out Project Timelines to the Board.

MISCELLANEOUS

Patten stated that there has been an increase in ridership of the #11 Shuttle as well as increases in both the #3 Castle Hill and #6 Tri-Area runs. The year overall saw a 0.41% increase from 2011.

Robinson asked about tracking ridership for Dial-A-Ride and Patten stated she will make separate graphs for Vanpool and Dial-A-Ride.

Robinson asked if the JTA logo was protected on the website. Swanson said she will look into it.

EXECUTIVE SESSION per RCW 42.30.110 (1) (g) for General Manager Annual Evaluation for 15 minutes with no action being taken.

Executive Session started at 3:15pm

Executive Session ended at 3:30pm

ADJOURNMENT

The meeting was adjourned at 3:10 p.m. The next regular meeting will be held at 1:30pm, February 19th, 2013.

Natalie Patten, Interim Clerk of the Board

Date



1615 W. Sims Way, Port Townsend, WA 98368

DATE: 2/19/2013

January 2013 Expenses

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

- Accounts Payable Voucher #91146 in the amount of \$147.95
- Accounts Payable Vouchers # 91147-91177 in the amount of \$122,663.62
- Accounts Payable Vouchers # 91178-91179 in the amount of \$436.75
- Accounts Payable Voucher # 91180 in the amount of \$71,131.19
- Accounts Payable Vouchers # 91181-91225 in the amount of \$81,092.25
- Accounts Payable Voucher # 91226 in the amount of \$75,267.97
- Advance Travel Voucher # 290 in the amount of \$43.00
- Advance Travel Vouchers # 291-293 in the amount of \$276.00
- Capital Vouchers # 338-339 in the amount of \$3,223.14
- Capital Vouchers # 340-341 in the amount of \$373.05
- EFT Vouchers # 5351-5357 in the amount of \$8600.85
- EFT Vouchers # 5358-5364 in the amount of \$7438.73
- Voided Accounts Payable Vouchers # 91207 and 91210 in the amount of \$425.55

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

Natalie Patten

Interim Clerk of the Authority



Agenda Item 2c.

Meeting Date: February 19, 2013

Subject: **Resolution 13-02: Claim Notice Designation**

Prepared By: Natalie Patten

Approved By: *Jammi Rubick*

Summary:

Per RCW 4.96.020, as amended in 2009, municipal corporations must file with the county auditor a notice designating an agent authorized to receive tort claim notices. Per the statute, the agent, business address, and hours of operation must be included on the designation. This Resolution designates the General Manager to be that Agent and directs the necessary documentation to be filed with the county auditor.

Recommendation: Approve Resolution 13-02

Motion for Consideration: Move to adopt Resolution 13-02



1615 W. Sims Way, Port Townsend, WA 98368

Designating an Agent (DSAG) (Claims for Damages)

Please note that:

(Grantor) Jefferson Transit Authority
has appointed as its agent:
(Grantee) General Manager
to receive any claim for damages made under Chapter 4.92.010-020 RCW.

The address for said agent is:

(address) 1615 W. Sims Way
(city, state, zip) Port Townsend, WA 98368

The hours of operations are:

(days) Monday through Friday
(hours) 8 AM – 5 PM
(holidays) Closed on: New Years' Day, Memorial Day, Independence Day,
Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day

Additional notations:

**Jefferson Transit Authority
Resolution No. 13-02**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the "Authority", to designate an Agent to receive claims against the Agency

WHEREAS, the Washington State Legislature passed Chapter 119, Laws of 2001, amending RCW 4.96, amended in 2009, to require each local governmental entity to appoint an agent to receive any claim for damages made under said chapter; and

WHEREAS, the requirement includes filing a Claim Notice with the county Auditor's office; and

WHEREAS the Jefferson Transit Authority Board wishes to designate as its Agent the General Manager for service of claims for damages against the Agency; NOW, THEREFORE

BE IT RESOLVED that the Jefferson Transit Authority Board does hereby designate the General Manager as the Agent to receive any claim for damages made under RCW 4.96, and directs the attached Claim Notice memo to be filed with the Jefferson County Auditor.

CERTIFICATION

The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held on February 19, 2013.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

January, 2013

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
LOCAL									
#2 Mt. View Connector	1903	2	37	340	2516	143	5.60	0.76	13.33
#3 Castle Hill Connector	2356	1	73	340	3094	146	6.93	0.76	16.11
#11 Shuttle	7298	19	104	680	2652	252	10.73	2.75	29.01
LOCAL TOTAL	11557	22	214	1360	8262	541	7.75	1.42	19.48

COMMUTER									
#1 Brinnon	1744	10	66	192	8160	207	9.08	0.21	8.41
#6A Tri Area Loop (5)	1754	14	100	126	3263	105	13.92	0.54	16.77
#6B Tri Area Loop (6)	1294	6	90	100	2590	83	12.94	0.50	15.59
#7 Poulsbo	2449	1	84	192	8045	205	12.76	0.30	11.92
#8 Sequim	2323	21	110	236	8118.4	184	9.84	0.29	12.62
COMMUTER TOTAL	9564	52	450	846	30177	784	11.71	0.37	13.06

2013 SPECIAL EVENTS

Rhody Festival 2013
Wooden Boat Festival 2013

Boardings

Runs per event

Small adjustments to the schedule occurred on 01/13/2013. These adjustments included the cancellation of a few downtown/uptown runs at the end of commuter routes and the addition of a few evening #11 Shuttles to cover those

WEST JEFFERSON

1313 2 11 192 12592 399 6.84 0.10 3.29

TOTAL MONTHLY

22434 76 664 2398 51031 1724 8.77 0.63 11.95

Weekdays in Month

Saturdays in Month

Sundays in Month

VANPOOL

Vanpool	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
Vanpool	1344	9,277	6.9	5

DIAL A RIDE

Dial A Ride	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	Scheduled On Time Performance	New Applicants
Dial A Ride	1267	1190	5269	483	1.06	0.24	2.62	90.61%	9

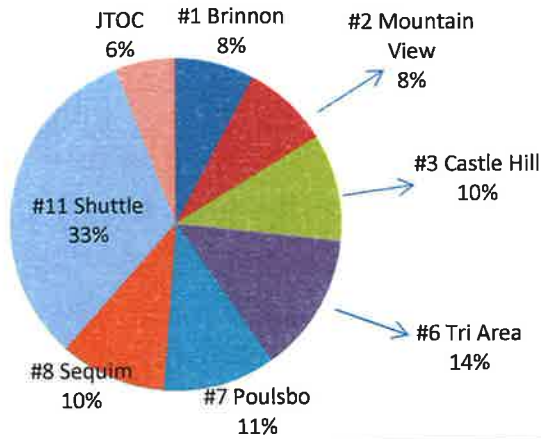
**Boardings includes Passenger and Attendant if needed*

RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

JTA Monthly Percentage of Ridership- January 2013

**January
Total:
(100%)
22,434**

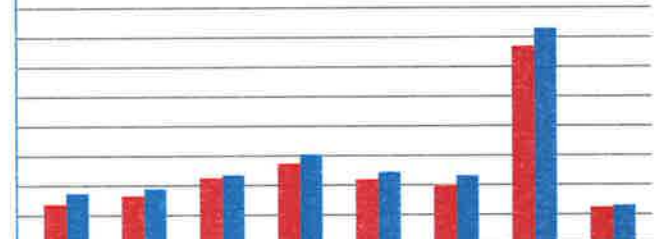


**December
passenger total :
20,041**

**January passenger
total:
22,434**

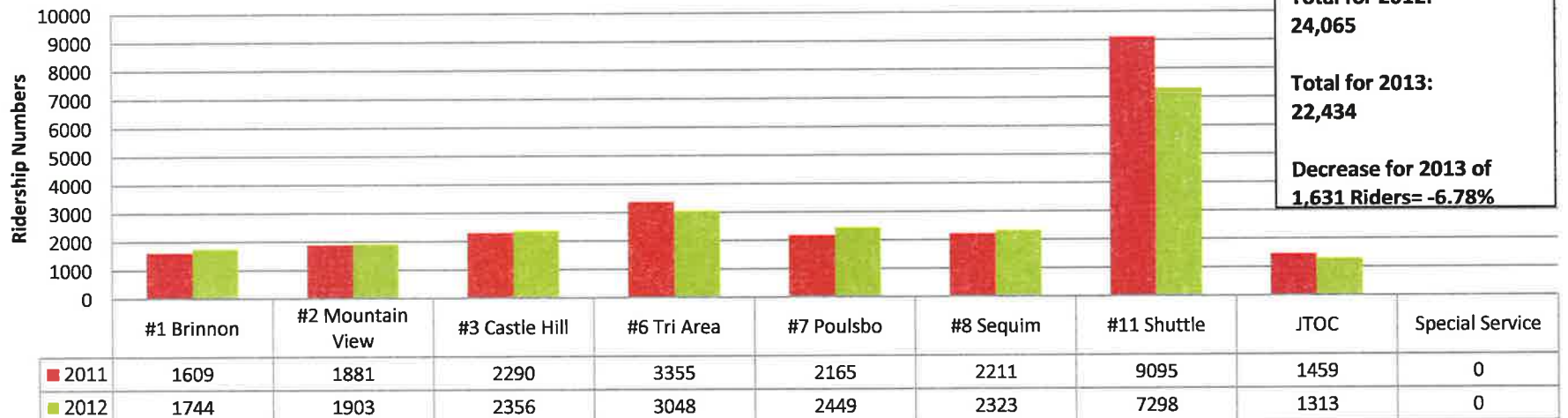
**2,393 passenger
increase from
prior month= 11%**

Month to Month Route Comparison



	#1 Brinnon	#2 Mountain View	#3 Castle Hill	#6 Tri Area	#7 Poulsbo	#8 Sequim	#11 Shuttle	JTOC
December	1371	1655	2241	2736	2189	1963	6697	1241
January	1744	1903	2356	3048	2449	2323	7298	1313

YTD Ridership by Route and Year as of January



**Total for 2012:
24,065**

**Total for 2013:
22,434**

**Decrease for 2013 of
1,631 Riders= -6.78%**