



# JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, July 17, 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. June 2012
- II. Consent Agenda** Attachments
  - a. Approval of Minutes, June 19, 2012
  - b. Approval of Expenses, June 2012

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

- III. Old Business**
- IV. New Business**
  - a. Resolution 12-10: Clallam Transit Interlocal Agreement
- V. Reports**
  - a. Managers Report

**VI. Operating Report-Ridership** Attachments

**VII. Miscellaneous**

**Executive Session: RCW 42.30.110 (1) (b)**

**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).



## June 2012 Financial Summary

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### Budget Tracking Figure: 50.00%

1. Operational Expenses:	\$273,638.57
Operational Revenues:	\$24,447.26
Non-Operational Income:	\$352,272.95
Capital Expenses:	\$0.00
Capital income:	\$0.00

2. Sales Tax Received 6/29/2012 for April 2012: \$239,889.31  
Sales Tax Received 6/30/2011 for April 2011: \$172,294.86  
Sales tax increased from prior year 39.0%

3. Cash on Hand as of June 30, 2012*:	
Operating**:	\$717,597.07
Capital Account:	\$13,306.81
Capital Treasury Pool:	\$307,070.85
Fuel Fund:	\$49,354.00
EFT Fund:	\$95,740.35
Travel Fund:	\$1485.01
Kitsap Bank	\$10.64
Total	\$1,184,674.73

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

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

Jefferson Transit  
Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
Projection Year 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 Actual Sales Tax Received	2012 Cumulative 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%	\$239,889.31	\$172,294.86	154,076.61	258,374.91	(7.15%)	\$1,498,512.24	1,571,410.53	-4.86%
July	0.90%		\$191,845.36	157,223.48	287,765.04	0.00%	\$0.00	1,859,175.57	0.00%
August	0.90%		\$203,110.70	202,548.76	304,666.05	0.00%	\$0.00	2,163,841.62	0.00%
September	0.90%		\$285,132.17	190,292.86	285,132.17	0.00%	\$0.00	2,448,973.79	0.00%
October	0.90%		\$305,799.23	178,731.22	305,799.23	0.00%	\$0.00	2,754,773.02	0.00%
November	0.90%		\$300,142.06	221,741.13	339,000.00	0.00%	\$0.00	3,093,773.02	0.00%
December	0.90%		\$239,629.36	166,953.12	256,500.00	0.00%	\$0.00	3,350,273.02	0.00%
Total		1,498,512.24	2,572,837.54	2,133,000.38	3,350,273.02	0.00%			
Monthly Average		249,752.04	214,403.13	177,750.03	279,189.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Actual to Budgeted Variance	2012 Cumulative Actual Sales Tax Received	2012 Cumulative 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%	\$239,889.31	172,294.86	154,076.61	256,375.00	(7.15%)	\$932,217.22	999,911.00	-7.26%
May	0.90%		157,223.48	157,223.48	287,768.00	0.00%	\$0.00	1,287,679.00	0.00%
June	0.90%		202,548.76	202,548.76	304,666.00	0.00%	\$0.00	1,592,345.00	0.00%
July	0.90%		190,292.86	190,292.86	285,132.00	0.00%	\$0.00	1,877,477.00	0.00%
August	0.90%		178,731.22	178,731.22	305,799.00	0.00%	\$0.00	2,183,276.00	0.00%
September	0.90%		221,741.13	221,741.13	339,000.00	0.00%	\$0.00	2,522,276.00	0.00%
October	0.90%		166,953.12	239,629.36	256,500.00	0.00%	\$0.00	2,778,776.00	0.00%
November	0.90%		234,370.59	158,497.64	216,000.00	0.00%	\$0.00	2,994,776.00	0.00%
December	0.90%		331,924.43	221,922.91	355,500.00	0.00%	\$0.00	3,350,276.00	0.00%
Total		932,217.22	2,350,543.70	2,204,538.02	3,350,276.00	0.00%			
Monthly Average		233,054.31	195,878.64	183,711.50	279,189.67				

**Jefferson Transit Authority**  
**Statement of Cash Flows**  
**For the Six Months Ending June 30, 2012**

	June	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Operating Cash Provided (Used) by:		
Operating Activities	(\$234,885.42)	(\$1,753,134.27)
Non-Capital Financing Activities	\$239,889.31	\$1,701,792.04
Investing Activities	\$195.73	\$1,024.17
Total Operating Cash Provided (Used)	\$5,199.62	(\$50,318.06)
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	\$12,731.44	\$12,731.44
Net Increase (Decrease) Cash and Equivalent	\$17,931.06	(\$37,586.62)
Cash Balances - Beginning of Period	\$1,211,094.22	\$1,266,611.90
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$1,229,025.28</b>	<b>\$1,229,025.28</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Six Months Ending June 30, 2012**

	June	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
Operating Revenues	\$24,447.26	\$131,030.52	\$253,610.00	51.67%
Operating Expenses				
Labor	132,225.75	833,579.11	1,679,277.00	49.64%
Benefits	86,702.13	561,737.56	1,224,420.00	45.88%
Services and User Fees	10,403.29	81,198.03	233,230.00	34.81%
Materials & Supplies	26,231.17	221,426.84	550,770.00	40.20%
Utilities	4,967.58	29,354.46	64,370.00	45.60%
Casualty/Liability Costs	7,060.17	42,361.02	95,956.00	44.15%
Taxes	533.60	4,012.32	7,255.00	55.30%
Miscellaneous Expenses	4,652.02	25,262.34	74,231.00	34.03%
Leases and Rentals	862.86	5,177.16	13,453.00	38.48%
Total Operating Expenses	273,638.57	1,804,108.84	3,942,962.00	45.78%
Operating Income (Loss)	(249,191.31)	(1,673,078.32)	(3,689,352.00)	45.35%
Non-Operating Revenues				
Non-Transportation Revenue	267.17	5,207.59	18,000.00	28.93%
Taxes Levied by Transit	286,180.31	1,519,446.24	3,350,276.00	45.35%
Local Grants & Contributions	1,250.00	7,500.00	20,000.00	37.50%
State Grants & Contributions	17,684.33	53,052.99	185,397.00	28.62%
Federal Grants & Contributions	46,933.00	334,650.99	489,282.00	68.40%
Total Non-Operating Revenues	352,314.81	1,919,857.81	4,062,955.00	47.25%
Net Income (Loss) Before Transfers In/(Out)	103,123.50	246,779.49	373,603.00	66.05%
Net Income/(Loss)	103,123.50	246,779.49	373,603.00	66.05%

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

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$16,245.65	\$87,937.58	\$152,000.00	57.85%
Fixed Route Fares - West - JTOC	625.12	2,232.95	4,050.00	55.13%
Dial-a-Ride Fares (DAR)	1,578.68	7,013.40	12,080.00	58.06%
Vanpools	4,500.00	29,895.34	72,000.00	41.52%
Community Vans		235.97		0.00%
Extended Service			2,700.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
Advertising Services	1,432.81	3,325.28	10,000.00	33.25%
Other Services Revenue	65.00	390.00	780.00	50.00%
<b>Total Operating Revenues</b>	<b>24,447.26</b>	<b>131,030.52</b>	<b>253,610.00</b>	<b>51.67%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	153.87	982.31	3,700.00	26.55%
Gain (Loss) on Disposition of Capital Items	71.44	71.44	3,000.00	2.38%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		4,111.98	11,100.00	37.04%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>286,180.31</b>	<b>1,519,446.24</b>	<b>3,350,276.00</b>	<b>45.35%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	5,014.33	15,042.99	51,577.00	29.17%
Rural Mobility Transit Formula	8,704.33	26,112.99	40,790.00	64.02%
Special Needs	3,965.67	11,897.01	89,530.00	13.29%
RTAP			3,500.00	0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	46,933.00	334,650.99	489,282.00	68.40%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>352,272.95</b>	<b>1,919,816.95</b>	<b>4,062,955.00</b>	<b>47.25%</b>
<b>TOTAL REVENUES</b>	<b>376,720.21</b>	<b>2,050,846.47</b>	<b>4,316,565.00</b>	<b>47.51%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2012**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$48,986.89	\$313,718.60	\$632,356.00	49.61%
Operators Overtime - Fixed Route	3,113.62	14,574.81	70,262.00	20.74%
Operators Salaries & Wages - Dial-a-Ride (DAR)	14,142.52	78,112.69	127,590.00	61.22%
Operators Overtime - Dial-a-Ride (DAR)	331.35	1,140.37	8,144.00	14.00%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	38,883.28	240,957.62	417,029.00	57.78%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,890.38	9,819.29	26,505.00	37.05%
Administration Salaries	23,877.71	175,255.93	397,391.00	44.10%
<b>Benefits</b>				
FICA	11,688.21	69,036.68	153,404.00	45.00%
Pension Plans (PERS)	10,661.95	68,792.18	125,450.00	54.84%
Medical Plans	33,364.79	197,584.64	410,350.00	48.15%
Dental Plans	3,855.46	21,200.80	42,702.00	49.65%
Unemployment Insurance (UI)		3,239.90	75,520.00	4.29%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,222.03	25,870.94	58,982.00	43.86%
Holiday	6,896.13	45,345.27	70,233.00	64.56%
General Leave	14,550.89	105,652.41	227,210.00	46.50%
Other Paid Absence (Court Duty & Bereavement)	(668.17)	1,957.60	4,400.00	44.49%
Uniforms, Work Clothing & Tools Allowance	278.86	4,198.77	17,409.00	24.12%
Other Benefits (HRA, EAP & Wellness)	1,851.98	18,858.37	38,760.00	48.65%
<b>Service and User Fees</b>				
Vanpool Services and Fees		15.62	3,500.00	0.45%
Advertising Fees	1,742.12	9,038.07	13,050.00	69.26%
Professional & Technical Services	2,998.31	21,787.60	102,650.00	21.23%
Temporary Help			6,000.00	0.00%
Contract Maintenance Services (IT Services)	2,915.75	21,045.18	41,480.00	50.74%
Custodial Services		367.31		0.00%
Security Services	135.00	1,471.38	5,500.00	26.75%
Vehicle Technical Services	1,859.21	6,284.21	25,500.00	24.64%
Property Maintenance Services	290.77	3,282.41	10,000.00	32.82%
Software Maintenance Fees		13,625.00	17,150.00	79.45%
Postage & Mail Meter Fees	4.13	1,147.38	3,800.00	31.87%
Drug & Alcohol Services	300.00	2,109.00	4,800.00	43.94%
Other Services & User Fees	158.00	1,024.87		0.00%
<b>Materials and Supplies Consumed</b>				
Fuel	10,552.28	156,422.17	350,000.00	44.69%
Tires	941.85	4,167.55	24,500.00	17.01%
Lubrication	266.91	2,962.49	16,000.00	18.52%
Tools	552.72	3,935.99	9,000.00	43.73%
Vehicle Maintenance & Repair Parts	4,196.61	24,323.66	65,000.00	37.42%
Non-Vehicle Maintenance & Repair Parts	80.00	1,082.33	5,000.00	21.65%
Vehicle Accessories		161.60	1,600.00	10.10%
Park & Ride Materials	13.05	648.67	2,000.00	32.43%
Shop Supplies (Maintenance & Cleaning)	544.43	6,274.15	20,000.00	31.37%
Safety & Emergency Supplies			8,300.00	0.00%
Office Supplies	501.73	5,055.52	13,070.00	38.68%
Computer Programs & Supplies	3,723.44	3,723.44	9,700.00	38.39%
Printing (Photocopier, Schedules & Brochures)	4,858.15	9,921.27	21,600.00	45.93%
Other Materials & Supplies		2,748.00	5,000.00	54.96%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,073.27	6,006.21	14,000.00	42.90%
Utilities (Electrical & Propane)	1,632.08	9,691.22	16,750.00	57.86%
Telephone & Internet	2,262.23	13,657.03	33,620.00	40.62%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	7,060.17	42,361.02	95,956.00	44.15%
<b>Taxes</b>				
State Taxes	470.85	2,839.07	4,885.00	58.12%
Property Taxes			20.00	0.00%
Vehicle Licensing & Registration Fees	6.75	329.25	550.00	59.86%
Other Licensing Fees & Taxes	58.00	844.00	1,800.00	46.89%

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2012**

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$501.67	\$5,777.82	\$15,331.00	37.69%
Travel & Meetings	2,931.31	8,388.41	21,900.00	38.30%
Fines & Penalties		35.00		0.00%
Safety Program (Rodeo & Safety Rewards)	979.04	4,320.39	8,500.00	50.83%
Training (Classes, Seminars & Materials)		4,957.72	24,900.00	19.91%
EE CDL and EE Physical Expense	240.00	1,640.00	3,300.00	49.70%
Other Miscellaneous		143.00	300.00	47.67%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations			1,080.00	0.00%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities	862.86	5,177.16	11,317.00	45.75%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>273,638.57</u></b>	<b><u>1,804,108.84</u></b>	<b><u>3,942,982.00</u></b>	<b><u>45.76%</u></b>

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, June 19, 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) Board Chair Phil Johnson at 1:30 p.m. Other members present were Catharine Robinson, David Sullivan and Pam Thompson. Robert Gray and John Austin were absent and excused.

#### STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Leigh Kennel

#### OTHERS PRESENT

Brenda McMillan, Bob Eash ATU 587, Gerald Braude, Martha Lee, M. Thuy Gohn (per sign in sheet), Darrell Conder, Burt Langsea

#### PUBLIC COMMENT

Thuy Langsea (per recording): Mrs. Langsea read the Equal Opportunity Employer statement from the bottom of JTA's applications and schedules and stated that JTA does not adhere to these rules and is falling short. She stated that JTA drivers are predominantly white men and Management is predominantly white women. She stated that JTA should be actively recruiting people of color. She stated that Jefferson County, the City and the Government are all white as well.

Burt Langsea: Mr. Langsea requested that a West End Supervisor not be hired for the Forks Base. With the addition of the two field supervisors at the Port Townsend Base, there is no need for a Supervisor in the west end.

Brenda McMillian: Ms. McMillian agreed with Mr. Langsea. She stated that while looking at an organization chart for JTA she does not believe the 3 people in Forks need a manager.

Darrell Conder- Mr. Conder stated that 2 years ago he campaigned vigorously for the sales tax increase and was told personally by the previous General Manager that previous service cuts would be added back into the service if the sales tax increase passed. This has not happened and he would like to know why.

Rubert responded to Mr. Langsea's comments about the West End Supervisor position. This position is part time at a significantly reduced rate of pay from the previous supervisor. Rubert stated that if there is an accident in the West End, the drivers do not have the proper support that they need. In addition, a supervisor is needed on site to perform Fit for Duty checks before any driver takes a bus out. Currently a Manager from Port Townsend travels to the West End once a

# DRAFT

week for paperwork and any questions the drivers have but there needs to be a supervisor on site in the area for emergencies. Clallam Transit did provide supervisor support in 2011 but that contract has ended.

## NEW AGENDA ITEMS

None

## FINANCE REPORT

Crouch presented the May 2012 Financials. The budget tracking figure is at 41.65%. Operational Expenses for May were \$303,856.31 and operational income was \$18,943.83. Non operational income was at \$303,587.17. Sales tax revenues received in May for March were up 39.0% from the same time last year. Sales tax revenues received in May were \$266,972.22. Cash on hand: \$777,622.23 in the Operating Account, \$584.00 in the Capital Account, \$307,070.85 in the Treasury Pool, \$49,672.00 in the Fuel Fund Account, \$97,486.96 in the EFT Fund Account, \$334.24 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 11%. This is lower than anticipated. March and April are traditionally lower months for income. The revenue report contains some negative numbers in the grant categories and this is due to an amendment that is coming from WSDOT.

Robinson stated that she noticed some trends in certain categories being higher than the tracking number. IT Services, Advertising, Holiday, Pension Plans, Dial A Ride and Dispatch Wages and Utilities. Robinson asked for Crouch to address those.

Crouch relayed the following information:

Dial a Ride & Dispatch- This category is higher due to the extra board operators and the percentage of time that was budgeted originally for Dial a Ride and Dispatch was under budgeted. This will consistently be over budget until an amendment is done.

Pension Plans- This was a clerical error due to the percentage amount for PERS Retirement not being changed in two categories. This has been changed and this increase should level off.

Advertising- The advertising fees are increased due to staff changes and having to advertise in the area newspapers. JTA is also advertising more this year than in the past.

IT Services- This category shows an increase due to having to purchase a software upgrade. This will require a budget amendment.

Utilities- Utilities were budgeted with 2010 numbers and this may require a budget amendment but could just be a timing issue. These should go down during the summer months.

Holidays- Previously, Finance was not tracking the Personal Day holidays. Since they are an unfunded liability they must be tracked and this has created an increase.

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Robinson asked when a budget amendment will be presented. Crouch stated that she would like to wait until September or October so that she can see how everything is trending. Robinson noted that overall the budget is under budget. Sullivan stated that sales tax is down county wide.

## CONSENT AGENDA

- a. **Approval of Minutes, May 15, 2012**
- b. **Approval of Expenses, May 2012**
  - Operating Checks 90244-90367
  - EFT Checks: 5220-5235
  - Advance Travel: 271-276

***Motion by Sullivan, seconded by Robinson to approve the consent agenda. The motion passed unanimously.***

## OLD BUSINESS

- a. **Resolution 12-9:** Adopt Amended 2012 Capital Budget

Johnson opened the Public Hearing on the Amended 2012 Capital Budget at 1:50pm. No public comments were received. The Public Hearing closed at 1:51pm.

Robinson stated that she was happy to see the vehicle replacement reserve fund listed in the Capital budget.

***Motion by Robinson, seconded by Sullivan to approve Resolution 12-9: Adopt Amended 2012 Capital Budget. Motion passed unanimously.***

## NEW BUSINESS

None

## STAFF REPORT-

### A. **Managers Report**

- The Transit Development Plan (TDP) for 2012-2017 is located on our website and is currently in the public comment period. There will be a public hearing at the July Board Meeting with Adoption in August.
- Microsoft obtained maps from JTA to include in the next release of Windows.
- JTA is participating in a guest rider program. Members of other transit agencies will ride our routes and visiting selected sites and evaluating operations.
- Ridership shows an increased YTD total of 10%.
- JTA has suspended the Community Van program due to not wanting to unfairly compete with local businesses and Federal Charter rules would require substantial

# DRAFT

staff time to participate in a Charter program.

- Interviews for the West End Supervisor position are taking place on Friday, June 22<sup>nd</sup>. Rubert responded to Thuy Langsea's comments regarding hiring practices and stated that JTA does use Transit Talent which reaches a national audience so that the local newspapers are not the only place JTA advertises.
- Rhody Festival had an increase of 169 riders and everything went smoothly.
- Monthly diesel fuel report with a period ending of March 16, 2012 shows the price per gallon was \$3.46. JTA is keeping an eye on this.
- 51 scheduled preventative services, 74 scheduled repairs and 3 road calls in the Maintenance Department.
- All 6 Vanpools are full again and out on the road.

Rubert stated that at the May 2012 board meeting, Board Member John Austin asked about writing a letter to get a stop put out at the Dosiwallips Camp Ground. Rubert said that the US Forest Service has agreed to allow JTA to place a stop at the park and the stop should be in place in July.

Rupert reported that JTA has looked into Board Member John Austin's request to find out about retrofitting the buses and placing an additional bike rack on the buses. Gillig USA stated that they would sell JTA an additional bike rack but would not install it due to safety issues with the additional rack interfering with the headlights and windshield wipers. Due to Gillig's recommendations, Fleet & Facilities Manager Ben Arnold will not be pursuing the additional bike racks on the buses. Robinson asked about the capacity for bikes in the buses and suggested some thought for the future and how to accommodate more bikes as bike ridership increases.

Rubert stated that the Peninsula Cup Bus Roadeo will take place on Sunday, June 24<sup>th</sup> at Clallam Transit. Jefferson Transit will have two competitors in this Roadeo.

## MISCELLANEOUS

## ADJOURNMENT

The meeting was adjourned 2:03 p.m. The next Regular Meeting will be held at 1:30 p.m., July 17, 2012.

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Natalie Patten, Clerk of the Board

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Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 7/17/2012

June 2012 Expenses

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

- Voucher #90368 in the amount of \$69,170.91
- EFT Vouchers # 5236 to 5243 in the amount of \$7896.40
- Vouchers #90369 to 90373 in the amount of \$1571.66
- Vouchers #90374 to 90426 in the amount of \$91,569.22
- Voucher #90427 in the amount of \$68,113.54
- EFT Vouchers #5244-5251 in the amount of \$7749.40
- Vouchers # 90428 to 90462 in the amount of \$40,026.28
- Advance Travel Voucher #277 in the amount of \$132.00
- Voided Checks #90463 to 90497 due to destruction of checks
- Vouchers #90498 in the amount of \$9.00

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

Natalie Patten

Clerk of the Authority



*Agenda Item* Public Hearing  
*Meeting Date* July 17, 2012  
*Subject:* **Public Hearing:** Transit  
Development Plan & Transportation  
Improvement Program 2012-2017  
*Prepared By:* Natalie Patten

*Approved By:* *Summi Bulech*

**Summary:**

Notice was published in the May 30<sup>th</sup> and June 6<sup>th</sup>, 2012 *Leader* and placed on Jefferson Transit's website at [www.jeffersontransit.com](http://www.jeffersontransit.com) to request comment at a public hearing regarding two related actions:

- 1. Adoption of Jefferson Transit's 2012-2017 Transit Development Plan**
- 2. Update of Jefferson Transit's 6-year Transportation Improvement Program**

The Transit Development Plan (TDP) contains information about how and what Jefferson Transit intends to do to meet local, state and long-range priorities for public transportation in Jefferson County for the years 2012-2017.

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:**

Hold a public hearing to admit testimony for and against the adoption of the TDP and amendment of the STIP for the years 2012-2017.



***Agenda Item 4a.***

***Meeting Date:*** July 17, 2012

***Subject:*** Resolution 12-10: Clallam Transit Interlocal Agreement

***Prepared By:*** Natalie Patten

***Approved By:*** 

**Summary:**

The Interlocal Agreement signed by Jefferson Transit and Clallam Transit on December 31, 1981, does not allow Jefferson Transit to pick up passengers between 2<sup>nd</sup> and Cedar in Sequim, Washington and the Jefferson County line.

The purpose of this agreement is to provide safe, efficient, and convenient interline public transportation between portions of Jefferson county and Clallam County, and to carry out that purpose, to provide for and develop compatible routes, schedules, and connecting points as and when the parties deem appropriate.

Resolution 12-10 authorizes the Board to adopt Interlocal Agreement developed to address the interline connecting service to better serve the residents and travelers of both counties on the north Olympic Peninsula.

## INTERLOCAL TRANSIT AGREEMENT

This Agreement, made this 31st day of December, 1981 by and between the Jefferson Transit Authority, a municipal corporation, hereinafter "Jefferson", and Clallam Transit Authority, a municipal corporation, hereinafter "Clallam", Witnesseth,

WHEREAS, each of the parties hereto operates a public transportation system within their respective counties, and

WHEREAS, the parties both desire to establish interline connecting service with compatible routes, schedules and connecting points to better serve residents and travelers on the north Olympic Peninsula,

NOW THEREFORE, in consideration of the mutual promises and conditions hereinafter set forth, the parties agree as follows:

1. Term The term of this agreement shall be for one year beginning January 1, 1982, and ending December 31, 1982, unless renewed or earlier terminated as hereinafter provided.

2. Entities Jefferson and Clallam shall, for all purposes of this agreement, remain as individual, separate entities and municipalities under the laws of the State of Washington. No separate legal or administrative entity of any kind shall be created hereunder unless otherwise agreed by the parties in writing.

3. Purpose The purpose of this agreement is to provide safe, efficient and convenient interline public transportation service between portions of Jefferson County and Clallam County, and to carry out that purpose, to provide for and develop compatible routes, schedules and connecting points as and when the parties deem appropriate.

4. Performance Jefferson agrees to operate its public transportation vehicles in a number it deems necessary, over Highway 101 between Port Townsend and Sequim, Washington. Clallam agrees to operate its public transportation vehicles in a number it deems appropriate over Highway 101 between Port Angeles and Sequim. Clallam hereby agrees and authorizes Jefferson to operate its vehicles within Clallam County for purposes of this agreement. The connecting point for the parties' respective lines shall be the busstop presently located at the intersection of 2nd and Cedar Streets, Sequim, Washington. The parties shall operate vehicles over said routes to the connecting point for convenient and efficient transfer of passengers at the connecting point, at such times and on such days as the parties may from time to time establish.

5. Fares/Finance Each party shall charge and collect from each passengers its own fares for passengers embarking upon its respective vehicles at 2nd and Cedar Streets in Sequim, Washington. Jefferson will not allow passengers to embark between 2nd and Cedar in Sequim, Washington and the Jefferson County Line. Neither party will accept or honor transfer tickets, passes, or coupons issued by the other party. Each party shall retain all fares collected from passengers embarking and riding upon its vehicles. Each party is free to establish such fares as it deems appropriate for passengers riding on its vehicles. Neither party shall be required to pay consideration or compensation to the other party in performance of this agreement. J.M.I.  
12/30/81  
G.M.O.H.  
12-30-81

6. Freight Neither party shall carry or contract to carry intercounty freight or other personal property of any kind in performance of this agreement, provided however, that passengers may carry individual handbags and handcarried packages.

7. Miscellaneous The parties agree that all parts and phases of their respective operations are separate and distinct from those of the other party, and the intention of this agreement is only to provide convenient and efficient interline service between Clallam and Jefferson Counties. Each party shall be responsible for its own operations, drivers, equipment, insurance, budget, fares, receipts, and all other matters incidental to provision of public transportation. Each party agrees to be solely responsible for any injury, death or property damage caused by its operation or equipment, and to indemnify and hold harmless the other party therefor.

For all purposes of this agreement, each party shall be deemed an independent contractor, and any and all subcontractors, agents or employees of each party shall not be deemed employees of the other party in any manner.

8. Conditions The parties acknowledge that each contracts for financial assistance with the U.S. Dept. of Transportation and the Washington State Dept. of Transportation, and that this and all other agreements are subject to the provisions of these financial assistance contracts. To the extent applicable any such financial assistance contracts are incorporated herein by this reference as if set forth in full, copies of which are available at the respective offices of the parties hereto. This agreement is further subject to compliance with all other applicable provisions of the state and federal laws.

9. Execution Prior to execution of this agreement, the board of commissioners of each Authority shall review the agreement and authorize its execution by resolution in a properly held meeting. This agreement shall then be signed by the appropriate board member or commissioner of each of the Authorities.

10. Renewal/Termination This agreement may be renewed upon agreement of the parties for additional terms of one or more years.

This agreement may be terminated at any time for any reason by either party giving the other party atleast thirty days prior written notice, or by operation of law, or immediately if it is determined by the terminating party that continuation of this agreement may violate applicable state or federal law.

11. Severance If any provisions of this agreement be adjudged to be invalid for any reason, such adjudication shall not affect the validity of other provisions of this agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first written above.

Jefferson Transit Authority

Clallam Transit Authority

By   
A.M. O'Meara, Chairman

By   
Chairman

AMENDMENT TO INTERLOCAL TRANSIT AGREEMENT

This amendment is made this 13th day of December, 1982  
by and between the Clallam Transit System and Jefferson Transit  
Authority.

The Interlocal Transit Agreement between Clallam Transit System  
and Jefferson Transit Authority dated December 31st, 1981, is  
amended as follows:

Item 1 is changed to read:

1. Term - This Agreement shall remain in effect  
until terminated as hereinafter provided.



S. N. Foster, Chairman  
Clallam Transit System



A. M. O'Meara, Chairman  
Jefferson Transit Authority

## INTERLOCAL AGREEMENT

This agreement, made with an effective date of September 1, 2012, by and between the Jefferson Transit Authority, a municipal corporation, hereinafter "Jefferson", and Clallam Transit System, a municipal corporation, hereinafter "Clallam", witnesseth,

WHEREAS, each of the parties hereto operates a public transportation system within their respective counties, and

WHEREAS, the parties both desire to maintain interline connecting service with compatible routes, schedules, and connecting points to better serve the residents and travelers of both counties on the north Olympic Peninsula;

NOW THEREFORE, in consideration of the mutual promises and conditions hereinafter set forth, the parties agree as follows:

1. **Term** This agreement shall remain in effect until terminated as hereinafter provided.
2. **Purpose** The purpose of this agreement is to provide safe, efficient, and convenient interline public transportation service between portions of Jefferson County and Clallam County, and to carry out that purpose, to provide for and develop compatible routes, schedules, and connecting points as and when the parties deem appropriate.
3. **Performance** Jefferson agrees to operate its public transportation vehicles in a number it deems necessary, over SR 101 between Port Townsend and Sequim, and between Forks and Amanda Park. Clallam agrees to operate its public transportation vehicles in a number it deems appropriate over SR 101 between Port Angeles and Sequim and over SR 101 between Port Angeles and Forks. Clallam hereby agrees and authorizes Jefferson to operate its vehicles and to provide transit services to all persons within Clallam County for the purposes of this agreement. The connecting point for the parties' respective lines shall be the Sequim Transit Center, at 190 West Cedar Street, in Sequim and the Forks Transit Center, at 551 South Forks Avenue, in Forks. The parties shall operate vehicles over said routes to the connecting points for convenient and efficient transfer of passengers at those points, at such times, and on such days as the parties may establish.
4. **Fares/Finance** Each party shall charge and collect from each passenger its own fare for passengers embarking upon its respective vehicles. Except for other mutually-approved pass or fare media, neither party will accept or honor transfer tickets, passes, or coupons issued by the other party. Each party shall retain all fares collected from passengers using their services. Each party is free to establish such fares as it deems appropriate for passengers riding on its vehicles. Neither party shall be required to pay consideration or compensation to the other party in performance of this agreement.
5. **Freight** Neither party shall carry or contract to carry intercounty freight or other personal property of any kind in performance of this agreement; provided however, that passengers may carry individual handbags and hand carried packages.

6. **Miscellaneous** The parties agree that they are independent contractors, and that all phases of their respective operations are separate and distinct from those of the other party. The intention of this agreement is only to provide convenient and efficient interline service between Clallam and Jefferson Counties. Each party shall be responsible for its own operations, drivers, equipment, insurance, budget, fares, receipts, and all other matter incidental to provision of public transportation. Each party agrees to save and hold the other harmless from, and defend the other against, any claim or action for any injury, death or property damage caused by its operations or equipment.
7. **Conditions** The parties acknowledge that each entity contracts for financial assistance with the U.S. Department of Transportation and the Washington State Department of Transportation, and that this and all other agreements are subject to the provisions of these financial assistance contracts. To the extent applicable, any such financial assistance contracts are incorporated herein by this reference as if set forth in full, copies of which are available at the respective offices of the parties hereto. This agreement is further subject to compliance with all other applicable provisions of the state and federal laws.
8. **Termination** This agreement may be terminated at any time for any reason by either party giving the other party at least thirty days prior written notice, or by operation of law, or immediately if it is determined by the terminating party that continuation of this agreement may violate applicable state or federal law.
9. **Severance** If any provisions of this agreement be adjudged to be invalid for any reason, such adjudication shall not affect the validity of other provisions of this agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first written above.

**Jefferson Transit Authority**

By: \_\_\_\_\_  
Board Chairman

Date: \_\_\_\_\_

**Clallam Transit System**

By: \_\_\_\_\_  
Board Chairman

Date: \_\_\_\_\_

**Jefferson Transit Authority**

**Resolution No. 12-10**

A RESOLUTION of the Board of the Jefferson Transit Authority for the purpose of updating an existing Interlocal Agreement between Jefferson Transit Authority (JTA) and Clallam Transit System (CTS).

WHEREAS, the Board of Jefferson Transit ("Authority Board") entered into an Interlocal Agreement with the Clallam Transit System on December 31, 1981 for the purpose of establishing interline connecting service with compatible routes, schedules and connecting points to better serve residents and travelers on the north Olympic Peninsula; and

WHEREAS, the original agreement signed on December 31, 1981 contained a clause prohibiting JTA from allowing passengers to embark or disembark anywhere other than the Sequim Transfer Center; and

WHEREAS, JTA and CTA both agree that an updated agreement excluding the above mentioned clause would better serve the passengers on the north Olympic Peninsula; and

WHEREAS, the Authority Board has determined it is in the public's interest that this interlocal agreement be entered into for the benefit of public transportation services within the Public Transportation Benefit Area (PTBA); now, therefore,

BE IT RESOLVED that the Jefferson Transit Authority Board of Directors does hereby authorize the Board Chair to sign the above mentioned Interlocal Agreement with Clallam Transit System.

**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 July 17, 2012.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Clerk of the Authority

# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

June, 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
<b>LOCAL</b>									
#2 Mt. View Connector	2044	7	72	326	2412	137	6.27	0.85	14.93
#3 Castle Hill Connector	2995	9	124	326	2967	140	9.19	1.01	21.37
#11 Shuttle	7407	37	227	652	2543	241	11.36	2.91	30.70
<b>LOCAL TOTAL</b>	<b>12446</b>	<b>53</b>	<b>423</b>	<b>1304</b>	<b>7922</b>	<b>518</b>	<b>8.94</b>	<b>1.59</b>	<b>22.33</b>

<b>COMMUTER</b>									
#1 Brinnon	1796	12	133	180	7650	194	9.98	0.23	9.24
#6A Tri Area Loop (5)	1926	4	116	118	3056	98	16.32	0.63	19.67
#6B Tri Area Loop (6)	1512	1	108	94	2435	78	16.09	0.62	19.38
#7 Poulsbo	2655	3	170	180	7542	193	14.75	0.35	13.79
#8 Sequim	2449	26	154	220	7568	172	11.13	0.32	14.27
<b>COMMUTER TOTAL</b>	<b>10338</b>	<b>46</b>	<b>681</b>	<b>792</b>	<b>28251</b>	<b>735</b>	<b>13.65</b>	<b>0.43</b>	<b>15.27</b>

<b>2012 SPECIAL EVENTS</b>	<b>Boardings</b>	<b>Runs per event</b>
Rhody Festival 2012	169	1

<b>WEST JEFFERSON</b>	1748	3	73	180	11506	418	9.71	0.15	4.18
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<b>TOTAL MONTHLY</b>	<b>24532</b>	<b>102</b>	<b>1104</b>	<b>2276</b>	<b>47679</b>	<b>1671</b>	<b>10.77</b>	<b>0.72</b>	<b>13.93</b>
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Weekdays in Month

Saturdays in Month

Sundays in Month

### VANPOOL

	Passenger Trips	Miles Travelled	Average Riders Per Van
Vanpool	1286	7,876	6.12

### DIAL A RIDE

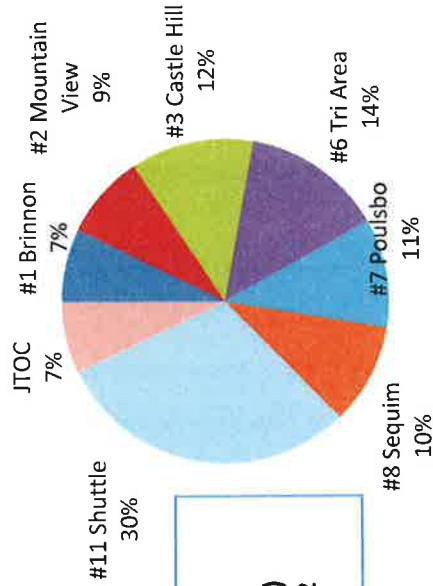
	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	New Applicants
Dial A Ride	1561	1465	7451	606	1.07	0.21	2.58	7

*\*Boardings includes Passenger and Attendant if needed*

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

## JTA Monthly Percentage of Ridership- June 2012

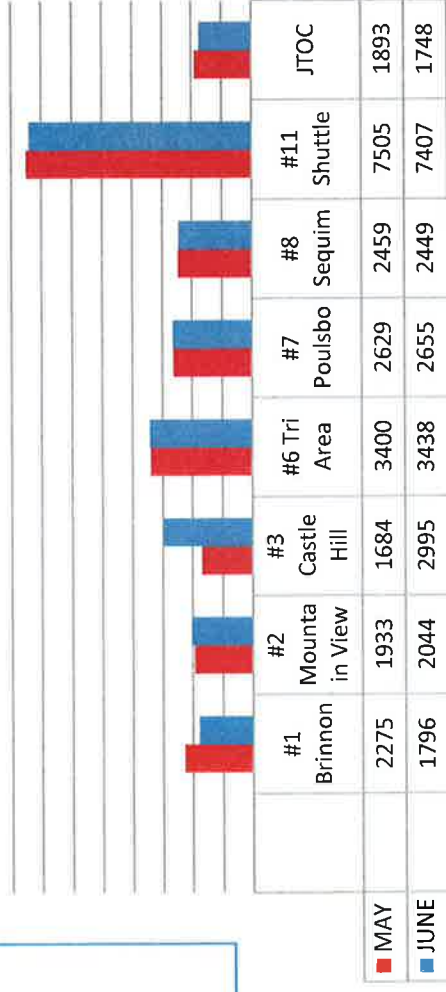


June  
Total:  
(100%)  
24,532

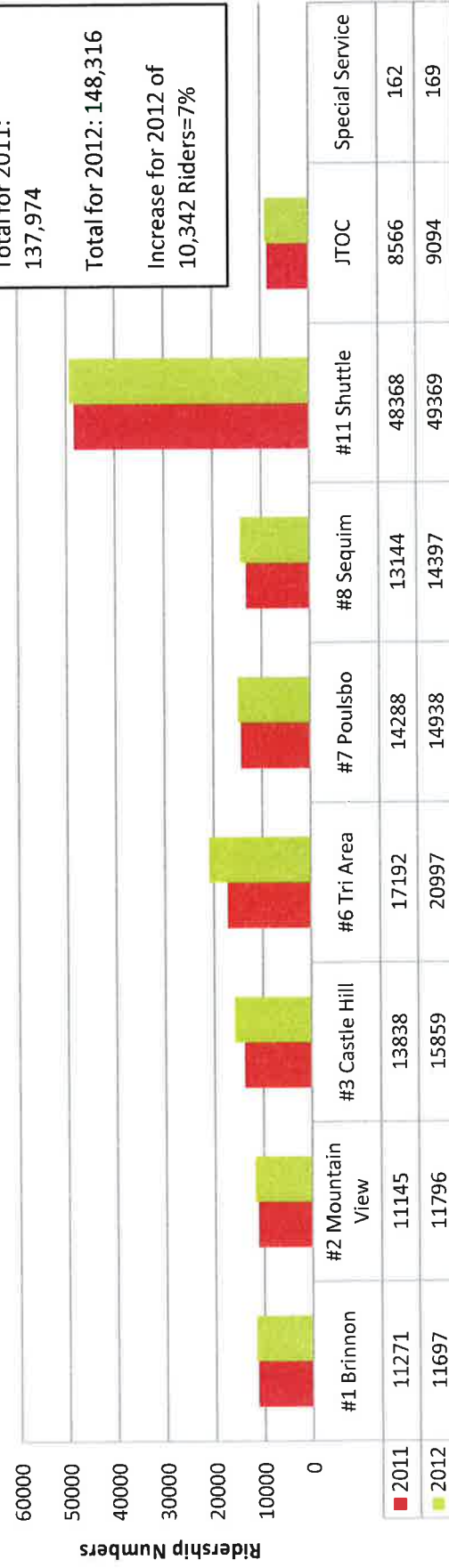
## Month to Month Route Comparison

May  
Total:  
24,778

June  
Total:  
24,532



## YTD Ridership by Route and Year as of June



Total for 2011:  
137,974

Total for 2012: 148,316  
Increase for 2012 of  
10,342 Riders=7%