



JEFFERSON TRANSIT AUTHORITY BOARD MEETING

Tuesday, June 21, 2011 1:30 p.m.

Mountain View Commons

1925 Blaine Street, Port Townsend, WA

AGENDA

Call to Order/Welcome

Executive Session per RCW 42.30.110 (g)

Public Comments

New Agenda Items

- | | |
|------------------------------------------------------------------|-------------|
| I. Finance Reports | Attachment |
| II. Consent Agenda | Attachments |
| a. Approval of Minutes, May 17, 2011 | |
| b. Approval of Minutes, May 31, 2011 | |
| c. Approval of Expenses, May 2011 | |
| III. Old Business | |
| a. Update-General Manager Recruitment | |
| b. Clallam Transit Interlocal Agreement-West End Service | Attachment |
| c. Clallam Transit Interlocal Agreement-Supervisor West End | Attachment |
| d. Update-FTA Grant Activities | Attachment |
| e. Status Report-Archeological Survey | |
| IV. New Business | |
| a. Resolution 11-17: 2 nd Amendment to GCA 6174 | Attachment |
| b. Resolution 11-18: Authorize Finance Manager to transfer funds | Attachment |
| c. Resolution 11-19: Designate Check Signers | Attachment |
| d. Resolution 11-20: Amended ADA Policy | Attachment |
| e. Operations Proposal-Approve All Staff Training Day | Attachment |
| V. Staff Report | |
| a. Operations Manager | |
| b. Fleet & Facilities Manager Report | |
| VI. Operating Report-Ridership | |
| VII. CAC Report | |
| VIII. 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).



May 2011 Financial Summary

Budget Tracking Figure: 41.65%

1. Operational Expenses:	\$276,833.57
Operational Income:	\$19,490.41
Non-Operational Income:	\$272,329.71
Capital Expenses:	\$0.00
Capital income :	\$0.00

2. Sales Tax Received 5/31/2011for March:	\$191,817.93
Sales Tax Received 5/31/2010 for March:	\$193,190.64

Sales tax decreased from prior year .0071%

3. Cash on Hand:	
Operating:	\$433,161.05
Capital Account:	<\$327.56>
Treasury Pool:	\$130,944.01

Jefferson Transit
Sales Tax Current & Prior Year Actual and Budget Variance Analysis
Projection Year 2011

Month Received - Cash Basis (Cash Flow)

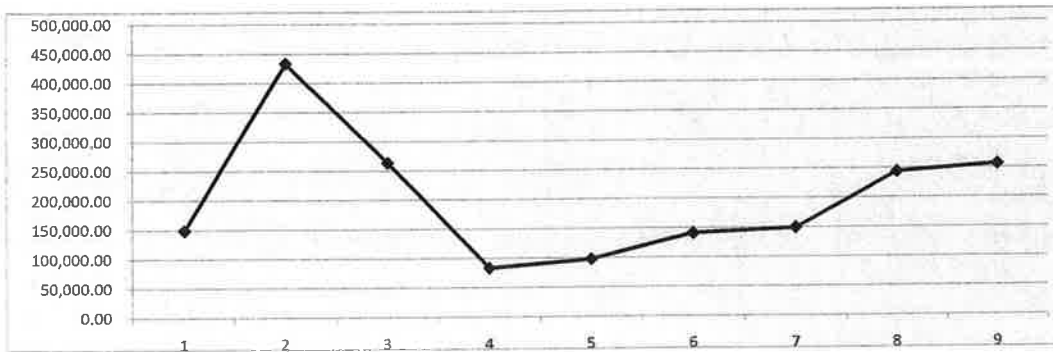
Month of Receipt	Tax Rate	2011	2010 Tax	2009 Tax	2011 Budget	2011 Actual to 2010 Variance	2011 Actual to Budgeted Variance
January	0.60%	\$158,497.64	144,356.76	160,431.42	168,832.00	8.81%	(6.12%)
February	0.60%	\$222,097.62	237,202.39	235,580.33	232,818.00	(6.41%)	(4.60%)
March	0.60%	\$152,221.21	140,635.54	183,483.21	141,000.00	6.31%	7.96%
April	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00	2.77%	3.03%
May	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00	(0.73%)	(0.61%)
June	0.60%	\$0.00	154,076.61	184,904.11	154,000.00	0.00%	0.00%
July	0.60%	\$0.00	157,223.48	170,343.72	157,000.00	0.00%	0.00%
August	0.60%	\$0.00	202,548.76	220,407.69	203,000.00	0.00%	0.00%
September	0.90%	\$0.00	190,292.86	199,897.06	285,000.00	0.00%	0.00%
October	0.90%	\$0.00	178,731.22	183,167.58	268,500.00	0.00%	0.00%
November	0.90%	\$0.00	221,741.13	226,716.42	339,000.00	0.00%	0.00%
December	0.90%	\$0.00	166,953.12	171,279.08	256,500.00	0.00%	0.00%
Total		875,058.51	2,133,000.38	2,283,391.13	2,544,650.00	0.00%	0.00%
Monthly Average		175,011.70	177,750.03	190,282.59	212,054.17		

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2011	2010 Tax	2009 Tax	2011 Budget	2011 Actual to 2010 Variance	2011 Actual to Budgeted Variance
January	0.60%	\$152,221.21	140,635.54	183,483.21	141,000.00	8.24%	7.96%
February	0.60%	\$150,424.11	146,047.89	157,968.46	146,000.00	3.00%	3.03%
March	0.60%	\$191,817.93	193,190.62	189,212.05	193,000.00	(0.71%)	(0.61%)
April	0.60%	\$0.00	154,076.61	184,904.11	154,000.00	0.00%	0.00%
May	0.60%	\$0.00	157,223.48	170,343.72	157,000.00	0.00%	0.00%
June	0.60%	\$0.00	202,548.76	220,407.69	203,000.00	0.00%	0.00%
July	0.90%	\$0.00	190,292.86	199,897.06	285,000.00	0.00%	0.00%
August	0.90%	\$0.00	178,731.22	183,167.58	268,500.00	0.00%	0.00%
September	0.90%	\$0.00	221,741.13	226,716.42	339,000.00	0.00%	0.00%
October	0.90%	\$0.00	166,953.12	171,279.08	256,500.00	0.00%	0.00%
November	0.90%	\$0.00	158,417.01	144,356.76	216,000.00	0.00%	0.00%
December	0.90%	\$0.00	222,097.62	237,202.39	355,500.00	0.00%	0.00%
Total		494,463.25	2,131,955.86	2,268,938.53	2,714,500.00	0.00%	(27.32%)
Monthly Average		164,821.08	177,662.99	189,078.21	226,208.33		

JEFFERSON TRANSIT AUTHORITY
Statement of Operating Revenues, Expenses and Nonoperating Revenues
2011 Cashflow Projections based on Operating Budget with Net Loss of 17K
Operating - Combined Departments

	April	May	June	July	August	September	October	November	December	Jan 2012	Feb 2012	March 2012
OPERATING REVENUES												
PASSENGER FARES FOR TRANSIT SERVICES												
Total Operating Revenues	17,399	19,490	21,993	21,993	21,993	24,493	24,493	24,493	24,493			
OPERATING EXPENSES												
Total Operating Expenses	291,537	296,324	345,278	344,438	345,278	344,787	345,278	344,838	344,438			
NONOPERATING REVENUES (EXPENSES)												
Total Nonoperating Revenues (Expense)	188,800	272,330	287,378	275,122	263,560	324,076	267,869	255,029	312,479			
NET INCOME (LOSS) BEFORE TRANSFER	(85,338)	(4,504)	(35,908)	(47,324)	(59,726)	3,782	(52,916)	(65,316)	(7,466)			
INFLOW												
Bank Balance as of end of March	282,973.31											
Operating Income	21,993.00	19,490.00	21,993.00	21,993.00	21,993.00	24,493.00	21,993.00	21,993.00	21,993.00			
Sales Tax for Month	146,000.00	191,817.93	154,077.00	157,223.00	202,549.00	285,000.00	268,500.00	339,000.00	256,500.00	216,000.00	355,500.00	
Quarterly Grant		348,821.92			135,000.00	78,333.00	78,333.00	78,333.00	78,333.00			
OUTFLOW												
March Liabilities payable in April	(66,709.86)											
Payroll deductions - 3 payrolls	(27,750.00)											
Quarterly taxes	(15,000.00)			(15,000.00)			(15,000.00)					
Expected Current month expenses	(192,152.27)	(276,323.98)	(345,278.44)	(344,438.50)	(345,278.44)	(344,786.65)	(345,278.00)	(344,838.00)	(344,438.00)			
Net Cash at month end	149,355.18	433,161.05	263,952.61	83,730.12	97,993.68	141,033.03	149,581.03	244,069.03	256,457.03	472,457.03	827,957.03	827,957.03



Jefferson Transit Authority
Statement of Cash Flows - Cash Basis
For the Five Months Ending May 31, 2011

	<u>May</u>	<u>Year to Date</u>
STATEMENT OF CASH FLOWS		
Operating Cash Provided (Used) by:		
Operating Activities	(\$273,643.42)	(\$1,521,754.09)
Non-Capital Financing Activities	\$540,426.83	\$1,746,605.01
Investing Activities	<u>\$85.39</u>	<u>\$625.27</u>
Total Operating Cash Provided (Used)	\$266,868.80	\$225,476.19
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	<u>(\$1,759.81)</u>	<u>(\$1,759.81)</u>
Net Increase (Decrease) Cash and Equivalent	\$265,108.99	\$223,716.38
Cash Balances - Beginning of Period	\$312,539.97	\$353,932.58
CASH BALANCES - END OF PERIOD	<u><u>\$577,648.96</u></u>	<u><u>\$577,648.96</u></u>

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2011

	May	YTD	Budget	% of Actual vs. Budget
				41.65%
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$19,490.41	\$99,607.58	\$266,610.00	37.36%
Operating Expenses				
Labor	139,436.54	690,154.38	1,787,850.00	38.60%
Benefits	96,787.02	466,054.33	1,112,017.00	41.91%
Services and User Fees	14,037.92	100,253.79	280,848.00	35.70%
Materials & Supplies	35,764.67	195,140.61	514,752.00	37.91%
Utilities	83.81	27,996.71	65,270.00	42.89%
Casualty/Liability Costs	7,162.83	35,814.15	85,956.00	41.67%
Taxes	444.45	2,909.02	7,055.00	41.23%
Miscellaneous Expenses	1,754.96	14,838.69	50,581.00	29.34%
Leases and Rentals	851.78	1,211.78	13,453.00	9.01%
Total Operating Expenses	296,323.98	1,534,373.46	3,917,782.00	39.16%
Operating Income (Loss)	(276,833.57)	(1,434,765.88)	(3,651,172.00)	39.30%
Non-Operating Revenues				
Non-Transportatio Revenue	200.39	1,651.02	19,000.00	8.69%
Taxes Levied by Transit	194,741.32	808,351.22	(2,714,500.00)	(29.78%)
Local Grants & Contributions	2,333.00	11,665.00	33,000.00	35.35%
State Grants & Contributions	9,587.00	47,935.00	169,748.00	28.24%
Federal Grants & Contributions	65,468.00	327,340.00	(785,628.00)	(41.67%)
Total Non-Operating Revenues	272,329.71	1,196,942.24	(3,278,380.00)	(36.51%)
Net Income (Loss) Before Transfers In/(Out)	(4,503.86)	(237,823.64)	(6,929,552.00)	3.43%
Net Income/(Loss)	(4,503.86)	(237,823.64)	(6,929,552.00)	3.43%

Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2011

	May	YTD	Budget	% of Actual vs. Budget
				41.65%
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,343.89	\$55,395.94	\$152,000.00	36.44%
Fixed Route Fares - West - JTOC	202.50	1,777.00	4,050.00	43.88%
Dial-a-Ride Fares (DAR)	1,021.02	6,129.88	11,080.00	55.32%
Vanpools	5,858.00	29,066.00	72,000.00	40.37%
Extended Service			2,700.00	
Auxiliary Transportation Revenues				
Advertising Services		6,913.76	24,000.00	28.81%
Other Services Revenue	65.00	325.00	780.00	41.67%
Total Operating Revenues	19,490.41	99,607.58	266,610.00	37.36%
NONOPERATING REVENUES				
Nontransportation				
Rental of Vehicles	115.00	895.00		
Investment (Interest) Income	85.39	651.29	4,700.00	13.86%
Gain (Loss) on Disposition of Capital Items			3,000.00	
Public Donations			200.00	
Other Nontransportation Revenues		104.73	11,100.00	0.94%
Taxes Levied Directly by Transit System - Sales & Use Tax	194,741.32	808,351.22	(2,714,500.00)	(29.78%)
Local Grants and Contributions				
JTOC	2,333.00	11,665.00	28,000.00	41.66%
WSTIP			2,500.00	
Miscellaneous			2,500.00	
State Grants and Contributions				
Rural Mobility Competitive	2,916.00	14,580.00	35,000.00	41.66%
Rural Mobility Transit Formula			62,743.00	
Special Needs	6,671.00	33,355.00	68,505.00	48.69%
RTAP			3,500.00	
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	65,468.00	327,340.00	(785,628.00)	(41.67%)
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	272,329.71	1,196,942.24	(3,278,380.00)	(36.51%)
TOTAL REVENUES	291,820.12	1,296,549.82	(3,011,770.00)	(43.05%)

Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Five Months Ending May 31, 2011

	May	YTD	Budget	% of Actual vs. Budget
				41.65%
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$52,885.16	\$253,537.98	\$639,425.00	39.65%
Operators Overtime - Fixed Route	3,355.84	24,719.08	71,048.00	34.79%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,902.21	61,683.95	154,057.00	40.04%
Operators Overtime - Dial-a-Ride (DAR)	689.62	5,153.83	10,710.00	48.12%
Other Salaries & Wages	33,714.55	178,424.07	523,771.00	34.07%
Other Overtime	1,131.56	8,832.33	18,997.00	46.49%
Administration Salaries	36,757.60	157,803.14	369,842.00	42.67%
Benefits				
FICA	11,242.47	58,009.59	154,229.00	37.61%
Pension Plans (PERS)	7,645.78	44,882.67	102,572.00	43.76%
Medical Plans	55,311.27	201,472.86	422,550.00	47.68%
Dental Plans	3,889.08	19,355.28	42,082.00	45.99%
Unemployment Insurance (UI)			3,240.00	
Workers' Compensation Insurance - Labor & Industries (L&I)	3,224.83	16,700.35	59,955.00	27.85%
Holiday	1,153.62	22,688.03	59,157.00	38.35%
General Leave	13,822.76	92,996.02	222,393.00	41.82%
Other Paid Absence (Court Duty & Bereavement)	(316.91)	4,699.08	4,400.00	106.80%
Uniforms, Work Clothing & Tools Allowance	393.12	4,275.05	14,675.00	29.13%
Other Benefits (HRA, EAP & Wellness)	421.00	975.40	26,764.00	3.64%
Service and User Fees				
Vanpool Services and Fees		60.00	3,500.00	1.71%
Advertising Fees	1,185.51	3,591.45	15,450.00	23.25%
Professional & Technical Services	1,477.55	59,687.13	115,800.00	51.54%
Temporary Help		690.99	40,998.00	1.69%
Contract Maintenance Services (IT Services)	2,938.28	15,819.06	37,000.00	42.75%
Custodial Services	30.00	30.00		
Security Services	379.69	963.80	5,100.00	18.90%
Vehicle Technical Services	5,658.82	7,171.08	27,750.00	25.84%
Property Maintenance Services	192.26	930.49	9,700.00	9.59%
Software Maintenance Fees	1,417.75	7,522.37	17,150.00	43.86%
Postage & Mail Meter Fees	313.48	2,054.52	3,600.00	57.07%
Drug & Alcohol Services	384.58	1,672.90	4,800.00	34.85%
Other Services & User Fees	60.00	60.00		
Materials and Supplies Consumed				
Fuel	30,634.86	142,908.25	315,502.00	45.30%
Tires	886.68	3,077.97	20,500.00	15.01%
Lubrication	680.25	6,451.57	10,000.00	64.52%
Tools	254.95	2,727.20	8,200.00	33.26%
Vehicle Maintenance & Repair Parts	(98.00)	15,957.23	76,500.00	20.86%
Non-Vehicle Maintenance & Repair Parts		1,236.09	15,500.00	7.97%
Vehicle Accessories		23.73	880.00	2.70%
Park & Ride Materials	199.04	1,084.62	2,000.00	54.23%
Shop Supplies (Maintenance & Cleaning)	1,573.61	7,470.40	20,500.00	36.44%
Safety & Emergency Supplies		1,073.19	5,250.00	20.44%
Office Supplies	1,633.28	7,161.88	16,970.00	42.20%
Computer Programs & Supplies		1,607.55	5,250.00	30.62%
Printing (Photocopier, Schedules & Brochures)		4,360.93	15,200.00	28.69%
Other Materials & Supplies			2,500.00	
Utilities				
Water, Sewer & Solid Garbage	1,057.64	5,365.09	13,850.00	38.74%
Utilities (Electrical & Propane)	1,136.03	9,445.20	19,500.00	48.44%
Telephone & Internet	(2,109.86)	13,186.42	31,920.00	41.31%
Casualty and Liability Costs				

Premiums for Public Liability & Property Damage Insurance	7,162.83	35,814.15	85,956.00	41.67%
Taxes				
State Taxes	336.86	1,896.67	5,135.00	36.94%
Property Taxes		17.90	20.00	89.50%
Vehicle Licensing & Registration Fees		456.50	100.00	456.50%
Other Licensing Fees & Taxes	107.59	537.95	1,800.00	29.89%

**Jefferson Transit Authority
Expense Statement - Accrual Basis
For the Five Months Ending May 31, 2011**

	May	YTD	Budget	% of Actual vs. Budget
				41.65%
Miscellaneous				
Dues & Subscriptions	\$671.75	\$5,233.86	\$12,831.00	40.79%
Travel & Meetings	(62.69)	4,443.78	18,650.00	23.83%
Fines & Penalties	165.90	522.60		
Safety Program (Rodeo & Safety Rewards)			4,000.00	
Training (Classes, Seminars & Materials)	980.00	3,878.45	11,500.00	33.73%
EE CDL and EE Physical Expense		718.00	3,300.00	21.76%
Other Miscellaneous		42.00	300.00	14.00%
Leases and Rentals				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities			1,056.00	
Other General Administration Facilities	851.78	851.78	11,317.00	7.53%
TOTAL OPERATING EXPENSES	296,323.98	1,534,373.46	3,917,782.00	39.16%

Jefferson Transit Authority Board

Meeting Minutes

Tuesday, May 17, 2011, 1:30 p.m.

Mountain View Commons

1925 Blaine St., Port Townsend, WA

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:30 p.m. Other members present were George Randels, David Sullivan, John Austin, Phil Johnson and Pam Thompson.

STAFF PRESENT

Dan DiGuilio, Teresa Lange, Tammi Rubert, Natalie Patten, Mike Pollack, Greg Prescott

CAC PRESENT

Ali Dyche, John Reynaud

OTHERS PRESENT

Robert Komishane, Brenda McMillan, Tom Thiersch, Margaret Lee, Nicholas Johnson-PT Leader, Robert Eash-ATU 587

Robinson stated that there will only be 1 hard copy of the Board Packet available at the meetings for the public's viewing. They may obtain additional copies on the website or at the front desk at transit. Any questions should be referred to Natalie, the Clerk of the Board.

PUBLIC COMMENT-started at 1:33pm

Brenda McMillan stated that she has discovered that there are twenty drivers, seventeen people in the transit office and six people in maintenance and this seems out of balance. She also feels that JTA should not have "service operations" people who drive around all day and have nothing to do. McMillan would also like to suggest not giving CAC members free bus passes so that JTA could see who is there for the pass and who is there for the transit.

Public Comment ended at 1:35pm

NEW AGENDA ITEMS

DiGuilio added Resolution 11-16: Credit Line Signing Authority. Robinson added this to New Business Line D.

FINANCE REPORT

DiGuilio introduced Teresa Lange, the new Finance Manager

Lange presented the board members with a brief summary of financials for April: The budget tracking figure is at 33.33%. Operational Expenses for April were \$291,537.28 and operational income was \$17,399.41. Sales tax revenues received in April received for February were up 2.77% from the same time last year. Cash on hand: \$204,556.74 in the Operating Account and \$130,944.01 in the Treasury Pool.

Lange said that monthly sales tax revenue numbers are looking good and starting to rise. The fuel partnership numbers are good; JTA is at a credit of \$9,481.

Randels asks for the tracking number to be written on the expense statement in future packets.

CONSENT AGENDA

a. Approval of Minutes, March 15, 2011

b. Approval of Minutes, April 19, 2011

Randels noted Page 2 under public comments, Ali Dyche said .3% instead of 3%. Sullivan noted Page 4, Section G. Change word "than" to "then". Robinson noted Page 4, Section G, the word of to be inserted after minimum "reserves be kept at a minimum of the capital projects". Page 5, "Lloyds fundraising for the Roadeo", an apostrophe needs to be added to Lloyd's name.

c. Approval of Expenses, April 2011

Operating Checks 88912-88962: \$285,365.23 including payroll of \$151,327.61. EFT Fare Box: \$14,668.20 Total Expenditures: \$270,697.03

d. Approval of CAC Bylaw changes

e. Heckman Motors, Inc Contract

f. Resolution 11-14: Index of Records

Motion by Randels, seconded by Johnson to approve the consent agenda with changes as noted. The motion passed unanimously.

OLD BUSINESS

a. Resolution 11-8: Adopt 2011 Amended Budget-Public Hearing

DiGuilio presented the Amended 2011 Budget with no cuts in service, reduce 1 supervisor position, Customer Service position goes to the operator extra board and 2 part time/no benefit customer service positions are hired. Resignation of maintenance worker is not replaced at this time. Forks Supervisor position is eliminated. \$60,000 that was set aside for unemployment compensation is dispersed back through the budget since no layoffs are happening. Some capital projects are being placed on hold for later years. DiGuilio would like to recognize the hard work that was put into the budget by staff.

Discussion regarding impact on overtime, the budget operating numbers, employee classifications and the fuel cost.

2011 Amended Budget public hearing open to public comment at 1:50pm

- Margaret Lee suggests upgrades to the website. There needs to be an ease of use of the website and an easier way to connect with the board via the website.
- Brenda McMillan wants to know if there has been any talk of combining Jefferson Transit with Clallam Transit.
- Tom Thiersch stated that he saw a graph in the Port Townsend Leader recently that showed large negative cash flows starting in June of 2011. What happens to Jefferson Transit when the bills cannot be paid? Is the county required to cover that like they do when the school district runs into trouble? Why wasn't this presented before the budget for discussion?

2011 Amended Budget public hearing comment period ended at 1:55pm

Board Response to questions:

Sullivan stated it was recognized when looking at last year's budget that there would be cash flow problems. Since we knew there would be a time when the cash flow would be an issue and not wanting to make cuts and needing to keep face with the voters the line of credit was approved to enable JTA to continue service for the passengers. There is a plan to get JTA back in the black and start to build reserves.

Robinson stated that the sales tax that the voters approved will not be received by JTA until the end of September and that the time period in between needs to be bridged. Board made the decision to take out the line of credit instead of cutting service and employees.

Ludwig Becker entered the meeting at 1:57pm

Randels agrees with Sullivan and Robinson. He believes that the graph in the PT Leader is as transparent as it gets. It shows that without the line of credit, JTA will face some serious shortfalls in cash. It might have been useful to have 2 graphs showing the budget with the line of credit and without. He also stated that he agreed with Sullivan. The board took a chance and the voters showed that they wanted JTA to continue their service.

Robinson thanked staff for all their hard work on the budget and finding a way around not making any cuts. Sullivan said that the budget presented keeps faith with the union and the negotiations.

Robinson said that she is very interested in having a more user friendly website by year's end or beginning of next year. She would like the website to contain more direct contact with the board. DiGuilio stated that he met with our current website provider to discuss upgrade options. JTA is currently awaiting their recommendations.

Johnson asked DiGuilio what the tax level that Clallam Transit gets and DiGuilio said 6/10th.

Robinson stated that in regards to the question about joining with Clallam Transit, it is not an active conversation but it is a conversation that could be in the future. JTA is currently in collaboration for the West End Service Supervisor.

Public hearing closed at 2:05pm

Motioned by Randels, seconded by Austin to approve Resolution 11-8. The motion passed unanimously.

NEW BUSINESS

- a. Resolution 11-15: Adopt Transit Development Plan 2011-2016

DiGuilio presented the Transportation Development Plan (TDP) that needs to be updated annually for the Washington State Department of Transportation. The plan is a 5 year document. It discusses fare structure, routing, special projects, capital improvements, operating and capital funding. The plan also discusses regional and state goals and preservation projects.

Lange discussed the operating expenses, the new facility project and grant funded purchases over the next 5 years that are detailed in the TDP.

Austin stated that it would be helpful to have what we would get for the investment in a new facility. For example: Improved working conditions, less risk of injury, efficiency of maintenance.

Public hearing for the Transportation Development Plan 2011-2016 Open to the public for comment at 2:16pm

- Robert Eash, ATU 587 commented that the vanpool numbers are listed under general operating expense and pull out under revenue. There needs to be some consistency.
- Margaret Lee asked about the money that will be used towards the construction of the new facility. She also mentioned the original design of the Park & Ride in Port Townsend and how that design showed inside facilities and restrooms. JTA needs to attract riders and making their experience more comfortable will help get them out of their cars. Lee also stated that the non motorized transportation committee did a survey and 50 percent of students are still being transported to school by automobile.
- Ali Dyche stated that people are not going to pay for the bus when there is free parking in the downtown area.

Public hearing for the Transportation Development Plan 2011-2016 public comment period closed at 2:20pm

Board response:

Austin responded to Ali Dyche's comments regarding parking. The public perception is that they have to wait 30 minutes for a bus and in turn end up waiting the same amount looking for a space to park. He would like to see the #11 shuttle coming more frequently in the future and changing that perception.

In the TDP document, Sullivan stated that on page 10 Section 2 under preservation, this needs to be updated to reflect the roundabouts being completed and the business park access.

Randels commented that he would like changes to Appendix A in the TDP document but will withhold them at this time when they could be looked at more specifically. DiGuilio stated that the TDP can be more massaged in December when the Board starts to look at the updates for next year. Randels commented that there was no current collaboration for this list. Robinson commented that Appendix A is a sort of a wish list for services that comes from the Board, staff and the public.

Robinson noted the following items in the TDP document:

- On page ten under #4, Robinson noted that in the past JTA worked in collaboration with the City and other private entities to create a walking/bike riding/bus riding map. The non motorized transportation plan at the city is starting this process again.
- On page eleven #1 under expansion. When the topic of building the new facility first came up, the original plan included an LEED design.

Discussion regarding the current facility on Sims Way. Johnson stated that the current facility is an eye sore and not adequate for staff and maintenance.

Robinson commented that the Park & Ride plan that was originally presented was collaboration with the Chamber of Commerce and the original design did include indoor buildings and restrooms but it never came to fruition because the chamber never came up with the money. The current building was provided by the City.

Randels noted that on page eleven, number eight, the list contains Park & Ride lots needed and some have already been done so this list needs to be updated.

Robinson noted on Page 23, the Organizational Chart does not contain the Board. DiGuilio stated that a new Organizational Chart was created earlier. The one contained in the TDP was created by the previous General Manager and it will be replaced before going to WSDOT.

Motioned by Randels, seconded by Johnson to approve Resolution 11-1 with changes as noted within a reasonable time frame. The motion passed unanimously.

DiGuilio wanted to thank staff for all the hard work they put into the TDP.

b. Discussion-General Manager Recruitment

Robinson stated that DiGuilio will not be available indefinitely. The new Finance Manager is in place, the TDP and Amended Budget have been passed and it is time to start looking for a new General Manager. She would like DiGuilio to be available for mentoring if possible and have an overlap with the new General Manager.

Discussion: looking locally for a candidate, what type of interview process the board would like and advertising. Robinson commented that the community reception is a good process and stated that JTA has a very passionate ridership and it is good to give them the opportunity to see who is being considered.

Robinson motioned, Randels seconded to direct DiGuilio to start the process of looking for a new General Manager. The motion passed unanimously.

c. Discussion-FTA Grant Activities

DiGuilio discussed the need to take action on the FTA new facility grant before July so that the grant is not lost. The Archeological Study does need to be done and he would like the board's approval to send out RFQ's for that study.

Motion by Randels, seconded by Robinson to approve DiGuilio to send out RFQ's for the archeological study at the Four Corners property. The motion passed unanimously.

d. Resolution 11-16: Credit Line Signing Authority

DiGuilio presented Resolution 11-16: Credit Line Signing Authority. This Resolution would give signing Authority for the Kitsap Bank line of credit to the General Manager, Operations Manager and the two members of the Finance Subcommittee.

Move by Austin, seconded by Johnson to approve Resolution 11-16. The motion passed unanimously.

STAFF REPORT- Dan DiGuilio

- Forks Supervisor will be in place until the end of May. Clallam Transit is prepared to start on June 1st. The cost will be \$12,000 for the remainder of the year. This will be presented at the June Board meeting.
- Staff will be meeting with the Manager of the Kingston Passenger only ferry. JTA does not see this as something that will happen in the immediate future but wanted to discuss what their expectations are.
- DiGuilio has handed the Union contract over to the union. All the tentative agreements have been finalized and are in the contract. Ludwig Becker stated that there are a few more items that he would like to talk to the General Manager and Operations Manager about.
- DiGuilio will be out of town from August 12-16. The 16th is a Board Meeting day and would like the board's suggestion on either moving the meeting or allowing Tammi Rubert, Operations Manager to run the meeting. The Board stated they are fine with Rubert running the meeting.

OPERATING REPORT-Tammi Rubert

- Rubert presented a new easier to read ridership report. Ridership is up 4%.

- There was 1 trespass in the month of May. A transient was found sleeping in Bus 1967 and there were 2 collisions that were deemed non preventable.
- The summer youth pass program will start on Memorial Day. There will be promos on the website and in the leader.

CAC REPORT-Ali Dyché

- The CAC is down to 10 members. They are actively looking for new recruits. They had a shorter meeting and discussed recruiting and the 30th anniversary.
- The meeting location has been moved to the Raven room at the Skookum Center starting in June. The meeting time has also been changed to 5:15pm-6:45pm.

Robinson stated she and Rubert will both be attending the meeting in June and suggested putting the 30th anniversary on the agenda.

Robinson wanted to bring up Brenda McMillan's comment regarding the distribution of staff and would like Rubert to bring that information to the CAC meeting for discussion.

ADJOURNMENT

The meeting was adjourned 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m., June 21, 2011.

Natalie Patten, Clerk of the Board

Date

**JEFFERSON TRANSIT
AUTHORITY BOARD MEETING
Tuesday, May 31, 2011 1:30 p.m.
Mountain View Commons
1925 Blaine Street, Port Townsend, WA
SPECIAL MEETING MINUTES**

CALL TO ORDER/WELCOME

The Meeting was called to order by Jefferson Transit Authority Board Chair Catharine Robinson at 1:32 p.m. Other members present were George Randels, David Sullivan, John Austin and Pam Thompson. Phil Johnson arrived after the meeting started.

STAFF PRESENT

Dan DiGuilio, Natalie Patten

OTHERS PRESENT

Nicholas Johnson-PT Leader-entered the meeting at 1:36pm

PUBLIC COMMENT

There were no public comments

NEW BUSINESS

1. General Manager Recruitment-

- Robinson thanked staff for getting a binder together for the recruitment process with a job description, possible time line and past practice paperwork. She stated that she would like to go into a short executive session when Phil Johnson arrives.
- Discussion regarding the advertisement from the last General Manager recruitment and whether JTA would need to use the same advertisement or create a new one. DiGuilio stated that he suggests to advertise in the local and regional papers, WSDOT, Transit Association and WSTA. A national search could include APTA and CTAA. Robinson stated that JTA doesn't have the money to do a national search that would include flying people in for the interview process. DiGuilio stated that the advertisement could be condensed from the last version.

Phil Johnson entered the meeting at 1:40 pm

Robinson called the meeting into Executive Session to discuss personnel matters under RCW 42.30.110 (g) for 15 minutes. The meeting went into Executive Session at 1:47pm

Robinson extended the Executive Session at 2:00pm for an additional 10 minutes.

Robinson extended the Executive Session at 2:10 pm for an additional 10 minutes.

The Executive Session ended at 2:18pm.

- Discussion regarding when the new General Manager should be in place. DiGuilio said that he is limited to the number of hours he can work and thinks he would be fine through November.
- Austin stated that he believes the search for a candidate should be done internally before any expenses incur during a search for an outside candidate.

Motion by Austin, seconded by Sullivan to direct the Interim General Manager to look internally for a candidate for the General Manager position. The motion passed unanimously.

- Robinson asked for DiGuilio to report back at the June Authority Board meeting any candidates. Robinson also stated that she would like an Executive Session at the June meeting.

The meeting Adjourned at 2:23pm.

System: 6/16/2011 2:57:08 PM
User Date: 6/16/2011

Jefferson Transit Authority
VENDOR CHECK REGISTER REPORT
Payables Management

Page: 1
User ID: tlange

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	5/1/2011
Vendor ID	First	Last	Checkbook ID	OPERATING
Vendor Name	First	Last		OPERATING

Sorted By: Checkbook ID

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
88963	4	ADP	5/3/2011	OPERATING	PMCHK00000894	\$1,597.99
88964	637	Allied Industries	5/3/2011	OPERATING	PMCHK00000894	\$649.63
88965	23	Brinks Incorporated	5/3/2011	OPERATING	PMCHK00000894	\$269.11
88966	38	City of Port Townsend	5/3/2011	OPERATING	PMCHK00000894	\$734.84
88967	42	Colonial Life & Accident Ins.	5/3/2011	OPERATING	PMCHK00000894	\$503.91
88968	48	Cummins Northwest, INC	5/3/2011	OPERATING	PMCHK00000894	\$1,173.02
88969	10229	Dan Diguilio	5/3/2011	OPERATING	PMCHK00000894	\$60.77
88970	164	DaimlerChrysler Commercial Buse	5/3/2011	OPERATING	PMCHK00000894	\$138.42
88971	55	Dave Miller	5/3/2011	OPERATING	PMCHK00000894	\$24.88
88972	489	Express Personnel Services	5/3/2011	OPERATING	PMCHK00000894	\$361.73
88973	475	Evergreen Collision Center	5/3/2011	OPERATING	PMCHK00000894	\$125.98
88974	37	Francis "Chugger" Deane	5/3/2011	OPERATING	PMCHK00000894	\$47.88
88975	76	First Choice Health	5/3/2011	OPERATING	PMCHK00000894	\$79.20
88976	78	Fleetpride	5/3/2011	OPERATING	PMCHK00000894	\$205.96
88977	88	Gillig Corporation	5/3/2011	OPERATING	PMCHK00000894	\$529.78
88978	490	Harlow's Bus Sales Inc	5/3/2011	OPERATING	PMCHK00000894	\$90.90
88979	655	Jefferson County Chamber of Co	5/3/2011	OPERATING	PMCHK00000894	\$295.00
88980	111	J.J. Keller & Associates, INC.	5/3/2011	OPERATING	PMCHK00000894	\$820.56
88981	108	Insideout Solutions	5/3/2011	OPERATING	PMCHK00000894	\$25.00
88982	445	Kitsap Sun	5/3/2011	OPERATING	PMCHK00000894	\$818.00
88983	229	The Leader	5/3/2011	OPERATING	PMCHK00000894	\$99.75
88984	373	Manley Services	5/3/2011	OPERATING	PMCHK00000894	\$2,576.34
88985	623	Office Depot	5/3/2011	OPERATING	PMCHK00000894	\$416.16
88986	160	Olympic Springs	5/3/2011	OPERATING	PMCHK00000894	\$67.50
88987	492	Qwest	5/3/2011	OPERATING	PMCHK00000894	\$894.07
88988	186	Quillayute Valley School	5/3/2011	OPERATING	PMCHK00000894	\$1,525.65
88989	479	Summit Law Group PLLC	5/3/2011	OPERATING	PMCHK00000894	\$583.50
88990	208	Soehl Electronics Co.	5/3/2011	OPERATING	PMCHK00000894	\$54.34
88991	201	Schetky Northwest Sales	5/3/2011	OPERATING	PMCHK00000894	\$73.62
88992	247	Verizon Wireless	5/3/2011	OPERATING	PMCHK00000894	\$662.67
88993	642	UniFirst Corporation	5/3/2011	OPERATING	PMCHK00000894	\$333.80
88994	10151	Desiree Williams	5/3/2011	OPERATING	PMCHK00000894	\$99.50
88995	515	Wilcox & Flegel	5/3/2011	OPERATING	PMCHK00000894	\$31,886.58
88996	647	WMCA	5/3/2011	OPERATING	PMCHK00000894	\$75.00
88997	255	Westbay Auto Parts	5/3/2011	OPERATING	PMCHK00000894	\$139.20
88998	263	Zee Medical Service CO.	5/3/2011	OPERATING	PMCHK00000894	\$46.85
88999	277	Jefferson Transit	5/12/2011	OPERATING	PMCHK00000895	\$71,342.93
89000	10202	David Little	5/12/2011	OPERATING	PMCHK00000897	\$348.16
89001	10151	Desiree Williams	5/13/2011	OPERATING	PMCHK00000898	\$58.21
89002	10145	Tim Nolan	5/19/2011	OPERATING	PMCHK00000899	\$103.45
89003	10146	Susan Michels	5/19/2011	OPERATING	PMCHK00000899	\$75.39
89004	10178	Lloyd Eisenman	5/19/2011	OPERATING	PMCHK00000899	\$38.00
89005	10206	Corinna Boyd	5/19/2011	OPERATING	PMCHK00000899	\$46.00
89006	13	A T & T	5/19/2011	OPERATING	PMCHK00000899	\$541.92
89007	134	Broadstripe	5/19/2011	OPERATING	PMCHK00000899	\$125.37
89008	160	Olympic Springs	5/19/2011	OPERATING	PMCHK00000899	\$27.10
89009	17	Bank of America	5/19/2011	OPERATING	PMCHK00000899	\$3,415.70

System: 6/16/2011 2:57:08 PM
User Date: 6/16/2011

Jefferson Transit Authority
VENDOR CHECK REGISTER REPORT
Payables Management

Page: 2
User ID: tlange

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
89010	172	Pacific Office Equipment	5/19/2011	OPERATING	PMCHK00000899	\$184.72
89011	179	Pettit Oil Company	5/19/2011	OPERATING	PMCHK00000899	\$9,623.11
89012	181	Printery Communications	5/19/2011	OPERATING	PMCHK00000899	\$137.91
89013	182	Puget Sound Energy	5/19/2011	OPERATING	PMCHK00000899	\$1,136.03
89014	19	Bickford Ford-Mercury	5/19/2011	OPERATING	PMCHK00000899	\$166.46
89015	201	Schetky Northwest Sales	5/19/2011	OPERATING	PMCHK00000899	\$86.33
89016	229	The Leader	5/19/2011	OPERATING	PMCHK00000899	\$211.00
89017	23	Brinks Incorporated	5/19/2011	OPERATING	PMCHK00000899	\$292.69
89018	237	Twiss Analytical	5/19/2011	OPERATING	PMCHK00000899	\$174.00
89019	255	Westbay Auto Parts	5/19/2011	OPERATING	PMCHK00000899	\$3,348.40
89020	272	Imperial Supplies LLC	5/19/2011	OPERATING	PMCHK00000899	\$342.02
89021	281	A.T.U. Local #587	5/19/2011	OPERATING	PMCHK00000899	\$1,738.28
89022	282	United Good Neighbors	5/19/2011	OPERATING	PMCHK00000899	\$7.05
89023	283	Annuity Premium Reserve Accoun	5/19/2011	OPERATING	PMCHK00000899	\$237.00
89024	35	CenturyLink	5/19/2011	OPERATING	PMCHK00000899	\$139.29
89025	351	ATU Local #587 COPE	5/19/2011	OPERATING	PMCHK00000899	\$10.00
89026	372	Pitney Bowes INC	5/19/2011	OPERATING	PMCHK00000899	\$573.52
89027	4	ADP	5/19/2011	OPERATING	PMCHK00000899	\$423.33
89028	48	Cummins Northwest, INC	5/19/2011	OPERATING	PMCHK00000899	\$433.97
89029	481	HRA VEBA Trust	5/19/2011	OPERATING	PMCHK00000899	\$891.31
89030	492	Qwest	5/19/2011	OPERATING	PMCHK00000899	\$894.07
89031	497	UPS Store	5/19/2011	OPERATING	PMCHK00000899	\$56.93
89032	505	Wa. Counties Insurance Pool	5/19/2011	OPERATING	PMCHK00000899	\$18,637.15
89033	517	Fastenal	5/19/2011	OPERATING	PMCHK00000899	\$59.28
89034	55	Dave Miller	5/19/2011	OPERATING	PMCHK00000899	\$221.53
89035	58	WA State Dept of Retirement Sy	5/19/2011	OPERATING	PMCHK00000899	\$27,821.59
89036	62	Jefferson County Public Works	5/19/2011	OPERATING	PMCHK00000899	\$78.24
89037	623	Office Depot	5/19/2011	OPERATING	PMCHK00000899	\$447.58
89038	624	Dept of Retirement Systems -DC	5/19/2011	OPERATING	PMCHK00000899	\$1,587.50
89039	63	Dex Media West	5/19/2011	OPERATING	PMCHK00000899	\$61.75
89040	633	QWEST AZ	5/19/2011	OPERATING	PMCHK00000899	\$122.25
89041	642	UniFirst Corporation	5/19/2011	OPERATING	PMCHK00000899	\$837.76
89042	65	DM Disposal CO., INC	5/19/2011	OPERATING	PMCHK00000899	\$336.60
89043	651	Clarity Enterprises Inc	5/19/2011	OPERATING	PMCHK00000899	\$6,500.00
89044	7	Interstate Battery Systems of	5/19/2011	OPERATING	PMCHK00000899	\$158.72
89045	76	First Choice Health	5/19/2011	OPERATING	PMCHK00000899	\$79.20
89046	88	Gillig Corporation	5/19/2011	OPERATING	PMCHK00000899	\$3,732.54
89047	90	Ding Doctor Glass Services	5/19/2011	OPERATING	PMCHK00000899	\$629.70
89048	95	Hanson Electric	5/19/2011	OPERATING	PMCHK00000899	\$2,907.73
89049	99	Henery Hardware	5/19/2011	OPERATING	PMCHK00000899	\$17.35
89051	10226	Belinda Ham	5/23/2011	OPERATING	PMCHK00000900	\$1,108.56
89052	277	Jefferson Transit	5/27/2011	OPERATING	PMCHK00000901	\$71,998.58

Total Checks: 89

Total Amount of Checks: \$282,660.35



Agenda Item 3b.

Meeting Date: June 21, 2011

Subject: Clallam Transit Interlocal-West End Service

Prepared By: Natalie Patten

Approved By: 

Summary: Jefferson Transit and Clallam Transit are entering into an Interlocal Agreement for cooperative partnership for the Jefferson Transit Olympic Connection West End Service. This agreement commits Clallam Transit to provide financial support to be used as a portion of the local match for the grants secured to fund this project. This agreement is for the term of July 1, 2011 through June 30, 2013.



1615 W. Sims Way, Port Townsend, WA 98368

June 14, 2011

Clallam Transit System
830 West Lauridsen Boulevard
Port Angeles, WA 98363-2300
Attn: Terry Weed, General Manager

Subject: 2011-2013 Interlocal Agreement for West End Service

Dear Terry,

It is once again time to renew our Interlocal Agreement regarding the West End services. As you know this service provides a vital link and life line for many of our residents living in Forks and West Jefferson County. The attached Interlocal Agreement is identical to previous Agreements between our agencies for this service. Only the dates have been changed.

If Clallam Transit wishes to continue partnering with Jefferson Transit, please sign and return to me at your convenience.

If you have any questions please feel free to contact me.

Sincerely

Dan DiGuilio
Interim General Manager

Attachments

INTERLOCAL AGREEMENT

This agreement is made this 13th day of June, 2011 by and between Jefferson Transit Authority, a Washington municipal corporation referred to in this agreement as "JTA", and Clallam Transit System, a Washington municipal corporation referred to in this agreement as "CTS".

RECITALS

WHEREAS:

1. "JTA" has received notification that it has been awarded a Rural Mobility grant from the Washington State Department of Transportation as operating assistance for a two-year (2011-2013) project providing route deviated service six days per week in Western Jefferson County and between the communities of Forks, Washington in Clallam County and Amanda Park, Washington in Grays Harbor County; and
2. "CTS" has previously committed financial support to the project, which will be used as a portion of the local match for the grants secured for the project; and
3. "JTA" and "CTS" wish to define their relationship and responsibilities through an Interlocal Agreement that commits both parties to such level of cooperation and coordination as may be necessary or required to maximize the opportunities and benefits available under the grant;

NOW THEREFORE, in consideration of the foregoing, and in further consideration of the mutual benefits to be derived by cooperative approaches regarding transportation, "JTA" and "CTS" agree as follows:

1. "JTA" shall be the lead agency and shall administer the grant funding, reporting and record keeping necessary to the project.
2. As authorized by the "JTA Board of Directors, the General Manager may sign all contracts and such ancillary agreements as may be required in connection with this project, as identified in "JTA's" grant agreement.
3. "CTS" shall participate, if it so desires, with "JTA" and the Quinault Indian Nation in planning and monitoring the service.
4. "CTS" shall contribute \$30,000 cash or one-third of the local match for the project, whichever is less. Project costs shall be contributed on a reimbursable basis.
5. Terms of the Agreement shall extend from July 1, 2011 through June 30, 2013. This Agreement may be terminated if mutually agreed upon by both parties.

This is the entire Agreement between the parties and any amendments hereto must be made in writing and executed by the parties of this Agreement.

IN WITNESS WHEREOF this Agreement is signed and effective as of the date first written above.

JEFFERSON TRANSIT AUTHORITY

CLALLAM TRANSIT SYSTEM

Dan DiGuilio, Interim General Manager

Terry Weed, General Manager

Attest: _____

Attest: _____

Date: _____

Date: _____



Agenda Item 3c.

Meeting Date: June 21, 2011

Subject: **Clallam Transit Interlocal-Supervisor West End**

Prepared By: Natalie Patten

Approved By: 

Summary: Jefferson Transit and Clallam Transit are entering into an Interlocal Agreement for Clallam Transit to provide general supervision and administrative support for Jefferson Transit Olympic Connection West End Service. This agreement is for the term of June 1, 2011 through December 31, 2011.

INTERLOCAL AGREEMENT

This INTERLOCAL AGREEMENT is made by and between the Clallam Transit System ("CTS") and Jefferson Transit Authority ("JTA") for the purpose of providing a mechanism for CTS to provide general supervision and administrative support for JTA operations in the West End of Jefferson and Clallam counties.

Due to the remoteness and distance from the primary operating base in Port Townsend (East Jefferson County) to the base in Forks (West Clallam County) it would be more practical and more efficient when CTS supervisors provide the needed supervisory and administrative tasks in place of JTA Supervisors.

REPRESENTATIONS

1. CTS AND JTA are each public transportation benefit authorities (PTBAs), organized under the provisions of Chapter 36.57A, RCW, and are municipal corporations of the State of Washington.
2. Each of the parties operates a public transportation service within its respective counties.

NOW, THEREFORE, in consideration of the above representations and the mutual covenants and promises contained in this AGREEMENT, and pursuant to the authority granted by the Inter-local Cooperation Act, Chapter 39.34, RCW, it is agreed between CTS and JTA as follows:

1. Term of Agreement: Beginning June 1, 2011 and ending December 31, 2011.
2. JTA operators are expected to follow the direction of CTS supervisors. CTS supervisors will take general direction from designated JTA management in regards to JTAs Forks-based personnel issues and concerns.
3. CTS agrees to accomplish tasks as outlined in Exhibit A hereinafter attached.
4. CTS agrees to provide supervision from a pool of qualified employees at an average rate of two (2) hours per day or ten (10) hours per week.
5. JTA agrees to compensate CTS \$12,000 for the term at a rate of \$400 per week for the thirty (30) weeks. Billing shall be quarterly starting July 1, 2011 and may be netted against charges due from CTS.
6. Should additional CTS supervisory effort be needed as determined by JTA, JTA agrees to compensate CTS at a rate of \$40 per hour for any response required beyond the Hoh River. This does not include driver ride checks.
7. CTS agrees to give JTA four (4) fare boxes with eight (8) vaults.

8. CTS and JTA agree, during the fourth quarter of 2011, to review together the effectiveness of this AGREEMENT and, at that time, to consider execution of a similar agreement.



Terry Weed, General Manager
Clallam Transit System



Date

Dan DiGuilio, Interim General Manager
Jefferson Transit Authority

Date

EXHIBIT A

Exhibit A details the general operator supervision that will be performed by Clallam Transit System for Jefferson Transit at the Forks Jefferson Transit Base in Western Clallam County.

1. Coordinate random drug tests pursuant to Jefferson Transit Drug & Alcohol Policy
2. Accident investigation
3. Ride checks
4. Customer complaints
5. Incidents
6. Maintain problem passenger files
7. Refresher training
8. Schedule distribution
9. Fitness for duty evaluations
10. Empty fare boxes two (2) times per month, every other Thursday



**Washington State
Department of Transportation**

Paula J. Hammond, P.E.
Secretary of Transportation

Transportation Building
310 Maple Park Avenue SE
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

June 1, 2011

Dan Di Guilio
Jefferson Transit Authority
1615 W. Sims Way
Port Townsend, WA 98368

Dear Mr. Di Guilio,

Congratulations! Your agency has been awarded state and/or federal funds from the Public Transportation Division for the 2011-2013 biennium. This notice summarizes your organization's funding from the Washington State Legislature for formula funds to public transit agencies, the Consolidated Competitive Program for the state's Paratransit/Special Needs and Rural Mobility grant funding, and a variety of competitive Federal Transit Administration programs.

For 2011-2013, WSDOT received 170 applications—requesting over \$106 million from our competitive program—of which we were able to support 135. This notice also includes the distribution of formula funds to transit agencies receiving Paratransit/Special Needs grants and 10 transit agencies eligible for Rural Mobility funds for sales tax equity.

Project Description 1

Funding Status

Sustain fixed route and Dial-A-Ride transportation services in East Jefferson County Funded

Funding Source

Funds Awarded

State: Rural Mobility Competitive	\$684,201
Federal: §5311 Non-Urban Transportation	\$684,201
Contractor Share	\$2,517,021
<hr/> Total Project Cost	<hr/> \$3,885,423

Project Description 2

Funding Status

Formula Funds Funded

Funding Source

Funds Awarded

State: Rural Mobility Tax Equalization	\$81,579
Federal:	\$0
Contractor Share	\$0
<hr/> Total Project Cost	<hr/> \$81,579

Project Description 3**Funding Status**

Sustain route deviated transportation service between Forks and Amanda Park along US 101, 5 days per week (M-F)

Funded

Funding Source**Funds Awarded**

State: Rural Mobility Competitive

\$177,433

Federal: §5311 Non-Urban Transportation

\$177,433

Contractor Share

\$342,528

Total Project Cost

\$697,394

Project Description 4**Funding Status**

Formula Funds

Funded

Funding Source**Funds Awarded**

State: Paratransit/Special Needs Formula

\$175,411

Federal:

Contractor Share

Total Project Cost

\$175,411

Methodology for the Determination of Competitive Grant Award

The independent review panel used the forced-pairs methodology and provided WSDOT with the number of times that your project was selected. The points were then added to the project's regional rating, and the total points were used to develop a ranked list of projects for the state. Some agencies will notice that the Competitive Grant amount of the award is less than the amount requested. WSDOT is very sensitive to current economic conditions, the amount of total funding that had been requested compared to the funds available, and the desire to maintain services already in place. We determined funding amounts for successful projects based on budgets and revenues with a specific focus on actual expenditures where applicable.

In a change of policy this year, applicants to our competitive programs are not given the option to be awarded state-only competitive funds. This is based on Legislative program reductions to our budget that eliminated state funds that could be used for staff. In order to manage the grant program, we now award federal money to every project eligible to receive federal funds.

Should your agency deem that your project cannot be completed with the funds awarded, you may choose to not accept this grant award. In that case, please send a courtesy e-mail to Don Chartock at ChartoD@wsdot.wa.gov no later than **June 10, 2011**.

Additionally, some applications may have included match resources potentially jeopardized by either the state's general fund budget or declining local revenues. Unfortunately, federal match rates are non-negotiable. If you have reason to believe you will not be able to meet your pledged match, please contact Don or your project manager as soon as possible.

WSDOT Project Managers

We will also be assigning you a WSDOT project manager.

Your project manager will:

- Ensure you have a clear understanding of the project scope, schedule and budget.

- Ensure you have a clear understanding of grant requirements and procedures, which are included in *Guide to Managing Your Public Transportation Grant*, 2011 version.
- Discuss the next steps to get your grant agreements in place as quickly as possible.
- Clarify the reporting requirements of your grant contract.

The project manager may also contact you for follow-up information. Depending on the type of project and the funding source, some of the information you may be asked to provide can include:

- Labor information
- Indirect Cost Plan or Rate
- In-Kind Match Valuation Plan
- Federal Certifications and Assurances
- Copies of Title VI Plans and DBE Goals

Your project manager will advise your agency when grant management trainings will be provided. We highly recommend that the grant staff responsible for tracking the operational, procurement activities and fiscal data on the project(s) in your agency attend this training. At the training your staff will receive a copy of *Guide to Managing Your Public Transportation Grant*, 2011 version, a reference manual developed to provide 'self-help' answers to many of the questions that may arise.

Again, congratulations. If you need assistance, please contact your assigned project manager via e-mail or telephone.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brian Lagerberg', with a stylized flourish extending to the right.

Brian Lagerberg
Director, Public Transportation Division

**CONSOLIDATED GRANT COMPARISON
2009-2011 VS 2011-2013 BIENNIA
OPERATING ONLY**

	2009-2011	2011-2013
State Paratransit/Special needs	\$ 202,439.00	\$ 175,411.00
State Rural Mobility Competitive	\$ 70,000.00	\$ 861,634.00
State Rural Mobility Sales Tax Equalization	\$ 125,487.00	\$ 81,579.00
FTA 5311	\$ 1,571,250.00	\$ 861,634.00
Contractor	\$ 3,268,633.00	\$ 2,859,549.00
Total Cost	\$ 5,237,809.00	\$ 4,839,807.00
Total Amount Awarded (minus Contractor amount)	\$ 1,969,176.00	\$ 1,980,258.00
Amount of increase in awards for 2011-2013 Biennia	\$ 11,082.00	

Note: In 2009-2011, Jefferson Transit was awarded \$1,010,000 in Capital Funds for replacement vehicles, but did not apply for Capital Funding for the 2011-2013 Biennia.



Agenda Item 4a.

Meeting Date: June 21, 2011

Subject: Resolution 11-17: Amendment 2 to GCA6174-Mobility Grant

Prepared By: Natalie Patten

Approved By: 

Summary: Amendment 02 transfers \$26,000 from the Paratransit/Special Needs Non-Profit funding in Project A to Paratransit/Special Needs Non-Profit funding in Project B and amends the Scope of Work language to include *specialized transportation*.

Resolution 11-17 also authorizes the Authority Chair to sign and execute the amendment.

Recommendation:

Adopt Resolution 11-17: Amendment 2 to GCA6174-Mobility Grant

Motion for Consideration:

Move to Adopt Resolution 11-17: Amendment 2 to GCA6174-Mobility Grant

The SECOND AMENDMENT to AGREEMENT GCA6174 entered into between the Washington State Department of Transportation (hereinafter referred to as “WSDOT”), and Jefferson Transit Authority (hereinafter referred to as “CONTRACTOR”), and/or individually referred to as the “PARTY” and collectively referred to as the “PARTIES”,

WHEREAS, both PARTIES agree to amend AGREEMENT GCA6174 Project A Scope of Work language to include *specialized transportation* and;

WHEREAS, both PARTIES agree to amend AGREEMENT GCA6174 to decrease Paratransit/Special Needs Non-Profit funding in Project A by \$26,000 and to increase Paratransit/Special Needs Non-Profit funding in Project B by that same amount.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCA6174:

1. Amend Exhibit I Scope of Work and Budget, Funding by Project - PROJECT A, to read as follows:

Scope of Work: To provide operating funding assistance for specialized transportation and a Mobility Manager to assist with the mobility coordination, training and planning for specialized transportation services including door-to-door and complimentary ADA Paratransit services in Jefferson County.

Funding	Percentage	Total Project Costs
State Paratransit / Special Needs Transit Formula Funds	100%	\$ 80,000
Contractor’s Funds	0%	\$ 0
Total Project Cost	100%	\$ 80,000

Budget: *Funding and percentages identified reflects total project funds for 2009-2011.*

2. Amend Exhibit I Scope of Work and Budget, Funding by Project - PROJECT B, to read as follows:

Scope of Work: To provide operating funding assistance to sustain fixed route, route deviated, and demand response transportation services for the general public and persons with special needs in economically disadvantaged East Jefferson County that includes the Castle Hill area of Port Townsend, Brinnon, Quilcene and the Tri-area. Service also includes intermodal connections to Clallam, Grays Harbor, Kitsap, and Mason transit systems and the Washington State Ferries.

Funding	Percentage	Total Project Costs
FTA 5311 Funds	26%	\$ 1,260,000
State Rural Mobility Competitive Funds	2%	\$ 70,000
State Rural Mobility Transit Tax Equalization Formula Funds	3%	\$ 141,963
State Paratransit/Special Needs Transit Formula Funds	3%	\$ 122,439
Contractor's Funds	66%	\$ 3,093,222
Total Project Cost	100%	\$ 4,687,624

Budget: Funding and percentages identified reflects total project funds for 2009-2011.

3. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

4. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

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

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation, WSDOT

By: _____
Authorized Representative

Title: _____

Print Name: _____

Date: _____

Date: _____



Agenda Item 4b.

Meeting Date: June 21, 2011

Subject: **Resolution 11-18: Authorizing Finance Manager to transfer funds**

Prepared By: Natalie Patten

Approved By: 

Summary: Resolution 11-18 authorizes Teresa Lange, Finance Manager the ability to transfer funds within the Jefferson County Treasurers Account and the Bank of America Accounts for Jefferson Transit. The Finance Manager needs to have the ability to transfer funds in her day to day operations of the Finance Department.

Recommendation:

Adopt Resolution 11-18: Authorizing Finance Manager to transfer funds

Motion for Consideration:

Move to Adopt Resolution 11-18: Authorizing Finance Manager to transfer funds

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Agenda Item 4c.

Meeting Date: June 21, 2011

Subject: **Resolution 11-19: Designate Check Signers on Fiscal Accounts**

Prepared By: Natalie Patten

Approved By: 

Summary: Resolution 11-19 adds Ben Arnold, Fleet & Facilities Manager and Rachel Katz, Grants Administrator as check signers on the Jefferson County Treasurers Account and the Bank of America Accounts for Jefferson Transit. This Resolution removes Cori Boyd, Human Resources/Payroll Administrator from the check signing authorization.

Dan DiGuilio, Interim General Manager and Tammi Rubert, Operations Manager will continue to be check signers enabling Fiscal operations to continue with more than 2 check signers.

Recommendation:

Adopt Resolution 11-19: Designates Check Signers on Fiscal Accounts

Motion for Consideration:

Move to Adopt Resolution 11-19: Designates Check Signers on Fiscal Accounts

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Agenda Item 4d.

Meeting Date: June 21, 2011

Subject: Resolution 11-20: Amended ADA Paratransit Policy

Prepared By: Natalie Patten

Approved By: 

Summary: Resolution 11-20 amends the current ADA Para-transit Policy last signed on October 29, 2010. This amendment conforms to Washington State Department of Transportation policy, Jefferson Transit policy and passenger accommodations in regards to ADA rules. Mobility Manager, Patty Perry researched other ADA policies and requirements and created this policy to be adopted today.

Changes to the policy include: A full listing of Fares, new mobility devices, A No-Show policy and a travel training program.

Recommendation:

Adopt Resolution 11-20: Adopt Amended ADA Para-transit Policy.

Motion for Consideration:

Move to Adopt Resolution 11-20: Amended ADA Para-transit Policy.

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<i>Title:</i> ADA Policy-Revision	<i>Resolution:</i> 11-20: Revised ADA Policy
<i>Author:</i> Patty Perry	<i>Revision Date:</i> June 21, 2011



Jefferson Transit Authority

ADA Policy

Adopted January 14, 1992

ADA Policy

The Americans with Disabilities Act (ADA) was signed into law on July 26, 1990. The ADA is civil rights legislation which requires that persons with disabilities receive transportation services equal to those available on the fixed route service.

It is the policy of Jefferson Transit that, when viewed in their entirety, services, programs, facilities, and communications provided by Jefferson Transit, directly or by a contracted service provider, are readily accessible and usable to individuals with disabilities to the maximum extent possible. 49. CFR 37.105

1. Fares

Daily Fares for are as follows:

- Senior (60+)/Disabled/Youth (7-18 years of age) - \$1.00
- Adult (19-59 years of age) - \$1.50
- Dial-A-Ride - \$1.00 per trip - 49 CFR 37.131 (c)

Monthly Regular Fares are as follows:

- Senior (60+)/Disabled/Youth (7-18 years of age) - \$12.00
- Adult (19-59 years of age) - \$24.00
- 3-month College Student pass (per QTR) - \$50.00 —Out of County surcharge included
- Summer Youth Pass (6-18 years of age) - \$20.00 —Out of County surcharge included
(Memorial Day thru Labor Day only)

Monthly Commuter Fares are as follows:

- Senior (60+)/Disabled/Youth (7-18 years of age) - \$20.00—Out of County surcharge included
- Adult (19-59 years of age) - \$36.00—Out of County surcharge included

Annual Regular Fares are as follows:

- Senior (60+)/Disabled/Youth (7-18 years of age) - \$115.00
- Adult (19-59 years of age) - \$230.00

Annual Commuter Fares are as follows:

- Senior (60+)/Disabled/Youth (7-18 years of age) - \$192.00—Out of County surcharge included
- Adult (19-59 years of age) - \$345.00—Out of County surcharge included

2. Holiday Closures

Jefferson Transit- Dial-A-Ride (Para transit) and fixed route service does not run on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

3. Approved Equipment

In order to accommodate a wheelchair or power scooter on a Jefferson Transit vehicle it must meet the following standards:

- The equipment must have 3 or 4 wheels.
- The measurement of the equipment must be no more than 30” wide and 48” long, including footrests and backpacks.
- The equipment must not weigh more than 600 lbs. when occupied.
- Walkers must be collapsible and stored between seats.
- Equipment must be in good working order, with batteries charged, tires inflated, brakes working, footrests attached, and all parts secure. (49 CFR 37.3)
- *Segway* or similar electrically motorized personal transportation devices are allowed on JTA when used as a mobility device by a person with a disability. The passenger may board with the device but may not use the device as a seat when aboard a JTA vehicle.

4. Mobility Device Brakes

When occupying a lift or securement area, it is recommended that passengers apply the brakes on their mobility devices; however, they are not required to do so. With power chairs or scooters, it is recommended that the power switch be turned to the “off” position. Again, this is not mandatory.

5. Portable Oxygen Use

Individuals with disabilities who use portable oxygen devices are allowed to travel with respirators and properly secured portable oxygen supplies. Oxygen supplies must not obstruct the aisle. 49 CFR 37.167(h)

6. Securement Policy

Operators will use front and rear tie-downs to secure mobility devices. Operators will secure mobility devices at the strongest parts of the device; however, the passenger can indicate the most optimal tie-down spot. The mobility device will be secured front facing unless otherwise requested by the passenger. Drivers will assist passengers with securement systems, ramps, and seatbelts; however, drivers cannot assist riders using power chairs or scooters with the operation of their equipment. Jefferson Transit cannot refuse to transport someone whose mobility device cannot be satisfactorily restrained provided that mobility device fits within the definition described in Section 3. (49 CFR 37.165)

7. Stop Announcements

Stops at major intersections, transfer points, and destination points will be announced on fixed route buses. Transit operators will announce other stops upon request. (49 CFR 37.167 (a-c))

8. Personal Care Attendants

A Personal Care Attendant (PCA) may ride with you at no charge. A PCA is someone who travels with, and helps, a rider who is not able to travel alone. Passengers must provide their own PCA if they need one. The Dial a Ride Application form should include a space that gives the applicant the opportunity to indicate whether or not they will be accompanied by a PCA.

Guests and companions may ride with passengers on Jefferson Transit Dial a Ride. Guests and companions must pay regular fare. A companion is anyone who rides with a passenger who is not designated as a PCA. (49 CFR 37 (d))

9. Service Animals

A service animal is any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability. In order to ride Jefferson Transit:

- The animal must be on a leash or in a container, remain under control of the owner, and behave appropriately.
- Birds, reptiles, amphibians, rodents, and cats must be kept in an enclosed carrier/container.
- The animal must remain at your feet or on your lap. It may not sit on a vehicle seat.
- The animal must not be aggressive toward people or other animals.
- You are responsible for any damage caused by the animal. (49 CFR 37.167 (d))

10. Boarding Assistance

Operators shall position the bus to make boarding and de-boarding as easy as possible for everyone, minimize the slope of the ramp, and use the kneeling option as needed. Bus operators shall provide assistance to passengers upon request. Passengers with disabilities shall be allowed adequate time to board and disembark the vehicle.

11. Maintenance of Lifts or Ramps

Bus operators must test the lift or ramp during the pre-trip inspection. Break down of accessibility equipment must be reported immediately to dispatch. A vehicle with an inoperable lift or ramp must be removed from service as soon as possible and cannot be returned to service until repaired. If there is a lift or ramp failure, a replacement vehicle must be dispatched if the next trip to the destination of any passenger using a mobility device is scheduled in more than 30 minutes. If the next trip to the destination of any passenger using a mobility device is scheduled in 30 minutes or less, a replacement vehicle may be dispatched if available. (49.CFR 37.163)

12. Priority Seating

Upon request, bus operators shall ask – but not require – passengers to yield priority seating at the front of the bus to seniors and persons with disabilities. Drivers are not required to enforce the priority seating designation beyond making such a request.

13. Reserved Seating

Mobility device securement areas on buses are reserved. Passengers using common mobility aids shall be boarded if the securement areas are not otherwise occupied by a mobility device, regardless of the number of passengers on the bus. Bus operators are required to ask passengers sitting in the securement areas to move to other available seats or to stand.

14. Suspension of Service

A rider's privileges may be suspended for any of the following infractions on any Jefferson Transit property, including vehicles, bus stops, or stations:

- Smoking or carrying a lit pipe, cigar, or cigarette (unless in a designated smoking area).
- Discarding or dumping litter in places other than the recognized receptacles.
- Consuming alcoholic beverages or in possession of alcoholic beverages.
- Loud, raucous, unruly, harmful, or harassing behavior.
- Possessing an unissued transfer.
- Engaging in other conduct that is inconsistent with the intended purpose of the transit facility, station, or vehicle. (RCW 9.91.025)

15. Notification of Policy

Jefferson Transit will notify the public of the ADA policy on the website and in the riders guide.

16. Dial-A-Ride (Para transit)

- a. Eligibility Requirements:* A person may access Jefferson Transit Dial-A-Ride if he or she has a disability or disabling health condition that prevents him or her from independently using our buses some or all of the time. 49 CFR 37.123

Presence of a disability or a disabling health condition by itself does not automatically make a person eligible for Dial-A-Ride service. The ability to ride our buses is the basis for eligibility.

Applications will be reviewed by Jefferson Transit based on the following eligibility qualifications. A person is eligible for Jefferson Transit Dial-A-Ride service if he or she:

- is unable to board, ride, or exit a lift-equipped bus without assistance,
OR
- needs to use a lift but it cannot be deployed safely at a bus stop,
OR

- have a disability that prevents travel to and from a bus stop under certain conditions,
AND
- is certified to use Jefferson Transit Dial-A-Ride.

Jefferson Transit will respond to applicants in writing within 14 days of receiving an application. If the applicant does not receive an answer within 21 days, the applicant shall be treated as eligible and provided services until an answer is received.

- a. Categories of Eligibility:* A Jefferson Transit Dial-A-Ride applicant's eligibility may be classified as conditional, unconditional, or temporary. These categories are defined and mandated by the Americans with Disabilities Act (ADA) regulation.

Category Type	Description	Type of eligibility
Category 1	A person with a disability who cannot independently ride transit	Unconditional
Category 2	Prevented by disability or combination of disability and architectural barriers from getting to the boarding area	Conditional
Category 3	Prevented from using fixed route during a certain amount of time	Temporary

- b. Service Area:* Jefferson Transit Dial-A-Ride service is provided within 3/4 of a mile of Jefferson Transit fixed-route service, except for commuter routes. 49 CFR 37.131 (a)

- c. Origin to Destination Service:* Based on the functional ability of the rider at the time of application, the driver will provide one of the following types of trips 49.CFR 37.129

<i>Trip Type</i>	<i>Descriptions</i>
Curb to Curb	Customer taken from curb of pickup to curb of destination
Door to Door	Customer taken from door of pickup point to door of destination
Door Though Door	Customer taken from point of pickup into the door of the destination

- d. Trip Scheduling:* Dial-A-Ride trips can be scheduled from 14 days before the trip desired . Reservations will be accepted the day of the trip, provided that there is room in the day's schedule to accommodate them. Rides will be curb-to-curb unless previously arranged
- e. Trip Cancellation:* Dial-A-Ride trips must be canceled before 4:00 p.m. the day before the scheduled trip.
- f. No-Show Policy:* The definition of a No-Show is an inability to find a passenger at the specific pick-up location or a passenger refusal of the trip at the door.

Riders who schedule Dial-A-Ride or Deviated Fixed Route service trips and repeatedly no-show or have excessive late cancellations, may be suspended from both services. If a trip is missed, the return trip is automatically cancelled.

If a rider No-Shows 3 or more Dial-A-Ride or Deviated Fixed Route trips in a thirty day period, they may be suspended from Jefferson Transit for a minimum of 1 week. The 2nd suspension will be for a 2 week period, the 3rd suspension will be for a 3 week period, and so on. Each suspension increases by 7 days within a twelve month period.

- g. JTA offers free travel training for anyone who may feel unsure about riding the bus. The training is customized to meet each person's needs such as reading the schedule, making transfers, boarding the bus, etc.
- h. *Dial-A-Ride Hours:* Jefferson Transit Dial-A-Ride operates the same hours as the Jefferson Transit fixed route system:

Monday-Friday:	5:40 a.m. – 8:00 p.m.
Saturday:	6:40 a.m. – 7:50 p.m.
Sunday:	8:00am-7:00pm

17. Visitor Certification

Visitors are eligible for 21 days of service in a 365-day period beginning on the first day the service is used by the visitor. For additional days of service, the individual is expected to register under Jefferson Transit eligibility procedures. For individuals who reside outside the Jefferson Transit service jurisdictions, Jefferson Transit shall certify an individual with a disability as a visitor when providing documentation of residence and a statement that because of their disability they are unable to access the fixed route. (49 CFR 37.121)

18. Complaint Process

Jefferson Transit is committed to providing safe, reliable, and accessible transportation options for the community. Jefferson Transit has established a Customer Complaint Policy and customers wishing to file a complaint and/or obtain a copy of the Customer Complaint Policy may contact Jefferson Transit at (360) 385-4777, or in person at Jefferson Transit's administration office located at 1615 W. Sims Way, Port Townsend, WA 98368. (RCW 46.07b)

Authorized By:

Dan DiGuilio, Interim General Manager

Date



Operations Proposal

To: Dan Di Guilio, Interim General Manager

From: Tammi Rubert, Operations Manager *TR*

Date: 5/26/2011

RE: All Staff Training Day – November 11, 2011 Closure

Since 2002 Jefferson Transit utilized November 11th, Veterans Day as an All Staff Training Day. This day was used to train operators, dispatchers, customer service personnel and mechanics all in one day. FTA and WSTIP regulations require us to provide training to remain in compliance. Every year at all staff training day we provided Drug and Alcohol, First Aid/CPR and OSHA training. We also provided refresher driver training and self defense. In October 2010 all staff training day was removed from Jefferson Transit's training schedule. I propose we continue to close on November 11th, Veterans Day and continue the all staff training day for all Jefferson Transit personnel.

PRO'S

- Provides the required training for the entire staff in one day.
- Eliminates overtime paid throughout the year for shift coverage during training.
- Jefferson Transit remains compliant.
- Fiscal impact – negligible as the drivers are paid at straight time for the training day.
- Team building/Moral booster

CON'S

- Closed for service on November 11th

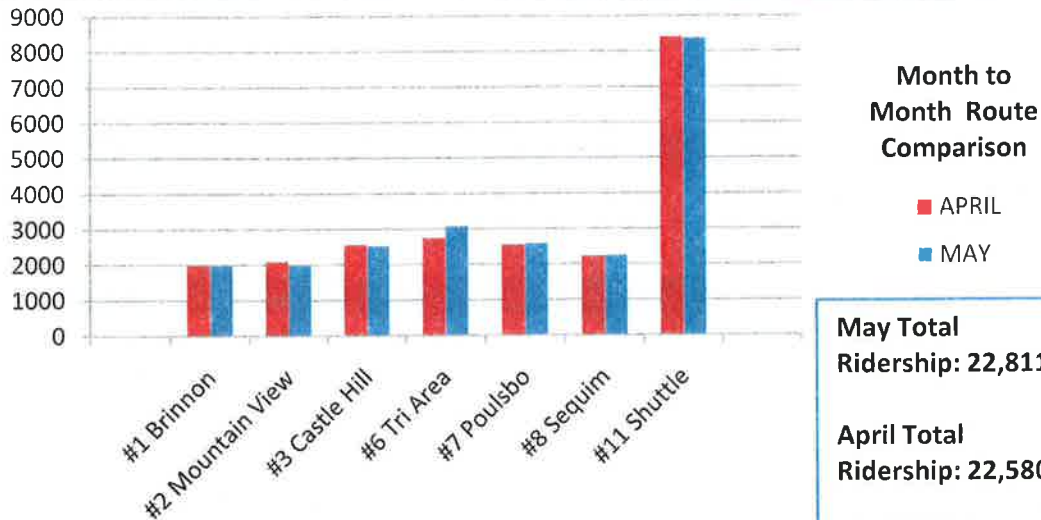
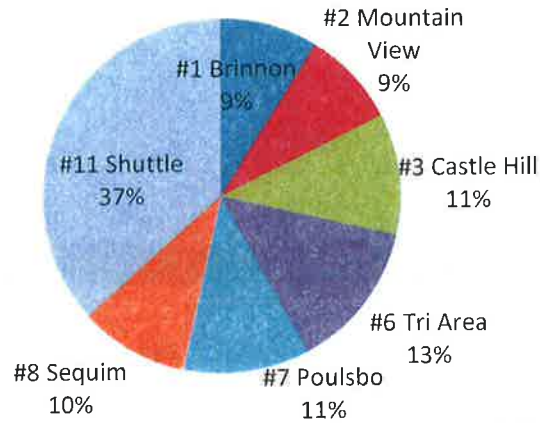
RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

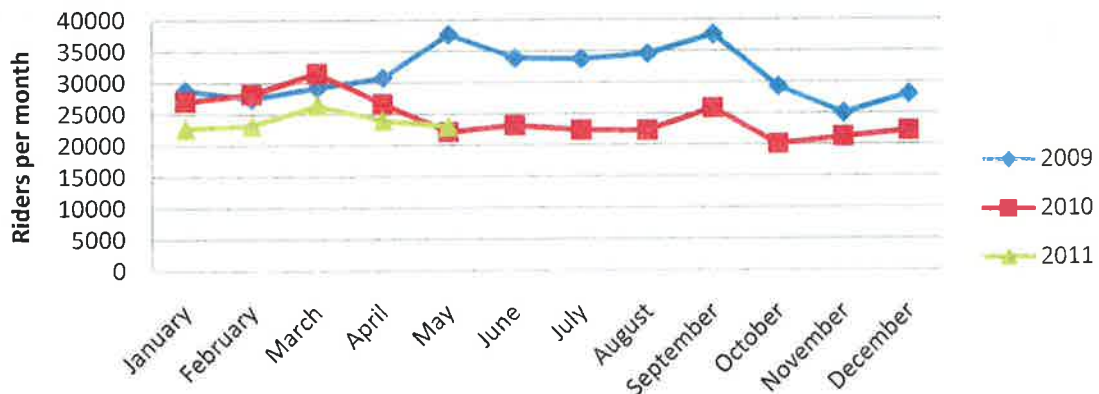
JTA Monthly Percentage of Ridership- May 2011

Total Ridership
for May 2011

22,811 (100%)



Ridership by Month and Year



JEFFERSON TRANSIT AUTHORITY

MONTHLY RIDERSHIP REPORT

MAY, 2011

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	1991	12	78	337	2494	142	5.91	0.80	14.07
#3 Castle Hill Connector	2528	11	163	337	3067	145	7.50	0.82	17.45
#11 Shuttle	8377	25	241	674	2629	249	12.43	3.19	33.59
LOCAL TOTAL	12896	48	482	1348	8189	536	8.61	1.60	21.70

COMMUTER									
#1 Brinnon	1994	0	229	184	7820	199	10.84	0.25	10.03
#6A Tri Area Loop (5)	1831	1	125	123	3186	102	14.89	0.57	17.94
#6B Tri Area Loop (6)	1248	0	118	97	2512	81	12.87	0.50	15.50
#7 Poulsbo	2596	4	195	184	7710	197	14.11	0.34	13.19
#8 Sequim	2246	5	156	226	7774.4	176	9.94	0.29	12.74
COMMUTER TOTAL	9915	10	823	814	29002	754	12.53	0.39	13.88

SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 05-21-2011	162	2

We are redesigning our reporting for the Forks Base. Due to no JTA staff on site at the end of May, there are no reporting numbers for May 2011.

WEST JEFFERSON They will be included in June 2011 reporting numbers

TOTAL MONTHLY	22973	58	1305	2164	37191	1290	10.57	1.00	17.79
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Weekdays in Month

Saturdays in Month

Sundays in Month

VANPOOL

	Passenger Trips	Miles Travelled
Vanpool	1436	10621

DIAL A RIDE

	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
Dial A Ride	1401	1245	6398	510	1.13	0.22	2.75

*Boardings includes Passenger and Attendant if needed