

# **JEFFERSON TRANSIT AUTHORITY BOARD MEETING**

**Tuesday, March 15, 2011 1:30 p.m.**

**Mountain View Commons**

**1925 Blaine Street, Port Townsend, WA**

## **AGENDA**

- |                  |           |                                                                            |                    |
|------------------|-----------|----------------------------------------------------------------------------|--------------------|
| <b>1:30 p.m.</b> | <b>1.</b> | <b>Call to Order/Welcome</b>                                               |                    |
| <b>1:40 p.m.</b> | <b>2.</b> | <b>Public Comments</b>                                                     |                    |
| <b>1:50 p.m.</b> | <b>3.</b> | <b>New Agenda Items</b>                                                    |                    |
| <b>1:50 p.m.</b> | <b>4.</b> | <b>CAC Report</b>                                                          |                    |
| <b>2:00 p.m.</b> | <b>5.</b> | <b>Consent Agenda</b>                                                      | <b>Attachments</b> |
|                  |           | <b>a. Approval of Minutes, February 15, 2011</b>                           |                    |
|                  |           | <b>b. Approval of Expenses, February 2011</b>                              |                    |
| <b>2:05 p.m.</b> | <b>6.</b> | <b>New Business</b>                                                        |                    |
|                  |           | <b>a. Resolution 11-4: Collection of Additional Sales &amp; Use Tax</b>    |                    |
|                  |           | <b>b. Resolution 11-5: Van Pool Shared Use Memorandum of Understanding</b> | <b>Attachment</b>  |
| <b>2:55 p.m.</b> | <b>7.</b> | <b>Staff Report</b>                                                        |                    |
|                  |           | <b>a. General Managers Report</b>                                          |                    |
|                  |           | <b>b. Financial Report</b>                                                 | <b>Attachment</b>  |
|                  |           | <b>c. Operations/Maintenance Report</b>                                    | <b>Attachment</b>  |
| <b>3:15 p.m.</b> | <b>8.</b> | <b>Miscellaneous</b>                                                       |                    |
| <b>3:30 p.m.</b> | <b>9.</b> | <b>Adjournment</b>                                                         |                    |

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).

# **Jefferson Transit Citizens Advisory Committee**

## **Meeting Minutes**

**Monday, February 7, 2011, 5:30 p.m.**

**Port Townsend Chamber of Commerce, Haines Place  
Port Townsend, WA**

### **CALL TO ORDER**

Meeting was called to order at 5:31 p.m.

### **CAC MEMBERS PRESENT**

John Reynaud, Gordon Neilson, Lynn Gressley, Kaheya Cunningham, Martha Ann Sackett, Gerald Braude

### **CAC MEMBERS ABSENT**

Excused- Tamara Conway, Ali Dyche, Linda Pfafman,  
Unexcused- Scott Walker, Julie Duke

### **JTA STAFF PRESENT**

Peggy Hanson, Natalie Patten

### **REVIEW/APPROVE DECEMBER 6, 2010 & JANUARY 3, 2011 MEETING MINUTES**

*Motion by Nielson, seconded by Gressley to approve the December 6, 2010 & January 3, 2011 meeting minutes. The motion passed unanimously.*

### **NEW ITEMS NOT ON THE AGENDA**

- **CAC Transit passes**
- **Upcoming Events-CAC Invites**

### **JTA TRANSIT REPORT – Peggy Hanson**

- JTA is issuing new updated CAC passes. Hanson asked that all CAC members come up to transit to get their new passes.
- Hanson invited CAC members to transit on 02/08/2011 starting at noon, to celebrate the arrival of spring with bagels and juice.
- Legislative Update-Governor proposed a reduced budget. Funding for rural transit programs are among those on the reduced chopping block. Transit is watching this very closely. The ferry system is being looked at as a possible

avenue for cuts. If this happens, transit needs to be prepared for any possible fallout on the roadway and with ferry connections.

- CAC new membership outreach- CAC has member openings and Hanson asked the CAC for permission to advertise and seek out new member recruits.

*Motion by Neilson, seconded by Reynaud to authorize General Manager, Peggy Hanson to advertise and seek out new members for the CAC. The motion passed unanimously.*

- ADA Workshop-Leavenworth, WA. Covers ADA regulations and laws and Transits role in honoring those, also covered are ADA's new rules on service animals. Discussion regarding service animals. Hanson is sending an operator, dispatcher, mobility manager and would like to extend an invitation to a CAC member. Hanson will contact CAC Chair regarding selection of CAC member.
- Bus Buddy program- JTA is looking to reformat the Bus Buddy program into a Rider Advocate Program that is sustainable and achievable with the members that use it. Hanson is seeking opportunity to expand JTA's mobility manager out into the public and to be able to certify those advocates of transit to be utilized in the Rider Advocate program.
- Dashboard reporting- JTA is working internally on developing a reporting program regarding ridership that looks at how the numbers are gathered and how they are being used.
- Service Reduction Plan- Following the special election vote on 02/08/2011 for Prop 1, JTA will go into a Service Reduction Plan if the proposition does not pass. 4 separate community meetings will take place to outreach to the community how the service reduction will affect them. CAC will have an important role in assisting with the public to help any passengers with service disruptions. Discussion regarding how reduction was decided. Hanson stated that the Service Reduction Plan was based on Ridership by day of week and by hour. Reduction was designed to protect the commuter and the transfer connection. Frequency was reduced. The single most important thing is that the transit "hooks people up".
- New Meeting Place for CAC- Hanson has been looking for a meeting place that has a later start, is convenient to transit and enables CAC to have a more formal meeting place. Discussion regarding visiting sites for future meetings. Patten will contact Skookum to set up a time to visit during next CAC Meeting.

## **CAC REPORT TO THE TRANSIT AUTHORITY BOARD March 7, 2011**

### **MARCH MEETING DATE –March 7, 2011**

### **ADJOURNMENT**

The meeting was adjourned at 6:40 pm.

# **Jefferson Transit Authority Board**

## **Meeting Minutes**

**Tuesday, February 15, 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 1:31 p.m. Other members present were George Randels, David Sullivan, Phil Johnson, John Austin and Pam Thompson.

### **STAFF PRESENT**

Peggy Hanson, Sara Crouch, Cori Boyd, Ben Arnold, Patty Perry, Natalie Patten, Rachel Katz

### **CAC PRESENT**

### **OTHERS PRESENT**

Robert Komishane, Margaret Lee, Kendal McKee

### **PUBLIC COMMENTS**

**The meeting was opened to public comments at 1:32 p.m.**

- Kendall McKee handed out printouts to the Authority Board and General Manager, Peggy Hanson. McKee explained his concern for issues regarding the #11 Shuttle, the #2 Mountain View and the #3 Castle Hill routes. McKee expressed concern over Board Member Randels comments in regards to Operator Lloyd Eisenman placing 1<sup>st</sup> in the State Rodeo at a previous board meeting. Randels asked for a Point of Personnel Privilege and request was granted by Board Chair Robinson. Randels stated that Mr. Eisenman should be asked if there is mutual respect which he believes there is. McKee interrupted Randels talking and Board Chair Robinson said enough. McKee's public comments ended.
- Margaret Lee expressed her happiness over the public's support of transit in the election.
- Robert Komishane agreed with Margaret and wanted to thank the Jefferson County Residents for Transit and all their hard work on the election.

**Public comments ended at 1:37 p.m.**

### **NEW AGENDA ITEMS**

- Sullivan added the new amended budget in regards to Prop 1 passing. Board Chair added this item to the Finance Report.
- Patten added customer comment log. Board Chair added this item to General Manager Report.

## **CAC REPORT-Peggy Hanson**

- CAC discussed a new possible meeting location at the Skookum Center. Field trip is scheduled for next CAC meeting on March 7, 2011.
- General Manager was granted permission to actively recruit new members of the CAC. Small business owners, Port and County citizens are being looked at. An ad will be placed in the Port Townsend Leader in March
- CAC Members are currently updating their Bus Passes so that all passes are consistent and clearly state their position.
- Support is being given to new CAC Chair regarding meeting facilitation, Roberts Rules of Order and identifying a program to gather and hold a retreat.

## **CONSENT AGENDA**

**a. Approval of Minutes, January , 2011**

**b. Approval of Expenses January, 2011**

Operating Checks 88588-88663: \$304,144.47, including payroll of \$150,427.72

**Total Expenditures: \$304,144.47**

**Motion by Austin, Seconded by Randels to approve the consent agenda. The motion passed unanimously.**

## **NEW BUSINESS**

### **6A- Resolution 11-1: Process & Protocol for presenting MOU between Jefferson Transit and Governmental, Public or Private Entities.**

Hanson stated that Resolution 11-2 is to establish for JTA strong guidance and protocols for entering into MOU's. Austin questioned the timing of such a resolution and Hanson stated that it really gives herself and staff a strong set of guidelines to follow. Robinson stated that policies are being looked at by JTA Management staff and to expect more policies to come.

**Randels motioned, Johnson seconded to approve Resolution 11-1. Motion passed unanimously.**

### **6B- Resolution 11-2: Authorization for Jefferson Transit to pursue and obtain a Line of Credit**

Crouch stated that Resolution 11-2 is an effort to be proactive for any cash shortfalls in 2011 and into 2012. A line of credit is being sought because any increase in sales tax will not be felt until September and this line of credit will be used as a "bridge" to cover any gaps. Robinson asked about the cost of the loan to JTA. Crouch stated that there will be a 1% loan fee and there is a cost to have the property at 4-Corners appraised. Sullivan asked about the selection process for the loan provider. Crouch stated that Kitsap Bank was very professional. Hanson stated that Kitsap also spoke to them about business analysis and their strong recommendation for the right product for transit. JTA explored every option and was very impressed with the knowledge and level of depth within Kitsap Bank. Robinson thanked JTA for the amount of research that was done for the line of credit.

**Austin motioned, Sullivan seconded to approve Resolution 11-2. Motion passed unanimously.**

### **6C - Resolution 11-3: Policy Revision of Substance Abuse Policy and Drug & Alcohol Testing Program**

Hanson stated that when WSDOT came and audited JTA's Substance Abuse Policy and Testing Program that he noted that Human Resources Manager, Cori Boyd's practices and application in overseeing this program was exceptional and he was very complimentary to Cori's strong oversight level of attention.

- Boyd stated that the following changes occurred in this update to the Policy and Program.
- Due to staff changes, the contact information was changed
- The Testing locations were updated
- Throughout the policy there are underlined portions that are JTA Policy only and not under federal mandate.
- The content of the policy has not changed from the last revision. Just the Contact and Testing locations.

Robinson noted that the date on the policy needs to be changed to 02-15-2011 and that Resolution 11-3 needs to have the date changed to match.

Randels noted that the document needs page numbers and that there are several instances throughout the policy where the topic of Reasonable suspicion contradicts with other instances that contain the words Random Testing. Discussion regarding the terms used in the Drug & Alcohol Policy. Boyd stated that the Reasonable Suspicion and Random Testing are two different types of testing and the wording does need to be different. Boyd stated that she will contact WSDOT to verify the wording used in the policy to make sure they are compliant and accurate. Robinson questioned the alcohol content of 0.1%. Boyd stated that the 0.1% is a level set by agencies so that the employee can have a false positive with a chance to test again in 10 minutes. The goal is 0% but there is margin for error, (i.e., someone brushing their teeth just before the test)

**Randels motioned, Austin seconded to approve Resolution 11-3 with changes as noted if needed. Motion passed unanimously.**

### **STAFF REPORT**

#### **a. *General Manager's Report – Peggy Hanson***

1. Patten noted the Customer Comment book is a new tool used to present the customer comments to the Board and the Public. It will be brought to the Board meeting each month, updated with current comments. Any other day of the month it will be located at the customer service desk at JTA.
2. Hanson thanked the voters of Jefferson County for the positive vote outcome. She thanked the Board for their commitment and Staff and Operators who handled the election professionally. JTA will remain committed with strong fiscal controls.

3. The Board will be receiving a package and letter regarding Senate Bill 5796 from the General Manager. The bill includes 3 areas that would affect Jefferson Transit. The process of reporting, assigning of public facilities, and the consideration of air-space leases. *Randels asked if JTA leases the spaces above the shelters, can JTA use that space as they see fit, i.e., advertisement.*
4. FTA announced availability of 3.2 billion in formula funding. FTA is going to issue a second appropriation of funds. A portion of it is 5311b.3 – FTA Rural Transit, JTA is going to aggressively and purposefully pursue.
5. JTA is going to pursue becoming members of AFTA. AFTA is a resource and partner for Transit Agencies.
6. Management staff has been issued their 2<sup>nd</sup> year of unpaid furloughs hours. Management staff will receive 40 hours and General Manager will receive 80 hours. These reduced furlough hours need to be used between January 13<sup>th</sup> to December 31<sup>st</sup>, 2011.
7. Annual Performance Reviews were conducted in January with all Management Staff. Performance Reviews will be conducted every January. This annual review will be a time to discuss goals and progress of past goals. The Annual Performance Reviews completed in January did not include salary increases. The Reviews set a direction that is important to the agency and how we deliver service to our community.

**b. Finance Report – Sara Crouch**

Sara presented the board members with a brief summary of financials for January: Operational Expenses for December were \$304,335.97 and operational income was \$25,172.63. Sales tax revenues received in January for November were up 9.74% from the same time last year. Cash on hand: \$396,727.67 in the Operating Account and \$130,944.01 in the Treasury Pool.

Amended Budget 2011: Crouch proposes to prepare an amended 2011 budget for the March 15<sup>th</sup> board meeting. With reductions in state funding, JTA should keep an eye on the June grants because they may be affected and if they are then another amended budget will be needed at that time. Budget workshop will be held on March 15<sup>th</sup> before the Authority Board Meeting. A resolution to pass an amended budget will be placed on the April 2011 Authority Board Meeting Agenda.

Robinson asked for clarification regarding sales tax and the accrual and cash method. Robinson noted that labor was up under operating expenses for fixed route and questioned why the percentage was higher than the 8.33%. Crouch stated that the accrued percentages were from March and not from January so it is not an even 12<sup>th</sup> month split.

**Operations Report-**

- Ridership is up 6% over the previous month.
- Spring Run cut begins Sunday, February 20<sup>th</sup>, 2011
- Rhody Fest and Wooden Boat are coming up. JTA plans on running during Wooden Boat until 11pm.
- JTA was accident free for the month of January.

- Austin asked about a bus being in the Rhody Parade. Rubert stated that one of the newer buses from Forks is going to be in the Grand Parade on Saturday during the Rhody Festival. Austin asked about the Rhody Run. Rubert stated that the YMCA just recently contacted her about running some extra shuttles for the Rhody Run. She also received a request for 1967 to be at the Fairgrounds during Earth Day.

***Maintenance Report-***

- Ben Arnold, Maintenance Manager reported on the Maintenance Department
- Parts costs have consistently gone down since he has taken over his department.
- Road calls are decreasing. This is due to great preventative maintenance.

**MISCELLANEOUS/CORRESPONDENCE**

**EXECUTIVE SESSION**

The Chair announced that the meeting would go into executive session immediately at 2:42 p.m. for 30 minutes to discuss personnel matters under the terms of RCW 42.30.110(1)(g). The Executive Session concluded at 3:05 p.m. No action was taken

**ADJOURNMENT**

The meeting was adjourned 3:05 p.m. The next Regular Meeting will be held at 1:30 p.m., March 15, 2011.

---

Natalie Patten, Clerk of the Board

---

Date



**Operating Checks**

<b>Vendor Name</b>	<b>Document Type</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
A+ Equipment Rentals	Payment	2/2/2011	88664	\$66.12
McKelvey, Troy	Payment	2/2/2011	88678	\$67.85
Michels, Susan	Payment	2/2/2011	88679	\$75.44
Finley, Darrell W.	Payment	2/2/2011	88672	\$38.00
Olympic Springs	Payment	2/2/2011	88682	\$37.50
Bickford Ford-Mercury	Payment	2/2/2011	88667	\$124.38
Westbay Auto Parts	Payment	2/2/2011	88687	\$141.16
WA State Transit Association	Payment	2/2/2011	88684	\$50.00
WSTIP	Payment	2/2/2011	88686	\$42,977.00
Imperial Supplies LLC	Payment	2/2/2011	88676	\$455.18
Jefferson Transit - Payroll	Payment	2/2/2011	88688	\$73,739.49
First Federal Savings and Loan Assn.	Payment	2/2/2011	88673	\$30.00
Manley Services	Payment	2/2/2011	88680	\$1,536.39
ADP	Payment	2/2/2011	88665	\$403.32
Matco Tools - Matthew Lasher	Payment	2/2/2011	88681	\$171.45
Commercial Brake & Clutch	Payment	2/2/2011	88668	\$115.66
Link Transit	Payment	2/2/2011	88677	\$79.24
Department of Ecology	Payment	2/2/2011	88685	\$599.50
Dave Miller	Payment	2/2/2011	88669	\$270.97
Office Depot	Payment	2/2/2011	88683	\$76.21
Interstate Battery Systems of Seattle	Payment	2/2/2011	88666	\$101.25
Ferrelgas	Payment	2/2/2011	88671	\$1,197.81
First Choice Health	Payment	2/2/2011	88670	\$79.20
Hadlock Building Supply	Payment	2/2/2011	88675	\$10.60
Healthforce OccMed	Payment	2/2/2011	88674	\$35.00
Nolan, Tim	Payment	2/4/2011	88689	\$204.06
Olympic Region Municipal Clerks Association	Payment	2/8/2011	88722	\$50.00
BADD Habit	Payment	2/8/2011	88710	\$72.28
Olympic Springs	Payment	2/8/2011	88711	\$10.79
Pettit Oil Company	Payment	2/8/2011	88723	\$7,671.53
Bickford Ford-Mercury	Payment	2/8/2011	88712	\$313.49
Soehl Electronics Co.	Payment	2/8/2011	88724	\$6.49
WA State Transit Association	Payment	2/8/2011	88727	\$90.00
Zonar Systems	Payment	2/8/2011	88729	\$2,764.20
Imperial Supplies LLC	Payment	2/8/2011	88720	\$80.97
Action Communications, INC	Payment	2/8/2011	88713	\$227.64
City of Port Townsend	Payment	2/8/2011	88714	\$740.68
Cummins Northwest, INC	Payment	2/8/2011	88715	\$124.90
Fastenal	Payment	2/8/2011	88717	\$113.76
Dave Miller	Payment	2/8/2011	88716	\$836.49
R&B Supply Co	Payment	2/8/2011	88725	\$183.95
Office Depot	Payment	2/8/2011	88721	\$130.96
UniFirst Corporation	Payment	2/8/2011	88726	\$149.13
WMCA	Payment	2/8/2011	88728	\$375.00
Gillig Corporation	Payment	2/8/2011	88718	\$457.17
Henery Hardware	Payment	2/8/2011	88719	\$99.42

**Operating Checks**

<b>Vendor Name</b>	<b>Document Type</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
Jefferson Transit - Payroll	Payment	2/17/2011	88732	\$75,277.67
Dave Miller	Payment	2/17/2011	88730	\$1,482.46
Headley, Carol	Payment	2/18/2011	88733	\$45.52
Lane, Alice	Payment	2/18/2011	88779	\$63.12
Mysak, Betty	Payment	2/18/2011	88734	\$331.65
Kautzman, Karen	Payment	2/18/2011	88735	\$83.93
Natalie Patten	Payment	2/18/2011	88767	\$58.76
Les Schwab Tire Center	Payment	2/18/2011	88762	\$1,728.10
A T & T	Payment	2/18/2011	88736	\$464.05
Broadstripe	Payment	2/18/2011	88740	\$125.37
HSBC Business Solutions	Payment	2/18/2011	88755	\$54.99
Olympic Springs	Payment	2/18/2011	88765	\$30.00
DaimlerChrysler Commercial Buses North America	Payment	2/18/2011	88746	\$10.84
Port Townsend Family Physicians	Payment	2/18/2011	88766	\$258.00
Jefferson Healthcare	Payment	2/18/2011	88759	\$120.00
Bank of America	Payment	2/18/2011	88739	\$1,497.16
Pacific Office Equipment	Payment	2/18/2011	88773	\$422.79
Printery Communications	Payment	2/18/2011	88772	\$73.07
Puget Sound Energy	Payment	2/18/2011	88771	\$1,414.15
Quillayute Valley School	Payment	2/18/2011	88770	\$2,076.57
Ron Turley Associates, INC	Payment	2/18/2011	88774	\$795.00
Westbay Auto Parts	Payment	2/18/2011	88778	\$680.09
Leavitt Trucking Inc.	Payment	2/18/2011	88761	\$216.80
Carl's Building Supply	Payment	2/18/2011	88745	\$130.48
Jefferson County Treasurer	Payment	2/18/2011	88758	\$17.90
CenturyLink	Payment	2/18/2011	88742	\$139.38
Francis "Chugger" Deane	Payment	2/18/2011	88751	\$15.07
Pitney Bowes INC	Payment	2/18/2011	88768	\$319.99
ADP	Payment	2/18/2011	88737	\$529.63
Lees Truck Repair	Payment	2/18/2011	88760	\$56.37
Matco Tools - Matthew Lasher	Payment	2/18/2011	88763	\$240.77
Madrona Hill Urgent Care	Payment	2/18/2011	88764	\$80.00
Commercial Brake & Clutch	Payment	2/18/2011	88743	\$130.69
Cummins Northwest, INC	Payment	2/18/2011	88744	\$1,350.78
UPS Store	Payment	2/18/2011	88775	\$138.00
Wilcox & Flegel	Payment	2/18/2011	88777	\$24,879.25
Fastenal	Payment	2/18/2011	88749	\$294.20
Jefferson County Public Works	Payment	2/18/2011	88757	\$73.18
Dex Media West	Payment	2/18/2011	88747	\$61.75
QWEST AZ	Payment	2/18/2011	88769	\$88.08
Jefferson Transit-Public Utilities Tax	Payment	2/18/2011	88756	\$484.82
UniFirst Corporation	Payment	2/18/2011	88776	\$375.35
Berry	Payment	2/18/2011	88741	\$114.75
DM Disposal CO., INC	Payment	2/18/2011	88748	\$336.60
Interstate Battery Systems of Seattle	Payment	2/18/2011	88738	\$21.12
First Choice Health	Payment	2/18/2011	88750	\$158.40

**Operating Checks**

<b>Vendor Name</b>	<b>Document Type</b>	<b>Date</b>	<b>Check #</b>	<b>Amount</b>
Gillig Corporation	Payment	2/18/2011	88752	\$287.63
Hanson Electric	Payment	2/18/2011	88753	\$3,035.20
Henery Hardware	Payment	2/18/2011	88754	\$95.41
AWC Drug/Alcohol Testing Consortium	Payment	2/22/2011	88782	\$3,415.00
BADD Habit	Payment	2/22/2011	88783	\$19.78
Schetky Northwest Sales	Payment	2/22/2011	88792	\$24.06
SMTA Small & Mid-sized Transit Alliance	Payment	2/22/2011	88784	\$1,400.00
A.T.U. Local #587	Payment	2/22/2011	88785	\$3,897.04
United Good Neighbors	Payment	2/22/2011	88780	\$28.20
Annuity Premium Reserve Account	Payment	2/22/2011	88786	\$948.00
Paratransit Services	Payment	2/22/2011	88793	\$156.00
A.T.U. Local #587 COPE	Payment	2/22/2011	88787	\$40.00
Manley Services	Payment	2/22/2011	88788	\$1,228.00
Colonial Life & Accident Ins. Co.	Payment	2/22/2011	88789	\$1,035.81
WA State Dept of Retirement Systems	Payment	2/22/2011	88781	\$14,307.63
Benefit Solutions	Payment	2/22/2011	88790	\$45,892.42
Employment Security Department	Payment	2/22/2011	88791	\$10,297.15
<b>Operating Voided Checks</b>				<b>\$340,635.61</b>
Olympic Region Municipal Clerks Association	Payment	2/7/2011	88702	\$50.00
BADD Habit	Payment	2/7/2011	88691	\$72.28
Olympic Springs	Payment	2/7/2011	88700	\$10.79
Pettit Oil Company	Payment	2/7/2011	88703	\$7,671.53
Bickford Ford-Mercury	Payment	2/7/2011	88692	\$77.20
Soehl Electronics Co.	Payment	2/7/2011	88704	\$6.49
WA State Transit Association	Payment	2/7/2011	88707	\$90.00
Zonar Systems	Payment	2/7/2011	88709	\$2,764.20
Imperial Supplies LLC	Payment	2/7/2011	88699	\$80.97
Action Communications, INC	Payment	2/7/2011	88690	\$227.64
City of Port Townsend	Payment	2/7/2011	88693	\$740.68
Cummins Northwest, INC	Payment	2/7/2011	88694	\$124.90
Fastenal	Payment	2/7/2011	88696	\$113.76
Dave Miller	Payment	2/7/2011	88695	\$836.49
R&B Supply Co	Payment	2/7/2011	88705	\$183.95
Office Depot	Payment	2/7/2011	88701	\$130.96
UniFirst Corporation	Payment	2/7/2011	88706	\$149.13
WMCA	Payment	2/7/2011	88708	\$375.00
Gillig Corporation	Payment	2/7/2011	88697	\$457.17
Henery Hardware	Payment	2/7/2011	88698	\$99.42
Jefferson Transit - Payroll	Payment	2/17/2011	88731	\$75,277.67
Healthforce OccMed	Payment	2/22/2011	88794	\$35.00
				<b>\$89,575.23</b>



***Agenda Item 6a.***

***Meeting Date:*** March 15, 2011

***Subject:*** Collection of Additional Sales & Use Tax

***Prepared By:*** Natalie Patten

***Approved By:*** 

**Summary:**

Resolution 11-4 authorizes the General Manager of Jefferson Transit to enter into a contract with the Department of Revenue as required by law for the administration and collection of the sales and use tax. Resolution 11-4 reflects the additional sales tax increase of 0.3% (three-tenths of one percent) for a new total of 0.9% (nine-tenths of one percent) approved by the voters of Jefferson County, Washington on February 8, 2011. The additional sales and use tax will be imposed effective July 1, 2011.

**Recommendation:**

Approve Resolution 11-4 for the Collection of Additional Sales & Use Tax.

**Motion for Consideration:**

Move to approve Resolution 11-4 for the Collection of Additional Sales & Use Tax.

# Jefferson Transit Authority

## Resolution No. 11-4 *Collection of Additional Sales and Use Tax*

A RESOLUTION fixing and imposing within the boundaries of the Jefferson County Public Transportation Benefit Area (PTBA), hereinafter “Jefferson Transit,” an additional sales and use tax of 0.3% (three-tenths of one percent), for a total of 0.9% (nine-tenths of one percent), for the sole purpose of municipal public transportation and authorizing a contract with the State Department of Revenue for the collection of the tax, all as provided in RCW Chapter 82.14, as amended.

WHEREAS, on February 8, 2011, at the election held within the boundaries of the Jefferson County PTBA, the qualified electors within such area voted in favor of the proposition to authorize Jefferson Transit to impose therein up to an additional 0.3% (three-tenths of one percent) sales and use tax, as authorized by law to be collected; and

WHEREAS, the Jefferson Transit Authority Board of Directors herein finds that it is in the best interest of Jefferson Transit to levy the authorized sales and use tax specified herein; and

WHEREAS, it is necessary for Jefferson Transit to contract with the State of Washington, Department of Revenue to administer such tax; now therefore,

BE IT RESOLVED by the Jefferson Transit Authority Board of Directors as follows:

Section 1. An additional retail sales and use tax of 0.3% (three-tenths of one percent), for a total of 0.9% (nine-tenths of one percent) is hereby levied, fixed and imposed effective July 1, 2011, upon the occurrence of taxable events as defined by RCW Chapter 82.14 within the boundaries of Jefferson Transit.

The tax shall be imposed upon and collected from those persons from whom the state sales tax or state use tax is collected pursuant to RCW Chapter 82.08 and 82.12, and shall be so collected, commencing July 1, 2011.

Section 2. The rate of the tax imposed by Section 1 shall be an additional three-tenths of one percent (0.3%) on the selling price (in the case of sales tax) or value of the article used (in the case of use tax).

Section 3. The administration and collection of the sales and use tax imposed by this Resolution shall be in accordance with RCW 82.14.

Section 4. The General Manager of Jefferson Transit is hereby authorized to enter into a contract with the Department of Revenue as required by law for the administration and collection of the sales and use tax.

### 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 this 15<sup>th</sup> day of March, 2011.

---

Chair

---

Vice-Chair

---

Member

---

Member

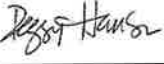
---

Member

Attest:

---

Clerk of the Authority

**Agenda Item 6b.****Meeting Date:** March 15, 2011**Subject:** Resolution 11-5: Vanpool Shared Use Agreement  
Memorandum of Understanding**Prepared By:** Natalie Patten**Approved By:** **Summary:**

Jefferson Transit Authority (JTA) and Mason County Transportation Benefit Authority (MTA) have implemented public transportation programs within Mason County and Jefferson County that include providing Vanpool services to the respective citizens of the counties. The attached Memorandum of Understanding (MOU) would provide for Mason Transit and Jefferson Transit to share use of their vanpool vans. The Contract would be for the period of March 15, 2011 and end on June 30, 2013.

**Recommendation:**

Approve Resolution 11-5-Vanpool Shared Use Agreement Memorandum of Understanding between Jefferson Transit Authority and Mason County Transportation Benefit Authority.

**Motion for Consideration:**

Move to approve Resolution 11-5: Vanpool Shared Use Agreement Memorandum of Understanding between Jefferson Transit Authority and mason County Transportation Benefit Authority.

**Jefferson Transit Authority**

**Resolution No. 11-5**

**Van Pool Shared use Memorandum of Understanding between Jefferson Transit Authority and Mason County Transportation Benefit Authority**

WHEREAS, Jefferson Transit Authority can enter into cooperative agreements with Governmental, Public or Private Entities for the purposes of sharing resources and saving costs; and

WHEREAS, Jefferson Transit Authority desires to enter into a Memorandum of Understanding with Mason County Transportation Benefit Authority for the shared use of van pool vans; and,

WHEREAS, the Memorandum of Understanding for Shared Use of van pool vans is in consideration of the mutual covenants and conditions pursuant to the Inter-local Cooperation Act, Chapter 39.34 RCW,

NOW THEREFORE, BE IT RESOLVED, that the Jefferson Transit Authority Board authorizes the General Manager to enter into a Memorandum of Understanding with Mason County Transportation Benefit Authority for the purposes of shared use of van pool vans.

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 this 15<sup>th</sup> day of March, 2011.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

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

## **MEMORANDUM OF UNDERSTANDING**

This is a memorandum of understanding, dated this 15<sup>th</sup> day of March 2011, by and between Jefferson Transit Authority, hereinafter referred to as the JTA, and the Mason County Transportation Benefit Authority, hereinafter referred to as the MTA. In consideration of the mutual covenants and conditions hereinafter provided, pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW, it is agreed as follows:

1. The MTA and JTA have implemented public transportation programs within Mason County and Jefferson County that include providing Vanpool services to the respective citizens of the counties. This includes the need to coordinate services internal and external throughout the Counties and the Olympic Peninsula.
2. The MTA hereby contracts with the JTA to have the JTA, from a period commencing March 15, 2011, and ending on June 30, 2013, share Vanpool vans. The specific services to be provided by the parties involved are described in Exhibit "A" attached hereto.
3. Services described and provided herein may be suspended or terminated, in whole or in part at any time by thirty (30) days written notice to the other party. Written notice must set forth the reason(s) for such termination or suspension, the effective date, and in the case of partial termination, the portion(s) to be terminated.
4. The MTA will compensate the JTA, and vice versa, for Vanpool service related costs, such as maintenance, local match, etc., incurred on a monthly basis. Either agency is required to submit a monthly invoice to the other, by the 5<sup>th</sup> day of the month for monthly invoice costs incurred in the previous month.
5. There is no requirement for procurement of other services or equipment.
6. The MTA and JTA agree to comply with all applicable provisions of other Federal and Washington State laws, regulations, existing VIP agreements and directives



pertaining to and prohibiting discrimination and other nondiscrimination statute(s) that may apply to the Project including chapter 49.60 RCW.

7. Record Keeping and Reporting.
  - A. Respective agencies shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement.
  - B. These records shall be maintained for a period of seven (7) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by MTA.
8. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in Mason County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit.
9. This agreement may be executed in counterparts.
10. Upon execution, this Agreement shall be recorded with the Mason County Auditor.

JEFFERSON TRANSIT AUTHORITY:

\_\_\_\_\_  
PEGGY HANSON  
GENERAL MANAGER

DATE: \_\_\_\_\_

MASON COUNTY PUBLIC TRANSPORTATION  
BENEFIT AUTHORITY:

\_\_\_\_\_  
DAVE O'CONNELL  
GENERAL MANAGER

DATE: \_\_\_\_\_

## **Exhibit A**

### **Memorandum of Understanding Between MTA and JTA**

Description of vanpool van/service coordination requirements to be performed include:

- Vans that are fully depreciated can be transferred between agencies at no cost to the agency receiving a van. Should either agency require the use of a van beyond 6-months the title will be provided for the van to the receiving agency. If an agency has no fully depreciated vans available to transfer, the agency in need of a vanpool van has the option to receive a non-depreciated van but will be required to pay the prorated match for the period of time the van remains in its possession.
- The agency receiving the van is responsible for the van decal removal and installation as appropriate. If the van receiving agency removes and/or replaces existing decals/logos on the van with their own, then it is also responsible for either:
  - Reimbursing the van transfer agency for the costs associated with the decal/logo removal and installation of the original decals/logos; or
  - Returning the van back to the van transfer agency with the original decals/logos installed
- Any agency may lease a van for up to 6 months by paying the prorated match.
- Vans will be returned to the original agency having had the most current/updated scheduled PMs performed based upon mileage and/or timeline described in the vehicle manufacturer maintenance schedule. Additionally, vans will be returned to the original agency with no apparent mechanical defects or body damage which occurred while the van was in service at the other agency.
- Mason and Jefferson Transits agree to perform maintenance on either agency's Vanpool vans, in an emergency basis, when a vanpool van is inoperable within the other's service area boundaries. In these instances, the agency that is the registered owner of the van will be billed for the van repair based upon:
  - The cost of part(s);
  - Current maintenance labor rate; and/or,
  - Towing costs.
- Both agencies agree to follow Washington State Transit Insurance Pool Vanpool Program Best Practices.
- The agency that receives the van and during the times that said received vehicle is in-service will report all miles, ridership and applicable data as required by the VIP agreement with WSDOT.
- In the event that a vehicle in which WSDOT no longer is the legal owner is totaled, the insurance proceed settlement will be provided directly to the agency that holds title to the van.



## February 2011 Financial Summary

---

Budget Tracking Figure: 16.66%

1. Operational Expenses:	\$340,635.61
Operational Income:	\$15,177.50
Non-Operational Income:	\$234,162.09
Capital Expenses:	\$0.00
Capital income :	\$0.00

**\*\*Capital Income is reimbursement for prior expenditures\*\***

2. Sales Tax Received 2/28/11 for December:	\$221,922.91
Sales Tax Received 2/28/10 for December:	\$237,202.39

**\*\*Sales tax down from prior year 6.44%\*\***

3. Cash on Hand:	
Operating:	\$551,066.36
Capital Account:	\$83.34
Treasury Pool:	\$130,944.01

**Jefferson Transit Authority**  
**Statement of Cash Flows - Cash Basis**  
**For the Two Months Ending February 28, 2011**

	<u>February</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Operating Cash Provided (Used) by:		
Operating Activities	(\$296,050.85)	(\$572,460.39)
Non-Capital Financing Activities	\$449,084.71	\$899,356.54
Investing Activities	<u>\$174.83</u>	<u>\$284.98</u>
Total Operating Cash Provided (Used)	\$153,208.69	\$327,181.13
Capital Cash Provided (Used) by:		
Net Increase (Decrease) Cash and Equivalent	<u>\$153,208.69</u>	<u>\$327,181.13</u>
Cash Balances - Beginning of Period	\$527,905.02	\$353,932.58
<b>CASH BALANCES - END OF PERIOD</b>	<u><b>\$681,113.71</b></u>	<u><b>\$681,113.71</b></u>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Two Months Ending February 28, 2011**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$15,177.50</b>	<b>\$40,350.13</b>	<b>\$266,610.00</b>	<b>15.13%</b>
<b>Operating Expenses</b>				
Labor	143,315.72	291,400.78	1,503,180.00	19.39%
Benefits	78,484.88	194,110.56	940,058.00	20.65%
Services and User Fees	29,717.41	41,403.53	248,500.00	16.66%
Materials & Supplies	25,461.67	67,039.12	476,250.00	14.08%
Utilities	6,166.45	13,652.58	65,270.00	20.92%
Casualty/Liability Costs	7,162.83	14,325.66	92,000.00	15.57%
Taxes	436.64	1,029.25	7,055.00	14.59%
Miscellaneous Expenses	3,655.39	5,631.65	50,581.00	11.13%
Leases and Rentals		360.00	13,453.00	2.68%
<b>Total Operating Expenses</b>	<b>294,400.99</b>	<b>628,953.13</b>	<b>3,396,347.00</b>	<b>18.52%</b>
<b>Operating Income (Loss)</b>	<b>(279,223.49)</b>	<b>(588,603.00)</b>	<b>(3,129,737.00)</b>	<b>18.81%</b>
<b>Non-Operating Revenues</b>				
Non-Transportatio Revenue	174.83	415.73	19,000.00	2.19%
Taxes Levied by Transit	156,599.26	297,629.69	2,182,885.00	13.63%
Local Grants & Contributions	2,333.00	4,666.00	33,000.00	14.14%
State Grants & Contributions	9,587.00	19,174.00	179,748.00	10.67%
Federal Grants & Contributions	65,468.00	130,936.00	785,629.00	16.67%
<b>Total Non-Operating Revenues</b>	<b>234,162.09</b>	<b>452,821.42</b>	<b>3,200,262.00</b>	<b>14.15%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>(45,061.40)</b>	<b>(135,781.58)</b>	<b>70,525.00</b>	<b>(192.53%)</b>
<b>Net Income/(Loss)</b>	<b>(45,061.40)</b>	<b>(135,781.58)</b>	<b>70,525.00</b>	<b>(192.53%)</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Two Months Ending February 28, 2011**

	<u>February</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	\$8,357.29	\$21,992.09	\$152,000.00	14.47%
Fixed Route Fares - West - JTOC	452.00	777.50	4,050.00	19.20%
Dial-a-Ride Fares (DAR)	1,146.71	2,534.91	11,080.00	22.88%
Vanpools	3,384.00	9,155.00	72,000.00	12.72%
Extended Service			2,700.00	0.00%
 <b>Auxiliary Transportation Revenues</b>				
Advertising Services	1,772.50	5,760.63	24,000.00	24.00%
Other Services Revenue	65.00	130.00	780.00	16.67%
<b>Total Operating Revenues</b>	<b>15,177.50</b>	<b>40,350.13</b>	<b>266,610.00</b>	<b>15.13%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	174.83	311.00	4,700.00	6.62%
Gain (Loss) on Disposition of Capital Items			3,000.00	0.00%
Public Donations			200.00	0.00%
Other Nontransportation Revenues		104.73	11,100.00	0.94%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>156,599.26</b>	<b>297,629.69</b>	<b>2,182,885.00</b>	<b>13.63%</b>
<b>Local Grants and Contributions</b>				
JTOC	2,333.00	4,666.00	28,000.00	16.66%
WSTIP			2,500.00	0.00%
Miscellaneous			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	2,916.00	5,832.00	35,000.00	16.66%
Rural Mobility Transit Formula			62,743.00	0.00%
Special Needs	6,671.00	13,342.00	78,505.00	17.00%
RTAP			3,500.00	0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	65,468.00	130,936.00	785,629.00	16.67%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>234,162.09</b>	<b>452,821.42</b>	<b>3,200,262.00</b>	<b>14.15%</b>
<b>TOTAL REVENUES</b>	<b>249,339.59</b>	<b>493,171.55</b>	<b>3,466,872.00</b>	<b>14.23%</b>

**Jefferson Transit Authority**  
**Expense Statement - Accrual Basis**  
**For the Two Months Ending February 28, 2011**

	<u>February</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	\$44,317.68	\$94,932.49	\$519,647.00	18.27%
Operators Overtime - Fixed Route	4,954.16	10,441.76	57,739.00	18.08%
Operators Salaries & Wages - Dial-a-Ride (DAR)	13,497.87	26,776.93	102,431.00	26.14%
Operators Overtime - Dial-a-Ride (DAR)	2,320.88	3,135.84	7,121.00	44.04%
Other Salaries & Wages	42,385.86	83,994.41	441,299.00	19.03%
Other Overtime	892.87	4,903.05	16,005.00	30.63%
Administration Salaries	34,946.40	67,216.30	358,938.00	18.73%
<b>Benefits</b>				
FICA	11,749.51	24,780.09	128,358.00	19.31%
Pension Plans (PERS)	8,340.07	16,718.63	85,558.00	19.54%
Medical Plans	36,514.85	73,034.72	368,520.00	19.82%
Dental Plans	3,837.18	7,703.52	43,956.00	17.53%
Workers' Compensation Insurance - Labor & Industries (L&I)	3,822.05	6,834.23	43,015.00	15.89%
Holiday	353.77	17,225.69	40,517.00	42.51%
General Leave	11,130.31	41,444.85	186,015.00	22.28%
Other Paid Absence (Court Duty & Bereavement)	1,949.42	2,485.37	4,400.00	56.49%
Uniforms, Work Clothing & Tools Allowance	550.12	3,487.46	13,955.00	24.99%
Other Benefits (HRA, EAP & Wellness)	237.60	396.00	25,764.00	1.54%
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,500.00	0.00%
Advertising Fees	176.50	703.85	15,450.00	4.56%
Professional & Technical Services	21,439.26	26,346.30	92,450.00	28.50%
Contract Maintenance Services (IT Services)	3,065.75	7,012.25	37,000.00	18.95%
Security Services	45.00	90.00	5,100.00	1.76%
Vehicle Technical Services	2,107.35	2,107.35	27,750.00	7.59%
Property Maintenance Services	158.04	382.20	41,700.00	0.92%
Software Maintenance Fees	1,749.82	3,133.24	17,150.00	18.27%
Postage & Mail Meter Fees	619.52	909.18	3,600.00	25.26%
Drug & Alcohol Services	356.17	719.16	4,800.00	14.98%
<b>Materials and Supplies Consumed</b>				
Fuel	21,622.40	49,643.11	277,000.00	17.92%
Tires	322.41	1,183.90	20,500.00	5.78%
Lubrication	689.08	2,551.66	10,000.00	25.52%
Tools	442.29	1,818.53	8,200.00	22.18%
Vehicle Maintenance & Repair Parts	(2,209.19)	4,424.42	76,500.00	5.78%
Non-Vehicle Maintenance & Repair Parts	479.99	700.34	15,500.00	4.52%
Vehicle Accessories		23.73	880.00	2.70%
Park & Ride Materials	81.95	93.53	2,000.00	4.68%
Shop Supplies (Maintenance & Cleaning)	1,945.99	3,266.85	20,500.00	15.94%
Safety & Emergency Supplies	657.22	657.22	5,250.00	12.52%
Office Supplies	1,353.66	2,599.96	16,970.00	15.32%
Computer Programs & Supplies	75.87	75.87	5,250.00	1.45%
Printing (Photocopier, Schedules & Brochures)			15,200.00	0.00%
Other Materials & Supplies			2,500.00	0.00%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,070.61	2,147.89	13,850.00	15.51%
Utilities (Electrical & Propane)	1,414.15	4,122.19	19,500.00	21.14%
Telephone & Internet	3,681.69	7,382.50	31,920.00	23.13%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	7,162.83	14,325.66	92,000.00	15.57%
<b>Taxes</b>				
State Taxes	311.15	796.17	5,135.00	15.50%
Property Taxes	17.90	17.90	20.00	89.50%
Vehicle Licensing & Registration Fees			100.00	0.00%
Other Licensing Fees & Taxes	107.59	215.18	1,800.00	11.95%

**Jefferson Transit Authority**  
**Expense Statement - Accrual Basis**  
**For the Two Months Ending February 28, 2011**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$1,115.81	\$1,774.56	\$12,831.00	13.83%
Travel & Meetings	1,845.58	2,853.09	18,650.00	15.30%
Safety Program (Rodeo & Safety Rewards)			4,000.00	0.00%
Training (Classes, Seminars & Materials)	300.00	500.00	11,500.00	4.35%
EE CDL and EE Physical Expense	378.00	488.00	3,300.00	14.79%
Other Miscellaneous	16.00	16.00	300.00	5.33%
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations		360.00	1,080.00	33.33%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities			11,317.00	0.00%
<b>TOTAL OPERATING EXPENSES</b>	<u><u>294,400.99</u></u>	<u><u>628,953.13</u></u>	<u><u>3,396,347.00</u></u>	<u><u>18.52%</u></u>



1615 W. Sims Way, Port Townsend, WA 98368

---

## OPERATIONS REPORT

System wide ridership for the month of February is 23,165 which is a 2% increase over last month.

### **SPRING BID**

The 2011 Spring bid began February 20, 2011. The Spring schedules are being printed and will be distributed by next week. The timing on the #1 Brinnon run has been adjusted for better connections with Mason Transit. The 7:30 Shuttle now departs the Haines Place Park and Ride at 7:40 and connects with the Washington State Ferry.

### **JLRC**

On the 17<sup>th</sup> JTA and ATU 587 successfully negotiated the Extraboard Rules, the Annual Vacation Bid and the Disciplinary Policies.

### **INCLEMENT WEATHER PLAN ACTIVATED**

**Tuesday - 22<sup>nd</sup>**, JTA activated the Inclement Weather Plan: Level 1 Operations. Transit operated regular scheduled bus service and DAR. Website updated.

**Wednesday – 23<sup>rd</sup>** JTA upgraded to a Level 2 Operations, placed #2, #3, #11 and #8 on snow routing. Service ran 30 late on scheduled time points. All DAR operated with chains on. All PM buses ran with chains on. Website updated.  
JTA had one non-injury collision on 7<sup>th</sup> at Sheridan during the winter storm.

**Thursday – 24<sup>th</sup>** JTA returned to Level 1 Operations and regular routed service. Some DAR fleet operated with chains on. A warming bus was staged at Haines Place Park and Ride 4:00 to 6:30 due to the drop in temperatures.

**Friday – 25<sup>th</sup>** JTA continued on Level 1 alert thru the end of service Saturday. A warming bus was staged at the PNR during the evening.  
We received positive feedback thanking JTA for the warming buses at the Park and Ride.

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

---

**[www.JeffersonTransit.com](http://www.JeffersonTransit.com)**



# Jefferson Transit Operations Report

## February 2011

	Current Feb 2011			Avg. Riders/ Trip	Riders/ Hour
	W/C	Bicycle	Total		
SE Connector	0	0	0	0.00	0.00
SE Connector / Sat.	0	0	0	0.00	0.00
SE Connector / Sun.	0	0	0	0.00	0.00
Mountain View Connector	4	25	1283	5.09	12.13
Mountain View Connector/ Sat	5	3	178	4.45	10.60
Mountain View Connector/ Sun	7	1	113	2.51	5.98
NW Connector	0	0	0	0.00	0.00
NW Connector / Sat.	0	0	0	0.00	0.00
NW Connector / Sun.	0	0	0	0.00	0.00
Castle Hill Connector	4	92	1533	6.08	13.82
Castle Hill Connector / Sat	7	12	243	6.08	13.81
Castle Hill Connector / Sun	7	9	187	4.16	9.44
Downtown Shuttle	14	186	5994	11.89	29.73
Downtown Shuttle / Sat.	12	20	904	11.30	28.25
Downtown Shuttle / Sun.	10	13	583	6.48	16.19
North Beach	0	0	0	0.00	0.00
North Beach / Sat.	0	0	0	0.00	0.00
North Beach / Sun	0	0	0	0.00	0.00
Ft. Worden	0	0	0	0.00	0.00
Ft. Worden / Sat.	0	0	0	0.00	0.00
Ft. Worden / Sun.	0	0	0	0.00	0.00
Castle Hill	0	0	0	0.00	0.00
Castle Hill / Sat.	0	0	0	0.00	0.00
Castle Hill / Sun.	0	0	0	0.00	0.00
Subtotal Local	70	361	11,018	2.42	5.83
Brinnon	0	75	1609	9.58	6.65
Brinnon / Sat.	0	4	72	4.50	3.13
Tri Area	3	125	2381	12.60	11.56
Tri Area / Sat.	1	10	131	8.19	7.53
Tri Area / Sun.	1	7	83	5.53	5.06
Poulsbo	2	52	1,786	10.63	7.65
Poulsbo / Sat.	0	7	205	12.81	9.23
Sequim	1	93	1,804	8.59	10.11
Sequim / Sat.	0	5	87	5.44	6.40
Subtotal Commuter	8	378	8,158	8.65	7.48
West Jefferson	6	41	1257	6.98	4.12

Fixed Route	84	780	20,433	5.54	6.66
Dial-A-Ride	-	-	1,324	-	-
Vanpool (previous month)	-	-	1,408	-	-
Food Bank	-	-	-	-	-
Contracts & Special Events	0	0	0	0.00	0.00
<b>Total Riders:</b>	<b>84</b>	<b>780</b>	<b>23,165</b>	<b>-</b>	<b>-</b>

Miscellaneous Ridership Data:					
DAR - ADA	-	-	1,408	-	-
ADA Enrollees	-	-	10	-	-

Annual Month to Date Comparison				
Ridership:	2009	2010	2011	% Chg 10-11
Fixed Route	52,249	51,309	40,345	(21.37%)
Dial-A-Ride	2,913	2,627	2,834	7.88%
Vanpool	1,010	1,265	2,680	111.86%
Food Bank	38	0	0	-
Contracts & Special Events	0	0	0	0.00%
<b>Total Riders</b>	<b>56,210</b>	<b>55,201</b>	<b>45,859</b>	<b>(16.92%)</b>

Annual Month-to-Date Comparison				
Miscellaneous Ridership Data:	2009	2010	2011	% Chg 10-11
DAR - ADA	2,630	2,627	2,834	7.88%
DAR - Medicaid (Paratransit)	283	0	0	-
ADA Enrollees	10	27	24	(11.11%)
Community Van Rentals	17	0	0	-

2011 Special Events Service		
Date	Description	Riders
		Total Riders -

Last Year Feb 2010	Avg. Riders/ Trip	Riders/ Hour
<u>Total</u>	<u>Trip</u>	<u>Hour</u>
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
6,021	7.27	27.24
818	10.10	37.18
671	6.21	23.14
936	4.07	8.14
152	6.33	12.67
150	4.69	9.38
831	3.61	9.44
101	4.21	11.22
82	2.56	6.83
4,416	9.14	19.63
620	12.16	25.83
490	7.21	15.31
15,288	6.46	17.17
1,944	10.57	8.76
157	8.72	7.48
2,825	12.28	13.92
119	13.22	14.88
136	11.33	12.83
2,290	9.96	8.74
159	13.25	11.36
2,032	8.83	10.92
163	13.58	14.82
9,825	11.31	11.52
1,114	5.68	3.96

26,227	-	-
1,311	-	-
650	-	-
0	-	-
0	-	-
<b>28,188</b>	-	-

Miscellaneous Ridership Data:			
1,311	-	-	
7	-	-	

Annual Year to Date Comparison			
Ridership:	2009	2010	2011
Fixed Route	345355	255437	40,345
Dial-A-Ride	17490	17613	2,834
Vanpool	11848	16668	2,680
Food Bank	200	0	0
Contract & Special Events	72074	6346	0
<b>Total Riders</b>	<b>446967</b>	<b>296064</b>	<b>45859</b>

CUSTOMER CONTACTS			
FEBRUARY	2009	2010	2011
Complaints	0	6	3
Commendations	0	1	2
Service Requests	4	1	0
Other	2	1	0

Average Fare Revenue per Passenger Trip				
	Feb 2011		Feb 2010	
	Month	YTD AV	Month	YTD AV
East Co. FR	\$0.657	\$0.792	\$0.475	\$0.470
West Co. FR	\$0.360	\$0.329	\$0.229	\$0.262
Dial-a-Ride	\$0.866	\$0.893	\$0.714	\$0.857

- please refer to monthly financial reports for current fare data