



# JEFFERSON TRANSIT AUTHORITY BOARD MEETING

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

Port Townsend Fire Station

701 Harrison Street, Port Townsend, WA

## AGENDA

**Call to Order/Welcome**

**Public Comments**

**New Agenda Items**

- |  |             |
|--|-------------|
| <b>I. Finance Reports</b>  | Attachments |
| a. December 2012   |             |
| <b>II. Consent Agenda</b>  | Attachments |
| a. Approval of Minutes, December 18, 2012                            |             |
| b. Approval of Expenses, December 2012                               |             |
| c. Approval of Out of State Travel - Ben Arnold and Desiree Williams |             |
| <b>III. Old Business</b>   | Attachments |
| <b>IV. New Business</b>  | Attachments |
| a. <b>Resolution 13-01: Records Management Policy Update</b>         |             |
| b. <b>Authority Board Member Elections</b>                           |             |
| <b>V. Reports</b>  |             |
| a. Manager's Report  |             |
| b. Operations Report   |             |
| c. Maintenance Report  |             |
| d. Project Manager Report  |             |
| <b>VI. Ridership Report</b>  | Attachments |
| <b>VII. Miscellaneous</b>  |             |

**Adjournment**

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



## December 2012 Financial Summary

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### Budget Tracking Figure: 100%

1. Operational Expenses:	\$302,675.58
Operational Revenues:	\$20,495.06
Non-Operational Income:	\$430,258.40
Capital Expenses:	\$76,683.34
Capital income:	\$0.00
2. Sales Tax Received 12/31/2012 for Oct 2012:	\$265,862.08
Sales Tax Received 12/31/2011 for Oct 2011:	\$239,629.36
Sales tax increased from prior year 10.95%	
3. Cash on Hand as of December 31, 2012*:	
Operating**:	\$1,207,794.84
Capital Account:	\$84,928.45
Capital Treasury Pool:	\$250,905.20
Fuel Fund:	\$49,498.00
EFT Fund:	\$162,904.90
Travel Fund:	\$1,371.02
Kitsap Bank	\$10.64
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Total	\$1,757,413.05

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

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

Jefferson Transit

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

**POST AMENDMENT**

Projection Year

2012

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Monthly Act to Bud Variance	2012	2012	2012
							Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$234,370.59	\$158,497.64	144,356.76	216,000.00	8.50%	\$234,370.59	216,000.00	7.84%
February	0.90%	\$331,924.43	\$221,922.91	237,202.39	355,500.00	(6.63%)	\$566,295.02	571,500.00	(0.92%)
March	0.90%	\$204,854.04	\$152,221.21	140,635.54	204,854.00	0.00%	\$771,149.06	776,354.00	(0.67%)
April	0.90%	\$220,498.65	\$150,424.11	146,047.89	220,499.00	(0.00%)	\$991,647.71	996,853.00	(0.52%)
May	0.90%	\$266,975.22	\$191,817.93	193,190.62	266,975.00	0.00%	\$1,258,622.93	1,263,828.00	(0.41%)
June	0.90%	\$239,889.31	\$172,294.86	154,076.61	239,889.00	0.00%	\$1,498,512.24	1,503,717.00	(0.35%)
July	0.90%	\$256,787.52	\$191,845.36	157,223.48	256,788.00	(0.00%)	\$1,755,299.76	1,760,505.00	(0.30%)
August	0.90%	\$291,693.72	\$203,110.70	202,548.76	291,694.00	(0.00%)	\$2,046,993.48	2,052,199.00	(0.25%)
September	0.90%	\$285,111.93	\$285,132.17	190,292.86	285,112.00	(0.00%)	\$2,332,105.41	2,337,311.00	(0.22%)
October	0.90%	\$313,703.24	\$305,799.23	178,731.22	313,703.00	0.00%	\$2,645,808.65	2,651,014.00	(0.20%)
November	0.90%	\$314,369.17	\$300,142.06	221,741.13	300,142.00	4.74%	\$2,960,177.82	2,951,156.00	0.30%
December	0.90%	\$265,862.08	\$239,629.36	166,953.12	239,629.00	10.95%	\$3,226,039.90	3,190,785.00	1.09%
Total		3,226,039.90	2,572,837.54	2,133,000.38	3,190,785.00	1.09%			
Monthly Average		268,836.66	214,403.13	177,750.03	265,898.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Actual to Budgeted Variance	2012	2012	2012
							Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$204,854.04	152,221.21	140,635.54	204,854.00	0.00%	\$204,854.04	204,854.00	0.00%
February	0.90%	\$220,498.65	150,424.11	146,047.89	220,499.00	(0.00%)	\$425,352.69	425,353.00	(0.00%)
March	0.90%	\$266,975.22	191,817.93	193,190.62	266,975.00	0.00%	\$692,327.91	692,328.00	(0.00%)
April	0.90%	\$239,889.31	172,294.86	154,076.61	239,889.00	0.00%	\$932,217.22	932,217.00	0.00%
May	0.90%	\$256,787.52	191,845.36	157,223.48	256,788.00	(0.00%)	\$1,189,004.74	1,189,005.00	(0.00%)
June	0.90%	\$291,693.72	203,110.70	202,548.76	291,694.00	(0.00%)	\$1,480,698.46	1,480,699.00	(0.00%)
July	0.90%	\$285,111.93	285,132.17	190,292.86	285,112.00	(0.00%)	\$1,765,810.39	1,765,811.00	(0.00%)
August	0.90%	\$313,703.24	305,799.23	178,731.22	313,703.00	0.00%	\$2,079,513.63	2,079,514.00	(0.00%)
September	0.90%	\$314,369.17	300,142.06	221,741.13	300,142.00	4.74%	\$2,393,882.80	2,379,656.00	0.59%
October	0.90%	\$265,862.08	239,629.36	166,953.12	239,629.00	10.95%	\$2,659,744.88	2,619,285.00	1.52%
November	0.90%		234,370.59	158,497.64	234,371.00	0.00%	\$0.00	2,853,656.00	
December	0.90%		331,924.43	221,922.91	321,924.00	0.00%	\$0.00	3,175,580.00	
Total		2,659,744.88	2,758,712.01	2,131,861.78	3,175,580.00	0.00%			
Monthly Average		265,974.49	229,892.67	177,655.15	264,631.67				

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis  
 Projection Year 2012

**PRE BUDGET AMENDMENT**

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Monthly Act to Bud Variance	2012	2012	2012
							Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$234,370.59	\$158,497.64	144,356.76	216,000.00	8.50%	\$234,370.59	216,000.00	7.84%
February	0.90%	\$331,924.43	\$221,922.91	237,202.39	355,500.00	(6.63%)	\$566,295.02	571,500.00	(0.92%)
March	0.90%	\$204,854.04	\$152,221.21	140,635.54	228,172.55	(10.22%)	\$771,149.06	799,672.55	(3.70%)
April	0.90%	\$220,498.65	\$150,424.11	146,047.89	225,636.17	(2.28%)	\$991,647.71	1,025,308.72	(3.39%)
May	0.90%	\$266,975.22	\$191,817.93	193,190.62	287,726.90	(7.21%)	\$1,258,622.93	1,313,035.62	(4.32%)
June	0.90%	\$239,889.31	\$172,294.86	154,076.61	258,374.91	(7.15%)	\$1,498,512.24	1,571,410.53	(4.86%)
July	0.90%	\$256,787.52	\$191,845.36	157,223.48	287,765.04	(10.76%)	\$1,755,299.76	1,859,175.57	(5.92%)
August	0.90%	\$291,693.72	\$203,110.70	202,548.76	304,666.05	(4.26%)	\$2,046,993.48	2,163,841.62	(5.71%)
September	0.90%	\$285,111.93	\$285,132.17	190,292.86	285,132.17	(0.01%)	\$2,332,105.41	2,448,973.79	(5.01%)
October	0.90%	\$313,703.24	\$305,799.23	178,731.22	305,799.23	2.58%	\$2,645,808.65	2,754,773.02	(4.12%)
November	0.90%	\$314,369.17	\$300,142.06	221,741.13	339,000.00	(7.27%)	\$2,960,177.82	3,093,773.02	(4.51%)
December	0.90%	\$265,862.08	\$239,629.36	166,953.12	256,500.00	3.65%	\$3,226,039.90	3,350,273.02	(3.85%)
Total		3,226,039.90	2,572,837.54	2,133,000.38	3,350,273.02	(3.85%)			
Monthly Average		268,836.66	214,403.13	177,750.03	279,189.42				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2012	2011 Tax	2010 Tax	2012 Budget	2012 Actual to Budgeted Variance	2012	2012	2012
							Cumulative Actual Sales Tax Received	Cumulative Actual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$204,854.04	152,221.21	140,635.54	228,173.00	(10.22%)	\$204,854.04	228,173.00	(11.38%)
February	0.90%	\$220,498.65	150,424.11	146,047.89	225,636.00	(2.28%)	\$425,352.69	453,809.00	(6.69%)
March	0.90%	\$266,975.22	191,817.93	193,190.62	287,727.00	(7.21%)	\$692,327.91	741,536.00	(7.11%)
April	0.90%	\$239,889.31	172,294.86	154,076.61	258,375.00	(7.15%)	\$932,217.22	999,911.00	(7.26%)
May	0.90%	\$256,787.52	191,845.36	157,223.48	287,768.00	(10.77%)	\$1,189,004.74	1,287,679.00	(8.30%)
June	0.90%	\$291,693.72	203,110.70	202,548.76	304,666.00	(4.26%)	\$1,480,698.46	1,592,345.00	(7.54%)
July	0.90%	\$285,111.93	285,132.17	190,292.86	285,132.00	(0.01%)	\$1,765,810.39	1,877,477.00	(6.32%)
August	0.90%	\$313,703.24	305,799.23	178,731.22	305,799.00	2.58%	\$2,079,513.63	2,183,276.00	(4.99%)
September	0.90%	\$314,369.17	300,142.06	221,741.13	339,000.00	(7.27%)	\$2,393,882.80	2,522,276.00	(5.36%)
October	0.90%	\$265,862.08	239,629.36	166,953.12	256,500.00	3.65%	\$2,659,744.88	2,778,776.00	(4.48%)
November	0.90%		234,370.59	158,497.64	216,000.00	0.00%	\$0.00	2,994,776.00	
December	0.90%		331,924.43	221,922.91	355,500.00	0.00%	\$0.00	3,350,276.00	
Total		2,659,744.88	2,758,712.01	2,131,861.78	3,350,276.00	0.00%			
Monthly Average		265,974.49	229,892.67	177,655.15	279,189.67				

**Jefferson Transit Authority  
Statement of Cash Flows  
For the Twelve Months Ending December 31, 2012  
DRAFT 2012 YEAR END**

	December	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Operating Cash Provided (Used) by:		
Operating Activities	(\$267,554.37)	(\$3,482,739.88)
Non-Capital Financing Activities	\$282,300.12	\$3,852,016.01
Investing Activities	\$146.28	\$1,791.58
Total Operating Cash Provided (Used)	\$14,892.03	\$371,067.71
Capital Cash Provided (Used) by:		
Capital and Related Financing Activities	(\$73,088.42)	(\$45,231.62)
Net Increase (Decrease) Cash and Equivalent	(\$58,196.39)	\$325,836.09
Cash Balances - Beginning of Period	\$1,603,444.38	\$1,219,411.90
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$1,545,247.99</b>	<b>\$1,545,247.99</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Twelve Months Ending December 31, 2012  
DRAFT 2012 YEAR END**

	December	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$20,495.06</b>	<b>\$256,585.62</b>	<b>\$256,416.00</b>	<b>100.07%</b>
<b>Operating Expenses</b>				
Labor	141,348.33	1,712,712.50	1,665,070.00	102.86%
Benefits	86,217.62	1,091,825.83	1,147,699.00	95.13%
Services and User Fees	8,056.25	160,138.13	189,178.00	84.65%
Materials & Supplies	51,421.91	542,099.68	548,634.00	98.81%
Utilities	3,245.78	59,496.71	62,245.00	95.58%
Casualty/Liability Costs	7,060.17	76,261.05	84,722.00	90.01%
Taxes	394.73	7,238.75	7,699.00	94.02%
Miscellaneous Expenses	4,930.79	55,725.02	59,992.00	92.89%
Leases and Rentals		10,523.62	12,491.00	84.25%
<b>Total Operating Expenses</b>	<b>302,675.58</b>	<b>3,716,021.29</b>	<b>3,777,730.00</b>	<b>98.37%</b>
<b>Operating Income (Loss)</b>	<b>(282,180.52)</b>	<b>(3,459,435.67)</b>	<b>(3,521,314.00)</b>	<b>98.24%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	2,121.18	9,211.90	8,072.00	114.12%
Taxes Levied by Transit	348,157.08	3,240,227.90	3,175,579.00	102.04%
Local Grants & Contributions	1,250.00	17,500.00	17,500.00	100.00%
State Grants & Contributions	32,148.13	174,947.40	166,394.00	105.14%
Federal Grants & Contributions	36,535.00	611,117.99	604,815.00	101.04%
<b>Total Non-Operating Revenues</b>	<b>430,258.40</b>	<b>4,063,052.20</b>	<b>3,972,360.00</b>	<b>102.28%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>148,077.88</b>	<b>603,616.53</b>	<b>451,046.00</b>	<b>133.83%</b>
Draft Transfer to Operating Reserve		(250,000.00)		
Draft Transfer to Capital Reserve		(353,616.53)		
<b>Net Income/(Loss) YTD</b>		<b>0.00</b>		

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Twelve Months Ending December 31, 2012**  
**DRAFT 2012 YEAR END**

	<u>December</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	\$13,695.52	\$165,846.69	\$167,591.00	98.96%
Fixed Route Fares - West - JTOC	577.48	4,840.19	4,810.00	100.63%
Dial-a-Ride Fares (DAR)	915.06	14,182.82	14,362.00	98.75%
Vanpools	4,237.00	56,635.34	56,869.00	99.59%
Community Vans		235.97	236.00	99.99%
Extended Service		3,039.70	3,040.00	99.99%
<b>Auxiliary Transportation Revenues</b>				
Advertising Services	1,005.00	11,024.91	8,728.00	126.32%
Other Services Revenue	65.00	780.00	780.00	100.00%
<b>Total Operating Revenues</b>	<b>20,495.06</b>	<b>256,585.62</b>	<b>256,416.00</b>	<b>100.07%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	146.28	1,791.58	1,834.00	97.69%
Gain (Loss) on Disposition of Capital Items		71.44	71.00	100.62%
Other Nontransportation Revenues	1,974.90	7,348.88	6,167.00	119.16%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>348,157.08</b>	<b>3,240,227.90</b>	<b>3,175,579.00</b>	<b>102.04%</b>
<b>Special Sales Tax Receipts - Miscellaneous</b>	<b>10,047.01</b>	<b>10,047.01</b>		<b>0.00%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		2,500.00	2,500.00	100.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	6,316.00	37,896.00	37,896.00	100.00%
Rural Mobility Transit Formula	6,798.00	40,788.00	40,790.00	100.00%
Special Needs	14,618.00	87,708.00	87,708.00	100.00%
RTAP	4,416.13	8,555.40		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	36,535.00	611,117.99	604,815.00	101.04%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - State	76,683.34	76,683.34		0.00%
<b>Total Nonoperating Revenues</b>	<b>506,941.74</b>	<b>4,139,735.54</b>	<b>3,972,360.00</b>	<b>104.21%</b>
<b>TOTAL REVENUES</b>	<b>527,436.80</b>	<b>4,396,321.16</b>	<b>4,228,776.00</b>	<b>103.96%</b>

**Jefferson Transit Authority**  
**Expense Statement**  
**For the Twelve Months Ending December 31, 2012**  
**DRAFT 2012 YEAR END**

	December	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$50,917.78	\$633,374.97	\$592,830.00	106.84%
Operators Overtime - Fixed Route	4,995.60	49,319.94	48,171.00	102.39%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,453.03	152,955.95	160,322.00	95.41%
Operators Overtime - Dial-a-Ride (DAR)	342.25	3,889.03	6,197.00	62.76%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	37,362.48	473,999.19	451,756.00	104.92%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,728.21	27,083.02	29,036.00	93.27%
Administration Salaries	34,548.98	372,090.40	376,758.00	98.76%
<b>Benefits</b>				
FICA	12,542.68	143,090.09	143,109.00	99.99%
Pension Plans (PERS)	10,826.83	140,168.88	143,116.00	97.94%
Medical Plans	32,276.68	388,319.31	404,029.00	96.11%
Dental Plans	3,436.89	41,666.63	42,739.00	97.49%
Unemployment Insurance (UI)		16,100.35	28,393.00	56.71%
Workers' Compensation Insurance - Labor & Industries (L&I)	4,380.43	53,193.43	56,603.00	93.98%
Holiday	6,267.30	72,007.23	80,799.00	89.12%
General Leave	14,744.28	199,333.63	204,920.00	97.27%
Other Paid Absence (Court Duty & Bereavement)	467.30	4,520.26	4,749.00	95.18%
Uniforms, Work Clothing & Tools Allowance	313.24	6,857.16	9,049.00	75.78%
Other Benefits (HRA, EAP & Wellness)	961.99	26,568.86	30,193.00	88.00%
<b>Service and User Fees</b>				
Vanpool Services and Fees	13.00	28.62	1,266.00	2.26%
Advertising Fees	671.30	12,386.94	14,454.00	85.70%
Professional & Technical Services	2,745.57	67,046.14	86,898.00	77.15%
Contract Maintenance Services (IT Services)	3,480.75	36,188.93	35,877.00	100.87%
Custodial Services		667.31	517.00	129.07%
Security Services		1,817.43	1,682.00	108.05%
Vehicle Technical Services	526.02	12,559.24	16,140.00	77.81%
Property Maintenance Services	140.36	5,940.38	8,012.00	74.14%
Software Maintenance Fees		14,679.50	14,875.00	98.69%
Postage & Mail Meter Fees	36.25	2,510.43	2,867.00	87.56%
Drug & Alcohol Services	300.00	4,211.00	4,435.00	94.95%
Other Services & User Fees	143.00	2,102.21	2,155.00	97.55%
<b>Materials and Supplies Consumed</b>				
Fuel	29,618.22	385,901.36	394,126.00	97.91%
Tires	833.02	22,876.12	17,600.00	129.98%
Lubrication	518.48	8,315.31	10,138.00	82.02%
Tools	1,111.01	8,316.95	8,683.00	95.78%
Vehicle Maintenance & Repair Parts	3,241.67	48,171.64	52,872.00	91.11%
Non-Vehicle Maintenance & Repair Parts		4,053.93	4,265.00	95.05%
Vehicle Accessories		161.60	881.00	18.34%
Park & Ride Materials		2,029.64	1,684.00	120.52%
Shop Supplies (Maintenance & Cleaning)	1,132.61	13,884.16	15,677.00	88.56%
Safety & Emergency Supplies	2,209.01	2,464.17	3,151.00	78.20%
Office Supplies	537.81	12,361.56	11,993.00	103.07%
Computer Programs & Supplies		3,723.44	3,723.00	100.01%
Printing (Photocopier, Schedules & Brochures)	12,220.08	27,091.80	19,908.00	136.08%
Other Materials & Supplies		2,748.00	3,933.00	69.87%
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,070.92	15,471.32	14,523.00	106.53%
Utilities (Electrical & Propane)		16,505.04	18,571.00	88.88%
Telephone & Internet	2,174.86	27,520.35	29,151.00	94.41%
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	7,060.17	84,722.04	84,722.00	100.00%
Recoveries of Public Liability & Property Damage Settlements		(8,460.99)		0.00%
<b>Taxes</b>				
State Taxes	394.73	5,219.50	5,380.00	97.02%
Vehicle Licensing & Registration Fees		518.25	518.00	100.05%
Other Licensing Fees & Taxes		1,501.00	1,801.00	83.34%

**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2012  
DRAFT 2012 YEAR END**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Miscellaneous</b>				
Dues & Subscriptions	\$608.34	\$10,732.54	\$12,283.00	87.38%
Travel & Meetings	72.32	19,366.04	19,342.00	100.12%
Fines & Penalties		35.00	35.00	100.00%
Safety Program (Rodeo & Safety Rewards)	62.05	7,492.65	8,776.00	85.38%
Training (Classes, Seminars & Materials)	4,103.08	15,640.68	17,493.00	89.41%
EE CDL and EE Physical Expense	85.00	2,255.00	1,860.00	121.24%
Other Miscellaneous		203.11	203.00	100.05%
<b>Interest Expense</b>				
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations		147.16	1,080.00	13.63%
Passenger Parking Facilities			1,056.00	0.00%
Other General Administration Facilities		10,376.46	10,355.00	100.21%
<b>TOTAL OPERATING EXPENSES</b>	<b><u>302,675.58</u></b>	<b><u>3,716,021.29</u></b>	<b><u>3,777,730.00</u></b>	<b><u>98.37%</u></b>

# DRAFT

## Jefferson Transit Authority Board

### Meeting Minutes

Tuesday, December 18, 2012, 1:30 p.m.

701 Harrison Street. Port Townsend, WA

#### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Chair Phil Johnson at 1:35 p.m. Other members present were Catharine Robinson, David Sullivan, John Austin, Robert Gray and Alice Lane.

#### STAFF PRESENT

Tammi Rubert, Sara Crouch, Natalie Patten, Cara Swanson, Ben Arnold, Leesa Monroe

#### OTHERS PRESENT

Darrell Conder, Burt Langsea, M. Thuy Langsea, Margaret Lee, Brenda McMillan, Charlie Biermant (Peninsula Daily News), Tristan Hiegler (PT Leader), Samantha Trone (City of PT), G. Aten, Tim Caldwell, Steve Oakford

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

**Thuy Langsea** asked what is the purpose of Jefferson Transit.

**Steve Oakford** stated that he is disappointed about radio music no longer being allowed on the buses. He also stated that fares are too low and that there should be a review of the fare structure.

**Brenda McMillan** stated that service is cut whenever there is a crisis but she does not believe it makes any difference. She suggested that 10% should be cut from the administrative staff because she sees the cancellation of Sunday service as cutting 10% from the drivers.

Rubert responded that Jefferson Transit's purpose is to provide safe and reliable service to the community of Jefferson County. In response to Mr. Oakford's comment, she stated that many complaints were received about music on the buses and so drivers were asked to turn off their radios. She stated that she will address the fare structure and reduction in work force during her statement before the public hearing.

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## NEW AGENDA ITEM

None

## FINANCE REPORT

Crouch presented the November 2012 Financials. The budget tracking figure is at 91.63%. Operational Expenses for November were \$300,760.29 and operational income was \$17,211.91. Non-operational income was at \$308,360.74. Sales tax revenues received in November for September were \$314,369.17, a 4.74% increase from the same time last year. Cash on hand: \$1,167,117.47 in the Operating Account, \$13,592.44 in the Capital Account, \$322,196.21 in the Treasury Pool, \$49,547.80 in the Fuel Fund Account, \$104,183.17 in the EFT Fund Account, \$1,386.01 in the Travel Fund Account and \$10.64 in the Kitsap Bank account.

Crouch stated that the budget is a tool and is used to control costs. Line items that were over budget in 2012 are the road map for 2013-14. The Amended 2012 Budget brought most percentages in line with the current tracking figure. The 2013-2015 consolidated operating and capital grant has been submitted to WSDOT.

Robinson stated that she appreciates the efforts of all the staff to keep JTA within the tracking figure on the budget.

## CONSENT AGENDA

### a. Approval of Minutes, November 20, 2012.

#### Corrections to the minutes:

- *Under Walt Windblad's statement on Page 2, "hate to have to;" Page 3, Rose Harris, "be considered other than cutting;" Maintenance Report, Page 9, 1<sup>st</sup> bullet, delete extra "is."*

### b. Approval of Expenses, November 2012

- *Operating Checks 90900-91043*
- *EFT Checks: 5323-5336*
- *Voided Checks: 90900, 90907, 90912, 90943, 90997*
- *Advance Travel Check 289*

### c. Resolution 12-20: 2013 Authority Board Meeting Schedule

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

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## OLD BUSINESS

### a. General Manager Comments

Rubert discussed what the difference in cost savings would be if cuts other than Sunday service were made; what raising fares would mean to both revenue and ridership; and what reduction in work force would mean to JTA. She discussed the 3 public outreach meetings that were held.

Monroe addressed bridging the gap for Sunday service. She has met with Ken Dane of ECCO and area clergy, and they are very responsive to receiving a donated vehicle, have checked into insurance, and working together to provide limited Sunday service.

Robinson stated her concern for people who work on Sunday. Although no customer comments about working on Sunday have been received, perhaps those people haven't yet contacted JTA. Monroe stated that the majority of people [who use Dial-A-Ride on Sunday] go to church; some to grocery store, some to Laundromat. ECCO may be able to help people get other places. Rubert stated she has spoken with Main Street Board members regarding any assistance they can give.

Gray asked if JTA would keep Dial-A-Ride on Sundays if the churches could not do it. Rubert stated that no, D-A-R would not be kept.

Robinson what was the benefit of having maintenance and paratransit in-house. Rubert stated that it was very beneficial for maintenance to be able to respond to issues immediately, including buses being broken down on the road. The benefit for in-house D-A-R is that JTA is available to customers immediately; callers speak to a live person immediately and are dealing with the same few people from start to finish.

Lane stated that she did not believe maintenance was ever contracted out to Chimacum School District, and that there are many maintenance positions that did not used to exist. Rubert stated that she remembers not being able to turn her bus off because it would not restart; and that JTA now has operating, safe buses which do not have those endemic maintenance issues.

Discussion about fueling and washing buses.

Clarification that no connecting counties have Sunday service and discussion of same.

Discussion about sales tax revenues over the past five years. Gray stated that when the sales tax proposition went before the voters, it was said that the increase in revenue would allow JTA to sustain service and fund reserves. Crouch stated that while that was true, JTA cannot do both with

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the current level of sales tax revenue.

Robinson asked what it would look like if JTA canceled only fixed-route Sunday service and kept D-A-R. Rubert stated that the number of D-A-R users on Sunday would go up if only fixed-route was canceled, and that D-A-R is the more expensive of the two. She stated that offering one and not the other is not equitable, and JTA is obligated to offer equal service. She stated that many people would ask for general purpose D-A-R if they no longer had fixed-route service. Monroe stated that offering one and not the other could potentially open JTA to a discrimination lawsuit.

## **b. Public Hearing – 2013 Proposed Budget & Cancellation of Sunday Service**

**Robert Eash** stated that he represents ATU587 which is both Clallam and Jefferson Transit. He believes the Board should place less emphasis on funding reserves and consider lowering the mandated reserve funding amount. He stated that Jefferson Transit should strive to be more like Clallam Transit which is running in the red.

**Burt Langsea** stated that previous potential financial savings were negated by 5 new positions that costs \$313K a year. Sunday service cuts will not stabilize Jefferson Transit. He feels the administrative and maintenance staff is too large [refers to graph in handout].

Lane stated that she is tired of hearing the word "premium" and that cutting Sunday service will create a skeleton service.

Robinson stated that although 25% reserves sounds like a lot, it is not; it is not just for emergencies but also for cash flow, and 3 months is not very long; and that JTA currently has no reserves. She stated that reserves help JTA go from one month to the next, and her goal as a board member is to ensure that JTA continues service in the long-term and they need reserves to do that.

Austin stated that as a public organization, JTA must have a reserve and cannot be risky with its money. In regards to Mr. Langsea's chart, he asked Crouch if her numbers coincide with the numbers on the chart. She stated there are 8 in administration which includes the four managers; 2 part-time customer service, 2 field supervisors, and Maintenance staff are not administration. Crouch asked Mr. Langsea for the source of the information. He stated that some of it was from his memory and some from 2007 financial documents.

Austin asked about the project manager. Crouch stated that it was a short-term service contracted through the City of Port Townsend; the project manager is not a JTA employee.

Sullivan stated that cutting Sunday service has been a subject of consideration for many years because it was known that it would affect the least amount of ridership and not cost anyone their

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job, and that striving to maintain that service is one reason the reserves had been spent down over the years.

Johnson asked if cutting Sunday service was going to be enough. Crouch stated she projected a 3% increase in expenses over the next 5 years and a 2% increase in revenue, which is based on sales tax revenues improving and are not very conservative estimates. She stated that it may not be enough if the economy does not improve over time. She stated that she feels it is a reasonable cut, and that they will continue to monitor expenses and pursue all possible grant funding. Johnson stated that he does not feel cutting Sunday service will create a skeleton service, and will bring JTA in line with the surrounding counties.

Gray stated he feels cutting Sunday service is too drastic and that it is counter to what was promised to the voters when the sales tax levy passed.

Sullivan stated that the county might be able to give more to Transit, but it is something that would have to be decided at a later time.

Austin stated that he was skeptical about cutting Sunday service but believes the Board has to make the hard decision of going forward with Sunday cuts.

Robinson stated that it was not an easy decision and that the Board and JTA staff want to provide transportation service to the community. She stated that if the two road supervisors were cut, per the Union contract they would be moved back into Operator (driving) positions and two drivers would be cut. It would save money but would cut two jobs. She stated there has been a lot of concern about driver's jobs from the public. The board does not want to cut jobs or service, but does want to have a viable agency providing transportation services into the future.

Sullivan stated they have been strong advocates for stable long-term transit and that is why they put out the sales tax levy when they did, and the community responded.

Robinson stated that it was said in good faith that the sales tax levy would allow service to be maintained, but that the financial situation of the economy has not allowed that to happen. The agency has to be kept intact for service going forward.

Johnson stated that he finds it uncomfortable to be on the board of an organization as big as JTA that has no reserves. They have watched the reserves diminish over the last several years and he has been concerned.

## **NEW BUSINESS**

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## **a. Resolution 12-21: Cancellation of Sunday Service**

*Motion by Austin, seconded by Robinson to approve Resolution 12-21: Cancellation of Sunday Service . The motion passed 4-1, with Gray voting no.*

*Chair Phil Johnson left the meeting at 2:45pm.*

## **b. Resolution 12-22: 2013 Proposed Budget**

Gray reminded the audience that there had been extensive discussion about the 2013 Budget at prior meetings.

Crouch stated that \$10,400 had been added to tires for the 2013 budget.

Sullivan stated that getting on top of the finances has been a struggle for several years and he appreciates the current management team and their ability to get on top of the budget.

*Motion by Austin, seconded by Sullivan to approve Resolution 12-22: 2013 Proposed Budget . The motion passed unanimously.*

## **c. Resolution 12-23: Intergovernmental Agreement between JTA and City of Port Townsend**

Rubert introduced Samantha Trone from the City of Port Townsend who will be the Project Manager for the new facility at Four Corners.

Robinson discussed that neither she nor Gray would be recusing themselves from the vote, because the ground for recusal were based on a person directly benefiting and neither of them would directly benefit. However, the partnership was beneficial to both Jefferson Transit and the City of Port Townsend, and the contract allowed the City to maintain personnel in reserves who might otherwise have to be laid off.

Rubert stated the contract had been reviewed by JTA's attorney as well as the WSDOT and City of Port Townsend attorneys.

Sullivan stated this was the kind of partnership between entities that people are asking for more of.

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*Motion by Sullivan, seconded by Austin to approve Resolution 12-23: Intergovernmental Agreement between JTA and City of Port Townsend. The motion passed unanimously.*

## STAFF REPORT

### A. Manager's Report

- Attended Peninsula RTPO ranking meeting. The results are used by WSDOT in conjunction with their criteria to determine grant funding recipients. JTA received top ranking scores.
- Cameras have been purchased and installation has begun.
- Promotion in the utility bills has been well received.
- Rubert will be attending the WSTA 1<sup>st</sup> Quarter Board meeting and Legislative Conference in Olympia in January 2013.

### B. Operations Report

- All-Staff Training Day was held on Veteran's Day. Subject included: payroll and benefits updates; mandatory drug & alcohol training; defensive driving / accident avoidance training; fire extinguisher training; incident & accident report writing refresher; and a presentation on the 2013 Budget and potential service reductions.
- Field Supervisors Pam Thompson and Lloyd Eisenman attended the Guest Rider meeting in Olympia on Nov. 14, where 2012 results were tabulated and plans for 2013 were developed.
- The Route Design Committee and Run Cut Committee had several meetings in November. They found efficiencies by adjusting current routes and shifts. Weekly operator hours were reduced by a little over 2 hours and several more evening Shuttles were added.
- The 2013 Emergency Operations Plan was completed.
- The homeless shelter opened on Nov. 25 and so far there have been no incidents of unruly behavior.

### C. Mobility Coordinator Report

- Had 2, 237 clients in system, some more than 10 years old. 1,093 have been deleted out of system. 696 inactive and 448 active clients remain. Working on revamping schedules so they are easier to see for visually impaired people and don't fade so much in the sun.
- Ferry report; of 3,271 surveys returned, only 101 (3%) came from Jefferson County. Edmunds-Kingston is the most used ferry in WSDOT system but also has highest traffic for vehicles because of where the ferry passengers are going. Census says most people in Jefferson County are not long-distance commuters.
- Recommendation that a partnership be made with Clallam so that there are not

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separate buses going to the same ferry.

- 4 new 7-passenger vanpool vehicles were purchased and picked up (100% grant funded). With the recent changes in how the military refunds the Vanpool users, people are more interested in having smaller vehicles.

Patten stated that overall ridership has shown an increase of 1.6% from 2011, which was reflected in all routes except the #11 Shuttle. All the routes had a slight decrease in November from October except JTOC, which had a slight increase.

## MISCELLANEOUS

**EXECUTIVE SESSION** per RCW 42.30.110 (1) (g) for General Manager Annual Evaluation for 25 minutes with no possibility of action being taken.

Executive Session started at 3:30pm

Executive Session ended at 3:55pm

## ADJOURNMENT

The meeting was adjourned at 3:27 p.m. The next regular meeting will be held at 1:30pm, January 15<sup>th</sup>, 2013.

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Cara Swanson, Clerk of the Board

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Date



1615 W. Sims Way, Port Townsend, WA 98368

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DATE: 1/15/2013

December 2012 Expenses

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

- Capital Check #337 in the amount of \$71,291.01
- Voided Check #336 in the amount of \$71,291.01
- Voided Check #335 in the amount of \$71,291.01
- Transfer in the amount of \$71,291.01
- Voucher #91145 in the amount of \$74,776.37
- Vouchers #91102-91144 in the amount of \$69,712.82
- EFT Payments #5344-5350 in the amount of \$7,051.53
- Voucher #91101 in the amount of \$323.89
- Voucher #91100 in the amount of \$70,031.88
- Vouchers #91096-91099 in the amount of \$342.98
- Vouchers #91046-91095 in the amount of \$74,282.20
- Voucher #91045 in the amount of \$35.00
- Vouchers #5337-5343 in the amount of \$7,210.38
- Voided Check #5339 in the amount of \$738.34
- EFT Payment #145 in the amount of \$24,341.81
- Voucher #91044 in the amount of \$68,604.70

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

Cara Swanson

Clerk of the Authority



**Agenda Item 2c.**

**Meeting Date: January 15, 2013**

**Subject:** Approve Out of State Travel for Ben Arnold and Desiree Williams

**Prepared By:** Cara Swanson

**Approved By:** 

**Summary:**

Fleet and Facilities Manager, Ben Arnold, and Maintenance Clerk Desiree Williams are planning on traveling to the RTA Fleet Management Software Annual User's Conference and Training in San Diego, CA on March 18-22, 2013.

The conference offers training and highly useful information on managing daily tasks and improving RTA system usage.

**Recommendation:**

Approve Out of State Travel for Ben Arnold and Desiree Williams.

**Motion for Consideration:**

Move to approve Out of State Travel for Ben Arnold and Desiree Williams.

**Fiscal Impact:**

The fiscal impact will be approximately \$1,000 due to a Rural Transit Assistance Program Scholarship and a \$200 RTA Discount.



**Agenda Item 4a.**

**Meeting Date:** January 15, 2013

**Subject: Resolution 13-01: Updated Records Management Policy**

**Prepared By:** Cara Swanson

**Approved By:** Jammi Beubert

**Summary:**

On February 20, 2007, Resolution 07-01 was adopted, establishing a Records Retention Policy for Jefferson Transit. The original Policy is now outdated in a number of ways. In order to ensure that Jefferson Transit is in full compliance with State regulations as determined by the Secretary of State's Office, it is necessary to adopt an updated Policy that reflects changes in State regulations, changing technology, and increased need for tracking and management of large amounts of information.

**Summary of Changes:**

- Section 8 *Procedures* moved to end to become Section 11, and revised and expanded
- Section 9 *Electronic Records* (now Section 8) revised to reflect changes in technology and State retention regulations
- Section 10 *Email* (now Section 9) revised to reflect changes in technology and State retention regulations
- Minor formatting, spelling, and typographical changes throughout

**Recommendation:** Approve Resolution 13-01

**Motion for Consideration:** Move to adopt Resolution 13-01

**Jefferson Transit Authority  
Resolution No. 13-01**

A RESOLUTION of the Board of Directors of the Jefferson County Public Transportation Benefit Area, hereinafter called the “Authority”, to adopt an updated Records Management Policy; and

WHEREAS, as per the original Resolution 07-01 signed into policy on February 20, 2007, substantial or substantive change requires amendment by this Board; and

WHEREAS changes in technology, practices, and State requirements necessitate changes and additions to the Jefferson Transit Records Management Policy to ensure continued compliance;

NOW, THEREFORE BE IT RESOLVED by the Jefferson Transit Authority Board does hereby adopt the attached updated Records Management Policy to provide for a comprehensive, uniform system for management of agency records.

**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 January 15, 2013.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:  
\_\_\_\_\_  
Clerk of the Authority

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<i>Title:</i> <b>Jefferson Transit Records Management Policy</b>	<i>Resolution:</i> <b>13-01: Updating Records Management Policy</b>
<i>Author:</i> <b>Cara Swanson</b>	<i>Effective Date:</i> <b>January 15, 2013</b>

## CONTENTS

1. Records management program: Purpose
2. Benefits of a Records Management Program
3. Authority for this policy
4. Scope of this policy
5. Definitions
6. Roles and responsibilities
7. Records as Public Property
8. Electronic Documents
9. Electronic Mail
10. Destruction of Records
11. Procedures

### 1. RECORDS MANAGEMENT PROGRAM: PURPOSE

The records management program is a planned, coordinated set of policies, procedures and systems to manage the records of the Jefferson Transit Authority and to achieve compliance with the Public Records Act (RCW 40.14) and all other state and federal statutes and regulations which govern records keeping practices, and to make public access to records efficient and manageable. The program keeps our agency in compliance with RCW 40.14 for existing records, as well as provide ongoing methods to insure future compliance. As all staff are involved in creating, maintaining and using departmental records, it is important that there be a clear framework of roles and responsibilities for records management which is understood by all employees.

Records keeping practices include the systematic identification and disposal of obsolete records; transfer of historically valuable records to the State Archives system; removal of non-current records from active office storage; protection and security backup of records essential to agency authority and operations; disaster preparedness; insurance of records systems integrity and accessibility, and effective compliance with public disclosure requirements.

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## 2. BENEFITS OF A RECORDS MANAGEMENT PROGRAM

Records enable and support an agency's mission. Every government organization must create well-defined objectives that are directly related to achieving the organization's goals. "Records management" encompasses a number of activities and techniques that contribute to the common goal of making record keeping easier, more efficient and more cost effective. Since records contain information – without which an organization cannot run - it is essential to take a systematic approach to the management of records. Records management:

- a. Contributes to the smooth operation of Jefferson Transit's programs by making the information needed for decision making and operations readily available;
- b. Helps deliver services in a consistent and equitable manner;
- c. Facilitates effective performance of activities throughout an agency;
- d. Protects the rights of the agency, its employees, and its customers;
- e. Protects essential records and provides continuity in the event of a disaster;
- f. Protects records from inappropriate and unauthorized access;
- g. Meets statutory and regulatory requirements including archival, audit and oversight activities;
- h. Provides protection and support in litigation;
- i. Allows quicker retrieval of documents and information from files;
- j. Improves office efficiency and productivity;
- k. Frees up office space for other purposes by moving inactive records to storage facilities;
- l. Avoids unnecessary purchases of office equipment; and
- m. Preserves the integrity and accessibility of public records for the duration of their approved retention periods.

## 3. AUTHORITY FOR THIS POLICY

This policy is issued under the authority of the Jefferson Transit Authority Board and will be reviewed and amended as required in consultation with the General Manager, the Records Officer and staff, and, as needed, the Washington State Division of Archives and Records Management.

## 4. SCOPE OF THIS POLICY

All documents, papers, letters, books, reports, manuals, maps, drawings, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the agency or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the agency. These records shall be created, maintained, and disposed of in accordance with the provisions of

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this policy or procedures authorized by it and in no other manner. This records management policy applies to all Jefferson Transit staff.

## 5. DEFINITIONS

- a. Content Control – the ability to appraise, classify, index, and retrieve data based on business-defined criteria.
- b. Disposition Authority Number – The Local Records Committee assigns a “Disposition Authority Number” (DAN) to each records destruction request, records retention schedule, and general records retention schedule it approves. It is up to the person doing the archiving to look up the item, locate the DAN and place it on the archive label. An agency should be able to cite a “Disposition Authority Number” for each record it disposes of. If a “Disposition Authority Number” cannot be cited for a particular record series, there is no legal authority to dispose records in that series.
- c. Essential Record – Any record necessary to the resumption of continuation of operations of the Agency in an emergency or disaster, to the recreation of the legal and financial status of the Agency, or to the protection and fulfillment of obligations to the people of the state.
- d. Permanent Record – any record of the agency for which the retention period on a record control schedule is given as permanent.
- e. Public Records – applies to any paper, correspondence, form, bound volume, film, magnetic record, drawing, or other document (regardless of media), that has been created or received by any state or local government agency during the course of public business.
- f. Record – any piece of data, in any form, created or received in connection with the transaction of an organization’s business.
- g. Records Coordinator – the individual designated in each department to serve as the coordinator for the implementation of the policy in his/her department.
- h. Records Management – the discipline of managing records to meet operational business needs and accountability.
- i. Records Officer – the individual designated by the Jefferson Transit Board of Directors to serve as Records Officer.
- j. Retention Period – the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. Each records series listed on a records retention schedule is assigned a retention period.
- k. Retention Schedule – the schedule developed by the Washington State Local Records Committee that regulates the retention and disposition of public records.
- l. Records Series – Any group of records that is used as a unit, filed as a unit, and can be disposed of as a unit.

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## 6. ROLES AND RESPONSIBILITIES

### 6.1 Jefferson Transit Authority Board

The Jefferson Transit Authority Board sets policy in accordance with state law pertaining to the management of all agency records.

### 6.2 Records Officer:

The role of Records Officer has been designated to the Clerk of the Authority by the Authority Board. The Records Officer oversees the Records Management Program as a whole, including planning, leading and managing the records management program, developing and communicating records management procedures, coordinating the transfer and disposal of records, ensuring that Records Coordinators are aware of their records management responsibilities, conducting periodic evaluations of the records management program as part of the Department's responsibility to review and monitor it, and assisting in determining what records are needed to provide adequate and proper documentation of departmental activities. The Records Officer will work with Records Coordinators to create and maintain an ongoing records series inventory and records retention schedule. The Records Officer will create, implement and maintain a Disaster Plan for the maintenance and recovery of Essential Public Records. The Records Officer will assume the responsibilities of the Records Coordinator for the Administration Department.

### 6.3 Records Coordinators:

Records Coordinators will be designated for each department or office space. They will work with staff on the initial inventory of records, and, once the inventory is complete, will work with the Records Officer or designee on, and be responsible for the organization of records and the collection of obsolete records for disposal or, if they have archival value, to the State Archivist's Record Center. Records Coordinators are responsible for tracking the creation, maintenance, storage and disposition of records in their department or office. They are also responsible for the security of confidential records.

## 7. RECORDS AS PUBLIC PROPERTY

Public records must remain in the custody of the agency in which they were originally created or received. They shall not be placed in the custody of any other person or agency, public or private, or released to individuals except pursuant to law or as provided by law (see WAC 434615-020).

Outgoing officials and employees must pass such records on to their successors. Furthermore, public records shall be preserved, stored, transferred, destroyed, and otherwise managed according to the provisions of RCW 40.14 unless otherwise provided by law (see WAC 434-615-010). No agency official or employee of the agency has any personal property right to such records even though he or she may have developed or

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compiled them. The unauthorized destruction, removal of files, or use of such records is prohibited.

Access must be provided for public inspection and copying of agency records according to the provisions of the Public Disclosure Act.

## 8. ELECTRONIC RECORDS

Documents are now typically created electronically and then printed, and it can be difficult to ascertain whether the original of the document is the electronic form or the paper form. The general rule of thumb is determined by the final version of the documents. For instance, any document which contains a signature (such as a Resolution) would be considered the “final and original” document. In that case, the electronic versions of that document would be the “working copies” and would be retained or destroyed as such. If the electronic and printed versions of the document are the same, the electronic would then be considered the original source per WAC 434-62-04:

*“Electronic records must be retained in electronic format and remain usable, searchable, retrievable and authentic for the length of the designated retention period. Printing and retaining a hard copy is not a substitute for the electronic version unless approved by the appropriate records committee.”*

Likewise, scanning hard copies into electronic format does not replace the “final and original” document unless authorization to do so has been granted by the State Archives. Records officers, program managers, and staff must take special precautions to manage, maintain, and protect automated records by assigning responsibilities and best practice procedural methods for managing and protecting electronic records.

## 9. ELECTRONIC MAIL (E-Mail)

Electronic mail or e-mail is an information transfer system and the content, not the medium, determines the treatment of the message. Like other agency records, records created or received through e-mail must be retained and disposed of according to an approved record retention schedule. For instance, all e-mail may be considered correspondence, but may include retainable information or attachments such as reports, contracts, accounting records and so on. All e-mail users are responsible for appropriate use of e-mail and for certain aspects of the management of records in the e-mail systems.

### 9.1 E-Mail Records

Any email message that contains information which falls under a retention schedule is considered to have retention value. Some examples are:

Policies and directives;  
Correspondence or memoranda related to official business;  
Work schedules and assignments;  
Agendas and minutes of meetings;  
Drafts of documents that are circulated for comment or approval;  
Any document that initiates, authorizes, or completes a business transaction; and,  
Final reports or recommendations.

For purposes of satisfying public record laws, e-mail is defined as not only the messages sent and received by email systems, but all transmission and receipt data as well (also referred to as metadata). Courts have accepted e-mail as a legitimate source of evidence and it is therefore subject to legal discovery. Emails must be retained in their electronic form so that the metadata is also retained.

## **9.2 E-Mails with No Retention Value**

Are all email messages public records? The following e-mail messages typically do not have any retention value:

Personal messages and announcements not related to official business;  
Information only copies or extracts of documents distributed for convenience of reference;  
Published reference materials;  
Copies of information and inter- or intra-agency memoranda or bulletins; and  
Announcements of social events, such as retirement parties or celebrations.

## **9.3 User's/IT Staff Responsibility**

- a. Limit the use of e-mail resources to official business.
- b. Respond promptly to messages as appropriate.
- c. Protect e-mail messages, files, and records from unauthorized release to third parties.
- d. Remove personal and transitory messages from personal in-boxes on a regular basis and regularly transfer public records to an organized, secure, and accessible filing system.
- e. Protect e-mail messages from inadvertent loss or destruction by complying with data backup requirements and procedures.
- f. Coordinate disposition of public records with the agency Records Management Officer to ensure retention requirements are met.

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## **9.4 Employer's Right to Access**

According to the Federal Electronic Communications Privacy Act (ECPA) of 1986, e-mail users have a reasonable expectation of privacy protection for their mail. An important exception to ECPA grants employers the right to intercept, monitor, and read employee communications as long as those are done in the ordinary course of business and for a legitimate purpose. Therefore e-mails may be accessed and monitored in the normal course of business by system administrators, supervisors, and support staff; may be releasable to the public, may require special measures for privacy protection; and are subject to discovery proceedings in legal actions.

## **9.5 Retention and Scheduling Requirements**

E-mail by itself is not considered a record series or category. It is a medium through which the public record may be transmitted, received, and processed. Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content, transactional information, and any attachments associated with the message are considered a record. The content of emails may vary considerably, and therefore, this content must be evaluated to determine the records series it falls under and the length of time it must be retained. However, if the email is the original source (copy) of the retainable information, the email itself must be retained in its electronic format.

## **9.6 Retaining / Archiving E-Mails**

Emails must be retained in their electronic format so that the metadata is also retained. Emails which are still needed for quick or regular reference should be retained in the Inbox, or in a designated folder therein, of the employee. Once the email is no longer needed for quick or regular reference, it should be archived or deleted as appropriate. Emails that have retention value should be archived by transferring into an appropriately labeled electronic folder designated by the Records Management Officer. The email should be retained in a .msg (Microsoft Outlook) format. It is only necessary to retain the original "sent" or "received" message, unless there is retainable information in later messages as well. In that case, all messages which contain unique and retainable information which falls under a retention schedule and/or is of potential legal value should be archived.

## **9.7. Determine Who Holds the Primary Record Copy**

E-mail users should be aware that e-mail messages are often widely distributed to a number of various recipients. Determining which individual maintains the primary record copy of the message, i.e., the original message that must be retained per the retention schedule, is vital to e-mail management. For example, where copies of agency policy documents are transmitted to multiple recipients,

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each recipient need not retain the document beyond his or her immediate need for the information it contains. The responsibility of retaining and disposing of these documents as public records logically rests with the office from which it was issued. Prompt deletion of duplicate copies of e-mail messages from an e-mail system makes the system much easier to manage and reduces disk space consumed by redundant information.

Generally, the individual who sends an e-mail message should be considered to have the source (original) copy. However, the varied use and wide distribution of e-mail may result in exceptions to this rule.

## 9.8 Rules of Evidence

For records maintained in electronic format, courts concentrate on assurances that records and the systems in which records are created and maintained are reliable. The federal rules of evidence place the burden for the identification of relevant records on the record creator, and often within a 90 day time period. Thus, agency personnel should ensure the following: e-mail systems used to create, receive, and maintain e-mail messages have full, complete, and up-to-date systems documentation; e-mail systems follow all recommendations for system security; complete systems backups are regularly and consistently performed; e-mail system retains all data and audit trails necessary to prove its reliability as part of the normal course of agency business; the record copy of a message is identified and maintained appropriately; and backup procedures should be coordinated with disposition actions so no copies of records are maintained after the retention period for the record has expired.

## 10. DESTRUCTION OF RECORDS

- a. Records Coordinators will follow the approved and adopted policies and procedures of the Records Management Program.
- b. A record whose retention period has expired on a records control schedule shall be destroyed unless an open records request is pending on the record, the subject matter of the record is pertinent to a pending law suit, or the director in writing to the Records Officer requests the record be retained for an additional period.
- c. Prior to the destruction of a record under an approved records control schedule, the Records Officer must obtain authorization for the destruction from the General Manager.

## 11. PROCEDURES

Records management procedures will be carried out according to the Jefferson Transit Records Management Procedures below.

## 11.1 Filing Systems

- a. All employees who create and handle original records are expected to maintain an organized filing system that allows the employee to maintain and retrieve records with a minimum of effort. If the records are created and handled by more than that employee, then the work area or Department as a whole is expected to maintain a central, organized filing system. An electronic filing system is considered to be part of the overall system and should be maintained in equal manner.

## 11.2 Records Coordinators

- a. Department Managers are designated as Records Coordinators and are expected to monitor the status of records, ensure filing systems are kept up to date and accurate, and ensure that records are secure and maintained according to the Retention Schedule.
- b. Department Managers may delegate to Supervisors as they feel is appropriate. However, Department Managers are ultimately responsible for the records in their Department.
- c. Department Managers are responsible for ensuring that employees within their Department have the necessary tools and equipment to maintain records securely and accurately.

## 11.3 Retention Schedules

- a. It is the Records Officer's responsibility to ensure that all employees have access to the most up-to-date Retention Schedules as disseminated by the Washington State Archives.

## 11.4 Annual Record Reviews

- a. It is the responsibility of each Department to conduct annual reviews of their own Records, and to determine which Records are eligible to be removed from active files and considered for archival or destruction. The Records Coordinator will use the Retention Schedules as provided by the Records Officer to determine record eligibility.
- b. Each Department's Records Coordinator will coordinate with the Records Officer for archival or destruction, after the Records Officer has verified the eligibility for archival or destruction.

## 11.5 Records Archival and Retrieval

- a. The Records Coordinator is responsible for the boxing of records to be archived. The Records Officer will do a final verification before any records are placed in storage. Only the Records Officer is to conduct the actual archiving of materials.

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- b. Only the Records Officer is to retrieve records from archival storage. Any person who has need of records which have already been archived is to coordinate with the Records Officer.

## **11.6 Records Destruction**

- a. The Records Coordinator is responsible for the separation of records from their Department files to be destroyed. The Records Officer will do a final verification before any records are destroyed and will arrange for the destruction of records. Only the Records Officer is to arrange for the destruction of records. If the Records Officer determines that records can be destroyed on site (i.e., shredded), only the Records Officer is to conduct the shredding.

## **11.7 Electronic Record Archival and Destruction (Deletion)**

- a. Electronic Records will be archived on the Records Management external hard drive and/or on a separate location on the Jefferson Transit servers, as determined by the Records Officer in collaboration with the General Manager and IT. The process will otherwise follow the steps in 11.5a and b.
- b. Electronic Records will be destroyed using the same process as described in 11.6a, excepting that only the Records Officer will conduct the deletion of electronic records.



**Agenda Item 4b.**

**Meeting Date January 15, 2013**

**Subject:** Election of Officers

**Prepared By:** Cara Swanson

**Approved By:** *Ammi Rubel*

**Summary:**

Each January, the Authority Board moves the Vice Chair into the Chair position and a new Vice Chair is elected.

**Recommendation:**

Appoint Catharine Robinson as Jefferson Transit Authority Board Chair; nominate candidates for and elect a new Vice Chair.

**Motion for Consideration:**

Move to appoint Catharine Robinson as Jefferson Transit Authority Board Chair and [candidate] as Vice Chair.

# JEFFERSON TRANSIT AUTHORITY

## MONTHLY RIDERSHIP REPORT

December, 2012

Route	Boardings per Month	Wheel Chairs per Month	Bikes per Month	Runs per Month	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour
<b>LOCAL</b>									
#2 Mt. View Connector	1655	2	42	335	2479	141	4.94	0.67	11.76
#3 Castle Hill Connector	2241	8	72	335	3049	144	6.69	0.74	15.56
#11 Shuttle	6697	8	161	670	2613	248	10.00	2.56	27.01
<b>LOCAL TOTAL</b>	<b>10593</b>	<b>18</b>	<b>275</b>	<b>1340</b>	<b>8141</b>	<b>533</b>	<b>7.21</b>	<b>1.32</b>	<b>18.11</b>

<b>COMMUTER</b>									
#1 Brinnon	1371	16	63	180	7650	194	7.62	0.18	7.05
#6A Tri Area Loop (5)	1560	4	87	120	3108	100	13.00	0.50	15.66
#6B Tri Area Loop (6)	1176	0	70	95	2461	79	12.38	0.48	14.91
#7 Poulsbo	2189	2	88	180	7542	193	12.16	0.29	11.37
#8 Sequim	1963	21	62	220	7568	172	8.92	0.26	11.44
<b>COMMUTER TOTAL</b>	<b>8259</b>	<b>43</b>	<b>370</b>	<b>795</b>	<b>28329</b>	<b>737</b>	<b>10.82</b>	<b>0.34</b>	<b>12.09</b>

2012 SPECIAL EVENTS	Boardings	Runs per event
Rhody Festival 2012	169	1
Wooden Boat Festival 2012	5293	13

<b>WEST JEFFERSON</b>	1241	3	4	180	11153	363	6.89	0.11	3.42
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<b>TOTAL MONTHLY</b>	<b>20093</b>	<b>64</b>	<b>645</b>	<b>2315</b>	<b>47622</b>	<b>1633</b>	<b>8.31</b>	<b>0.59</b>	<b>11.21</b>
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Weekdays in Month     
  Saturdays in Month     
  Sundays in Month

### VANPOOL

Vanpool	Passenger Trips	Miles Travelled	Average Riders Per Van	Number of Vans in Service
	942	6,842	7.26	6

### DIAL A RIDE

Dial A Ride	Boardings	Runs	Revenue Mileage	Revenue Hours	Boardings Per Run	Boardings Per Mile	Boardings Per Hour	On Time Performance	New Applicants
	1232	1150	4935	470	1.07	0.25	2.62	92.35%	8

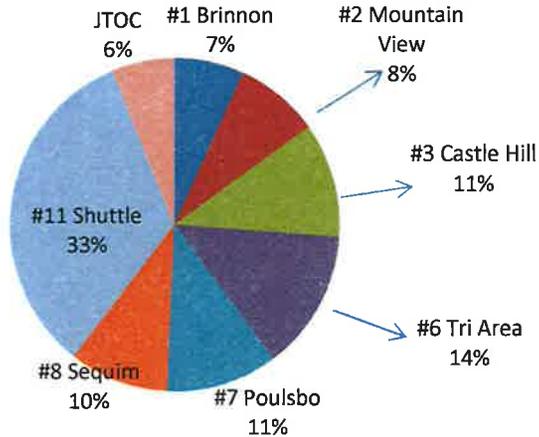
*\*Boardings includes Passenger and Attendant if needed*

# RIDERSHIP DASHBOARD

YEAR TO DATE/CURRENT VS. PREVIOUS MONTH

## JTA Monthly Percentage of Ridership- December 2012

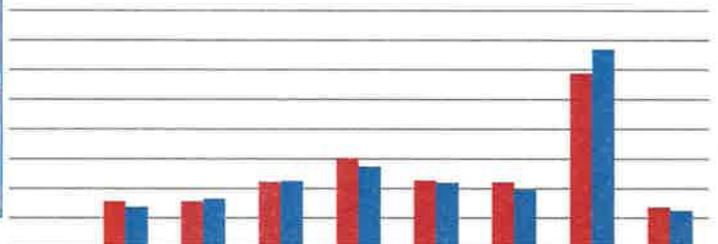
**December  
Total:  
(100%)  
20,093**



## Month to Month Route Comparison

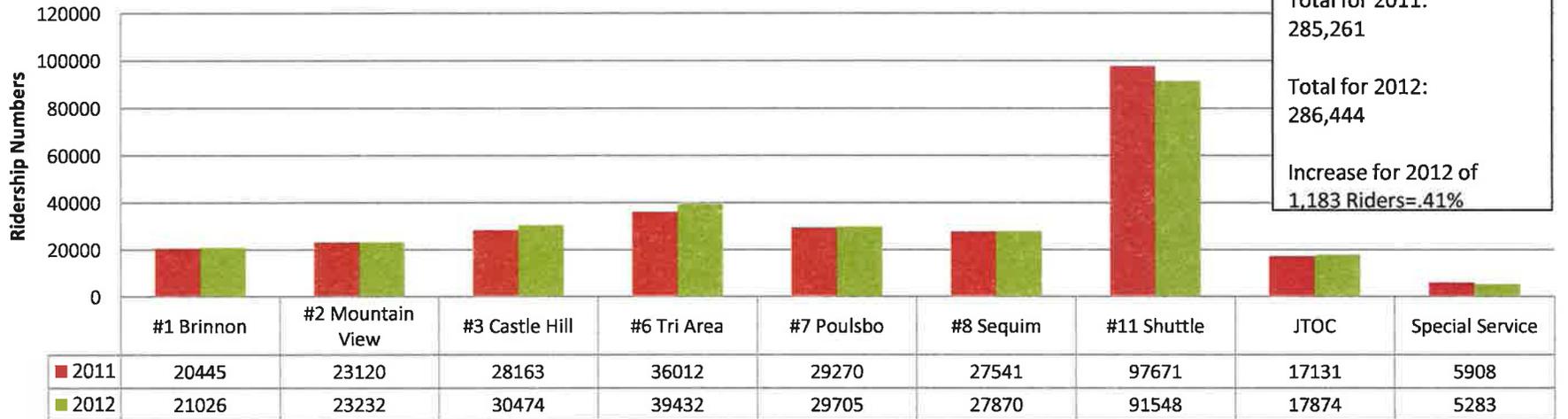
**November  
Total :  
20,041**

**December  
Total:  
20,093**



	#1 Brinnon	#2 Mountain View	#3 Castle Hill	#6 Tri Area	#7 Poulsbo	#8 Sequim	#11 Shuttle	JTOC
November	1556	1551	2214	3030	2255	2204	5871	1360
December	1371	1655	2241	2736	2189	1963	6697	1241

## YTD Ridership by Route and Year as of December



Total for 2011:  
285,261

Total for 2012:  
286,444

Increase for 2012 of  
1,183 Riders=.41%