2018

Transit Asset Management Plan

Jefferson Transit Authority
63 Four Corners Road
Port Townsend, WA 98368

Mission Statement

To provide reliable, safe, comfortable public transportation service in Jefferson County which is cost-effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

About JTA

The Jefferson Transit Authority ("JTA") is an independent local governmental unit classified as a Public Transportation Benefit Area (PTBA) which is responsible for providing both fixed route bus and public transportation services for Jefferson County located in the upper Olympic Peninsula of Washington state.

Jefferson Transit Authority currently provides Jefferson County with scheduled mass transportation bus service. JTA's bus fleet operates on routes serving the greater Port Townsend, Port Hadlock, Chimacum and Quilcene rural communities. Route frequency of current service routes averages about every forty-five minutes with some routes operating every half-hour. Our current service hours are between 5:45 AM and 8:30 PM, Monday thru Friday and from 6:30 AM to 8:30 PM on Saturday. JTA also assists persons with disabilities in fulfilling their transportation needs and to meet requirements of the Americans with Disabilities Act of 1990.

Acknowledgements

Jefferson Transit Authority Administrative Staff

Tammi Rubert - General Manager (Accountable Executive)

Sara Crouch - Finance Manager
John Bender – Fleet & Facilities Manager
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David Sullivan - Vice Chair (Jefferson County Commissioner)

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Revision History

Agency Name: Jefferson Transit Authority a FTA Recipient ID/UZA: 9999/9999

Accountable Executive: Tammi Rubert

Initial JTA Board Adoption Date:

Original Effective Date:

Last Modified By (Name):		Last Modified (Date):

[Insert Image of signed Motion to Approve by Board when available]

Table of Contents

Executive Summary

Jefferson Transit Authority's (JTA) Transit Asset Management Plan is our business model that uses the condition of assets to guide the optimal prioritization of funding at JTA to keep our systems in a State of Good Repair (SGR). By implementing a TAMP, the benefits include:

- Improved transparency and accountability for safety, maintenance, asset use and funding investments;
- Optimized capital investment and maintenance decisions;
- Data-driven maintenance decisions; and,
- System safety & Performance outcomes.

The consequences of an asset not being in an SGR include:

- Safety risks (Accidents per 100,000 revenue miles);
- Decreased system reliability (On-time performance);
- Higher maintenance costs; and/or,
- Lower system performance (Missed runs due to breakdown).

Transit Asset Management Plan (TAMP) Policy:

JTA has developed this TAMP to aide in (1) Assessment of the current condition of capital assets; (2) determine what condition and performance of its assets should be (if they are not currently in a SGR); (3) identify the unacceptable risks, including safety risks, in continuing to use an asset that is not in a State of Good Repair; and (4) deciding how to best balance and prioritize reasonably anticipated funds (revenues from all sources) towards improving asset condition and achieving a sufficient level of performance within those means.

Agency Overview:

JTA provides fixed-route bus, paratransit and leased Vanpool transportation services to approximately 250,000 passengers annually in the Olympic Peninsula region. As a Washington State designated Public Transportation Benefit Agency (PTBA), with a core inventory of vehicles and capital assets, including the following:

- 18 Fixed route buses;
- 9 Paratransit vehicles;
- 10 Vanpools;
- 11 service vehicles;
- A Customer Service Office at HPTC;
- 2 Park and Ride lots; and,
- A centrally-located administration/operations/vehicle storage/refueling & maintenance facility (MOAC) and a customer service office located at the Haines Place Transit Center (HPTC).

The operating climate conditions in the service area consist of generally mild temperatures and precipitation with sparse cold and snowy winter weather for a couple of weeks out of the year. Winter weather conditions are

generally mild and road salt or "brine" treatments for ice mitigation, which historically accelerates body and undercarriage corrosion, are not necessary. Winter time lows rarely reach freezing. JTA summer weather conditions, on average, last four to five months out of the year with an average temperature of 68°F. Therefore, moderate winter and summer conditions place less strain on the A/C and climate controls components of JTA revenue service vehicles during the full year.

SECTION 1: INTRODUCTION & APPLICABILITY

JTA is committed to operating a public transportation system that offers reliable, accessible and convenient service with safe vehicles and facilities. JTA'TAMP is an administrative management process that combines the components of investment (available funding), rehabilitation and replacement actions, and performance measures with the outcome of operating assets in a *State of Good Repair* (SGR).

JTA is currently operating as an FTA-defined *Tier II* transit operator in compliance with 49 CFR § 625.45 (b1). Tier II transit providers are those transit agencies that do not operate rail fixed-guideway public transportation systems and have either 100 or fewer vehicles in fixed-route revenue service during regular peak service or have 100 or fewer vehicles in general demand response service during peak regular service hours.

This TAMP provides an outlay of how JTA will assess, monitor, and report the physical condition of assets utilized in the operation of the public transportation system. JTA's approach to accomplishing an SGR includes the strategic and systematic process of operating, maintaining and improving physical assets with a focus on engineering and economic analysis of quality information collected. Such analysis is used to identify a structured sequence of maintenance, preservation, repair, rehabilitation and replacement actions that will achieve and sustain the desired SGR over the lifecycle of JTA assets at an acceptable cost. This document shall cover a "horizon period" of time (10/1/2018 to 9/30/2022) beginning with the completion of the initial TAMP in 2018, continuing with full implementation in 2018, and ending four years later on FFY 2022. This TAMP shall be amended during the four-year horizon period when there are significant changes to staff, assets or operations at JTA.

The Accountable Executive:

Pursuant to FTA TAM requirements, each transit operator receiving FTA funding shall designate an "Accountable Executive" to implement their TAMP. JTA's Accountable Executive shall be their General Manager who must balance transit asset management, safety, day-to-day operations and expansion needs in approving and carrying out the TAMP and the public transportation agency safety plan.

The Accountable Executive shall be responsible for ensuring the development and implementation of the TAMP in accordance with §625.25 (*Transit Asset Management Plan requirements).* Additionally, the Accountable Executive shall be responsible for ensuring the reporting requirements, in accordance with both § 625.53 (*Recordkeeping for Transit Asset Management*) and § 625.55 (*Annual Reporting for Transit Asset Management*) are completed. Furthermore, the Accountable Executive shall approve the annual asset performance targets, TAMP document, and SGR Policy. These required approvals shall be self-certified by the Accountable Executive via the annual FTA Certifications and Assurances forms in the TAMP.

TAMP Elements:

As a Tier II public transportation provider, JTA has developed and implemented a TAMP containing the following elements:

(1) Asset Inventory Portfolio: An inventory of the number and type of capital assets to include: Rolling Stock, Facilities, and Equipment.

(2) Asset Condition Assessment: A condition assessment of those inventoried assets for which JTA has direct ownership and capital responsibility.

(3) Decision Support Tools & Management Approach: A description of the analytical processes and decision-support tools that JTA uses to estimate capital investment needs over time, and develop its investment prioritization.

(4) Investment Prioritization: JTA's project-based prioritization of investments, developed in accordance with §625.33.

Definitions:

Accountable Executive: A single, identifiable Person who has ultimate responsibility for implementing and overseeing the management of all public transportation-related safety systems at JTA; implementing JTA's asset management practices; acquiring and allocating requisite human and capital resources needed to develop and maintain JTA's TAMP in accordance with 49 U.S.C. 5326 and 5329(d).

Asset Category: A category or group of like asset classes for transit equipment, rolling stock, infrastructure, and facilities.

Asset Class: A sub-group of capital assets within an Asset Category. For example, buses, trolleys, and cutaway vans are all Asset Classes within the rolling stock Asset Category.

Asset Inventory: A register of Capital Assets and information about those assets.

Capital Asset: Any rolling stock, facility, equipment or an element of infrastructure used for providing public transportation.

Decision Support Tool: An analytic process or methodology utilized to (1) Help prioritize projects to improve and maintain the state of good repair of capital assets within a public transportation system based on available condition data and objective criteria; or, (2) Assess financial needs for asset investments over time.

Direct Recipient: An entity that receives Federal financial assistance directly from the Federal Transit Administration (FTA).

Equipment: Any nonexpendable, tangible property is having a useful life of at least one year.

Exclusive-Use Maintenance Facility: A maintenance facility that is not commercial which is owned by a public transportation provider for exclusive service of their vehicles.

Facility: A building or structure that is used in providing public transportation.

Full Level of Performance: An objective standard established by FTA for determining whether a capital asset is in a State of Good Repair (SGR).

Horizon Period: A fixed period of time within which a transit provider will evaluate the performance of its TAMP. FTA standard horizon period is four years.

Implementation Strategy: A transit provider's approach to carrying out TAM practices, including establishing a schedule, accountabilities, tasks, dependencies and roles and responsibilities.

Infrastructure: Any underlying physical framework or structures that support a public transportation system.

Investment Prioritization: A ranking of capital projects or programs to achieve or maintain an SGR. An investment prioritization is based on financial resources from all sources that a transit provider reasonably anticipates will be available over the TAMP horizon period.

Key Asset Management Activities: A list of activities a transit provider determines are critical to achieving its TAM goals.

Life-Cycle Cost: The cost of managing an asset over its whole life.

Participant: A Tier II provider that participates in a group TAM plan.

Performance Measure: An expression based on a quantifiable indicator of performance or condition used to establish targets and to assess progress toward meeting established targets (*e.g.,* a measure for on-time performance is the percent of Fixed Route Busses that arrive on time. The corresponding quantifiable indicator is an arithmetic difference between scheduled and actual arrival time for each train).

Performance Target: *A* quantifiable level of performance or condition, expressed as a measurable value to determine whether a target has been achieved within a time period required by the Federal Transit Administration (FTA).

Public Transportation System: The entirety of a transit provider's operations, including the services provided through contractors.

Recipient: Any agency that receives Federal financial assistance under 49 U.S.C. Chapter 53, either directly from FTA or as a subrecipient.

Rolling Stock: Any revenue or non-revenue vehicle used in providing public transportation, including vehicles used for carrying passengers on fare-free services and for fleet and facilities maintenance activities.

Service Vehicle: Any equipment or Rolling Stock used primarily to support maintenance and repair work for a public transportation system or delivery of materials, equipment or tools.

State of Good Repair (SGR): A state of condition in which a capital asset can operate at, or near, its full level of performance.

Sub-recipient: *An* entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

TERM Scale: The five (5) category rating system used in the Federal Transit Administration's Transit Economic Requirements Model (TERM) to describe the condition of an asset: 5.0—Excellent, 4.0—Good; 3.0—Adequate, 2.0—Marginal and 1.0—Poor.

Tier I Provider: A Recipient that owns, operates, or manages either: (1) one hundred and one (101) or more vehicles in revenue service during regular peak service across all fixed route modes or in any one non-fixed route mode; or, (2) rail transit.

Tier II Provider: A Recipient that owns, operates, or manages either: (1) one hundred (100) or fewer vehicles in revenue service during regular peak service across all non-rail fixed route modes or in any one non-fixed route mode; (2) a subrecipient under the 5311 Rural Area Formula Program; or, (3) any American Indian tribe.

Transit Asset Management (TAM): The strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating and replacing transit capital assets to manage their performance, risks and costs over their life cycles, to provide safe, cost-effective and reliable public transportation.

Transit Asset Management (TAMP): A plan that includes an inventory of capital assets, a condition assessment of inventoried assets, a decision support tool and prioritization of investments.

Transit Asset Management (TAM) Policy: A transit provider's documented commitment to achieving and maintaining a state of good repair (SGR) for all of its capital assets. The TAM policy defines the transit provider's TAM objectives and defines and assigns roles and responsibilities for meeting those objectives.

Transit Asset Management (TAM) Strategy: The approach a transit provider takes to carry out its policy for TAM, including its objectives and performance targets.

Transit Asset Management (TAM) System: A strategic and systematic process of operating, maintaining and improving public transportation capital assets effectively throughout its lifecycle.

Transit Provider (provider): A recipient or sub-recipient of Federal financial assistance under 49 U.S.C. Chapter 53 that owns, operates or manages capital assets used in providing public transportation.

Useful life: The expected life cycle of a capital asset or the acceptable period of use in service determined by FTA.

Useful life benchmark (ULB): The expected life cycle or acceptable period of use in service for a capital asset as determined by a transit provider or the default benchmark provided by FTA.

State of Good Repair (SGR) Standards Policy:

JTA's SGR policy is as follows:

A capital asset is in a state of goof repair (SGR) when each of the following objective standards is met:

(1) The asset is in a condition sufficient for the asset to operate at a full level of performance. An individual capital asset may operate at a full level of performance regardless of whether or not other capital assets within a public transportation system are in an SGR;
(2) The asset can perform its manufactured design function;
(3) The use of the asset in its current condition does not pose an identified unacceptable safety risk and/or deny accessibility; and,
(4) The assets life-cycle investment needs have been met or recovered, including all scheduled maintenance, rehabilitation, and replacements (ULB).

The TAMP allows JTA to predict the impact of its policies and investment justification decisions on the condition of its assets throughout the asset's lifecycle and enhances the ability to maintain an SGR by proactively investing in an asset before the asset's condition deteriorates to an unacceptable level.

JTA shall also establish annual TAM goals, which are separate from annual SGR performance goals, based upon tangible criteria related to asset performance. For FY 2018-19, JTA shall use this time period to gather data to establish baseline measures. TAM goals include monitoring the following criteria (Refer to Table 1.1):

- Safety risks (Measure of accidents per 100,000 revenue miles by mode, no more than 1);
- System reliability (On-time performance by mode ≥95% goal);
- Maintenance Resources (Number of vehicles out of service for 30 or more days, by mode); and,
- System performance (Missed runs due to major breakdown as a percentage of total runs by mode, no more than 10 in a 30 day period).

JTA believes that TAMP implementation and monitoring provides a framework for maintaining an SGR by considering the condition of its assets in relation to the local operating environment. JTA has developed its SGR policies to account for the prevention, preservation, maintenance, inspection, rehabilitation, disposal, and replacement of capital assets. The goal of these policies is to allow JTA to determine and predict the cost to improve asset condition(s) at various stages of the asset lifecycle while balancing prioritization of capital, operating and expansion needs. The two foundational criteria of SGR performance measures are *Useful Life Benchmark* (ULB) and *Condition*.

Useful Life Benchmark (ULB):

The Useful Life Benchmark, or ULB, is defined as the expected lifecycle of a capital asset for a particular transit provider's operating environment or the acceptable period of use in service for a particular transit provider's operating environment. ULB criteria are user-defined so a ULB can take into account a provider's unique operating environment (service frequency, weather, geography) and age of their fleet. When developing their ULB, JTA took into account the local operating environment of its assets within the service area, historical maintenance records, manufacturer guidelines, and the default asset ULB suggested by the FTA. In most cases, if an asset exceeds its stated WSDOT or FTA ULB, it IS NOT an indicator that an asset may not be in a state of good repair. With regular and effective preventative maintenance and repair of assets, JTA is confident it can extend its ULB by several years past WSDOT guidelines.

JTA has established an SGR goal at 90 percent and a ULB for the fleet as described in the following table:

FTA Category	FTA Minimal Useful Life	JTA ULB
Support Vehicles - Standard	No Criteria	25 years / 150,000 miles
Van - Vanpool	4 years / 100,000 miles	5 years / 150,000 miles
Van – Demand & Response (DAR)	4 years / 100,000 miles	7 years / 150,000 miles
Cutaway Under 30 feet	5 years / 150,000 miles	9 years / 225,000 miles
Body on Chassis over 30 feet	9 years / 250,000 miles	9 years / 250,000 miles
Heavy-duty 30, 35 & 40 feet	12 years / 500,000 miles	15 years / 500,000 miles
Facility Structures	40 years	50 years

Condition Assessment:

The physical condition of an asset is rated as an SGR performance measure because it is a direct reflection of its ability to perform its intended function. As part of the TAMP SGR Standards, JTA requires each vehicular asset and facility meeting FTA TAMP criteria to have a physical condition assessment conducted on an annual basis, where applicable. The condition assessments use a rating scale to rate the current physical appearance, maintenance requirements, safety and accessibility of an asset, "as it currently sits."
See Section 3 for more information on condition assessments.

SGR Performance Measures & Targets:

SGR performance measures combine the measures of ULB and physical condition to create a performance measure from which asset performance targets can be derived on an annual basis. These performance measures are directly related to asset lifecycle (ULB & condition) and maintenance needs. By the time an asset meets or exceeds its assigned ULB, it should have reached its prescribed mileage, maintenance, and condition requirements. Further information related to annual SGR targets can be found in Section 6.

FTA-defined SGR performance measures include:

(1) Rolling Stock: (age and condition) The SGR performance measure for rolling stock is the percentage of revenue vehicles (fixed route & paratransit) within a particular asset class that have either met or exceeded their ULB.

(2) Equipment Age (non-revenue service vehicles): The SGR performance measure only applies to non-revenue service vehicles. The SGR performance measure for non-revenue, support-service and maintenance vehicles equipment is the percentage of those vehicles that have either met or exceeded their ULB.

(3) Facilities: (Condition) The SGR performance measure for facilities is the percentage of facilities within an asset class, rated below condition 3.0 on the FTA TERM Scale.

SECTION 2: ASSET INVENTORY PORTFOLIO

The following capital asset items that JTA owns, operates and has a direct capital responsibility, included in the TAMP asset inventory, are comprised of: Rolling Stock, Equipment, and Facilities (Refer to Table 2.1).

JTA utilizes internal spreadsheet reports and Ron Turley & Associates (RTA) fleet & facility management software to maintain inventory, schedule maintenance and track the condition of assets. Since JTA has a relatively small number, assets are inventoried and tracked by entering the data into the JTA Asset Inventory List spreadsheet (XLS). The JTA maintenance department utilizes the RTA software system to track and schedule fleet and facility maintenance.

Rolling Stock

Rolling stock are all JTA owned and operated revenue service vehicles used in the provision of providing public transportation and include vehicles used to primarily transport passengers. JTA does not utilize or operate any third-party rolling stock assets. In addition to the TAMP, data for rolling stock assets is maintained and updated in RTA on a regular basis by the Fleet Maintenance Manager, or his designee. The following required data fields are maintained for each rolling stock asset:

External Vehicle ID
Asset Description
Vehicle Type
Vehicle Title Ownership
Mileage
VIN Number
Manufacturer
Year Built/In Service Date/Age
Reported Condition Assessment
Purchase Cost
Purchase Date
Purchase Status (New/Used)
Purchase Source (Dealer/Vendor)
Fuel Type
Make/Model
Asset Tag #
Classification
Last Maintenance Performed
Expected Useful Life
Expected Useful Miles
Useful Life Benchmark (UBL)
Anticipated Replacement or Rehab Year
License Plate
Gross Vehicle Weight
Vehicle Features
Capacity: Seating/Standing/Wheelchair
Length of Vehicle
Current Status of Vehicle
Storage location
Disposition Date, Cost & Buyer

Grant Source Used for Purchase (State/Federal/ %) Grant Number
SGR Status

JTA operates three public transportation service divisions, Fixed Route Bus, Paratransit and Van Pools. The fixed route bus service fleet inventory consists of eighteen (18) vehicles total; a single restored and operational 1967 GMC powered bus (not in service); one (1) BIA Orion 35' and twelve (12) 30' and 35' Gillig diesel buses for eastside operations and four (4) Ford F550 cutaways for Jefferson Transit Olympic Connection (JTOC) out of Forks, WA on the west-side. (Refer to Table 2.2).

The paratransit fleet inventory consists of eleven (11) vehicles total four (4) Dodge Caravan minivans, three (3) Chevrolet Cutaways, plus two (2) Ford F550 and two (2) Ford E-450 cutaway vans (Refer to Table 2.3).

The Van Pool fleet consists of eleven (10) vehicles total five (5) Ford E350 passenger vans; and, five (5) Dodge Caravans. (Refer to Table 2.4)

Equipment:

Equipment evaluated pursuant to FTA requirements in this TAMP includes all non-revenue service vehicles regardless of value and any JTA-owned equipment with a cost of over $50,000 in acquisition value. Equipment includes non-revenue service vehicles that are primarily used to support maintenance and repair work for a public transportation system, supervisory work or for the delivery of materials, equipment or tools. JTA does not utilize or operate any third-party non-revenue service vehicle equipment assets, and all non-revenue service vehicle equipment assets are owned and operated by the JTA.

Equipment: Non-Revenue Service Vehicles

JTA operates eleven (11) non-revenue service vehicles in its daily operations (Refer to Table 2.4). Two vehicles are SUV's primarily used for Operations supervisors. JTA also operates several vans primarily for administrative use, driver exchanges and travel to transportation conferences. JTA operates one Ford E-350 dump truck for facility maintenance, removing stuck vehicles and construction projects. Lastly, JTA operates a Ford F-250 service truck for responding to maintenance-related road calls.

In addition to the TAMP, data for non-revenue service vehicle equipment assets is maintained and updated in the RTA system and internal spreadsheet on a monthly basis by the JTA Finance Manager. The following required data fields are maintained for each non-revenue service vehicle equipment asset:

External Vehicle ID
Asset Description
Vehicle Type
Vehicle Title Ownership
Mileage
VIN Number
Manufacturer
Year Built/In Service Date/Age
Reported Condition Assessment
Purchase Cost
Asset Tag #
Classification
Last Maintenance Performed
Expected Useful Life
Expected Useful Miles
Useful Life Benchmark (UBL)
Anticipated Replacement or Rehab Year
License Plate
Gross Vehicle Weight
Vehicle Features

Purchase Date	Capacity: Seating
Purchase Status (New/Used)	Length of Vehicle
Purchase Source (Dealer/Vendor)	Current Status of Vehicle
Fuel Type	Storage location
Make/Model	Disposition Date, Cost & Buyer
Grant Source Used for Purchase (State/Federal %)	Grant Number
Book Value	SGR Status

Equipment: At or Over $50,000 in Acquisition Value

Equipment is any authority-owned asset item (single line item or group) with a cost at or over $50,000 in acquisition value. Equipment includes items that are utilized in the operations of providing public transportation service. JTA does not utilize or operate any third-party equipment assets. All equipment assets are owned and operated by JTA.

In addition to the TAMP, data for non-vehicle equipment assets are maintained and updated in RTA and in an internal spreadsheet by the JTA Finance Manager. The following required data fields are maintained for each non-vehicle equipment asset with an acquisition value of $50,000 or more:

Type	Book Value
Asset Tag	Location
Description	Acquisition Date
Status	Purchase Source
Age	Cost
Condition	Item Serial Number
Rehabilitation Year	Model
Replacement Year	Grant Source Used for Purchase (State/Federal %)
Vendor	Grant Number
Quantity	Disposition Date, Cost & Buyer
Units	SGR Status

Facilities

Facilities are any structure used in providing public transportation where JTA owns and has a direct capital responsibility. Facilities utilized by JTA include operations, maintenance and administrative buildings and passenger stations.

JTA owns, operates and has a direct capital responsibility for one "compound" location which contains three facility assets which are: (1) Administrative & Maintenance Building (MOAC); (2) Fuel Island; and, (3) the Bus Wash Facility (Refer to Table 2.6).

In addition to the TAMP, data for facility assets is maintained and updated in RTA and an internal spreadsheet on an annual basis by the JTA Finance Manager. The following required data fields are maintained for each facility asset:

Asset Ownership	Build Cost

- Asset Description/Name
- Physical Location/Address
- Asset Tag #
- External ID
- Classification
- Asset Type
- Status
- Age/Year Built
- Reported Condition
- Last Maintenance
- Book Value
- Rehabilitation Year
- Replacement Year
- Vendor/Builder
- FTA Facility Classification
- Interior (Sq. Ft.)
- Lot Size
- Grant Source Used for Purchase (State/Federal %)
- SGR Status
- Purchase Date
- In-Service Date
- Purchase Status (New/Used)
- Expected Useful Life
- Land Owner
- Building Owner
- Facility Size
- Section of Larger Facility
- Percent Operational
- Number of Structures
- Number of Floors
- Number of Elevators or Escalator
- Number of Parking Spaces (Public, Private, ADA)
- Line Number
- LEED Certification Status
- Features & Amenities (ADA)
- Disposition Date, Cost & Buyer
- Grant Number

SECTION 3: ASSET CONDITION ASSESSMENT

JTA assesses the condition of its assets on an annual basis by utilizing the FTA TERM (Transit Economic Requirements Model) condition rating assessment scale (Refer to Table 3.1). This rating scale assigned a numerical value or rank based on the physical condition(s) presented by each asset throughout its life cycle. The rating scale is based on numbers 1 to 5, with five being new and one being poor. Assets with a rating of 2.5 or higher are considered to be in an SGR.

The inspection process and documentation forms utilized to assess facility and vehicle assets are detailed in the JTA Asset Management Plan which is revised as necessary to comply with all applicable industry good practices for Fleet and Facilities inspections and preventive maintenance to ensure an acceptable SGR for all applicable assets.

Regardless of the SGR score or ULB assigned, the asset may be kept in service provided the actual condition is rated at an acceptable level, the asset is in a safe and acceptable operating condition, and all service/maintenance records indicate an acceptable risk level. All completed asset inspection forms are documented and retained for the life of the asset.

Rolling Stock

The TAMP Rolling Stock condition assessment consists of assigning a condition rating to all rolling stock assets for which JTA owns and has a direct capital responsibility. For the purposes of NTD reporting (Inventory & Condition Submittal), all JTA owned rolling stock assets are assigned an asset condition rating. JTA currently owns and operates all its fixed route and Shared Ride paratransit rolling stock (revenue vehicles).

The fixed route bus rolling stock condition assessment can be found in Table 3.2. The Shared Ride Paratransit rolling stock condition assessment can be found in Table 3.3.

Equipment: Non-Revenue Service Vehicles and Non-Vehicle Equipment (> $50K)

The TAMP Equipment condition assessment consists of assigning a TERM physical condition rating to both all equipment that is either a non-revenue service vehicle or a non-vehicle equipment asset with an acquisition value of $50,000 or more (individual line item or group). Furthermore, the equipment condition assessment contains only assets for which JTA owns and has a direct capital responsibility.

For the purposes of NTD reporting (Inventory & Condition Submittal), all JTA owned equipment (with direct capital responsibility) that are non-revenue service vehicles shall be reported (Refer to table 3.5). JTA currently owns and operates equipment as non-revenue service vehicles or as non-vehicle equipment assets that cost $50.000 or more (Refer to Table 3.6).

Facilities

The TAMP requires a Facilities condition assessment be performed that consists of assigning a physical condition rating based on FTA's Transit Economic Requirements Model (TERM) scale for all JTA owned facility assets which they have a direct capital responsibility.

For the purposes of NTD reporting (Inventory & Condition Submittal), all JTA owned assets are included in the Facility Asset Inventory (Refer to Table 2.6). Only JTA owned facility assets with a direct capital responsibility are assigned a facility asset condition rating. Currently, JTA owns, operates and has a direct capital responsibility for the MOAC facility (including the Fuel Island, Kohler 250KW SDG, Eco-Lift and Bus Wash systems) and HPTC and each is inspected and assessed each calendar year individually as required. Facility equipment assets, which have an acquisition value of $50,000 or greater, will also be included in the facility condition assessment inspection.

The inspection of major facility components and subcomponents will be conducted by the Facilities Manager, or a qualified designee, with results and supporting data reported to the General Manager and shall include the following:

(1) A description/definition of the facility components and sub-components inspected;
(2) A clear and understandable condition assessment (in writing) based on the FTA TERM Scale;
(3) Date of annual inspection and whom it was performed by;
(4) The "Median Value Method" calculation used to determine the overall condition of the asset; and,
(5) A written report documenting the assessment process used and the asset's condition for each inspection.

In addition, the inspector shall gather and review the following elements before conducting a condition assessment inspection:

(1) Agency inspection & maintenance procedures/schedules found in the JTA Asset Management Plan.
(2) Inspection schedule/alignment with reporting the schedule;
(3) Data needs;
(4) Warranty status & age of components;
(5) Third-party inspection records; and

(6) Previous inspection records (CPT & internal tracking spreadsheet).

The components and sub-components to be inspected shall be listed clearly as in a JTA Equipment Maintenance procedure (SGR Facility/Building/Equipment Inspection Procedures & Inspection Assessment Standard). Refer to Table 3.6 for the latest 2018 Facility condition ratings.

SECTION 4: DECISION SUPPORT TOOLS & MANAGEMENT APPROACH

Sections 4 and 5 of this document are interrelated and detail the process and tools used to manage the lifecycle planning of capital public transportation assets. JTA staff within the Maintenance, Facilities and Administrative departments utilizes a variety of management practices, policies, and technology to manage, maintain and plan throughout the life cycle of an asset.

Decision Support Tools:

The following analytical process is in place to support investment decision-making, including project selection and prioritization (Refer to Table 4.1). The decision support tools JTA utilizes for asset lifecycle management and investment planning include both electronic software and written policy manuals. JTA current Asset Management Plan and software program (RTA) dovetail to provide effective asset management throughout its lifecycle from planning and procurement to disposal. For an explanation of JTA's decision support tools refer to Table 4.2.

Management Approach to Asset Management:

The primary management approach utilized to maintain an SGR can be categorized as "risk mitigation" centric. This management philosophy applies risk mitigation strategies (policies and procedures) throughout the asset's lifecycle from a maintenance perspective (preventive and repair) and a safety & accessibility perspective (accidents/ADA requirements).

Throughout each asset's lifecycle, JTA shall monitor all assets for unsafe and inaccessible conditions. However, identifying an opportunity to improve the safety of an asset does not necessarily indicate an unsafe condition. When JTA encounters and identifies an unacceptable safety risk associated with an asset, the asset shall be ranked with higher investment prioritization, to the extent practicable. Policies and procedures to mitigate risk are included in the documents presented in Tables 4.3.1 to 4.3.5.

Performing an analysis of the asset life cycle at the individual asset level is just one management approach JTA uses to maintain an SGR. This analysis begins at the time it is purchased, and continues as it is placed in operation, maintained and ultimately disposed of. The analysis is a snapshot of each asset's current status. The asset lifecycle stages consist of the following strategies:

(1) Table 4.3.1: Asset Management Strategy for Acquisition & Renewal
(2) Table 4.3.2: Asset Management Strategy for Fleet & Facilities Maintenance
(3) Table 4.3.3: Asset Management Strategy for Overhauling & Refurbishing
(4) Table 4.3.4: Asset Management Strategy for Disposal
(5) Table 4.3.5: Risk Management Strategy for Risk Management

SECTION 5: PRIORITIZED LIST of INVESTMENTS

Investment Prioritization Process:

JTA shall perform an investment prioritization analysis on a yearly basis, to:

(1) Determine what capital investments are needed, how much (and when), to maintain SGR; and,
(2) Rate and rank SGR programs and projects in order of implementation priority.

Performing an investment prioritization analysis aids JTA in making more informed investment decisions to attain the highest SGR of all our capital assets and define when as asset needs overhaul or replacement. The investment prioritization list is a list containing the work plan(s) and schedule(s) of the proposed projects and programs Transit estimates would achieve its SGR goals and a ranking of projects and programs based on implementation priority over the TAMP horizon period of four (4) years.

JTA will rank selected projects and programs to improve or manage the SGR of capital assets for which they have a direct capital responsibility. The ranking criteria of projects and programs shall be consistent throughout the TAMP. Priority will be given to local projects and programs that:

(1) Both improve SGR and correct an identified unacceptable safety risk; and,
(2) Consider ADA requirements (49 CFR Part 37) concerning maintenance of accessible features and the alteration of JTA facilities. Furthermore, when developing an investment prioritization list, JTA shall consider estimated funding levels from all sources reasonably expected to be available each fiscal year during the TAMP horizon period.

The ranking of investment prioritization programs and projects will be as *High Priority*, *Medium Priority*, or *Low Priority*. Each investment prioritization program or project ranked shall contain a year and/or date in which JTA intends to carry out the program or project. The output shall be a list of ranked projects and programs at the asset class level from current asset inventories. JTA's list of prioritized investments can be found in Table 5.1.

SECTION 6: ANNUAL PERFORMANCE TARGETS & MEASURES

This section lists the process, data sources, and methodology utilized by JTA to meet all FTA requirements and annual SGR performance targets. As introduced in Section 1, a State of Good Repair (SGR) is a threshold that identifies the desired performance condition. An asset is in "SGR" when the condition of a capital asset can:

(1) Perform its designed function;
(2) Pose NO unacceptable safety risk or condition; and
(3) Meet its lifecycle ULB investment OR has been recovered.

The FTA has provided the following asset performance criteria to be used for establishing one or more performance target(s) for each applicable asset class performance measure as follows:

> *Within three months before the effective date of October 1, 2018, the JTA shall set performance targets for the next fiscal year for each asset class included in this TAM Plan. These performance targets shall be established no later than one month before the last meeting of the JTA Board before the above effective date.*

SGR performance targets are based on realistic expectations derived from recent ULB condition data, FTA performance measure criteria and available financial resources JTA available during the horizon period for capital planning purposes. SGR performance targets shall be monitored on a quarterly basis (Refer to Table 6.1). The Accountable Executive is required to approve each annual performance target submission to FTA/NTD.

JTA's annual SGR performance targets for FFY 2018-2019 can be found in Tables 6.2 through 6.6.

SECTION 7: RECORDKEEPING & NTD REPORTING

JTA shall maintain all supporting TAMP records and documents in accordance with all appropriate records management and retention standards. Furthermore, TAMP records shall be made available to Federal (FTA), State (WSDOT) and RTPO's that provide funding to JTA and for underwriting related planning processes. Lastly, JTA shall report each year to the FTA's National Transit Database (NTD) the following:

(1) Inventory of assets,
(2) SGR performance targets for the next fiscal year,
(3) Condition inspection assessments and performance measures of capital assets; and,
(4) An annual narrative shall also be included providing a description of any substantial change(s) in the condition of JTA's system or operations from the previous year and describe all progress made during the reporting year to meet performance targets set in the previous reporting year.

The NTD requires JTA to report TAM data annually no later than there (3) months after the end of the fiscal year (December 31) or March 30th and shall be completed by JTA's Finance Manager by the last business day before the deadline. If an NTD filing extension is required for any reason, an extension letter must be filed with NTD before March 30th.

SECTION 8: UPDATES & CONTINUOUS IMPROVEMENT

The TAMP shall be considered a "living document" that shall be reviewed on at least a quarterly basis, updated and incorporated into the JTA's capital and budget planning, and reporting processes. Beginning in 2018, TAMP data shall serve as a "baseline" measure of asset performance management. As more data is collected, additional monitoring categories and goals will be included, if practical, to support condition and reliability-based decision-making.

This document shall cover a "horizon period" of time (10/1/2019 to 9/30/2022) beginning with the completion of the initial TAMP in 2018, continuing with full implementation in FFY 2019, and ending four years later on FFY 2022. Table 7.1 details the key data and action items for FTA TAMP compliance. This TAMP shall be amended during the four-year horizon period when there is a significant change to staff, assets, maintenance procedures or operations occurring at JTA.

SECTION 9: CONCLUSION

The JTA Board, management team, staff, and employees of JTA firmly believe implementing this *Transit Asset Management Program*, will allow our transportation system to better meet its mission while improving overall safety, efficiency and reliability with the most accessible public transportation options for the general public of Jefferson County. JTA also believes implementing this TAMP will fully facilitate the implementation of our *State of Good Repair* (SGR) indicators to:

- Limit safety risks;
- Justify investments;
- Increase system reliability & accessibility;
- Lower maintenance costs; and,
- Increase system performance.

Attachment - Tables

TABLE 1.1 - JTA Annual TAMP Goals: FY 2018 - 2019			
Criteria	Measure	FY 2018 - 2019	
		Goal	Actual
Safety Risks	# of accidents per 100,000 revenue miles (FR)	≤1	TBD
Safety Risks	# of accidents per 100,000 revenue miles (DAR)	≤1	"
Safety Risks	# of facility-related accidents to employees or customer	0	"
System Reliability	% On time performance (FR)	95%	"
System Reliability	% On time performance (DAR)	95%	"
Maintenance Resources	# of vehicles out of service ≥30 days (FR)	≤1	"
Maintenance Resources	# of vehicles out of service >30 days (DAR)	≤1	"
System Performance	% missed runs due to breakdown/total runs (FR)	<2%	"
System Performance	% missed runs due to breakdown/total runs (DAR)	<2%	"

TABLE 1.2 - JTA Asset Userful Life Benchmarks (ULB): FY 2018 - 2019		
Asset Classification (NTD/CPT)	Asset Description	ULB* (Years)
Rolling Stock: Revenue Vehicle, Paratransit	(PT) Paratransit Van: Bus <30' (Cutaway) / (SR) Van	7
Rolling Stock: Revenue Vehicle, Paratransit	Paratransit Van: (Passenger) / (SR) Dodge Caravan/FordE350	5
Rolling Stock: Revenue Vehicle, Fixed Route	(PT) Bus STD 29', 35' / (FR) Motor bus, Gillig Low Floor	15
Rolling Stock: Revenue Vehicle, Fixed Route	(PT) Bus STD 30', 35' / (FR) Motor bus, Gillig Phantom	15
Rolling Stock: Revenue Vehicle, Fixed Route	(PT) Bus STD 30', 35' / (FR) Motor bus, BIA Orion	15
Rolling Stock: Revenue Vehicle, Fixed Route	(PT) Bus STD 29' / (FR) Bus <30' (Cutaway), Champion Maxforce	7
Rolling Stock: Revenue Vehicle, Fixed Route	(JTOC) Bus STD 31' / (FR) Bus >30' (Cutaway), Ford F550	9
Rolling Stock: Revenue Vehicle, Fixed Route	(PT) Bus STD 21' / (FR) Bus <30' (Cutaway), Starcraft E450	7
Facility: Administrative & Maintenance	(HPTC) Haines Place Transit Center / Park & Ride	40
Facility: Administrative & Maintenance	(MOAC) Fuel Island	40
Facility: Administrative & Maintenance	(MOAC) Bus Wash Complex	20
Facility: Administrative & Maintenance	(MOAC) 250KW Kohler Standby Diesel Generator (SDG)	40
Facility: Administrative & Maintenance	(MOAC) Maintenance, Operation & Administration Center	40
Rolling Stock: Non-Revenue Vehicle - Misc	(PT) Bus STD 30': 1967 GMC (restored for parades)	>25
Rolling Stock: Non-Revenue Vehicle - Admin.	(PT) SUVs, Vans, Merc, Chev, Ford	20
Rolling Stock: Non-Revenue Vehicle - Maint.	(PT) F250 4x4, Flt Bed Truk, E450 Van, Braun Van, Amerivan,	20
Equipment: Non-Revenue Service Vehicle	(PT) Toyota Forklift (2.2L)	25
Equipment: Non-Revenue Service Vehicle	(PT) Man Lift, Genie Boom Z-30/20N	25

Note: FR = Fixed Route Bus, SR = Shared Ride Paratransit, DAR = Dial-A-Ride, Paratransit Alias; PT = Port Townsend; JTOC = Jefferson Transit Olympic Connection

TABLE 2.1 - JTA TAMP Asset Inventory Summary: FFY 2018 - 19*				
Asset Category	**Total #**	**Avg. Age**	**Avg. TERM Condition**	**Total Replacement Value ($)**
Rolling Stock: (FR - PT + JTOC)	15	10.07	TBD	7,995,000
Rolling Stock: (DAR)	9	7.89	TBD	890,000
Rolling Stock: (VP)	9	12.90	TBD	378,000
Facility: (MOAC & HPTC) Stationary	5	3.42	TBD	9,400,000
Rolling Stock NonRev (Admin)	7	9.57	TBD	294,000
Rolling Stock Service Vehicles	6	18.00	TBD	715,000
Equipment (>$50K)	2	1.50	TBD	1,120,000

Notes: *Authority owned with direct capital responsibility. **20,792,000**

TABLE 2.2 - JTA Fixed Route (FR) Rolling Stock Fleet Inventory: 2018														
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Status	Owner/Capital Responsibility	Primary Funding Mechanism	Replacement Cost ($)
Bus STD, 29'	407	FORD	F550	2017	1	44,318	9	No	29	BD5	In-Service	JTA 100%	FTA/WSDOT	$165,000
Bus STD, 29'	408	FORD	F550	2017	1	50,508	9	No	29	BD5	In-Service	JTA 100%	FTA/WSDOT	$165,000
Bus STD, 29'	409	FORD	F550	2017	1	47,425	9	No	29	BD5	In-Service	JTA 100%	FTA/WSDOT	$165,000
Bus STD, 29'	505	GILLIG	LOW FLOOR 29 FT	2011	7	382,289	15	No	29	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 29'	506	GILLIG	LOW FLOOR 29 FT	2011	7	367,199	15	No	29	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	501	GILLIG	PHANTOM 30 FT	2004	14	731,015	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	502	GILLIG	PHANTOM 30 FT	2004	14	713,787	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	503	GILLIG	PHANTOM 30 FT	2004	14	719,347	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	504	GILLIG	PHANTOM 30 FT	2006	12	558,611	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	1967	GMC	BABY OLD LOOK	1967	51	3,281	N/A	N/A	30	BD5	Special	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 31'	406	FORD	F550	2013	5	214,409	9	No	31	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 35'	507	GILLIG	LOW FLOOR 35 FT	2011	7	324,869	15	No	35	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 35'	508	GILLIG	LOW FLOOR 35 FT	2011	7	331,279	15	No	35	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	509	GILLIG	LOW FLOOR 30 FT	2018	0	100	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 30'	510	GILLIG	LOW FLOOR 30 FT	2018	0	100	15	No	30	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 35'	908	BIA	BIA ORION V	1992	26	562,431	15	Yes	35	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 35'	971	GILLIG	PHANTOM 35 FT	2001	17	726,484	15	Yes	35	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000
Bus STD, 35'	972	GILLIG	PHANTOM 35 FT	2002	16	651,760	15	Yes	35	BD5	In-Service	JTA 100%	FTA/WSDOT	$500,000

Notes: **Useful Life Benchmark; 1. Red mileage indicates exceeded maximum for ULB

$7,995,000

TABLE 2.3 - JTA Van Pool (VP) Rolling Stock Fleet Inventory: 2018														
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Status	Owner/Capital Responsibility	Primary Funding Mechanism	Replacement Cost ($)
Van Pool <30', P	201	FORD	E350 XLT	2006	12	195,012	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	202	FORD	E350 XLT	2006	12	173,792	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	203	FORD	E350 XLT	2006	12	181,622	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	204	FORD	E350 XLT	2006	12	110,510	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	205	DODGE	CARAVAN	2009	9	102,692	5	Yes	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	206	DODGE	CARAVAN	2009	9	63,952	5	Yes	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	208	DODGE	GRAND CARAVAN S	2013	5	48,303	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	209	DODGE	GRAND CARAVAN S	2013	5	86,319	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', P	210	DODGE	GRAND CARAVAN S	2013	5	57,569	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

$378,000

TABLE 2.4 - JTA Van Pool (VP) Rolling Stock Fleet Inventory: 2018														
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Status	Owner/Capital Responsibility	Primary Funding Mechanism	Replacement Cost ($)
Van Pool <30', Personnel Van	201	FORD	E350 XLT	2006	12	195,012	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	202	FORD	E350 XLT	2006	12	173,792	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	203	FORD	E350 XLT	2006	12	181,622	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	204	FORD	E350 XLT	2006	12	110,510	5	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	205	DODGE	CARAVAN	2009	9	102,692	5	Yes	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	206	DODGE	CARAVAN	2009	9	63,952	5	Yes	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	208	DODGE	GRAND CARAVAN SE	2013	5	48,303	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	209	DODGE	GRAND CARAVAN SE	2013	5	86,319	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Van Pool <30', Personnel Van	210	DODGE	GRAND CARAVAN SE	2013	5	57,569	5	No	17	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

$378,000

TABLE 2.5 - JTA Rolling Stock/Equipment (Non-Revenue Service Vehicles (NSV)) Rolling Inventory: 2018														
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Status	Owner/Capital Responsibility	Primary Funding Mechanism	Replacement Cost ($)
Equipment (NSV), Admin Super SU	305	CHEV	AMERIVAN	2007	11	90,080	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Admin Super SU	306	CHEV	AMERIVAN	2007	11	99,329	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Admin Super SU	802	FORD	ESCAPE XLS	2010	8	45,873	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Admin SUS	57	MERCURY	MOUNTAINEER	1999	19	89,030	20	No	N/A	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Admin SUV	809	FORD	EXPLORER FWD	2018	0	100	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Admin SUV	810	FORD	EXPLORER FWD	2018	0	100	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Maint. Super Va	303	CHEV	AMERIVAN	2007	11	97,215	20	No	14	GAS	In-Service	JTA 100%	FTA/WSDOT	$42,000
Equipment (NSV), Maint. Truck	805	FORD	F250 XL 4X4	2013	5	42,702	20	No	20	GAS	In-Service	JTA 100%	FTA/WSDOT	$68,000
Equipment (NSV), Maint. Van	9	DODGE	BRAUN VAN	1995	23	152,191	20	Yes	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$38,000
Equipment (NSV), Maint. Van	13	COLLINS	GRAND COMUTR	1996	22	223,067	20	Yes	21	GAS	Limited	JTA 100%	FTA/WSDOT	$75,000
Equipment (NSV), Maint. Van	801	FORD	E450 VAN	1999	19	249,510	20	No	21	GAS	In-Service	JTA 100%	FTA/WSDOT	$100,000
Equipment (NSV), Maint. Van	803	FORD	E450 VAN	2000	18	146,004	20	No	18	GAS	In-Service	JTA 100%	FTA/WSDOT	$75,000
Equipment (NSV), Maint.Truck	001	CHEV	FLATBED TRUCK	1984	34	87,701	20	Yes	N/A	PROP	In-Service	JTA 100%	FTA/WSDOT	$65,000

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

$715,000

TABLE 2.6 - JTA Non-Vehicle Equipment (>$50K): 2018							
Classification	**Description**	**In Service Year**	**Age**	**Qty**	**Status**	**Owner/Capital Responsibility**	**Replacement Cost ($)**
Equipment: Admin./Maintenance Facility	Bus Wash Sys. (semi-auto)	2015	3	1	In-Service	JTA 100%	$225,000
Equipment: Admin./Maintenance Facility	Eco-Lift, In-Ground Lift, Maintenance Bay	2015	3	1	In-Service	JTA 100%	$90,000
Equipment: Admin./Maintenance Facility	Kohler 250KW, Standby Diesel Generator	2017	1	1	In-Service	JTA 100%	$105,000
Equipment: Admin./Maintenance Facility	Fuel Depot (10K/15K Gal. Gas/DieselTanks, above Grnd)	2015	3	1	In-Service	JTA 100%	$700,000

$1,120,000

TABLE 2.7 - JTA Facility Inventory: 2018												
Asset Classification	**Facility Description**	**Location**	**Year Built**	**Lot Size (acres)**	**Building Size (ft^2)**	**Primary Mode Serviced**	**ULB (FTA)**	**ULB Met**	**Status**	**Owner/Capital Responsibility**	**Primary Funding Mechanism**	**Replacement Cost ($)**
Administrative / Maintenance Facility	JTA Maintenance, Administration & Operations Center (MOAC)	Port Townsend, WA	2015	10	13,059	Bus, Paratransit, Van Pool	50	No	In-Service	JTA 100%	FTA/WSDOT	$6,300,000
Administrative Facility	Haines Place Transit Center (HPTC): Office Building	Port Townsend, WA	2000	2.4	1,155	Bus, Paratransit	50	No	In-Service	JTA 100%	FTA/WSDOT	$225,000
Bus Passenger Facility	Haines Place Transit Center (HPTC): Park & Ride and Passenger Shelter area	Port Townsend, WA	1996	N/A	N/A	Bus, Paratransit	50	No	In-Service	JTA 100%	FTA/WSDOT	$2,200,000

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

$8,725,000

TABLE 3.1 - FTA TERM Rating Scale		
Rank	**Category**	**Description**
5.00	New/Excellent	New asset; no visible defects
4.00	Good	Some slightly defective/deteriorated component(s).
3.00	Adequate	Some moderately defective/deteriorated component(s).
2.00	Marginal	Increasing # of defective/deteriorated compnent(s) and maintenance needs.
1.00	Poor	In need of immediate repair or replacement: Item is a safety hazard, and may have critcally damaged component(s).

TABLE 3.2 - JTA Fixed Route (FR) Rolling Stock Fleet Condition Rankings: 2018											
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Condition Rating
Bus STD, 29'	407	FORD	F550	2017	1	44,318	7	No	29	BD5	4.70
Bus STD, 29'	408	FORD	F550	2017	1	50,508	7	No	29	BD5	4.70
Bus STD, 29'	409	FORD	F550	2017	1	47,425	7	No	29	BD5	4.70
Bus STD, 29'	505	GILLIG	LOW FLOOR 29 FT	2011	7	382,289	15	No	29	BD5	3.93
Bus STD, 29'	506	GILLIG	LOW FLOOR 29 FT	2011	7	367,199	15	No	29	BD5	3.95
Bus STD, 30'	501	GILLIG	PHANTOM 30 FT	2004	14	731,015	15	No	30	BD5	3.33
Bus STD, 30'	502	GILLIG	PHANTOM 30 FT	2004	14	713,787	15	No	30	BD5	3.33
Bus STD, 30'	503	GILLIG	PHANTOM 30 FT	2004	14	719,347	15	No	30	BD5	3.03
Bus STD, 30'	504	GILLIG	PHANTOM 30 FT	2006	12	558,611	15	No	30	BD5	3.38
Bus STD, 31'	406	FORD	F550	2013	5	214,409	9	No	31	BD5	4.10
Bus STD, 35'	507	GILLIG	LOW FLOOR 35 FT	2011	7	324,869	15	No	35	BD5	3.95
Bus STD, 35'	508	GILLIG	LOW FLOOR 35 FT	2011	7	331,279	15	No	35	BD5	3.90
Bus STD, 30'	509	GILLIG	LOW FLOOR 30 FT	2018	0	100	15	No	30	BD5	5.00
Bus STD, 30'	510	GILLIG	LOW FLOOR 30 FT	2018	0	100	15	No	30	BD5	5.00
Bus STD, 35'	908	BIA	BIA ORION V	1992	26	562,431	15	Yes	35	BD5	2.80
Bus STD, 35'	971	GILLIG	PHANTOM 35 FT	2001	17	726,484	15	Yes	35	BD5	3.20
Bus STD, 35'	972	GILLIG	PHANTOM 35 FT	2002	16	651,760	15	Yes	35	BD5	3.20

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

Simple Average: **3.89**

TABLE 3.3 - JTA Demand Response Dial-A-Ride (DAR) Rolling Stock Fleet Condition Rankings: 2018											
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Condition Rating
Paratransit Cutaway <30'	301	FORD	E450 VAN	2006	12	117,270	7	Yes	21	BD5	3.13
Paratransit Cutaway <30'	302	FORD	E450 VAN	2006	12	129,018	7	Yes	21	BD5	3.15
Paratransit Cutaway <30'	304	CHEV	AMERIVAN	2007	11	99,657	7	Yes	14	GAS	3.15
Paratransit Cutaway <30'	307	CHEV	CHAMP CHALLENGER	2010	8	106,463	7	Yes	23	BD5	3.15
Paratransit Cutaway <30'	308	CHEV	CHAMP CHALLENGER	2010	8	112,074	7	Yes	23	BD5	3.25
Paratransit Cutaway <30'	309	DODGE	GRAND CARAVAN SXT	2013	5	42,761	7	No	17	GAS	4.15
Paratransit Cutaway <30'	310	DODGE	GRAND CARAVAN SXT	2013	5	38,453	7	No	17	GAS	4.28
Paratransit Cutaway <30'	311	DODGE	GRAND CARAVAN SXT	2013	5	33,592	7	No	17	GAS	4.28
Paratransit Cutaway <30'	312	DODGE	GRAND CARAVAN SXT	2013	5	39,103	7	No	17	GAS	4.28
Paratransit Cutaway <30'	313	FORD	CREATIVE, F550	2018	0	100	7	No	29	BD5	5.00
Paratransit Cutaway <30'	314	FORD	CREATIVE, F550	2018	0	100	7	No	29	BD5	5.00

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

Simple Average: **3.89**

TABLE 3.4 - JTA Van Pool (VP) Rolling Stock Fleet Condition Rankings: 2018											
Classification Type	Bus #	Make	Model	Year	Age	Mileage[1]	ULB	ULB Met	Length	Fuel	Condition Rating
Van Pool <30', Personnel Van	26	FORD	E350 VAN	2000	18	163,575	5	Yes	18	BD5	3.63
Van Pool <30', Personnel Van	201	FORD	E350 XLT	2006	12	195,012	5	Yes	18	GAS	3.63
Van Pool <30', Personnel Van	202	FORD	E350 XLT	2006	12	173,792	5	Yes	18	GAS	1.88
Van Pool <30', Personnel Van	203	FORD	E350 XLT	2006	12	181,622	5	Yes	18	GAS	3.50
Van Pool <30', Personnel Van	204	FORD	E350 XLT	2006	12	110,510	5	Yes	18	GAS	3.50
Van Pool <30', Personnel Van	205	DODGE	CARAVAN	2009	9	102,692	5	Yes	14	GAS	3.53
Van Pool <30', Personnel Van	206	DODGE	CARAVAN	2009	9	63,952	5	Yes	14	GAS	3.53
Van Pool <30', Personnel Van	208	DODGE	GRAND CARAVAN SE	2013	5	48,303	5	No	17	GAS	3.63
Van Pool <30', Personnel Van	209	DODGE	GRAND CARAVAN SE	2013	5	86,319	5	No	17	GAS	3.63
Van Pool <30', Personnel Van	210	DODGE	GRAND CARAVAN SE	2013	5	57,569	5	No	17	GAS	3.63

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

Simple Average: **3.41**

TABLE 3.5 - JTA Rolling Stock/Equipment (Non-Revenue Service Vehicle) Condition Rankings: 2018											
Classification Type	**#**	**Make**	**Model**	**Year**	**Age**	**Mileage[1]**	**ULB**	**ULB Met**	**Length**	**Fuel**	**Condition Rating**
Equipment (NSV), Admin Super SUV	305	CHEV	AMERIVAN	2007	11	90,080	20	No	14	GAS	**3.68**
Equipment (NSV), Admin Super SUV	306	CHEV	AMERIVAN	2007	11	99,329	20	No	14	GAS	**3.68**
Equipment (NSV), Admin Super SUV	802	FORD	ESCAPE XLS	2010	8	45,873	20	No	14	GAS	**4.05**
Equipment (NSV), Admin SUS	57	MERCURY	MOUNTAINEER	1999	19	89,030	20	No	N/A	GAS	**3.50**
Equipment (NSV), Admin SUV	809	FORD	EXPLORER FWD	2018	0	100	20	No	14	GAS	**5.00**
Equipment (NSV), Admin SUV	810	FORD	EXPLORER FWD	2018	0	100	20	No	14	GAS	**5.00**
Equipment (NSV), Maint. Super Van	303	CHEV	AMERIVAN	2007	11	97,215	20	No	14	N/A	**4.00**
Equipment (NSV), Maint. Truck	805	FORD	F250 XL 4X4	2013	5	42,702	20	No	20	GAS	**4.90**
Equipment (NSV), Maint. Van	9	DODGE	BRAUN VAN	1995	23	152,191	20	Yes	18	GAS	**2.75**
Equipment (NSV), Maint. Van	13	COLLINS	GRAND COMUTR	1996	22	223,067	20	Yes	21	GAS	**3.00**
Equipment (NSV), Maint. Van	801	FORD	E450 VAN	1999	19	249,510	20	No	21	GAS	**2.48**
Equipment (NSV), Maint. Van	803	FORD	E450 VAN	2000	18	146,004	20	No	18	GAS	**3.30**
Equipment (NSV), Maint.Truck	1	CHEV	FLATBED TRUCK	1984	34	87,701	20	Yes	N/A	PROP	**3.28**

Notes: **Useful Life Benchmark; BD5 = BioDiesel 5%, 1. Red mileage indicates exceeded maximum for ULB.

Simple Average: **3.74**

TABLE 3.6 - JTA Non-Vehicle Equipment Condition Ratings (>$50K): 2018							
Classification	**Description**	**In Service Year**	**Age**	**Qty**	**Status**	**Replacement Cost ($)**	**Condition Rating**
Equipment: Admin./Maintenance Facility	Bus Wash Sys. (semi-auto)	2015	3	1	In-Service	$110,000	4.75
Equipment: Admin./Maintenance Facility	Eco-Lift Maintenance Bay	2015	3	1	In-Service	$90,000	4.75
Equipment: Admin./Maintenance Facility	Kohler 250KW, Standby Diesel Generator	2017	1	1	In-Service	$100,000	4.90
Equipment: Admin./Maintenance Facility	Fuel Depot (10K/15K Gal. Gas/DieselTanks, above Grnd)	2015	3	1	In-Service	$700,000	4.75

TABLE 4.1 - JTA TAMP Decision Support & Capital Asset Investment Planning Process	
Step	**Process Description**
1	Quarterly department management meetings to review asset performance & establish goals for Fleet Maintenance, Operations, Finance & Grants, Procurement and Executive management.
2	Adequacy review of existing, and/or development of new supporting departmental policies and operating procedures.
3	Update as necessary the JTA Transit Development Plan, Fleet & Facilties Maintenance Plan, Procurement Manual, the TAMP and Tranist Development Plan (TDP).
4	Fleet Maintenance Histories: Collect data, perform analysis and document review results
5	Fleet Maintenance Histories: Record & Report Data: WSDOT, NTD, TAMP and RTA.
6	Third party/consultant review of JTA's quality of implentation of the RTA software system. Take corrective/mitigating action based on results to assure the adequacy of maintenance histories.
7	Fleet & Facilities Manager with Executive Management: Assess current JTA transit system capital investment needs particulary: safety deficiencies, ADA Accessibility, agency capacity, consumer/ridership demand, maintenance demands, new technologies, supporting data availability as well as available funding sources.
8	JTA will develop or update their Asset Investment Priority List.
9	Plan Implementation & Monitoring

TABLE 4.2 - JTA TAMP Decision Support Tools	
Step	**Tool Description**
JTA-Asset Management Plan	The JTA Asset Management Plan details all policies and procedures related to Authority-Owned facilities and equipment. It Includes both fleet and facility maintenance standards, inspection processes, PM Schedules, Work Order Processes, inventory of components, vendor contracts (if applicable) and all inspection checklists.
JTA Procurement Manual	The JTA Procurement Manual lists all FTA and WSDOT purchasing policies, contract & bidding requirements and regulations, asset purchasing procedures and asset disposal procedures. When purchasing or disposing of an asset, JTA must comply with the requirements specified therein.
JTA TAMP (The Plan)	The JTA Transit Asset Management Plan (TAMP) is a document containing a business model which focuses on the condition of assests (Fleet & Facility rolling stock, equipment >$50K, developed land and building structures etc.) used in providing public transportation services to optimize/standardize funding priorities to assure Transit assets remain in a State of Good Repair (SGR). The TAMP also contains guidance for the collection of relevant data and reporting requirements for Transit's Asset Inventory Portfolio; the **Asset Condition Assessment**, any **Decision Support Tools** used Transit Development Plan (TDP); and, last but not least, Transit Management's general approach to implementing the TAMP to satisfy all FTA and WSDOT requirements.
Ron Turley Associates (RTA) - Fleet Management and Maintenance Software	RTA software system allows JTA's Fleet & Facilities maintenance groups to schedule and track status of work activities and record such results or actions taken when performing both Fleet & Facilities maintenance and repairs in a single integrated platform. RTA also provides for standard ("canned") and custom reporting, inventory parts management, vendor contact information, tracking pending work, work order origination, vehicle inventories, fuel usage and manage asset warranty status conditions and much more.
JTA TAMP & Transit Development Plan (TDP)	The TAMP and TDP, together, lists all procurement plans and capital projects in rank order necessary to maintain the SGR of all in-service assets.
JTA Transit Development Plan (TDP)	The JTA Transit Development Plan (TDP) lists and describes in detail all Transit's current and upcoming transportation projects and their progress accomplishing WSDOT's objectives for a 6 year rolling period. The TDP includes capital and non-capital transportation projects, fleet replacement and expansion efforts, changes or additions to services and other enhancements. In short, it outlines Transit's past, present and future efforts to be an effective steward of public funds for the Jefferson County's public transportation needs.

TABLE 4.3.1 - Asset Management Strategy for Fleet & Facilities Maintenance

Fleet & Facilities Maintenance Strategy: First, List all regularly planned (periodic) maintenance activities for both Fleet & Facilities assets. Second, verify all required PMs have been entered in the RTA system for tracking. Review PMs as necessary to ensure OEM requirements are met and all exceptions involving safety are well documented. Lastly, stream-line, optimize and consolidate (i.e., nest) PMs as necessary to improve program efficiencies.

Asset Category	Asset Class	Maintenance Activity	Frequency
Rolling Stock	BU - Bus	Clean, Wash & Vacuum	Daily[1]
		Pre-Trip Inspection	Daily[1]
		Level "A" PM Service	every 5,000 miles
		WSDOT State Inspection	Annual
		SGR Vehicle Inspection	Annual
		Transmission Inspection	every 75,000 miles
		Rear End Inspection	every 25,000 miles
		Air Dryer Inspection	Annual
		Engine Breather Inspection	every 30,000 miles
		A/C Inspection	Annual
		A/C Inspection	Quarterly
		Camera System Inspection	Daily
		Farebox Inspection	Bi-Annual
		Tire Inspection	Daily
		ADA Systems Inspection	Daily
		FR PM/Maintenance Plan Review & Update	Annual
Rolling Stock	CU - Paratransit Van / VN - Caravan/Pool	Clean, Wash & Vacuum	As Needed
		Pre/Post-Trip Inspections	Daily[1]
		PM Service	every 5,000 miles
		WSDOT State Inspection	Annual
		SGR Vehicle Inspection	Annual
Equipment	SV - SUV / AO - Truck, Van	Clean, Wash & Vacuum	As Needed
		PM Service	every 5,000 miles
		WSDOT State Inspection	Annual
		SGR Vehicle Inspection	Annual
Facility	Admin & Maintenance	Facilities Inspection: MOAC	Daily, Weekly, Monthly, Quarterly & Bi-Annual
		Facilities Inspection: HPTC	
		Facilities Inspection: Shelters	
		Facilities Inspection: Stops	
		Facilities Inspection: Equipment	
		SGR Facilities Inspection	Annual

1. When used for daily service

TABLE 4.3.2 - Asset Management Strategy for Acquisition & Renewal

Acquisition & Renewal Strategy: First, determine when JTA should initiate the acquisition of new assets. Second, execute Transit's long-term replacement strategy and any improvements to long term renewal and improvement activites based on the respective asset's history and lifecycle. Lastly, describe any planned changes or improvements to these processes below.

Asset Category	Asset Class	Aquisistion and Renewal Strategy
Rolling Stock	BU -Bus	Per WSDOT, JTA will be required to transition to an ALL Electric and Hybrid-Diesel Fleet. **The transition period has YTBD.** In the interim, no new diesel buses will be funded. JTA may choose to refurbish & repower several of their current older buses.
	CU - Paratransit Van / VN - Caravan/Pool	JTA's Paratransit & Van ULB is 7 years and 150K miles. Transit will forecast new acquisition up to three (3) years in advance. There is no WSDOT mandate to replace vehicles in this Asset Class when ULB is exceeded.
Equipment	SV - SUV / AO - Truck, Van	JTA's Non-Revenue Service Vehicles used for maintenance and administrative purposes have a ULB for 20 years and 200K miles. Transit will forecast new acquisition up to three (3) years in advance. There is no WSDOT mandate to replace vehicles in this Asset Class when ULB is exceeded.
Facility	Admin & Maintenance	Should JTA need to update, expand or modify substantially any of its facilities, it shall do so as a project detailed and scheduled in Transit's Capital Plan and procured in accordance with established procurement policy.

TABLE 4.3.3 - Asset Management Strategy for Overhauling & Refurbishing

Overhauling & Refurbishing Strategy: First, determine the feasibility of overhauling or refurbishing an asset before replacing or disposing it. Second, if determined feasible, how overhauls/refurbishments will be conducted and managed. Lastly, how changes /improvements to overhauling and refurbishment processes are made and incorporated for future use.

Asset Category	Asset Class	Acquisition and Renewal Strategy
Rolling Stock	BU -Bus	It is the policy of JTA to repair damaged or non-functional assets and componenets on an "as needed basis", only. Transit does not overhaul or refurbish or rehabilitate its assets unless additional specific funding is available and obtained in time to facilitate returning an asset to service in a timely manner. Assets are generally replaced when the following three conditions are met: (1) The Asset's ULB has been exceeded; (2) The Asset is deemed a total loss by Transit's insurance underwriter; and, (3) The Asset has been approved by WSDOT and FTA funders for replacement.
	CU - Paratransit Van / VN - Caravan/Pool	
Equipment	SV - SUV / AO - Truck, Van	
Facility	Admin & Maintenance	

TABLE 4.3.4 - Asset Management Strategy for Disposal

Disposal Strategy: First, Describe JTA's strategy for disposing of assets that are being renewed or replaced. Second, describe the approval process and detail including procedures for physically removing the asset from the property. Lastly, when applicable, describe any planned changes or improvements to these processes below.

Asset Category	Asset Class	Disposal Strategy
Rolling Stock	BU -Bus / CU - Paratransit Van / VN - Caravan/Pool	Revenue generating Buses, Paratransit and cutaway vans that meet or exceed their respective ULBs may be disposed of by: (1) Obtaining approvals to do so from WSDOT and FTA (funders) to begin the disposal process; (2) Completing a thorough vehicle inspection documenting in detail the vehicle's condition and why it is no longer suitable for continued service; (3) Placing a "For Auction" listing on Transit's website OR on the state's auction website OR EBay or similar online auction website. (4) Selling the asset to the highest bidder with that sale approved by Transit's board. (5) The Fleet & Facilities Manager completing all required asset disposal documentation and maintaining such in hardcopy for future audit requirements. (6) The Finance Manager writes the sold asset off the books and it is removed from the TAMP and tracking discontinued; and, (7) Lastly, forwarding the title to the highest bidder/new owner for physical removal of the vehicle in a timely fashion.
Equipment	SV - SUV / AO - Truck, Van	Non-revenue service vehicles that meet or exceed their respective ULBs may be disposed of by: (1) Obtaining approvals to do so from WSDOT and FTA (funders) to begin the disposal process; (2) Completing a thorough vehicle inspection documenting in detail the vehicle's condition and why it is no longer suitable for continued service; (3) Placing a "For Auction" listing on Transit's website OR on the state's auction website OR EBay or similar online auction website. (4) Selling the asset to the highest bidder with that sale approved by Transit's board. (5) The Fleet & Facilities Manager completing all required asset disposal documentation and maintaining such in hardcopy for future audit requirements. (6) The Finance Manager writes the sold asset off the books and it is removed from the TAMP and tracking discontinued; and, (7) Lastly, forwarding the title to the highest bidder/new owner for physical removal of the vehicle in a timely fashion.
Facility	Admin & Maintenance	Assets that are Facilities real-estate which have met or exceeded their respective ULB's may be disposed of once suitable alternative occupancy has been established by: (1) Obtaining approvals to do so from WSDOT and FTA (funders) to begin the disposal process; (2) the facilities' property have been adequately appraised by a 3rd party accredited appraiser; (3) Listing the property for sale by a qualified real-estate broker; (4) Accepting the highest bid/offer from responding buyers and closing the sale; (5) Vacating the premises including the relocation of all assets and "non-attached" possessions from the sold property; (6) The Finance Manager writes the sold asset off the books and it is removed from the TAMP and tracking discontinued; and, (7) Lastly, presenting the title to the highest bidder/new owner's OR their mortgager.

TABLE 4.3.5 - Asset Management Strategy for Risk Management	
Risk Management Strategy: First, pro-actively identify any/all risks associated with each asset category. Second, describe in detail those methods, processes and tools to be used to mitigate associated risks for each asset category. Lastly, describe what processes for how changes and improvements to risk identification and mitigation are made and incorporated for future benefit.	
Asset Category	**Mitigation Strategy**
Loss of Federal Funding	JTA will decrease its dependence on Federal, State and Local funding sources for capital improvements by utilizing available reserve fund(s) when available. Cure tail, where possible, maintenance and service activities that may be considered "desirable" or "optional." Request/seek additional funding from WSDOT and local agencies to make up the shortfall. Reduce the amount of service provided the public. Also, consider extending the ULB of assets if their SGR allows.
Loss of State & Local Funding	
Fuel Supply Chain Disruption	JTA will maintain excess storage capacity onsite at all time to the extent practical. Monitor current storage and place fuel orders in anticipation of future shortages. Establish standing agreements with other agencies that have fuel storage capacity as backup or reserve fuel sources.
Repair/Maintenance Parts Chain Disruption	JTA will first maintain an adequate inventory of "hi-use" items onsite. Also, JTA will maintain a comprehensive list of vendors and sources for parts in and out of state; and, lastly, Transit will establish partnerships and agreements with local transit agencies to share their respective parts inventories should disruptions be extensive.
Catastrophic Loss Due to Natural/Artificial Disasters	Activate the JTA - Disaster Recovery Plan (DRP), portions accordingly.

TABLE 5.1 - JTA TAMP Investment Prioritization Project List: FFY 2018 - 22								
Rank	**Priority**	**Asset Category**	**Asset Class/Type**	**Project/Program Description**	**Investment justification**	**Target Project Year (FFY)**	**Primary Funding Source**	**Qty**	**Estimated Cost**
1	High	Rolling Stock	Bus STD 30-35'	FR Bus, Replacement (Diesel)	Exceeded ULB, Wear & Tear, Frame/Exterior Corrosion, Maintenance Cost	2018	WSDOT/FTA	2	$1,000,000
2			Ride Share Van <30'	Van Pool, Van Replacement				2	$92,000
3			Admin/Maint	Facilities Service Truck (NRSV)				1	$90,000
4			Bus STD 30-35'	FR Bus, Replacement (Diesel)		2019		2	$1,000,000
5			Bus STD <30'	FR Bus, Replacement (Diesel)				2	$350,000
6			Paratransit <30', Cutaway	Paratransit DAR, Cutaway				4	$280,000
7			Ride Share Van <30'	Van Pool, Van Replacement				2	$80,000
8			Bus STD 30-35'	FR Bus, Replacement (Diesel)		2020		2	$1,000,000
9			Ride Share Van <30'	Van Pool, Van Replacement				2	$80,000
10			Ride Share Van <30'	Van Pool, Van Expansion	Increase in Service			2	$80,000
11			Bus STD 30-35'	FR Bus, Replacement (Diesel)		2021		4	$2,200,000
12			Bus STD <30', Cutaway	FR Bus, Replacement (Diesel)				2	$350,000
13			Paratransit <30', Cutaway	Paratransit DAR, Cutaway				2	$280,000
14			Ride Share Van <30'	Van Pool, Van Replacement				2	$80,000
15			Bus STD 30-35'	FR Bus, Replacement (Diesel)		2022		2	$1,000,000
16			Paratransit Van <30'	Van Pool, Van Replacement				4	$160,000
17			Ride Share Van <30'	Van Pool, Van Replacement				2	$80,000
18			Ride Share Van <30'	Van Pool, Van Expansion	Increase in Service			2	$80,000
							Total:		**$8,282,000**

FR = Fixed Route

NRSV = Non-Revenue Service Vehicle

TABLE 6.1 - JTA TAMP 'Asset Category' Performance Measures		
Asset Class	**Performance Measure**	**Definition**
Rolling Stock (All Revenue Vehicles)	Age	A percentage (%) of Revenue Vehicles (FR, DAR or VANP) within a defined 'Asset Class' that have met or exceeded their ULB.
Equipment (for Fleet & Facilities Maintenance, NRSVs)		A percentage (%) of Revenue Vehicles that have met or exceeded their ULB.
Facilites (All buildings and structures)	Condition	A percentage (%) of facilities with a condition rating below 3.0 on the FTA's TERM Scale.

TABLE 6.2 - JTA Annual SGR Asset Performance Targets: Fixed Route Rolling Stock (FY 2018-19)

Asset		Fleet Size	Vehicle Age (years)	Recommended JTA ULB (years)	FY 2018 Metrics		FTA Default Performance Metric
Category	Class				% ULB	% SGR Target	
Rolling Stock: FR Bus	Bus STD 30': Gillig Low Floor (2018)	2	0	15*	0%	100%	The % of Revenue Service Vehicles (by Category Type) that meets or exceeds ULB
	Bus Cutaway <30': Ford F550	3	1	8*	13%	100%	
	Bus Cutaway <30': Ford F550	1	5	8*	63%	100%	
	Bus STD <30': Gillig Low Floor (2011)	2	7	15*	47%	100%	
	Bus STD 35': Gillig Low Floor, Phantom (2011)	2	7	15*	47%	100%	
	Bus STD 30': Gillig Low Floor, Phantom (2006)	1	12	15*	80%	100%	
	Bus STD 30': Gillig Low Floor, Phantom (2004)	3	14	15*	93%	100%	
	Bus STD 35': Gillig Low Floor, Phantom (2002)	1	16	15*	107%	100%	
	Bus STD 35': Gillig Low Floor, Phantom (2001)	1	17	15*	113%	100%	
	Bus STD 35': BIA Orion V	1	26	15*	173%	100%	

* = ULB derived from JTA internal standards

TABLE 6.3 - JTA Annual SGR Asset Performance Targets: Paratransit Rolling Stock (FY 2018-19)

Asset		Fleet Size	Vehicle Age (years)	Recommended JTA ULB (years)	FY 2018 Metrics		FTA Default Performance Metric
Category	Class				% ULB	% SGR Target	
Rolling Stock: Paratransit	Paratransit Cutaway <30': Ford F550 (2018)	2	0	8*	0%	?	The % of Revenue Service Vehicles (by Category Type) that meets or exceeds ULB
	Paratransit Van <30': Dodge GCaravan (2013)	4	5		63%	?	
	Paratransit Van <30': Chev Challenger (2010)	2	8		100%	?	
	Paratransit Van <30': Chev Amerivan (2007)	1	11		138%	?	
	Paratransit Van <30': Ford E450 (2006)	2	12		150%	?	

* = ULB derived from JTA internal standards

TABLE 6.4 - JTA Annual SGR Asset Performance Targets: Van Pool (FY 2018-19)

Asset		Fleet Size	Vehicle Age (years)	Recommended JTA ULB (years)	FY 2018 Metrics		FTA Default Performance Metric
Category	Class				% ULB	% SGR Target	
Rolling Stock: Van Pool	Van Pool <30', Dodge GCaravan (2013)	3	5	8	60%	?	The % of Revenue Service Vehicles (by Category Type) that meets or exceeds ULB
	Van Pool <30', Dodge GCaravan (2009)	2	9		113%	?	
	Van Pool <30', Ford E350 XLT (2006)	4	12		150%	?	
	Van Pool <30', Ford E350 (2000)	1	18		225%	?	

* = ULB derived from JTA internal standards

TABLE 6.5 - JTA Annual SGR Asset Performance Targets: NSV Rolling Stock/Equipment (FY 2018-19)							
Asset		Fleet Size	Vehicle Age (years)	Recommended JTA ULB (years)	FY 2018 Metrics		FTA Default Performance Metric
Category	Class				% ULB	% SGR Target	
Non-Revenue Service Vehicle (NSV) Rolling Stock / Equipment	Rolling Stock (NSV): Ford Explorer 4WD, SUV, Administration Supervisor	2	0	20	0%	TBD	The % of Revenue Service Vehicles (by Category Type) that meets or exceeds ULB
	Rolling Stock (NSV): Ford F250 4WD, Maintenance	1	5	20	25%	TBD	
	Rolling Stock (NSV): Ford Escape XLS, SUV, Administration Supervisor	1	8	20	40%	TBD	
	Equipment: Man Lift, Genie Boom, Z-30/N20	1	2	25	8%	TBD	
	Rolling Stock (NSV): Chev Amerivan, SUV, Administration Supervisor	3	11	20	55%	TBD	
	Rolling Stock (NSV): Merc. Mountaineer, SUV, Administration Supervisor	1	19	20	95%	TBD	
	Rolling Stock (NSV): Dodge Braun, Maint. Van	1	23	20	115%	TBD	
	Rolling Stock (NSV): Collins G.Comuter, Maintenance Cutaway	1	22	20	110%	TBD	
	Rolling Stock (NSV): Ford E450, Maintenance Van	1	19	20	95%	TBD	
	Rolling Stock (NSV): Ford E450, Maintenance Van	1	20	20	100%	TBD	
	Rolling Stock (NSV): Chev Flat Bed, Maintenance Truck	1	34	20	170%	TBD	

* = ULB derived from JTA internal standards

TABLE 6.6 - JTA Annual SGR Asset Performance Targets: Facilities (FY 2018-19)					
Asset		2018 T.E.R.M. Condition Rating	FY 2018 Performance Metric: % < 3.0 TERM	2018 SGR Target	FTA Default Performance Metric
Category	Class				
Facility: Maintenance, Operations & Administration Center (MOAC), 63 4 Corners Rd.	Administration & Maintenance	4.9	0.00%	No JTA Facility will be rated <0% less than 3.0 by FTA TERM Scale	% of Facilities (Asset Category) rated < 3.0 by FTA TERM Scale.
Facility: Administration, Operations, Haines Place Transit Center (HPTC), 440 S. 12th Str.		4.0			
Facility: MOAC Fuel Island		4.8			
Facility: MOAC, Kohler 250KW SDG		4.9			

* = ULB derived from JTA internal standards

TABLE 7.1 - FTA TAMP Key Dates	
JTA / WSDOT: FY = Jan - Dec	Federal/FTA: FFY = Oct - Sept
Action Item / Deliverable	**Date**
Establish TAMP development targets with stake holders	June, 2018
Complete 1st DRAFT of JTA TAMP for stake holders review & comment	July, 2018
Submit Final JTA TAMP DRAFT to JTA Board of Directors for Review and Comment	August, 2018
JTA Board of Directors approve 2018 JTA TAMP	October, 2018
Implement 2018 JTA TAMP with all planning partners and stake holders	October, 2018
Report FY 2018 Asset Inventory Module (AIM) date to NTD; Submit TAMP targets for FY 2019 to NTD.	October, 2019
Report FY 2019 Asset Inventory Module (AIM) date to NTD; Submit TAMP targets for FY 2020 to NTD.	October, 2020
Report FY 2020 Asset Inventory Module (AIM) date to NTD; Submit TAMP targets for FY 2021 to NTD.	October, 2021
Report FY 2021 Asset Inventory Module (AIM) date to NTD; Submit TAMP targets for FY 2022 to NTD.	October, 2022
Update JTA TAMP for FFY 2023 - 2024	October, 2023