



**JEFFERSON TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, February 19, 2019, 1:30 p.m.  
Jefferson Transit Boardroom  
63 4 Corners Road, Port Townsend, WA**

**AGENDA**

**Call to Order/Welcome**

**2019 Authority Board Elections**

**Public Comment**

**New Agenda Items**

**I. Finance Reports**

- a. January 2019
- b. December 2018

**II. Consent Agenda**

- a. Approval of Minutes, December 18, 2018
- b. Approval of Composition of the Board Review Minutes
- c. Approval of Expenses, January 2019
- d. Approval of Expenses, December 2018
- e. **Resolution 19-01:** Disposition of Surplus Property over \$5000
- f. Disposition of Surplus Property under \$5,000
- g. Out-of-State Travel for Mike Samodurov
- h. Out-of-State Travel for Laura Smedley

**III. Old Business**

- a. Proposed Amendment to CAC Bylaws
- b. Designate Sub-Committee to Review CAC Applications and Propose Candidate Slate

**IV. New Business**

- a. **Resolution 19-02:** Acquisition of Real Property
- b. **Resolution 19-03:** Contract with JE Gibson Consulting for Restroom Project Manager/Engineer
- c. **Resolution 19-04:** Authorization to Purchase Pre-Fabricated Restroom
- d. **Resolution 19-05:** Contract with Suppression Systems, Inc.

**V. Reports**

- a. General Managers Report
- b. Fleet & Facilities Report
- c. Operations Report

**Public Comment**

**Adjournment**

**Authority Board will sign documents**

**Individuals requiring reasonable accommodation may request written materials in alternative formats, physical accessibility accommodations or other reasonable accommodation by calling (360) 385-4777 or TDD/TTY users dial 711 to reach a relay operator.**



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

February 12, 2019

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** January 2019 Financial Report

The budget tracking percentage for January is 8.3%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports – Still Reporting on 2018 Sales Tax Figures**

For the month November 2018 sales tax was 17% higher than received in November 2017. Cumulatively, JTA has received 13% higher sales tax in 2018 than during the same time period in 2017.

**Revenue Report –**

- Overall - Operating revenue is just slightly below budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are .64% BELOW budget.**

- **Labor** – Labor is .45% below budget.
  - **Dial-A-Ride (DAR)** – Operations is reviewing the reports to determine why there is an increase in DAR operator hours. Monitoring.
- **Benefits** – Benefits are 1% over budget
  - **Holiday** – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget by year end.
  - **Uniforms**– Timing issue.
- **Services and User Fees** – S/U Fees are 5.8% below budget
  - **Software Maintenance Fees** – will be over budget for the year – we have upgraded our Maintenance Software to cloud based services, this was essential for instituting a paper-free shop. It will run approximately \$3000 more per year.
  - **Other Services & User Fees** – Timing issue, but will monitor.
- **Materials and Supplies Consumed** – M/S Consumed is 1.9% below budget
  - **Tools** – timing issue – will monitor.
  - **Vehicle Maintenance & Repair** – Timing issue – will monitor.
  - **Park & Ride Materials** – Timing issue – signage purchase – will monitor.
- **Utilities** – 3.2% below budget – electricity bill not yet posted
- **Casualty/Liability Costs** – .11% over budget – slight end of year increase over budgeted amount.
- **Taxes** – 4.6% below budget
- **Miscellaneous** – 4.7% below budget

- **Interest on Debt** – 8.33% below budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 5.6% below budget

**Capital Activity –**

- Capital activity in January: 2018 Capital Purchases Radio installation; Maintenance Van final tool/equipment purchases



## January 2019 Financial Summary

Budget Tracking Figure: 8.3%

1. Operational Expenses:	\$411,397.52
Operational Revenues:	\$14,167.80
Non-Operational Income:	\$522,917.79
Capital Expenses:	\$1,385.00
Capital Income:	\$717,439.00
2. Sales Tax Received 1/31/2019 for November 2018:	\$406,363.77
Sales Tax Received 1/31/2018 for November 2017:	\$346,766.90
**Sales tax increased from prior year 17%**	
3. Cash on Hand as of January 31, 2019*:	
Operating:	\$3,107,335.21
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,903,280.00
Dedicated (Committed) Grant Match (22% Funded):	\$962,621.60
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$19,916.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,226.63
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$7,773,129.87**</b>

\*"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/Cash 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 as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018	2018	2018	2018
							Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
October	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
November	0.90%	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	20.90%	\$4,729,002.96	3,794,793.00	24.62%
December	0.90%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$5,161,234.49	4,104,498.00	25.75%
Total		\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	20.47%			
Monthly Average		\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018	2018	2018	2018
							Actual to Budgeted Variance	Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.68	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
August	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
September	0.90%	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	20.90%	\$3,916,909.91	3,145,917.00	24.51%
October	0.90%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$4,349,141.44	3,455,622.00	25.86%
November	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	43.81%	\$4,755,505.21	3,738,192.00	27.21%
December	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$4,755,505.21	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$432,318.66	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				



**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Month Ending January 31, 2019**

	January	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$7,185,757.84	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$545,257.48)	(\$545,257.48)
Non-Capital Financing Activities	\$407,427.03	\$407,427.03
Investing Activities	\$7,991.10	\$7,991.10
Total Operating Cash Provided/(Used)	(\$129,839.35)	(\$129,839.35)
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$688,317.38	\$688,317.38
Net Increase/(Decrease) Cash and Equivalent	\$558,478.03	\$558,478.03
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$7,744,235.87</b>	<b>\$7,744,235.87</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Month Ending January 31, 2019**

	January	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,167.80</b>	<b>\$14,167.80</b>	<b>\$173,212.00</b>	<b>8.18%</b>
<b>Operating Expenses</b>				
Labor	176,461.78	176,461.78	2,249,110.00	7.85%
Benefits	166,498.09	166,498.09	1,782,374.00	9.34%
Services and User Fees	8,072.65	8,072.65	327,454.00	2.47%
Materials & Supplies	39,974.33	39,974.33	626,760.00	6.38%
Utilities	4,112.45	4,112.45	80,853.00	5.09%
Casualty/Liability Costs	11,647.91	11,647.91	138,000.00	8.44%
Taxes	272.87	272.87	7,319.00	3.73%
Miscellaneous Expenses	3,785.28	3,785.28	105,325.00	3.59%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	572.50	572.50	21,220.00	2.70%
<b>Total Operating Expenses</b>	<b>411,397.86</b>	<b>411,397.86</b>	<b>5,349,215.00</b>	<b>7.69%</b>
<b>Operating Income (Loss)</b>	<b>(397,230.06)</b>	<b>(397,230.06)</b>	<b>(5,176,003.00)</b>	<b>7.67%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	(20,380.98)	(20,380.98)	76,176.00	(26.76%)
Taxes Levied by Transit	416,368.77	416,368.77	4,435,490.00	9.39%
Local Grants & Contributions	1,250.00	1,250.00	17,500.00	7.14%
State Grants & Contributions	16,496.00	16,496.00	295,508.00	5.58%
Federal Grants & Contributions	109,184.00	109,184.00	1,060,104.00	10.30%
<b>Total Non-Operating Revenues</b>	<b>522,917.79</b>	<b>522,917.79</b>	<b>5,884,778.00</b>	<b>8.89%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>125,687.73</b>	<b>125,687.73</b>	<b>708,775.00</b>	<b>17.73%</b>
<b>Net Income/(Loss)</b>	<b>125,687.73</b>	<b>125,687.73</b>	<b>708,775.00</b>	<b>17.73%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Month Ending January 31, 2019**

	<u>January</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	\$10,911.85	\$10,911.85	\$131,496.00	8.30%
Fixed Route Fares - West - JTOC	474.31	474.31	5,256.00	9.02%
Dial-a-Ride Fares (DAR)	855.24	855.24	10,800.00	7.92%
Vanpools	1,926.40	1,926.40	22,860.00	8.43%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,167.80</b>	<b>14,167.80</b>	<b>173,212.00</b>	<b>8.18%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	7,991.10	7,991.10	74,976.00	10.66%
Gain (Loss) on Disposition of Capital Items	(29,121.62)	(29,121.62)	1,200.00	(2,426.80%)
Other Nontransportation Revenues	749.54	749.54		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>416,368.77</b>	<b>416,368.77</b>	<b>4,435,490.00</b>	<b>9.39%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	1,250.00	15,000.00	8.33%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	16,496.00	295,508.00	5.58%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	109,184.00	1,060,104.00	10.30%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>522,917.79</b>	<b>522,917.79</b>	<b>5,884,778.00</b>	<b>8.89%</b>
<b>TOTAL REVENUES</b>	<b>537,085.59</b>	<b>537,085.59</b>	<b>6,057,990.00</b>	<b>8.87%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2019**

	January	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$65,334.56	\$65,334.56	\$783,140.00	8.34%
Operators Overtime - Fixed Route	4,045.71	4,045.71	73,170.00	5.53%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,093.62	10,093.62	87,787.00	11.50%
Operators Overtime - Dial-a-Ride (DAR)	420.28	420.28	12,705.00	3.31%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	44,204.29	44,204.29	591,221.00	7.48%
Other Overtime (Mntce, Dispatch, Cust Serv)	4,950.50	4,950.50	46,007.00	10.76%
Administration Salaries	47,412.82	47,412.82	655,080.00	7.24%
<b>Total Labor</b>	<b>176,461.78</b>	<b>176,461.78</b>	<b>2,249,110.00</b>	<b>7.85%</b>
<b>Benefits</b>				
FICA	14,831.68	14,831.68	222,376.00	6.67%
Pension Plans (PERS)	24,014.23	24,014.23	344,638.00	6.97%
Medical Plans	45,366.45	45,366.45	637,020.00	7.12%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,970.50	7,970.50	115,439.00	6.90%
Holiday	42,178.72	42,178.72	95,939.00	43.96%
General Leave	27,690.68	27,690.68	292,240.00	9.48%
Other Paid Absence (Court Duty & Bereavement)	918.83	918.83	14,686.00	6.26%
Uniforms, Work Clothing & Tools Allowance	1,783.79	1,783.79	17,840.00	10.00%
Other Benefits (HRA, EAP & Wellness)	1,743.21	1,743.21	32,196.00	5.41%
<b>Total Benefits</b>	<b>166,498.09</b>	<b>166,498.09</b>	<b>1,782,374.00</b>	<b>9.34%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	296.80	296.80	24,250.00	1.22%
Professional & Technical Services	3,280.15	3,280.15	123,500.00	2.66%
Contract Maintenance Services (IT Services)	779.30	779.30	16,005.00	4.87%
Custodial Services			7,800.00	0.00%
Security Services			5,600.00	0.00%
Vehicle Technical Services	281.79	281.79	47,000.00	0.60%
Property Maintenance Services			36,264.00	0.00%
Software Maintenance Fees	1,265.78	1,265.78	41,635.00	3.04%
Postage & Mail Meter Fees	342.96	342.96	3,600.00	9.53%
Drug & Alcohol Services	424.91	424.91	8,500.00	5.00%
Other Services & User Fees	1,400.96	1,400.96	10,300.00	13.60%
<b>Total Service and User Fees</b>	<b>8,072.65</b>	<b>8,072.65</b>	<b>327,454.00</b>	<b>2.47%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	19,763.91	19,763.91	355,000.00	5.57%
Tires	740.04	740.04	35,000.00	2.11%
Lubrication	877.10	877.10	15,550.00	5.64%
Tools	2,379.84	2,379.84	18,000.00	13.22%
Vehicle Maintenance & Repair Parts	13,927.91	13,927.91	96,500.00	14.43%
Non-Vehicle Maintenance & Repair Parts			8,240.00	0.00%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	747.28	747.28	5,750.00	13.00%
Shop Supplies (Maintenance & Cleaning)	593.56	593.56	7,500.00	7.91%
Safety & Emergency Supplies			7,050.00	0.00%
Office Supplies	248.09	248.09	19,920.00	1.25%
Computer Programs & Supplies	186.91	186.91	15,700.00	1.19%
Printing (Photocopier, Schedules & Brochures)	509.69	509.69	39,200.00	1.30%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>39,974.33</b>	<b>39,974.33</b>	<b>626,760.00</b>	<b>6.38%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,141.46	1,141.46	14,100.00	8.10%
Utilities (Electrical & Propane)			29,000.00	0.00%
Telephone & Internet	2,970.99	2,970.99	37,753.00	7.87%
<b>Total Utilities</b>	<b>4,112.45</b>	<b>4,112.45</b>	<b>80,853.00</b>	<b>5.09%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Month Ending January 31, 2019**

	<u>January</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$11,647.91	\$138,000.00	8.44%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>11,647.91</b>	<b>138,000.00</b>	<b>8.44%</b>
<b>Taxes</b>				
State Taxes	272.87	272.87	3,569.00	7.65%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes			3,000.00	0.00%
<b>Total Taxes</b>	<b>272.87</b>	<b>272.87</b>	<b>7,319.00</b>	<b>3.73%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	1,463.99	1,463.99	24,171.00	6.06%
Travel & Meetings	875.18	875.18	35,500.00	2.47%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	675.86	675.86	27,104.00	2.49%
EE CDL and EE Physical Expense	744.00	744.00	9,250.00	8.04%
Other Miscellaneous	26.25	26.25	300.00	8.75%
<b>Total Miscellaneous</b>	<b>3,785.28</b>	<b>3,785.28</b>	<b>105,325.00</b>	<b>3.59%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation			10,800.00	0.00%
<b>Total Interest Expense</b>			<b>10,800.00</b>	<b>0.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	310.00	3,000.00	10.33%
Service Vehicles & Equipment			2,500.00	0.00%
Other General Administration Facilities	262.50	262.50	15,720.00	1.67%
<b>Total Leases and Rentals</b>	<b>572.50</b>	<b>572.50</b>	<b>21,220.00</b>	<b>2.70%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>411,397.86</u></b>	<b><u>411,397.86</u></b>	<b><u>5,349,215.00</u></b>	<b><u>7.69%</u></b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**January 2019**

<b>Current Account Status</b>	<b>Balance per Bank @ 1/31/19</b>	<b>\$ 3,140,901.60</b>	<b>\$ -</b>
	<b>Balance per GL @ 12/31/18</b>	<b>\$ 2,420,328.61</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 717,439.00	
	Investment Interest	\$ 4,518.99	
	Transfers Out (Purchases)	\$ (1,385.00)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
	<b>Balance per GL @ 1/31/19</b>	<b>\$ 3,140,901.60</b>	
	Outstanding Checks	\$ -	
<b>Balance in Capital Account</b>		<b>\$ 3,140,901.60</b>	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ 82,500.00
	<b>JTA Funded Balance</b>		\$ 82,500.00
Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	<b>JTA Funded Balance</b>		\$ 575,000.00
Other Building and Structures		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>		
	<i>Bathroom Installation</i>	\$ -	\$ 187,000.00
	<i>Paint Roof/Maintenance of HPTC Building</i>	\$ -	\$ 25,000.00
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 30,000.00
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 324,000.00
Revenue Vehicles		Grant Funding	JTA Funding
<b>1 Full-Size Buses</b>	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 85,440.00
<b>2 DAR Cut-a-ways</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 160,000.00
<b>1 Trolley Style FR Bus</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 300,000.00
<b>Bus Wrap</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
<b>Major Component Replacement</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 700,440.00
Service Vehicles		Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>		\$ -
Service Equipment		Grant Funding	JTA Funding
<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>		\$ 5,000.00
<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>		\$ 20,000.00
	<b>JTA Funded Balance</b>		\$ 25,000.00
Office Furniture & Equipment		Grant Funding	JTA Funding
<b>New Finance/Mntce/Ops Software</b>	<b>2019 Beginning Budget</b>		\$ 175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>		\$ 3,500.00
<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>		\$ 12,000.00
<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>		\$ 5,840.00
	<b>JTA Funded Balance</b>		\$ 196,340.00

<b>JTA Capital Balance</b>	<b>\$ 3,140,901.60</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,903,280.00)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (250,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (25,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 962,621.60</b>



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

January 16, 2019

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** December 2018 Financial Report

The budget tracking percentage for December is 100%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

For the month October 2018 sales tax was 8% higher than received in October 2017. Cumulatively, JTA has received 12% higher sales tax in 2018 than during the same time period in 2017.

**Revenue Report –**

- Operating revenue is 15.2% below budget. Fixed Route is 19% below budget while JTOC is 29.5% over budget. DAR is 6.2% below budget. Vanpool is 1.7% below budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 10.8% BELOW budget.**

- **Labor** – Labor is 5% below budget.
  - **Labor (Fixed Route)** – This is no longer a timing issue. The numbers were improving, however, additional training is the primary driver for this line item.
- **Benefits** – Benefits are 10.2% below budget
  - Worker's Compensation – Over budget for the year, the 2018 rate increase notice arrived after the 2018 budget was completed.
  - Other Paid Leave – Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
- **Services and User Fees** – S/U Fees are 25% below budget
  - Advertising – will be over budget for the year – we had additional unexpected advertising expenses (job postings, farmer's market).
  - Contract Maintenance Services (IT Services) – This line item will be over budget, additional services were required over the summer.
- **Materials and Supplies Consumed** – M/S Consumed is 17.6% below budget
  - Non-Vehicle Maintenance & Repair – Over budget due to new signage for P&R and opportunity to purchase used shelters from Intercity Transit.
  - Shop Supplies – Over budget, examined the line item have revised budget for 2019.
- **Utilities** – 13.3% below budget
- **Casualty/Liability Costs** – 4.9% below budget due to subrogation recovery.
- **Taxes** – 48.5% below budget.

- **Miscellaneous** – 48.9% below budget
- **Interest on Debt** – 71% below budget, bi-annual payment made in June and Dec, will be below budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 18.3% below budget

**Capital Activity –**

- Capital activity in December: Bus purchases, Maintenance Van tool/equipment purchases



## December 2018 Financial Summary

Budget Tracking Figure: 100%

1. Operational Expenses:	\$368,452.86
Operational Revenues:	\$14,584.27
Non-Operational Income:	\$686,247.23
Capital Expenses:	\$950,131.70
Capital Income:	\$717,439.00
2. Sales Tax Received 12/31/2018 for October 2018:	\$432,231.53
Sales Tax Received 12/31/2017 for October 2017:	\$359,773.50
**Sales tax increased from prior year 8%**	
3. Cash on Hand as of December 31, 2018*:	
Operating:	\$3,248,044.09
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$784,452.39
Dedicated (Committed) Grant Match (31% Funded):	\$1,360,876.22
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$14,766.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,468.71
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$7,185,357.84**</b>

\*\*"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/Cash 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 as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018		2018 Cumulative Actual to Budget Variance
								Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
October	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
November	0.90%	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	20.90%	\$4,729,002.96	3,794,793.00	24.62%
December	0.90%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$5,161,234.49	4,104,498.00	25.75%
<b>Total</b>		\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	20.47%			
<b>Monthly Average</b>		\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018		2018 Cumulative Actual to Budget Variance
								Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
August	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
September	0.90%	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	20.90%	\$3,916,909.91	3,145,917.00	24.51%
October	0.90%	\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	39.56%	\$4,349,141.44	3,455,622.00	25.86%
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$428,927.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
<b>Total</b>		\$4,349,141.44	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
<b>Monthly Average</b>		\$434,914.14	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				





**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Twelve Months Ending December 31, 2018**

	December	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,049,129.78	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$1,255,548.90)	(\$4,125,228.67)
Non-Capital Financing Activities	\$436,718.42	\$6,178,497.59
Investing Activities	\$7,847.52	\$82,550.68
Total Operating Cash Provided/(Used)	(\$810,982.96)	\$2,135,819.60
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$52,388.98)	(\$1,358,435.85)
Net Increase/(Decrease) Cash and Equivalent	(\$863,371.94)	\$777,383.75
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$7,185,757.84</b>	<b>\$7,185,757.84</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Twelve Months Ending December 31, 2018**

	December	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,584.27</b>	<b>\$176,461.39</b>	<b>\$208,000.00</b>	<b>84.84%</b>
<b>Operating Expenses</b>				
Labor	177,000.37	2,085,300.10	2,194,041.00	95.04%
Benefits	126,478.83	1,505,070.82	1,675,485.00	89.83%
Services and User Fees	8,281.34	222,542.67	296,865.00	74.96%
Materials & Supplies	35,675.39	520,623.86	631,560.00	82.43%
Utilities	3,998.01	72,208.74	83,253.00	86.73%
Casualty/Liability Costs	10,968.41	125,558.47	132,000.00	95.12%
Taxes	400.27	4,123.38	8,011.00	51.47%
Miscellaneous Expenses	1,031.53	47,714.64	93,332.00	51.12%
Interest on Debt	4,344.51	10,369.51	35,755.00	29.00%
Leases and Rentals	274.20	15,224.70	18,640.00	81.68%
<b>Total Operating Expenses</b>	<b>368,452.86</b>	<b>4,608,736.89</b>	<b>5,168,942.00</b>	<b>89.16%</b>
<b>Operating Income (Loss)</b>	<b>(353,868.59)</b>	<b>(4,432,275.50)</b>	<b>(4,960,942.00)</b>	<b>89.34%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	8,883.70	95,101.02	24,000.00	396.25%
Taxes Levied by Transit	550,433.53	5,222,835.49	4,166,099.00	125.37%
Local Grants & Contributions	1,250.00	18,087.50	17,500.00	103.36%
State Grants & Contributions	16,496.00	180,070.43	255,000.00	70.62%
Federal Grants & Contributions	109,184.00	1,185,226.99	960,000.00	123.46%
<b>Total Non-Operating Revenues</b>	<b>686,247.23</b>	<b>6,701,321.43</b>	<b>5,422,599.00</b>	<b>123.58%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>332,378.64</b>	<b>2,269,045.93</b>	<b>461,657.00</b>	<b>491.50%</b>
<b>Net Income/(Loss)</b>	<b>332,378.64</b>	<b>2,269,045.93</b>	<b>461,657.00</b>	<b>491.50%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Twelve Months Ending December 31, 2018**

	<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	\$11,652.86	\$136,021.16	\$168,000.00	80.96%
Fixed Route Fares - West - JTOC	404.60	5,049.96	3,900.00	129.49%
Dial-a-Ride Fares (DAR)	992.73	10,135.57	10,800.00	93.85%
Vanpools	1,534.08	22,405.12	22,800.00	98.27%
Extended Service		2,849.58	2,500.00	113.98%
 <b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,584.27</b>	<b>176,461.39</b>	<b>208,000.00</b>	<b>84.84%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	7,847.52	82,550.68	12,000.00	687.92%
Gain (Loss) on Disposition of Capital Items	376.51	1,176.16	1,200.00	98.01%
Other Nontransportation Revenues	659.67	11,374.18	10,800.00	105.32%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>550,433.53</b>	<b>5,222,835.49</b>	<b>4,166,099.00</b>	<b>125.37%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	15,000.00	15,000.00	100.00%
WSTIP		3,087.50	2,500.00	123.50%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	175,962.00	252,000.00	69.83%
RTAP		4,108.43	3,000.00	136.95%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	1,185,226.99	960,000.00	123.46%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	717,439.00	1,545,789.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>1,403,686.23</b>	<b>8,247,110.43</b>	<b>5,422,599.00</b>	<b>152.09%</b>
<b>TOTAL REVENUES</b>	<b>1,418,270.50</b>	<b>8,423,571.82</b>	<b>5,630,599.00</b>	<b>149.60%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2018**

	December	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$66,111.06	\$784,036.37	\$705,898.00	111.07%
Operators Overtime - Fixed Route	2,902.03	65,061.75	79,254.00	82.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	11,097.97	93,503.51	129,226.00	72.36%
Operators Overtime - Dial-a-Ride (DAR)	1,005.54	11,928.64	12,879.00	92.62%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	42,946.61	494,960.60	579,880.00	85.36%
Other Overtime (Mntce, Dispatch, Cust Serv)	144.14	30,241.35	51,684.00	58.51%
Administration Salaries	52,793.02	605,567.88	635,220.00	95.33%
<b>Total Labor</b>	<b>177,000.37</b>	<b>2,085,300.10</b>	<b>2,194,041.00</b>	<b>95.04%</b>
<b>Benefits</b>				
FICA	15,634.08	175,605.00	217,429.00	80.76%
Pension Plans (PERS)	24,827.61	305,817.73	318,319.00	96.07%
Medical Plans	45,745.88	530,485.21	586,956.00	90.38%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		10,655.34	22,000.00	48.43%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,948.24	85,781.55	79,370.00	108.08%
Holiday	3,507.61	84,829.86	93,317.00	90.91%
General Leave	18,990.80	256,903.11	282,932.00	90.80%
Other Paid Absence (Court Duty & Bereavement)	555.96	18,505.47	14,686.00	126.01%
Uniforms, Work Clothing & Tools Allowance	764.10	10,021.05	16,880.00	59.37%
Other Benefits (HRA, EAP & Wellness)	8,504.55	26,466.50	28,836.00	91.78%
<b>Total Benefits</b>	<b>126,478.83</b>	<b>1,505,070.82</b>	<b>1,675,485.00</b>	<b>89.83%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	397.00	21,063.26	18,250.00	115.42%
Professional & Technical Services	2,128.88	113,418.94	127,000.00	89.31%
Contract Maintenance Services (IT Services)	982.36	18,317.21	14,500.00	126.33%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	1,930.59	24,381.76	42,000.00	58.05%
Property Maintenance Services	1,400.70	23,739.95	29,500.00	80.47%
Software Maintenance Fees	659.68	10,369.22	46,615.00	22.24%
Postage & Mail Meter Fees	490.05	2,776.68	3,100.00	89.57%
Drug & Alcohol Services	292.08	4,479.96	4,800.00	93.33%
Other Services & User Fees		1,711.28	2,500.00	68.45%
<b>Total Service and User Fees</b>	<b>8,281.34</b>	<b>222,542.67</b>	<b>296,865.00</b>	<b>74.96%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	24,176.12	299,257.96	355,000.00	84.30%
Tires	212.72	19,259.98	35,000.00	55.03%
Lubrication	792.05	10,132.07	10,550.00	96.04%
Tools	598.18	17,955.14	18,000.00	99.75%
Vehicle Maintenance & Repair Parts	6,559.93	94,713.54	96,500.00	98.15%
Non-Vehicle Maintenance & Repair Parts	80.93	9,874.40	8,240.00	119.83%
Vehicle Accessories		238.69	1,350.00	17.68%
Park & Ride Materials	32.37	473.27	3,750.00	12.62%
Shop Supplies (Maintenance & Cleaning)	1,763.90	23,237.19	20,500.00	113.35%
Safety & Emergency Supplies		2,599.52	7,050.00	36.87%
Office Supplies	583.84	10,420.04	17,420.00	59.82%
Computer Programs & Supplies	357.50	7,125.23	13,750.00	51.82%
Printing (Photocopier, Schedules & Brochures)	517.85	23,377.88	42,450.00	55.07%
Other Materials & Supplies		1,958.95	2,000.00	97.95%
<b>Total Materials and Supplies Consumed</b>	<b>35,675.39</b>	<b>520,623.86</b>	<b>631,560.00</b>	<b>82.43%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,039.53	12,791.53	14,100.00	90.72%
Utilities (Electrical & Propane)		24,407.34	29,000.00	84.16%
Telephone & Internet	2,958.48	35,009.87	40,153.00	87.19%
<b>Total Utilities</b>	<b>3,998.01</b>	<b>72,208.74</b>	<b>83,253.00</b>	<b>86.73%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Twelve Months Ending December 31, 2018**

	<u>December</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$131,620.92	\$132,000.00	99.71%
Recoveries of Public Liability & Property Damage Settlements		(6,062.45)		0.00%
<b>Total Casualty and Liability Costs</b>	<b>10,968.41</b>	<b>125,558.47</b>	<b>132,000.00</b>	<b>95.12%</b>
<b>Taxes</b>				
State Taxes	302.77	3,396.63	4,261.00	79.71%
Vehicle Licensing & Registration Fees	97.50	346.50	750.00	46.20%
Other Licensing Fees & Taxes		380.25	3,000.00	12.68%
<b>Total Taxes</b>	<b>400.27</b>	<b>4,123.38</b>	<b>8,011.00</b>	<b>51.47%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	765.98	11,704.24	17,757.00	65.91%
Travel & Meetings	58.65	17,954.12	34,750.00	51.67%
Fines & Penalties	1.90	1.90		0.00%
Safety Program (Roadeo & Safety Rewards)		1,165.84	9,000.00	12.95%
Training (Classes, Seminars & Materials)	205.00	12,627.84	26,454.00	47.74%
EE CDL and EE Physical Expense		4,191.00	5,071.00	82.65%
Other Miscellaneous		69.70	300.00	23.23%
<b>Total Miscellaneous</b>	<b>1,031.53</b>	<b>47,714.64</b>	<b>93,332.00</b>	<b>51.12%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation	4,344.51	10,369.51	35,755.00	29.00%
<b>Total Interest Expense</b>	<b>4,344.51</b>	<b>10,369.51</b>	<b>35,755.00</b>	<b>29.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	274.20	2,510.40	3,000.00	83.68%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		12,676.15	13,140.00	96.47%
<b>Total Leases and Rentals</b>	<b>274.20</b>	<b>15,224.70</b>	<b>18,640.00</b>	<b>81.68%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>368,452.86</u></b>	<b><u>4,608,736.89</u></b>	<b><u>5,168,942.00</u></b>	<b><u>89.16%</u></b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**December 2018**

<b>Current Account Status</b>	<b>Balance per Bank @ 12/31/18</b>	\$ 2,420,328.61	\$ -
	<b>Balance per GL @ 11/30/18</b>	\$ 3,365,980.76	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,479.55	
	Transfers Out (Purchases)	\$ (950,131.70)	
	Transfers Out /Reimburse OP-Transmssion)	\$ -	
	<b>Balance per GL @ 12/31/18</b>	\$ 2,420,328.61	
	Outstanding Checks		
<b>Balance in Capital Account</b>		\$ 2,420,328.61	

2018 Capital Projects			
Facility		Grant Funding	JTA Funding
	<b>2018 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
Other Building and Structures			
		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2018 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2018 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2018 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2018 Beginning Budget</b>	\$ -	\$ 30,000.00
<b>New Bus Stop Way Finding Signage</b>	<b>2018 Beginning Budget</b>	\$ -	\$ 10,000.00
<b>New Shelters</b>	<b>2018 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 332,000.00
<b>Revenue Vehicles</b>	<b>2018 Beginning Budget</b>	\$ 790,000.00	\$ 210,000.00
2 Full-Size Buses	August Bus 509/510	\$ (790,000.00)	\$ (175,609.70)
2 Full-Size Buses	2018 Beginning Budget	\$ 717,439.00	\$ 219,000.00
	December Buses 511/512	\$ (717,439.00)	\$ (221,341.44)
2 DAR Cut-a-ways	2018 Beginning Budget	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	2018 Beginning Budget	\$ 38,350.00	\$ 33,150.00
	Oct 2018 - 2 Vanpool Vans	\$ (38,350.00)	\$ (10,087.00)
Bus Painting	2018 Beginning Budget	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	2018 Beginning Budget	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (13,608.04)
	Oct 2018 - #406 Transmission		\$ (4,501.05)
	<b>JTA Funded Balance</b>		\$ 244,002.77
<b>Service Vehicles</b>	<b>2018 Beginning Budget</b>	\$ -	\$ 100,000.00
Shop Maintenance Van	2018 Shop Mntce Vehicle		\$ (94,592.96)
Supervisor Vehicles	2018 Beginning Budget	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	<b>JTA Funded Balance</b>		\$ 13,949.62
<b>Service Equipment</b>	<b>2018 Beginning Budget</b>		\$ 7,500.00
Parking Lot Striper			
	<b>JTA Funded Balance</b>		\$ 7,500.00
<b>Office Furniture &amp; Equipment</b>	<b>2018 Beginning Budget</b>		\$ 175,000.00
New Finance/Mntce/Ops Software			
Remix Mapping Software			\$ 12,000.00
	<b>JTA Funded Balance</b>		\$ 187,000.00

JTA Capital Balance	\$ 2,420,328.61
JTA Committed Project Funds Sub-Total	\$ (784,452.39)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	\$ 1,360,876.22

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, December 18, 2018, 1:30 pm

63 4 Corners Road, Port Townsend, WA

### CALL TO ORDER/WELCOME

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair David Faber at 1:30 pm. Other members present were David Sullivan, Kathleen Kler, Kate Dean, and Ariel Speser. A quorum was present.

### STAFF PRESENT

General Manager Tammi Rubert, Finance Manager Sara Crouch, Operations Manager Leesa Monroe, Fleet & Facilities Manager John Bender, and Executive Assistant/Clerk of the Board Laura Smedley.

### PUBLIC COMMENT

Darrell Conder asked about the Rhody Carnival possibly being held at Haines Place Park and Ride.

- David Faber stated it is not on today's agenda for discussion.

Margaret Lee commented on the Board Meeting schedule, draft Board Meeting minutes availability, and visibility of buses at Haines Place.

- David Faber asked about the availability of draft minutes and asked the Board if Resolution 18-18 should be pulled from the consent agenda. The Board elected to keep the Board Meeting schedule at every two months. Tammi Rubert will speak with Margaret Lee regarding signage at the Haines Place bus loop after the meeting.

The General Manager from Clallam Transit, Kevin Gallacci stated Clallam Transit is updating their Comprehensive Plan and is reaching out for public input.

Michelle Gransgaard commented on draft meeting minute availability, and the wait time at Haines Place Transit Center (HPTC) to reach Jefferson Healthcare.

Rory Kingslight commented on the #6 Tri-Area bus route and Jefferson County service.

- Tammi Rubert said it is not in JTA's 2019 budget to increase service. Ms. Rubert requested that Ms. Kingslight become involved during route study outreach.

Brenda McMillan commented on the Tri-Area shuttle route.

## **PUBLIC BUDGET HEARING**

### **Public Comment**

There was none.

Sara Crouch discussed the 2019 Capital Budget changes. The net change in the 2019 Capital Budget will show a \$871,439 reduction.

**Public Hearing was closed at 1:46 pm**

## **NEW AGENDA ITEMS**

**Resolution 18-21:** Recognizing and commending Authority Board Member Kathleen Kler for her outstanding leadership and direction on her retirement.

## **FINANCE REPORTS**

Please see Attachment A and B

Ms. Crouch reported on the following items for November 2018:

- Sales Tax Analysis Reports
- Revenue Report
- Expense Report
- Capital Activity

## **CONSENT AGENDA**

- a. Approval of Minutes, October 16, 2018
- b. Approval of Budget Workshop Minutes
- c. Approval of Budget Hearing Minutes
- d. Approval of Expenses, November 2018
- e. Approval of Expenses, October 2018
- f. Out-of-State Travel Approval for John Bender
- g. **Resolution 18-18:** 2018 Board Meeting Schedule
- h. **Resolution 18-19:** Disposition of Surplus Property over \$5,000
- i. Disposition of Surplus Property under \$5,000

***Motion: David Sullivan moved to approve the Consent Agenda. Kate Dean seconded.  
Vote: The motion carried unanimously, 5-0 by voice vote.***

## OLD BUSINESS

### a. Citizens Advisory Committee (CAC) Discussion

A discussion was held.

It was agreed an amendment would be made to the Bylaws. The first sentence in Section 7.4 "The CAC shall have the ability to form sub-committees as needed" will have the addition of "subject to approval by the JTA Board."

**Kathleen Kler moved the acceptance of the CAC Bylaws with the amended language in Section 7.4. Kate Dean seconded.**

***Vote: The motion carried unanimously, 5-0 by voice vote.***

## NEW BUSINESS

### a. Resolution 18-20: Adopt the 2019 Proposed Budget

***Motion: David Sullivan moved to approve Resolution 18-20: Adopt the 2019 Proposed Budget. Kathleen Kler seconded.***

***Vote: The motion carried unanimously, 5-0 by voice vote.***

### b. Resolution 18-21: Recognizing and commending Authority Board Member Kathleen Kler for her outstanding leadership and direction on her retirement

Tammi thanked Ms. Kler for her work on JTA's Authority Board. David Faber read Resolution 18-21. A Certificate of Appreciation from JTA was presented to Ms. Kler.

***Motion: David Faber moved to approve Resolution 18-21: Recognizing and commending Authority Board Member Kathleen Kler for her outstanding leadership and direction on her retirement. David Sullivan seconded.***

***Vote: The motion carried unanimously, 4-0 by voice vote, with Kler abstaining.***

## REPORTS

### GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Updates
- Ferry Advisory Committee Updates
- WSTA Committee Updates
- Restroom Updates



- Kitsap Transit Fast Ferry Grand Opening
- Generator Update
- Marketing Update

### **FLEET AND FACILITIES REPORT**

Please see Attachment D

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staffing/Miscellaneous Updates

### **OPERATIONS REPORT**

Please see Attachment E

Leesa Monroe reported on the following item:

- Safety and Training Updates
- Staffing Updates
- Event Updates
- Ridership

### **PUBLIC COMMENT**

Darrell Conder commented on marketing options.

Brenda McMillan commented on increasing ridership by offering free fare days.

Margaret Lee commented on marketing.

Rory Kingslight asked how to send in public comment to JTA, and asked about the new wayfinding signs.

### **ADJOURNMENT**

The meeting was adjourned at 2:46 pm. The next regular meeting will be held Tuesday, February 19, 2019, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

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Laura Smedley, Clerk of the Board

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Date



**63 4 Corners Road, Port Townsend, WA 98368**

Attachment A

December 12, 2018

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** November 2018 Financial Report

The budget tracking percentage for October is 91.63%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

For the month September 2018 sales tax was 8% higher than received in September 2017.

**Revenue Report –**

- Operating revenue is 14.5% below budget. Fixed Route is 18.4% below budget while JTOC is over budget. DAR is 7% below budget. Vanpool is on budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 10.1% BELOW budget.**

- **Labor** – Labor is 4.7% below budget.
  - **Labor (Fixed Route)** – This is no longer a timing issue. The numbers were improving, however, additional training is the primary driver for this line item.
- **Benefits** – Benefits are 9.78% below budget
  - Worker's Compensation – Over budget for the year, the 2018 rate increase notice arrived after the 2018 budget was completed.
  - Other Paid Leave – Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
- **Services and User Fees** – S/U Fees are 21.3% below budget
  - Advertising – will be over budget for the year – we had additional unexpected advertising expenses (job postings, farmer's market).
  - Contract Maintenance Services (IT Services) – This line item will be over budget, additional services were required over the summer.
- **Materials and Supplies Consumed** – M/S Consumed is 17.4% below budget
  - Non-Vehicle Maintenance & Repair – Over budget due to new signage for P&R and opportunity to purchase used shelters from Intercity Transit.
  - Shop Supplies – Over budget, examined the line item have revised budget for 2019.
- **Utilities** – 14.5% below budget
- **Casualty/Liability Costs** – 4.8% below budget due to subrogation recovery.
- **Taxes** – 45.3% below budget.
- **Miscellaneous** – 42.8% below budget

- **Interest on Debt** – 75% below budget, bi-annual payment made in June and Dec, will be below budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 17.7% below budget

**Capital Activity –**

- Capital activity in November: Equipment purchase for Mntce Vehicle; Vanpool Vans striped



## November 2018 Financial Summary

Budget Tracking Figure: 91.63%

1. Operational Expenses:	\$438,463.26
Operational Revenues:	\$13,713.19
Non-Operational Income:	510,037.90
Capital Expenses:	13,560.37
Capital Income:	\$38,350.00
2. Sales Tax Received 11/30/2018 for September 2018:	\$501,570.25
Sales Tax Received 11/30/2017 for September 2017:	\$462,570.00
**Sales tax increased from prior year 8%**	
3. Cash on Hand as of November 30, 2018*:	
Operating:	\$3,113,076.96
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,014,610.16
Dedicated (Committed) Grant Match (47% Funded):	\$2,076,370.60
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$65,341.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,492.41
Travel Fund:	\$1,500.00

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**Total** **\$8,047,641.56\*\***

\*\*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/Cash 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 as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018	2018	2018	2018
							Monthly Act to Bud Variance	Cumulative Cash Actual Sales Tax Received	Cumulative Cash Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
October	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
November	0.90%	\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	20.90%	\$4,729,002.96	3,794,793.00	24.62%
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$4,729,002.96	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$429,909.36	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018	2018	2018	2018
							Actual to Budgeted Variance	Cumulative Accrual Actual Sales Tax Received	Cumulative Accrual Budgeted Sales Tax	Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
August	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
September	0.90%	\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	20.90%	\$3,916,909.91	3,145,917.00	24.51%
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$3,916,909.91	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$435,212.21	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

Page 4 of 10 November 2018



**Jefferson Transit Authority**  
**Statement of Cash Flows-Accrual Basis**  
**For the Eleven Months Ending November 30, 2018**

	November	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$7,600,194.25	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	\$843,747.86	(\$2,874,691.12)
Non-Capital Financing Activities	\$505,368.58	\$5,741,779.17
Investing Activities	\$8,964.95	\$74,703.16
Total Operating Cash Provided/(Used)	\$1,358,081.39	\$2,941,791.21
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$910,513.98)	(\$1,302,403.64)
Net Increase/(Decrease) Cash and Equivalent	\$447,567.41	\$1,639,387.57
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$8,047,761.66</b>	<b>\$8,047,761.66</b>

**Jefferson Transit Authority**  
**Statement of Income (Loss) - Accrual Basis**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$13,713.19</b>	<b>\$160,509.00</b>	<b>\$208,000.00</b>	<b>77.17%</b>
<b>Operating Expenses</b>				
Labor	207,346.20	1,908,299.73	2,194,041.00	86.98%
Benefits	146,113.62	1,377,942.51	1,675,485.00	82.24%
Services and User Fees	25,255.18	208,798.22	296,865.00	70.33%
Materials & Supplies	42,669.54	469,150.41	631,560.00	74.28%
Utilities	2,833.81	64,253.92	83,253.00	77.18%
Casualty/Liability Costs	10,968.41	114,590.06	132,000.00	86.81%
Taxes	264.12	3,714.36	8,011.00	46.37%
Miscellaneous Expenses	2,738.18	45,498.72	93,332.00	48.75%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	274.20	13,774.45	18,640.00	73.90%
<b>Total Operating Expenses</b>	<b>438,463.26</b>	<b>4,212,047.38</b>	<b>5,168,942.00</b>	<b>81.49%</b>
<b>Operating Income (Loss)</b>	<b>(424,750.07)</b>	<b>(4,051,538.38)</b>	<b>(4,960,942.00)</b>	<b>81.67%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	10,747.15	86,217.32	24,000.00	359.24%
Taxes Levied by Transit	369,273.25	4,672,401.96	4,166,099.00	112.15%
Local Grants & Contributions	4,337.50	16,837.50	17,500.00	96.21%
State Grants & Contributions	16,496.00	163,574.43	255,000.00	64.15%
Federal Grants & Contributions	109,184.00	1,076,042.99	960,000.00	112.09%
<b>Total Non-Operating Revenues</b>	<b>510,037.90</b>	<b>6,015,074.20</b>	<b>5,422,599.00</b>	<b>110.93%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>85,287.83</b>	<b>1,963,535.82</b>	<b>461,657.00</b>	<b>425.32%</b>
<b>Net Income/(Loss)</b>	<b>85,287.83</b>	<b>1,963,535.82</b>	<b>461,657.00</b>	<b>425.32%</b>

**Jefferson Transit Authority**  
**Revenue Statement - Accrual Basis**  
**For the Eleven Months Ending November 30, 2018**

	<u>November</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	\$10,877.10	\$123,000.18	\$168,000.00	73.21%
Fixed Route Fares - West - JTOC	259.05	4,645.36	3,900.00	119.11%
Dial-a-Ride Fares (DAR)	826.64	9,142.84	10,800.00	84.66%
Vanpools	1,750.40	20,871.04	22,800.00	91.54%
Extended Service		2,849.58	2,500.00	113.98%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>13,713.19</b>	<b>160,509.00</b>	<b>208,000.00</b>	<b>77.17%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	8,964.95	74,703.16	12,000.00	622.53%
Gain (Loss) on Disposition of Capital Items	799.65	799.65	1,200.00	66.64%
Other Nontransportation Revenues	982.55	10,714.51	10,800.00	99.21%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>369,273.25</b>	<b>4,672,401.96</b>	<b>4,166,099.00</b>	<b>112.15%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	13,750.00	15,000.00	91.67%
WSTIP	3,087.50	3,087.50	2,500.00	123.50%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	159,466.00	252,000.00	63.28%
RTAP		4,108.43	3,000.00	136.95%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	1,076,042.99	960,000.00	112.09%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)		828,350.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>510,037.90</b>	<b>6,843,424.20</b>	<b>5,422,599.00</b>	<b>126.20%</b>
<b>TOTAL REVENUES</b>	<b>523,751.09</b>	<b>7,003,933.20</b>	<b>5,630,599.00</b>	<b>124.39%</b>



**Jefferson Transit Authority**  
**Expense Statement**  
**For the Eleven Months Ending November 30, 2018**

	November	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$79,224.65	\$717,925.31	\$705,898.00	101.70%
Operators Overtime - Fixed Route	7,564.85	62,159.72	79,254.00	78.43%
Operators Salaries & Wages - Dial-a-Ride (DAR)	12,056.34	82,405.54	129,226.00	63.77%
Operators Overtime - Dial-a-Ride (DAR)	1,499.75	10,923.10	12,879.00	84.81%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,779.63	452,013.99	579,880.00	77.95%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,890.36	30,097.21	51,684.00	58.23%
Administration Salaries	54,330.62	552,774.86	635,220.00	87.02%
<b>Total Labor</b>	<b>207,346.20</b>	<b>1,908,299.73</b>	<b>2,194,041.00</b>	<b>86.98%</b>
<b>Benefits</b>				
FICA	16,720.89	159,970.92	217,429.00	73.57%
Pension Plans (PERS)	38,643.22	280,990.12	318,319.00	88.27%
Medical Plans	45,040.79	484,739.33	586,956.00	82.59%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		10,655.34	22,000.00	48.43%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,766.11	77,833.31	79,370.00	98.06%
Holiday	8,647.71	81,322.25	93,317.00	87.15%
General Leave	25,789.10	237,912.31	282,932.00	84.09%
Other Paid Absence (Court Duty & Bereavement)	2,652.36	17,949.51	14,686.00	122.22%
Uniforms, Work Clothing & Tools Allowance	480.59	9,099.03	16,880.00	53.90%
Other Benefits (HRA, EAP & Wellness)	372.85	17,470.39	28,836.00	60.59%
<b>Total Benefits</b>	<b>146,113.62</b>	<b>1,377,942.51</b>	<b>1,675,485.00</b>	<b>82.24%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees		19,947.26	18,250.00	109.30%
Professional & Technical Services	3,115.14	108,510.06	127,000.00	85.44%
Contract Maintenance Services (IT Services)	763.29	17,334.85	14,500.00	119.55%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	8,963.91	21,681.81	42,000.00	51.62%
Property Maintenance Services	11,850.27	22,280.46	29,500.00	75.53%
Software Maintenance Fees	175.49	8,791.48	46,615.00	18.86%
Postage & Mail Meter Fees		2,218.73	3,100.00	71.57%
Drug & Alcohol Services	237.08	4,037.88	4,800.00	84.12%
Other Services & User Fees	150.00	1,711.28	2,500.00	68.45%
<b>Total Service and User Fees</b>	<b>25,255.18</b>	<b>208,798.22</b>	<b>296,865.00</b>	<b>70.33%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	30,736.51	271,694.36	355,000.00	76.53%
Tires		19,047.26	35,000.00	54.42%
Lubrication	(218.43)	9,340.02	10,550.00	88.53%
Tools	600.84	13,026.56	18,000.00	72.37%
Vehicle Maintenance & Repair Parts	7,392.77	84,387.39	96,500.00	87.45%
Non-Vehicle Maintenance & Repair Parts	619.01	9,779.11	8,240.00	118.68%
Vehicle Accessories		335.60	1,350.00	24.86%
Park & Ride Materials		377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	1,118.23	20,612.93	20,500.00	100.55%
Safety & Emergency Supplies		2,194.23	7,050.00	31.12%
Office Supplies	300.07	7,812.93	17,420.00	44.85%
Computer Programs & Supplies		6,143.51	13,750.00	44.68%
Printing (Photocopier, Schedules & Brochures)	161.59	22,439.60	42,450.00	52.86%
Other Materials & Supplies	1,958.95	1,958.95	2,000.00	97.95%
<b>Total Materials and Supplies Consumed</b>	<b>42,669.54</b>	<b>469,150.41</b>	<b>631,560.00</b>	<b>74.28%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	236.25	10,948.72	14,100.00	77.65%
Utilities (Electrical & Propane)		21,507.95	29,000.00	74.17%
Telephone & Internet	2,597.56	31,797.25	40,153.00	79.19%
<b>Total Utilities</b>	<b>2,833.81</b>	<b>64,253.92</b>	<b>83,253.00</b>	<b>77.18%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eleven Months Ending November 30, 2018**

	<u>November</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$120,652.51	\$132,000.00	91.40%
Recoveries of Public Liability & Property Damage Settlements		(6,062.45)		0.00%
<b>Total Casualty and Liability Costs</b>	<b>10,968.41</b>	<b>114,590.06</b>	<b>132,000.00</b>	<b>86.81%</b>
<b>Taxes</b>				
State Taxes	264.12	3,093.86	4,261.00	72.61%
Vehicle Licensing & Registration Fees		249.00	750.00	33.20%
Other Licensing Fees & Taxes		371.50	3,000.00	12.38%
<b>Total Taxes</b>	<b>264.12</b>	<b>3,714.36</b>	<b>8,011.00</b>	<b>46.37%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	723.83	10,633.85	17,757.00	59.89%
Travel & Meetings	269.20	17,498.00	34,750.00	50.35%
Safety Program (Rodeo & Safety Rewards)	1,119.15	1,165.84	9,000.00	12.95%
Training (Classes, Seminars & Materials)	200.00	12,380.33	26,454.00	46.80%
EE CDL and EE Physical Expense	426.00	3,751.00	5,071.00	73.97%
Other Miscellaneous		69.70	300.00	23.23%
<b>Total Miscellaneous</b>	<b>2,738.18</b>	<b>45,498.72</b>	<b>93,332.00</b>	<b>48.75%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		6,025.00	35,755.00	16.85%
<b>Total Interest Expense</b>		<b>6,025.00</b>	<b>35,755.00</b>	<b>16.85%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	274.20	2,236.20	3,000.00	74.54%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities		11,500.10	13,140.00	87.52%
<b>Total Leases and Rentals</b>	<b>274.20</b>	<b>13,774.45</b>	<b>18,640.00</b>	<b>73.90%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>438,463.26</b>	 <b>4,212,047.38</b>	 <b>5,168,942.00</b>	 <b>81.49%</b>

**Jefferson Transit  
Treasury Pool Investments Account (Capital) and Checking Account  
Capital Projects Tracking Report  
November 2018**

<b>Current Account Status</b>	<b>Balance per Bank @ 11/30/18</b>	<b>\$ 3,365,980.76</b>	<b>\$ -</b>
	<b>Balance per GL @ 9/30/18</b>	<b>\$ 3,335,413.09</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 38,350.00	
	Investment Interest	\$ 5,778.04	
	Transfers Out (Purchases)	\$ (13,560.37)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
	<b>Balance per GL @ 11/30/18</b>	<b>\$ 3,365,980.76</b>	
	Outstanding Checks		
<b>Balance in Capital Account</b>		<b>\$ 3,365,980.76</b>	

**2018 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2018 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
PNR Upgrades	<b>2018 Beginning Budget</b>		
	<i>Bathroom Installation</i>	\$ -	\$ 187,000.00
	<i>Sidewalk/Concrete Tree Removal</i>	\$ -	\$ 8,000.00
	<i>Paint Roof of HPTC Building</i>		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	<b>2018 Beginning Budget</b>	\$ -	\$ 22,000.00
Security Cameras	<b>2018 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	<b>2018 Beginning Budget</b>	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	<b>2018 Beginning Budget</b>	\$ -	\$ 10,000.00
New Shelters	<b>2018 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		<b>\$ 332,000.00</b>
<b>Revenue Vehicles</b>			
2 Full-Size Buses	<b>2018 Beginning Budget</b>	\$ 790,000.00	\$ 210,000.00
	<i>August Bus 509/510</i>	\$ (790,000.00)	\$ (176,693.16)
2 Full-Size Buses	<b>2018 Beginning Budget</b>	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	<b>2018 Beginning Budget</b>	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	<b>2018 Beginning Budget</b>	\$ 38,350.00	\$ 33,150.00
	<i>Oct 2018 - 2 Vanpool Vans</i>	\$ (38,350.00)	\$ (10,087.00)
Bus Painting	<b>2018 Beginning Budget</b>	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	<b>2018 Beginning Budget</b>	\$ -	\$ 150,000.00
	<i>July 2018 - 508 Transmission Replacement</i>		\$ (13,608.04)
	<i>Oct 2018 - #406 Transmission</i>		\$ (4,501.05)
	<b>JTA Funded Balance</b>		<b>\$ 464,280.75</b>
<b>Service Vehicles</b>			
Shop Maintenance Van	<b>2018 Beginning Budget</b>	\$ -	\$ 100,000.00
	<i>September 2018 Shop Mntce Vehicle</i>		\$ (84,693.17)
Supervisor Vehicles	<b>2018 Beginning Budget</b>	\$ -	\$ 80,000.00
	<i>July 2018 Supervisor Vehicles</i>		\$ (71,457.42)
	<b>JTA Funded Balance</b>		<b>\$ 23,849.41</b>
<b>Service Equipment</b>			
Parking Lot Striper	<b>2018 Beginning Budget</b>		\$ 7,500.00
	<b>JTA Funded Balance</b>		<b>\$ 7,500.00</b>
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	<b>2018 Beginning Budget</b>		\$ 175,000.00
Remix Mapping Software	<b>2018 Beginning Budget</b>		\$ 12,000.00
	<b>JTA Funded Balance</b>		<b>\$ 187,000.00</b>
<b>JTA Capital Balance</b>		<b>\$ 3,365,980.76</b>	
<b>JTA Committed Project Funds Sub-Total</b>		<b>\$ (1,014,810.16)</b>	
<b>JTA Vehicle Reserve</b>		<b>\$ (250,000.00)</b>	
<b>JTA IT Reserve</b>		<b>\$ (25,000.00)</b>	
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>		<b>\$ 2,076,370.60</b>	



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

November 21, 2018

**TO:** Board of Trustees, Jefferson Transit Authority  
**FROM:** Sara Crouch, Finance Manager  
**RE:** October 2018 Financial Report

The budget tracking percentage for October is 83.3%. We use that tracking figure as a guideline for monitoring expenses.

**Sales Tax Analysis Reports –**

For the month August 2018 sales tax was 14% higher than received in August 2017.

**Revenue Report –**

- Operating revenue is 12.73% below budget. Fixed Route is 16.6% below budget while JTOC is over budget. DAR is 6% below budget. Vanpool is on budget.

**Expense Report – Budget timing issues are items that are over budget due to the time of year they hit the budget - meaning they SHOULD come in line with budget by the end of the year.**

**Cumulatively, JTA expenses are 10% BELOW budget.**

- **Labor** – Labor is 5.7% below budget.
  - **Labor (Fixed Route)** – This is no longer a timing issue. The numbers were improving, however, we have increases to both regular wages and overtime due to illness. Additional training expenses are also a factor in this budget.
- **Benefits** – Benefits are 9.78% below budget
  - Worker's Compensation – May be over budget for the year, line item is improving.
  - Other Paid Leave – Paid Administrative leave, Bereavement Leave, this line item will be over budget for the year.
- **Services and User Fees** – S/U Fees are 21.5% below budget
  - Advertising – will be over budget for the year – We have additional unexpected advertising expenses (job postings, farmer's market).
  - Contract Maintenance Services (IT Services) – This is no longer a timing issue, this line item will be over budget.
- **Materials and Supplies Consumed** – M/S Consumed is 13.7% below budget
  - Lubrication over budget – most likely a timing issue, will monitor.
  - Non-Vehicle Maintenance & Repair – New signage for P&R, opportunity to purchase used shelters from Intercity Transit. Will be over budget for the year.
  - Shop Supplies – Monitoring, is showing an over budget trend
- **Utilities** – 9.5% below budget
- **Casualty/Liability Costs** – 4.8% below budget
- **Taxes** – 40.2% below budget
- **Miscellaneous** – 37.5% below budget

- **Interest on Debt** – 66.5% below budget, bi-annual payment made in June and Dec, will be below budget for the year, amount budgeted was prior to large debt payment in Dec 2017, new interest payments are now significantly lower.
- **Leases and Rentals** – 10.8% below budget – expect cost increases for Transit Way and Passenger Stations due to increased frequency of port-a-potty cleaning during summer months.

**Capital Activity –**

- Capital activity in October: Purchased Vanpool 2 Vans



## October 2018 Financial Summary

Budget Tracking Figure: 83.3%

1. Operational Expenses:	\$374,373.45
Operational Revenues:	\$13,695.90
Non-Operational Income:	697,482.04
Capital Expenses:	66,907.98
Capital Income:	\$790,000.00
2. Sales Tax Received 10/31/2018 for August 2018:	\$491,604.90
Sales Tax Received 10/31/2017 for August 2017:	\$430,879.75
**Sales tax increased from prior year 14%**	
3. Cash on Hand as of October 31, 2018*:	
Operating:	\$2,611,221.07
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2018 Capital Projects):	\$1,040,677.18
Dedicated (Committed) Grant Match (47% Funded):	\$2,019,735.91
(TDP Funding Match \$4,279,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$60,191.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$192,218.66
Travel Fund:	\$1,500.00
<b>Total</b>	<b>\$7,599,794.25**</b>

\*\*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/Cash 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 as budgeted.

Jefferson Transit

Sales Tax Current & Prior Year Actual and Budget Variance Analysis

Projection Year

2018

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Monthly Act to Bud Variance	2018 Cumulative Cash Actual Sales Tax Received	2018 Cumulative Cash Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$267,103.00	29.83%	\$346,766.90	267,103.00	29.83%
February	0.90%	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$381,773.00	21.89%	\$812,093.05	648,876.00	25.15%
March	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$1,158,841.24	926,053.00	25.14%
April	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$1,490,025.50	1,206,452.00	23.50%
May	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,923,627.42	1,570,561.00	22.48%
June	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$2,314,639.46	1,875,680.00	23.40%
July	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$2,733,260.54	2,213,655.00	23.47%
August	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$3,231,353.83	2,632,986.00	22.73%
September	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$3,735,827.81	2,992,134.00	24.85%
October	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$4,227,432.71	3,379,926.00	25.07%
November	0.90%		\$462,570.00	\$460,953.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,794,793.00	
December	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	4,104,498.00	
Total		\$4,227,432.71	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,104,498.00	0.00%			
Monthly Average		\$422,743.27	\$387,188.59	\$375,701.08	\$329,106.23	\$342,041.50				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2018 Actual to Budgeted Variance	2018 Cumulative Actual Sales Tax Received	2018 Cumulative Budgeted Sales Tax	2018 Cumulative Actual to Budget Variance
January	0.90%	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$277,177.00	25.10%	\$346,748.19	277,177.00	25.10%
February	0.90%	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$280,399.00	18.11%	\$677,932.45	557,576.00	21.59%
March	0.90%	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$364,109.00	19.09%	\$1,111,534.37	921,685.00	20.60%
April	0.90%	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$305,119.00	28.15%	\$1,502,546.41	1,226,804.00	22.48%
May	0.90%	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$337,975.00	23.86%	\$1,921,167.49	1,564,779.00	22.78%
June	0.90%	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$419,331.00	18.78%	\$2,419,260.78	1,984,110.00	21.93%
July	0.90%	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$359,148.00	40.46%	\$2,923,734.76	2,343,258.00	24.77%
August	0.90%	\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$387,792.00	26.77%	\$3,415,339.66	2,731,050.00	25.06%
September	0.90%		\$462,570.00	\$460,963.02	\$399,850.25	\$414,867.00	0.00%	\$0.00	3,145,917.00	
October	0.90%		\$359,773.50	\$344,116.73	\$321,318.35	\$309,705.00	0.00%	\$0.00	3,455,622.00	
November	0.90%		\$346,766.90	\$313,966.98	\$300,908.64	\$282,570.00	0.00%	\$0.00	3,738,192.00	
December	0.90%		\$465,326.15	\$475,452.60	\$374,287.05	\$427,907.00	0.00%	\$0.00	4,166,099.00	
Total		\$3,415,339.66	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,166,099.00	0.00%			
Monthly Average		\$426,917.46	\$389,078.05	\$380,667.21	\$332,359.79	\$347,174.92				

# Jefferson Transit Authority - 2008-2018 Cumulative Sales Tax (Accrual Based)

2012-2018 - Sales Tax Rate .9%

\$5,000,000.00

\$4,500,000.00

\$4,000,000.00

\$3,500,000.00

\$3,000,000.00

\$2,500,000.00

\$2,000,000.00

\$1,500,000.00

\$1,000,000.00

\$500,000.00

\$0.00

Sales tax increase July 2011  
from .6% to .9%

2009-2010 - Sales Tax Rate .6%

Page 5 of 10 October 2018





**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Ten Months Ending October 31, 2018**

	<u>October</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$6,222,720.96	\$6,408,374.09
Operating Cash Provided/(Used) by:		
Operating Activities	(\$405,340.06)	(\$3,718,438.98)
Non-Capital Financing Activities	\$998,193.56	\$5,236,410.59
Investing Activities	<u>\$9,506.05</u>	<u>\$65,738.21</u>
Total Operating Cash Provided/(Used)	\$602,359.55	\$1,583,709.82
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	<u>\$775,113.74</u>	<u>(\$391,889.66)</u>
Net Increase/(Decrease) Cash and Equivalent	<u>\$1,377,473.29</u>	<u>\$1,191,820.16</u>
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$7,600,194.25</u></b>	<b><u>\$7,600,194.25</u></b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Ten Months Ending October 31, 2018**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$13,695.90</b>	<b>\$146,795.81</b>	<b>\$208,000.00</b>	<b>70.57%</b>
<b>Operating Expenses</b>				
Labor	187,585.81	1,700,953.53	2,194,041.00	77.53%
Benefits	112,931.66	1,231,828.89	1,675,485.00	73.52%
Services and User Fees	6,982.14	183,543.04	296,865.00	61.83%
Materials & Supplies	43,548.97	439,123.29	631,560.00	69.53%
Utilities	8,146.34	61,420.11	83,253.00	73.78%
Casualty/Liability Costs	10,968.41	103,621.65	132,000.00	78.50%
Taxes	419.67	3,450.24	8,011.00	43.07%
Miscellaneous Expenses	2,340.20	42,760.54	93,332.00	45.82%
Interest on Debt		6,025.00	35,755.00	16.85%
Leases and Rentals	1,450.25	13,500.25	18,640.00	72.43%
<b>Total Operating Expenses</b>	<b>374,373.45</b>	<b>3,786,226.54</b>	<b>5,168,942.00</b>	<b>73.25%</b>
<b>Operating Income (Loss)</b>	<b>(360,677.55)</b>	<b>(3,639,430.73)</b>	<b>(4,960,942.00)</b>	<b>73.36%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	11,708.16	75,470.17	24,000.00	314.46%
Taxes Levied by Transit	558,843.88	4,303,128.71	4,166,099.00	103.29%
Local Grants & Contributions	1,250.00	12,500.00	17,500.00	71.43%
State Grants & Contributions	16,496.00	136,113.43	255,000.00	53.38%
Federal Grants & Contributions	109,184.00	904,338.00	960,000.00	94.20%
<b>Total Non-Operating Revenues</b>	<b>697,482.04</b>	<b>5,431,550.31</b>	<b>5,422,599.00</b>	<b>100.17%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>336,804.49</b>	<b>1,792,119.58</b>	<b>461,657.00</b>	<b>388.19%</b>
<b>Net Income/(Loss)</b>	<b>336,804.49</b>	<b>1,792,119.58</b>	<b>461,657.00</b>	<b>388.19%</b>

**Jefferson Transit Authority  
Revenue Statement - Accrual Basis  
For the Ten Months Ending October 31, 2018**

	<u>October</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	\$10,207.87	\$112,123.08	\$168,000.00	66.74%
Fixed Route Fares - West - JTOC	444.90	4,386.31	3,900.00	112.47%
Dial-a-Ride Fares (DAR)	1,069.05	8,316.20	10,800.00	77.00%
Vanpools	1,974.08	19,120.64	22,800.00	83.86%
Extended Service		2,849.58	2,500.00	113.98%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>13,695.90</b>	<b>146,795.81</b>	<b>208,000.00</b>	<b>70.57%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	9,506.05	65,738.21	12,000.00	547.82%
Gain (Loss) on Disposition of Capital Items			1,200.00	0.00%
Other Nontransportation Revenues	2,202.11	9,731.96	10,800.00	90.11%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>558,843.88</b>	<b>4,303,128.71</b>	<b>4,166,099.00</b>	<b>103.29%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	12,500.00	15,000.00	83.33%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	132,005.00	252,000.00	52.38%
RTAP		4,108.43	3,000.00	136.95%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	904,338.00	960,000.00	94.20%
<b>Capital Contributions - Local/State/Federal</b>				
Capital Contributions - FTA 5311, Equipment Assistance (Federal)	38,350.00	828,350.00		0.00%
<b>Total Nonoperating Revenues</b>	<b>735,832.04</b>	<b>6,259,900.31</b>	<b>5,422,599.00</b>	<b>115.44%</b>
<b>TOTAL REVENUES</b>	<b>749,527.94</b>	<b>6,406,696.12</b>	<b>5,630,599.00</b>	<b>113.78%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2018**

	October	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$61,547.62	\$638,700.66	\$705,898.00	90.48%
Operators Overtime - Fixed Route	7,213.21	54,594.87	79,254.00	68.89%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,842.73	70,349.20	129,226.00	54.44%
Operators Overtime - Dial-a-Ride (DAR)	1,770.22	9,423.35	12,879.00	73.17%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,276.82	405,234.36	579,880.00	69.88%
Other Overtime (Mntce, Dispatch, Cust Serv)	431.70	24,206.85	51,684.00	46.84%
Administration Salaries	57,503.51	498,444.24	635,220.00	78.47%
<b>Total Labor</b>	<b>187,585.81</b>	<b>1,700,953.53</b>	<b>2,194,041.00</b>	<b>77.53%</b>
<b>Benefits</b>				
FICA	15,305.85	143,250.03	217,429.00	65.88%
Pension Plans (PERS)	24,272.98	242,346.90	318,319.00	76.13%
Medical Plans	44,241.90	439,698.54	586,956.00	74.91%
Dental Plans			14,760.00	0.00%
Unemployment Insurance (UI)		10,655.34	22,000.00	48.43%
Workers' Compensation Insurance - Labor & Industries (L&I)	7,536.12	70,067.20	79,370.00	88.28%
Holiday	230.89	72,674.54	93,317.00	77.88%
General Leave	17,625.61	212,123.21	282,932.00	74.97%
Other Paid Absence (Court Duty & Bereavement)	666.12	15,297.15	14,686.00	104.16%
Uniforms, Work Clothing & Tools Allowance	962.49	8,618.44	16,880.00	51.06%
Other Benefits (HRA, EAP & Wellness)	2,089.70	17,097.54	28,836.00	59.29%
<b>Total Benefits</b>	<b>112,931.66</b>	<b>1,231,828.89</b>	<b>1,675,485.00</b>	<b>73.52%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	823.69	19,947.26	18,250.00	109.30%
Professional & Technical Services	2,967.50	105,394.92	127,000.00	82.99%
Contract Maintenance Services (IT Services)	763.00	16,571.56	14,500.00	114.29%
Security Services		2,284.41	5,600.00	40.79%
Vehicle Technical Services	860.80	12,717.90	42,000.00	30.28%
Property Maintenance Services	721.98	10,430.19	29,500.00	35.36%
Software Maintenance Fees	175.49	8,615.99	46,615.00	18.48%
Postage & Mail Meter Fees	267.60	2,218.73	3,100.00	71.57%
Drug & Alcohol Services	402.08	3,800.80	4,800.00	79.18%
Other Services & User Fees		1,561.28	2,500.00	62.45%
<b>Total Service and User Fees</b>	<b>6,982.14</b>	<b>183,543.04</b>	<b>296,865.00</b>	<b>61.83%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	25,712.57	253,799.38	355,000.00	71.49%
Tires	2,052.02	19,047.26	35,000.00	54.42%
Lubrication	228.73	9,558.45	10,550.00	90.60%
Tools	1,517.34	12,246.17	18,000.00	68.03%
Vehicle Maintenance & Repair Parts	8,023.68	76,994.62	96,500.00	79.79%
Non-Vehicle Maintenance & Repair Parts	675.94	9,142.74	8,240.00	110.96%
Vehicle Accessories	114.33	335.60	1,350.00	24.86%
Park & Ride Materials		377.96	3,750.00	10.08%
Shop Supplies (Maintenance & Cleaning)	3,134.43	19,492.50	20,500.00	95.09%
Safety & Emergency Supplies	39.82	2,194.23	7,050.00	31.12%
Office Supplies	1,034.15	7,512.86	17,420.00	43.13%
Computer Programs & Supplies	290.81	6,143.51	13,750.00	44.68%
Printing (Photocopier, Schedules & Brochures)	725.15	22,278.01	42,450.00	52.48%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>43,548.97</b>	<b>439,123.29</b>	<b>631,560.00</b>	<b>69.53%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,029.78	10,712.47	14,100.00	75.97%
Utilities (Electrical & Propane)	4,131.98	21,507.95	29,000.00	74.17%
Telephone & Internet	2,984.58	29,199.69	40,153.00	72.72%
<b>Total Utilities</b>	<b>8,146.34</b>	<b>61,420.11</b>	<b>83,253.00</b>	<b>73.78%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Ten Months Ending October 31, 2018**

	<u>October</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$10,968.41	\$109,684.10	\$132,000.00	83.09%
Payouts for Insured Public Liability & Property Damage Settlements		(1,062.45)		0.00%
Recoveries of Public Liability & Property Damage Settlements		(5,000.00)		0.00%
<b>Total Casualty and Liability Costs</b>	<b>10,968.41</b>	<b>103,621.65</b>	<b>132,000.00</b>	<b>78.50%</b>
<b>Taxes</b>				
State Taxes	268.17	2,829.74	4,261.00	66.41%
Vehicle Licensing & Registration Fees	151.50	249.00	750.00	33.20%
Other Licensing Fees & Taxes		371.50	3,000.00	12.38%
<b>Total Taxes</b>	<b>419.67</b>	<b>3,450.24</b>	<b>8,011.00</b>	<b>43.07%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	553.83	9,910.02	17,757.00	55.81%
Travel & Meetings	491.37	17,228.80	34,750.00	49.58%
Safety Program (Rodeo & Safety Rewards)		46.69	9,000.00	0.52%
Training (Classes, Seminars & Materials)	1,193.00	12,180.33	26,454.00	46.04%
EE CDL and EE Physical Expense	102.00	3,325.00	5,071.00	65.57%
Other Miscellaneous		69.70	300.00	23.23%
<b>Total Miscellaneous</b>	<b>2,340.20</b>	<b>42,760.54</b>	<b>93,332.00</b>	<b>45.82%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		6,025.00	35,755.00	16.85%
<b>Total Interest Expense</b>		<b>6,025.00</b>	<b>35,755.00</b>	<b>16.85%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	274.20	1,962.00	3,000.00	65.40%
Service Vehicles & Equipment		38.15	2,500.00	1.53%
Other General Administration Facilities	1,176.05	11,500.10	13,140.00	87.52%
<b>Total Leases and Rentals</b>	<b>1,450.25</b>	<b>13,500.25</b>	<b>18,640.00</b>	<b>72.43%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>374,373.45</b>	 <b>3,786,226.54</b>	 <b>5,168,942.00</b>	 <b>73.25%</b>

**Jefferson Transit**  
**Treasury Pool Investments Account (Capital) and Checking Account**  
**Capital Projects Tracking Report**  
**October 2018**

Current Account Status	Balance per Bank @ 10/31/18	\$ 3,335,413.09	\$ -
Balance per GL @ 9/30/18		\$ 2,606,671.24	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ 790,000.00	
	Investment Interest	\$ 5,649.83	
	Transfers Out (Purchases)	\$ (66,907.98)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 10/31/18		\$ 3,335,413.09	
Balance in Capital Account	Outstanding Checks	\$ 3,335,413.09	

**2018 Capital Projects**

Facility		Grant Funding	JTA Funding
	<b>2018 Budgeted Balance</b>	\$ -	\$ -
	<b>JTA Funded Balance</b>		\$ -
<b>Other Building and Structures</b>		<b>Grant Funding</b>	<b>JTA Funding</b>
PNR Upgrades	<b>2018 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Sidewalk/Concrete Tree Removal	\$ -	\$ 8,000.00
	Paint Roof of HPTC Building		\$ 15,000.00
Radio Project - Maynard Mtn Repeater	<b>2018 Beginning Budget</b>	\$ -	\$ 22,000.00
Security Cameras	<b>2018 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	<b>2018 Beginning Budget</b>	\$ -	\$ 30,000.00
New Bus Stop Way Finding Signage	<b>2018 Beginning Budget</b>	\$ -	\$ 10,000.00
New Shelters	<b>2018 Beginning Budget</b>	\$ -	\$ 25,000.00
	<b>JTA Funded Balance</b>		\$ 332,000.00
<b>Revenue Vehicles</b>			
2 Full-Size Buses	<b>2018 Beginning Budget</b>	\$ 790,000.00	\$ 210,000.00
	August Bus 509/510	\$ (790,000.00)	\$ (178,693.16)
2 Full-Size Buses	<b>2018 Beginning Budget</b>	\$ 717,439.00	\$ 219,000.00
2 DAR Cut-a-ways	<b>2018 Beginning Budget</b>	\$ 128,000.00	\$ 32,000.00
2 12 Pass Repl VP Vans	<b>2018 Beginning Budget</b>	\$ 46,475.00	\$ 25,025.00
	Oct 2018 - 2 Vanpool Vans	\$ (46,475.00)	\$ 15,091.00
Bus Painting	<b>2018 Beginning Budget</b>	\$ -	\$ 25,000.00
Vehicle Engine/Transmission Repl	<b>2018 Beginning Budget</b>	\$ -	\$ 150,000.00
	July 2018 - 508 Transmission Replacement		\$ (13,608.04)
	<b>JTA Funded Balance</b>		\$ 485,814.80
<b>Service Vehicles</b>			
Shop Maintenance Van	<b>2018 Beginning Budget</b>	\$ -	\$ 100,000.00
	September 2018 Shop Mntce Vehicle		\$ (80,180.20)
Supervisor Vehicles	<b>2018 Beginning Budget</b>	\$ -	\$ 80,000.00
	July 2018 Supervisor Vehicles		\$ (71,457.42)
	<b>JTA Funded Balance</b>		\$ 28,362.38
<b>Service Equipment</b>			
Parking Lot Striper	<b>2018 Beginning Budget</b>		\$ 7,500.00
	<b>JTA Funded Balance</b>		\$ 7,500.00
<b>Office Furniture &amp; Equipment</b>			
New Finance/Mntce/Ops Software	<b>2018 Beginning Budget</b>		\$ 175,000.00
Remix Mapping Software	<b>2018 Beginning Budget</b>		\$ 12,000.00
	<b>JTA Funded Balance</b>		\$ 187,000.00

JTA Capital Balance	\$ 3,335,413.09
JTA Committed Project Funds Sub-Total	\$ (1,040,677.18)
JTA Vehicle Reserve	\$ (280,000.00)
JTA IT Reserve	\$ (25,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,019,735.91</b>



63 4 Corners Road, Port Townsend, WA 98368

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**General Manager's Report – Tammi Rubert**  
October – November 2018  
Attachment C

December 18, 2018

**Legislative Updates**

The Democrats gained seats in both the House and Senate in the 2018 elections. The 2019-2020 House Transportation Committee considers the transportation budget, revenue sources for transportation funding, and issues relating to transportation policy and transportation agencies, including the Department of Transportation and Washington State Patrol. To date, no House Transportation chair has been selected to replace Representative Judy Clibborn. The Senate Transportation Committee's new chair is Senator Hobbs.

The Washington State Transit Association (WSTA) finalized the 2019 Legislative Priorities at the November Board meeting. Items of interest to JTA include the priority to protect, maintain and increase state funding programs for public transit, to support a statewide bus and bus facility capital grant program and to support efforts to study and identify potential new revenue sources for transit agencies.

**Ferry Advisory Committee (FAC)**

On December 13, 2018, Assistant Secretary Scarton briefed the Joint House/Senate Transportation Committee on the 2040 WSF Long Range Plan. According to Scarton, Community engagement was critical to this process. WSDOT had 20 open houses and 12 floating open houses. The top three headlines would be to invest, innovate and electrify.

**Invest** in 16 new vessels by 2040, and the cost of the plan is just over 14.5 Billion over 20 years. Over half of which will be covered by the riders.

**Customer Service (360) 385-4777      Administrative Offices (360) 385-3020**

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

**Innovate** by focusing on new technology and practices to better serve our customers and manage growth. Like JTA, the ferries are beginning to look at making the customer experience more efficient, with tools such as the real-time information and reservation systems to streamline operations. More than half of the ferry riders walk, ride their bike or ride public transit to connect with the ferries.

**Electrify** the ferry fleet to reduce fuel use, emissions, noise, and maintenance costs.

The number one request from the public was RELIABILITY. The WSF will not be proposing new routes, no growth in the terminal or systems, WSF's goal is in maintaining good reliability numbers.

The ferry systems realize they must work with the local transit agencies so they can manage growth with a better connection at the terminals.

### **Washington State Transit Association (WSTA)**

WSTA works with our state legislature on transit's behalf, which enables all the transit systems in Washington State a united voice.

### **Upcoming WSTA Board and Committee meetings:**

- WSTA 1<sup>st</sup> Quarter Board Meeting, Olympia – February 26-27 – Tammi
- 2019 Spring Maintenance Forum, Spokane – March 27-28 – John

### **Bathrooms at Haines Place Park and Ride**

Jefferson Transit Authority (JTA) received three bids for the Restroom Engineer/Project Manager RFQ. JTA scheduled and interviewed two of the three companies. J.E. Gibson Engineering and Consulting won the contract. JTA will present the Board with a contract once negotiations are complete. It is estimated the project will be finished by June 2019.

Approximate Schedule:

- January 2019 - Begin Topographic Survey
- January 2019 - Begin Construction Documents
- February 2019 – Submit Construction Documents to City for Approval
- April 2019 - Anticipate receive Approved Plans and Permits from City
- April 2019 – Advertise and Place Bid Request for Contractor
- April 2019 - Bid Opening and Award
- Contractor to begin site work
- May 2019 – CXT Facilities Installed
- June 2019 – Project Complete

**Customer Service (360) 385-4777      Administrative Offices (360) 385-3020**

## **Connecting Communities**

On November 19, Jefferson Transit attended Kitsap Transit's Kingston to Seattle Fast Ferry Grand Opening. The fast ferry departs Kingston six times a week, Monday – Friday.

Jefferson Transit will conduct a study to determine the feasibility of a direct connection to the Fast Ferry.

## **250 KW Generator**

JTA lost power December 12, 2018, for four hours and I am pleased to announce our 250KW Generator took over and ran Jefferson Transit without hesitation, including the ability to fuel all vehicles. The power outage was JTA's first real test of the generator, and it came through with flying colors! The test also satisfies the annual requirement to run the diesel loaded periodically.

## **Marketing Update**

Jefferson Transit was recently contacted by the Port Townsend Leader regarding our online advertising account on their website. The PT Leader changed their website digital marketing company and proposed an increase in JTA's cost for online advertising of 171% or from \$175 per month for three ad position to one position at \$475 per month. JTA contact the PDN to get a price quote comparison. The PDN presented an advertising package customized for Jefferson Transit. The PDN reviewed different advertising packages based on JTA's different budget options.

The advantages for hiring the PDN would be daily publications vs. weekly; the PDN has a team that manages their website. The PDN team review customer marketing and advertising campaigns twice per week to ensure effective advertising and ensure delivery of JTA's ad impressions to the correct audience. PDN will use five ad size types to work best on the device or browser used by viewers. JTA would receive five positions compared to the one with the Leader for the same price.





**63 4 Corners Road, Port Townsend, WA 98368**

**Fleet & Facilities Board Report – John Bender**

October – November 2018

Attachment D

Fleet updates:

- Two new 30' Gillig buses are in service as of 12/05/18 – vehicles 511 and 512.
- Two new vanpool vehicles (211 and 212) are now in service.
- New maintenance vehicle (811) is now fully equipped and in service.
- Road calls: Low oil pressure codes. 507 head gasket, radiator, and EGR cooler update project in progress, 506 oil pressure regulator – on order.

Facility:

- Fuel island concrete repair project was completed, 28-day break test average was 5900 PSI.
- New wayfinding signage was received and is currently being installed.
- The restroom project is underway.
- Sidewalk trip hazard repair project to be started in early 2019.

Staff/misc:

- New Mechanic David Jay completed CDL training 11/28/18.
- New vehicle status reporting tool implemented on 12/15 to improve communications between maintenance and dispatch.
- JTA purchased paint striper which will reduce facilities maintenance costs.
- There were no employment anniversaries this month.



**63 4 Corners Road, Port Townsend, WA 98368**

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**Operations Report – Leesa Monroe**

October - November 2018

Attachment E

**Safety and Training (Supervisor, Gary Maxfield)**

- One person was excluded from service for one year
- Two people were moved along for intoxication
- There were two disruptive passengers, one received a code of conduct, and one received a stern lecture
- There were four social contacts. We are seeing an influx of new transients.

**Staffing:**

Two of our major accomplishments this year were adding new service and training new staff. We had seven new drivers start this year. For some context, in 2017, JTA hired just one new driver. Driving positions were open due to the creation of additional shifts with the addition of new service, retirements and a driver who moved to a dispatch position.

On October 15<sup>th</sup> Gary Maxfield began five weeks of CDL training with two new drivers and a mechanic. JTA has been able to fill open driving positions with drivers who possessed CDL licenses; this is the first time since 2005 JTA has had a training program to fill open driving positions.

We were excited this month to congratulate all three on passing their CDL drivers test. JTA would like to acknowledge and thank Mason Transit for their assistance in helping us with our training program, and Intercity Transit in Olympia for doing the testing for us. As small agencies, Mason and JTA do not have certified CDL testers on site. Additionally, there is not a CDL test route within the Olympic Peninsula so drivers can test either at a private school or a transit agency with a certified tester. JTA appreciates that Intercity provided two days of testing to JTA at no cost.

**Events:**

- Completed annual all staff training day on November 11<sup>th</sup>.
- Saturday, December 1<sup>st</sup> was JTA's, fifth year of partnering with the Kiwanis to collect Toys for Tots.

**Ridership:**

We continue to see positive trends in our on-time performance and increases in ridership showing our new service is doing well. The 11:00 Tri-Area numbers are on track with the other Tri-Area routes. The mid-day Poulsbo is not as productive as the other Poulsbo routes

Our on-time performance in 2017 was 90.75%, on-time performance for this year has increased to 95.52%.

We thought there might be a drop in ridership at the end of September when the Farmers Market finished up for the year, but ridership continues to climb. At the October board meeting, we were averaging 1305 passengers per month; we are currently at 1,414 per month. (an increase of 109)

We have seen an average increase of 165 passengers per month in our west side service.

**Jefferson Transit Authority  
Public Transportation Benefit Area (PTBA)  
Board Composition Conference**

**Meeting Minutes**

Tuesday, December 18, 2019, 2:52 pm  
63 4 Corners Road, Port Townsend, WA

**CALL TO ORDER/WELCOME**

The meeting was called to order by Jefferson Transit Authority (JTA) Board Chair and Jurisdiction Representative for the City of Port Townsend David Faber at 2:48 pm. The second Jurisdiction Representative for Jefferson County present was David Sullivan.

**STAFF PRESENT**

General Manager Tammi Rubert, Finance Manager Sara Crouch, and Executive Assistant/Clerk of the Board Laura Smedley.

David Faber stated that in consultation, and after confirming with the Washington State Department Deputy Director of Public Transportation, the interpretation of RCW 36.57A.055 the Composition Conference is supposed to be composed of one City Councilmember and all three County Commissioners. That is a variation on what was specified in today's meeting Agenda, but that is the proper constitution of this conference. Barring any objections, I believe that is what is required by State law to move forward with this Composition Conference.

David Sullivan asked who was involved in the consultation.

David Faber said an email was forwarded to him from the Deputy Director of WSDOT.

First, on the Agenda is a discussion of the service area. That shouldn't be necessary because that section of the RCW doesn't apply to our Board because we have not had any change in the service area.

Tammi Rubert agreed that there had been no changes in JTA's service area.

David Faber said, with that in mind then the discussion of the Board composition can commence. Would someone like to lead the discussion?

## DISCUSSION ON BOARD COMPOSITION

Kathleen Kler stated that four years ago when this composition came up there was the property sale, the move, and the issue of capacity as to whether or not expanding the Board in the midst of all of the moving parts would be helpful. Some of the reasons for the Board Composition were different issues four years ago. This year it feels like there is a different conversation because we just passed the Citizens Advisory Committee (CAC) Bylaws, and we are going to be forming a CAC group. Looking at the members that we are going to be seeking in terms of interest groups makes her wonder if we will be taking a double bite of that apple. If JTA gets an advisory board established, they could look at who and how we invite into the Board composition. In doing expanded Board composition, she is left with how are we going to choose who that is going to be. And she is wondering if that wouldn't be one of the first duties of the CAC to further explore which area the Board might benefit from for the composition.

Kate Dean stated she is fairly new to this topic and is curious to learn in this conversation. She has also been receiving public input on this and is in a position of listening and learning the positions.

David Sullivan stated that the City of Port Townsend passed a Resolution regarding the Composition of JTA's Board. He is curious as to what research was done before that was passed. Our main focus has been to try to increase ridership as we look at the CAC and as we look at this, but he doesn't know what the effect would be on that issue having a different Board composition. For him, the main concern is that transit has to represent everybody. And it has to have a broad focus which needs to be countywide. It has to include South County, the West end, Port Ludlow, and Tri-Area, it has to include Port Townsend as well. The Board has to be able to look at the big picture and consider everything, and County Commissioners are accountable to everybody. People with special interests have a narrower and more limited view in who they represent. It would service this Board well to have a majority be the County Commissioners that do look at the big picture and look at how it affects everybody and looks regionally. We have much more of a regional focus, and transit is an agency that connects the different regions. A large part of our funding from our State grant is the fact that we are the connectors to Kitsap County, Mason County, the Washington State Ferry to Whidbey Island, and with Clallam County, and it is a big consideration, and we have to pay attention to that part of the service. Along with that, we've actually heard today from people in the County about their concerns. We are accountable for that, and rather than divide and have more special interests represented on the Board, that place is for the CAC. He would encourage anybody that has those kinds of interests to apply there. JTA has a history of working with entities like the schools, the PUD, and the hospital on issues that pertain to them, so it is not like we are not communicating, and it is not like we don't have relationships. He doesn't believe it rises to the Board level to do that.

David Faber stated his part is that he was appointed the Representative of the City of Port Townsend and at the same time there was a unanimous vote by the Port Townsend City

Council to support expanding the Board from its current makeup. There were a significant number of reasons given in the meeting discussion that we had as a City Council, to Mr. Sullivan's point about wanting to make sure that the entire County ends up being represented on the Board. Mason Transit has the County Commission appoint all of the non-City or County elected officials to the Board and makes sure that they have equal representation across their three districts. It makes sense to have a goal to try and pull from the non-Port Townsend districts in appointing representatives. He recommends having the County Commission determine who the other electeds are to be appointed to the Transit Board. His thought process on why the Board would look at and include electeds from other bodies, is that while David Sullivan is not wrong that the County Commission is the general and legislative authority for Jefferson County, it has a general legislative brief. The Commission doesn't specifically deal with issues affecting school children, many of whom are too young to have a driver's license, so are most directly affected in terms of needing to get where they need to be. Especially if they live in the County, if they have an afternoon job, or if they have extracurricular activities. For instance, in Port Townsend, there is a trial group that has the participation of County kids, but if they don't have a ride, they would have to take the bus. He has personally given rides to kids who lived outside of the immediate service area to the Port Townsend mock-trial group because they didn't have another option of getting there. Other groups like the Port deal with people who frequently arrive via maritime vessel in Port Townsend. They don't have a car with them. If they are going to get around and are not staying in the central walking area of Port Townsend, or at the airport, they need to be able to take a bus. Having a broad perspective of someone who works daily with these groups makes sense. The same with the hospital, there are a number of people who may be unable to drive. His mother, for instance, was going to chemotherapy. She could drive herself to chemo, but she couldn't drive herself home. The Board needs that sort of mindset, looking at how service is specifically affecting certain populations. A "special interest" representative being on the Board makes sense because while we have the mindset both in the City, I'm referring to the City Council members, but also in terms of the County Commissioners being the general legislative brief, we don't have our minds on the specific groups that may be affected more than just the general population. Whereas the three groups mentioned are the most affected groups in terms of special populations in our County. He supports expanding the Board to include as many as four additional members of other elected bodies to be appointed by the County Commission and to be drawn from the various districts of the County to make sure we have broad representation.

David Sullivan stated he would look at all of David Faber's arguments as being arguments for putting them on the CAC. He would take issue that they don't as County Commissioners look out for the school children, look out for the patients, and look out for the visitors. The Commissioners do that in a variety of different ways and thinks you also have to look at that in the context of everybody else. He thinks that argument is still valid, and he can see your argument as being one that is valid putting people on the CAC. When you consider school districts, it becomes which school districts to include. We have more than one school district. Our general position is to work with the advisory committee and see how that works and move on from there.

David Faber asked who was included in "our."

David Sullivan said the Commissioners talked about this at the Commissioners workshop because we had to appoint one of us to be the representative, and he was selected. The Commissioners were not notified that all three of us would be included in this meeting.

Kathleen Kler stated she knows the different needs from talking to people in Quilcene who have tried to work at the hospital and understands the limits of our service. What she has come to understand is that just by asking, you can't produce a new route and a new driver. This is our stuck point of being a small rural transportation service. There is a moveable sweet spot of where to put the buses, the drivers, and the routes. The most people who use transit are the people who need it the most. Where do you put that emphasis of "most," most people, or people needing it the most? The Board struggles with that, but we don't always have the time and capacity to get into that weed of exactly what the data is. I understand having more people on a Board gives you more worker bees, but at the same time, would the worker bees have more ability to do what they need to do outside of this Board function. Is the CAC going to be a working group? Not knowing that she was going to be part of this discussion today, she is here unprepared.

David Sullivan said having the CAC take on this issue would be a chance to see how it works with other places, and it is a place where people that work with those different interests can learn about the limits of transit and the capacity of transit. As we know, we are limited by our State grants and our sales tax, which is at its maximum level. If there can be some efficiencies found, or if there can be some ideas that come forward or some ideas with money attached to them that come forward to provide different things. Those are things we can already do with the system that we have, but it may be more fruitful to have those discussed in the CAC first and then come here. We can see if that works. He suspects that the advantage would be we could have more people that could go back to their groups and say we need to lobby in Olympia. It may not just be money, but things like coordinating with school districts. Last time we looked at that seriously with one of the school districts, we discovered that the safety requirements for buses were different for school children in school buses than they are in our transit buses. That doesn't make a whole lot of sense to me that you couldn't resolve that issue and come to a place where, guess what, the buses are safe for everybody everywhere. But somebody needs to work through those issues, and they need to work through them with Olympia. And probably with two different siloes, one for schools and one for transportation. Those are the kind of things that our citizens could get involved with and find a path to make meaningful change. He thinks the idea that we expand capacity when we expand representation is not a valid argument. We could have everybody in the County on this Board, and it wouldn't give us any more money.

Kate Dean requested from the Chair to hear from the General Manager on the feasibility and work associated with increased Board Members, or if the General Manager has had conversations with other managers with different compositions.

Tammi Rubert stated that Mason Transit has a larger Board. She also knows that Mason Transit is examining the composition of their Board as well. We've asked the question,

does it work? We know that the Fire Department was on the Mason Transit Board and they lost interest and indicated they didn't want to be on the Board any longer. What Ms. Rubert learned about designated representatives the last time JTA had the Composition Review Conference was from an email sent to her from the Community Liaison at WSDOT. The email stated the process was that there would be only one representative from each jurisdiction (the County and City of Port Townsend) The question always comes back to, who has the authority to operate transit systems? Does the school district have the authority to operate the transit system? She knows that the County does and that the City does, but she doesn't believe that school districts do. Do they have the authority to direct the spending of sales tax dollars? This decision is truly up to the Board. The conversation at the last Composition Review was about adding work to staff with a CAC because that does add work for JTA staff. If the Board is larger, Laura will be making more board packets, and yes, we probably will answer more questions, but if the Board needs more people, it is up to the Board. If we had another incorporated city, or if our PTBA expands, we would need more representation on the Board at that point. If the Board decides to expand, the Bylaws will need to change because the Bylaws state there will be the five of you on the Board and one non-voting member.

Kathleen Kler stated to the Chair that she is in a very awkward position in that she was not aware that she was going to be part of this discussion. She is scheduled to Chair another very important meeting at 3:30 pm. She expressed the tension between unexpectedly being involved in this discussion, and having other duties.

David Sullivan made a motion that we keep the Board Composition as is right now. Kathleen Kler seconded.

David Faber stated we have a motion and a second, any further discussion?

Kate Dean said she generally errs towards inclusion and being more collaborative. She thinks there is a lot of benefit to that. Largely we are facing a major crisis in our culture where we are going to have to wean ourselves off of individual vehicles, and she thinks transit is a huge part of that solution. The potential for getting the buy-in of other partners and helping to institutionalize transit throughout more agencies is a huge benefit that she is very compelled to explore. She thinks it's a little unfortunate that we took on the CAC discussion before this discussion because they are in relation to one another. But she is not highly optimistic that the CAC would serve in that same function. She and her son have in the last year become regular transit riders. She sees a huge benefit and a change in her entire understanding and perspective on transit after becoming a regular rider that she has found extremely valuable. She thinks that there very well could be a disconnect from this Board to ridership and wants to acknowledge that. All of those reasons lead her to want to support the expansion of the Board. She is a little concerned about the authority question that the General Manager brought up and would be curious if we have any more information on that.

David Faber stated he would like to speak to the authority question. It is true that the Counties and Cities have the capacity to run transit authorities, the State law in question



here specifically allows the County and City or Cities that constitute the members of the Board to also appoint other electeds. So, with that in mind, they are serving at the pleasure of the general legislative authorities, which means that they are a conduit to Jefferson Transit through the City and the County.

Kathleen Kler asked if that means specifically electeds. School Board members, PUD Commissioners, Port Commissioners, Hospital Commissioners. That is our pool?

Kate Dean asked if those were the four that he is recommending.

David Faber said he would suggest we expand to include generally any elected official in Jefferson County, and the County Commission would have the authority to vet and appoint.

Kathleen Kler asked which school district? Quilcene school district has a whole different need of access to transit than Port Townsend. Are we going to be guaranteeing access or falling into special interest? I am really troubled by the pressure of this conversation that has so much impact on the future of the Board, and again not being able to be prepared, and with the time crunch, it is very distressing right now.

David Sullivan said this is a solution looking for a problem. We can address all the problems that have been brought up with the configuration that we have right now. It has been critical in the evolution of transit over the last decade that the broader interest prevail. It has been because of the actions of County Commissioners that indeed transit has stabilized its finances. That transit has been able to move to this new facility, and that it has kept this tool intact that the community is going to need in the future. What we've found, frankly, is that the City has been an unreliable partner in this over the years. He knows this was before all the current Board Member's terms, but it has been critical for the stabilization and preserving transit, and having it be available for the future to move forward. Especially if the State decides to make this more of an emphasis, which it needs to do, to solve some of the transportation problems that Kate was talking about during our last Board meeting. He believes it is critical that we keep that broad focus. In consideration of your time and everything else, I would call the question.

David Faber said I do intend to call the question. So with that in mind, I suppose we call that question — all those in favor of the motion on the table.

**Vote: 2 in favor, 2 opposed.**

David Faber said that the vote is 2 to 2, and unfortunately, that means that the Board composition remains as is. Thank you everyone. We are adjourned.

## **ADJOURNMENT**

The conference was adjourned at 3:21 pm.

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Laura Smedley, Clerk of the Board

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Date

DRAFT



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 2/14/2019

January 2019 Expenses

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

- Accounts Payable Vouchers #97902-97932 in the amount of \$116,354.99
- Accounts Payable Vouchers #97933-97934 in the amount of \$1,313.84
- Accounts Payable Voucher #97935 in the amount of \$84,285.39
- Accounts Payable Vouchers #97936-97984 in the amount of \$199,548.01
- Accounts Payable Voucher #97985 in the amount of \$81,947.94
- Accounts Payable Vouchers #97986-98020 in the amount of \$88,898.74
- Capital Check #647 in the amount of \$763.00
- Capital Check #648 in the amount of \$622.00
- 5 EFT Payments in the amount of \$32,176.95
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

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

Laura Smedley  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

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DATE: 2/14/2019

December 2018 Expenses

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

- Accounts Payable Vouchers #97817-97842 in the amount of \$100,582.29
- Accounts Payable Voucher #97843 in the amount of \$86,196.56
- Accounts Payable Voucher #97844 in the amount of \$7,643.97
- Accounts Payable Vouchers #97845-97900 in the amount of \$50,215.90
- Accounts Payable Voucher #97901 in the amount of \$87,220.95
- Capital Checks #639-643 in the amount of \$945,153.95
- Capital Checks #644-646 in the amount of \$3,643.23
- Void Capital Check #639 in the amount of \$116.95
- 5 EFT Payments in the amount of \$2,463.03
- 1 EFT Payment in the amount of \$55,725.00
- Transfer from the Capital Treasury Pool account to the Capital Checking Account for the purpose of paying for 2 Gillig buses #511 & 512 in the amount of \$950,000
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

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

Laura Smedley  
Clerk of the Authority



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Surplus Property valued over \$5,000 for Board approval

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 19-01  
Inventory Disposal Forms and Lists

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: Jammi Rubel

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

All items are no longer operating, are no longer required for services, or are in poor condition. They will be disposed of by surplus auction.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item Resolution 19-01 for the disposition of Surplus Property Valued over \$5,000.

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-01**  
3 **Disposal of Surplus Property**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
6 *Transportation Benefit Area, hereinafter called the "Authority," to*  
7 *Dispose of Surplus Property*

8 **WHEREAS**, according to the Policy for the Disposition of Surplus Property dated  
9 July 21, 2015, the Board of Directors must approve disposal of all rolling stock; and  
10

11 **WHEREAS**, the property listed on the attached Inventory Disposal Forms are  
12 identified by JTA staff as surplus and is this day presented to the Board of Directors for  
13 approval; and  
14

15 **WHEREAS**, disposal of grant funded property must comply with FTA Circular  
16 5010;  
17

18 **NOW, THEREFORE, BE IT RESOLVED** that the designated surplus property  
19 noted in the attached Inventory Disposal Forms will be disposed of in a competitive  
20 manner chosen by staff to ensure a fair procedure and gain the greatest value.  
21

22 **CERTIFICATION**

23 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
24 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
25 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
26 Transit Authority Board held on February 19, 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board



# Inventory Disposal Form

Items \$5,000 and above Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Fleet Maintenance (41) Employee Requesting Disposal: John Bender  
 How was Current Market Value established? Averaged price of 3 similar units currently for sale  
 Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown  
 Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Surpassed WSDOT ULB schedule rating  
 Is Board Approval Needed?  Yes  No  
 Department Supervisor Approval: John Bender General Manager Approval: \_\_\_\_\_

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
2008 Ford E450/Starcraft van	09/2008	\$84,406.34	VIN: 1FD4E45S58DA96387	Vehicle # 403	\$5,700	Fair	Posted for public surplus auction

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**



# Inventory Disposal Form

Items \$5,000 and above Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Fleet Maintenance (41) Employee Requesting Disposal: John Bender

How was Current Market Value established? Averaged price of 3 similar units currently for sale

Was the item(s) purchased with Federal funds?  Yes  No  Unknown Is the item(s) fully depreciated?  Yes  No  Unknown

Is the item(s) at the end of its useful life?  Yes  No  Unknown How did you determine this? Surpassed WSDOT ULB schedule rating

Is Board Approval Needed?  Yes  No

Department Supervisor Approval: John Bender General Manager Approval: \_\_\_\_\_

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY FINANCE MANAGER
1995 Dodge Braun van	11/95	\$9,762	VIN: 2B7KB31Z3SK546410	Vehicle # 09	\$1,379	Fair	Posted for public surplus auction

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender Payment Received (if applicable): \_\_\_\_\_

**\* Attach back up documentation about how fair market value was determined!**





# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Surplus Property valued under \$5,000 for Board information

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Inventory Disposal Form

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: None FUNDING SOURCE: N/A

REVIEWED BY: *Jammie Pugh*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Items listed on the attached Inventory Disposal Form are unusable by JTA and will be sold in public surplus auction.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Consent Agenda Item for Surplus Property Valued under \$5,000.



# Inventory Disposal Form

Items Up To **\$5,000** Value

**BEFORE DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Department: Maintenance Employee Requesting Disposal: John Bender

Supervisor Approval: \_\_\_\_\_ Was Federal Money Used to Purchase any of these items?  Yes  No  Unknown

General Manager Approval: \_\_\_\_\_

Item Description	Date of Purchase (if known)	Purchase Price	Serial # (If applicable)	Asset Tag ID# (If applicable)	Current Market Value*	Item Condition (New, Good, Fair, Poor)	Disposal Method DETERMINED BY DEPARTMENT HEAD
Miller stick welding machine	Unkown	Unkown	12812	N/A	\$285.00	Poor	To be sold in public surplus auction
OTC brake drum dolly	04/09/2015	\$680.00	N/A	262	\$387.00	Good	To be sold in public surplus auction
Bosch injection pump	04/15/2019	\$1840.99	N/A	N/A	\$1114.66	New	To be sold in public surplus auction
Ammco brake lathe	Unkown	Unkown	14167	673	\$2,850.00	Fair	To be sold in public surplus auction

**AFTER DISPOSAL PLEASE RETURN COMPLETED FORM AND SUPPORTING DOCUMENTATION TO THE FINANCE MANAGER**

Disposal Location & Receiver Signature (or attach receipt or photos): \_\_\_\_\_ Disposal Date: \_\_\_\_\_

Disposed by (JTA Employee): John Bender Payment Received (if applicable): \_\_\_\_\_

\* Attach back up documentation about how fair market value was determined!



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Board approval for out-of-state travel for Mike Samodurov

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$1685

FUNDING SOURCE: I.T. & Admin

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

I.T. Specialist Mike Samodurov requests to travel to Atlanta, Georgia to attend a RouteMatch Conference to discuss JTA's RouteMatch system, training and networking with RouteMatch management.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve out-of-state travel for Mike Samodurov

**Estimated Travel for Mike Samodurov to attend the RouteMatch Conference in Atlanta, GA**

Conference Fee		none	
Flight Estimation			\$594.00
Travel to SeaTac	188.6 Round Trip x .327		\$61.67
Parking at SeaTac	7-Day Discount		\$84.00
Bridge Toll			\$6.00
Hotel + Tax x 3 nights	\$189 x 3 + tax		\$677.82
Transportation from airport to hotel			\$30.32
Meals/per diem			\$231.00
			\$1,684.81
Meals			
	24-Mar	1st travel day	\$49.50
	25-Mar		\$66.00
	26-Mar		\$66.00
	27-Mar	Last travel day	\$49.50
			\$231.00

Government Per Diem is \$152



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Board approval for out-of-state travel for Laura Smedley

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Travel Estimate

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$575

FUNDING SOURCE: Administration

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

Executive Assistant and Clerk of the Board Laura Smedley requests to travel to Salem, Oregon to attend a Washington State Transit Association (WSTA) Clerks Conference. WSTA Clerks Committee Conferences are held two times per year and have proven to be invaluable for transit clerk's knowledge sharing and networking.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve out-of-state travel for Laura Smedley

**Estimated Travel for Laura Smedley to attend the Washington State Transit Association (WSTA) Clerks Conference in Salem, OR (Cherriots Transit)**

Conference Fee		\$100.00	
Mileage Cost	496 Round Trip x .327	\$162.19	
Hotel	\$94 x 2 nights + tax	\$205.00	
Meals/per diem		\$105.50	
		\$572.69	
Meals			
	28-Apr	1st travel day	\$41.25
	29-Apr		\$23.00
	30-Apr	Last travel day	\$41.25
			\$105.50

**JEFFERSON TRANSIT AUTHORITY  
CITIZENS ADVISORY COMMITTEE  
BYLAWS**

**Purpose**

The purpose of this document is to declare the duties of the Citizens Advisory Committee (CAC or Committee) and adopt rules for the transaction of business of the Committee.

**Mission Statement**

It is the mission of the Jefferson Transit Authority (JTA) Citizens Advisory Committee to advocate for public transit and to serve as a resource to the Jefferson Transit Authority Board in accomplishing Jefferson Transit Authority's mission and goals.

**SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS**

1.1 - The CAC shall serve in an advisory capacity to the JTA Board. It is understood that any actions or recommendations of the CAC are strictly advisory. Said Committee shall be composed of not more than fifteen (15), or less than seven (7) members. Members of the CAC shall serve without compensation.

1.2 - It is in the best interest of JTA that the membership of the CAC reflect a diverse and wide representation. The JTA Board expects that the CAC members will introduce and talk about JTA in as many venues as are open to the members. In that regard, the membership may include, but shall not be limited to, representatives of the following interests, groups, or areas:

1.3 Representative Interests

- Citizens representing diverse geographic areas of Jefferson County.
- Citizens representing diverse transit service users.
- Regular users or commuters; Disabled users; Dial-A-Ride (DAR) users; Van Pool users
- Mental Health Community
- Business/Economic Development Organizations
- Major Employers/Business Owners
- Private for-profit senior/disabled provider
- Public sector senior/disabled provider
- Private non-profit senior/disabled provider
- Medical Community Staff
- Educational Community/Parent Organizations
- School District Staff
- Ethnic Community Organizations
- Financial Community
- Other Community Based Organizations
- Law Enforcement
- Recreational/Bicycling/Pedestrian Advocate
- Student, High School
- Student, Post-Secondary
- Visitor Information Centers Staff

## **SECTION II -CAC STANDING RULES**

2.1 - The JTA Board shall have the power to appoint or remove any members of the CAC. A member of the CAC may represent more than one representative interest, (i.e. Dial-A-Ride rider and a citizen of Port Townsend.) JTA will advertise openings on the CAC. The JTA Board shall appoint the members.

### 2.2 - Residency Requirement, Nomination, and Confirmation Process

Unless otherwise specifically provided by applicable resolution or motion, or as may be required by federal or state law, the following requirements apply to all members of the CAC:

A. Each person at the time of nomination—and continuing uninterrupted thereafter while serving on the CAC—shall be a resident of and/or work in Jefferson County.

B. Each person to be appointed shall be nominated by the JTA Board Chairperson for a specific numbered position to fill a Representative Interest as specified in Section I. Vacant positions shall be advertised according to JTA procedures. All applications received shall be reviewed by the JTA Board Chairperson or a designated committee composed of JTA Board members, who will conduct an interview of the candidates. Based on application and interview, the Chairperson or designee committee will recommend appointment to the full JTA Board for a vote.

C. Each person shall be deemed appointed and shall commence service after confirmation by the JTA Board, or on the effective date of the previous member's resignation, or on the expiration of the existing term for the position, as applicable.

D. Each confirmation motion by the JTA Board shall include an end date and term length for the position to which the person is appointed, consistent with Section IV. Such information shall be entered into the JTA's minutes.

E. At the expiration of a member's term, the member may hold over and continue to serve as a member until the member or a successor is appointed and confirmed by the JTA Board.

F. Membership shall constitute a cross section of representative interests as described in Section

G. The JTA Board values community diversity among members serving on its Citizens Advisory Committee. Prior to recommendation to the full JTA Board, all nominees shall be subject to a criminal background check, the results of which will not necessarily disqualify a candidate for CAC membership.

## **SECTION III - POWERS AND DUTIES**

3.1 - The CAC, under or at the direction of the General Manager, may be authorized and empowered to act as a research and fact-finding agency of the JTA Board and shall maintain appropriate confidentiality in regard to issues shared by the JTA Board, or JTA staff. Any actions or recommendations of this Committee are strictly advisory. To that end, it may undertake such surveys, analysis, research and reports as may be generally authorized or



requested by the JTA Board. In addition, the CAC is further empowered and authorized as follows:

- a) To review significant policy decisions as requested by the JTA Board and the General Manager including major service changes, fare policy, the development of public and customer facilities, major service policy changes, and such other issues or concerns that may impact the public and customer relations of JTA, as well as to make recommendations to the JTA Board upon these issues and concerns.
- b) To support the efforts of the JTA Board to increase public understanding and confidence in the benefits of public transportation. To increase recognition of the link of public transportation to the economic vitality and overall health and quality of life of the JTA district;
- c) To support and help facilitate the efforts of the JTA Board to improve communication with community and local business leaders concerning the impact of JTA programs;
- d) To review ridership and customer service programs in order to identify and recommend practices and technologies that increase ridership and improve customer services. To identify and recommend programs, practices, and technologies that assist riders in the use of fixed route, Dial-A-Ride, and Vanpool services
- e) The CAC is an advisory group and, therefore, it is strictly understood that all recommendations by the CAC are advisory only and do not constitute an action or obligation of the JTA Board or of any JTA employees. In this capacity, the CAC is not authorized to act as an agent of JTA or to contract or incur any obligations on behalf of JTA.

#### **SECTION IV – TERM LENGTHS OF APPOINTEES**

4.1 – The scope of CAC terms shall be subject to the following rules:

- a) Positions one (1) through four (4) will be appointed for two (2) years. Positions five (5) through seven (7) will be appointed for one (1) year. At the inception of the Committee, terms will start upon appointment and run through December of the terminal year.
- b) Upon termination of the initial terms outlined above, the term of office of each person appointed to membership on said Committee shall be two (2) years, limited to three (3) consecutive terms; with consideration available for additional terms.
- c) The first 2-year term for CAC members, who are appointed by the JTA Board to the CAC during a calendar year, will commence upon appointment. The CAC member will be a voting member of the Committee following the date their application is approved by the JTA Board.

- d) CAC members serve at the discretion of the JTA Board. The JTA Board shall have the power to appoint or remove any members of the CAC at any time deemed essential to maintain integrity of overall CAC function; and may also exercise said power to remove any CAC member at end of individual terms.
- e) Membership applications will be sent to all who have requested an application, and they will also be available at the JTA Administration Office, the Haines Place Transit Center, and on the JTA website @ [www.jeffersontransit.com](http://www.jeffersontransit.com).

#### **SECTION V- VACANCY AND CONFLICT POLICY**

5.1 - Vacancies that occur other than through the expiration of a term may be filled for the unexpired term. Nominations for appointment to the CAC may be proposed by the representative interest group as may be appropriate, and shall be submitted to the JTA Board for consideration of appointment. Nominees may also be proposed by the individual members of the JTA Board. Insofar as possible, representation shall take into account geographical diversity, whether the individual is a user or non-user of public transportation services, and population demographics. Appointment shall be made without respect to political affiliation.

5.2 - Any member of the CAC having an interest in any matter being considered by the CAC, which would tend to prejudice his or her action shall so publicly indicate and refrain from the deliberations or voting upon such matter. In addition, should the circumstances arise, each member of the CAC shall ensure that his or her actions do not violate the Appearance of Fairness Doctrine.

5.3 - No part of the activities of the CAC shall be the carrying-on of propaganda, or otherwise attempting to influence legislation without specific JTA approval.

#### **SECTION VI - MEETINGS**

6-1 - The Committee shall hold a minimum of four (4) regular meetings each calendar year.

6.2 - Agendas will be prepared for all meetings by the Chairperson. Items may be placed on the agenda by the Chairperson, in collaboration with JTA staff.

6.3 - It is the responsibility of a CAC member to inform the Chairperson or Recording Secretary when they cannot attend a regular meeting. Unexcused absence from two regular meetings in a twelve-month period shall constitute resignation from the CAC.

6.4 - At each regular meeting of the CAC, when a quorum is present, the Chairperson and/or the Recording Secretary shall report the names of these members asking to be excused and those members shall be considered excused.

6.5 - Any member, whose absence was considered as unexcused, may ask for reconsideration at the next CAC meeting when a quorum is present. Such requests shall not be unreasonably denied.

6.6 - The Committee shall comply with the requirements of the Washington State Open Public Meetings Act and Public Record Act. Upon appointment, all CAC members ~~The CAC~~ shall complete all Open Public Meetings Act trainings as required by the Open Government Trainings Act (ESB 5964).

6.7 - A quorum shall consist of a majority of the currently appointed members (half of membership plus one).

6.8 - The rules contained in Roberts Rules of Order Revised, shall govern the advisory Committee in all cases to which they are applicable and in which they are not inconsistent with these Standing Rules.

**6.9 – The CAC Chairperson shall provide copies of these Bylaws to each member of the CAC upon appointment. It is the responsibility of all CAC members to have comprehensively read these Bylaws before attending their first official CAC meeting. Time shall be set aside in each meeting following a new appointment, to address questions from CAC members regarding the Bylaws and their interpretation.**

#### **SECTION VII – OFFICERS AND STAFF**

7.1 - The CAC shall elect its own officers from among its members and create and fill such other offices as it may determine that its needs require. Said Committee shall adopt rules for the transaction of the business of the CAC.

7.2 - Officers of the Advisory Committee shall consist of a Chairperson and a Vice Chair to be elected by the Advisory Committee at the last meeting of each calendar year or as needed to serve a one year term commencing January 1. The duties of Officers shall be as follows:

**Chairperson.** It is the duty of the Chair to call the meeting to order at the appointed time, to preside at all the meetings, to announce the business before the Committee in its proper order, to state and put all questions properly brought before the Committee, to preserve order and decorum, and to decide all questions of order. It is the Chairperson's duty to ensure that all CAC members understand the Bylaws, as outlined in Section 6.10. The Chairperson is the designated CAC member tasked with reporting to the JTA Board. Such reports shall be made in writing and shall be made at least four (4) times per year.

**Vice Chair.** In the absence of, or by the direction of the Chairperson, the Vice-Chair shall perform all duties of the Chairperson as stated in the preceding paragraph. The Chairperson or Vice Chair, or their designee, attends monthly JTA Board meetings to promote better understanding and communication of JTA issues as identified by the CAC.

7.3 -Staff shall consist of the General Manager or designee and a Recording Secretary. Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda

forms and attachments to communicate CAC issues and recommendations to committees and the JTA Board.

**General Manager.** The General Manager or a representative appointed by the General Manager for such purpose shall serve as a non-voting member of the CAC and shall be the principal staff support to the CAC.

**Recording Secretary.** A JTA staff member will be appointed as Recording Secretary to the Advisory Committee by the JTA General Manager. The duties of the Recording Secretary shall be to keep written records of its meetings, transactions, findings, and determinations, have charge of all records, which shall be public records, and perform other administrative support as needed. The record of the CAC meetings shall be provided to the JTA Board. The Recording Secretary shall make certain to obtain draft agendas of each CAC meeting from the Chairperson and make such edits as authorized during the meeting, before finalizing and archiving the agendas.

7.4 - The CAC shall have the ability to form sub-committees as needed, subject to approval by the JTA Board. Any sub-committee shall function under the Washington State Open Public Meetings Act and these standing rules in the same manner as the CAC.

7.5 - A JTA Board Liaison shall be available to the CAC for the purpose of providing a constructive relationship with the JTA Board without implying direction, review, or oversight of the activities of the CAC. The JTA Board Chairperson will make an appointment recommendation to the full JTA Board for said appointment. The Board Liaison should review the Committee's meeting agendas, minutes, and stay apprised of the Committee's work. The Board Liaison can attend CAC meetings as appropriate, but is not a voting member of the CAC.

### **SECTION VIII – AMENDMENTS**

8.1 - No amendment to these Bylaws shall be permitted without JTA Board approval. The CAC may recommend Bylaw changes to the JTA Board.



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Resolution 19-02: Approving the General Manager to sign a Purchase and Sale Agreement for the purchase of Real Property.

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS: Purchase and Sale Agreement  
Exhibit A  
Tax Assessment  
Property Map

BUDGETARY IMPACT (if applicable) BUDGETED: \$75,169.00

EXPENDITURE REQUIRED: \$75,169.00 FUNDING SOURCE: Capital Reserves

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT: This Resolution will authorize the General Manager to sign a Purchase and Sale Agreement for the property located at 111 4 Corners Road, Port Townsend.

RECOMMENDED ACTION/MOTION: Motion: Move to approve Resolution 19-02 to authorize the General Manager to sign a Purchase and Sale Agreement for the property located at 111 4 Corners Road, Port Townsend.

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-02**  
3 **Acquisition of Real Property**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
6 *Transportation Benefit Area hereinafter called the "Authority,"*  
7 *approving and authorizing the acquisition of real property.*

8 **WHEREAS**, the real property known as S33 T30R1W TAX 99 NBD THRU  
9 BLA#101626, Jefferson County Tax Parcel 001333017, 111 Four Corners Road, Port  
10 Townsend, WA 98368 ("the Shaver Property") has been offered to JTA for purchase;  
11 and  
12

13 **WHEREAS**, the Shaver Property is physically located adjacent to JTA's current  
14 maintenance and administration center and is planned to be utilized for future  
15 expansion; and  
16

17 **WHEREAS**, JTA has requested and recommended the Authority authorize JTA  
18 General Manager to proceed with the acquisition of the Shaver Property;  
19

20 **NOW, THEREFORE, BE IT RESOLVED** that JTA's General Manager is hereby  
21 authorized to sign the Purchase and Sale Agreement for the purchase of the Shaver  
22 Property referenced above for the price of \$75,169.00.  
23

24 **CERTIFICATION**

25 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
26 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
27 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
28 Transit Authority Board held on February 19, 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

# REAL ESTATE PURCHASE AND SALE AGREEMENT

This REAL ESTATE PURCHASE AND SALE AGREEMENT (this "Agreement") is entered into as of \_\_\_\_\_, 2019, ("mutual acceptance date") between Sandra Smith-Poling, as personal representative of the estate of Kenneth E. Shaver, Jefferson County cause number 18-4-00070-16 ("Seller"), and Jefferson County Public Transportation Benefit Area, a Washington municipal corporation, doing business as Jefferson Transit authority ("JTA" or "Buyer").

For valuable consideration, the receipt and sufficiency of which is acknowledged, Seller and Buyer agree as follows:

**1. Property.** Seller agrees to sell and convey to Buyer and Buyer agrees to purchase from Seller, subject to the terms and conditions set forth in this Agreement, the following:

See attached **Exhibit A**, incorporated herein by this reference

together with any and all buildings, fixtures, structures, and landscaping, all mineral, oil, gas, hydrocarbon substances, development rights, air rights, water rights, and water stock owned by Seller relating to the real property; all easements and rights of way owned by Seller that are appurtenant to the real property or any improvements on the real property, and any appurtenance, or the operation, use or enjoyment of any of the foregoing, all rights of Seller in and to streets, sidewalks, alleys, driveways, parking areas, and areas adjacent thereto or used in connection therewith and any land lying in the bed of any existing or proposed street adjacent to such land (collectively the "Land");

**2. Deposit.** Within two (2) business days after the date on which the last party executes this Agreement (the "Effective Date"), Buyer shall execute and deliver to Jefferson Title Insurance Company in Port Townsend, Washington ("Title Company"), as escrow agent for the closing of this transaction, a cashier's check in the amount of One Thousand Dollars (\$1,000.00) (the "Deposit") in part payment for the purchase price of the Property. The Deposit will be held by Title Company for the benefit of the parties pursuant to the terms of this Agreement. Interest will accrue on the Deposit for the benefit of Buyer; provided, however, if Buyer forfeits the Deposit to Seller pursuant to the terms of this Agreement, then all interest accrued on the Deposit will be paid to Seller.

**3. Purchase Price.** At Closing, Buyer will pay Seller, in cash, the purchase price of Seventy Five Thousand, One Hundred Sixty Nine Dollars (\$75,169.00).

**4. Title to Real Property.**

a. **Conveyance.** At closing Seller shall convey to Buyer by personal representative's deed (the "Deed"), free and clear of all defects and encumbrances and subject only to those exceptions that Buyer approves as stated below (the "Permitted Exceptions").

b. **Preliminary commitment.** Buyer shall order a preliminary commitment for an owner's standard coverage policy of title insurance (or, at Buyer's election, an owner's

extended coverage policy of title insurance) in the amount of the Purchase Price to be issued by Jefferson Title Company and accompanied by copies of all documents referred to in the commitment (the "Preliminary Commitment"). Buyer shall advise Seller by written notice what exceptions to title, if any, are disapproved by Buyer ("Disapproved Exceptions") within fifteen (15) days of receipt of the Preliminary Commitment. All monetary encumbrances other than nondelinquent ad valorem property taxes will be deemed to be disapproved. Seller will have ten (10) days after receipt of Buyer's notice to give Buyer notice that: (i) Seller will remove Disapproved Exceptions; or (ii) Seller elects not to remove Disapproved Exceptions. If Seller fails to give Buyer notice before the expiration of the ten (10) day period, Seller will be deemed to have elected not to remove Disapproved Exceptions. Notwithstanding anything to the contrary in this Agreement, Seller shall remove from title on or before the Closing Date all monetary encumbrances other than those approved by Buyer.

If Seller elects not to remove any nonmonetary Disapproved Exemptions, Buyer will have ten (10) days from the expiration of the time for seller to remove Disapproved Exemptions to notify Seller of Buyer's election either to proceed with the purchase and take the Property subject to those exceptions, or to terminate this Agreement. If Seller gives notice that it will cause one or more nonmonetary exceptions to be removed but fails to remove any of them from title on or before the Closing Date, Buyer will have the right to either: (i) elect to terminate this Agreement by written notice to Seller; or (ii) proceed with the purchase, with an abatement of the Purchase Price equal to the actual cost of removing from title those exceptions not approved by Buyer, and to take the Property subject to those exceptions.

If the Title Company issues a supplement to the Preliminary Commitment, the procedure set forth in this Section 4 (b) will apply to such supplement, except that Buyer will have seven (7) days to notify Seller of its disapproval of any new exceptions, and Seller will have five (5) days to give Buyer notice that Seller will either remove or not remove any new Disapproved Exceptions. If Buyer elects to terminate this Agreement under this Section 4 (b) the escrow will be terminated, the Deposit must be returned immediately to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement except as otherwise provided in this Agreement. If this Agreement is terminated through no fault of Seller, Buyer shall pay all termination costs.

**c. Title policy.** Buyer shall receive, as a condition to closing, an owner's policy of title insurance, in a form acceptable to Buyer, insuring Buyer's title to the Real Property in the full amount of the Purchase Price subject only to the Permitted Exceptions (the "Title Policy"). The Title Policy must be dated as of the Closing Date.

**5. Buyer's contingencies.** Buyer's obligation to purchase the Property is expressly contingent upon the following:

**a. Title Policy.** Buyer's receipt of Title Company's firm commitment to issue, upon closing, the Title Policy as described in Section 8;



b. **Representations and warranties.** All of Seller's representations and warranties contained in or made pursuant to this Agreement being true and correct when made and as of the Closing Date;

c. **Seller's compliance.** Seller's timely performance of all of its obligations under this Agreement; provided, however, that Seller will be given notice of any failure on its part to perform obligations pursuant to Seller's warranties made in Section 13 and will have a period of time that is reasonable under the circumstance to cure its nonperformance.

d. **JTA board approval.** Prior to being effective, the execution of this agreement and closing of the purchase and sale shall be approved by action of the JTA board.

The foregoing conditions are collectively referred to in this Agreement as "Buyer's Contingencies."

6. **Satisfaction/waiver of Buyer's Contingencies.** Buyer's Contingencies are solely for the benefit of Buyer. If any of Buyer's Contingencies are not timely satisfied, Buyer will have the right at its sole election either to waive any of them in writing and proceed with the purchase or to terminate this Agreement. If Buyer elects to terminate this Agreement, the escrow will be terminated, the Deposit must immediately be returned to Buyer, all documents and other funds will be returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement, and except that, each party shall pay one-half (1/2) of the cost of terminating the escrow.

## 7. **Closing.**

a. **Closing date.** This transaction will be closed in escrow by Jefferson Title Company acting as escrow agent ("Escrow Agent"). The closing will be held at the offices of Title Company on or before March 1, 2019. If closing does not occur on or before the Closing Date, or any later date mutually agreed to in writing by Seller and Buyer, Escrow Agent will immediately terminate the escrow, forward the Deposit to the party entitled to receive it as provided in this Agreement and return all documents to the party that deposited them.

b. **Seller's escrow deposits.** On or before the Closing Date, Seller shall deposit into escrow the following:

1. The duly executed and acknowledged Deed;
2. A duly executed and completed Real Estate Excise Tax Affidavit;
3. A nonforeign affidavit pursuant to Section 1445 of the Internal Revenue Code;
4. Any other documents, instruments, records, correspondence and agreements called for hereunder that have not previously been delivered;
5. Keys to the Property.

c. **Buyer's escrow deposits.** On or before the Closing Date, Buyer shall deposit into escrow the following:

1. Cash plus Buyer's share of closing costs,
2. A duly executed and completed Real Estate Excise Tax Affidavit;
3. Any other documents or instruments Buyer is obligated to provide pursuant to this Agreement (if any) in order to close this transaction, and
4. Additional instruments and documentation. Seller and Buyer shall each deposit any other instruments and documents that are reasonably required by Escrow Agent or otherwise required to close the escrow and consummate the purchase and sale of the Property in accordance with this Agreement.

**8. Closing costs.**

a. **Buyer's costs.** Buyer shall pay all closing costs.

b. **Foreign Investment in Real Property Tax Act.** The parties agree to comply in all respects with Section 1445 of the Internal Revenue Code and the regulations issued thereunder (the "Regulations"). If Seller is not a "foreign person" (as defined in the Regulations), Seller shall deliver to Buyer through escrow a nonforeign certificate as prescribed by the Regulations, properly executed and in form and content satisfactory to Buyer. If Seller is a "foreign person" or fails or refuses to deliver the nonforeign certificate, or if Buyer receives notice, or has actual knowledge, that the nonforeign certificate is false, a tax equal to 10% of the Purchase Price will be withheld through escrow and paid by Escrow Agent to the Internal Revenue Service in the manner prescribed by the Regulations, unless withholding is reduced or excused in the manner prescribed by the Regulations.

In the event of any withholding, Seller's obligations to deliver title and close this transaction will not be excused or otherwise affected.

c. **Adjustments and Prorations.** The following adjustments and prorations will be made as of 12:01 a.m. on the Closing Date (with Buyer either responsible for or entitled to a credit for, as the case may be, the actual Closing Date).

1. **Property taxes.** All property taxes payable in the year of closing and assessments approved by Buyer, if any, will be prorated as of the Closing Date.
2. **Utilities.** All gas, electric and other utility charges will be prorated as of the Closing Date.
3. **Insurance.** The cost of insurance premiums and any amount held in any impound account by any lender with respect to the property will be prorated on the Closing Date and Buyer shall reimburse Seller for the prepaid portion thereof.

**9. Seller's Covenants.**

a. **Covenant to maintain.** Prior to the Closing Date, Seller shall maintain, repair and manage the Property in a businesslike manner in accordance with Seller's prior practices and Seller shall not dissipate any portion of the Property. Seller shall keep the Property insured in accordance with Seller's prior practices up to the Closing Date.

**10. Seller's representations and warranties.** Seller represents and warrants to Buyer as follows:

a. Seller has full power and authority to convey the Property to Buyer.

b. To the best of Seller's knowledge, the Property is now, or will be as of the Closing Date, in compliance in all material respects with all applicable zoning, land-use, building, construction, subdivision and other local, state and federal laws, ordinances and regulations and with all existing covenants, conditions, restrictions and easements.

c. Seller has not received notice of any special assessment or condemnation proceedings affecting the Property.

d. To the best of Seller's knowledge, there is no litigation pending or threatened against Seller (or any basis for any claim) that arises out of the ownership of the Property and that might materially and detrimentally affect: (i) the use or operation of the Property for Buyer's intended use; or (ii) the ability of Seller to perform its obligations under this Agreement; or (iii) the value of the Property.

e. Seller has received no notice of any failure of Seller to comply with any applicable governmental requirements in respect of the use, occupation and construction of the Property, including, but not limited to, environmental, fire, health, safety, zoning, subdivision and other land use requirements that have not been corrected to the satisfaction of the appropriate governmental authority, and Seller has received no notice of, and has no knowledge of, any violations or investigation relating to any such governmental requirement.

f. Seller has received no notice of any default or breach by Seller under any covenants, conditions, restrictions, rights of way or easements that may affect Seller in respect to the Property or may affect the Property or any portion thereof and no such default or breach now exists.

g. There are no leases affecting any part of the Property.

h. To Seller's knowledge there are no permits, licenses or consents required by any governmental authority in connection with the use and occupancy of the Property except those previously obtained by Seller and delivered to Buyer, and Seller knows of no local improvement districts proposed which will affect the Property.

i. Seller is not a foreign person as defined in Section 1445 of the Internal Revenue Code.

j. All of the representations, warranties and covenants of Seller contained in this Agreement are true and correct as of the Effective Date and as of the Closing Date and will survive the closing of the transaction contemplated by this Agreement.

**11. Disclosure Statement.** Buyer waives the right to receive a disclosure statement pursuant to RCW 64.06.010(7).

**12. Casualty Loss.** Following the occurrence of any event prior to the Closing Date, causing damage to or destruction of the Property or any portion of the Property, Seller shall promptly notify Buyer of such occurrence. Under any such circumstances the provisions of this Section will apply.

**13. Minor casualty loss.** If the amount of any casualty loss referred to above in this Section 12 is not more than Five Thousand Dollars (\$5,000.00), the obligation of each party under this Agreement will continue, notwithstanding any such casualty, the rights to all insurance proceeds collectively by reason of such loss and not collected prior to closing will at closing be assigned to Buyer, and the Purchase Price will be paid without reduction by reason of such loss. Buyer and Seller will under such circumstances cooperate in settlement of such claims and any proceeds collected prior to closing will, consistent with the circumstances, be applied to any reconstruction or be offset against the portion of the Purchase Price paid at closing.

**14. Substantial casualty loss.** If the amount of any casualty loss is more than Five Thousand Dollars (\$5,000.00), Buyer and Seller will each have the right to terminate this Agreement in the manner specified by this Section 12.2. Such election may be exercised only by the party so electing to terminate giving written notice of termination to the other party within fifteen (15) days after receipt of actual notice of such casualty loss. Such notice of casualty will be effective to commence the running of this termination period only if such notice specifically provides that it is being given pursuant to this Section 12.2. Upon effective exercise of such termination election by either party, this Agreement will terminate, and the Earnest Money will be returned to Buyer. If, in the event of any such casualty, neither party affirmatively exercises the right to terminate provided for by this Section 12.2, such right will lapse, and the provisions of Section 12.1 above will apply.

**15. Eminent domain.** If at any time after the Effective Date, Seller receives any notice of any condemnation proceedings, or other proceedings in the nature of eminent domain, it will promptly send a copy of such notice to Buyer. If all or any part of the Property is taken by condemnation or eminent domain and the value of the portion of the Property so taken exceeds Five Thousand Dollars (\$5,000.00), Buyer may, upon written notice to Seller, elect to terminate this Agreement, and in such event all monies theretofore paid on account must be returned to Buyer, and neither party will have any further liability or obligation under this Agreement. If all or any portion of the Property has been or is hereafter condemned or taken by eminent domain and this Agreement is not canceled, Seller's right, title and interest in and to any awards in condemnation or eminent domain, or damages of any kind, to which Seller may have become entitled or may thereafter be entitled by reason of any exercise of the power of condemnation or eminent domain with respect to the Property or any portion thereof.

**16. Possession.** Seller shall deliver possession of the Property to Buyer on the Closing Date.

**17. Events of Default.**

a. **By Seller.** If there is an event of default under this Agreement by Seller (including a breach of any representation, warranty or covenant), Buyer will be entitled (a) in

addition to all other remedies available at law or in equity, to seek specific performance of Seller's obligations under this Agreement or (b) to terminate this Agreement by written notice to Seller and Escrow Agent. If Buyer terminates this Agreement, the escrow will be terminated, the entire Deposit must immediately be returned to Buyer, all documents will be immediately returned to the party who deposited them, and neither party will have any further rights or obligations under this Agreement, except as otherwise provided in this Agreement except that Seller shall pay any costs of terminating the escrow and any cancellation fee for the Preliminary Commitment.

b. **By Buyer.** IN THE EVENT BUYER FAILS, WITHOUT LEGAL EXCUSE, TO COMPLETE THE PURCHASE OF THE PROPERTY, THE EARNEST MONEY DEPOSIT MADE BY BUYER WILL BE FORFEITED TO SELLER AS THE SOLE AND EXCLUSIVE REMEDY AVAILABLE TO SELLER FOR SUCH FAILURE.

\_\_\_\_\_  
Seller's Initials

\_\_\_\_\_  
Buyer's Initials

**18. Notices.** Any notice under this Agreement must be in writing and be personally delivered, delivered by recognized overnight courier service or given by mail or via facsimile. Any notice given by mail must be sent, postage prepaid, by certified or registered mail, return receipt requested. All notices must be addressed to the parties at the following addresses or at such other addresses as the parties may from time to time direct in writing:

Seller:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

With copy to [Seller's counsel]:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer:

Tammi Rubert, General Manager  
Jefferson Transit Authority  
63 Four Corners Road  
Port Townsend, WA 98368

With a copy to Buyer's counsel:

Craig L. Miller  
Law Offices of Craig L. Miller, P.S.  
711 East Front Street, Suite A  
Port Angeles, WA 98362

Any notice will be deemed to have been given, if personally delivered, when delivered, and if delivered by courier service, one business day after deposit with the courier service, and if mailed, two business days after deposit at any post office in the United States of America, and if delivered via facsimile, the same day as verified, provided that any verification that occurs after 5:00 p.m. on a business day, or at any time on a Saturday, Sunday or holiday, will be deemed to have occurred as of 9:00 a.m. on the following business day.

**19. Brokers and Finders.** Neither party has had any contact or dealings regarding the Property, or any communication in connection with the subject matter of this transaction, through any licensed real estate broker or other person who can claim a right to a commission or finder's fee as a procuring cause of the purchase and sale contemplated by this Agreement.

**20. Amendments.** This Agreement may be amended or modified only by a written instrument executed by Seller and Buyer.

**21. Continuation and Survival of Representations and Warranties.** All representations and warranties by the respective parties contained in this Agreement or made in writing pursuant to this Agreement are intended to and will remain true and correct as of the time of Closing, will be deemed to be material and will survive the execution and delivery of this Agreement and the delivery of the Deed and transfer of title for a period of twelve (12) months. Such representations and warranties, however, are not assignable and do not run with the land, except as may be expressly provided herein or contained in a written instrument signed by the party to be charged.

**22. Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the state of Washington.

**23. Entire Agreement.** This Agreement and the exhibits to it constitute the entire agreement between the parties with respect to the purchase and sale of the Property, and supersede all prior agreements and understandings between the parties relating to the subject matter of this Agreement.

**24. Attorney's Fees.** If either party fails to perform any of its obligations under this Agreement or if a dispute arises concerning the meaning or interpretation of any provision of this Agreement, the defaulting party or the party not prevailing in the dispute, as the case may be, shall pay any and all costs and expenses incurred by the other party in enforcing or establishing its rights under this Agreement, including, without limitation, court costs and reasonable attorneys' fees incurred in connection with any federal, state or bankruptcy court proceeding.

**25. Time of the Essence.** Time is of the essence of this Agreement.

**26. Waiver.** Neither Seller's nor Buyer's waiver of the breach of any covenant under this Agreement will be construed as a waiver of the breach of any other covenants or as a waiver of a subsequent breach of the same covenant.

**27. Nonmerger.** The terms and provisions of this Agreement, including, without limitation, all indemnification obligations, will not merge in, but will survive, the closing of the transaction contemplated under this Agreement.

**28. Assignment.** Buyer shall not assign this Agreement without Seller's prior written consent, which consent may not be unreasonably withheld or delayed. Seller shall consent to an assignment of this Agreement to: (i) the parent of Buyer, or to a wholly-owned subsidiary of Buyer or of such parent; or (ii) to any corporation or other entity with which Buyer may be merged or consolidated, provided that the net worth of the resulting corporation is at least equal to the net worth of Buyer as of the Effective Date. If Buyer is a publicly-held corporation, the sale or trade of Buyer's stock will not be considered an assignment for purposes of this Section 26.

**29. Negotiation and Construction.** This Agreement and each of its terms and provisions are deemed to have been explicitly negotiated between the parties, and the language in all parts of

this Agreement will, in all cases, be construed according to its fair meaning and not strictly for or against either party.

**30. Calculation of Time Periods.** Unless otherwise specified, in computing any period of time described in this Agreement, the day of the act or event after which the designated period of time begins to run is not to be included and the last day of the period so computed is to be included, unless such last day is a Saturday, Sunday or legal holiday. The final day of any such period will be deemed to end at 5 p.m., Pacific Time.

**31. Counterpart signatures.** This agreement may be signed in counterpart.

Buyer: Jefferson Transit Authority

Seller: Estate of Kenneth E. Shaver

---

By: Tammi Rubert  
Its: General Manager

---

By: Sandra Smith-Poling  
Its: Personal Representative

# EXHIBIT A

## LEGAL DESCRIPTION:

The South 208.71 feet of the East 438.71 feet of the Southeast 1/4 of the Southwest 1/4 of the Northwest 1/4 of Section 33, Township 30 North, Range 1 West W.M., Jefferson County, Washington;

TOGETHER WITH the following described real property,

That portion of the Northwest 1/4 of the Southwest 1/4 of Section 33, Township 30 North, Range 1 West, W.M., lying Northerly of Four Corners County Road, Westerly of a line drawn South  $10^{\circ} 03' 47''$  West from a point on the North line of said subdivision which point is South  $88^{\circ} 16' 00''$  East 1,107.71 feet from the West 1/4 corner of said Section 33 and Easterly of a line drawn South  $01^{\circ} 25' 18''$  West from a point on the North line of said subdivision which point is South  $88^{\circ} 16' 00''$  East 886.12 feet from the West 1/4 corner of said Section 33;

EXCEPT the following described real property,

That portion of the Southeast 1/4 of the Southwest 1/4 of the Northwest 1/4 of said Section 33, described as follows:

Beginning at the 1/4 corner on the West side of said Section 33; thence South  $87^{\circ} 20' 50''$  East, a distance of 1320 feet (said point being the Southeast corner of the Southwest 1/4 of the Northwest 1/4) being the TRUE POINT OF BEGINNING;  
thence North 208.71 feet;  
thence West 208.71 feet;  
Thence South 208.71 feet;  
thence East to the PLACE OF BEGINNING;

Situate in the County of Jefferson, State of Washington.



**Jefferson County Assessor**  
**Jeff Chapman**  
P.O. Box 1220  
Port Townsend, WA 98368  
(360) 385-9105

Presorted First Class  
U.S. Postage  
**PAID**  
The Master's Touch, LLC

Legal Description: S33 T30 R1W TAX 99 BND THRU BLA#101626

Situs Address: 111 FOUR CORNERS RD PORT TOWNSEND, WA 98368

Parcel Number  
001333017  
Property ID  
11676

Assessed Year  
2018

Tax Year  
2019

**Last Date to  
Appeal**

**11/16/2018**

Notice Date  
10/17/2018

Value	Previous	New
Buildings	12,459	10,836
Market Land	60,511	64,333
Current Use Land		
Total Market	72,970	75,169
Taxable Value	72,970	75,169

Tax Area: 0111



14206\*14\*\*G50\*\*AUTO\*\*5-DIGIT 98368  
KENNETH E SHAVER  
C/O NATALIE HUTTON  
191 LANE DE CHANTEL  
PORT TOWNSEND WA 98368-9671

# Land Records

001333017 X Q

Show search results for 00133



US





# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Resolution 19-03: Authorizing the General Manager to Sign an Agreement with JE Gibson Consulting

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 19-03  
Agreement for Project Manager/Engineer for Restroom Project  
Appendix A – Scope of Work

BUDGETARY IMPACT (if applicable) BUDGETED: Yes

EXPENDITURE REQUIRED: approximately \$52,983 FUNDING SOURCE: Capital Fund

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

JTA has selected JE Gibson Consulting to provide project management services, civil engineer, bidding and award, and construction management for the development and placement of a pre-fabricated restroom at the Haines Place Transit Center.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 19-03: Authorizing the General Manager to sign an Agreement with JE Gibson Consulting.

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-03**  
3 **Agreement for Restroom Project/Manager**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation  
6 *Benefit Area, hereinafter called the "Authority," authorizing the General Manager*  
7 *to Sign an Agreement with JE Gibson Consulting*  
8

9 **WHEREAS**, the Agreement with JE Gibson Consulting is to provide project  
10 management services, civil engineer, bidding and award, and construction management for  
11 the development and placement of a pre-fabricated restroom at the Haines Place Transit  
12 Center, 440 12<sup>th</sup> Street, Port Townsend, WA; and  
13

14 **WHEREAS**, a selection committee evaluated two (2) initial responses. This selection  
15 committee recommends the firm of JE Gibson Consulting; and  
16

17 **WHEREAS**, Jefferson Transit staff and Attorney have negotiated terms with JE Gibson  
18 Consulting that it deems reasonable for the scope of work and recommends a contract be  
19 awarded to JE Gibson Consulting for Project Manager and Engineering Services; and  
20

21 **WHEREAS**, Jefferson Transit Authority is ready to proceed with this building project and  
22 now requires authorization from the Authority for the General Manager to sign said agreement;  
23

24 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board  
25 does hereby authorize the General Manager to sign and execute the attached Agreement with  
26 JE Gibson Consulting for Project Manager and Engineering Services of the restroom located at  
27 440 12<sup>th</sup> Street, Port Townsend, Washington.  
28

29 **CERTIFICATION**

30 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County  
31 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a  
32 resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held  
33 on this 19<sup>th</sup> day of February 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board





# Jefferson Transit Authority

63 4 Corners Road, Port Townsend, WA 98368  
(360) 385-3020, Fax: (360) 385-2321

# No: 2019-02

## CONTRACT

In accordance with the following and in compliance with all applicable terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the Contract is accepted, to furnish items or services for the prices proposed and delivered or furnished to designated points within the time specified. It is further understood and agreed, with respect to all terms and conditions accepted by the Responder and Jefferson Transit Authority (TRANSIT), that this Contract and accompanying attachments may, at TRANSIT's discretion, serve as the basis of this service contract.

<b>ISSUE DATE:</b>		<b>REQUEST NUMBER:</b>		<b>DESCRIPTION:</b>	
02/20/2019		2019-02		Restroom Engineer/Project Manager	
<b>DEPARTMENT:</b>			<b>RESPONSE DEADLINE (DATE/TIME):</b>		<b>CONTRACT ADMINISTRATOR</b>
Finance			N/A		Frank Burns
<b>Revision:</b>	<b>Date:</b>		<b>Brief Description:</b>		<b>Contact:</b>
00	02/20/2019		Original		Frank Burns

### SECTION 1 – PURPOSE

Jefferson Transit Authority (TRANSIT), a public transportation provider formed under RCW 36.57, has selected JE Gibson Consulting through Jefferson Transit Procurement Number RFQ 2018-07 to be its Engineer/Project Manager of restroom preparation, installation, and post installation construction oversight for a Pre-Fabricated Restroom located at the Haines Place Transit Center (HPTC), 440 12<sup>th</sup> St., Port Townsend, WA 98368:

### SECTION 2 – GENERAL REQUIREMENTS

JE Gibson Consulting agrees to complete the Scope of Work within the General Requirements listed below:

#### 1. DESIRED REQUIREMENTS:

This project will require the Engineer/Project Manager that possesses the skills and experience necessary to implement a fully operational restroom project. Successfully completing this project will require that the respondent demonstrate expertise and experience in the following areas, at a minimum:

- a. Expertise in structural, civil, environmental, geotechnical, transportation, mechanical & electrical engineering.
- b. Knowledge of and experience with local jurisdiction design requirements related to (but not limited to) geotechnical, environmental, and traffic standards.
- c. Understanding of procurement and construction management processes to provide a complete and workable project.
- d. Proficient in management of all project work and coordination of sub-consultant's work.

#### 2. KEY PROJECT ACTIVITIES:

Key Project Activities were formulated by TRANSIT. They are subject to change if the Project Manager provides better alternatives.

- a. Prepare plans and specifications for project bid process for entire project.
  - Go out for bid for preparation and post bathroom installation scope (if applicable).
  - Manage project bid process(s).

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**CONTRACT**

- b. Prepare permit applications for all jurisdictions.
  - Includes but not limited to City of Port Townsend Permits including WA State Department of Labor & Industries Electrical Permit(s).
- c. Complete and submit all required Prevailing Wage Intents and Affidavits.
- d. Design parking lot layout for bathroom placement, line extension, and ADA parking redesign.
- e. Coordinate with CXT, Inc. for project scheduling and bathroom design requirements.
- f. Manage cut out asphalt from parking lot to meet CXT Precast Products Cortez Building specification.
  - Parking lot asphalt depth is approximately 4". Square location is on the NE end of the main building towards the southern end of the property.
- g. Manage construction of gravel pad to CXT spec for CXT Cortez Building.
  - Includes plumbing and electrical utilities in pad to CXT spec.
  - Elevation benchmark must be marked on site prior to construction.
  - Pad constructed on current natural grade.
  - Connect main utilities to pad utilities.
- h. Manage the uncovering and extending electrical and plumbing lines to center of gravel pad location. Cover extended electrical and plumbing lines.
  - Distance is approximately 50'.
  - Parking lot asphalt depth is approximately 4".
  - Utilities cast, or ABS for sewer and water to CXT, Inc. specification.
- i. Coordinate and oversee construction of restroom.
  - CXT, Inc. will install the restroom.
  - Manage of required electrical hookup and pre-operational testing in accordance to codes and accepted industry standards.
  - Manage construction of post installation acceptance testing in accordance with a pre-defined plan and to the satisfaction of JTA.
- j. Manage post restroom construction.
  - Manage construction of elevated deck from curb to bathroom doors to meet 'ADA 2010 Standards for State and Local Government Facilities: Title II' code.
  - Manage striping of ADA parking spaces around precast building to meet 'ADA 2010 Standards for State and Local Government Facilities: Title II' code.
- k. Design and manage construction of gated chain link fence around Jefferson Transit's HPTC dumpster area.

**3. ENGINEER/PROJECT MANAGER RESPONSIBILITIES:**

- a. Responsible for survey.
- b. Responsible for geotechnical services.
- c. Responsible for all locates for building.
- d. Responsible for any and all permits.
- e. Change orders must be approved with 48 hours if necessary.
- f. Includes oversight of 1 mobilization and demobilization.

**4. JEFFERSON TRANSIT REPOSIBILITIES:**

- a. TRANSIT will have site ready prior to construction.
- b. TRANSIT will purchase CXT Precast Products Cortez Building.

**CONTRACT****SECTION 3 – SCOPE OF WORK**

The Scope of Work will adhere to the included, Appendix A (JE Gibson Consulting Scope and Fee). Appendix A coincides with Section 2: General Requirements.

**SECTION 4 – COMPENSATION & PAYMENT SCHEDULE**

This Agreement type is a (Check one):

One Time Only       Ongoing/Renewable       Urgent/Emergency       \*Other (explain below)

Total Fixed-Price Payment of \$ \_\_\_\_\_ due of work upon:       Transit Inspection/Sign-off Required

\*Other: Payment will adhere to Page 5 of the included, Appendix A (JE Gibson Consulting Scope and Fee). Per below.

**BUDGET SUMMARY**

## Fee Billing Type

1. Topographic Survey (Subconsultant)	\$ 7,040	Fixed Fee
2. Project Management and Travel	\$18,600	T/M Fee
4. Civil Construction Documents and Specifications	\$10,950	T/M Fee
5. Project Ad and Award	\$4,800	T/M Fee
6. Construction Support (Partial Subconsultant)	\$10,050	T/M Fee
7. Expenses and Mileage (estimated at 3%)	\$1,543	T/M Fee

**APPROXIMATE PROJECT FEE**      **\$52,983**

Transit will compensate the Contractor upon receipt of a valid invoice by (Check all that apply and attach additional details regarding payments to be made by involved parties):

- Contractor agrees to provide all work required by the scope of work and the other terms of the quotation for the agreement.
- Contractor to separate Scope of Work specification's by price in Proposal.
- All submitted invoices shall be paid by Transit **Net 30 days** unless agree otherwise by parties to this Agreement.
- Transit reserves the right to request related documents (i.e., receipts, statements etc.) and any other proof of expenses and costs incurred by the Contractor on behalf of Transit and invoiced for payment or reimbursement.
- Transit also reserves the right to contest what it deems to be unjustified or excessive charges for services rendered as described within this Agreement. Should one or more of the Contractor's invoices be contested the following shall apply:
  - Written notice shall be provided by Transit within 14 business days indicating the Invoice by number, its date and a brief description of the work(s) or charge(s) in dispute.

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**CONTRACT**

- b. Transit shall make all reasonable efforts to negotiate in good faith to resolve the contested invoice(s) within the original Net 30 day period and make prompt payment thereafter.
  - c. Billing disputes not so resolved shall be decided in accordance with the procedures of section 6.14 below.
6. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 3 and services were rendered to Transit thereafter, all existing fees and rates as previously detailed and set will apply.

**SECTION 5 – TERM OF AGREEMENT**

The term (or length) of this Agreement shall start on (date): 02/20/2019 and expire on: 09/01/2019

Under no circumstances shall the Contractor begin any work (billable or not) before receiving written approval to do so by an authorized Transit agent.

Work performed subsequent to the expiration date of this Agreement shall be billed at the original Agreement rates previously set forth.

The Contractor shall provide Transit a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

**SECTION 6 – INSURANCE & LIABILITY**

This Agreement requires the Contractor to be Insured (Check if required)

If insurance is required, the Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance clearly indicating the following:

1. **Automobile Liability:** insurance with limits no less than \$1,000,000 USD combined single limit per accident for bodily injury and property damage.
2. **Commercial General:** Liability insurance written on an occurrence basis with limits no less than \$1,000,000 USD combined single limit per occurrence, \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion; collapse and underground (XCU), if applicable; and employer's liability.
3. **Professional Liability:** insurance with coverage limits of \$1,000,000 USD per occurrence. Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract of this contract which result in financial loss to Transit.

Transit shall be named as additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Contractor and a copy of the endorsement naming Transit as additional insured shall be attached to the Certificate of Insurance. Transit reserves the right to receive a certified copy of all required insurance policies from Contractor's underwriter(s).

The Contractor shall provide Transit a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

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## **SECTION 7 – PROVISIONS APPLICABLE IN ALL CONTRACTS**

1. **Standard of Care**: The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
2. **Prevailing Wage Requirements**. As required by Chapter 39.12 RCW, wage rates to be paid all laborers, workers, and mechanics performing any part of this Contract, whether they are employed by the Contractor, Subcontractors, or lower-tiered Subcontractors, or any other person who performs a portion of the Work completed by this Contract, shall not be less than the Washington State prevailing wage rates paid for an hour's Work in the same trade or occupation in Jefferson County. The Contractor is required to pay the applicable prevailing wage rates in effect upon the Bid Due Date, which shall remain in effect for the duration of the Contract.
3. **Delegation and Subcontracting**: The Contractor's services are deemed personal and no portion of this Contract may be delegated or subcontracted to any other individual, firm, or entity without the express and prior written approval of Transit.
4. **Independent Contractor**: The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.
5. **Regulations and Requirements**: This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
6. **Right to Review**: This Contract is subject to review by any federal or state auditor. The Transit shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient.
7. **Modifications**: Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
8. **Termination for Default**: If the Contractor defaults by failing to perform any of the obligations of the Contract, the Transit may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Contract, and at Transit's option, obtain performance of the work elsewhere. If the Contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the Contract. Any extra cost or damage to Transit resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the Transit in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.
9. **Termination for Public Convenience**: Transit may terminate the Contract in whole or in part whenever the Transit determines, in its sole discretion that such termination is in the interests of Transit. Whenever the Contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the Contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work.
10. **Termination Procedure**: The following provisions apply in the event that this Agreement is terminated:

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- a. The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
  - b. The Contractor shall provide the Transit with an accounting of authorized services provided through the effective date of termination.
  - c. If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the Transit determines necessary to protect itself against loss or liability.
11. **Defense and Indemnity Agreement:** The Contractor agrees to defend, indemnify and save harmless Transit, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon Transit, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, Transit, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of Transit, its appointed or elected officials or employees. It is further provided that no liability shall attach to Transit by reason of entering into this contract, except as expressly provided herein.
12. **Venue and Choice of Law:** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Jefferson. This Agreement shall be governed by the law of the State of Washington.
13. **Rights and Remedies:** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
14. **Disputes:** Differences between the Contractor and Transit, arising under and by virtue of the contract documents shall be brought to the attention of Transit at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken, and shall be submitted to the Transit's General Manager for resolution. The Contractor and Transit shall have the opportunity to submit written materials and argument and to offer documentary evidence for the General Manager's consideration. Oral argument and live testimony will not be permitted. The Transit's General Manager shall make a decision within thirty (30) days of submittal of the dispute for his review. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered. The records, orders, rulings, instructions, and decision of Transit shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor requests arbitration as provided in paragraph 8.15, below.
15. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided according to the MANDATORY ARBITRATION RULES (MAR) of the County in which suit is filed, regardless of amount in dispute. The parties hereto waive their right to file any appeal in Superior court. If either party seeks and receives legal counsel, the prevailing party shall be awarded reasonably attorney's fees paid and/or billed whether the dispute is resolved through settlement or arbitration. The prevailing party is defined as the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges and counterclaims are resolved and regardless of which party may have prevailed on which issue. The determination of the prevailing party shall supersede all statutes, court rules and offers of settlement.

16. **Ownership of Items Produced:** All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of Transit and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
17. **Recovery of Payments to Contractor:** The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work. In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at Transit's sole discretion, be required to repay to Transit all monies disbursed to the Contractor for those parts of the project that are rendered worthless by such failure to perform. Interest shall accrue at the rate of 12 percent (12%) per annum from the time Transit demands repayment of funds.
18. **Non-Discrimination:** The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
19. **Subcontractors:** In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between Transit and the Contractor. The Contractor shall insure that in all subcontracts entered into, Transit is named as an express third-party beneficiary of such contracts with full rights as such.
20. **Third Party Beneficiaries:** This Agreement is intended for the benefit of Transit and Contractor and not for the benefit of any third parties.
21. **Time is of the Essence:** Time is of the essence in the performance of this Contract unless a more specific time period is set forth in the Scope of Work.
22. **Notice:** Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the Transit's General Manager, and any notices to the contractor shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
23. **Severability:** If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Contract are declared severable.
24. **Waiver:** Waiver of any breach or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
25. **Construction:** This Agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
26. **Agreement:** This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

**SECTION 8 – AGREEMENT TO TERMS**

By signing this request, if it is accepted by Transit, the Responder certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this Contract and Scope of Work and any amendments.

NAME & ADDRESS of FIRM:	Additional Information:	
	Telephone/Fax No.:	
	Federal Employer Identification No.:	
	State Contractor License No.:	
CONTACT E-MAIL:	Prompt Payment Discount (if offered):	___% for payment within ___ days/net ___ days.

CHECK ONE:     INDIVIDUAL     PARTNERSHIP     CORPORATION     LLC

**ACCEPTANCE**

The above Contract has been accepted by, and all terms of the Request for Contract agree to by:

<p>_____ Signature</p> <p><b>Tammi Rubert</b> _____ Printed Name</p> <p><b>General Manager</b> _____ Title</p> <p style="text-align: right;">_____ Date</p>	<p>_____ Signature</p> <p>_____ Printed Name</p> <p>_____ Title</p> <p style="text-align: right;">_____ Date</p>
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## APPENDIX A

### Scope of Work Jefferson Transit Authority Restroom Engineer/Project Manager Port Townsend, Washington

#### Entitlements/Construction Documents/Construction Management

**Prepared For:** Tammi Rubert, General Manager  
Frank Burns, Grants and Procurement  
Jefferson Transit Authority

**Prepared By:** Jim Gibson, PE  
JE Gibson Consulting

**Date:** December 26, 2018

#### ***Introduction:***

It is my pleasure to offer the following scope of work for JE Gibson Consulting (JEG) to provide project management services, civil engineering, bidding and award, and construction management for the development and placement of a CXT prefabricated restroom in the Haines Place Park and Ride Transit Center.

#### ***Project Understanding:***

We understand that this project will be placing a prefabricated concrete CXT Restroom building within the Hanes Place transit center. The project will consist of survey and development of site plan, preliminary documents for the Jefferson Transit Board to review and approve, final construction documents, coordinate the bidding and award of the project and ultimately oversee and manage the construction of the project.

#### ***Process Understanding:***

For the purposes of this proposal, we are including industry-standard construction documents and reports, coordination with City staff for permitting, the bid and awarding of the project, and the construction management of the project.

#### **PHASE 1 – TOPOGRAPHIC SURVEY (By Mtn2Coast Survey)**

This phase includes the costs to complete a topographic survey for the entire Haines Place Transit Center.

- 1.1. Complete a topographic survey of all surface and underground locatable features within the transit center<sup>1</sup>.
- 1.2. Prepare a base map consisting of the topographic survey<sup>2</sup>.

---

<sup>1</sup> Survey will be limited from the public street roadway edges to the north and east tree lines.

<sup>2</sup> Utility locate has been included in the fee.

**Scope of Work  
Jefferson Transit Authority Restroom Engineer/Project Manager  
Port Townsend, Washington**

**Entitlements/Construction Documents/Construction Management**

**Prepared For:** Tammi Rubert, General Manager  
Frank Burns, Grants and Procurement  
Jefferson Transit Authority

**Prepared By:** Jim Gibson, PE  
JE Gibson Consulting

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---

<sup>1</sup> Survey will be limited from the public street roadway edges to the north and east tree lines.

<sup>2</sup> Utility locate has been included in the fee.

- 1.3. Provide private underground locate services prior to topographic survey.

**PHASE 1 FEE: \$7,040**

**Phase 1 Deliverables:**

- Topographic Survey (AutoCAD and PDF).
- Underground locate services

**PHASE 2 – PROJECT MANAGEMENT AND TRAVEL**

This phase includes tasks to plan, manage, and administer the work; attend project meetings; and provide quality assurance/quality control. The following tasks include:

- 2.1. This phase includes travel to Port Townsend for the project. Trips included in are as follows:
- Two trips to meet with JTA to provide preliminary site planning and sketches to establish final construction documents requirements<sup>3</sup>.
  - Two trips for meetings to address permitting and revisions with the City of Port Townsend.
- 2.2. Two trips for meetings with JTA staff for bidding and award of the project<sup>4</sup>.
- 2.3. Nine construction meetings with contractor<sup>5</sup>.
- 2.4. Prepare project updates, accounting, billing and information for the entire project.

**PHASE 2 FEE: \$18,600**

**Phase 2 Deliverables:**

- Coordination with City of Port Townsend for submittal and resubmittals of plans.
- Coordination with JTA Staff and presentation of project to JTA Board.
- Weekly meetings for construction management and inspections.
- Weekly project updates.
- Billing, accounting, and project coordination.

**PHASE 3 – CIVIL CONSTRUCTION DOCUMENTS AND SPECIFICATIONS**

**Phase 3-Task 1 – Final Civil Engineering Construction Documents**

The preliminary site plan from Phase 3 of this proposal be used as the basis of the construction documents. The construction documents will be taken from the Phase 3 preliminary plans to 100% complete in two stages. PS&E documents at 90% will be submitted to the City for permit review, and 100% documents will be sent out to bid. We feel that with the review and approval of the preliminary site plan the risk is small for revisions and we can expedite the construction plan preparation process.

---

<sup>3</sup> These meetings will be to meet with JTA staff and to present to the JTA Board.

<sup>4</sup> One meeting is for bidding walk thru and the second is for Bid Opening.

<sup>5</sup> It is assumed that the construction will take 3 weeks with 3 visits a week.

The following plans will be prepared as part of this phase:

3.1. Final Civil Engineering Construction Documents will include:

- Cover sheet
- Site Plan / Horizontal Control Plan
- TESC Plan
- TESC Notes and Details
- Grading, Paving and Stormwater Plan
- Grading Paving and Stormwater Notes and Details
- Dry Utility and Conduit Plan<sup>6</sup>
- CSI Specifications
- Cost Estimate

**Phase 3 – Task 1 - Fee: \$10,500**

**Phase 3-Task 2 – Stormwater Drainage Memorandum**

This phase includes the preparation of the stormwater drainage memorandum to be submitted with the permit documents. This memorandum will address why additional stormwater mitigation is not required.

3.2. Prepare Stormwater Drainage Memo<sup>7</sup>

- Discuss why additional stormwater improvements are not required.
- Outline the conversion of parking lot paved area to sidewalk and building areas.

3.3. Submit Stormwater Drainage Memorandum for review and revise, if necessary, based on City Comments.

**Phase 3 – Task 2- Fee: \$450**

**PHASE 4 TOTAL FEE: \$10,950**

**Phase 3 Deliverables:**

- Final Construction Documents
- Drainage Memorandum
- CSI Specifications

---

<sup>6</sup> The plan is to show power and extra conduits as needed.

<sup>7</sup> Memo assumes no new impervious areas; no infiltration testing will be required and only connection of roof drains as necessary.



**PHASE 4 –AD, BIDDING, ADDENDUMS AND PROJECT AWARD**

This phase includes the effort to manage the advertisement, bidding, and award of the project.

- 4.1. Coordinating placing project advertisement
- 4.2. Completing one bid addendum
- 4.3. Responding to bidder information requests
- 4.4. Coordinating project bid opening at JTA’s office
- 4.5. Completing the certification of the bid
- 4.6. Coordinating the project award

**PHASE 4 FEE: \$4,800**

***Phase 4 Deliverables:***

- Project advertisement.
- Issuance of bid addendums (as needed).
- Opening and Award of Bid at JTA office.

**PHASE 5 – CONSTRUCTION ADMINISTRATION**

***Phase 5 -Task 1 – Construction Inspection and Documentation***

This task includes construction management of the project. It provides weekly contractor meetings, material submittal review and approval, RFI review and approval, RFI logs, Change Orders and Change Order Directives. JEG will act as the owner representative during construction of the project and closeout process.

- 5.1. Provide weekly meeting with contractor and owner during construction.
- 5.2. Review and approve all material submittals.
- 5.3. Maintain RFI log.
- 5.4. Maintain Change Orders and Change Order Directives.
- 5.5. Provide updated and revised plans based on field required changes throughout construction.
- 5.6. Provide “Record Drawings” and contractor redlines to City of Port Townsend at the end of the project.
- 5.7. Provide project final walk-thru checklist.
- 5.8. Provide project coordination as needed for JTA to meet CXT deliver times and requirements.
- 5.9. Provide project binder for JTA records.

**Phase 5 – Task 1 - FEE: \$5,100**

JTA Restroom Engineer / Project Manager  
JE Gibson Consulting

**Phase 5 -Task 2 – Material Testing – Northwest Territories Inc (NTI)**

This task includes construction material and compaction testing of the soils, subgrades and material to be placed at the site during construction. We have estimated 3 days of testing at \$1,500 dollars per a day. This work will be invoiced as time and materials contract with only the actual costs needed to complete the project. 10% will be added to the invoice for subconsultant management.

- 6.1. Provide compaction testing for all utility installations and building pads.
- 6.2. Provide concrete testing for all placed concrete.
- 6.3. Provide reports on all testing completed.

***Phase 5 – Task 2- Fee: \$4,950***

**PHASE 5 TOTAL FEE: \$10,050**

***Phase 5 Deliverables:***

- Weekly meeting minutes.
- RFI Log.
- Shop Drawings.
- Change Order Record and Record Drawings.
- Compaction and concrete testing of construction materials.
- Complete Binder with all project information.

**BUDGET SUMMARY**

	<u>Fee</u>	<u>Billing Type</u>
1. Topographic Survey (Subconsultant)	\$ 7,040	Fixed Fee
2. Project Management and Travel	\$18,600	T/M Fee
3. Civil Construction Documents and Specifications	\$10,950	T/M Fee
4. Project Ad and Award	\$4,800	T/M Fee
5. Construction Support (Partial Subconsultant)	\$10,050	T/M Fee
6. Expenses and Mileage (estimated at 3%)	\$1,543	T/M Fee
<b>TOTAL PROJECT FEE</b>	<b>\$52,983</b>	

**END OF PROPOSAL**



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Resolution 19-04: Authorizing the General Manager to purchase a pre-fabricated restroom

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 19-04  
Restroom Specifications

BUDGETARY IMPACT (if applicable)

BUDGETED: Yes

EXPENDITURE REQUIRED: \$78,680.74

FUNDING SOURCE: Capital Fund

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

JTA is prepared to purchase a pre-fabricated restroom for the Haines Place Transit Center as outlined in Attachment A.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 19-04: Authorizing the General Manager to purchase a pre-fabricated restroom.

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-04**  
3 **Agreement to Purchase Pre-Fabricated Restroom**

4  
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation  
6 *Benefit Area, hereinafter called the "Authority," authorizing the General Manager*  
7 *to purchase a pre-fabricated restroom*

8  
9 **WHEREAS**, JTA is prepared to purchase a pre-fabricated restroom off of the  
10 Washington State Department of Enterprise Services Cooperative Purchasing Program for the  
11 Haines Place Transit Center, 440 12<sup>th</sup> Street, Port Townsend, WA; and

12  
13 **WHEREAS**, Jefferson Transit Authority is ready to proceed with this purchase and now  
14 requires authorization from the Authority for the General Manager to make this purchase;

15  
16 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board  
17 does hereby authorize the General Manager to purchase the pre-fabricated restroom as  
18 outlined in Attachment A which will be located at 440 12<sup>th</sup> Street, Port Townsend, Washington.

19  
20 **CERTIFICATION**

21 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County  
22 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a  
23 resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held  
24 on this 19<sup>th</sup> day of February 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

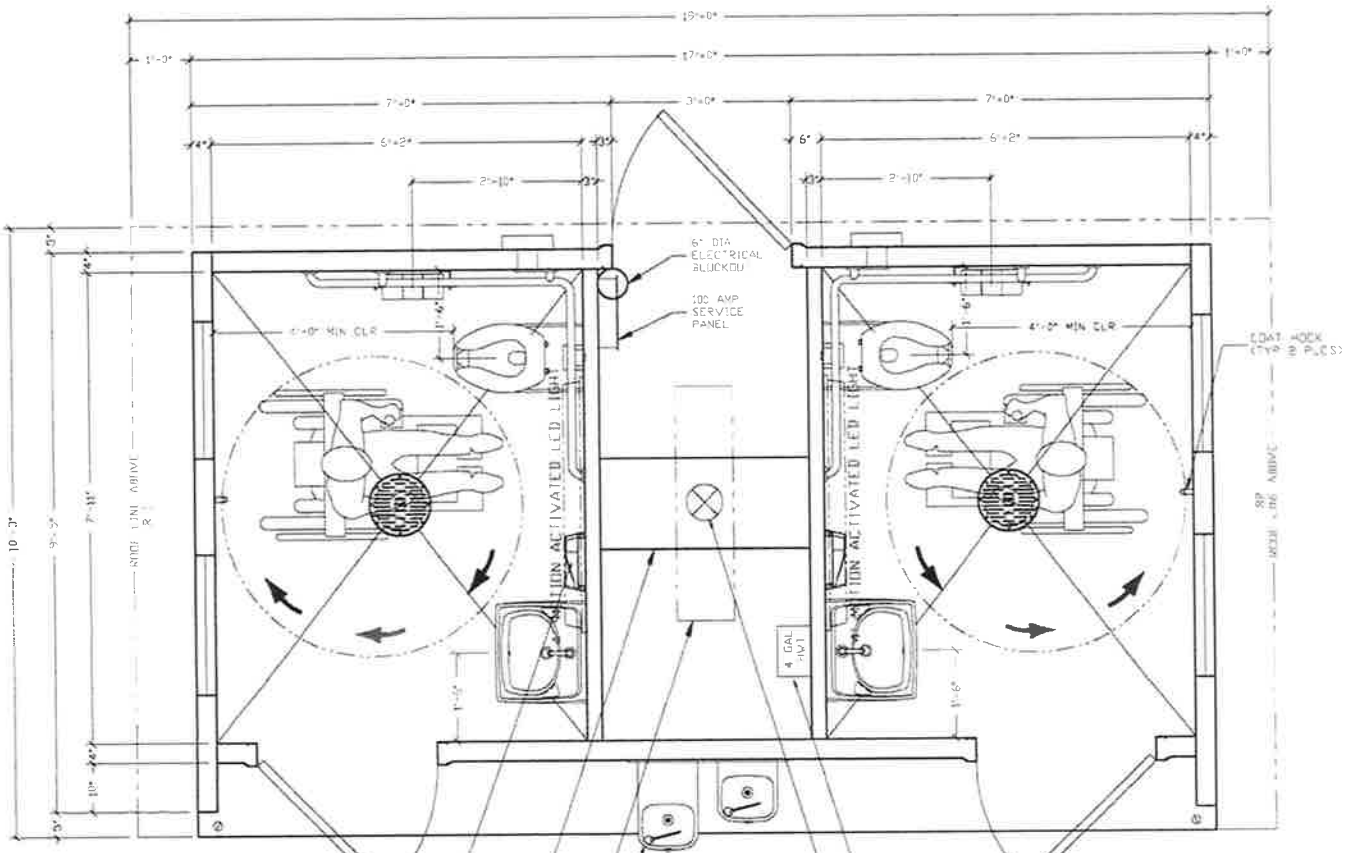
\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board

## Restroom Specifications

	Price	QTY	Total
CORTEZ - Flush toilet with barnwood siding, galvanized painted doors and frames, electrical package, Sacrificial antigraffiti sealer. Off-loading is included in this price	\$ 41,275.00	1	\$ 41,275.00
• Final Connection to Utilities	\$ 2,240.00	1	\$ 2,240.00
• Roof Options (Delta Rib)	\$ 1,008.00	1	\$ 1,008.00
• Two-Tone Color Scheme	\$ 275.00	1	\$ 275.00
• Stainless Steel Fixtures	\$ 1,866.00	1	\$ 1,866.00
• Electric Hand Dryers	\$ 2,305.00	1	\$ 2,305.00
• Electronic Flush Valves	\$ 1,043.00	1	\$ 1,043.00
• Electronic Lavatory Faucets	\$ 1,043.00	1	\$ 1,043.00
• Eemax 4 Gallon Water Heater - Maintenance Purposes Only	\$ 539.00	1	\$ 539.00
• VandlShield XT Sealer	\$ 3,128.00	1	\$ 3,128.00
• Marine Package for Extra Corrosion Resistance	\$ 3,567.00	1	\$ 3,567.00
• Magnetic Door Locks (not chase door)	\$ 3,418.00	1	\$ 3,418.00
• Marine Grade Skylight (each)	\$ 1,568.00	2	\$ 3,136.00
• Sanitary Napkin Disposal (each)	\$ 54.00	2	\$ 108.00
• Paint Touch up Kit - Two Tone Color	\$ 56.00	1	\$ 56.00
<b>Sub Total</b>			<b>\$ 65,007.00</b>
DES WA Management Fee in the amount of 1.50% of building cost, not including shipping			0.015
Taxes, Port Townsend			0.090
One-Way Transportation Cost, (between Spokane, WA and Port Townsend, WA)			\$ 1,848.00
<b>Total</b>			<b>\$ 73,680.74</b>



**FOR  
REFERENCE  
ONLY**



# Authority Board Agenda Summary

MEETING DATE: February 19, 2019

AGENDA ITEM: Resolution 19-05: Authorizing the General Manager to Sign a Contract with Suppression Systems, Inc.

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 19-05  
Contract with Suppression Systems, Inc.  
Suppression Systems, Inc. quote (+ tax = expenditure)

BUDGETARY IMPACT (if applicable) BUDGETED: Yes

EXPENDITURE REQUIRED: \$29,994.62 FUNDING SOURCE: Capital Fund

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

JTA has selected Suppression Systems, Inc. to provide an inert gas fire suppression system in the I.T. Server Room. The fire suppression system will eliminate water damage to its servers in case of fire.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 19-05: Authorizing the General Manager to sign a Contract with Suppression Systems, Inc.

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-05**  
3 **Contract for Fire Suppression Installation**

4  
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation  
6 *Benefit Area, hereinafter called the "Authority," authorizing the General Manager*  
7 *to Sign a Contract with Suppression Systems, Inc.*  
8

9 **WHEREAS**, the Contract with Suppression Systems, Inc. is to install an Inert Gas Fire  
10 Suppression System; and  
11

12 **WHEREAS**, Suppression Systems, Inc. will obtain all necessary permits, licenses and  
13 inspections as required to comply with local, state, fire, and other applicable codes; and  
14

15 **WHEREAS**, Jefferson Transit staff and Attorney have negotiated terms with  
16 Suppression Systems, Inc. that it deems reasonable for the scope of work and recommends a  
17 contract be awarded to Suppression Systems, Inc.; and  
18

19 **WHEREAS**, Jefferson Transit Authority is ready to proceed with this project and now  
20 requires authorization from the Authority for the General Manager to sign said Contract;  
21

22 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board  
23 does hereby authorize the General Manager to sign and execute the attached Contract with  
24 Suppression Systems, Inc.  
25

26 **CERTIFICATION**

27 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County  
28 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a  
29 resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held  
30 on this 19<sup>th</sup> day of February 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Clerk of the Board





# Jefferson Transit Authority

63 4 Corners Road, Port Townsend, WA 98368  
(360) 385-3020, Fax: (360) 385-2321

# No: 2019-03

## REQUEST FOR QUOTE - CONTRACT

In accordance with the following and in compliance with all applicable terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the Contract is accepted, to furnish items or services for the prices proposed and delivered or furnished to designated points within the time specified. It is further understood and agreed, with respect to all terms and conditions accepted by the Responder and Jefferson Transit Authority (TRANSIT), that this Contract and accompanying attachments may, at TRANSIT's discretion, serve as the basis of this service contract.

<b>ISSUE DATE:</b>		<b>REQUEST NUMBER:</b>		<b>DESCRIPTION:</b>	
02/20/19		2019-03		Fire Suppression Installation	
<b>DEPARTMENT:</b>			<b>RESPONSE DEADLINE (DATE/TIME):</b>		<b>CONTRACT ADMINISTRATOR</b>
Finance			N/A		Frank Burns
<b>Revision:</b>		<b>Date:</b>		<b>Brief Description:</b>	
00		TBD		Original	
				<b>Project Manager:</b>	
				Mike Samodurov	

Documents Included: Suppression System Assessment

### SECTION 1 – Scope of Work

1. **PURPOSE:**

Jefferson Transit Authority (JTA) is a public transportation provider formed under RCW 36.57. JTA's 4 Corners IT server room was designed with a water sprinkler system overhead, which will not properly protect JTA's servers when activated. JTA's intention is to disable the water sprinkler system and install a standardized, inert gas, fire suppression system that meets state, national, and international fire codes. JTA had a suppression system analysis of its IT Server Room and received the included Suppression System Assessment. JTA's goal is to have a to have an Inert Gas Fire Suppression System installed in specification with the included with Jefferson Transit Quote Rev #1 1-23-19 (002)' emailed to Jefferson Transit on 01/23/19.

2. **SCOPE:** The selected Contractor must satisfy the certain requirements and deliver the following placed under contract during the designated time frame or until projected deliverables are completed to Transit's satisfaction.

- a. Contractor to obtain all necessary permits, licenses and inspections as required to comply with local, state, fire, and other applicable codes. All work to be executed in a manner as to comply with all industry standards and codes generally associated with this type of project. Permits include Jefferson County and WA State Department of Labor & Industries.
- b. Complete and submit all required Prevailing Wage Intents and Affidavits for this project.
- c. All Pay Requests submitted must include copies of Certified Payroll reports.

3. **DELIVERABLES:** As established under this contract, the selected Contractor, as a minimum, SHALL meet the following requirements and conditions and be able to provide each listed service below, which are:

- a. Suppression Systems to install Inergen Fire Suppression System in adherence to the included 'Jefferson Transit Quote Rev #1 1-23-19' emailed to Jefferson Transit on 01/23/19.
- b. JTA to seal 1.17ft<sup>2</sup> of IT Server Room Space as recommended by Suppression Systems' 'Jefferson Transit Room Enclosure Test Report' sent on 05/14/18.

## SECTION 2 – Compensation & Payment Schedule

This Agreement type is a (Check one):

One Time Only       Ongoing/Renewable       Urgent/Emergency       Other (explain below)

Other: \_\_\_\_\_

Transit will compensate the Contractor upon receipt of a valid invoice by (Check all that apply and attach additional details regarding payments to be made by involved parties):

Lump Sum Payment of \$29,994.62 due at completion of work upon:       Transit Inspection/Sign-off Required  
 All Charges not to Exceed Contract Amount of \$\_\_\_\_\_ for hourly services billed at \$\_\_\_\_\_/Hour  
 Recurring charges of \$\_\_\_\_\_ to be paid (Circle one):      Weekly      Bi-Weekly      Monthly      Quarterly      Semi-Annual      Annually

1. Contractor agrees to provide all work required by the scope of work and the other terms of the quotation for the agreement.
2. Contractor to separate Scope of Work specification's by price in Quote.
3. All submitted invoices shall be paid by Transit **Net 30 days** unless agree otherwise by parties to this Agreement.
4. Transit reserves the right to request related documents (i.e., receipts, statements etc.) and any other proof of expenses and costs incurred by the Contractor on behalf of Transit and invoiced for payment or reimbursement.
5. Transit also reserves the right to contest what it deems to be unjustified or excessive charges for services rendered as described within this Agreement. Should one or more of the Contractor's invoices be contested the following shall apply:
  - 5.1. Written notice shall be provided by Transit within 14 business days indicating the Invoice by number, its date and a brief description of the work(s) or charge(s) in dispute.
  - 5.2. Transit shall make all reasonable efforts to negotiate in good faith to resolve the contested invoice(s) within the original Net 30 day period and make prompt payment thereafter.
  - 5.3. Billing disputes not so resolved shall be decided in accordance with the procedures of section 5.14 below.
6. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 2 and services were rendered to Transit thereafter, all existing fees and rates as previously detailed and set will apply.

## SECTION 3 – Term of Agreement

All work for this project shall be completed six (6) weeks after contract signing.

**CONTRACT****SECTION 4 – Insurance & Liability**

This Agreement requires the Contractor to be Insured (Check if required)

If insurance is required, the Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors. The Contractor shall provide a Certificate of Insurance clearly indicating the following:

1. **Automobile Liability** (if required) insurance with limits no less than \$1,000,000 USD combined single limit per accident for bodily injury and property damage.
2. **Commercial General** Liability insurance written on an occurrence basis with limits no less than \$1,000,000 USD combined single limit per occurrence, \$2,000,000 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not be limited to: blanket contractual; products/completed operations; broad form property damage; explosion; collapse and underground (XCU), if applicable; and employer's liability.
3. **Professional Liability**: insurance with coverage limits of \$1,000,000 USD per occurrence. Covering all errors, omissions or negligent acts of the contractor, subcontractor or anyone directly or indirectly employed by them, made in the performance of this contract of this contract which result in financial loss to Transit.

Transit shall be named as additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Contractor and a copy of the endorsement naming Transit as additional insured shall be attached to the Certificate of Insurance. Transit reserves the right to receive a certified copy of all required insurance policies from Contractor's underwriter(s).

The Contractor shall provide Transit a written notice 30 calendar days prior to cancellation, suspension or material change in any coverage required for this Agreement.

**SECTION 5 – Provisions Applicable to All Contacts**

1. **Standard of Care**. The Contractor shall perform its duties hereunder in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession as Contractor currently practicing under similar circumstances. The Contractor shall, without additional compensation, correct those services not meeting such a standard.
2. **Prevailing Wage Requirements**. As required by Chapter 39.12 RCW, wage rates to be paid all laborers, workers, and mechanics performing any part of this Contract, whether they are employed by the Contractor, Subcontractors, or lower-tiered Subcontractors, or any other person who performs a portion of the Work completed by this Contract, shall not be less than the Washington State prevailing wage rates paid for an hour's Work in the same trade or occupation in Jefferson County. The Contractor is required to pay the applicable prevailing wage rates in effect upon the Bid Due Date, which shall remain in effect for the duration of the Contract.
3. **Delegation and Subcontracting**. The Contractor's services are deemed personal and no portion of this Contract may be delegated or subcontracted to any other individual, firm, or entity without the express and prior written approval of Transit.

**REQUEST FOR QUOTE – CONTRACT:** Jefferson Transit Authority

4. **Independent Contractor.** The Contractor's services shall be furnished by the Contractor as an independent contractor and nothing herein contained shall be construed to create a relationship of employer/employee or master/servant.
5. **Regulations and Requirements.** This Agreement shall be subject to all federal, state, and local laws, rules, and regulations.
6. **Right to Review.** This Contract is subject to review by any federal or state auditor. The Transit shall have the right to review and monitor the financial and service components of this program by whatever means are deemed expedient.
7. **Modifications.** Either party may request changes in the Agreement. Any and all agreed modifications shall be in writing, signed by each of the parties.
8. **Termination for Default.** If the Contractor defaults by failing to perform any of the obligations of the Contract, the Transit may, by depositing written notice to the Contractor in the U.S. mail, postage prepaid, terminate the Contract, and at Transit's option, obtain performance of the work elsewhere. If the Contract is terminated for default, the Contractor shall not be entitled to receive any further payments under the Contract. Any extra cost or damage to Transit resulting from such default(s) shall be deducted from any money due or coming due to the Contractor. The Contractor agrees to bear any extra expenses incurred by the Transit in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the County by reason of such default.
9. **Termination for Public Convenience.** Transit may terminate the Contract in whole or in part whenever the Transit determines, in its sole discretion that such termination is in the interests of Transit. Whenever the Contract is terminated in accordance with this paragraph, the Contractor shall be entitled to payment for actual work performed for completed items of work. An equitable adjustment in the Contract price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or uncompleted work.
10. **Termination Procedure.** The following provisions apply in the event that this Agreement is terminated:
  - (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
  - (b) The Contractor shall provide the Transit with an accounting of authorized services provided through the effective date of termination.
  - (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that the Transit determines necessary to protect itself against loss or liability.
11. **Defense and Indemnity Agreement.** The Contractor agrees to defend, indemnify and save harmless Transit, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon Transit, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage

to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, Transit, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of Transit, its appointed or elected officials or employees. It is further provided that no liability shall attach to Transit by reason of entering into this contract, except as expressly provided herein.

12. **Venue and Choice of Law.** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Jefferson. This Agreement shall be governed by the law of the State of Washington.
13. **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
14. **Disputes:** Differences between the Contractor and Transit, arising under and by virtue of the contract documents shall be brought to the attention of Transit at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken, and shall be submitted to the Transit's General Manager for resolution. The Contractor and Transit shall have the opportunity to submit written materials and argument and to offer documentary evidence for the General Manager's consideration. Oral argument and live testimony will not be permitted. The Transit's General Manager shall make a decision within thirty (30) days of submittal of the dispute for his review. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered. The records, orders, rulings, instructions, and decision of Transit shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor requests arbitration as provided in paragraph 5.15, below.
15. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided according to the MANDATORY ARBITRATION RULES (MAR) of the County in which suit is filed, regardless of amount in dispute. The parties hereto waive their right to file any appeal in Superior court. If either party seeks and receives legal counsel, the prevailing party shall be awarded reasonably attorney's fees paid and/or billed whether the dispute is resolved through settlement or arbitration. The prevailing party is defined as the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges and counterclaims are resolved and regardless of which party may have prevailed on which issue. The determination of the prevailing party shall supersede all statutes, court rules and offers of settlement.
16. **Ownership of Items Produced.** All writings, programs, data, art work, music, maps, charts, tables, illustrations, records or other written, graphic, analog or digital materials prepared by the Contractor and/or its consultants or subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of Transit and constitute "work made for hire" as that phrase is used in federal and/or state intellectual property laws and Contractor and/or its agents shall have no ownership or use rights in the work.
17. **Recovery of Payments to Contractor.** The right of the Contractor to retain monies paid to it is contingent upon satisfactory performance of this Agreement, including the satisfactory completion of the project described in the Scope of Work. In the event that the Contractor fails, for any reason, to perform obligations required of it by this Agreement, the Contractor may, at Transit's sole discretion, be required to repay to Transit all monies disbursed to

the Contractor for those parts of the project that are rendered worthless by such failure to perform. Interest shall accrue at the rate of 12 percent (12%) per annum from the time Transit demands repayment of funds.

18. **Non-Discrimination.** The Contractor shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
19. **Subcontractors.** In the event that the Contractor employs the use of any subcontractors, the contract between the Contractor and the subcontractor shall provide that the subcontractor is bound by the terms of this Agreement between Transit and the Contractor. The Contractor shall insure that in all subcontracts entered into, Transit is named as an express third-party beneficiary of such contracts with full rights as such.
20. **Third Party Beneficiaries.** This Agreement is intended for the benefit of Transit and Contractor and not for the benefit of any third parties.
21. **Time is of the Essence.** Time is of the essence in the performance of this Contract unless a more specific time period is set forth in the Scope of Work.
22. **Notice.** Except as set forth elsewhere in the Agreement, for all purposes under this Agreement, except service of process, any notices shall be given by the Contractor to the Transit's General Manager, and any notices to the contractor shall be given to the person executing the Agreement on behalf of the Contractor at the address identified on the signature page.
23. **Severability.** If any term or condition of this Contract or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Contract are declared severable.
24. **Waiver.** Waiver of any breach or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Contract shall be held to be waived, modified, or deleted except by an instrument, in writing, signed by the parties hereto.
25. **Construction.** This Agreement has been mutually reviewed and negotiated by the parties and should be given a fair and reasonable interpretation and should not be construed less favorably against either party.
26. **Agreement.** This written contract represents the entire Agreement between the parties and supersedes any prior statements, discussions or understandings between the parties except as provided herein.

## SECTION 6 – Acceptance Criteria

1. All Quotes will be evaluated based on current JTA procurement policy (available online at [www.jeffersontransit.com](http://www.jeffersontransit.com)), and up past JTA experience with responding Contractors, where applicable.
2. JTA reserves the right to Award all Work Bid according to the lowest qualified responsive Qualification tendered, available funds, and as it best serves the interest of JTA. All Work awarded will be made to the same Bidder as the Contractor.
3. Any winning bid over \$25,000 is not guaranteed until it is approved by the Jefferson Transit Board of Directors. Jefferson Transit reserves the discretion to waive the bid if the Board of Directors does not approve.
4. JTA reserves the discretion to request additional documentation and interview Contractor as necessary to determine their actual experience and capabilities to satisfy the requirement of the Scope of Work.
5. N/A
6. N/A
7. Washington State prevailing wage rates are in effect. All costs for insurance and prevailing wage filing fees shall be incidental to and included in the Qualification Price and no additional payment will be made by JTA during the Contract Term.
8. This agreement is subject to a financial assistance contract between the Washington State Department of Transportation (WSDOT) and the Federal Transit Administration (FTA) and the appropriations of the State of Washington. Bidders will be required to comply with all FTA, State and local rules and regulations where applicable.
9. Transit is an Equal Opportunity Employer and hereby notifies all entities that it will affirmatively ensure that in any considered disadvantaged business enterprises will be afforded full opportunity to submit Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**SECTION 7 – AGREEMENT TO TERMS**

By signing this request, if it is accepted by Transit, the Responder certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this Request for Quote and Scope of Work and any amendments.

NAME & ADDRESS of FIRM:	Additional Information:	
	Telephone/Fax No.:	
	Federal Employer Identification No.:	
	State Contractor License No.:	
CONTACT E-MAIL:	Prompt Payment Discount (if offered):	___% for payment within ___ days/net ___ days.

CHECK ONE:    INDIVIDUAL    PARTNERSHIP    CORPORATION    LLC

**ACCEPTANCE**

The above Request for Quote has been accepted by, and all terms of the Contract agree to by:

Signature	Signature
<b>Tammi Rubert</b>	
Printed Name	Printed Name
<b>General Manager</b>	
Title	Title
Date	Date





January 23, 2019

Frank Burns

Jefferson Transit Authority

63 4 Corners Rd

Port Townsend, WA 98368

Phone: 360.385.3020 Ext. 110

Subject: Inergen Fire Suppression System

Dear Frank,

Per your request I am pleased to provide a price quotation for delivery and installation of on Inergen clean agent fire suppression system

**Furnish and install Inergen Clean Agent Fire suppression system to protect the following rooms. Price includes all electrical and mechanical labor:**

<b>Inergen Clean Agent Fire Suppression System Detection &amp; Controls</b>	<b>\$27,518.00</b>
<b>Total:</b>	<b>\$27,518.00</b>

**Under this proposal Suppression Systems, Inc. would perform the following:**

<u>Scope of Work</u>	
1)	Provide design & engineered drawings of clean agent suppression system
2)	All system components to be new, factory furnished, Tanks will be refurbished
3)	Labor and material to install piping and fittings for system
4)	Clean Agent releasing control panel with 24hour emergency backup power
5)	Installation, programming, and commissioning by Factory trained technicians
6)	All piping, supports, anchors, & seismic as necessary
7)	Piping to be clean black steel, but not primed or painted.
8)	Pipe pressure and flow test
9)	All components UL Listed & FM Approved
10)	Normal working hours
11)	Engineered drawings, calculations, and all required submittals included
12)	Installation of all components for a complete and working system including but not limited to; conventional photoelectrical smoke detectors, release stations, abort stations, horn/strobe notification devices, discharge strobes, keyed maintenance bypass, and supervisory pressure switches.
13)	Three year factory warranty on all installed components, so long as preventative service and maintenance is current by factory authorized distributors.
14)	All wiring to be installed in conduit (EMT, MC)
15)	Required permits (electrical and fire)
16)	Programing of building fire alarm

<u>Exclusions</u>	
1)	Abatement of any kind
2)	Bid, payment, or performance bond
3)	Insurance above our company standard
4)	Washington State sales tax
5)	After hours work
6)	120VAC dedicated circuit to control panel
7)	Painting of any kind
8)	Enhancements to the structure if unable to support piping and conduit.
9)	BIM modeling
10)	Sprinkler system work of any kind
12)	FM Global Requirements
13)	Reserve supply of agent
14)	Sealing of enclosure to maintain agent concentration
15)	Addressable fire suppression system

Should you have any further questions or concerns regarding this proposal please do not hesitate to contact me directly. As always, we appreciate the opportunity to serve your fire protection needs, and we value your consideration of Suppression Systems, Inc. for this project.

*Ryan Schwalb*

**SUPPRESSION SYSTEMS, INC.**

3077 20th St E Suite B Fife, WA 98424

253-926-3300

*Ryan@suppression.com*

2017 Ridership Total including JTOC			235,854											
2017	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1592	1470	1651	1370	1695	1683	1531	1533	1392	1468	1315	1241	17941	1495
#11 Shuttle	7676	7344	8154	6480	7251	7927	7595	7911	6794	6562	5780	6166	85640	7137
#2 Ft. Worden	1761	1820	2000	1807	2020	2030	1946	1876	1652	1800	1472	1528	21712	1809
#3 Castle Hill	1716	1632	1642	1584	1730	1767	1691	1888	1626	1665	1408	1426	19775	1648
#6A Tri Area	1569	1467	1686	1417	1669	1479	1292	1326	1251	1381	1287	1339	17163	1430
#6B Tri Area	1228	1229	1438	1329	1401	1280	1105	1161	961	1072	1023	989	14216	1185
#7 Poulsbo	1815	1739	1941	1837	2133	1910	1968	2205	1903	1820	1716	1671	22658	1888
#8 Sequim	1766	1618	2054	1893	2106	1829	1681	1762	1616	1824	1475	1357	20981	1748
<b>Riders</b>	<b>19123</b>	<b>18319</b>	<b>20566</b>	<b>17717</b>	<b>20005</b>	<b>19905</b>	<b>18809</b>	<b>19662</b>	<b>17195</b>	<b>17592</b>	<b>15476</b>	<b>15717</b>	<b>220086</b>	<b>18341</b>
On Time Performance	96.25	94.52	95.1	91.7	88.42	86.27	82.38	83.26	89.99	93.97	94.12	93.01	91.29	90.75
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25.33
Mileage	35886	32711	35881	33749	35808	36868	33749	37362	33764	35881	33573	33749	418979	34915
<b>2017 Notes:</b>	June 19 - June 26 Highway 20 Detour					August 2 - August 22 Center Rd and Highway 19 Detour								

2018 Ridership Total including JTOC 253,042			7.6% increase in JT fixed route service, 2.9% increase in JTOC service											
2018	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1527	1439	1555	1459	1611	1436	1376	1435	1408	1697	1483	1353	17779	1482
#11 Shuttle	5919	4848	5420	4819	5245	5755	6061	6567	5315	5513	5101	5063	65626	5469
#2 Ft. Worden	1772	1631	2065	1752	1878	2092	2196	2158	1719	1910	1570	1437	22180	1848
#3 Castle Hill	1364	1254	1475	1447	1634	1573	1567	1800	1363	1454	1472	1454	17857	1488
#4 Upper Sims Loop	1441	2605	3174	2860	3374	3356	3332	3349	2981	3417	3422	3448	36759	3063
#6A Tri Area	1439	1159	1315	1119	1226	1243	1188	1427	1154	1318	1162	1082	14832	1236
#6B Tri Area	1167	977	1221	1114	1222	1159	1300	1330	1086	1168	1052	1088	13884	1157
#7 Poulsbo	1726	1691	2019	1960	1992	1910	1915	2321	1851	2081	1736	1720	22922	1910
#8 Sequim	1508	1381	1601	1586	1874	1738	1922	2119	1660	1931	1759	1557	20636	1720
Womens March & Wooden Boat	111								4231		4342			
<b>Riders</b>	<b>17974</b>	<b>16985</b>	<b>19845</b>	<b>18116</b>	<b>20056</b>	<b>20262</b>	<b>20857</b>	<b>22506</b>	<b>22768</b>	<b>20489</b>	<b>18757</b>	<b>18202</b>	<b>236817</b>	<b>19373</b>
On Time Performance	95.33	97.79	95.41	96.58	94.69	92.77	89.42	97.74	97.7	95.7	97.6	95.4	93.5	95.51
#Days In Service	26	24	27	25	26	26	25	27	24	27	25	25	307	25.58
Mileage	37717	35761	39932	37428	38916	38315	30058	40654	35093	40706	37428	36707	448715	37393
<b>2018 Notes</b>	January 15, 2018 new #4 service began and additional service added #7 at 10:40, 6B @11:00													
Feb 22, 2018 On snow routes														
May 1-July 15 Water St construction project, one lane of alternating traffic, paving														
<b>January Womens' Walk 111 riders/ September Total Wooden Boat 4231</b>														

## JTOC Ridership

<b>2017</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
<b>JTOC</b>	1090	<b>1108</b>	<b>1292</b>	<b>1275</b>	<b>1505</b>	<b>1406</b>	<b>1527</b>	<b>1737</b>	<b>1435</b>	<b>1353</b>	<b>992</b>	<b>1048</b>	<b>15768</b>	<b>1314</b>
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25
JTOC Mileage	12540	11450	12980	11870	12468	12474	11700	13054	11687	12434	11673	11734	146064	<b>12172</b>

Notes: Crescent Lake Road Rehabilitation late April through mid November, traffic delays from Port Angeles to Forks

<b>2018</b>	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
<b>JTOC</b>	1040	<b>1174</b>	<b>1412</b>	<b>1258</b>	<b>1531</b>	<b>1482</b>	<b>1543</b>	<b>1646</b>	<b>1681</b>	<b>1303</b>	<b>1039</b>	<b>1116</b>	<b>16225</b>	<b>1352</b>
#Days In Service	26	24	27	25	26	26	25	27	24	27	25	25	307	26
JTOC Mileage	12338	11455	12793	12343	12463	12300	11919	12933	11476	13063	12623	11561	147267	<b>12272</b>

Notes: Week of February 19 snow

**Ridership 2017 compared to 2018, increase of 2.89%**

## Dial-A-Ride

<b>2017</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	952	834	1022	940	1044	978	976	922	829	871	899	793	11060	922
PCA Boardings	75	40	94	74	65	73	64	49	34	26	49	42	685	57
Other Boardings	19	18	19	21	36	4	18	11	2	4	0	2	154	13
<b>Riders</b>	<b>1046</b>	<b>892</b>	<b>1135</b>	<b>1035</b>	<b>1145</b>	<b>1055</b>	<b>1058</b>	<b>982</b>	<b>865</b>	<b>901</b>	<b>948</b>	<b>837</b>	<b>11899</b>	<b>992</b>
Trips	952	834	1021	902	943	901	894	862	793	841	850	749	10542	879
Service Hours	448.9	380.2	496.1	470.4	544.78	479	478.2	554.23	456.05	486.4	449.9	414.23	5658	472
Service Mileage	4611	3737	5025	4852	6023	5157	5172	4848	4419	4714	4897	4042	57497	4791
On Time Performance	92%	93%	91%	82%	86%	86%	86%	86%	85%	84%	86%	87%		87%
#Days In Service	26	24	26	25	25	26	25	27	25	26	24	25	304	25

**Notes**

Began Transition to RouteMatch in April 2017. On time performance may reflect driver adjustment to new technology.

<b>2018</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	986	792	927	766	826	800	876	1065	1000	1231	1105	1010	11384	949
PCA Boardings	62	44	62	60	60	42	66	67	47	68	57	47	682	57
Other Boardings	4	0	12	0	0	8	6	9	4	11	5	2	61	5
<b>Riders</b>	<b>1052</b>	<b>836</b>	<b>1001</b>	<b>826</b>	<b>886</b>	<b>850</b>	<b>948</b>	<b>1141</b>	<b>1051</b>	<b>1310</b>	<b>1167</b>	<b>1059</b>	<b>12127</b>	<b>1011</b>
Trips	920	748	852	706	766	750	804	989	949	1152	1043	961	10640	887
Service Hours	478	385	458	378	420	452	434	539	461	617	594	528	5744	479
Service Mileage	5455	4091	4866	3748	4235	4538	4535	5487	5199	6417	5928	5404	59903	4992
On Time Performance	95%	92%	89%	97%	95%	94%	94%	93%	93%	93%	91%	95%		93%
#Days In Service	26	24	27	25	26	26	25	27	24	27	25	25	307	26

**Notes**



2017 Jefferson Transit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Averages
Vanpool Groups in Operation	4	4	4	4	4	4	2	2	2	2	2	2	
Vans Available	5	5	5	5	5	5	7	7	7	7	7	7	
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	
Total Active Vans in Fleet	11	11	11	11	11	11	11	11	11	11	11	11	
Loaners as % of Vanpool Fleet	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	
Vanpool Group Starts	0	0	0	0	0	0	0	0	0	0	0	0	
Vanpool Group Folds	0	0	0	0	0	0	0	0	0	0	0	0	
Passenger Trips	954	856	1,136	984	984	956	506	604	518	536	492	404	744
Average Riders Per Van	6.8	6.7	6.7	6.8	7.5	7.2	6.2	6.1	6.3	6.1	6.3	6.3	6.58
RevenueMiles Traveled	6,486	5,715	7,602	6,698	7,423	6,863	3,116	3,680	3,239	3,289	3,085	2,543	4,978
Average Round Trip Miles	85.3	81.6	87.38	85.87	88.37	89.13	86.56	83.64	83.05	84.33	83.38	87.69	85.5
Revenue Hours:	165	153	189	168	181	162	78	94	84	84	80	62	125

2018 Jefferson Transit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Averages
Vanpool Groups in Operation	2	2	2	2	2	2	2	2	2	2	2	2	
Vans Available	7	7	7	7	7	7	7	7	7	7	7	7	
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	
Total Active Vans in Fleet	11	11	11	11	11	11	11	11	11	11	11	11	
Loaners as % of Vanpool Fleet	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	
Vanpool Group Starts	0	0	0	0	0	0	0	0	0	0	0	0	
Vanpool Group Folds	0	0	0	0	0	0	0	0	0	0	0	0	
Passenger Trips	580	536	604	574	508	486	520	528	432	516	434	260	498
Average Riders Per Van	6.1	5.8	6.2	6.1	7.2	6.6	6.9	6.8	7.3	7.1	6.8	8.8	6.82
RevenueMiles Traveled	3,519	3,134	3,728	3,480	3,661	3,211	3,584	3,616	3,160	3,669	2,970	2,294	3,336
Average Round Trip Miles	88.0	78.4	93.2	87.0	91.5	80.3	89.6	84.1	83.2	91.7	74.3	57.35	83.2
Revenue Hours:	86	84	88	86	84	82	86	92	82	90	75	53	82

Vanpool Ridership decreased from 2017 to 2018. In 2017 Jefferson Transit had 4 active vanpool groups. The decrease in ridership is due to the loss of two vanpool groups. In 2017, the Transportation Incentive Program the riders used to pay for their vanpool fare changed ,causing an issue with our payment system. This problem continued from June through September, and two vanpools decided to move to another agency program.