



**JEFFERSON TRANSIT AUTHORITY
REGULAR BOARD MEETING
Tuesday, June 18, 2019, 1:30 p.m.
Jefferson Transit Boardroom
63 4 Corners Road, Port Townsend, WA**

AGENDA

Call to Order/Welcome

Public Comment

New Agenda Items

I. Finance Reports

- a. May 2019
- b. April 2019

II. Consent Agenda

- a. Approval of Minutes, April 16, 2019
- b. Approval of Expenses, May 2019
- c. Approval of Expenses, April 2019
- d. Correction to 2/19 Board Meeting Minutes
- e. **Resolution 19-10:** Clallam Transit Interlocal Agreement-West End Service
- f. **Resolution 19-11:** Authorization for the General Manager to sign the 2018 Certifications and Assurances
- g. **Resolution 19-12:** Authorizing the GM to execute the PRTPO ILA
- h. **Resolution 19-13:** Authorizing the GM to enter into an Agreement to Provide Fiscal Services for PRTPO
- i. **Resolution 19-14:** Authorizing the Jefferson County Auditor to activate a PRTPO Fund

Public Hearing: Transit Development Plan/Transportation Improvement Plan 2019-2024 (Found under Tab #8 in the Board packet book)

III. Old Business

IV. New Business

- a. **Resolution 19-15:** Authorizing the General Manager to purchase a trolley bus for downtown shuttle service.
- b. **Resolution 19-16:** Grant GCB2605
- c. **Resolution 19-17:** Debt Management Policy

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

June 12, 2019

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

The budget tracking percentage for May is 41.7%. We use that tracking figure as a guideline for monitoring revenue/expenses.

Sales Tax Analysis Reports –

For the month March 2019 sales tax was 4% higher than received in March 2018. Cumulatively, JTA sales tax receipts are 3% higher than same time period in 2018.

Revenue Report –

Overall - Operating revenue is tracking near or a little over 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 4.8% UNDER budget.

- **Labor** – Labor is 1% under budget.
 - **Fixed Route** – Fixed Route regular wages are slightly over budget (.5%). This is most likely a timing issue, will continue to monitor.
 - **Dial-A-Ride (DAR)** – DAR Wages are 7.6% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 4.2% under budget.
 - L&I – Over budget, JTA notified of increased cost after budget completed.
 - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 25% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 10.1% under budget.
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020. This line item will be over budget.
 - Safety & Emergency Supplies – Timing issue - purchased training tool for wheel chair tie-down, will monitor.
 - Office Supplies – Timing issue – will monitor.
- **Utilities** – Utilities is 1.7% over budget –
 - Electricity not yet posted – will continue to monitor – may be over budget by year end
 - Telephone & Internet - In May we paid for infrastructure utility work for fiber optic services. We expect to realize cost savings in Internet services in the future.

- **Casualty/Liability Costs** – 4.2% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 20.7% under budget.
- **Miscellaneous** – 18.7% under budget.
- **Interest on Debt** – 9.3% over budget, bi-annual payments made in May and Dec, timing issue.
- **Leases and Rentals** – 9.2% under budget.

Capital Activity – Capital activity in May: Tool Box for 805 – Road Call Response Vehicle



May 2019 Financial Summary

Budget Tracking Figure: 41.7%

1. Operational Expenses:		\$433,828.32
Operational Revenues:		\$15,620.93
Non-Operational Income:		\$580,657.73
Capital Expenses:		\$19,974.58
Capital Income:		\$0.00
2. Sales Tax Received 5/31/2019 for February 2019:		\$455,211.10
Sales Tax Received 5/31/2018 for February 2018:		\$433,601.92
Sales tax increased from prior year 4%		
3. Cash on Hand as of April 30, 2019*:		
Operating:		\$1,895,086.02
Operating Reserve (100% Funded):		\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)		
Capital Committed (2019 Capital Projects):		\$1,800,960.57
Dedicated (Committed) Grant Match (66% Funded):		\$3,026,967.02
(TDP Funding Match \$4,576,300)		
Capital Vehicle Reserve		\$325,000.00
IT Reserve		\$50,000.00
Unemployment Reserve:		\$14,500.00
Bond Payment Reserve:		\$35,116.43
Bond Reserve:		\$85,250.00
EFT Fund:		\$102,688.73
Travel Fund:		\$1,500.00
Total		\$8,687,068.77**

*"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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.48%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%	\$465,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$2,045,377.83	1,683,366.00	21.51%
June	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$2,045,377.83	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$409,075.57	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Accrual Actual Sales Tax Received	2019 Cumulative Accrual Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%	\$465,211.10	\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	18.44%	\$1,155,724.66	972,889.00	18.79%
April	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	1,294,959.00	
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	1,651,710.00	
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,094,337.00	
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,473,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,664,000.00	
November	0.90%		\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$329,429.00	0.00%	\$0.00	3,993,429.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$1,155,724.66	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$385,241.55	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

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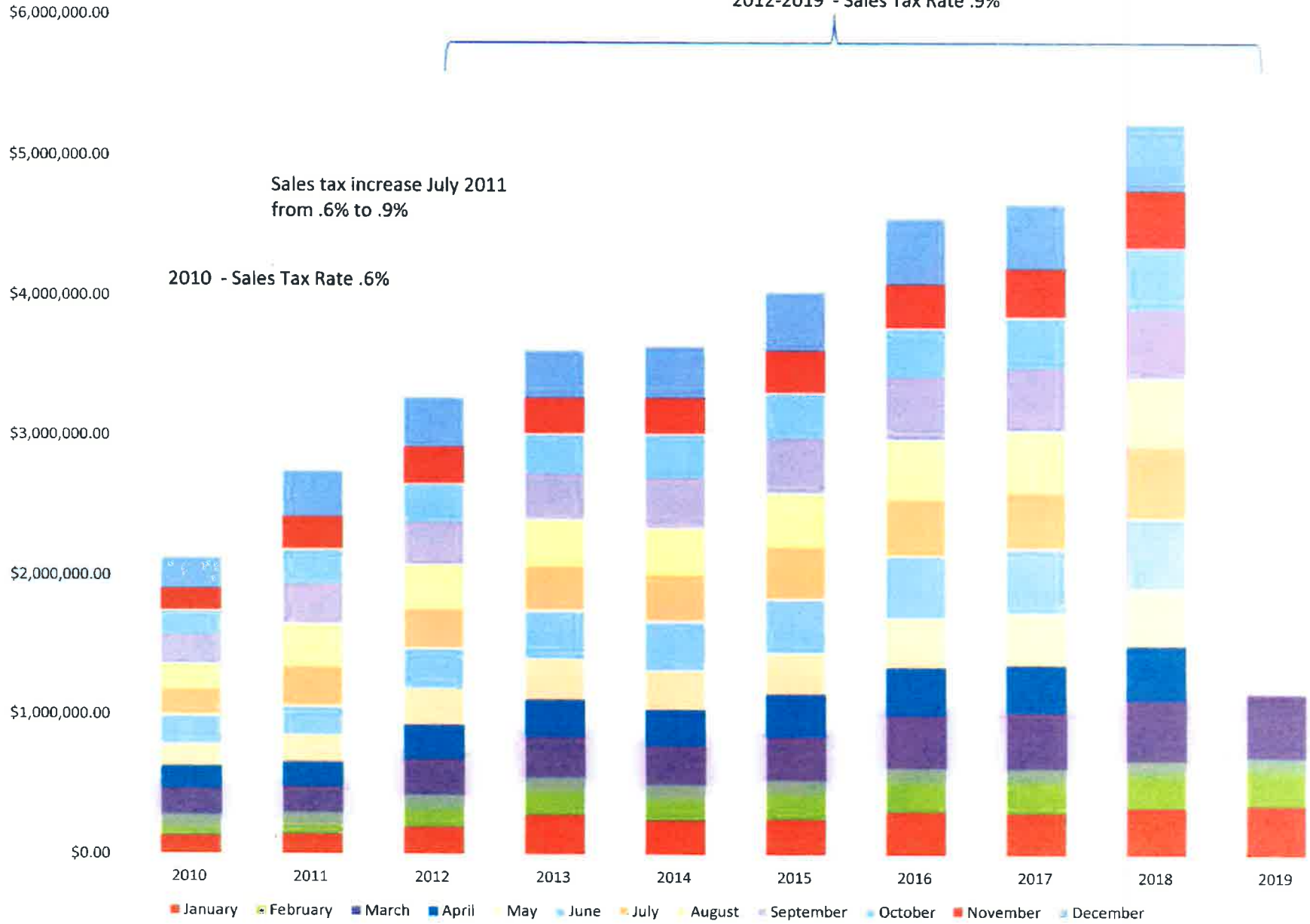
Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

May 2019
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**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Five Months Ending May 31, 2019**

	May	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,280,066.22	\$7,185,445.58
Operating Cash Provided/(Used) by:		
Operating Activities	(\$51,466.24)	(\$1,604,755.08)
Non-Capital Financing Activities	\$456,803.17	\$2,431,781.19
Investing Activities	\$12,248.39	\$43,423.00
Total Operating Cash Provided/(Used)	\$417,585.32	\$870,449.11
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$7,427.08)	\$634,329.77
Net Increase/(Decrease) Cash and Equivalent	\$410,158.24	\$1,504,778.88
CASH BALANCES - END OF PERIOD	\$8,690,224.46	\$8,690,224.46

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$15,620.93	\$73,334.49	\$172,072.00	42.62%
Operating Expenses				
Labor	208,692.64	916,137.02	2,249,110.00	40.73%
Benefits	135,438.30	661,809.52	1,765,334.00	37.49%
Services and User Fees	12,527.62	56,086.23	336,454.00	16.87%
Materials & Supplies	49,443.02	197,996.93	626,760.00	31.59%
Utilities	6,630.64	35,250.48	80,853.00	43.60%
Casualty/Liability Costs	11,647.91	63,396.35	138,000.00	45.94%
Taxes	300.86	1,536.45	7,319.00	20.99%
Miscellaneous Expenses	3,379.56	24,228.14	105,325.00	23.00%
Interest on Debt	5,400.00	5,400.00	10,800.00	50.00%
Leases and Rentals	367.77	6,685.90	21,220.00	31.51%
Total Operating Expenses	433,828.32	1,968,527.02	5,341,175.00	36.86%
Operating Income (Loss)	(418,207.39)	(1,895,192.53)	(5,169,103.00)	36.66%
Non-Operating Revenues				
Non-Transportation Revenue	25,474.04	56,598.27	76,176.00	74.30%
Taxes Levied by Transit	427,625.10	2,013,721.83	4,435,490.00	45.40%
Local Grants & Contributions	1,250.00	6,250.00	17,500.00	35.71%
State Grants & Contributions	17,124.59	83,912.16	295,508.00	28.40%
Federal Grants & Contributions	109,184.00	545,920.00	1,060,104.00	51.50%
Total Non-Operating Revenues	580,657.73	2,706,402.26	5,884,778.00	45.99%
Net Income (Loss) Before Transfers In/(Out)	162,450.34	811,209.73	715,675.00	113.35%
Net Income/(Loss)	162,450.34	811,209.73	715,675.00	113.35%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Five Months Ending May 31, 2019**

	<u>May</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,708.90	\$57,572.19	\$131,496.00	43.78%
Fixed Route Fares - West - JTOC		1,999.39	5,256.00	38.04%
Dial-a-Ride Fares (DAR)	979.55	4,402.91	9,660.00	45.58%
Vanpools	1,932.48	9,360.00	22,860.00	40.94%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	15,620.93	73,334.49	172,072.00	42.62%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	12,248.39	43,423.00	74,976.00	57.92%
Gain (Loss) on Disposition of Capital Items	12,547.50	10,482.38	1,200.00	873.53%
Public Donations		52.00		0.00%
Other Nontransportation Revenues	678.15	2,640.89		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	427,625.10	2,013,721.83	4,435,490.00	45.40%
Local Grants and Contributions				
JTOC	1,250.00	6,250.00	15,000.00	41.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	82,480.00	295,508.00	27.91%
RTAP	628.59	1,432.16		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	545,920.00	1,060,104.00	51.50%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	580,657.73	2,706,402.26	5,884,778.00	45.99%
TOTAL REVENUES	596,278.66	2,779,736.75	6,056,850.00	45.89%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$76,270.12	\$330,273.75	\$783,140.00	42.17%
Operators Overtime - Fixed Route	2,807.76	15,790.61	73,170.00	21.58%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,260.22	43,289.20	87,787.00	49.31%
Operators Overtime - Dial-a-Ride (DAR)	216.04	1,284.79	12,705.00	10.11%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	53,414.34	237,830.38	591,221.00	40.23%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,856.70	15,727.57	46,007.00	34.19%
Administration Salaries	63,867.46	271,940.72	655,080.00	41.51%
Total Labor	208,692.64	916,137.02	2,249,110.00	40.73%
Benefits				
FICA	16,568.06	75,474.14	222,376.00	33.94%
Pension Plans (PERS)	36,973.34	135,357.56	344,638.00	39.28%
Medical Plans	45,976.44	229,080.38	637,020.00	35.96%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,920.51	43,351.43	94,433.00	45.91%
Holiday	935.90	45,717.03	95,939.00	47.65%
General Leave	22,688.62	108,113.81	292,240.00	36.99%
Other Paid Absence (Court Duty & Bereavement)	1,260.58	4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	398.61	5,379.11	17,840.00	30.15%
Other Benefits (HRA, EAP & Wellness)	315.14	13,391.83	32,196.00	41.59%
Paid FML	401.10	1,528.49	3,966.00	38.54%
Total Benefits	135,438.30	661,809.52	1,765,334.00	37.49%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	951.28	4,574.92	24,250.00	18.87%
Professional & Technical Services	3,632.04	16,320.09	123,500.00	13.21%
Contract Maintenance Services (IT Services)	1,163.00	4,231.30	16,005.00	26.44%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		634.82	5,600.00	11.34%
Vehicle Technical Services	198.10	7,438.23	47,000.00	15.83%
Property Maintenance Services	3,353.31	5,874.20	36,264.00	16.20%
Software Maintenance Fees	1,450.39	5,373.10	41,635.00	12.91%
Postage & Mail Meter Fees	4.50	1,038.17	3,600.00	28.84%
Drug & Alcohol Services	329.91	1,889.55	8,500.00	22.23%
Other Services & User Fees	1,445.09	7,211.85	19,300.00	37.37%
Total Service and User Fees	12,527.62	56,086.23	336,454.00	16.67%
Materials and Supplies Consumed				
Fuel	27,554.97	102,792.83	355,000.00	28.96%
Tires	947.42	5,390.93	35,000.00	15.40%
Lubrication	1,991.43	5,016.47	15,550.00	32.26%
Tools	757.89	4,564.21	18,000.00	25.36%
Vehicle Maintenance & Repair Parts	9,173.77	43,536.82	96,500.00	45.12%
Non-Vehicle Maintenance & Repair Parts	287.34	2,576.87	8,240.00	31.27%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		1,702.49	5,750.00	29.61%
Shop Supplies (Maintenance & Cleaning)	425.60	5,779.59	7,500.00	77.06%
Safety & Emergency Supplies		3,058.65	7,050.00	43.39%
Office Supplies	470.38	8,823.09	19,920.00	44.29%
Computer Programs & Supplies	199.99	5,216.06	15,700.00	33.22%
Printing (Photocopier, Schedules & Brochures)	7,634.23	9,538.92	39,200.00	24.33%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	49,443.02	197,996.93	626,760.00	31.59%
Utilities				
Water, Sewer & Solid Garbage	818.08	5,224.79	14,100.00	37.08%
Utilities (Electrical & Propane)		11,154.36	29,000.00	38.48%
Telephone & Internet	5,812.56	18,871.33	37,753.00	49.99%
Total Utilities	6,630.64	35,250.48	80,853.00	43.60%

**Jefferson Transit Authority
Expense Statement
For the Five Months Ending May 31, 2019**

	May	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$58,239.55	\$138,000.00	42.20%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	63,396.35	138,000.00	45.94%
Taxes				
State Taxes	300.86	1,404.55	3,569.00	39.35%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
Total Taxes	300.86	1,536.45	7,319.00	20.99%
Miscellaneous				
Dues & Subscriptions	759.99	6,346.83	24,171.00	26.26%
Travel & Meetings	2,457.71	13,122.41	35,500.00	36.96%
Fines & Penalties	11.86	29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	2,316.23	27,104.00	8.55%
EE CDL and EE Physical Expense		2,310.00	9,250.00	24.97%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	3,379.56	24,228.14	105,325.00	23.00%
Interest Expense				
Interest on Long-term Debt Obligation	5,400.00	5,400.00	10,800.00	50.00%
Total Interest Expense	5,400.00	5,400.00	10,800.00	50.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	1,550.00	3,000.00	51.67%
Service Vehicles & Equipment	57.77	256.70	2,500.00	10.27%
Other General Administration Facilities		4,879.20	15,720.00	31.04%
Total Leases and Rentals	367.77	6,685.90	21,220.00	31.51%
TOTAL OPERATING EXPENSES	433,828.32	1,968,527.02	5,341,175.00	36.86%

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

Current Account Status	Balance per Bank @ 5/31/19	\$ 5,202,927.59	\$ -
Balance per GL @ 4/30/19		\$ 5,214,087.53	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 8,814.64	
	Transfers Out (Purchases)	\$ (19,974.58)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 5/31/19		\$ 5,202,927.59	
	Outstanding Checks		
Balance in Capital Account		\$ 5,202,927.59	

2019 Capital Projects

Land		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ 82,500.00
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,761.55)
	JTA Funded Balance		\$ 3,738.45

Facility		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ -
	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
	JTA Funded Balance		\$ 575,000.00

Other Building and Structures		Grant Funding	JTA Funding
PNR Upgrades	2019 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
Radio Project - Maynard Mtn Repeater	2019 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$ 30,000.00
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 324,000.00

Revenue Vehicles		Grant Funding	JTA Funding
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$ 160,000.00
1 Trolley Style FR Bus	2019 Beginning Budget	\$ -	\$ 300,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2019 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 700,440.00

Service Vehicles		Grant Funding	JTA Funding
	JTA Funded Balance		\$ -

Service Equipment		Grant Funding	JTA Funding
Conex Box for Tire Storage	2019 Beginning Budget		\$ 5,000.00
			\$ (3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$ 20,000.00
	Tool Box - May 2019		\$ (19,974.58)
	JTA Funded Balance		\$ 1,442.12

Office Furniture & Equipment		Grant Funding	JTA Funding
New Finance/Mntce/Ops Software	2019 Beginning Budget		\$ 175,000.00
Printer/Scanner /Copier for HPTC	2019 Beginning Budget		\$ 3,500.00
Remix Mapping Software	2019 Beginning Budget		\$ 12,000.00
SMARSH - Archiving Software	2019 Beginning Budget		\$ 5,840.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 5,202,927.59
JTA Committed Project Funds Sub-Total	\$ (1,800,960.57)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 3,026,967.02



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

May 20, 2019

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

The budget tracking percentage for April is 33.3%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month February 2019 sales tax was 1.5% higher than received in February 2018.

Revenue Report –

- Overall - Operating revenue is tracking near or a little over 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 3.9% UNDER budget.

- **Labor – Labor is 1.85% under budget.**
 - **Dial-A-Ride (DAR) – DAR Wages are 6.6% over budget.** Operations is monitoring increase in DAR operator hours.
- **Benefits – Benefits are 3.6% under budget.**
 - L&I – Over budget, JTA notified of increased cost after budget completed.
 - Holiday – JTA front loads personal holidays, as the year progresses, this line item will come in line with budget.
 - Other Benefits – Timing issue.
- **Services and User Fees – S/U Fees are 21.5% under budget.**
- **Materials and Supplies Consumed – M/S Consumed is 9.7% under budget.**
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, reduced this annual budget in 2019 and moved a portion to service for the 2019 budget year; will need to increase in 2020. This line item will be over budget.
 - Safety & Emergency Supplies – Timing issue - purchased training tool for wheel chair tie-down, will monitor.
 - Office Supplies – Timing issue – will monitor.
- **Utilities – appears near budget – but electricity not yet posted – will monitor.**
- **Casualty/Liability Costs – 4.2% over budget – end of year premium increase over budgeted amount and loss event.**
- **Taxes – 16.4% under budget.**
- **Miscellaneous – 14% under budget.**
- **Interest on Debt – 33.3% under budget, bi-annual payments made in June and Dec, timing issue.**
- **Leases and Rentals – 9.1% under budget.**

Capital Activity – Capital activity in April: Property Purchase - 111 4 Corners



April 2019 Financial Summary

Budget Tracking Figure: 32.3%

1. Operational Expenses:	\$367,310.82
Operational Revenues:	\$13,796.04
Non-Operational Income:	\$498,086.47
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 4/30/2019 for February 2019:	\$336,289.71
Sales Tax Received 4/30/2018 for February 2018:	\$331,184.26
Sales tax increased from prior year 1.5%	
3. Cash on Hand as of April 30, 2019*:	
Operating:	\$1,387,337.81
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,820,935.15
Dedicated (Committed) Grant Match (65% Funded):	\$3,018,152.38
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$375,000.00
IT Reserve	\$50,000.00
Unemployment Reserve:	\$14,500.00
Bond Payment Reserve:	\$35,366.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$189,121.99
Travel Fund:	\$1,500.00
Total	\$8,327,163.76**

*"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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$1,590,166.73	1,299,029.00	22.41%
May	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	1,683,366.00	
June	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$1,590,166.73	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$397,541.68	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%	\$336,289.71	\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	13.62%	\$700,513.56	588,552.00	19.02%
March	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	972,889.00	
April	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	1,294,959.00	
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	1,651,710.00	
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,094,337.00	
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,475,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,664,000.00	
November	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	3,993,429.00	
December	0.90%							0.00%	\$0.00	4,435,489.00	
Total		\$700,513.56	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$350,256.78	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

April 2019 Page 3 of 9

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Four Months Ending April 30, 2019

	April	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,356,506.09	\$7,185,445.58
Operating Cash Provided/(Used) by:		
Operating Activities	(\$343,887.60)	(\$1,553,435.80)
Non-Capital Financing Activities	\$337,197.86	\$1,974,978.02
Investing Activities	\$7,864.46	\$31,174.61
Total Operating Cash Provided/(Used)	\$1,174.72	\$452,716.83
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$77,761.55)	\$641,756.85
Net Increase/(Decrease) Cash and Equivalent	(\$76,586.83)	\$1,094,473.68
CASH BALANCES - END OF PERIOD	\$8,279,919.26	\$8,279,919.26

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Four Months Ending April 30, 2019

	April	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$13,796.04	\$57,713.56	\$172,072.00	33.54%
Operating Expenses				
Labor	179,205.76	707,444.38	2,249,110.00	31.45%
Benefits	117,472.90	525,052.06	1,765,334.00	29.74%
Services and User Fees	11,542.13	39,659.36	336,454.00	11.79%
Materials & Supplies	37,201.17	147,847.19	626,760.00	23.59%
Utilities	3,600.14	25,946.51	80,853.00	32.09%
Casualty/Liability Costs	11,647.91	51,748.44	138,000.00	37.50%
Taxes	385.96	1,235.59	7,319.00	16.88%
Miscellaneous Expenses	4,856.30	20,326.87	105,325.00	19.30%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	1,398.55	5,142.08	21,220.00	24.23%
Total Operating Expenses	367,310.82	1,524,402.48	5,341,175.00	28.54%
Operating Income (Loss)	(353,514.78)	(1,466,688.92)	(5,169,103.00)	28.37%
Non-Operating Revenues				
Non-Transportation Revenue	7,949.27	31,124.23	76,176.00	40.86%
Taxes Levied by Transit	362,382.71	1,586,096.73	4,435,490.00	35.78%
Local Grants & Contributions	1,250.00	5,000.00	17,500.00	28.57%
State Grants & Contributions	17,320.49	66,787.57	295,508.00	22.60%
Federal Grants & Contributions	109,184.00	436,736.00	1,060,104.00	41.20%
Total Non-Operating Revenues	498,086.47	2,125,744.53	5,884,778.00	36.12%
Net Income (Loss) Before Transfers In/(Out)	144,571.69	659,055.61	715,675.00	92.09%
Net Income/(Loss)	144,571.69	659,055.61	715,675.00	92.09%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$10,391.28	\$44,863.29	\$131,496.00	34.12%
Fixed Route Fares - West - JTOC	658.78	1,999.39	5,256.00	38.04%
Dial-a-Ride Fares (DAR)	793.98	3,423.36	9,660.00	35.44%
Vanpools	1,952.00	7,427.52	22,860.00	32.49%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	13,796.04	57,713.56	172,072.00	33.54%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,864.46	31,174.61	74,976.00	41.58%
Gain (Loss) on Disposition of Capital Items		(2,065.12)	1,200.00	(172.09%)
Public Donations	47.00	52.00		0.00%
Other Nontransportation Revenues	37.81	1,962.74		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	362,382.71	1,586,096.73	4,435,490.00	35.76%
Local Grants and Contributions				
JTOC	1,250.00	5,000.00	15,000.00	33.33%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	65,984.00	295,508.00	22.33%
RTAP	824.49	803.57		0.00%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	436,736.00	1,060,104.00	41.20%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	498,086.47	2,125,744.53	5,884,778.00	36.12%
TOTAL REVENUES	511,882.51	2,183,458.09	6,056,850.00	36.05%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$64,159.68	\$254,003.63	\$783,140.00	32.43%
Operators Overtime - Fixed Route	2,402.06	12,982.85	73,170.00	17.74%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,866.92	35,028.98	87,787.00	39.90%
Operators Overtime - Dial-a-Ride (DAR)	99.42	1,068.75	12,705.00	8.41%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	46,839.19	184,416.04	591,221.00	31.19%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,712.57	11,870.87	46,007.00	25.80%
Administration Salaries	54,125.92	208,073.26	655,080.00	31.76%
Total Labor	179,205.76	707,444.38	2,249,110.00	31.45%
Benefits				
FICA	14,788.10	58,906.08	222,376.00	26.49%
Pension Plans (PERS)	24,743.54	98,384.22	344,638.00	28.55%
Medical Plans	45,963.37	183,103.94	637,020.00	28.74%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,444.27	33,430.92	94,433.00	35.40%
Holiday	523.93	44,781.13	95,939.00	46.68%
General Leave	20,413.72	85,425.19	292,240.00	29.23%
Other Paid Absence (Court Duty & Bereavement)	647.24	3,155.16	14,686.00	21.48%
Uniforms, Work Clothing & Tools Allowance	269.98	4,980.50	17,840.00	27.92%
Other Benefits (HRA, EAP & Wellness)	1,395.19	11,757.53	32,196.00	36.52%
Paid FML	283.56	1,127.39	3,966.00	28.43%
Total Benefits	117,472.90	525,052.06	1,765,334.00	29.74%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	185.17	1,946.89	24,250.00	8.03%
Professional & Technical Services	2,551.14	12,092.95	123,500.00	9.79%
Contract Maintenance Services (IT Services)	763.00	3,068.30	16,005.00	19.17%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	378.66	634.82	5,600.00	11.34%
Vehicle Technical Services	1,532.39	5,992.73	47,000.00	12.75%
Property Maintenance Services	2,280.44	2,520.89	36,284.00	6.95%
Software Maintenance Fees	1,433.95	3,922.71	41,635.00	9.42%
Postage & Mail Meter Fees	477.67	1,033.67	3,800.00	28.71%
Drug & Alcohol Services	219.91	1,179.64	8,500.00	13.88%
Other Services & User Fees	1,719.80	5,766.76	19,300.00	29.88%
Total Service and User Fees	11,542.13	39,659.36	336,454.00	11.79%
Materials and Supplies Consumed				
Fuel	24,212.59	75,237.86	355,000.00	21.19%
Tires		4,443.51	35,000.00	12.70%
Lubrication	295.62	3,025.04	15,550.00	19.45%
Tools	209.35	3,806.32	18,000.00	21.15%
Vehicle Maintenance & Repair Parts	5,220.11	34,363.05	96,500.00	35.61%
Non-Vehicle Maintenance & Repair Parts	1,169.77	2,289.53	8,240.00	27.79%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	430.55	1,702.49	5,750.00	29.61%
Shop Supplies (Maintenance & Cleaning)	648.53	5,353.99	7,500.00	71.39%
Safety & Emergency Supplies	2,508.75	2,880.91	7,050.00	40.86%
Office Supplies	945.45	8,179.34	19,920.00	41.06%
Computer Programs & Supplies	1,398.86	5,016.07	15,700.00	31.95%
Printing (Photocopier, Schedules & Brochures)	161.59	1,549.08	39,200.00	3.95%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	37,201.17	147,847.19	626,760.00	23.59%
Utilities				
Water, Sewer & Solid Garbage	470.05	3,827.18	14,100.00	27.14%
Utilities (Electrical & Propane)		9,225.17	29,000.00	31.81%
Telephone & Internet	3,130.09	12,894.16	37,753.00	34.15%
Total Utilities	3,600.14	25,946.51	80,853.00	32.09%

**Jefferson Transit Authority
Expense Statement
For the Four Months Ending April 30, 2019**

	April	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$46,591.64	\$138,000.00	33.76%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
Total Casualty and Liability Costs	11,647.91	51,748.44	138,000.00	37.50%
Taxes				
State Taxes	289.06	1,103.69	3,569.00	30.92%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	96.90	131.90	3,000.00	4.40%
Total Taxes	385.96	1,235.59	7,319.00	16.88%
Miscellaneous				
Dues & Subscriptions	989.99	5,586.84	24,171.00	23.11%
Travel & Meetings	3,766.31	10,142.99	35,500.00	28.57%
Fines & Penalties		18.00		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	(320.00)	2,166.23	27,104.00	7.99%
EE CDL and EE Physical Expense	440.00	2,310.00	9,250.00	24.97%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	4,856.30	20,326.87	105,325.00	19.30%
Interest Expense				
Interest on Long-term Debt Obligation			10,800.00	0.00%
Total Interest Expense			10,800.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	1,240.00	3,000.00	41.33%
Service Vehicles & Equipment		198.93	2,500.00	7.96%
Other General Administration Facilities	1,088.55	3,703.15	15,720.00	23.58%
Total Leases and Rentals	1,398.55	5,142.08	21,220.00	24.23%
 TOTAL OPERATING EXPENSES	 367,310.82	 1,524,402.48	 5,341,175.00	 28.54%

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

Current Account Status	Balance per Bank @ 4/30/19	\$ 5,214,087.53	\$ -
Balance per GL @ 2/28/19		\$ 3,144,871.85	
	Transfers - In	\$ 2,163,239.00	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,453.23	
	Transfers Out (Purchases)	\$ (98,476.55)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 4/30/19		\$ 5,214,087.53	
Balance in Capital Account	Outstanding Checks	\$ -	\$ 5,214,087.53

2019 Capital Projects

Land	2019 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ 82,500.00
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,761.55)
	JTA Funded Balance		\$ 3,738.45

Facility	2019 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
	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
	JTA Funded Balance		\$ 575,000.00

Other Building and Structures	2019 Beginning Budget	Grant Funding	JTA Funding
PNR Upgrades			
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
Radio Project - Maynard Mtn Repeater	2019 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$ 30,000.00
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 324,000.00

Revenue Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$ 160,000.00
1 Trolley Style FR Bus	2019 Beginning Budget	\$ -	\$ 300,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2019 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 700,440.00

Service Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
	JTA Funded Balance		\$ -

Service Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
Conex Box for Tire Storage	2019 Beginning Budget		\$ 5,000.00
		Mar-19	\$ (3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget		\$ 20,000.00
	JTA Funded Balance		\$ 21,416.70

Office Furniture & Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software	2019 Beginning Budget		\$ 175,000.00
Printer/Scanner /Copier for HPTC	2019 Beginning Budget		\$ 3,500.00
Remix Mapping Software	2019 Beginning Budget		\$ 12,000.00
SMARSH - Archiving Software	2019 Beginning Budget		\$ 5,840.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 5,214,087.53
JTA Committed Project Funds Sub-Total	\$ (1,820,935.15)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)

CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY \$ 3,018,152.38

Jefferson Transit Authority Board

Regular Meeting Minutes

Tuesday, April 16, 2019, 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 Sullivan at 1:30 pm. Other members present were David Faber, Greg Brotherton, 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

Debbie Jahnke commented on the Rhody Carnival's possible alternate site of Haines Place Park & Ride, and the impact this would have on KaiTai Park.

Tom Thiersch commented on two corrections in the CAC Bylaws, travel request regarding electric bus conference, and fare collection analysis.

Margaret Lee agreed with Debbie Jahnke's comments regarding KaiTai Park and to protect public parking and the use of the Haines Place Park & Ride.

Mike Amon commented on the Rhody Festival Carnival using the Haines Place Park & Ride as an alternate location.

Darrell Conder commented on free fare day.

David Sullivan asked about free fare for transit. Sara Crouch stated grant providers require buy-in from the public. We have looked at this in the past. Kate Dean asked about Island Transit fares. Sara said commuter routes at Island Transit are charged fares.

David Faber asked about the range of electric buses. John Bender said estimates are given,

but a lot of variable factors affect range. The seminar he is attending is an informational seminar on Gillig's new electric vehicles. John Bender also believes conference attendees will bring up range.

NEW AGENDA ITEMS

Rhody Carnival Discussion

FINANCE REPORTS

Please see Attachment A and B

Ms. Crouch reported on the following items for March 2019:

- Sales Tax Analysis
- Revenue Report
- Capital Activity

CONSENT AGENDA

- a. Approval of Minutes, February 19, 2019
- b. Approval of Expenses, March 2019
- c. Approval of Expenses, February 2019
- d. Out of State travel for John Bender

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

OLD BUSINESS

a. CAC Discussion

Ariel Speser stated the CAC Bylaws have been approved, and today we would like to discuss selecting CAC committee members. These selections were discussed with Kate Dean, and they concentrated on making the committee as well rounded as possible in the different represented interests. Today we have recommendations for appointments and alternate appointments.

Greg Brotherton asked if an eight member board may cause voting ties. Ariel Speser said we could ask an alternate to become a regular member and make this a nine member Board.

David Sullivan pointed out some issues in the CAC Bylaws. He suggested making seven nominations for the committee today, and the CAC can come back with recommendations to change the Bylaws. That would keep things moving with the CAC Committee. The Board agreed.

- For the CAC Committee 2-year positions
 1. Tim Caldwell
 2. Darrell Conder
 3. Vivien Kuehl
 4. Brandon Maxwell

- For the CAC Committee 1-year positions
 1. Anne Metcalfe
 2. John Nowak
 3. Brenda Williamson

David Sullivan asked if a board liaison has been named.

Motion: David Faber moved to approve the nominations as presented by the Chair. Greg Brotherton seconded.

Vote: The motion carried 4-0 by voice vote with Kate Dean abstaining.

Mr. Sullivan moved to Section 7.5 Board Liaison. The Bylaws state that this will also be voted on by the Authority Board. Kate Dean said she is happy to serve in the role. Mr. Sullivan recommended to the Board that Commissioner Dean serves as Board Liaison.

Motion: David Faber moved to approve the Board Chair's recommendation that Kate Dean is the Liaison to the CAC. Ariel Speser seconded.

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

Motion: David Faber moved to task the CAC with reviewing the Bylaws for recommended changes as well as looking for potential nominees. Ariel Speser seconded.

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

Kate Dean will work with staff to set up the first meeting where we will select a Chairperson.

Motion: David Faber moved that the Board authorize Kate Dean to prepare the initial Agenda for the CAC meeting. Ariel Speser seconded.

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

b. 1st Amendment to Resolution 19-02: Acquisition of Real Property

Tammi Rubert stated this real estate transaction has been closed, recorded, and added to our insurance. Jefferson Title closed the transaction but would like Tammi Rubert's name added to the Resolution as General Manager, to adjust the purchase price to \$77,761.55, and add the verbiage to the sentence "and authorizes her to sign a Purchase and Sale Agreement "and all other documents related to" the purchase of the property...

Motion: Kate Dean moved to approve the Amendment to Resolution 19-02. Ariel Speser seconded.

David Faber stated he previously had a conflict of interest in this, but his conflict of interest has resolved, and he will not be abstaining.

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

NEW BUSINESS

a. Resolution 19-06: Farmers Market Contract Renewal

Tammi Rubert stated the Farmers Market has requested the use of JTA's property and asks the Board to extend their contract for another year.

Motion: David Faber moved to approve Resolution 19-06 authorizing the General Manager to sign the revocable license with Jefferson County Farmers Market. Ariel Speser seconded.

Kate Dean asked if there were any changes to the license. Tammi Rubert said the only change is the market hours have changed to 11 am to 3 pm.

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

b. Resolution 19-07: PTeRider Contract Renewal

Tammi Rubert said the PTeRider requests we approve their contract renewal for another year.

A discussion was held.

Motion: Kate Dean moved to approve Resolution 19-07 with the condition that a copy of the certificate of insurance is provided to Transit. David Faber seconded.

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

c. Resolution 19-08: Authority to Purchase a New Bio-Diesel Bus

Tammi Rubert stated that JTA has the funding available in our reserves to purchase one full-size bus every four years. We would like the approval to order a bus now for delivery in 2020. This purchase will be in our 2020 budget.

Motion: Greg Brotherton moved to approve Resolution 19-08 authorizing the General Manager to purchase a new bio-diesel Gillig bus. David Faber seconded.

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

d. Resolution 19-09: Authority to enter into an Agreement with the Washington State Department of Transportation (WSDOT) for Fiscal Agent Duties of the Peninsula Regional Transportation Planning Organization (PRTPO)

Tammi Rubert asked the Board to authorize that the General Manager sign an Agreement with the WSDOT for JTA to perform Fiscal Agent duties for the PRTPO for the next two months. After that, we will present another agreement with the PRTPO for the full two years.

A discussion was held.

Motion: David Faber moved to approve Resolution 19-09 authorizing the General Manager to enter into an Agreement with WSDOT to transition the Fiscal Agent duties of the PRTPO to JTA. Greg Brotherton seconded.

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

e. Rhody Carnival Discussion

A discussion was held regarding the following items needed for planning:

- Rhody Festival Proposal
- Coordinate with KaiTai Park environmental concerns
- Insurance requirements: metal fencing for bus loop and body of water separation, curb painting for tripping hazards
- Alternate Park & Ride parking
- Contract and plan between JTA and Rhody Festival and/or Funtastic
- City Permit
- Traffic directors

It was noted that JTA staff must perform all work, even as an alternate site, with a 3½ week time limitation.

A Special Meeting will be scheduled at JTA in one week on April 25th at 4:30 pm to discuss a proposal from the Rhody Festival Board and/or Fantastic. The proposal must be in hand by 5:00 pm on 4/23 for Board review before the Special Meeting, or the Special Meeting will be canceled. The Board also requested the KaiTai Park environmental determination for review.

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative updates
- Comprehensive Plan update
- Finance Software update
- Fire Suppression update

- Low-No Emissions Grant
- JTA's Projects update
- Restroom update
- IT 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
- Events and Projects
- Service Planning
- Ridership

PUBLIC COMMENT

Margaret Lee commented on JTA's Earth Day rider alert and JTA's website information on the cost of owning a car. She also commented on the Rhody Carnival alternate site location.

Debbie Jahnke pointed out that Mountain View requires permission from the City of Port Townsend and the School District for use.

ADJOURNMENT

The meeting was adjourned at 3:35 pm. The next regular meeting will be held Tuesday, June 18, 2019, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

Laura Smedley, Clerk of the Board

Date



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

April 10, 2019

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

The budget tracking percentage for March is 24%. We use that tracking figure as a guideline for monitoring expenses.

Sales Tax Analysis Reports –

For the month January 2019 sales tax was 5% higher than received in January 2018.

Revenue Report –

- Overall - Operating revenue is tracking near or a little over 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 2.6% UNDER budget.

- **Labor** – Labor is .5% under budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 4.7% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 1% under 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.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 16.5% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 7.4% under budget
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, several early year purchases for shop – reduced this annual budget and moved a portion to service for the 2019 budget year; will need to increase in 2020.
- **Utilities** – appears on budget – but electricity not yet posted – will monitor; timing issue
- **Casualty/Liability Costs** – 4% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 12.39% under budget
- **Miscellaneous** – 9.81% under budget
- **Interest on Debt** – 24% under budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 6.36% under budget

Capital Activity – Capital activity in March: Tire Conex Purchase, Escrow Payment 111 4 Corners



March 2019 Financial Summary

Budget Tracking Figure: 24%

1. Operational Expenses:	\$367,494.89
Operational Revenues:	\$16,212.84
Non-Operational Income:	\$618,833.49
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 3/31/2019 for January 2019:	\$364,223.85
Sales Tax Received 3/31/2018 for January 2018:	\$346,748.19
Sales tax increased from prior year 5%	
3. Cash on Hand as of March 31, 2019*:	
Operating:	\$3,693,713.07
Operating Reserve (100% Funded):	\$1,300,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,898,696.70
Dedicated (Committed) Grant Match (18% Funded):	\$971,175.15
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$30,216.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,446.49
Travel Fund:	\$1,500.00
Total	\$8,370,997.84**

*"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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,986.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$1,253,877.02	1,003,052.00	25.01%
April	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	1,299,029.00	
May	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	1,683,366.00	
June	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$1,253,877.02	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$417,959.01	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Accrual Actual Sales Tax Received	2019 Cumulative Accrual Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$364,223.85	\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	24.49%	\$364,223.85	292,575.00	24.49%
February	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	588,552.00	
March	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	972,889.00	
April	0.90%		\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	1,294,959.00	
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	1,651,710.00	
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,094,337.00	
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	2,473,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	3,664,000.00	
November	0.90%		\$406,363.77	\$346,766.90	\$313,986.98	\$300,908.64	\$329,429.00	0.00%	\$0.00	3,993,429.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	\$442,060.00	0.00%	\$0.00	4,435,489.00	
Total		\$364,223.85	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
Monthly Average		\$364,223.85	\$436,566.22	\$389,078.05	\$360,667.21	\$332,359.79	\$369,624.08				

March 2019 Page 3 of 9

Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Three Months Ending March 31, 2019

	March	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$8,233,367.98	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$284,008.58)	(\$836,086.76)
Non-Capital Financing Activities	\$368,804.23	\$1,260,760.08
Investing Activities	\$8,039.58	\$23,310.15
Total Operating Cash Provided/(Used)	\$92,835.23	\$447,983.47
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$27,056.50	\$719,518.40
Net Increase/(Decrease) Cash and Equivalent	\$119,891.73	\$1,167,501.87
CASH BALANCES - END OF PERIOD	\$8,353,259.71	\$8,353,259.71

Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Three Months Ending March 31, 2019

	March	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$16,212.84	\$42,296.48	\$172,072.00	24.58%
Operating Expenses				
Labor	183,569.73	528,238.62	2,249,110.00	23.49%
Benefits	119,157.07	405,983.58	1,765,334.00	23.00%
Services and User Fees	7,040.38	25,233.08	336,454.00	7.50%
Materials & Supplies	30,036.98	104,286.89	626,760.00	16.64%
Utilities	3,893.84	19,481.55	80,853.00	24.10%
Casualty/Liability Costs	16,804.71	40,100.53	138,000.00	29.06%
Taxes	329.76	849.63	7,319.00	11.61%
Miscellaneous Expenses	6,352.42	14,940.57	105,325.00	14.19%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	310.00	3,743.53	21,220.00	17.64%
Total Operating Expenses	367,494.89	1,142,857.98	5,341,175.00	21.40%
Operating Income (Loss)	(351,282.05)	(1,100,561.50)	(5,169,103.00)	21.29%
Non-Operating Revenues				
Non-Transportation Revenue	35,917.64	23,174.96	76,176.00	30.42%
Taxes Levied by Transit	455,985.85	1,223,714.02	4,435,490.00	27.59%
Local Grants & Contributions	1,250.00	3,750.00	17,500.00	21.43%
State Grants & Contributions	16,496.00	49,488.00	295,508.00	16.75%
Federal Grants & Contributions	109,184.00	327,552.00	1,060,104.00	30.90%
Total Non-Operating Revenues	618,833.49	1,627,678.98	5,884,778.00	27.66%
Net Income (Loss) Before Transfers In/(Out)	267,551.44	527,117.48	715,675.00	73.65%
Net Income/(Loss)	267,551.44	527,117.48	715,675.00	73.65%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Three Months Ending March 31, 2019**

	<u>March</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$12,981.38	\$32,850.97	\$131,496.00	24.98%
Fixed Route Fares - West - JTOC	422.51	1,340.61	5,256.00	25.51%
Dial-a-Ride Fares (DAR)	885.43	2,629.38	9,660.00	27.22%
Vanpools	1,923.52	5,475.52	22,860.00	23.95%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	16,212.84	42,296.48	172,072.00	24.58%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	8,039.58	23,310.15	74,976.00	31.09%
Gain (Loss) on Disposition of Capital Items	27,056.50	(2,065.12)	1,200.00	(172.09%)
Public Donations		5.00		0.00%
Other Nontransportation Revenues	821.56	1,924.93		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	455,985.85	1,223,714.02	4,435,490.00	27.59%
Local Grants and Contributions				
JTOC	1,250.00	3,750.00	15,000.00	25.00%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	49,488.00	295,508.00	16.75%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	327,552.00	1,060,104.00	30.90%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	618,833.49	1,627,678.98	5,884,778.00	27.66%
TOTAL REVENUES	635,046.33	1,669,975.46	6,056,850.00	27.57%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2019**

	March	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$66,016.47	\$189,843.95	\$783,140.00	24.24%
Operators Overtime - Fixed Route	2,857.55	10,580.79	73,170.00	14.46%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,270.84	25,162.06	87,787.00	28.66%
Operators Overtime - Dial-a-Ride (DAR)	311.81	969.33	12,705.00	7.63%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,421.33	137,576.85	591,221.00	23.27%
Other Overtime (Mntce, Dispatch, Cust Serv)	1,651.12	10,158.30	46,007.00	22.08%
Administration Salaries	55,040.61	153,947.34	655,080.00	23.50%
Total Labor	183,569.73	528,238.62	2,249,110.00	23.49%
Benefits				
FICA	15,393.27	44,117.98	222,376.00	19.84%
Pension Plans (PERS)	24,251.47	73,640.68	344,638.00	21.37%
Medical Plans	46,796.87	137,140.57	637,020.00	21.53%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,974.11	24,986.65	94,433.00	26.46%
Holiday	(64.17)	44,257.20	95,939.00	46.13%
General Leave	20,335.55	65,011.47	292,240.00	22.25%
Other Paid Absence (Court Duty & Bereavement)	1,147.20	2,507.92	14,686.00	17.08%
Uniforms, Work Clothing & Tools Allowance	933.48	4,710.52	17,840.00	26.40%
Other Benefits (HRA, EAP & Wellness)	1,111.29	8,766.76	32,196.00	27.23%
Paid FML	278.00	843.83	3,966.00	21.28%
Total Benefits	119,157.07	405,983.58	1,765,334.00	23.00%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	484.92	1,377.72	24,250.00	5.68%
Professional & Technical Services	1,603.57	7,041.66	123,500.00	5.70%
Contract Maintenance Services (IT Services)	763.00	2,305.30	16,005.00	14.40%
Custodial Services	1,500.00	1,500.00	7,800.00	19.23%
Security Services		256.16	5,600.00	4.57%
Vehicle Technical Services	295.06	4,460.34	47,000.00	9.49%
Property Maintenance Services	76.95	240.45	36,264.00	0.66%
Software Maintenance Fees	611.49	2,488.76	41,635.00	5.98%
Postage & Mail Meter Fees	6.85	556.00	3,600.00	15.44%
Drug & Alcohol Services	314.91	959.73	8,500.00	11.29%
Other Services & User Fees	1,383.63	4,046.96	19,300.00	20.97%
Total Service and User Fees	7,040.38	25,233.08	336,454.00	7.50%
Materials and Supplies Consumed				
Fuel	11,437.05	51,025.27	355,000.00	14.37%
Tires	444.68	4,443.51	35,000.00	12.70%
Lubrication	492.07	2,729.42	15,550.00	17.55%
Tools	57.59	3,596.97	18,000.00	19.98%
Vehicle Maintenance & Repair Parts	12,288.04	29,142.94	96,500.00	30.20%
Non-Vehicle Maintenance & Repair Parts	589.02	1,119.76	8,240.00	13.59%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	94.11	841.39	5,750.00	14.63%
Shop Supplies (Maintenance & Cleaning)	1,412.52	4,705.46	7,500.00	62.74%
Safety & Emergency Supplies	229.25	372.16	7,050.00	5.28%
Office Supplies	835.48	1,305.31	19,920.00	6.55%
Computer Programs & Supplies	1,665.28	3,617.21	15,700.00	23.04%
Printing (Photocopier, Schedules & Brochures)	491.89	1,387.49	39,200.00	3.54%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	30,036.98	104,286.89	626,760.00	16.64%
Utilities				
Water, Sewer & Solid Garbage	1,049.58	3,357.13	14,100.00	23.81%
Utilities (Electrical & Propane)		6,685.53	29,000.00	23.05%
Telephone & Internet	2,844.26	9,438.89	37,753.00	25.00%
Total Utilities	3,893.84	19,481.55	80,853.00	24.10%

**Jefferson Transit Authority
Expense Statement
For the Three Months Ending March 31, 2019**

	March	YTD	Budget	% of Actual vs. Budget
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$34,943.73	\$138,000.00	25.32%
Payouts for Insured Public Liability & Property Damage Settlements	5,156.80	5,156.80		0.00%
Total Casualty and Liability Costs	16,804.71	40,100.53	138,000.00	29.06%
Taxes				
State Taxes	312.26	814.63	3,569.00	22.83%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	17.50	35.00	3,000.00	1.17%
Total Taxes	329.76	849.63	7,319.00	11.61%
Miscellaneous				
Dues & Subscriptions	759.99	4,616.85	24,171.00	19.10%
Travel & Meetings	3,768.06	6,066.68	35,500.00	17.09%
Fines & Penalties	18.00	18.00		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,660.37	2,486.23	27,104.00	9.17%
EE CDL and EE Physical Expense	146.00	1,650.00	9,250.00	17.84%
Other Miscellaneous		102.81	300.00	34.27%
Total Miscellaneous	6,352.42	14,940.57	105,325.00	14.19%
Interest Expense				
Interest on Long-term Debt Obligation			10,800.00	0.00%
Total Interest Expense			10,800.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	930.00	3,000.00	31.00%
Service Vehicles & Equipment		198.93	2,500.00	7.96%
Other General Administration Facilities		2,614.60	15,720.00	16.63%
Total Leases and Rentals	310.00	3,743.53	21,220.00	17.64%
 TOTAL OPERATING EXPENSES	 367,494.89	 1,142,857.98	 5,341,175.00	 21.40%

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

Current Account Status	Balance per Bank @ 3/31/19	\$ 3,144,871.85	\$ -
Balance per GL @ 2/28/19		\$ 3,145,009.48	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,571.97	
	Transfers Out (Purchases)	\$ (4,709.60)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 3/31/19		\$ 3,144,871.85	
Balance in Capital Account	Outstanding Checks		\$ 3,144,871.85

2019 Capital Projects

Land	2019 Budgeted Balance	Grant Funding	JTA Funding
	Feb 2019 Escrow	\$ -	\$ 82,500.00
	JTA Funded Balance		\$ (1,000.00)
			\$ 81,500.00
Facility	2019 Budgeted Balance	Grant Funding	JTA Funding
	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
	JTA Funded Balance		\$ 575,000.00
Other Building and Structures	2019 Beginning Budget	Grant Funding	JTA Funding
PNR Upgrades	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
Radio Project - Maynard Mtn Repeater	2019 Beginning Budget	\$ -	\$ 22,000.00
Security Cameras	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00
Server Room Fire Protection Proj	2019 Beginning Budget	\$ -	\$ 30,000.00
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00
	JTA Funded Balance		\$ 324,000.00
Revenue Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
1 Full-Size Buses	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways	2019 Beginning Budget	\$ -	\$ 160,000.00
1 Trolley Style FR Bus	2019 Beginning Budget	\$ -	\$ 300,000.00
Bus Wrap	2019 Beginning Budget	\$ -	\$ 25,000.00
Major Component Replacement	2019 Beginning Budget	\$ -	\$ 150,000.00
	JTA Funded Balance		\$ 700,440.00
Service Vehicles			
	JTA Funded Balance		\$ -
Service Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
Conex Box for Tire Storage	2019 Beginning Budget	\$ -	\$ 5,000.00
		Mar-19	\$ (3,583.30)
Tool Box for 805 (Road Call Response)	2019 Beginning Budget	\$ -	\$ 20,000.00
	JTA Funded Balance		\$ 21,416.70
Office Furniture & Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
New Finance/Mntce/Ops Software	2019 Beginning Budget	\$ -	\$ 175,000.00
Printer/Scanner /Copier for HPTC	2019 Beginning Budget	\$ -	\$ 3,500.00
Remix Mapping Software	2019 Beginning Budget	\$ -	\$ 12,000.00
SMARSH - Archiving Software	2019 Beginning Budget	\$ -	\$ 5,840.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 3,144,871.85
JTA Committed Project Funds Sub-Total	\$ (1,898,696.70)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 971,175.15



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

March 20, 2019

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

The budget tracking percentage for February is 16.7%. 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 December 2018 sales tax was 3% higher than received in December 2017. Cumulatively, JTA received 12% higher sales tax in 2018 than in 2017.

Revenue Report –

- Overall - Operating revenue is 1.5% 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 2.3% UNDER budget.

- **Labor** – Labor is 1.4% below budget.
 - **Dial-A-Ride (DAR)** – DAR Wages are 2.5% over budget. Operations is monitoring increase in DAR operator hours.
 - **Other Overtime (Mntce, Dispatch, Cust Serv)** – 1.8% over budget due to shift coverage and snow removal.
- **Benefits** – Benefits are .5% under 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.
 - Other Benefits – Timing issue.
- **Services and User Fees** – S/U Fees are 11.9% under budget
- **Materials and Supplies Consumed** – M/S Consumed is 4.8% under budget
 - Tools – Timing issue – will monitor.
 - Vehicle Maintenance & Repair – Timing issue – will monitor.
 - Shop Supplies – monitoring, several early year purchases for shop.
- **Utilities** – 1.4% under budget – electricity bill not yet posted
- **Casualty/Liability Costs** – .17% over budget – slight end of year increase over budgeted amount.
- **Taxes** – 9.6% under budget
- **Miscellaneous** – 9.5% under budget
- **Interest on Debt** – 16.7% under budget, bi-annual payments made in June and Dec, Timing issue
- **Leases and Rentals** – 6% under budget

Capital Activity – Capital activity in February: None



February 2019 Financial Summary

Budget Tracking Figure: 16.7%

1. Operational Expenses:	\$344,610.28
Operational Revenues:	\$11,915.84
Non-Operational Income:	\$485,927.70
Capital Expenses:	\$0.00
Capital Income:	\$0.00
2. Sales Tax Received 2/28/2019 for December 2018:	\$483,289.40
Sales Tax Received 2/28/2018 for December 2017:	\$465,326.15
Sales tax increased from prior year 3%	
3. Cash on Hand as of February 28, 2019*:	
Operating:	\$3,559,948.09
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 (18% Funded):	\$966,729.48
(TDP Funding Match \$4,576,300)	
Capital Vehicle Reserve	\$250,000.00
IT Reserve	\$25,000.00
Unemployment Reserve:	\$14,000.00
Bond Payment Reserve:	\$25,066.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,816.19
Travel Fund:	\$1,500.00
Total	\$8,233,590.19**

*"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

2019

Month Received - Cash Basis (Cash Flow)

Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.96	\$282,570.00	43.81%	\$406,363.77	282,570.00	43.81%
February	0.90%	\$483,289.40	\$465,326.15	\$475,452.60	\$428,927.47	\$374,287.05	\$427,907.00	12.94%	\$889,653.17	710,477.00	25.22%
March	0.90%		\$346,748.19	\$307,974.06	\$318,746.72	\$261,817.97	\$292,575.00	0.00%	\$0.00	1,003,052.00	
April	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	\$295,977.00	0.00%	\$0.00	1,299,029.00	
May	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	\$384,337.00	0.00%	\$0.00	1,683,366.00	
June	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	\$322,070.00	0.00%	\$0.00	2,005,436.00	
July	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	0.00%	\$0.00	2,362,187.00	
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	0.00%	\$0.00	2,804,814.00	
September	0.90%		\$504,473.98	\$399,053.15	\$389,443.33	\$371,144.67	\$379,100.00	0.00%	\$0.00	3,183,914.00	
October	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	\$409,336.00	0.00%	\$0.00	3,593,250.00	
November	0.90%		\$501,570.25	\$462,570.00	\$460,953.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
Total		\$889,653.17	\$5,161,234.49	\$4,646,283.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
Monthly Average		\$444,826.59	\$430,102.87	\$387,188.59	\$375,701.08	\$329,106.23	\$364,539.75				

Month Earned - Accrual Basis (Income Statement)

Month Recognized	Tax Rate	2019 Tax	2017 Tax	2016 Tax	2015 Tax	2018 Budget	2019 Actual to Budgeted Variance	2019 Cumulative Actual Sales Tax Received	2019 Cumulative Accrual Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%		\$346,748.19	\$307,974.06	\$318,746.72	\$292,575.00	0.00%	\$0.00	292,575.00	
February	0.90%		\$331,184.26	\$311,554.48	\$306,315.48	\$271,446.82	0.00%	\$0.00	588,552.00	
March	0.90%		\$433,601.92	\$404,565.67	\$379,552.66	\$320,654.36	0.00%	\$0.00	972,889.00	
April	0.90%		\$391,012.04	\$339,021.49	\$341,810.91	\$302,831.80	0.00%	\$0.00	1,294,959.00	
May	0.90%		\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	0.00%	\$0.00	1,651,710.00	
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	0.00%	\$0.00	2,094,337.00	
July	0.90%		\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	0.00%	\$0.00	2,473,437.00	
August	0.90%		\$491,604.90	\$430,879.75	\$422,063.41	\$377,289.26	0.00%	\$0.00	2,882,773.00	
September	0.90%		\$501,570.25	\$462,570.00	\$460,963.02	\$399,850.25	0.00%	\$0.00	3,322,215.00	
October	0.90%		\$432,231.53	\$359,773.50	\$344,116.73	\$321,318.35	0.00%	\$0.00	3,664,000.00	
November	0.90%		\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	0.00%	\$0.00	3,993,429.00	
December	0.90%		\$483,289.40	\$465,326.15	\$475,452.60	\$374,287.05	0.00%	\$0.00	4,435,469.00	
Total		\$0.00	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%		
Monthly Average		\$0.00	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08			

**Jefferson Transit Authority
Statement of Cash Flows-Accrual Basis
For the Two Months Ending February 28, 2019**

	February	Year to Date
STATEMENT OF CASH FLOWS		
Cash Balances - Beginning of Period	\$7,773,529.87	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$27,386.88)	(\$572,919.48)
Non-Capital Financing Activities	\$484,528.82	\$891,955.85
Investing Activities	\$7,279.47	\$15,270.57
Total Operating Cash Provided/(Used)	\$464,421.41	\$334,306.94
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$4,583.30)	\$713,303.20
Net Increase/(Decrease) Cash and Equivalent	\$459,838.11	\$1,047,610.14
CASH BALANCES - END OF PERIOD	\$8,233,367.98	\$8,233,367.98

**Jefferson Transit Authority
Statement of Income (Loss) - Accrual Basis
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
STATEMENT OF INCOME/(LOSS)				
Operating Revenues	\$11,915.84	\$26,083.64	\$172,072.00	15.16%
Operating Expenses				
Labor	168,207.11	344,668.89	2,249,110.00	15.32%
Benefits	114,959.64	285,848.33	1,765,334.00	16.19%
Services and User Fees	6,721.16	16,231.60	336,454.00	4.82%
Materials & Supplies	34,940.33	74,928.73	626,760.00	11.95%
Utilities	4,376.23	11,793.72	80,853.00	14.59%
Casualty/Liability Costs	11,647.91	23,295.82	138,000.00	16.88%
Taxes	247.00	519.87	7,319.00	7.10%
Miscellaneous Expenses	3,001.97	7,584.21	105,325.00	7.20%
Interest on Debt			10,800.00	0.00%
Leases and Rentals	508.93	2,257.48	21,220.00	10.64%
Total Operating Expenses	344,610.28	767,128.65	5,341,175.00	14.36%
Operating Income (Loss)	(332,694.44)	(741,045.01)	(5,169,103.00)	14.34%
Non-Operating Revenues				
Non-Transportation Revenue	7,638.30	(12,742.68)	76,176.00	(16.73%)
Taxes Levied by Transit	351,359.40	767,728.17	4,435,490.00	17.31%
Local Grants & Contributions	1,250.00	2,500.00	17,500.00	14.29%
State Grants & Contributions	16,496.00	32,992.00	295,508.00	11.16%
Federal Grants & Contributions	109,184.00	218,368.00	1,060,104.00	20.60%
Total Non-Operating Revenues	485,927.70	1,008,845.49	5,884,778.00	17.14%
Net Income (Loss) Before Transfers In/(Out)	153,233.26	267,800.48	715,675.00	37.42%
Net Income/(Loss)	153,233.26	267,800.48	715,675.00	37.42%

**Jefferson Transit Authority
Revenue Statement - Accrual Basis
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
OPERATING REVENUES				
Passenger Fares for Transit Services				
Fixed Route Fares - East	\$8,957.74	\$19,869.59	\$131,496.00	15.11%
Fixed Route Fares - West - JTOC	443.79	918.10	5,256.00	17.47%
Dial-a-Ride Fares (DAR)	888.71	1,743.95	9,660.00	18.05%
Vanpools	1,625.60	3,552.00	22,860.00	15.54%
Extended Service			2,800.00	0.00%
Auxiliary Transportation Revenues				
Total Operating Revenues	11,915.84	26,083.64	172,072.00	15.16%
NONOPERATING REVENUES				
Nontransportation				
Investment (Interest) Income	7,279.47	15,270.57	74,976.00	20.37%
Gain (Loss) on Disposition of Capital Items		(29,121.62)	1,200.00	(2,426.80%)
Public Donations	5.00	5.00		0.00%
Other Nontransportation Revenues	353.83	1,103.37		0.00%
Taxes Levied Directly by Transit System - Sales & Use Tax	351,359.40	767,728.17	4,435,490.00	17.31%
Local Grants and Contributions				
JTOC	1,250.00	2,500.00	15,000.00	16.67%
WSTIP			2,500.00	0.00%
State Grants and Contributions				
Rural Mobility Competitive	16,496.00	32,992.00	295,508.00	11.16%
Federal Grants and Contributions (OPERATING)				
Federal Grants and Contributions - FTA 5311	109,184.00	218,368.00	1,060,104.00	20.60%
Capital Contributions - Local/State/Federal				
Total Nonoperating Revenues	485,927.70	1,008,845.49	5,884,778.00	17.14%
TOTAL REVENUES	497,843.54	1,034,929.13	6,056,850.00	17.09%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2019**

	February	YTD	Budget	% of Actual vs. Budget
OPERATING EXPENSES				
Labor				
Operators Salaries & Wages - Fixed Route	\$58,492.92	\$123,827.48	\$783,140.00	15.81%
Operators Overtime - Fixed Route	3,677.53	7,723.24	73,170.00	10.56%
Operators Salaries & Wages - Dial-a-Ride (DAR)	6,797.60	16,891.22	87,787.00	19.24%
Operators Overtime - Dial-a-Ride (DAR)	237.24	657.52	12,705.00	5.18%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,951.23	88,155.52	591,221.00	14.91%
Other Overtime (Mntce, Dispatch, Cust Serv)	3,556.68	8,507.18	46,007.00	18.49%
Administration Salaries	51,493.91	98,906.73	655,080.00	15.10%
Total Labor	168,207.11	344,668.89	2,249,110.00	15.32%
Benefits				
FICA	13,893.03	28,724.71	222,376.00	12.92%
Pension Plans (PERS)	25,374.98	49,389.21	344,638.00	14.33%
Medical Plans	44,977.25	90,343.70	637,020.00	14.18%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,042.04	16,012.54	94,433.00	16.96%
Holiday	2,142.65	44,321.37	95,939.00	46.20%
General Leave	16,985.24	44,675.92	292,240.00	15.29%
Other Paid Absence (Court Duty & Bereavement)	441.89	1,360.72	14,686.00	9.27%
Uniforms, Work Clothing & Tools Allowance	1,993.25	3,777.04	17,840.00	21.17%
Other Benefits (HRA, EAP & Wellness)	818.60	6,677.29	32,196.00	20.74%
Paid FML	290.71	565.83	3,966.00	14.27%
Total Benefits	114,959.64	285,848.33	1,765,334.00	16.19%
Service and User Fees				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	141.00	592.80	24,250.00	2.44%
Professional & Technical Services	1,625.44	5,048.09	123,500.00	4.09%
Contract Maintenance Services (IT Services)	763.00	1,542.30	16,005.00	9.64%
Custodial Services			7,800.00	0.00%
Security Services	256.16	256.16	5,600.00	4.57%
Vehicle Technical Services	1,477.29	2,899.37	47,000.00	6.17%
Property Maintenance Services	163.50	163.50	36,264.00	0.45%
Software Maintenance Fees	611.49	1,877.27	41,635.00	4.51%
Postage & Mail Meter Fees	201.00	543.96	3,600.00	15.11%
Drug & Alcohol Services	219.91	644.82	8,500.00	7.59%
Other Services & User Fees	1,262.37	2,663.33	19,300.00	13.80%
Total Service and User Fees	6,721.16	16,231.60	336,454.00	4.82%
Materials and Supplies Consumed				
Fuel	19,824.31	39,588.22	355,000.00	11.15%
Tires	3,258.79	3,998.83	35,000.00	11.43%
Lubrication	1,305.27	2,182.37	15,550.00	14.03%
Tools	1,159.54	3,539.38	18,000.00	19.66%
Vehicle Maintenance & Repair Parts	3,677.38	17,609.60	96,500.00	18.25%
Non-Vehicle Maintenance & Repair Parts	509.84	509.84	8,240.00	6.19%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials		747.28	5,750.00	13.00%
Shop Supplies (Maintenance & Cleaning)	2,699.38	3,292.94	7,500.00	43.91%
Safety & Emergency Supplies	142.91	142.91	7,050.00	2.03%
Office Supplies	211.98	469.83	19,920.00	2.36%
Computer Programs & Supplies	1,765.02	1,951.93	15,700.00	12.43%
Printing (Photocopier, Schedules & Brochures)	385.91	895.60	39,200.00	2.28%
Other Materials & Supplies			2,000.00	0.00%
Total Materials and Supplies Consumed	34,940.33	74,928.73	626,760.00	11.95%
Utilities				
Water, Sewer & Solid Garbage	1,166.09	2,307.55	14,100.00	16.37%
Utilities (Electrical & Propane)		3,150.21	29,000.00	10.86%
Telephone & Internet	3,210.14	6,335.96	37,753.00	16.78%
Total Utilities	4,376.23	11,793.72	80,853.00	14.59%

**Jefferson Transit Authority
Expense Statement
For the Two Months Ending February 28, 2019**

	<u>February</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
Casualty and Liability Costs				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$23,295.82	\$138,000.00	16.88%
Total Casualty and Liability Costs	11,647.91	23,295.82	138,000.00	16.88%
Taxes				
State Taxes	229.50	502.37	3,569.00	14.08%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes	17.50	17.50	3,000.00	0.58%
Total Taxes	247.00	519.87	7,319.00	7.10%
Miscellaneous				
Dues & Subscriptions	759.99	2,852.92	24,171.00	11.80%
Travel & Meetings	1,255.42	2,298.62	35,500.00	6.47%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	825.86	27,104.00	3.05%
EE CDL and EE Physical Expense	760.00	1,504.00	9,250.00	16.26%
Other Miscellaneous	76.56	102.81	300.00	34.27%
Total Miscellaneous	3,001.97	7,584.21	105,325.00	7.20%
Interest Expense				
Interest on Long-term Debt Obligation			10,800.00	0.00%
Total Interest Expense			10,800.00	0.00%
Leases and Rentals				
Transit Way & Passenger Stations	310.00	620.00	3,000.00	20.67%
Service Vehicles & Equipment	198.93	198.93	2,500.00	7.96%
Other General Administration Facilities		1,438.55	15,720.00	9.15%
Total Leases and Rentals	508.93	2,257.48	21,220.00	10.64%
 TOTAL OPERATING EXPENSES	 <u>344,610.28</u>	 <u>767,128.65</u>	 <u>5,341,175.00</u>	 <u>14.36%</u>

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

Current Account Status	Balance per Bank @ 2/28/19	\$ 3,145,009.48	\$ -
	Balance per GL @ 1/31/19	\$ 3,140,901.60	
	Transfers - In	\$ -	
	Transfers - In (Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 4,107.88	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
	Balance per GL @ 2/28/19	\$ 3,145,009.48	
	Outstanding Checks		
Balance in Capital Account		\$ 3,145,009.48	

2019 Capital Projects

Land		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ 82,500.00
	JTA Funded Balance		\$ 82,500.00
Facility		Grant Funding	JTA Funding
	2019 Budgeted Balance	\$ -	\$ -
	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
	JTA Funded Balance		\$ 575,000.00
Other Building and Structures		Grant Funding	JTA Funding
	2019 Beginning Budget		
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
	2019 Beginning Budget	\$ -	\$ 22,000.00
	Radio Project - Maynard Mtn Repeater		
	2019 Beginning Budget	\$ 2,500.00	\$ 35,000.00
	Security Cameras		
	2019 Beginning Budget	\$ -	\$ 30,000.00
	Server Room Fire Protection Proj		
	2019 Beginning Budget	\$ -	\$ 25,000.00
	New Shelters		
	2019 Beginning Budget		\$ 324,000.00
	JTA Funded Balance		\$ 700,440.00
Revenue Vehicles			
	2019 Beginning Budget	\$ 419,301.00	\$ 65,440.00
	1 Full-Size Buses		
	2019 Beginning Budget	\$ -	\$ 180,000.00
	2 DAR Cut-a-ways		
	2019 Beginning Budget		\$ 300,000.00
	1 Trolley Style FR Bus		
	2019 Beginning Budget	\$ -	\$ 25,000.00
	Bus Wrap		
	2019 Beginning Budget	\$ -	\$ 150,000.00
	Major Component Replacement		
	2019 Beginning Budget		
	JTA Funded Balance		\$ 700,440.00
Service Vehicles			
	JTA Funded Balance		\$ -
Service Equipment			
	2019 Beginning Budget		\$ 5,000.00
	Conex Box for Tire Storage		
	2019 Beginning Budget		\$ 20,000.00
	Tool Box for 805 (Road Call Response)		
	JTA Funded Balance		\$ 25,000.00
Office Furniture & Equipment			
	2019 Beginning Budget		\$ 175,000.00
	New Finance/Mntce/Ops Software		
	2019 Beginning Budget		\$ 3,500.00
	Printer/Scanner /Copier for HPTC		
	2019 Beginning Budget		\$ 12,000.00
	Remix Mapping Software		
	2019 Beginning Budget		\$ 5,840.00
	SMARSH - Archiving Software		
	2019 Beginning Budget		\$ 196,340.00
	JTA Funded Balance		\$ 196,340.00

JTA Capital Balance	\$ 3,145,009.48
JTA Committed Project Funds Sub-Total	\$ (1,903,280.00)
JTA Vehicle Reserve	\$ (250,000.00)
JTA IT Reserve	\$ (25,000.00)
CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY	\$ 966,729.48



63 4 Corners Road, Port Townsend, WA 98368

General Manager's Report Attachment C

April 16, 2019

Legislative Updates

As of April 12, 2019, week 13 is underway, by week 12, 636 bills continue to move. The session is expected to end on April 28, 2019, but there are some worries that the session will be extended.

WSTA priority bills that are still alive are:

SHB 1360 Driving Record Abstract: The bill allows transit agencies to access the Department of Licensing (DOL) driver abstracts for Vanpool programs. **The bill has passed and is heading to the Governor for approval.**

SHB 2042 Advancing green transportation adoption. Green Transportation bill (by Rep. Fey) incentivizes the adoption of electric and other clean alternatives fuel vehicles (tax incentive program).

ESSB 5418 (SHB 1359) Local government procurement. (by Takko) concerning local government procurement modernization and efficiency.

During the latest SMTA conference call, we asked how soon we would know about the consolidated ranking by DOT. Don Chartock stated the DOT was holding off for agreement on the budget before DOT rank the projects.

Shaver Property Purchase (3B)

JTA closed on the Shaver property on April 4, 2019, and it has been recorded. We received the final settlement statement and title for the property on the 8th. The property has been added to our insurance. JTA will present surplus items from the property during the June Board meeting.

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

www.JeffersonTransit.com

Comprehensive Plan update

Jefferson Transit is planning for the future of transit in our community. The RFQ for the Comprehensive plan has been posted. JTA's expectation of the new plan is to analyze regional public transportation, trends, and needs. Jefferson Transit is a big part of the solution when it comes to extending the life of our local and regional infrastructure, reduce congestion and remove single occupancy vehicles from our roads. JTA is part of the solution for improving air quality, reduction of greenhouse gases and promoting healthier options for mobility. JTA will request, as part of the Comprehensive Plan, an implementation plan. The procurement is in the 2019 Capital Budget approved by the Authority for \$200,000.

Issue / Advertise RFQ:	April 15, 2019
Final date for questions to be submitted:	May 6, 2019
Statement of Qualification Proposals due to JTA:	May 20, 2019
Tentative Finalist Interviews Start:	June 19, 2019
Award:	July 19, 2019
Completion of Project:	July 20, 2020 - 367 days

Finance Software update

Grants and Procurement is creating the RFQ for the finance software. At this time there is no estimated date when the RFQ will be sent out. The procurement for the software is in the 2019 Capital Budget approved by the Authority for \$175,000.

Fire Suppression for IT Server Room update

Installation of the inert gas fire suppression system will occur in May. Ryan Schwalb with Suppression Systems, Inc. is obtaining all required permits, licenses and inspections to install the product. The cost of this expenditure is \$29,994.62. The procurement is in the 2019 Capital Budget approved by the Authority.

Low-No Emissions Grant

JTA will be applying through WSDOT for a Low-No emissions grant for one 30' electric bus and a slow charger.

Next Projects

Grants and procurement will create RFQ's for an EV Feasibility Study, an additional Maintenance Bay, and a new Bus Loop Configuration.

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www.JeffersonTransit.com

Washington State Transit Association (WSTA)

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

Upcoming WSTA Board and Committee meetings:

- Clerks Committee Meeting, Salem, Or – April 29-30
- 2nd Quarter WSTA Board of Directors Meeting, Semiahmoo – May 30-31
- SMTA 2nd Quarter Meeting, Semiahmoo – May 30-31
- HR Roundtable, Wenatchee – June 7
- 2nd Quarter FOLC Meeting, Richland – June 26

Restrooms at Haines Place Park and Ride

The Topographic Survey and Design are complete. Next steps will be submitting to the City for approval. JTA has ordered the pre-fabricated restroom from CXT with a possible build time of 90 days.

The construction is estimated to occur during the second half of May. The project is expected to be complete by the end of June.

Approximate Schedule:

- March 2019 - Topographic Survey (Complete)
- April 2019 – Submit Construction Documents to City for Approval
- May 2019 - Anticipated approved of plans and permits from City
- May 2019 – Advertise and place bid request for contractor
- May - Bid Opening and Award
- June - Contractor to begin site work
- June 2019 – CXT Facilities Installed (3rd week)
- July 2019 – Project Complete

Peninsula Regional Transportation Planning Organization (PRTPO) Lead Agency Update

RTPO is in the process of updating its bylaws, policies, and procedures.

On March 15, 2019, the Executive Board, at the regular meeting, approved the draft Unified Planning Work Program (UPWP) document to WSDOT for compliance review of state and federal requirements. There was also a review of the Regional Transportation Plan (RTP) 2040 and the updates needed.

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John Clauson Kitsap Transit's General Manager stated his Authority Board was supportive of Kitsap acting as Lead Agency. The conditions surrounding Kitsap working as Lead were first and foremost:

- Official Board Approval
- Participation from the entire group
- Jefferson Transit continuing to research acting as Fiscal Agent
- Continued funding to serve as Lead

On March 29, 2019, the Transition Core Group met to discuss and draft the ILA. Final version to be approved for recommendation at the working group meeting on April 12th and presented to the full EB on April 19th for approval.

- A letter will be sent (signed by Chair of RTPO) to each current active member outlining the need for the new ILA and timeline for execution.
- A sample jurisdictional resolution will be provided.
- Any executed ILA received after June 21st will be considered a new application as the certification packet requires a list of members.

Jefferson Transit Fiscal Agent Agreement (4D)

JTA has had ongoing discussions regarding Jefferson Transit assuming the duties of Fiscal Agent for the Peninsula Regional Transportation Planning Organization (PRTPO). The PRTPO Transition Team has moved forward with the transition including working on drafting and updating the Interlocal agreement. During the April Authority Board meeting JTA is requesting authorization to assume the duties of Fiscal Agent for two months. The agreement will be between JTA and WSDOT. During the June Authority Board meeting, JTA will request the Board approves a new agreement between JTA and PRTPO naming JTA as Fiscal Agent for the next two years. Kitsap Transit (KT) has agreed to assume the responsibilities of Lead Agent for the PRTPO with the stipulation that KT has full participation from the rest of the members and that Jefferson Transit assumes the duties of Fiscal Agent.

RouteMatch

JTA's IT Specialist Mike Samadurov, attended the RM conference March 24-27 and had the opportunity to speak with the key engineers and product integrators about their tablets and all the problems JTA is experiencing with the tablets. Mike has gained a better understanding of what is causing the issues JTA and other agencies are having. The RM Vehicle Location Units (VLU) used to connect the tablet with the cell service crashes if the power is switched off at certain times when it is trying to store data. The WiFi connection between the tablet and the VLU may be unreliable due to the vehicle

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radios. There is a solution for each. The first requires a quick and straightforward rewire of the power supply for each VLU. The second would be the installation of an inexpensive network adapter on the tablet that communicates directly with the VLU using a standard (CAT5/6) cable instead of using the built-in WiFi. Mike is currently testing the latter and expects it to work with results that generally improve the reliability of the system.

Test vehicles will be set up no later than by May 15 to begin testing the changes made to the tablets.

Improved Network Reliability between HPTC and 63 Four Corners:

The Fiber Optic project has progressed. Currently, minor trenching work has been completed at HPTC by NOP Data Center (the Internet Service Provider), and JTA is waiting on the PUD to schedule the actual cable pull at HPTC and installation of termination equipment at both facilities before we can begin testing connection reliability and bandwidth improvement. The cost savings are substantial (approx. 1/3 the costs). What JTA had was asynchronous service 80/20 was our max, now it will be 100!



63 4 Corners Road, Port Townsend, WA 98368

Fleet & Facilities Board Report – John Bender

February 2019 – March 2019

Attachment D

Fleet updates:

- Cutaway and trolley orders nearing completion
Surplus vehicle disposal nearing completion – 11 sold, 403 awaiting pickup/resale
- W/C lift rebuild on bus 971 complete, 972 in shop – improves ADA service reliability
- Attending Gillig electric bus information event 4/30

Facility:

- Front landscaping project underway – trees/bushes transplanted
- Tire storage conex received, set up – credit David Lont
- RFQs sent out for fuel island outlet installation and Haines place painting
- ADA review and design plan for HPTC customer service desk nearing completion
- Z-wave lock installed in back door for remote lock/unlock access

Staff/misc:

- Positive feedback on new technician Clayton West
- Schedule changes implemented to improve tech coverage mornings/Saturdays
- New diagnostic tablets in service with RTA, insite
Digital PM checklists created in RTA – reduces paper waste, improves records retention



63 4 Corners Road, Port Townsend, WA 98368

Operations Report – Leesa Monroe
February 2019 - March 2019
Attachment E

Safety and Training (Supervisor, Gary Maxfield)

- Trained new mechanic for his CDL certification
- 3 Code of Conduct notices (Drinking alcohol, excessive garbage in staging area, smoking)
- 3 Exclusions, (Illegal use of another ADA card, Unlawful Transit Conduct which led to individual being incarcerated, JTOC exclusion)
- Formalized 2 new drivers completion of their six month probation
- Viewed approximately 7 hours of video
- Numerous social contacts in regards to JTA Code of Conduct.
- 4 site surveys for potential DAR clients. (when people apply for DAR some properties require a site visit to determine vehicle access, i.e. what size vehicle will fit and can the lift be deployed)

Events:

- In follow up to our meeting with the JC Library we posted the first in a series of informational flyers for the Jefferson County Library Bookmobile. We had discussed partnering to promote a Read and Ride program with JT Summer Youth Pass, we decided to look at this next year as staff time limits for both JT and the library staff could not put a program together before the summer youth passes need to go to print.
- Last month was transit driver and transit employee appreciation day. Some of our staff surprised drivers by decorating Haines Place and provided food.
- Next Monday, April 22 for Earth Day, service will be fare free.
- Bus entry in the Rhody Parade, customer service is handling decorating

Service Planning:

- Way Finding Project is completed. This project came about as a means to help direct passengers. The signs are numbered and posted at each stop, they identify which routes stop at that location; if riders call in and give customer service the stop number, the customer service can quickly identify where the passengers is waiting and provide information.
- L Monroe participated with WSDOT in the Shine Road SR 104 Intersection Control Evaluation (roundabout at Hood Canal Bridge intersection)
- We have been preparing for drivers to pick their work schedules May 5, JT has a contractual agreement for drivers to pick work schedules three times a year. Drivers will begin new schedules Monday, May 20 and new printed schedules will be available.
- L Monroe is talking with Kitsap Transit about logistics of JT providing service to the Kitsap Fast Ferry.



63 4 Corners Rd, Port Townsend, WA 98368

DATE: 6/18/2019

May 2019 Expenses

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

- Accounts Payable Vouchers #98318-98361 in the amount of \$100,716.28
- Accounts Payable Voucher #98362 in the amount of \$2.82
- Accounts Payable Voucher #98363 in the amount of \$7,903.84
- Accounts Payable Voucher #98364 in the amount of \$84,718.63
- Accounts Payable Vouches #98365-98412 in the amount of \$71,808.76
- Accounts Payable Voucher #98413 in the amount of \$93,827.09
- Capital Check #98229 in the amount of \$19,974.58
- 6 EFT payments in the amount of \$3,660.03
- 1 EFT payment in the amount of \$5,400.00
- 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
- Transfer from the Capital account to the Capital Treasure Pool account for the purpose of: final correcting entry for 2018 Reserve Transfer - County placed funding incorrectly

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

DATE: 6/18/2019

April 2019 Expenses

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

- Accounts Payable Voucher #98223 in the amount of \$86,469.87
- Accounts Payable Vouchers #98224-98271 in the amount of \$133,609.51
- Accounts Payable Voucher #98272 in the amount of \$85,051.17
- Accounts Payable Vouchers #98273-98315 in the amount of \$72,767.56
- Accounts Payable Voucher #98316 in the amount of \$5,928.58
- Accounts Payable Voucher #98317 in the amount of \$84,372.13
- Void Accounts Payable Voucher #98229 in the amount of (\$75.00)
- 5 EFT Payments in the amount of \$30,369.77
- 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
- Transfer from the Operating account to (see attached schedule) for the purpose of 2018 Reserve fund transfers in the amount of \$2,213,739.00
- Transfer from the Capital Treasury Pool account to the Capital account for the purpose of correcting reserve transfer in the amount of \$2,163,239.00

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

A discussion was held regarding the consulting service and the restroom.

Motion: David Faber moved to Resolution 19-03: Contract with JE Gibson Consulting for Restroom Project Manager/Engineer. Kate Dean seconded.

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

c. **Resolution 19-04:** Authorization to Purchase Pre-Fabricated Restroom

Motion: David Faber moved to Resolution 19-04: Authorizing the General Manager to Purchase Pre-Fabricated Restroom. Ariel Speser seconded.

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

d. **Resolution 19-05:** Contract with Suppression Systems, Inc.

Tammi Rubert explained the IT server room was designed with an overhead water sprinkler. JTA had a suppression system study done and the report suggested JTA install a gas suppression system and disable the sprinkler in that room.

A discussion was held.

Motion: Kate Dean moved to Resolution 19-05: Authorizing the General Manager to sign a Contract with Suppression Systems, Inc. Greg Brotherton seconded.

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

REPORTS

GENERAL MANAGERS REPORT

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- Legislative Updates
- WSTA Meeting Update
- ~~JTC is overseeing a project to study~~
- Restroom update
- PRTPO Update
- IT Update

Commented [LS1]: This line is part of Tammi's report on WSTA added during transcription. This bullet point should have been removed from the final minutes.

There was a discussion regarding RTPO and electric buses.

FLEET AND FACILITIES REPORT

Please see Attachment D

John Bender reported on the following items.

- Fleet Updates
- Facility Updates
- Staffing/Miscellaneous Updates



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-10: Authorizing the General Manager to Sign the Interlocal Agreement with Clallam Transit System for JTOC Service

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 19-10
Interlocal Agreement

BUDGETARY IMPACT (if applicable) BUDGETED: Yes – Revenue

EXPENDITURE REQUIRED: No FUNDING SOURCE: N/A

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT:

This Resolution supports an Interlocal Agreement to continue a partnership with CTS for a regional service connection which runs south from the Forks Transit Center to Amanda Park and makes a passenger transfer exchange with Grays Harbor Transit. This is a 4 year Agreement.

RECOMMENDED ACTION/MOTION:

Motion: Move to adopt Resolution 19-10: Authorizing the General Manager to sign an Interlocal Agreement for JTOC service.

1 **JEFFERSON TRANSIT AUTHORITY**

2 **Resolution 19-10**

3 **Authorizing the General Manager to Sign an Interlocal Agreement with Clallam**
4 **Transit for Jefferson Transit Olympic Connection Service**

5
6 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
7 *Transportation Benefit Area, hereinafter called the "Authority," authorizing the General*
8 *Manager to sign an Interlocal Agreement between Jefferson Transit Authority (JTA) and*
9 *Clallam Transit System (CTS) for the provision of Jefferson Transit Olympic Connection*
10 *(JTOC) service for the period of July 1, 2019 through June 30, 2021*

11
12 **WHEREAS**, the Authority has determined it to be desirable to enter into an
13 Interlocal Agreement with CTS for the provision of JTOC service for the period of July 1,
14 2019, through June 30, 2021; and

15
16 **WHEREAS**, CTS has indicated its desire to enter into the Interlocal Agreement; and

17
18 **WHEREAS**, the Authority has determined it is in the public interest that this
19 agreement be entered into for the benefit of public transportation services,

20
21 **NOW, THEREFORE, BE IT RESOLVED that**

22 Section 1

23
24 The Authority hereby accepts the terms and conditions of the Interlocal Agreement with
25 CTS for the period of July 1, 2019, through June 30, 2021, as set forth in "Exhibit A" which
26 is attached to this resolution and made a part thereof by this reference.

27
28 Section 2

29
30 The Authority hereby authorizes the General Manager to execute the Interlocal Agreement
31 as referenced in Section 1 and to carry out and fulfill the conditions and provision as
32 contained therein to the best interest and benefit of Jefferson Transit Authority.

33
34 **CERTIFICATION**

35 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County
36 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of
37 a Resolution adopted at a legally convened meeting of the Jefferson Transit Authority
38 Board held on June 18, 2019.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

INTERLOCAL AGREEMENT

between

JEFFERSON TRANSIT AUTHORITY and CLALLAM TRANSIT SYSTEM

This agreement is made and entered into by and between JEFFERSON TRANSIT AUTHORITY, (hereinafter "JTA"), a public transportation benefit authority of the state of Washington, and CLALLAM TRANSIT SYSTEM, (hereinafter "CTS"), a public transportation benefit authority of the state of Washington.

WHEREAS, each of the parties determined it to be desirable to cooperatively provide public transportation between southern Clallam County and western Jefferson County as part of the Jefferson Transit Olympic Loop Connection; and

WHEREAS, JTA has received notification that it has been awarded a consolidated grant from the Washington State Department of Transportation as operating assistance for a four-year project; and

WHEREAS, each of the parties determined it is in the interest of the public that this agreement be entered into for the benefit of public transportation services; and

WHEREAS, each of the parties desire to enter into an interlocal agreement, upon approval by their respective board authorities; and

WHEREAS, RCW 39.34, Interlocal Cooperation Act, permits governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage to perform functions, and provide services and facilities to each other and the public.

NOW THEREFORE, in consideration of the mutual promises and conditions hereinafter set forth, the parties agree as follows:

1. **PURPOSE.** The purpose of this agreement is to allow JTA to provide safe, efficient, and convenient public transportation service between Clallam County and Jefferson County, and to carry out that purpose, and to provide for and develop compatible routes, schedules, and connecting points as when the parties deem appropriate.
2. **ENTITIES.** CTS and JTA will, for all purposes of this agreement, remain as individual, separate entities under the laws of the state of Washington. No separate legal or administrative entity on any kind will be created hereunder, unless otherwise agreed to by the parties in writing.
3. **TERM.** The agreement will be effective July 1, 2019, through June 30, 2023. This agreement may be terminated if mutually agreed upon by both parties or by any change in funding sources.
4. **PERFORMANCE AND FINANCE.**
 - A. JTA will provide fixed-route service six days per week through western Jefferson County and the CTS transit center in Forks, Washington, as described in Exhibit A. CTS hereby agrees and authorizes JTA to operate its vehicles within Clallam County for the purposes of this agreement. Any additional trips or timing changes beyond those described in Exhibit A must receive advance approval from CTS.
 - B. JTA will be the lead agency and will administer the grant funding, reporting, and record keeping necessary to the project.
 - C. As authorized by the JTA Board of Directors, the JTA General Manager may sign all contracts and such

ancillary agreements as may be required in connection with this project.

- D. JTA will charge and collect fares for passengers embarking upon its vehicles. Neither party will accept, or honor transfer tickets, passes, or coupons issued by the other party. JTA will retain all fares collected from passengers using its services. JTA is free to establish such fares as it deems appropriate for passengers riding on its vehicles, with advance approval, which will not be unreasonably withheld.
- E. CTS will contribute fifteen thousand dollars (\$15,000) per year, beginning on July 1, 2019, for the local grant match to JTA for providing services as described in this agreement. Project costs will be incurred prior to the request for reimbursement from CTS.
- F. JTA will invoice CTS three thousand seven hundred and fifty dollars (\$3,750) per quarterly calendar for services rendered in the prior quarter. Invoices will be issued no later than the 15th day of the month following the close of the quarter.
- G. CTS will pay such invoices no later than 15 days from receipt of the invoice.
- H. This agreement will be administered by the parties' designated representatives below:

CLALLAM TRANSIT SYSTEM Kevin Gallacci 830 West Lauridsen Boulevard Port Angeles, Washington 98363 phone: 360-452-1315 email: keving@clallamtransit.com	JEFFERSON TRANSIT AUTHORITY Tammi Rubert 634 Corners Road Port Townsend, Washington 98368 phone: 360-385-3020 x.107 email: trubert@jeffersontransit.com
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5. CONDITIONS.

- A. The parties agree that all parts and phases of their respective operations are separate and distinct from those of the other party, and the intention of this agreement is only to provide convenient and efficient service between Clallam and Jefferson Counties.
- B. JTA will be responsible for its own operations, drivers, equipment, insurance, budget, fares, receipts, and all other matters incidental to the provision of public transportation, except as provided for in the Mutual Aid Agreement between JTA and CTS.
- C. The parties acknowledge that each entity contracts for financial assistance with the U.S. Department of Transportation and the Washington State Department of Transportation, and that this and all other agreements are subject to the provisions of these financial assistance contracts. To the extent applicable, any such financial assistance contracts are incorporated herein by this reference as if set forth in full, copies of which are available at the respective office of the parties hereto.

6. NON-DISCRIMINATION. No individual will be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this agreement on the basis of race, color, creed, religion, sex, sexual orientation, gender identity or expression, age (over 40), sensory, mental or physical disability, disabled veterans status, Vietnam Era veterans status, marital status, national origin, political belief, citizenship, genetic information, or victims of domestic violence, sexual assault, or stalking, or any other protected class under federal or state statute.

7. ASSIGNMENT. Neither party may assign its interest in this agreement without the express written consent of the other party.

8. **COMPLIANCE.** The parties agree that all activity pursuant to this agreement will be in accordance with all applicable current or future federal, state and local laws, rules and regulations.
9. **GOVERNANCE.** This agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws.
10. **ENTIRE AGREEMENT.** This agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, representations, and agreements between the parties relating to the purpose of this agreement. No other understandings, oral or otherwise, regarding the subject matter of this agreement will be deemed to exist or to bind any of the parties hereto.
11. **MODIFICATIONS.** Any and all modifications or amendments to this agreement, will be in writing and executed by both parties, consistent with applicable procedural requirements, to be effective.
12. **SEVERABILITY.** In the event any portion of this agreement should become invalid or unenforceable, the remainder of the agreement will remain in full force and effect.
13. **SAVINGS CLAUSE.** Nothing in this agreement will be construed so as to require the commission of any acts contrary to law, and wherever there is any conflict between any provisions of this agreement and any statute, law, public regulation, or ordinance, the latter will prevail, but in such event, the provisions of this agreement affect will be curtailed and limited only to the extent necessary to bring it within legal requirements.
14. **WAIVER OF BREACH.** The waiver of either party of the breach of any provision in this agreement by the other party must be in writing and will not operate nor be construed as a waiver of any subsequent breach by such other party.
15. **MUTUAL INDEMNIFICATION.** Each party to this agreement will be responsible for any and all claims, damages or other liability, including costs of defense and attorney's fees, arising out of the acts or omissions of its officers, employees and/or agents in the performance of its obligations under this agreement. Neither party assumes responsibility for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.
16. **VENUE.** This agreement will be governed by the laws of the state of Washington and venue for any lawsuit will be chosen by the plaintiff.
17. **FILING.** Each party will file this signed agreement as required by RCW 39.34.40.
18. **SIGNATURES.** The parties affirm that the individuals signing this agreement have been granted the authority to do so and by their signature affirm that the parties will comply with the terms and conditions of this agreement.

CLALLAM TRANSIT SYSTEM

JEFFERSON TRANSIT AUTHORITY

Kevin Gallacci, General Manager

Tammi Rubert, General Manager

Date

Date

Exhibit A

JEFFERSON TRANSIT OLYMPIC CONNECTION WEEKDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater	Arrive Amanda Park	
7:00	7:14	7:32	7:38	7:56	8:02	8:07	8:27	AM
11:05	11:19	11:37	11:43	12:01	12:07	12:12	12:32	
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07	PM
6:45	6:59	7:17	7:23	7:41	8:00	-	-	

AMANDA PARK TO FORKS

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh	Arrive Forks Transfer Center	
8:48	9:08	9:13	9:30	9:41	9:47	10:05	10:19	AM
12:53	1:13	1:18	1:35	1:46	1:52	2:10	2:24	
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM
-	-	8:00	8:06	8:17	8:23	8:41	8:55	

JEFFERSON TRANSIT OLYMPIC CONNECTION SATURDAY SERVICE FORKS TO AMANDA PARK

Depart Forks Transfer Center	Upper Hoh	Hoh Tribal Center	Cedar Creek	Kalaloch	Queets	Clearwater	Arrive Amanda Park	
7:20	7:34	7:52	7:58	8:16	8:22	8:27	8:47	AM
2:40	2:54	3:12	3:18	3:36	3:42	3:47	4:07	PM

AMANDA PARK TO FORKS

Depart Amanda Park	Clearwater Road	Queets	Kalaloch	Cedar Creek	Hoh Tribal Center	Upper Hoh	Arrive Forks Transfer Center	
9:10	9:30	9:35	9:48	9:59	10:05	10:23	10:37	AM
4:23	4:43	4:48	5:05	5:16	5:22	5:40	5:54	PM

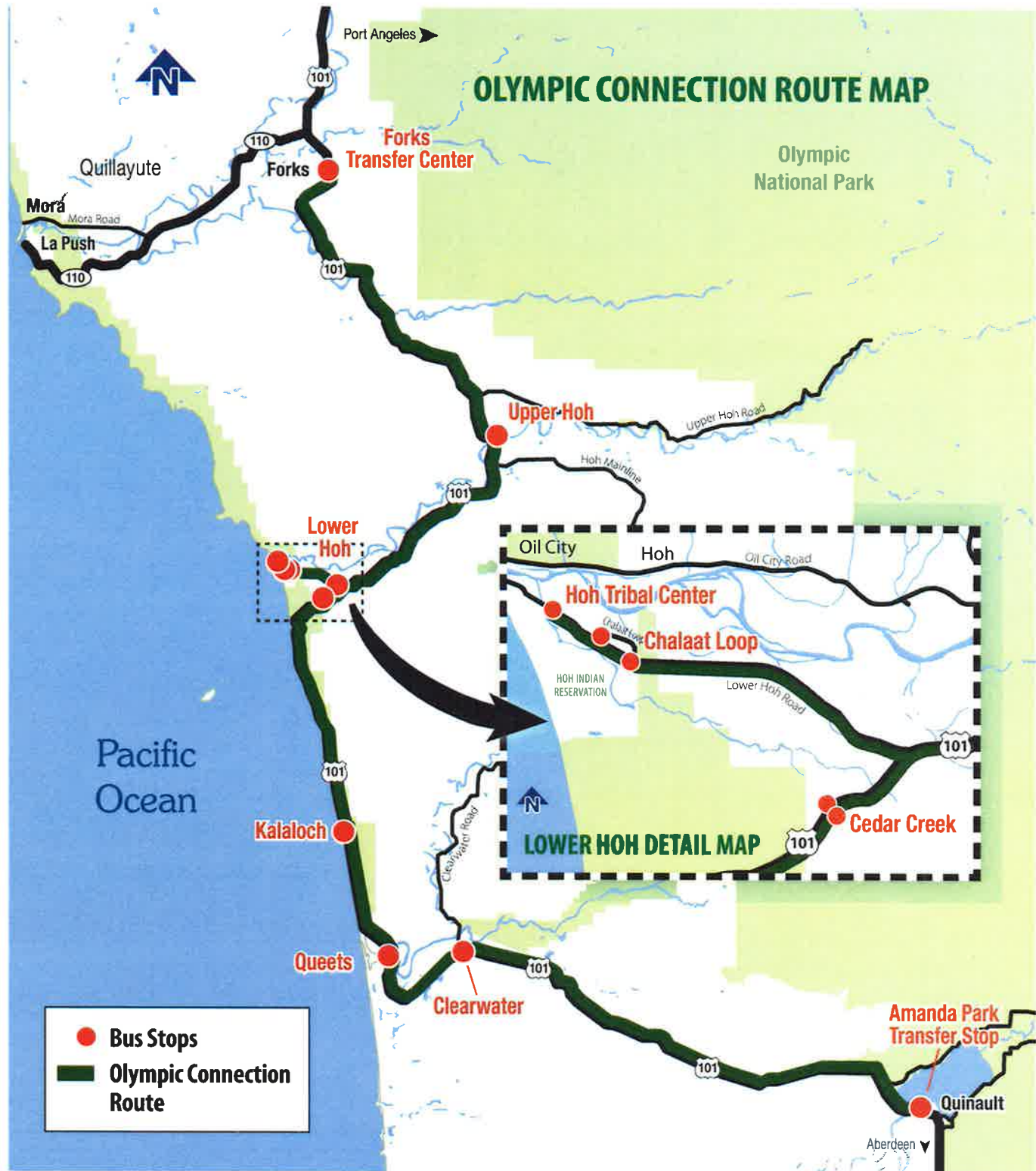
Forks Transfer Center is located at 551 S Forks Ave & "E" St

 = Flag Stop

SUNDAY & HOLIDAYS

Service does not operate on the following days:

Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day





Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-11: Authorizing the General Manager to Sign the 2019 Certifications and Assurances

SUBMITTED BY: Sara Crouch and Frank Burns TITLE: Finance Manager and Grants & Procurement Administrator

DEPARTMENT: Finance

EXHIBITS/
ATTACHMENTS: Resolution 19-11
2019 Certifications and Assurances Changes
2019 Certifications and Assurances
Labor Information Form
Labor Letter

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT: A Resolution of the Board of Directors of the Jefferson County Public Transportation Benefit Area, authorizing the General Manager to sign the 2019 Certifications and Assurances. Annual updates to the Certifications and Assurances are required to certify that Jefferson Transit will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to grant funds applied for, and received under 49 U.S.C.

RECOMMENDED ACTION/MOTION: Motion: Move to adopt Resolution 19-11: Authorizing the General Manager to sign the 2019 Certifications and Assurances.

1 **JEFFERSON TRANSIT AUTHORITY**

2 **RESOLUTION 19-11**

3 **Authorizing the General Manager to Sign the**
4 **2019 Certifications and Assurances**

5
6 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
7 *Transportation Benefit Area, hereinafter called the "Authority," authorizing the General*
8 *Manager to sign the 2019 Certifications and Assurances*

9 **WHEREAS**, Jefferson Transit Authority has been awarded Federal capital and
10 operating funds and intends to apply for additional funds via grants administered by the
11 Washington State Department of Transportation and the Federal Transit Administration,
12 for transportation services to the general public.

13 **WHEREAS**, annual updates to the Certifications and Assurances are required to
14 certify that Jefferson Transit will comply with all Federal statutes, regulations, Executive
15 Orders, and administrative requirements applicable to grant funds applied for, and
16 received under 49 U.S.C.

17 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority
18 Board does hereby authorize the General Manager to sign the 2019 Certifications and
19 Assurances.

20
21 **CERTIFICATION**

22 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
23 County Public Transportation Benefit Area, certifies that the foregoing is a true and
24 correct copy of a Resolution adopted at a legally convened meeting of the Jefferson
25 Transit Authority Board held on June 18, 2019.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

What changes did FTA make between the 2018 and 2019 versions of the annual certifications?

With the 2019 version of the Certifications and Assurances, FTA has endeavored to reduce the burden on applicants by making FTA’s certifications a more efficient document and eliminating certain certifications that were not absolutely necessary. The result is a significant reduction in length. In addition, FTA has made a point, for each certification, to state clearly why FTA must require applicants to make the certification, along with citation to any statute or regulation that requires the certification.

Most of the changes FTA made were to the form in which the certifications are presented, and did not change the substance of the legal obligations FTA’s applicants undertake. FTA reduced redundancy in the certifications and consolidated some certifications that were similar. (For example, in 2018, the certification that an applicant had the financial capability to carry out its award appeared 16 separate times. In 2019, this certification appears in the “Category 1” certifications every applicant must make, and thereafter appears only twice.)

FTA also eliminated some certifications that were not legally necessary. *Note* that an applicant must still comply with any substantive requirements underlying these eliminated certifications; FTA only eliminated the requirement to certify compliance pre-award. The certifications FTA eliminated or consolidated into other certifications were:

<p>2018 certification 1.A, “Certifications and Assurances of Authority of the Applicant and its Authorized Representative”</p>	<p>Some text in this certification was consolidated into the applicant’s other standard certifications. The authorized representative’s certification to his or her own authority was redundant with the “signature page” language. Furthermore, FTA separately requires applicants to submit documentation evidencing the authority of their authorized representatives.</p>
<p>2018 certification 1.C, “Intergovernmental Review Assurance”</p>	<p>TrAMS separately asks about Executive Order 12372 intergovernmental review elsewhere in the application process. This is consistent with OMB SF-424, which treats E.O. 12372 as an application question, not a certification</p>
<p>2018 certification 3.A, “Private Property Protections”</p>	<p>This certification was meant to satisfy FTA’s obligations under 49 U.S.C. § 5323(a), which allows FTA to award funds to a public entity to acquire the assets of, or operate in competition with, a private entity engaged in public transportation only after making certain findings. However, this statute requires FTA to make</p>

	findings; it does not require the applicant to make a certification.
2018 certification 6, "Intelligent Transportation Systems"	The applicant's project still must conform to any ITS architecture, if applicable. However, a pre-award certification to this effect was unnecessary.
2018 certification 7.B, "Acquisition of Capital Assets by Lease"	This certification was required by FTA's former capital leasing regulation, 49 C.F.R. part 639, which FTA repealed in 2018.
2018 certification 8.B, "Public Transportation Safety Program"	On July 19, 2018, FTA published the final Public Transportation Agency Safety Plan rule, 83 Fed. Reg. 34418 (to be codified at 49 C.F.R. part 673). The rule becomes effective on July 19, 2019. The rule includes certification requirements for applicants, but those certifications are not required until one year after the effective date of the rule.
2018 certification 13.B, "Passenger Ferry Grant Program"	This is no longer a separate certification. Instead, FTA consolidated this certification so that in 2019 there is only one certification for the Section 5307 program.
2018 certification 16, "Tribal Transit Programs"	The Tribal Transit Program does not require Tribal applicants to make a separate certification from other Section 5311 applicants. The 2018 version of this certification incorporated by reference other certifications that an applicant may also have made directly.
2018 certification 18, "Public Transportation Emergency Relief Program"	While other certifications will apply to assistance awarded pursuant to FTA's emergency relief procedures, this certification itself was not necessary.

CATEGORY 1. CERTIFICATIONS AND ASSURANCES REQUIRED OF EVERY APPLICANT.

All applicants must make the certifications in this category.

1.1. Standard Assurances.

This certification appears on the Office of Management and Budget's standard form 424B "Assurances—Non-Construction Programs". This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
- (b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- (c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- (d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- (e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- (f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 C.F.R. Part 21;
 - (2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 C.F.R. Part 25;
 - (3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated

- against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.
- (4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 C.F.R. Part 27;
 - (5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;
 - (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91–616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
 - (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- (g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 C.F.R. Part 24.
- (h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
- (i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.
- (j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

- (k) Will comply with environmental standards which may be prescribed pursuant to the following:
 - (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
 - (2) Notification of violating facilities pursuant to EO 11738;
 - (3) Protection of wetlands pursuant to EO 11990;
 - (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
 - (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
 - (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
 - (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
 - (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 C.F.R. Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 C.F.R. Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.

- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a sub-recipient from:
- (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

1.2. Standard Assurances: Additional Assurances for Construction Projects.

This certification appears on the Office of Management and Budget's standard form 424D "Assurances—Construction Programs" and applies specifically to federally assisted projects for construction. This certification has been modified in places to include analogous certifications required by U.S. DOT statutes or regulations.

As the duly authorized representative of the applicant, you certify that the applicant:

- (a) Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency; will record the Federal awarding agency directives; and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
- (b) Will comply with the requirements of the assistance awarding agency with regard to the drafting, review, and approval of construction plans and specifications.
- (c) Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work confirms with the approved plans and specifications, and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

1.3. Procurement.

The Uniform Administrative Requirements, 2 C.F.R. 200.324, allow a recipient to self-certify that its procurement system complies with Federal requirements, in lieu of submitting to certain pre-procurement reviews.

The applicant certifies that its procurement system complies with:

- (a) U.S. DOT regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 C.F.R. Part 1201, which incorporates by reference U.S. OMB regulatory guidance, "Uniform Administrative Requirements, Cost

Principles, and Audit Requirements for Federal Awards,” 2 C.F.R. Part 200, particularly 2 C.F.R. §§ 200.317–200.326 “Procurement Standards;

- (b) Federal laws, regulations, and requirements applicable to FTA procurements; and
- (c) The latest edition of FTA Circular 4220.1 and other applicable Federal guidance.

1.4. Suspension and Debarment.

Pursuant to Executive Order 12549, as implemented at 2 C.F.R. Parts 180 and 1200, prior to entering into a covered transaction with an applicant, FTA must determine whether the applicant is excluded from participating in covered non-procurement transactions. For this purpose, FTA is authorized to collect a certification from each applicant regarding the applicant’s exclusion status. 2 C.F.R. § 180.300. Additionally, each applicant must disclose any information required by 2 C.F.R. § 180.335 about the applicant and the applicant’s principals prior to entering into an award agreement with FTA. This certification serves both purposes.

The applicant certifies, to the best of its knowledge and belief, that the applicant and each of its principals:

- (a) Is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily or involuntarily excluded from covered transactions by any Federal department or agency;
- (b) Has not, within the preceding three years, been convicted of or had a civil judgment rendered against him or her for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction; violation of Federal or State antitrust statutes, including those proscribing price fixing between competitors, allocation of customers between competitors, and bid rigging; commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or commission of any other offense indicating a lack of business integrity or business honesty;
- (c) Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offense described in paragraph (b) of this certification;
- (d) Has not, within the preceding three years, had one or more public transactions (Federal, State, or local) terminated for cause or default.

CATEGORY 2. TAX LIABILITY AND FELONY CONVICTIONS.

Federal appropriations acts since at least 2014 have prohibited FTA from using funds to enter into an agreement with any corporation that has unpaid Federal tax liabilities or recent felony convictions without first considering the corporation for debarment. As prescribed by U.S. DOT Order 4200.6, FTA requires each applicant to certify as to its tax and felony status.

If the applicant is a private corporation, partnership, trust, joint-stock company, sole proprietorship, or other business association, the applicant certifies that:

- (a) It has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and
- (b) It has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

CATEGORY 3. LOBBYING.

If the applicant will apply for a grant or cooperative agreement exceeding \$100,000, or a loan, line of credit, loan guarantee, or loan insurance exceeding \$150,000, it must make the following certification and, if applicable, make a disclosure regarding the applicant's lobbying activities. This certification is required by 49 C.F.R. § 20.110 and app. A to that part.

This certification does not apply to an applicant that is an Indian Tribe, Indian organization, or an Indian tribal organization exempt from the requirements of 49 C.F.R. Part 20.

3.1. Certification for Contracts, Grants, Loans, and Cooperative Agreements.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3.2. Statement for Loan Guarantees and Loan Insurance.

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

CATEGORY 4. PRIVATE SECTOR PROTECTIONS.

If the applicant will apply for funds that it will use to acquire or operate public transportation facilities or equipment, the applicant must make the following certification regarding protections for the private sector.

4.1. Charter Service Agreement.

To enforce the provisions of 49 U.S.C. § 5323(d), FTA's charter service regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following Charter Service Agreement. 49 C.F.R. § 604.4.

The applicant agrees that it, and each of its subrecipients, and third party contractors at any level who use FTA-funded vehicles, may provide charter service using equipment or facilities acquired with Federal assistance authorized under the Federal Transit Laws only in compliance with the regulations set out in 49 C.F.R. Part 604, the terms and conditions of which are incorporated herein by reference.

4.2. School Bus Agreement.

To enforce the provisions of 49 U.S.C. § 5323(f), FTA's school bus regulation requires each applicant seeking assistance from FTA for the purpose of acquiring or operating any public transportation equipment or facilities to make the following agreement regarding the provision of school bus services. 49 C.F.R. § 605.15.

- (a) If the applicant is not authorized by the FTA Administrator under 49 C.F.R. § 605.11 to engage in school bus operations, the applicant agrees and certifies as follows:
 - (1) The applicant and any operator of project equipment agrees that it will not engage in school bus operations in competition with private school bus operators.
 - (2) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Mass Transit Regulations, or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
- (b) If the applicant is authorized or obtains authorization from the FTA Administrator to engage in school bus operations under 49 C.F.R. § 605.11, the applicant agrees as follows:
 - (1) The applicant agrees that neither it nor any operator of project equipment will engage in school bus operations in competition with private school bus operators except as provided herein.
 - (2) The applicant, or any operator of project equipment, agrees to promptly notify the FTA Administrator of any changes in its operations which might jeopardize the continuation of an exemption under § 605.11.
 - (3) The applicant agrees that it will not engage in any practice which constitutes a means of avoiding the requirements of this agreement, part 605 of the Federal Transit Administration regulations or section 164(b) of the Federal-Aid Highway Act of 1973 (49 U.S.C. 1602a(b)).
 - (4) The applicant agrees that the project facilities and equipment shall be used for the provision of mass transportation services within its urban area and that any other use of project facilities and equipment will be incidental to and shall not interfere with the use of such facilities and equipment in mass transportation service to the public.

CATEGORY 5. TRANSIT ASSET MANAGEMENT PLAN.

If the applicant owns, operates, or manages capital assets used to provide public transportation, the following certification is required by 49 U.S.C. § 5326(a).

The applicant certifies that it has, or will develop, a transit asset management plan in compliance with 49 C.F.R. Part 625.

CATEGORY 6. ROLLING STOCK BUY AMERICA REVIEWS AND BUS TESTING.

6.1. Rolling Stock Buy America Reviews.

If the applicant will apply for an award to acquire rolling stock for use in revenue service, it must make this certification. This certification is required by 49 C.F.R. § 663.7.

The applicant certifies that it will conduct or cause to be conducted the pre-award and post-delivery audits prescribed by 49 C.F.R. Part 663 and will maintain on file the certifications required by Subparts B, C, and D of 49 C.F.R. Part 663.

6.2. Bus Testing.

If the applicant will apply for funds for the purchase or lease of any new bus model, or any bus model with a major change in configuration or components, the applicant must make this certification. This certification is required by 49 C.F.R. § 665.7.

The applicant certifies that the bus was tested at the Bus Testing Facility and that the bus received a passing test score as required by 49 C.F.R. Part 665. The applicant has received or will receive the appropriate full Bus Testing Report and any applicable partial testing reports before final acceptance of the first vehicle.

CATEGORY 7. URBANIZED AREA FORMULA GRANTS PROGRAM.

If the applicant will apply for an award under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), or any other program or award that is subject to the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310); “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)); projects that will receive an award authorized by the Transportation Infrastructure Finance and Innovation Act (“TIFIA”) (23 U.S.C. §§ 601–609) or State Infrastructure Bank Program (23 U.S.C. § 610) (see 49 U.S.C. § 5323(o)); formula awards or competitive awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(a) and (b)); or low or no emission awards to any area under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339(c)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5307(c)(1).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out the program of projects (developed pursuant 49 U.S.C. § 5307(b)), including safety and security aspects of the program;
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities;

- (c) Will maintain equipment and facilities in accordance with the applicant's transit asset management plan;
- (d) Will ensure that, during non-peak hours for transportation using or involving a facility or equipment of a project financed under this section, a fare that is not more than 50 percent of the peak hour fare will be charged for any—
 - (1) Senior;
 - (2) Individual who, because of illness, injury, age, congenital malfunction, or any other incapacity or temporary or permanent disability (including an individual who is a wheelchair user or has semi-ambulatory capability), cannot use a public transportation service or a public transportation facility effectively without special facilities, planning, or design; and
 - (3) Individual presenting a Medicare card issued to that individual under title II or XVIII of the Social Security Act (42 U.S.C. §§ 401 et seq., and 1395 et seq.);
- (e) In carrying out a procurement under 49 U.S.C. § 5307, will comply with 49 U.S.C. §§ 5323 (general provisions) and 5325 (contract requirements);
- (f) Has complied with 49 U.S.C. § 5307(b) (program of projects requirements);
- (g) Has available and will provide the required amounts as provided by 49 U.S.C. § 5307(d) (cost sharing);
- (h) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning);
- (i) Has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation;
- (j) Either—
 - (1) Will expend for each fiscal year for public transportation security projects, including increased lighting in or adjacent to a public transportation system (including bus stops, subway stations, parking lots, and garages), increased camera surveillance of an area in or adjacent to that system, providing an emergency telephone line to contact law enforcement or security personnel in an area in or adjacent to that system, and any other project intended to increase the security and safety of an existing or planned public transportation system, at least 1 percent of the amount the recipient receives for each fiscal year under 49 U.S.C. § 5336; or
 - (2) Has decided that the expenditure for security projects is not necessary;
- (k) In the case of an applicant for an urbanized area with a population of not fewer than 200,000 individuals, as determined by the Bureau of the Census, will submit an annual report listing projects carried out in the preceding fiscal year under 49 U.S.C. § 5307 for associated transit improvements as defined in 49 U.S.C. § 5302; and
- (l) Will comply with 49 U.S.C. § 5329(d) (public transportation agency safety plan).

CATEGORY 8. FORMULA GRANTS FOR RURAL AREAS.

If the applicant will apply for funds made available to it under the Formula Grants for Rural Areas Program (49 U.S.C. § 5311), it must make this certification. Paragraph (a) of this certification helps FTA make the determinations required by 49 U.S.C. § 5310(b)(2)(C). Paragraph (b) of this certification is required by 49 U.S.C. § 5311(f)(2). Paragraph (c) of this certification, which applies to funds apportioned for the Appalachian Development Public Transportation Assistance Program, is necessary to enforce the conditions of 49 U.S.C. § 5311(c)(2)(D).

- (a) The applicant certifies that its State program for public transportation service projects, including agreements with private providers for public transportation service—
 - (1) Provides a fair distribution of amounts in the State, including Indian reservations; and
 - (2) Provides the maximum feasible coordination of public transportation service assisted under 49 U.S.C. § 5311 with transportation service assisted by other Federal sources; and
- (b) If the applicant will in any fiscal year expend less than 15% of the total amount made available to it under 49 U.S.C. § 5311 to carry out a program to develop and support intercity bus transportation, the applicant certifies that it has consulted with affected intercity bus service providers, and the intercity bus service needs of the State are being met adequately.
- (c) If the applicant will use for a highway project amounts that cannot be used for operating expenses authorized under 49 U.S.C. § 5311(c)(2) (Appalachian Development Public Transportation Assistance Program), the applicant certifies that—
 - (1) It has approved the use in writing only after providing appropriate notice and an opportunity for comment and appeal to affected public transportation providers; and
 - (2) It has determined that otherwise eligible local transit needs are being addressed.

CATEGORY 9. FIXED GUIDEWAY CAPITAL INVESTMENT GRANTS AND THE EXPEDITED PROJECT DELIVERY FOR CAPITAL INVESTMENT GRANTS PILOT PROGRAM.

If the applicant will apply for an award under any subsection of the Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), including an award made pursuant to the FAST Act's Expedited Project Delivery for Capital Investment Grants Pilot Program (Pub. L. 114-94, div. A, title III, § 3005(b)), the applicant must make the following certification. This certification is required by 49 U.S.C. § 5309(c)(2) and Pub. L. 114-94, div. A, title III, § 3005(b)(3)(B).

The applicant certifies that it:

- (a) Has or will have the legal, financial, and technical capacity to carry out its Award, including the safety and security aspects of that Award,
- (b) Has or will have satisfactory continuing control over the use of equipment and facilities acquired or improved under its Award.
- (c) Will maintain equipment and facilities acquired or improved under its Award in accordance with its transit asset management plan; and
- (d) Will comply with 49 U.S.C. §§ 5303 (metropolitan transportation planning) and 5304 (statewide and nonmetropolitan transportation planning).

CATEGORY 10. GRANTS FOR BUSES AND BUS FACILITIES AND LOW OR NO EMISSION VEHICLE DEPLOYMENT GRANT PROGRAMS.

If the applicant is in an urbanized area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant is in a rural area and will apply for an award under subsection (a) (formula grants) or subsection (b) (competitive grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 8 for Formula Grants for Rural Areas (49 U.S.C. § 5311). This certification is required by 49 U.S.C. § 5339(a)(3) and (b)(6), respectively.

If the applicant, regardless of whether it is in an urbanized or rural area, will apply for an award under subsection (c) (low or no emission vehicle grants) of the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5339(c)(3).

Making this certification will incorporate by reference the applicable certifications in Category 7 or Category 8.

CATEGORY 11. ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAMS.

If the applicant will apply for an award under the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program (49 U.S.C. § 5310), it must make the certification in Category 7 for Urbanized Area Formula Grants (49 U.S.C. § 5307). This certification is required by 49 U.S.C. § 5310(e)(1). Making this certification will incorporate by reference the certification in Category 7, except that FTA has determined that (d), (f), (i), (j), and (k) of Category 7 do not apply to awards made under 49 U.S.C. § 5310 and will not be enforced.

In addition to the certification in Category 7, the applicant must make the following certification that is specific to the Formula Grants for the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This certification is required by 49 U.S.C. § 5310(e)(2).

The applicant certifies that:

- (a) The projects selected by the applicant are included in a locally developed, coordinated public transit-human services transportation plan;
- (b) The plan described in clause (a) was developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers, and other members of the public;
- (c) To the maximum extent feasible, the services funded under 49 U.S.C. § 5310 will be coordinated with transportation services assisted by other Federal departments and agencies, including any transportation activities carried out by a recipient of a grant from the Department of Health and Human Services; and
- (d) If the applicant will allocate funds received under 49 U.S.C. § 5310 to subrecipients, it will do so on a fair and equitable basis.

CATEGORY 12. STATE OF GOOD REPAIR GRANTS.

If the applicant will apply for an award under FTA's State of Good Repair Grants Program (49 U.S.C. § 5337), it must make the following certification. Because FTA generally does not review the transit asset management plans of public transportation providers, this certification is necessary to enforce the provisions of 49 U.S.C. § 5337(a)(4).

The applicant certifies that the projects it will carry out using assistance authorized by the State of Good Repair Grants Program, 49 U.S.C. § 5337, are aligned with the applicant's most recent transit asset management plan and are identified in the investment and prioritization section of such plan, consistent with the requirements of 49 C.F.R. Part 625.

CATEGORY 13. INFRASTRUCTURE FINANCE PROGRAMS.

If the applicant will apply for an award for a project that will include assistance under the Transportation Infrastructure Finance and Innovation Act ("TIFIA") Program (23 U.S.C. §§ 601–609) or the State Infrastructure Banks ("SIB") Program (23 U.S.C. § 610), it must make the certifications in Category 7 for the Urbanized Area Formula Grants Program, Category 9 for the Fixed Guideway Capital Investment Grants program, and Category 12 for the State of Good Repair Grants program. These certifications are required by 49 U.S.C. § 5323(o).

Making this certification will incorporate the certifications in Categories 7, 9, and 12 by reference.

CATEGORY 14. ALCOHOL AND CONTROLLED SUBSTANCES TESTING.

If the applicant will apply for an award under FTA's Urbanized Area Formula Grants Program (49 U.S.C. § 5307), Fixed Guideway Capital Investment Program (49 U.S.C. § 5309), Formula Grants for Rural Areas Program (49 U.S.C. § 5311), or Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339) programs, the applicant must make the following certification. The applicant must make this certification on its own behalf and on behalf of its subrecipients and contractors. This certification is required by 49 C.F.R. § 655.83.

The applicant certifies that it, its subrecipients, and its contractors are compliant with FTA's regulation for the Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations, 49 C.F.R. Part 655.

CATEGORY 15. RAIL SAFETY TRAINING AND OVERSIGHT.

If the applicant is a State with at least one rail fixed guideway system, or is a State Safety Oversight Agency, or operates a rail fixed guideway system, it must make the following certification. The elements of this certification are required by 49 C.F.R. §§ 659.43, 672.31, and 674.39.

The applicant certifies that the rail fixed guideway public transportation system and the State Safety Oversight Agency for the State are:

- (a) Compliant with the requirements of 49 C.F.R. part 659, "Rail Fixed Guideway Systems; State Safety Oversight";
- (b) Compliant with the requirements of 49 C.F.R. part 672, "Public Transportation Safety Certification Training Program"; and
- (c) Compliant with the requirements of 49 C.F.R. part 674, "State Safety Oversight".

CATEGORY 16. DEMAND RESPONSIVE SERVICE.

If the applicant operates demand responsive service and will apply for an award to purchase a non-rail vehicle that is not accessible within the meaning of 49 C.F.R. Part 37, it must make the following certification. This certification is required by 49 C.F.R. § 37.77.

The applicant certifies that the service it provides to individuals with disabilities is equivalent to that provided to other persons. A demand responsive system, when viewed in its entirety, is deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use wheelchairs, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the following service characteristics:

- (a) Response time;

- (b) Fares;
- (c) Geographic area of service;
- (d) Hours and days of service;
- (e) Restrictions or priorities based on trip purpose;
- (f) Availability of information and reservation capability; and
- (g) Any constraints on capacity or service availability.

CATEGORY 17. INTEREST AND FINANCING COSTS.

If the applicant will pay for interest or other financing costs of a project using assistance awarded under the Urbanized Area Formula Grants Program (49 U.S.C. § 5307), the Fixed Guideway Capital Investment Grants Program (49 U.S.C. § 5309), or any program that must comply with the requirements of 49 U.S.C. § 5307, including the Formula Grants for the Enhanced Mobility of Seniors Program (49 U.S.C. § 5310), “flex funds” from infrastructure programs administered by the Federal Highways Administration (see 49 U.S.C. § 5334(i)), or awards to urbanized areas under the Grants for Buses and Bus Facilities Program (49 U.S.C. § 5339), the applicant must make the following certification. This certification is required by 49 U.S.C. §§ 5307(e)(3) and 5309(k)(2)(D).

The applicant certifies that:

- (a) Its application includes the cost of interest earned and payable on bonds issued by the applicant only to the extent proceeds of the bonds were or will be expended in carrying out the project identified in its application; and
- (b) The applicant has shown or will show reasonable diligence in seeking the most favorable financing terms available to the project at the time of borrowing.

CATEGORY 18. CONSTRUCTION HIRING PREFERENCES.

If the applicant will ask FTA to approve the use of geographic, economic, or any other hiring preference not otherwise authorized by law on any contract or construction project to be assisted with an award from FTA, it must make the following certification. This certification is required by the Consolidated Appropriations Act, 2019, Pub. L. 116-6, div. G, title I, § 191.

The applicant certifies the following:

- (a) That except with respect to apprentices or trainees, a pool of readily available but unemployed individuals possessing the knowledge, skill, and ability to perform the work that the contract requires resides in the jurisdiction;
- (b) That the applicant will include appropriate provisions in its bid document ensuring that the contractor does not displace any of its existing employees in order to satisfy such hiring preference; and

- (c) That any increase in the cost of labor, training, or delays resulting from the use of such hiring preference does not delay or displace any transportation project in the applicable Statewide Transportation Improvement Program or Transportation Improvement Program.

FTA FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES

FEDERAL FISCAL YEAR 2019 CERTIFICATIONS AND ASSURANCES FOR FTA ASSISTANCE PROGRAMS

(Signature pages alternate to providing Certifications and Assurances in TrAMS.)

Name of Applicant: _____

The Applicant certifies to the applicable provisions of categories 01–18. _____

Or,

The Applicant certifies to the applicable provisions of the categories it has selected:

Category	Certification
01 Certifications and Assurances Required of Every Applicant	_____
02 Tax Liability and Felony Convictions	_____
03 Lobbying	_____
04 Private Sector Protections	_____
05 Transit Asset Management Plan	_____
06 Rolling Stock Buy America Reviews and Bus Testing	_____
07 Urbanized Area Formula Grants Program	_____
08 Formula Grants for Rural Areas	_____
09 Fixed Guideway Capital Investment Grants and the Expedited Project Delivery for Capital Investment Grants Pilot Program	_____
10 Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs	_____
11 Enhanced Mobility of Seniors and Individuals with Disabilities Programs	_____
12 State of Good Repair Grants	_____
13 Infrastructure Finance Programs	_____
14 Alcohol and Controlled Substances Testing	_____
15 Rail Safety Training and Oversight	_____
16 Demand Responsive Service	_____
17 Interest and Financing Costs	_____
18 Construction Hiring Preferences	_____

FEDERAL FISCAL YEAR 2019 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE
PAGE

(Required of all Applicants for federal assistance to be awarded by FTA in FY 2019)

AFFIRMATION OF APPLICANT

Name of the Applicant: _____

BY SIGNING BELOW, on behalf of the Applicant, I declare that it has duly authorized me to make these Certifications and Assurances and bind its compliance. Thus, it agrees to comply with all federal laws, regulations, and requirements, follow applicable federal guidance, and comply with the Certifications and Assurances as indicated on the foregoing page applicable to each application its Authorized Representative makes to the Federal Transit Administration (FTA) in federal fiscal year 2019, irrespective of whether the individual that acted on his or her Applicant's behalf continues to represent it.

FTA intends that the Certifications and Assurances the Applicant selects on the other side of this document should apply to each Award for which it now seeks, or may later seek federal assistance to be awarded during federal fiscal year 2019.

The Applicant affirms the truthfulness and accuracy of the Certifications and Assurances it has selected in the statements submitted with this document and any other submission made to FTA, and acknowledges that the Program Fraud Civil Remedies Act of 1986, 31 U.S.C. § 3801 *et seq.*, and implementing U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR part 31, apply to any certification, assurance or submission made to FTA. The criminal provisions of 18 U.S.C. § 1001 apply to any certification, assurance, or submission made in connection with a federal public transportation program authorized by 49 U.S.C. chapter 53 or any other statute

In signing this document, I declare under penalties of perjury that the foregoing Certifications and Assurances, and any other statements made by me on behalf of the Applicant are true and accurate.

Signature _____ Date: _____

Name _____ Authorized Representative of Applicant

AFFIRMATION OF APPLICANT'S ATTORNEY

For (Name of Applicant): _____

As the undersigned Attorney for the above-named Applicant, I hereby affirm to the Applicant that it has authority under state, local, or tribal government law, as applicable, to make and comply with the Certifications and Assurances as indicated on the foregoing pages. I further affirm that, in my opinion, the Certifications and Assurances have been legally made and constitute legal and binding obligations on it.

I further affirm that, to the best of my knowledge, there is no legislation or litigation pending or imminent that might adversely affect the validity of these Certifications and Assurances, or of the performance of its FTA assisted Award.

Signature _____ Date: _____

Name _____ Attorney for Applicant

Each Applicant for federal assistance to be awarded by FTA must provide an Affirmation of Applicant's Attorney pertaining to the Applicant's legal capacity. The Applicant may enter its electronic signature in lieu of the Attorney's signature within TrAMS, provided the Applicant has on file and uploaded to TrAMS this hard-copy Affirmation, signed by the attorney and dated this federal fiscal year.

Washington State Department of Transportation

FTA FUNDING SOURCES - SECTIONS 5311, 5309, and 5339

SUBRECIPIENT SERVICE AREA INFORMATION

FTA ID (if any)	SUBRECIPIENT INFORMATION	Labor Organizations representing your employees and/or those of your Contractor	Other Public Transit Provider(s) in your Service Area (commuter rail or bus, paratransit, fixed route, etc)	Labor Organizations of Service Area Other Public Transit Providers
	Your Organization's Name			
	Jefferson Transit Authority	Amalgamated Transit Union		
	Contact	Local 587		
	Tammi Rubert, General Manager			
	Address:			
	63 4 Corners Road			
	Port Townsend, WA 98368			
	Ph:			
	360-385-3020 x107			
	Email			
	trubert@jeffersontransit.com			



63 4 Corners Road, Port Townsend, WA 98368

June 18, 2019

Beth Le Duc
Business Analyst
Washington State Department of Transportation
Public Transportation Office
P. O. Box 47387
Olympia, WA 98504-7387

Dear Ms. Le Duc:

Jefferson Transit Authority hereby certifies that it will comply with all Federal statutes, regulations, Executive Orders, and administrative requirements applicable to its application made to and grants received from the Washington State Department of Transportation under 49 U.S.C. Sections 5309, 5311, 5316, and 5339.

In addition, Jefferson Transit Authority hereby accepts all the provisions of the Department of Labor's Special Section 5333(b) Warranty for Applications to the Small Urban and Rural Program. Jefferson Transit Authority's transportation employees are represented by Local number 587, Amalgamated Transit Union located at 2815 2nd Avenue, Suite 230, Seattle, Washington 98121-1261.

The provisions of 49 U.S.C. Section 5333(b), 290 CFR Part 215, and Section 1001 of Title 18, U.S.C., apply to all certifications and submissions in connection with applications made to and grants received from 49 U.S.C. Sections 5309, 5311 and 5339.

The Jefferson Transit Authority certifies or affirms the truthfulness and accuracy of the contents of the statements and understands that the provisions of 31 U.S.C. Section 3801 et seq. are applicable thereto.

Sincerely,

David Sullivan
Jefferson Transit Authority Board Chair

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

www.jeffersontransit.com



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-12: Authorizing the General Manager to execute the Peninsula Regional Transportation Policy Board Interlocal Agreement

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS:

Resolution 19-12
Interlocal Agreement

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: No FUNDING SOURCE: N/A

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT:

This Resolution directs the GM to execute an Interlocal Agreement on behalf of JTA rendering JTA as a member of the PRTPO.

RECOMMENDED ACTION/MOTION:

Motion: Move to adopt Resolution 19-12: Authorizing the General Manager to execute a Peninsula Regional Transportation Policy Board Interlocal Agreement.

45 **CERTIFICATION**

46 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
47 County Public Transportation Benefit Area, certifies that the foregoing is a true and
48 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
49 Transit Authority Board held on June 18, 2019.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

INTERLOCAL AGREEMENT

for the

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION

THIS AGREEMENT is made and entered into by and between the undersigned public agencies to establish and jointly participate in the Peninsula Regional Transportation Planning Organization (PRTPO), pursuant to provisions of the Interlocal Cooperation Act of 1967, chapter 39.34 RCW, and the Growth Management Act, chapters 36.70A and 47.80 RCW.

Recitals

WHEREAS, the undersigned public agencies recognize the need and desirability to participate in a forum for cooperative decision making by elected officials of said agencies in order to implement a comprehensive regional transportation planning process; and

WHEREAS, the undersigned public agencies adopt transportation plans; and

WHEREAS, the Growth Management Act authorizes establishment of Regional Transportation Planning Organizations through the voluntary association of local governments within a county, or geographically contiguous counties; and

WHEREAS, it is the belief of the undersigned public agencies that state and regional transportation planning should receive policy direction from all affected governments and special purpose districts and major employers; and

WHEREAS, the undersigned public agencies are authorized and empowered to enter into this agreement pursuant to RCW 47.80.020 and chapter 39.34 RCW; and

WHEREAS, the undersigned public agencies recognize that the Interlocal Agreement (ILA) establishing the PRTPO in 1990 needs to be reviewed and updated to conform to current law and practices, and that now is an opportune time given the impending change of the Lead Planning Agency. This 2019 ILA fully replaces and supersedes the 1990 ILA.

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

Agreement

1. Organization and Membership

The Peninsula Regional Transportation Planning Organization (PRTPO), a separate legal entity, originally established in 1990 and hereby re-established, encompasses the territory physically lying within the counties of Clallam, Jefferson, Kitsap and Mason Counties as authorized by chapter 47.80 RCW and chapter 468-86 WAC.

Voting membership in the PRPTO shall be open to the following public agencies within the boundaries of the PRTPO: all county and city governments, all federally recognized tribes, all port districts organized under title 53 RCW, all transit districts organized under chapter 36.57A RCW, and the WSDOT Olympic Region. Current voting membership belongs to each of the public agencies who have executed this Agreement. New voting members may be added by the execution of this Agreement when approved by the Executive Board.

Nonvoting membership is authorized and encouraged to facilitate cooperative regional transportation planning. Nonvoting membership shall be open to community organizations, employers and other public agencies that are not voting members. Nonvoting membership shall be as approved by the voting membership in accordance with the Bylaws.

2. Purpose and Authority

The purpose of the PRTPO is to fulfill the legislature's intent to have local jurisdictions, tribes, and the state come together for coordinated transportation planning and to have an interconnected and coordinated transportation system that achieves both statewide and local transportation goals.

To accomplish these purposes, the PRTPO shall have the following authority and duties, as established by chapter 47.80 RCW:

- A. Provide a forum for cooperative decision making by the region's elected officials in order to bring about a continuous and comprehensive transportation planning process.
- B. Foster cooperation and collaboration among local, state and tribal governments throughout the region.
- C. Maintain an ongoing transportation strategy for the region and coordinate actions of local and state government so that we may make the best use of our land, air, water and energy resources and overcome the problems of waste and pollution.

- D. Develop and adopt a Regional Transportation Plan that is consistent with countywide planning policies, with county and city transportation plans, and with state transportation plans.
- E. Certify that transportation elements of comprehensive plans adopted by Clallam, Jefferson, and Mason Counties and cities therein are consistent with the Growth Management Act and with the PRTPO's Regional Transportation Plan. Also, where appropriate, certify that their countywide planning policies adopted under RCW 36.70A.210 and the adopted Regional Transportation Plan are consistent.
- F. Develop a six-year Regional Transportation Improvement Program (RTIP) for areas within Clallam, Jefferson and Mason counties that proposes regionally significant transportation project and programs and transportation demand measures.
- G. Develop a Coordinated Transit-Human Services Transportation Plan and include specific opportunities and projects aimed to advance special needs coordinated transportation.
- H. Designate and direct a lead planning agency to coordinate preparation of the Regional Transportation Plan and carry out other responsibilities of the PRTPO as set forth in the Bylaws.
- I. Provide assistance to others to develop level of services standards or alternative transportation performance measures and review those standards of GMA counties and cities to promote a consistent regional evaluation of transportation facilities and services.
- J. Foster and facilitate cooperation and coordination between other regional transportation planning organizations and metropolitan planning organizations.
- K. Foster transportation facilities which encourage economic growth and stability for the region.
- L. Provide assistance and information to public agencies in their preparation of local transportation plans.

3. Organization Structure

The PRTPO shall have the following structure as set forth herein and as further described in the Bylaws.

- A. Executive Board. An Executive Board is hereby established to be the governing body of the PRTPO. All voting members shall have representation on the Executive Board as described in the Bylaws.
- B. Transportation Policy Board. A Transportation Policy Board is hereby established to provide policy advice to the Executive Board on regional transportation issues as provided by RCW 47.80.040. Composition of the Transportation Policy Board shall be determined as provided in the Bylaws.
- C. Technical Advisory Committee. A Technical Advisory Committee is hereby established to provide technical advice to the Executive Board on all matters that may come before the Board. Composition of the Technical Advisory Committee shall be determined as provided in the Bylaws.
- D. The Executive Board may establish other committees as needed to perform the duties of the PRTPO as provided in the Bylaws.

4. Bylaws

Bylaws shall be adopted to carry out the purpose and objectives set forth herein and shall, at a minimum, include schedules and rules for meetings as well as voting structures for the PRTPO and any board or committee thereof. The Bylaws shall initially be adopted by a majority vote of the total members of the organization and shall be amended as provided for in the Bylaws.

5. Lead Planning Agency

The PRTPO shall designate a Lead Planning Agency to perform the duties required by chapter 47.80 RCW and such other duties as assigned by the Executive Board.

The duties of the Lead Planning Agency shall include, but not be limited to, the following: provide staff support and coordination for the Executive Board, the Transportation Policy Board and the Technical Advisory Committee; hire, supervise and administer personnel, contractors and consultants as directed by the Executive Board; and provide such information, data, inventories and services as may be necessary to carry out the purposes of the PRTPO.

6. Fiscal Agent

The PRTPO shall designate a Fiscal Agent to perform the financial duties as assigned by the Executive Board. These may include, but are not limited to, the collection and disbursement of funds for the purposes of the organization and the provision of information, data, and services as may be necessary to carry out the financial obligations of the PRTPO. At the Executive Board's discretion, the Fiscal Agent may be the same entity as the Lead Planning Agency.

7. Financing

The PRTPO shall be financed in a manner as provided for in the Bylaws and through such local, state, federal, and/or private funding as becomes available. The PRTPO, or the Lead Planning Agency on behalf of the organization, is authorized to apply for such federal, state or private funding of any nature as may become available to assist the PRTPO in carrying out its purposes and functions.

8. Budget

The Lead Planning Agency shall develop a budget which will meet the anticipated expenses of the PRTPO for the coming budget year. The Lead Planning Agency shall submit the proposed budget to the Executive Board for review and comment.

9. Insurance

The Executive Board shall procure insurance sufficient to provide adequate coverage for the obligations and liabilities of the PRTPO.

10. Duration

This Agreement is perpetual unless a member decides to withdraw from the PRTPO pursuant to Section 11 or the members agree to dissolve the PRTPO pursuant to Section 12 of this Agreement.

11. Withdrawal from the PRTPO

Any member shall have the right to withdraw from the PRTPO and this agreement by giving six months written notice to the Executive Board. The remaining members agree that such withdrawal will not absolve them of responsibility for meeting financial and other obligations of annual contracts or agreements of the PRTPO. Further, such withdrawal will not affect the continuation of the PRTPO unless the requirements of RCW 47.80.020 are no longer met.

12. Dissolution of the PRTPO

The PRTPO may be dissolved at any meeting of the Executive Board by a majority vote of all voting members, so long as all voting members were provided at least six months written notice of the proposed dissolution, or as otherwise provided for in the bylaws, and all voting members were provided an opportunity for comment on the motion.

Upon dissolution of the PRTPO, all liabilities, costs, expenses, and charges validly incurred shall be resolved. If any funds or assets of the PRTPO remain, such shall be returned as provided by law or contract, or distributed as determined by the Executive Board. The debts, liabilities, and obligations of the PRTPO shall not constitute a debt, liability or obligation of any member.

13. Binding effect

The undersigned public agencies agree that this Interlocal Agreement is binding and that each will use their best efforts for coordinated and cooperative transportation planning. All tribes expressly agree to a limited waiver of their sovereign immunity for the sole and limited purpose of committing to the terms and obligations of this Interlocal Agreement.

14. General Terms

- A. Severability. If any provision of this Agreement, or its application to any person or circumstance is held invalid by a court of competent jurisdiction, the remainder of the Agreement or the application of the provision to other persons or circumstances is not affected.
- B. Counterparts. This agreement may be signed in multiple counterparts, each of which shall be considered the same as an original.
- C. Publishing. In accordance with RCW 39.34.040, this Agreement shall be made available on the PRTPO website.

IN WITNESS WHEREOF, this Interlocal Agreement shall have the full force and effect from and after this 18th day of June, 2019.

BY THE SIGNATURE OF THE UNDERSIGNED PUBLIC AGENCY, IT AGREES TO BE BOUND BY THE TERMS OF THE 2019 INTERLOCAL AGREEMENT OF THE PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION.

Tammi Rubert, General Manager
Jefferson Transit Authority

Date



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-13: Authorizing the General Manager to enter into an agreement with the PRTPO to perform fiscal agent services.

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS: Resolution 19-13
Agreement for Fiscal Agent Services between PRTPO and JTA

BUDGETARY IMPACT (if applicable) BUDGETED: N/A
EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve COMMENTS:

SUMMARY STATEMENT: This Agreement authorizes the General Manager to enter into an Agreement with the PRTPO for the provision of fiscal agent services.

RECOMMENDED ACTION/MOTION: Motion: Approve Resolution 19-13: Authorizing the General Manager to enter into an agreement with the PRTPO to perform fiscal agent services.

1 **JEFFERSON TRANSIT AUTHORITY**
2 **RESOLUTION 19-13**

3 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation Benefit
4 Area authorizing the General Manager to enter into an Agreement between the Peninsula
5 Regional Transportation Planning Organization (PRTPO) and Jefferson Transit Authority (JTA)
6 for the provision of fiscal agent services

7 **WHEREAS**, the PRTPO is a voluntary regional transportation and planning organization
8 made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson,
9 Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a
10 separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 39.34 RCW; and

11 **WHEREAS**, JTA is a public transportation benefit area formed pursuant to RCW 36.57A
12 and is a member of the PRTPO; and

13 **WHEREAS**, the ILA authorizes the PRTPO to designate a fiscal agent to perform certain
14 administrative and financial duties as identified in the ILA and Bylaws of the PRTPO: and

15 **WHEREAS**, JTA possesses the necessary qualification to serve and is willing to serve
16 as the fiscal agent of the PRTPO; and

17 **WHEREAS**, in consideration of mutual promises and covenants, JTA shall be
18 responsible for carrying out the duties of fiscal agent in accordance with the ILA, the Bylaws,
19 and any applicable policies or procedures of the PRTPO, as well as applicable federal, state
20 and local law.

21 **NOW, THEREFORE, BE IT RESOLVED**, that the Authority hereby authorizes the
22 General Manager to enter into an agreement with the PRTPO to perform the fiscal agent
23 services.

24 **CERTIFICATION**

25 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County
26 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a
27 resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held
28 on June 18, 2019.
29

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

AGREEMENT FOR FISCAL AGENT SERVICES

between

PENINSULA REGIONAL TRANSPORTATION PLANNING ORGANIZATION
and
JEFFERSON TRANSIT AUTHORITY

THIS AGREEMENT is made between the Peninsula Regional Transportation Planning Organization and Jefferson Transit Authority for the provision of fiscal agent services.

Recitals

WHEREAS, the Peninsula Regional Transportation Planning Organization (PRTPO) is a voluntary regional transportation and planning organization made up of various transportation-oriented public agencies in the counties of Clallam, Jefferson, Kitsap, and Mason. The PRTPO is authorized by chapter 47.80 RCW and formed as a separate legal entity under an Interlocal Agreement (ILA) pursuant to chapter 39.34 RCW;

WHEREAS, Jefferson Transit Authority (JTA) is a public transportation benefit area formed pursuant to RCW 36.57A and is a member of the PRTPO;

WHEREAS, the ILA authorizes the PRTPO to designate a fiscal agent to perform certain administrative and financial duties as identified in the ILA and Bylaws of the PRTPO; and

WHEREAS, Jefferson Transit Authority possesses the necessary qualifications to serve and is willing to serve as the fiscal agent of the PRTPO.

Agreement

NOW THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

1. Fiscal Agent designation

The parties agree that Jefferson Transit Authority shall be the Fiscal Agent for the Peninsula Regional Transportation Planning Organization. The Fiscal Agent shall act on behalf of the PRTPO Executive Board and only as directed by the Executive Board.

2. Responsibilities of Jefferson Transit Authority

JTA shall be responsible for carrying out the following duties in accordance with the ILA, the PRTPO Bylaws, and any applicable policies or procedures of the PRTPO, as well as applicable federal, state and local law.

- A. Maintain a fund known as the PRTPO Fund for the deposit and withdrawal of PRTPO moneys in accordance with RCW 43.09.210.
- B. Collect money and make deposits into such fund as provided and directed by the PRTPO.
- C. Issue warrants, electronic payments, cash transmittals or other disbursements on behalf of PRTPO and upon PRTPO's instruction for such payments in accordance with the approved Unified Planning Work Program and Budget.
- D. Prepare monthly invoices for expenses incurred for the review and approval of the PRTPO before submission to WSDOT.
- E. Ensure that the PRTPO Fund is maintained in accordance with the Budgeting Accounting & Reporting System (BARS) and RCW 43.09.200.
- F. Maintain software adequate to track PRTPO finances.
- G. Make regular reports to the PRTPO regarding PRTPO finances at least yearly or monthly as requested by the PRTPO. The reports shall include a summary of work performed during the course of the year and costs incurred.
- H. Maintain correct and complete financial books and records related to the PRTPO Fund.
- I. Cooperate with and responding to any independent audit conducted on the PRTPO Fund in coordination with PRTPO.
- J. Provide all information, data, and services as may be necessary to carry out the financial obligations of the PRTPO.
- K. Perform such other financial duties as may be assigned by the PRTPO.

All invoices for services and other PRTPO-related deposits and withdrawal direction from the PRTPO should be addressed to Jefferson Transit Authority for processing at the following address:

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

3. Responsibilities of the Peninsula Regional Transportation Planning Organization

The PRTPO agrees that it shall be responsible for:

- A. Submitting proper documentation for deposits and withdrawals of PRTPO moneys into and from the PRTPO Fund as approved by the PRTPO.
- B. Complying with any and all laws, regulations, ordinances and grant funding requirements, including but not limited to RCW 43.09.210, fiscal reporting, monitoring and record retention.
- C. Cooperating with and responding to any independent audit conducted on the PRTPO fund in coordination with JTA.

4. Compensation

A. Amount

JTA will be compensated for its actual direct and related indirect costs for performing the duties and responsibilities under this Agreement. The rate and total compensation under this Agreement shall not exceed the amounts provided in **Exhibit A**. All costs must be consistent with the cost principals contained in 2 CFR 200 when federal funds are used.

All out-of-state travel must have prior written approval of the PRTPO to be eligible for reimbursement. Current Washington State Department of Transportation (WSDOT) travel regulations and rates shall apply to all in-state and out-of-state travel for which reimbursement is claimed during the term of this Agreement.

Any equipment purchased under this Agreement must be purchased, managed, and disposed of in accordance with 2 CFR 200 when federal funds are used.

B. Invoices

At least once a quarter and not more than once a month, JTA will receive a RTPO Planning Invoice Voucher and RTPO Unified Planning Work Program (UPWP) Activity Detail form from the Lead Planning Agency (LPA) detailing LPA work and request for payment. JTA shall amend the Invoice Voucher and Activity Detail to include any charges incurred by JTA for services they performed on behalf of the PRTPO. JTA shall maintain back up documentation for any charges they include on the Invoice Voucher.

JTA shall then submit the consolidated RTPO Planning Invoice Voucher and Activity Detail to the Executive Committee for approval prior to submission to WSDOT. The PRTPO shall review and approve each invoice in an expeditious manner. Promptly following PRTPO approval, JTA shall submit the invoice for payment to TRCOFiscal@wsdot.wa.gov.

C. Payment

JTA shall maintain appropriate accounting records for the amounts invoiced by the LPA and the FA. Upon receipt of payment from WSDOT, JTA shall promptly disburse funds in accordance with the approved invoice.

5. Records

A. Maintenance

JTA shall maintain all records in support of all costs incurred and actual expenditures in accordance with procedures prescribed by the Division of Municipal Corporations of the State Auditor's Office, the U.S. Department of Transportation (USDOT), and WSDOT. All such records shall be retained by JTA as required under state or federal law or grant agreements. Copies thereof shall be furnished to the PRTPO or WSDOT if requested.

B. Access

All files and other documents maintained by JTA under this Agreement shall be files of the PRTPO and both the PRTPO and WSDOT, and any of their agents or representatives, shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all records with respect to all matters covered by this Agreement. Both the PRTPO and WSDOT, and any of their agents or representatives, shall be permitted to audit, examine, and make excerpts or transcripts from such records and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this Agreement.

C. Audits

If the applicability of 2 CFR 200 is triggered, JTA shall arrange for audit of funds expended under this Agreement consistent therewith.

6. Indemnification and liability

Each party to this Agreement shall be responsible for damage to persons or property resulting from the negligence on the part of itself, its employees, its agents, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.

Solely for the purposes of this provision, each party waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington and acknowledges that this waiver was mutually negotiated by the parties.

No liability shall attach to either party or to WSDOT by reason of entering into this Agreement except as expressly provided herein.

7. Insurance

Prior to and during the performance of this Agreement, JTA shall provide the PRTPO with evidence that it has obtained and maintains in full force and effect during the term of this Agreement a policy of liability insurance, and or errors and omissions insurance, providing coverage of at least \$1,000,000 for liability or errors and omissions in connection with the work to be performed by JTA under this Agreement. JTA shall furnish the PRTPO with a certificate of

insurance and endorsement for review by the PRTPO. The PRTPO shall also be provide 30 days' written notice of any cancellation of such liability insurance.

8. Dispute Resolution

If any dispute arises under this Agreement, the parties shall first engage in an informal attempt to find a mutual resolution to the dispute. If no informal resolution is accomplished, the parties may engage a mediator or a dispute resolution process that is mutually agreeable.

9. Termination

Either party may terminate this agreement with or without cause upon six (6) months written notice to the other party. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

10. Amendment

This Agreement may be amended only in writing and only by agreement by both parties.

11. Notice

Any notice required by this Agreement shall be made in writing to the representatives below:

PRTPO

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

12. Miscellaneous

A. Compliance

JTA shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement, including but not limited to the following:

1. **Equal Employment Opportunity.** JTA agrees to abide by all State and Federal regulations with respect to employment. This includes, but is not limited to, equal opportunity employment, nondiscrimination assurances, project record keeping, audits, inspection, and retention of records.
2. **Title 6, Civil Rights Act of 1964.** JTA will comply with 49 CFR Part 21, which are regulations of the US Department of Transportation relative to nondiscrimination in federally assisted programs. As provided therein:

- i. JTA shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment.
- ii. JTA shall not participate either directly or indirectly in prohibited discrimination, including employment practices when the contract covers a program set forth in Appendix A-11 of 49 CFR Part 21.
- iii. In all solicitations, either by competitive bidding or negotiation and including for procurements of materials or equipment, JTA shall notify each potential subcontractor or supplier of the obligations under this Agreement and 49 CFR Part 21 relative to nondiscrimination on the grounds of race, color, or national origin.
- iv. JTA shall provide all information and reports required by 49 CFR Part 21 or any orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined necessary by WSDOT or USDOT or the Federal Highway Administration (FHA) to ascertain compliance with such regulations, orders, and instructions. Where any information required of JTA is in the exclusive possession of another who fails or refuses to furnish this information, JTA shall so certify to WSDOT, or FHA as appropriate, and shall set forth what efforts it has made to obtain the information.
- v. Any noncompliance with the nondiscrimination provisions of this contract, WSDOT shall impose such contract sanctions as it or the FHA may determine to be appropriate.
- vi. JTA shall include the above provision in every subcontract unless otherwise exempt by 49 CFR Part 21 or any orders or instructions issued pursuant thereto. JTA shall also take such action as directed by WSDOT or the FHA to enforce these provisions against any subcontractor, including sanctions for noncompliance. Provided, however, that in the event JTA becomes involved in, or is threatened with litigation with a subcontractor or supplier as a result of such direction, JTA may request the state to enter into such litigation to protect the interest of the United States.

B. Assignment

JTA shall not assign, sublet, or transfer any of the work provided for under this Agreement without prior written approval from the PRTPO, and the PRTPO shall review and approve any consultant agreement prior to execution. JTA shall comply with all federal and state laws and regulations governing the selection and employment of consultants. The PRTPO reserves the right to appoint a representative to serve on any consultant selection committee. Subcontracts greater than \$10,000 must contain all the required provisions of this contract.

C. Independent Contractor

JTA shall be deemed an independent contractor for all purposes and the employees of JTA or any of its contractors, subcontractors, and the employees thereof, shall not in any manner be deemed to be employees of the PRTPO.

D. Integration

This Agreement constitutes the entire agreement between the parties. No other understanding or representations, oral or written, regarding the subject matter of this Agreement, unless expressly referenced herein, will be deemed to exist or bind the parties.

E. Severability

If any of the provisions of this Agreement are deemed illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

13. Effective date and duration

This Agreement shall be effective on July 1, 2019. This agreement shall remain in effect for 2 years unless terminated earlier in accordance with Section 9 or extended by written agreement as set forth in Section 10.

14. Authorization

Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

**JEFFERSON TRANSIT
AUTHORITY**

**PENINSULA REGIONAL
TRANSPORTATION PLANNING
ORGANIZATION**

Chair

Annette Nesse, Chair

Vice chair

Member

Member

Member

ATTEST

Clerk of the Board



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-14: Authorizing the Jefferson County Auditor to activate fund 698-000-010 into which the Jefferson County Treasurer will deposit funds received from WSDOT for the purpose of funding the PRTPO.

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS: Resolution 19-14

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Terami Rubert*

RECOMMENDATION: Approve COMMENTS:

SUMMARY STATEMENT: This Resolution authorizes the Jefferson County Auditor to activate fund 698-000-010 PRTPO effective July 1, 2019, into which the Jefferson County Treasurer will deposit funds received from WSDOT for the purpose of funding the PRTPO.

RECOMMENDED ACTION/MOTION: Motion: Approve Resolution 19-14: Authorizing the Jefferson County Auditor to activate fund 698-000-010 into which the Jefferson County Treasurer will deposit funds received from WSDOT for the purpose of funding the PRTPO

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-15: Authorizing the General Manager to purchase a trolley bus for downtown shuttle service.

SUBMITTED BY: Tammi Rubert TITLE: General Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS: Resolution 19-15

BUDGETARY IMPACT (if applicable) BUDGETED: 2019

EXPENDITURE REQUIRED: NTE \$350,000 FUNDING SOURCE: 2019 Capital Reserve

REVIEWED BY: *Tammi Rubert*

RECOMMENDATION: Approve COMMENTS:

SUMMARY STATEMENT: The funding to purchase a trolley for downtown shuttle service was included in the 2019 Capital Budget. JTA is requesting approval to purchase a trolley bus when a vehicle is located, not to exceed \$350,000.

RECOMMENDED ACTION/MOTION: Motion: Approve Resolution 19-15: Authorizing the General Manager to purchase a trolley bus for downtown shuttle service.



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-16: Executing the 2nd Amendment to Grant Agreement GCB2605

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS: Resolution 19-16
2nd Amendment to Grant Agreement GCB2605
Original Grant scope

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

EXPENDITURE REQUIRED: N/A FUNDING SOURCE: N/A

REVIEWED BY: *Jammi Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT: This Resolution is to execute the 2nd Amendment to Grant Agreement GCB2605 to transfer the former Dungeness Lines Bus for use by JTA at no cost.

RECOMMENDED ACTION/MOTION: Motion: Move to approve Resolution 19-16: to execute the 2nd Amendment to Grant Agreement GCB2605

1 **Jefferson Transit Authority**

2 **Resolution No. 19-16**

3 **To Execute the 2nd Amendment to Grant Agreement GCB2605**

4
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public
6 Transportation Benefit Area, hereinafter called "the Authority," to execute the
7 2nd Amendment to Grant Agreement GCB2605

8
9 **WHEREAS**, both PARTIES agree to amend AGREEMENT GCG2605 to provide
10 one (1) state grant funded, 2013 Ford Diesel Cutaway van (VIN 1FDGF5GT6DEB48233)
11 from Washington State Department of Transportation (WSDOT) to the CONTRACTOR,
12 for public transportation services, at no cost; and

13
14 **WHEREAS**, WSDOT agrees to release vehicle title, subsequent to the minimum
15 useful life, September 13, 2020;

16
17 **NOW THEREFORE, BE IT RESOLVED**, the following AMENDMENTS are hereby
18 incorporated into AGREEMENT GCB2605.

19
20
21 **CERTIFICATION**

22 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson
23 County Public Transportation Benefit Area, certifies that the foregoing is a true and
24 correct copy of a resolution adopted at a legally convened meeting of the Jefferson
25 Transit Authority Board held on June 18, 2019.

Chair

Vice Chair

Member

Member

Attest:

Member

Clerk of the Board

The SECOND AMENDMENT to AGREEMENT GCB2605 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Jefferson Transit (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT GCB2605 to provide one (1) state grant funded, 2013 Ford Diesel Cutaway van (VIN 1FDGF5GT6DEB48233) from WSDOT to the CONTRACTOR, for public transportation services, at no cost;

WHEREAS, WSDOT agrees to release vehicle title, subsequent to the minimum useful life, September 13, 2020.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT GCB2605.

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."
3. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

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

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

By: _____
Brian Lagerberg, Director
Public Transportation Division

By: _____
Authorized Representative
Title: Authority Board Chair

Print Name: David Sullivan

Date: _____

Date: June 18, 2019

Original Capital grant scope

Exhibit I SCOPE OF WORK AND BUDGET

Current Total Project Cost	
Federal Funds	\$717,439
State Funds	\$180,000
Contractor's Funds	\$179,681
Total Project Cost	\$1,077,120

Funding by Project

Project A

UPIN: PTCV809

Scope of Work: To purchase of two (2) replacement of heavy-duty 30ft biodiesel powered small buses to sustain current fixed-route services in East Jefferson County.

Funding	Federal Award Identification #	Percentage	Current Funds	Total Current Funds
FTA 5339	WA-2017-052, WA-2017-053	80%	\$717,439	\$717,439
Contractor's Share	N/A	20%	\$179,681	\$179,681
Total Project Cost	N/A	100%	\$897,120	\$897,120

Budget: Current Funds and percentages identified reflect current total Project funds for the 2017-2019 biennium. Projected funds are subject to availability by FTA and appropriation by the Washington State Legislature and will be added to this AGREEMENT, subject to CONTRACTOR's compliance with this AGREEMENT and after any such appropriation is enacted into law, by written amendment to this AGREEMENT signed by both Parties. (If any such projected funds are not available, the provisions of Section 20.A, Termination for Convenience, shall apply and WSDOT will not be financially responsible for any operating funding assistance or costs incurred by CONTRACTOR for the Project beyond the Current Funds appropriated for the 2017-2019 biennium. The CONTRACTOR will release any remaining funds back to WSDOT for WSDOT to reallocate to other consolidated program projects.

Project B

UPIN: PTCV832

Scope of Work: To purchase two (2) light duty cutaway vehicles to provide paratransit special needs population in Jefferson County.

Funding	Percentage	Current Funds	Total Current Funds
Paratransit/Special Needs Transit Formula	100%	\$180,000	\$180,000
Contractor's Share	0%	\$ 0	\$ 0
Total Project Cost	100%	\$180,000	\$180,000

Budget: Current Funds and percentages identified reflect current total Project funds for the 2017-2019 biennium. Projected funds are subject to availability by FTA and appropriation by the Washington State Legislature and will be added to this AGREEMENT, subject to CONTRACTOR's compliance with this AGREEMENT and after any such appropriation is enacted into law, by written amendment to this AGREEMENT signed by both Parties. (If any such projected funds are not available, the provisions of Section 20.A, Termination for Convenience, shall apply and WSDOT will not be financially responsible for any operating funding assistance or costs incurred by CONTRACTOR for the Project beyond the Current Funds appropriated for the 2017-2019 biennium. The CONTRACTOR will release any remaining funds back to WSDOT for WSDOT to reallocate to other consolidated program projects.



Authority Board Agenda Summary

MEETING DATE: June 18, 2019

AGENDA ITEM: Resolution 19-17: To adopt a Debt Management Policy

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/
ATTACHMENTS: Resolution 19-17
Debt Management Policy

BUDGETARY IMPACT (if applicable) BUDGETED: _____

EXPENDITURE REQUIRED: _____ FUNDING SOURCE: _____

REVIEWED BY: *Jammi Prater*

RECOMMENDATION: Approve

SUMMARY
STATEMENT: This Resolution is to approve a Debt Management Policy to be adopted at the recommendation of Standard and Poor's to support a higher bond-rating score.

RECOMMENDED
ACTION/MOTION: Motion: Move to adopt Resolution 19-17: To adopt a Debt Management Policy.

1 **Jefferson Transit Authority**
2 **Resolution No. 19-17**
3 **Adopting a Debt Management Policy**
4

5 *A RESOLUTION of the Board of Directors of the Jefferson County Public*
6 *Transportation Benefit Area, hereinafter called "the Authority," to adopt*
7 *a Debt Management Policy*

8 **WHEREAS**, Jefferson Transit Authority (JTA) purchased bonds for the purpose of
9 providing funds necessary to carry out the construction of an approximately 13,500
10 square foot maintenance and administration building, bus parking, canopied fuel island,
11 wash facility, staff and visitor parking area and other public mass transportation capital
12 purposes; and

13 **WHEREAS**, Jefferson Transit Authority has established a bond-rating score from
14 Standard and Poor's; and

15 **WHEREAS**, Standard and Poor's is reevaluating their bond-rating scores to determine if
16 a bond-rating change is warranted based on criteria that changed after the bonds were
17 issued; and

18 **WHEREAS**, JTA was informed by Standard and Poor's that a Debt Management Policy
19 would support a higher bond-rating score.

20 **NOW, THEREFORE, BE IT RESOLVED** by the Board of the Jefferson Transit Authority
21 that the attached Debt Management Policy is hereby adopted.

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 June 18, 2019.

Chair

Vice-Chair

Member

Member

Member

Attest:

Clerk of the Authority

Title: Policy for Debt Management	Resolution: 19-17
Author: Sara Crouch, Finance Manager	Effective Date: June 18, 2019



Jefferson Transit Authority

Debt Management Policy

Effective June 18, 2019

1. Short-Term Debt Policies:

- a. Short-term debt covers a period of three years or less.
- b. The Authority may use short-term debt to cover temporary cash flow shortages which may be caused by a delay in receipting tax revenues or issuing long-term debt.
- c. The Authority may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All short-term borrowing will be subject to Board approval by resolution and will bear interest based upon prevailing rates.

2. Long-Term Debt Policies:

- a. The Long-Term debt is that debt which exceeds three years.
- b. The Authority will utilize long-term borrowing for capital improvements that cannot be financed on a pay-as-you-go basis from anticipated cash flows.
- c. Acceptable uses of bond proceeds are items which can be capitalized and depreciated. Refunding bond issues designed to restructure currently outstanding debt is also an acceptable use of bond proceeds provided that the Net Present Value ("NPV") of savings is at least 3%.
- d. The Authority will determine whether self-supporting bonds (such as special assessment improvement district bonds) are in the Authority's best interest when planning to incur debt to finance capital improvements.
- e. The Authority will not use long-term debt for current operations.
- f. General Obligation Bond Policy
 - i. Every project proposed for financing with general obligation debt (either voted or non-voted general obligation debt) shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
 - ii. If voted general obligation bond propositions are placed before the voters, the capital project under consideration must be included in the Capital Investment Program. The source of funds should describe the intended use of bond financing.
 - iii. Bonds cannot be issued for a repayment term that is longer than a conservative estimate of the useful life of the asset to be financed.

g. Limited Tax General Obligation Bond Policies

- i. As a precondition to the issuance of limited tax general obligation bonds, alternative methods of financing may also be examined.
- ii. Limited tax general obligation bonds can be issued under certain conditions:
 - A project requires monies not available from alternative sources;
 - Matching fund monies are available which may be lost if not applied for in a timely manner; or
 - Catastrophic conditions which may include, but are not limited to: fire, flood, earthquake, accident, or Force Majeure.

h. Financing of Lease Purchases

Provided there is debt capacity, as allowed either by WA State statute or enterprise revenues, the Authority Board may approve the use of lease purchases when necessary, as an alternative form of indebtedness:

- i. Equipment – The Authority shall have the ability to consider lease purchase transactions, including certificates of participation, long-term vendor leases, and the use of master lease programs. The final maturity of equipment lease financings will be limited to the remaining useful life of the equipment.
- ii. Real Property – The final maturity of the financing shall not exceed the remaining useful life of the facility. A lease financing generally should not have a final maturity exceeding 30 years.

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	
Riders	17974	16985	19845	18116	20056	20262	20857	22506	22768	20489	18757	18202	236817	19373
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

2018 Notes

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

January Womens' Walk 111 riders/ September Total Wooden Boat 4231

2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1541	1172	1314	1541	1439									1401
#11 Shuttle	5559	4618	5692	5898	5950									5543
#2 Ft. Worden	1694	1383	1660	1727	1820									1657
#3 Castle Hill	1441	1204	1540	1650	1568									1481
#4 Upper Sims Loop	3599	3100	3567	3798	3545									3522
#6A Tri Area	1264	1122	1344	1486	1450									1333
#6B Tri Area	1163	989	1240	1267	1285									1189
#7 Poulsbo	1823	1730	1998	2015	1933									1900
#8 Sequim	1716	1374	1643	1611	1640									1597
Riders	19800	16692	19998	20993	20630	0	0	0	0	0	0	0	98113	8176
On Time Performance	94.96	95.39	93.96	90.07	89.74									92.82
#Days In Service	26	23	26	26	26									25.40
Mileage	39041	35624	38319	39037	38993									38203

2019 Notes

Feb 9, 2019 All JTA routes Cancelled due to SNOW

Feb 11, 2019 JTA 11A at 0740 missed due to snow/Closed JTOC service at 10:00, last three JTOC routes of the day Cancelled due to SNOW

2018	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1040	1174	1412	1258	1531	1482	1543	1646	1681	1303	1039	1116	16225	1352
#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	12272
Notes: Week of February 19 snow														
Ridership 2017 compared to 2018, increase of 2.89%														
2019	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
JTOC	1268	1096	1183	1455	1502									1301
#Days In Service	26	23	26	26	26									25
JTOC Mileage	12590	10546	14199	12437	12634									12481
Feb - two days early closure due to snow														

Dial-A-Ride

2018	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
Riders	1052	836	1001	826	886	850	948	1141	1051	1310	1167	1059	12127	1011
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

2019	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1223	828	1116	1057	1013								5237	1047
PCA Boardings	71	38	60	64	68								301	60
Other Boardings	2	3	16	2	10								33	7
Riders	1296	869	1192	1123	1091	0	0	0	0	0	0	0	5571	1114
Trips	1150	787	1040	991	935								4903	981
Service Hours	643	476	604	602	536								2860	572
Service Mileage	6319	4347	5367	5338	5182								26553	5311
On Time Performance	96%	96%	96%	97%	96%									96%
#Days In Service	26	24	26	26	26								128	26

JEFFERSON TRANSIT

63 Four Corners Road
Port Townsend, WA 98368

Transit Development Plan 2019-2024 & 2018 Annual Report



Prepared by Jefferson Transit Staff
Date of Public Hearings: June 18, 2019
Adopted on: To Be Determined August Board Meeting
Resolution TBD

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Section I: ORGANIZATION

Jefferson Transit Authority (JTA) is a public transportation benefit area authorized under RCW 36.57A; established in 1980 with a voter-approved 0.3% transit sales and use tax. Jefferson Transit began revenue service in eastern Jefferson County in May, 1981 and along the Pacific Coast in January, 1995. In September of 2000, Jefferson County voters approved an additional 0.3% transit sales and use tax, for a total of 0.6%. In February of 2011, voters once again showed their support of Jefferson Transit and approved another 0.3% increase, resulting in a total of 0.9% transit sales and use tax. That brought the JTA sales tax revenue to the legislated maximum limit; generating \$0.09 of transit revenue on every \$10.00 of retail sales.

The Jefferson Transit Authority Board is comprised of all three Jefferson County Commissioners, two appointed City of Port Townsend Council members, and one non-voting member representing the interests of the Amalgamated Transit Union #587. Board meetings are held the third Tuesday of every other month.

As of December 31, 2018, Jefferson Transit employed 48.18 full-time equivalent employees, with a head count of 52 people. Details for these statistics are shown in the table below.

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	19	17.61
Operations Dial-a-ride	2	2
Operations Jefferson Transit Olympic Connection	3	2.86
Jefferson Transit Olympic Connection Supervisor	1	0.50
Dispatch, Field Supervisor & Customer Service	7	6.13
Vehicle Maintenance	5	5
Non-Vehicle Maintenance	4	3.5
Operations & Maintenance Management	4	4
General	5	4.58
General Management	2	2.00
Total	52	48.18
ATU 587 Represented Staff (from above list)	35	
Non-Represented Staff (from above list)	17	

Last Year's Table

Department	Head Count	FTE (based on 40 hour week)
Operations Fixed route	16	13.96
Operations Dial-a-ride	1	1.00
Operations Jefferson Transit Olympic Connection	3	2.72
Jefferson Transit Olympic Connection Supervisor	1	0.50
Dispatch & Customer Service	3	2.81
Vehicle Maintenance	4	4.00
Non-Vehicle Maintenance	4	3.57
Operations & Maintenance Management	4	4.00
General	8	7.54
General Management	2	2.00
Total	46	42.10
ATU 587 Represented Staff (from above list)	32	
Non-Represented Staff (from above list)	14	

Section II: PHYSICAL PLANT

Jefferson Transit's Multi-Modal Facility, including a 100-space Park & Ride, administrative offices, and maintenance and operations facility is located at 63 Four Corners Road in Port Townsend, Washington.

Jefferson Transit also owns and operates a 252-spaces and 7-ADA spaces Park & Ride lot and transit center located at Haines Place in Port Townsend.

Jefferson Transit's West End service, Jefferson Transit Olympic Connection (JTOC), operates out of a facility leased from the Quileute Valley School District in Forks.

Section III: SERVICE CHARACTERISTICS & FARE STRUCTURE

Jefferson Transit Authority operates in Jefferson County, Washington. The county encompasses just under 1804 square miles of land area and is divided by the Olympic Mountain range. The Olympic National Park, Olympic National Forest, and State Land cover 75 percent of Jefferson County. Jefferson Transit Service Area covers 259 square miles.

Jefferson Transit provides a variety of public transportation services that include fixed-route, route deviated, vanpool, with both regional and intercity bus connections. In 2018, eight fixed-routes (including deviated fixed-routes) operated Monday through Friday from approximately 6:00 a.m. to 8:00 p.m.; all routes operated on Saturdays on a slightly reduced schedule.

JTA connects the Olympic Peninsula by partnering with four other public agencies and Washington State Ferries. JTA utilizes the Viking Transit Center for our (Route #7) ensuring the Olympic Loop service continues with Kitsap Transit. JTA also utilizes the Sequim Transfer Center for our (Route #8) ensuring the Olympic service continues with Clallam Transit.

Jefferson Transit operates route-deviated services south of Highway 104 in Eastern Jefferson County and between Forks and Amanda Park, on Highway 101, in Western Jefferson County Monday through Saturday.

ADA paratransit service, Dial-A-Ride, is provided by Jefferson Transit. Service levels and geographic coverage provide full compliance with federal ADA complementary paratransit regulations. Jefferson Transit travels beyond the ADA $\frac{3}{4}$ mile requirement by providing one-day per week service to Kala Point, Marrowstone Island, and Cape George.

Fare structure for Jefferson Transit at 2018 year-end:

East Jefferson County

Day Pass

Adult Fare	\$1.50
Reduced Fare*	\$1.00
<i>Add Out-of-County Boarding Fare to above fare</i>	\$1.00
Out of County Pass	\$2.50

Monthly Passes

Full Fare	\$24
Reduced Fare.....	\$12
Monthly Commuter Pass	\$36
Monthly Reduced Fare Commuter Pass*	\$20
3-Month College Pass (must provide proof of enrollment).....	\$50

Annual /Seasonal Passes

Annual Full.....	\$230
Annual Reduced Fare.....	\$115
Annual Full Fare Commuter.....	\$345
Annual Reduced Fare Commuter	\$192
Youth Summer Pass**	\$ 20

Dial-A-Ride

1-Way Trip	\$ 1
10 Trip Convenience Punch Card.....	\$10
20 Trip Convenience Punch Card.....	\$20

West Jefferson County (Jefferson Transit Olympic Connection)

Adult Fare 1-Way.....	\$0.50
Adult Fare Day Pass.....	\$0.75
Reduced Fare*	\$0.25
Punch Pass (convenience passes).....	\$5 or \$10
Monthly Pass	\$15
Reduced Monthly Pass*	\$ 7
Youth Summer Pass**	\$20

*Reduced Fares are available for people with disabilities, youth 18 years and under, adults 60 years and older.

**Summer Youth Pass: \$20.00 (Memorial Day through Labor Day) good on Jefferson (east and west), Mason, Clallam and Grays Harbor Transit. (7-18 years)

Note: JTA recognizes the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit.

Section IV: SERVICE CONNECTIONS

Jefferson Transit connects passengers to major hubs six days a week, Monday thru Saturday. The shuttle buses in Port Townsend provide frequent connecting service to the Port Townsend/Coupeville Washington State Ferry terminal. Jefferson Transit connects with Kitsap Transit in Poulsbo; Clallam Transit in Sequim; and Mason Transit at Triton Cove. The Jefferson Transit Olympic Connection, a 64-mile route that travels between Forks and Amanda Park, links Grays Harbor Transit with Clallam and Jefferson Transits. Through these connections, passengers can get to medical specialists in the urban areas, catch a flight at SeaTac International Airport or a bus at the Seattle Greyhound terminal. Our economy benefits from the many travelers who use transit to get to the Olympic Discovery Trail; Victoria, BC; the Pacific Beaches or any of the other many scenic locations on the Olympic Peninsula.

JTA coordinates its routes to provide service to educational institutions such as the Port Townsend public schools, Chimacum High School, Quilcene High School, and to Peninsula College in Port Townsend and Port Angeles (via Clallam Transit). It also connects to the Washington State University Cooperative Extension at Port Hadlock.

Life services are also incorporated into the routes such as the Port Townsend Food Bank, Jefferson County Courthouse, Jefferson County Library, Jefferson County Hospital, and the various grocery stores. Routes also stop at popular destinations such as Fort Worden, Jefferson County Fairgrounds, and Dosewallips State Park.

Jefferson Transit's HPTC Park & Ride in Port Townsend serves as a connection point for Dungeness Bus Lines and the Olympic Discovery Bicycle and Pedestrian Trail. All of Jefferson Transit fixed route vehicles are equipped with bicycle racks.

Service Connections:

Jefferson Transit connects the Olympic Peninsula by providing bus connection services to the following transportation facilities:

- Port Townsend Shuttle with connections to Washington State Ferries (WSF) bus routes
- Viking Transit Center in Poulsbo with connections to Kitsap Transit (KT), WSF and other KT bus routes
- Sequim Transfer Center with connections to Clallam Transit (CT) and other CT bus routes
- Forks Transfer Center with connection to CT and Amanda Park with connections to Grays Harbor Transit
- Service to Brinnon with connections to Mason Transit (MT) and other MT bus routes
- Haines Place Transfer Center with connections to other JT bus routes
- 63 Four Corners Park and Ride with connections to Dungeness Line

Section V: ACTIVITIES & ACCOMPLISHMENTS IN 2018

Improve mobility in small urban and rural areas. Jefferson Transit representatives interacted with the public at several community sponsored events and public meetings. Jefferson Transit represented itself at the Farmers' Market, the Jefferson County Fair, the Port Townsend Rhododendron Parade, and the Port Townsend Wooden Boat Festival. Information was collected at these special events including counting the number of visitors to the booths and comments from the public regarding current service and requests for future service.



JTA exhibited bus 506 in the Rhody Festival Parade and its "1967" bus in the Hadlock Block Party

The focus of Jefferson Transit's public outreach continues providing residents of Jefferson County a ride to school, work, life services, and recreation. The "Try Transit" campaign was launched in June of 2014 and has continued through 2018. Art work promoting this slogan is displayed on the back of many of the JTA buses.

A transit bus and staff helped the Port Townsend Kiwanis collect toys for the U.S. Marine Corps Toys For Tots program.



December 2018 Toys for Tots

Jefferson Transit's General Manager is currently a member of the Port Townsend Sunrise Rotary, Jefferson County Climate Action Committee, the Peninsula Regional Transportation Planning Organization, and the Port Townsend Chamber of Commerce. The General Manager and the Finance Manager also sit on the Washington State Transit Association Board and the Washington State Transit Insurance Pool Board.

The Mobility Coordinator is the Secretary on the DASH board. The Operations Manager is also a member of the Jefferson County Council for the Blind and Kiwanis International Foundation.

In 2018 Jefferson Transit accomplished the following:

- Three major service priorities accomplished during 2018 included: Partnering with the City of Port Townsend to maintain on-time transit service during the six month "Water Street Enhancement Project", working in partnership with the Port Townsend School District to provide on-time service along Discovery during the construction of the Salish Coast Elementary School and providing more service.
- In January 2018 JTA created new service route #4 Upper Sims Loop by re-routing existing Port Townsend service. The route will serve riders going to the Goodwill, Olycap, Discovery Behavioral Health, Safe Harbor and the Dept. of Licensing. Additionally, on the route #4 JT worked in coordination with the JT school district to share the school bus zone on Discovery Road at the new elementary school. Ridership numbers show the new route has proven to be a success.
- #7 Poulsbo received additional outbound service at 10:40am Monday through Friday, and #6B Tri-Area Loop received additional service at 11:00 am Monday through Saturday filling mid-day service gaps.
- The Jefferson Transit Multi-Modal Facility Bike Locker and Storage Barn was completed in May. The trail extension is intended to connect the Larry Scott trail to Port Townsend and to eventually connect to the Olympic Discovery Trail, which spans across the Olympic Peninsula.
- Maintained a second tier of Paratransit service providing weekly service to ADA eligible passengers residing outside of the ADA mandated service area, e.g. Kala Point, Marrowstone Island, and Cape George.
- Continued to meet EnviroStar goals.
- Continued to use a Biodiesel at a B5 (5%) fuel mix in the Port Townsend-based fleet.
- Completed annual operator evaluations.
- Provided outreach to the community through presence and information at community events including the Jefferson County Fair, the Port Townsend Wooden Boat Festival, Port Townsend's Rhododendron Parade, Farmers' Market, and the Toys for Tots program.
- Participated in an online regional ridesharing network that now covers Washington, Oregon, and part of Idaho.
- Provided 263,682 fixed route, route-deviated and paratransit passenger trips.



- Continued to work closely with the Peninsula Regional Transportation Planning Organization.
- JTA continued to print cost effective full-color bus schedules on recyclable coated paper. The last version was released September 2018.
- JTA continued membership with MRSC Rosters.
- Continued to support the Clallam Transit Interlocal Agreement for the West End Service.
- JTA continued to recognize the singular Peninsula College transportation fee sticker adhered to the face of a valid student identification card as regular or premium fare on fixed-route transit. JTA will be reimbursed in accordance with Peninsula College Interlocal Agreement for the college student travel per academic quarter.
- Provided transportation for the Wooden Boat Festival in September, boarding 4,231 passengers Friday and Saturday. There has been a consecutive increase since 2013
- JTA held the annual All Staff Training on November 10, 2018, which included presentations on:
 - Bloodborne Pathogens
 - FTA Drug and Alcohol Policy Update
 - Disaster Preparedness
 - Fire Extinguisher Training & Bus Evacuation
- IT continued steps to improve server and network reliability and to improve software security.
- JTA continued to contract a service provider through WSTIP to provide periodic safe driver testing for vanpool drivers.
- JTA's website and customer service department began using Point & Pay credit card processing service to support card payments for vanpool and pass sales.
- Performed a fire suppression assessment for the Jefferson Transit Administration Building.
- Two 35 ft. Gillig buses purchased from the 2015 STPFlex Grant were put into service in September.
- Two 29 ft. Gillig buses purchased from the 2015-2017 Consolidated Capital Grant were put into service in December.
- Two Chevrolet Twelve Passenger Vanpool Vans purchased from the 2017-2019 Van Pool Investment Program Grant were put into service in October.
- JTA purchased two Ford Explorer Supervisor Safety Vehicles.
- JTA purchased a Facility Support Vehicle to provide the Facilities Maintenance Staff with a complete mobile support unit for shelters, park and ride lots, and bus stops.
- The Jefferson Transit Multi-Modal Facility repaired concrete pad at its fuel island station repaired.
- JTA continued to subscribe from RouteMatch, which provides drivers and dispatch service reliability, incident alerts, reporting processes with dashboards and tablets.
- Continued to improve ridership through technology.
- JTA worked with the Jefferson County Farmers Markets to move the growing Wednesday Farmers Market to the Haines Place Transit Center. The Farmers Market started in June.
- Completed Wayfinding Project.
- Installed Clear Signage for the Larry Scott Trail bike connections.
- Finalized installation of the Jefferson Transit LED Sign at the its Multi-Modal Facility

In 2017 JTA was awarded five main grants which maintain funding through 2019. The following table shows the grants JTA was awarded.

Grant Source	Grant	Grant \$	JTA's Match \$
2017-2019 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,289,761	\$4,673,425
2017-2019 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$367,730	\$388,213
2018 Vanpool Investment Program Vanpool Grant	Two Vanpool Vans	\$38,350	\$23,216
2015-2018 Surface Transportation Program (STP)	Two Heavy-Duty Buses	\$790,000	\$123,295
Total		\$3,485,841	\$5,208,149

Jefferson Transit applied to the 2019-2023 Public Transportation Consolidated Grant. Application Figures are listed in the table below. Awards are in 2019.

Grant Application Source	Grant	Grant \$
2019-2021 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,173,692
2021-2023 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,238,905
2019-2021 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$388,310
2021-2023 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$399,959
2019-2021 Public Transportation Consolidated Grant	Four Heavy-Duty Buses	\$1,567,836
Total		\$6,768,702

Last Year's Grant Tables

Grant Source	Grant	Grant \$	JTA's Match \$
2015-2017 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,014,235	\$4,586,291
2015-2017 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$367,730	\$388,213
2015-2017 Public Transportation Consolidated Grant	JTOC Capital Grant-Three Cutaway Buses	\$275,526	\$87,134
2015-2017 Regional Mobility Grant	63 4 Corners Park & Ride	\$611,377	\$152,844
2015-2018 Surface Transportation Program (STP)	Two Heavy-Duty Buses	\$790,000	\$123,295
	Total	\$4,058,868	\$5,337,777

Grant Source	Grant	Grant \$	JTA's Match \$
2017-2019 Public Transportation Consolidated Grant	West Jefferson Operating (JTOC)	\$377,000	\$376,781
2017-2019 Public Transportation Consolidated Grant	East Jefferson Operating	\$2,051,433	\$4,664,941
2017-2019 Public Transportation Consolidated Grant	East Jefferson Capital Grant-Two Medium Duty Buses	\$717,439	\$219,000
2017-2019 Public Transportation Consolidated Grant (Special Needs)	JTOC Capital Grant-Two Cutaway Buses	\$128,000	\$32,000
2017-2019 State Vanpool Investment Program Grant	Two Vanpool Vehicles	\$38,350	\$23,216
	Total	\$3,312,222	\$5,315,938

Section VI: PROPOSED ACTION STRATEGIES & GOALS 2019-2024

Goals, Mission and Strategies, 2019-2024

The Washington State Department of Transportation requires that transit agencies report their progress towards accomplishing the state's public transportation objectives. These objectives are identified in *Washington State's Transportation Plan*. Jefferson Transit's actions and strategies over the coming six years will be guided by the organization's mission statement and goals which are consistent with Washington State goals, enabling personal mobility, partnering with communities, establishing sustainable financial stability supporting economic opportunity, protecting the environment, conserving energy and protecting our investments.

Additional unfunded projects may be completed as funding becomes available. Conversely, some projects may be postponed if anticipated revenues decrease.

Jefferson Transit's Mission is to provide reliable, safe, friendly, comfortable public transportation service in Jefferson County that is cost effective, reduces energy consumption and contributes to the cultural and economic betterment of the residents of Jefferson County.

The proposed changes in this plan are action strategies that reflect upon the following state Transportation Service Objectives and Goals.

1. Preservation

To maintain, preserve, and extend the life and utility of prior investments in transportation systems and services.



Preserve existing transportation service levels: Jefferson Transit made no service cuts in 2018. JTA will continue to be diligent controlling costs and finding savings.

ADA Paratransit Services: In areas that have fixed route service, ADA paratransit service provides safe, effective and efficient door-to-door (line of sight) specialized transportation service, fully compliant with the ADA requirements, for people unable to utilize the fixed route system. This service is provided within a $\frac{3}{4}$ mile boundary of the fixed route service routes.

Fully Accessible Rural Fixed Route Service: Make general public services as attractive and usable as possible for seniors and people with special needs and promote them as the preferred mobility option. Continued efforts will be made to add passenger amenities (shelters & benches) and accessibility enhancements.

Jefferson Transit will analyze fixed route service performance standards. These standards help guide future service adjustments and assist in the decision making process for service expansion, reduction or elimination.

Jefferson Transit will continue to offer transit services to non-traditional customers via the van pool program.

Improvements to Specialized Transportation Service: Continually refine specialized transportation operating methods, using technology where appropriate, to enhance service quality, customer service, and efficiency.

Jefferson Transit works closely with city and county agencies to promote integrated community design, land use, and transportation investments that improve the quality of life. In addition, Jefferson Transit will work to secure appropriate mitigations (shelters, pullouts, etc.) from land use development.

Preserve existing public transportation facilities and equipment

In 2019-2024 vehicles and other equipment will continue to be maintained; Jefferson Transit will continue to seek funding and build reserves to be used for scheduled replacement or refurbishment of equipment as illustrated in Section VII, Rolling Stock. Jefferson Transit's maintenance department has an aggressive preventative maintenance program for all vehicles. This program has extended the life of our fleet, from the federal life of 12 years to far beyond that and added millions of miles. Jefferson Transit will continue to provide preventive maintenance on its operations base and its park & ride facility, as well as replacing office and maintenance equipment to maintain industry standards.

Efforts will continue to identify and secure outside funding sources for the ongoing operation of the West Jefferson fixed-route-deviated service.

2. Safety

To provide for and improve the safety and security of transportation customers and the transportation system.



Below is a chart of JTA's 2012 thru 2018 safety record.

Year	Preventable Accident	Non-Preventable Accident	Passenger Event	Employee Injury
2012	0	0	0	0
2013	0	0	0	0
2014	3	3	3	1
2015	2	2	2	0
2016*	4	1	7	1
2017*	4	2	2	0
2018*	3	1	0	0

** Figures for 2016 - 2018 reflect data taken from JTA reporting software. Tracking methodology changed to include more diverse instances.*

Jefferson Transit monitors all service on a daily basis to ensure the safety of passengers and employees. We participate in local and regional efforts to increase and improve security components on routes, at the HPTC Park & Ride, and at bus stop locations throughout the service area.

Jefferson Transit is working collaboratively with the local law enforcement agencies and emergency services to ensure the safety of the community.

Jefferson Transit has increased security for passenger and operators by installing camera & video surveillance equipment to the entire fleet.



Water Street Enhancement Project January 2018 – June 2018

3. Mobility

To improve the predictable movement of goods and people throughout Washington State.



Effective Community-based Design: Jefferson Transit provides viable connections throughout the Olympic Peninsula offering coordinated connections with Mason, Kitsap, Clallam and Grays Harbor Transit systems and the Washington State Ferries.

Jefferson Transit constructed a trail at its 63 4 Corners facility that will eventually connect with the Larry Scott Trail to Port Townsend. This trail will eventually provide a link to the Olympic Discovery Trail.

Improve mobility in small urban and rural areas: As part of an ongoing comprehensive service planning effort, Jefferson Transit will continue investigating opportunities for such enhancements as incremental service improvements for the Tri-Area (Port Hadlock, Irondele and Chimacum) and implementing efficiencies in all other routes

Jefferson Transit continues to be actively involved with local committees to identify service strategies and coordination for special needs populations and will continue to seek special needs funding from state, federal and private sources where possible. Collaboration occurs among federal, tribal, state, regional, local and private sector partners.

Service Marketing and Public Involvement: Keep the public informed regarding transit operations and policies and encourage community involvement. Rigorously promote and market the use of transit services. Continually work to increase system ridership. Jefferson Transit has also accomplished the following:

- Engage in at least five community events for educational purposes.
- Collect community feedback through Survey's, Interviews and Focus Groups. Added the ability for riders to subscribe to Rider Alert notices on the website.
- Revamped the schedules on the website for easier navigation and view-ability.
- Continue to use the successful Try Transit slogan.



4. Environment

To enhance Washington's quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment.



Jefferson Transit remains committed to obtaining no-omissions buses. Currently, funding for support infrastructure is not yet obtainable for rural transit agencies, such as Jefferson Transit. Jefferson Transit continues to research opportunities to bring this technology to the community. Jefferson Transit has plans to complete an Electric Vehicle Infrastructure Study the scope of which includes a shovel-ready design for adding the infrastructure to support electric vehicles at 63 4 Corners and the Haines Place Transit Center.

Maintain Air Quality: Transportation services and facilities help maintain air quality by meeting air quality health standards. Jefferson Transit will continue to search for technologies and or fuels that will reduce emissions. (Jefferson Transit currently uses a B5 (5%) Biodiesel fuel in our Port Townsend-based fleet to improve air quality emissions.) Jefferson Transit has implemented a policy to reduce idle time, therefore, reducing emissions.

Meet State Water Quality Standards: Jefferson Transit services and facilities help maintain water quality by meeting water quality standards.

Reuse and Recycle Resource Materials: Jefferson Transit services and facilities prudently use, reuse, and recycle resource materials. Jefferson Transit is proud to continually have been awarded a 5-star EnviroStar rating in Jefferson County. Jefferson Transit views sustainability as an important element of design criteria for transit facilities and has incorporated green building design standards in the new maintenance/operations facility.

Congestion Relief: Jefferson Transit operates with minimal delay and continual reduction in the societal, environmental, and economic costs of congestion.

Reduce SOV Use and Implement Commute Trip Reduction Methods:

The Washington State Legislature passed the **Commute Trip Reduction (CTR)** Law in 1991 to call on employers to encourage their workers to drive alone less often, reduce carbon emissions and keep the busiest commute routes flowing.

Jefferson Transit encourages and considers a variety of methods and ideas to promote the reduction of single occupancy (SOV) vehicle use such as:

- Carpool, Vanpool, Bus, Bicycle, or Walk
- Encourage Rideshare Online
- Develop a bus mentor program to motivate new riders to try transit
- Continue to market and expand the Vanpool program
- Work with local employers to offer incentives
- Work with the Jefferson County Climate Action Committee to develop ways to reduce SOV use
- Continue to partner with employers, local governments and the Regional Transportation Planning Organization (RTPO) to ensure local and regional coordination of transportation plans

5. Stewardship

To continually improve the quality, effectiveness, and efficiency of the transportation system.



Jefferson Transit will continue operational and planning coordination with the region's other public transportation providers, including Washington State Department of Transportation, Clallam, Kitsap, Mason, and Grays Harbor Transit, and the Washington State Ferries. Jefferson Transit will continue to participate in Jefferson County's transportation planning initiatives with the City of Port Townsend and Jefferson County.

Jefferson Transit's six-year planning horizon includes delivery of a new public restroom facility at the Haines Place Transit Center. Restroom construction is estimated to be completed in 2019.

6. Economic Vitality

To promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy.



Connecting local economies: Jefferson County has the benefit of being at the hub of the Olympic Peninsula. Jefferson Transit connects with Clallam, Grays Harbor, Island, Kitsap and Mason transits. Jefferson Transit also connects with the Washington State Ferry System in Port Townsend.

Jefferson Transit continues to build relationships with the local transit agencies to better understand interdependent growth opportunities.

Commuter service: Job markets are vastly dispersed throughout Jefferson County, along with its residents. Many residents cannot afford self-reliant transportation, or they are eager for a more efficient means to travel. Jefferson Transit supports and continues to reach out to local commuters.

Support for Tourism: Recreational travelers have convenient and inviting access to tourist destinations, including a Park & Ride facility to allow parking recreation vehicles while visiting Historic Port Townsend.

Section VII: 2019-2024 SERVICES, FACILITIES & EQUIPMENT

The proposed changes 2019-2024, identified in Section VII, are actions and strategies that reflect the state public transportation goals and policy objectives as well as Jefferson Transit's priorities. It also identifies the methods and materials needed to achieve them. Many of the projects will require funding beyond what is currently available, or will require more funding than is anticipated to be available in the near term. A list of unfunded projects & service requests, both capital and operational, is included in Appendix A.

Capital Projects – System Wide:

- Jefferson Transit needs an Electronic Passenger Counting System for accurate ridership numbers in order to make more informed system expansion decisions.

- Jefferson Transit plans to hire a consultant to facilitate the public process of a modern Comprehensive Plan.
- Install a restroom at HPTC Park & Ride.
- Install Fire Suppression System at Jefferson Transit Multi-Modal Facility.
- Install Camera Security Systems Jefferson Transit Multi-Modal Facility and Haines Place Transit Center.
- Procure Remix Mapping Software.
- Procure Finance/Maintenance Software.

Capital Assets – Other Building & Structures:

- Jefferson Transit has plans to implement several HPTC Park & Ride upgrades including:
 - Lighting Upgrades – replacing expensive current parking lot lights with LEDs
 - Remove trees that are pulling up concrete on the sidewalk portion of the bus-turnaround to avoid hazards.
 - Paint roof of Haines Place Transit Center building
- Install radio repeater between Port Townsend and Forks so dispatch and route deviated buses can better communicate on the radios.

Capital Assets – Revenue Vehicles:

- Continue to research No-Emission bus integration into its fleet. Based on the outcome of grant funding and solid infrastructure, future purchases of fixed route No-Emission vehicles are being considered.
- JTA will purchase two Cut-Aways for Dial-A-Ride in 2019. Both buses are intended to be in service one month after delivery in 2018. Dial-A-Ride buses will be rotated/replaced on a three-year cycle.
- JTA plan to purchase a trolley for its downtown Port Townsend route.

Capital Assets – Service Equipment:

- Additional projects, listed in Appendix A, may be completed as funding becomes available. Conversely, some projects listed below may be postponed if anticipated revenues decrease. The accomplishments and actions completed in 2018 are listed in Section V of this document.



Services

Expansion 2019-2024

- Explore ways to expand bicycle-rider options for using transit.
- Create a commuter route to meet the Kitsap Transit Kingston Fast Ferry to Seattle.
- Contact local businesses to promote employee ridership programs.
- Continue to develop and improve the marketing plan to include online outreach and social media.
- Identify and market links between transit and trails for bicycle riders and pedestrians.
- Annually review funding opportunities to reinstate and expand service & improvements.
 - Increase frequency of commuter routes.
 - Restore past routes.
- Planning:
 - Work with developers and local governments to add service, shelters, bus pullouts, rider-controlled light signals at stops, etc., to new commercial areas and housing developments as appropriate.
 - Explore alternate bus routes to service Upper Sims Way business district in Port Townsend.
 - Continue long-range planning and develop surveys for travel plan data and to measure customer satisfaction.
 - Develop and implement vanpool marketing plan.

Facilities

Expansion 2019-2024

- Enhance Haines Place Transit Center configuration to increase capacity.
- Upgrade the Jefferson Transit Multi-Modal Facility and Haines Place Transit Center to operate EV Charging Infrastructure.
- Add third maintenance bay to the Jefferson Transit Multi-Modal Facility.
- Add automatic bus wash to the Jefferson Transit Multi-Modal Facility.
- Expand 63 Four Corners Road Park & Ride parking to accommodate Larry Scott Trail commuters utilizing multimodal transit services. Work with Peninsula Trails Coalition to provide Trail Maps.
- Improve bus pullout areas along state, county and city right-of-ways.
- Add shelters, i-Stops, and/or bicycle lockers at the following possible locations in East Jefferson County: Swansonville Road, Taylor & Washington, Umatilla & San Juan, McPherson & 14th, and at the Brinnon Store. Continue to install solar lighting in shelters.
- Improve HPTC Park & Ride facility by upgrading the shelters to improve wind and rain coverage, and adding a restroom.
- Add other Park & Ride improvements where possible that continue to serve the needs of the community and surrounding area.

- Continue to partner with community organizations for various activities.
- Add Park & Ride areas through public/private partnerships in the following areas:
 - Dabob Road to serve the Toandos Peninsula
 - 63 Four Corners Park & Ride bus shelter expansion
 - Highway 104 and Hood Canal Bridge
 - Hadlock Chimacum area
 - Chimacum Light
- Continue to perform quality bus maintenance, fueling, and washing.
- Construct an automatic bus washing system at 63 4 Corners.

Equipment - Rolling Stock

Note: Heavy-duty and medium-duty buses are also referred to as large transit coaches.

This six-year plan supports maintaining existing service and expanding vanpool service. It is anticipated that vanpool expansion funding will be available at 100%, some buses and coaches will be funded at 100%, and some will require a 20% match from Jefferson Transit.

Preservation & Expansion 2019-2024

Planned Vehicle Orders	2019	2020	2021	2022	2023	2024
Replacement Large Transit Coaches	1	4	2	4	4	2
Replacement Large Transit Electric Coaches	0	1	2	2	2	2
Replacement Medium-Duty Cutaways	0	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	2	0	0	2	0	2
Replacement Dial-a-Ride Vans	2	0	0	2	0	2
Replacement Vanpool Vans	0	2	2	2	2	2
Expansion Vanpool Vans	0	0	2	0	2	0
Expansion Large Transit Vehicles	1	0	2	0	0	0

Last Year's Table

Planned Vehicle Orders	2018	2019	2020	2021	2022	2022
*Replacement Large Transit Coaches	4	4	4	6	4	4
Replacement Medium-Duty Cutaways	0	2	0	2	0	2
Replacement Dial-a-Ride Cutaways	2	0	0	2	0	2
Replacement Dial-a-Ride Vans	0	4	0	0	4	0
Replacement Vanpool Vans	2	2	2	2	2	2
Expansion Vanpool Vans	0	0	2	0	2	0
Expansion Large Transit Vehicles	0	0	2	0	0	0

*Includes two electric coaches 2019-2022

Equipment - Other than Rolling Stock

Preservation & Expansion 2019-2024

- Improve radio system, include West Jefferson service
- Add vehicle location capability to radio system & fleet (automated vehicle locator (AVL))
- Upgrade web & phone system to provide auto call reservations for Dial-a-Ride, trip planning & other interactive features

Section VIII: CAPITAL IMPROVEMENT PROGRAM / BUDGET

	Actual 2018	Budgeted 2019	Proposed 2020	Proposed 2021	Proposed 2022	Proposed 2023	Proposed 2024
Preservation							
Transit Base Preserve & Upgrade	\$22,845	\$47,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$0		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$175,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$165,849		\$80,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$1,921,425	\$484,741	\$2,000,000	\$1,000,000	\$500,000	\$1,000,000	\$1,000,000
Notes	\$0	1 @ \$484,741	4 @ 500,000	2 @ 500,000	1 @ 500,000	2 @ 500,000	2 @ 500,000
Large Transit Electric Coaches	\$0		\$700,000	\$700,000	\$700,000	\$700,000	\$700,000
Notes			1 @ 700,000	1 @ 700,000	1 @ 700,000	1 @ 700,000	1 @ 700,000
Medium-Duty Cutaways	\$0		\$250,000	\$0	\$250,000	\$0	\$250,000
Notes			2 @ 125,000		2 @ 125,000		2 @ 125,000
DAR Cutaway Vehicles	\$0	\$160,000	\$0	\$0	\$180,000	\$0	\$180,000
Notes		2 @ \$80,000			2 @ 90,000		2 @ 90,000
DAR Vans	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Notes		0	4 @ 45,000			4 @ 45,000	
Vanpool Vans	\$61,566		\$60,000	\$60,000	\$60,000	\$60,000	\$71,500
Notes			2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 35,750
Preservation Totals	\$2,171,685	\$866,741	\$3,420,000	\$1,970,000	\$1,900,000	\$2,150,000	\$2,411,500
Expansion							
Passenger Amenities & Services	\$0	\$187,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Equipment/Service Vehicles	\$0	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$300,000	\$0	\$1,000,000	\$0	\$0	\$0
Notes				2 @ 500,000			
New Facility Design/Construction	\$0	\$582,500	\$1,500,000	\$1,500,000	\$0	\$0	\$2,000,000
63 4 Corners EV Infrastructure	\$0	\$75,000	\$0	\$0	\$0	\$1,500,000	\$0
Enhance Haines Place Park & Ride	\$0		\$0	\$500,000	\$1,500,000	\$75,000	\$250,000
HPTC EV Infrastructure	\$0		\$1,500,000	\$0	\$0	\$0	\$0
ITS Improvements	\$0	\$263,840	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$60,000	\$0	\$60,000	\$0
Notes				2 @ 30,000		2 @ 30,000	
Expansion Totals	\$0	\$1,458,340	\$3,220,000	\$3,280,000	\$1,720,000	\$1,855,000	\$2,470,000
Total Capital Expense	\$2,171,685	\$2,325,081	\$6,640,000	\$5,250,000	\$3,620,000	\$4,005,000	\$4,881,500
Anticipated Capital Grant Revenues	\$1,545,789	\$419,301	\$5,312,000	\$3,200,000	\$2,896,000	\$3,204,000	\$3,905,200
Anticipated Capital Reserve Used	\$625,896	\$1,905,780	\$1,328,000	\$2,050,000	\$724,000	\$801,000	\$976,300

2020-2023 Proposed Construction Projects include 3rd Maintenance Bay; Reconfigure HPTC; EV Infrastructure at 63 4 Corners and HPTC

2024 Proposed Construction Project - New Wash Bay at 63 4 Corners

Last Year's Table

	2017	2018	2019	2020	2021	2022	2023
Preservation							
Transit Base Preserve & Upgrade	\$90,699	\$23,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Passenger Amenities & Services	\$0	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Maintain Equipment	\$0	\$175,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Replacement Service Vehicles	\$0	\$180,000	\$80,000	\$60,000	\$60,000	\$60,000	\$60,000
Large Transit Coaches	\$0	\$1,936,439	\$1,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$1,000,000
Notes	\$0	4 @ \$484,110	2 @ 500,000	2 @ 500,000	4 @ 500,000	2 @ 500,000	2 @ 500,000
Large Transit Electric Coaches	\$0	\$0	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000	\$1,400,000
Notes			2 @ 700,000	2 @ 700,000	2 @ 700,000	2 @ 700,000	2 @ 700,000
Medium-Duty Cutaways	\$368,809	\$0	\$250,000	\$0	\$250,000	\$0	\$250,000
Notes	3 @ 122,936		2 @ 125,000		2 @ 125,000		2 @ 125,000
DAR Cutaway Vehicles	\$0	\$160,000	\$0	\$0	\$180,000	\$0	\$180,000
Notes		2 @ 80,000			2 @ 90,000		2 @ 90,000
DAR Vans	\$0	\$0	\$180,000	\$0	\$0	\$180,000	\$0
Notes			4 @ 45,000			4 @ 45,000	
Vanpool Vans	\$0	\$71,500	\$60,000	\$60,000	\$60,000	\$60,000	\$71,500
Notes		2 @ 35,750	2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 30,000	2 @ 35,750
Preservation Totals	\$459,508	\$2,545,939	\$3,120,000	\$2,670,000	\$4,100,000	\$2,850,000	\$3,111,500
Expansion							
Passenger Amenities & Services	\$0	\$187,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Equipment/Service Vehicles	\$32,155	\$7,500	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Large Transit Coaches	\$0	\$0	\$0	\$1,000,000	\$0	\$0	\$0
Notes				2 @ 500,000			
New Facility Design/Construction	\$764,221	\$0	\$0	\$0	\$0	\$0	\$0
63 4 Corners EV Infrastructure	\$0	\$0	\$100,000	\$0	\$1,250,000	\$0	\$0
Enhance Haines Place Park & Ride	\$0	\$0	\$75,000	\$75,000	\$250,000	\$75,000	\$250,000
HPTC EV Infrastructure	\$0	\$0	\$0	\$1,250,000	\$0	\$0	\$0
ITS Improvements	\$205,414	\$276,500	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Transit Shelters & I-Stops	\$0	\$35,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Vanpool Vans	\$0	\$0	\$0	\$60,000	\$0	\$60,000	\$0
Notes				2 @ 30,000		2 @ 30,000	
Expansion Totals	\$1,001,790	\$506,000	\$395,000	\$2,605,000	\$1,720,000	\$355,000	\$470,000
Total Capital Expense	\$1,461,298	\$3,051,939	\$3,515,000	\$5,275,000	\$5,820,000	\$3,205,000	\$3,581,500
Anticipated Capital Grant Revenues	\$1,169,038	\$1,681,414	\$2,812,000	\$3,220,000	\$4,656,000	\$2,564,000	\$2,865,200
Anticipated Capital Reserve Used		\$1,370,525	\$703,000	\$2,055,000	\$1,164,000	\$641,000	\$716,300

Section IX: OPERATING DATA

	2018	2019	2020	2021	2022	2023	2024
Fixed-Route							
Revenue Hours*	17,306	17,479	18,353	19,271	19,463	19,658	19,855
Revenue Miles*	457,080	461,651	484,733	508,970	514,060	519,200	524,392
Passenger Trips*	236,665	239,032	250,983	263,532	266,168	268,829	271,518
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	96,019	96,979	101,828	106,920	107,989	109,069	110,159
Diesel Fuel Consumed	0	0	0	0	0	0	0
Route-Deviated							
Revenue Hours	4,970	5,020	5,070	5,121	5,172	5,224	5,276
Revenue Miles	147,552	149,028	150,518	152,023	153,543	155,079	156,629
Passenger Trips*	16,253	16,416	16,580	17,409	17,583	17,759	17,936
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed*	13,576	13,712	13,849	14,541	14,687	14,834	14,982

**Estimated by estimated 5% increase in 2021, and a lasting 1% beyond 2022.*

Last Year's Table

	2017	2018	2019	2020	2021	2022	2023
Fixed-Route							
Revenue Hours*	15,307	17,059	17,059	17,059	17,912	18,092	18,272
Revenue Miles*	420,432	453,640	453,640	453,640	476,322	481,085	485,896
Passenger Trips*	220,086	218,772	235,712	238,069	249,973	252,472	254,997
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	0	0	0	0	0	0	0
Biodiesel Fuel Consumed	83,278	90,590	90,590	90,590	95,120	96,071	97,032
Diesel Fuel Consumed	0	0	0	0	0	0	0
Route-Deviated							
Revenue Hours	4,696	4,746	4,794	4,841	4,890	4,939	4,988
Revenue Miles	146,064	145,967	147,427	148,901	150,390	151,894	153,413
Passenger Trips*	15,779	16,568	16,899	17,068	17,239	17,411	17,585
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	5,465	5,519	5,574	5,630	5,687	5,743	5,801
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed*	9,477	9,951	10,051	10,151	10,253	10,355	10,459

**Estimated by a 10% increase in 2018, estimated 5% increase in 2021, and a lasting 1% beyond 2022.*

~ Preliminary estimations for planned fixed-route expansion in 2018.

Operating Data continued:

	2018	2019	2020	2021	2022	2023	2024
Dial-A-Ride							
Revenue Hours*	5,722	5,779	5,837	5,895	5,954	6,014	6,074
Revenue Miles*	53,664	54,201	54,743	55,290	55,843	56,401	56,965
Passenger Trips (Plus 1%)*	12,148	12,269	12,392	12,516	12,641	12,768	12,895
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline*	2,746	2,774	2,801	2,829	2,858	2,886	2,915
Biodiesel Fuel Consumed*	2,880	2,909	2,938	2,968	2,997	3,027	3,057
Diesel Fuel Consumed	0	0	0	0	0	0	0
Vanpools*	+0 Van	+0 Van	+0 Van	+1 Van	+0 Van	+1 Van	+0 Van
Revenue Hours	989	999	1,009	1,019	1,029	1,039	1,050
Total Vehicle Miles	40,016	40,416	40,820	41,229	41,641	42,057	42,478
Passenger Trips	5,978	6,038	6,098	6,159	6,221	6,283	6,346
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	2,843	2,871	2,900	2,929	2,958	2,988	3,018
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0

* Years 2019-2024 are estimated by yearly 1% increases based on the 2018 actual data.

Last Year's Table

Operating Data continued:

	2017	2018	2019	2020	2021	2022	2023
Dial-A-Ride							
Revenue Hours*	5,333	5,386	5,440	5,495	5,550	5,605	5,661
Revenue Miles*	55,009	55,559	56,115	56,676	57,243	57,815	58,393
Passenger Trips (Plus 1%)*	10,576	10,682	10,789	10,896	11,005	11,115	11,227
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline*	2,779	2,807	2,835	2,864	2,892	2,921	2,950
Biodiesel Fuel Consumed*	2,847	2,875	2,904	2,933	2,963	2,992	3,022
Diesel Fuel Consumed	0	0	0	0	0	0	1
Vanpools**	-2 Van	0 Van	+1 Van	+1 Van	+1 Van	+1 Van	+1 Van
Revenue Hours	1,500	1,500	2,250	3,000	3,750	4,500	5,250
Total Vehicle Miles	59,594	59,594	89,391	119,188	148,985	178,782	208,579
Passenger Trips	8,930	8,930	13,395	17,860	22,325	26,790	31,255
Fatalities	0	0	0	0	0	0	0
Reportable Injuries	0	0	0	0	0	0	0
Collisions	0	0	0	0	0	0	0
Gasoline	3,610	3,610	5,414	7,219	9,024	10,829	12,633
Biodiesel Fuel Consumed	0	0	0	0	0	0	0
Diesel Fuel Consumed	0	0	0	0	0	0	0

* Years 2018-2023 are estimated by yearly 1% increases based on the 2017 actual data.

** Vanpool estimates are based on adding 1 Vans per year at: Revenue Hours @ mileage driven/average speed of 45 mph, Total Vehicle Miles at 20,000 per Van, Passenger Trips at 3,000 per Van, and Gasoline at 15.4 mpg. 2019-2023 estimates are based on the 2018 estimated data.

Section X: OPERATING REVENUES & EXPENDITURES, 2019-2024

	2018 ACTUAL	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.
General Fund Beginning Balance	\$1,699,598	\$1,713,076	\$831,322	\$522,449	\$447,072	\$660,033	\$918,554
Sales Tax	\$5,238,795	\$4,435,490	\$4,568,555	\$4,705,611	\$4,846,780	\$4,992,183	\$5,141,949
State Operating Grant	\$172,578	\$295,508	\$283,362	\$283,362	\$283,362	\$283,362	\$283,362
Local Grants & Contributions	\$18,088	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Fares	\$154,056	\$149,212	\$152,196	\$155,240	\$158,345	\$161,512	\$164,742
Federal (5311) Operating Grant	\$1,192,720	\$1,073,475	\$1,281,001	\$1,463,401	\$1,463,401	\$1,463,401	\$1,463,401
Federal Capital Grants	\$1,507,439	\$419,301	\$5,312,000	\$3,200,000	\$2,896,000	\$3,204,000	\$3,905,200
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$38,350	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$22,405	\$22,860	\$50,000	\$70,000	\$80,000	\$90,000	\$90,000
Misc. Revenue	\$95,101	\$76,176	\$78,461	\$80,815	\$83,240	\$85,737	\$88,309
Sub-total	\$8,439,532	\$6,489,522	\$11,743,075	\$9,975,930	\$9,828,627	\$10,297,695	\$11,154,463
Gen Fund + Revenue Totals	\$10,139,130	\$8,202,598	\$12,574,397	\$10,498,379	\$10,275,699	\$10,957,727	\$12,073,016
Operating Expenses							
Administration	\$905,385	\$1,039,464	\$1,060,253	\$1,081,458	\$1,103,088	\$1,125,149	\$1,147,652
Haines Place PNR	\$355,697	\$424,285	\$432,771	\$441,426	\$450,255	\$459,260	\$468,445
Vehicle Maintenance	\$881,905	\$1,071,149	\$1,092,572	\$1,114,423	\$1,136,712	\$1,159,446	\$1,182,635
Facility Maintenance	\$259,511	\$299,639	\$305,632	\$311,744	\$317,979	\$324,339	\$330,826
General Operations/Vanpool	\$2,203,658	\$2,506,638	\$2,739,171	\$2,793,954	\$2,849,833	\$2,906,830	\$2,964,967
Operating Expenses Totals	\$4,606,156	\$5,341,175	\$5,630,399	\$5,743,006	\$5,857,867	\$5,975,024	\$6,094,524
Capital Projects							
Vehicles	\$1,921,425	\$1,119,741	\$3,130,000	\$2,700,000	\$1,630,000	\$1,880,000	\$1,830,000
Vanpool	\$61,566	\$0	\$60,000	\$120,000	\$60,000	\$120,000	\$71,500
New/Repl Serv. Vehicles	\$165,849	\$0	\$130,000	\$110,000	\$110,000	\$110,000	\$110,000
ITS Improvements	\$0	\$263,840	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$0	\$612,000	\$3,000,000	\$2,000,000	\$1,500,000	\$1,575,000	\$2,250,000
Misc. Capital Projects	\$22,845	\$304,500	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Office Furniture & Equipment	\$0	\$25,000	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Totals	\$2,171,685	\$2,325,081	\$6,640,000	\$5,250,000	\$3,620,000	\$4,005,000	\$4,581,500

Last Year's Table

	2017 ACTUAL	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.
General Fund Beginning Balance	\$1,632,326	\$1,444,960	\$1,272,085	\$1,092,347	\$1,179,721	\$1,274,133	\$1,370,760
Sales Tax	\$4,668,937	\$4,762,315	\$4,857,562	\$4,954,713	\$5,053,807	\$5,154,883	\$5,257,981
State Operating Grant	\$281,340	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000	\$450,000
Local Grants & Contributions	\$19,000	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
Fares	\$151,239	\$154,263	\$157,349	\$160,496	\$163,706	\$166,980	\$170,319
Federal (5311) Operating Grant	\$1,129,383	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500	\$637,500
Federal Capital Grants	\$278,848	\$1,684,414	\$2,812,000	\$3,220,000	\$4,656,000	\$2,564,000	\$2,865,200
Other Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Capital Grants	\$641,135	\$0	\$0	\$0	\$0	\$0	\$0
Vanpool	\$33,391	\$50,000	\$50,000	\$70,000	\$80,000	\$90,000	\$90,000
Misc. Revenue	\$52,195	\$33,000	\$33,990	\$35,010	\$36,060	\$37,142	\$38,256
Sub-total	\$7,255,467	\$7,788,993	\$9,015,900	\$9,545,218	\$11,094,573	\$9,118,005	\$9,526,756
Gen Fund + Revenue Totals	\$8,887,793	\$9,233,953	\$10,287,985	\$10,637,566	\$12,274,294	\$10,392,138	\$10,897,516
Operating Expenses							
Administration	\$907,863	\$1,047,261	\$1,068,206	\$1,089,570	\$1,111,362	\$1,133,589	\$1,156,261
Haines Place PNR	\$273,847	\$409,617	\$417,809	\$426,166	\$434,689	\$443,383	\$452,250
Vehicle Maintenance	\$763,443	\$1,036,787	\$1,057,523	\$1,078,673	\$1,100,247	\$1,122,252	\$1,144,697
Facility Maintenance	\$247,772	\$271,325	\$276,752	\$282,287	\$287,932	\$293,691	\$299,565
General Operations/Vanpool	\$1,947,194	\$2,404,459	\$2,452,548	\$2,501,599	\$2,551,631	\$2,602,664	\$2,654,717
Operating Expenses Totals	\$4,140,119	\$5,169,449	\$5,272,838	\$5,378,295	\$5,485,861	\$5,595,578	\$5,707,489
Capital Projects							
Vehicles	\$368,809	\$2,096,439	\$2,830,000	\$3,400,000	\$3,830,000	\$2,580,000	\$2,830,000
Vanpool	\$0	\$71,500	\$60,000	\$120,000	\$60,000	\$120,000	\$71,500
New/Repl Serv. Vehicles	\$0	\$180,000	\$130,000	\$110,000	\$110,000	\$110,000	\$110,000
ITS Improvements	\$205,414	\$276,500	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
Facility Improvement	\$0	\$210,000	\$300,000	\$1,450,000	\$1,625,000	\$200,000	\$375,000
Misc. Capital Projects	\$122,854	\$217,500	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
Office Furniture & Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
New Facilities Capital	\$764,221	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Projects Totals	\$1,461,298	\$3,051,939	\$3,515,000	\$5,275,000	\$5,820,000	\$3,205,000	\$3,581,500

Operating Revenues and Expenditures continued:

	2018 ACTUAL	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.	2024 PROJ.
Total Revenue (+)	\$10,139,130	\$8,202,598	\$12,574,397	\$10,498,379	\$10,275,699	\$10,957,727	\$12,073,016
Operating Expenses (-)	\$4,606,156	\$5,341,175	\$5,630,399	\$5,743,006	\$5,857,867	\$5,975,024	\$6,094,524
Capital Projects (-)	\$2,171,685	\$2,325,081	\$6,640,000	\$5,250,000	\$3,620,000	\$4,005,000	\$4,581,500
Debt Service (-)	\$60,370	\$60,800	\$59,550	\$58,300	\$61,800	\$60,150	\$58,500
Inc. to Cap. Res. (-)	\$2,163,239	\$1,500,000	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000
Inc. to Operating Res.(-)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Unemployment Res.(-)	\$500	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$625,896	\$1,905,780	\$1,328,000	\$2,050,000	\$724,000	\$801,000	\$976,300
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac.Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,713,076	\$831,322	\$522,449	\$447,072	\$660,033	\$918,554	\$1,514,792
Dedicated Capital Rep. Fund							
Beg Cap. Rep Fund	\$3,677,984	\$5,215,327	\$4,809,547	\$4,481,547	\$3,431,547	\$3,457,547	\$3,406,547
Capital Repl. Fund (+)	\$2,163,239	\$1,500,000	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000
Capital Purchase (-)	\$625,896	\$1,905,780	\$1,328,000	\$2,050,000	\$724,000	\$801,000	\$976,300
Year End Cap. Rep. Fund Bal.	\$5,215,327	\$4,809,547	\$4,481,547	\$3,431,547	\$3,457,547	\$3,406,547	\$3,180,247
Dedicated Facilities Rep. Fund							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$1,300,000	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000	\$1,550,000	\$1,600,000
Annual Oper Reserve (+)	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000	\$1,550,000	\$1,600,000	\$1,650,000
Available Operating Cash	\$8,278,404	\$7,040,870	\$6,453,996	\$5,378,619	\$5,667,580	\$5,925,101	\$6,345,039
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$922,723	\$562,334	\$630,980	\$860,183	\$898,916	\$939,659	\$972,496

Last Year's Table

Operating Revenues and Expenditures continued:

	2017 ACTUAL	2018 PROJ.	2019 PROJ.	2020 PROJ.	2021 PROJ.	2022 PROJ.	2023 PROJ.
Debt Service	\$605,000	\$57,425	\$61,975	\$61,325	\$60,075	\$58,825	\$62,325
Total Revenue (+)	\$8,887,793	\$9,233,953	\$10,287,985	\$10,637,566	\$12,274,294	\$10,392,138	\$10,897,516
Operating Expenses (-)	\$4,140,119	\$5,169,449	\$5,272,838	\$5,378,295	\$5,485,861	\$5,595,578	\$5,707,489
Capital Projects (-)	\$1,461,298	\$3,051,939	\$3,515,000	\$5,275,000	\$5,820,000	\$3,205,000	\$3,581,500
Debt Service (-)	\$605,000	\$61,005	\$60,800	\$59,550	\$58,300	\$61,800	\$60,150
Inc. to Cap. Res. (-)	\$1,519,335	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000	\$750,000
Inc. to Operating Res.(-)	\$222,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Inc. to Facilities Res.(-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Cap. Reserve (+)	\$504,920	\$1,370,525	\$703,000	\$2,055,000	\$1,164,000	\$641,000	\$716,300
Xfers From Oper. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Xfers From Fac. Reserve (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Retained Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End General Fund Bal.	\$1,444,960	\$1,272,085	\$1,092,347	\$1,179,721	\$1,274,133	\$1,370,760	\$1,464,677
Dedicated Capital Rep. Fund							
Beg Cap. Rep Fund	\$2,138,675	\$3,153,090	\$2,782,565	\$3,079,565	\$1,774,565	\$1,360,565	\$1,469,565
Capital Repl. Fund (+)	\$1,519,335	\$1,000,000	\$1,000,000	\$750,000	\$750,000	\$750,000	\$750,000
Capital Purchase (-)	\$504,920	\$1,370,525	\$703,000	\$2,055,000	\$1,164,000	\$641,000	\$716,300
Year End Cap. Rep. Fund Bal.	\$3,153,090	\$2,782,565	\$3,079,565	\$1,774,565	\$1,360,565	\$1,469,565	\$1,503,265
Dedicated Facilities Rep. Fund							
Beg Facilities Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Facil. Fund (+)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Purchase (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Fac. Rep. Fund Bal.	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dedicated Oper. Res. Fund							
Beginning Oper Reserve	\$950,000	\$1,172,000	\$1,300,000	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000
Annual Oper Reserve (+)	\$222,000	\$128,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Xfer to General Fund (-)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Year End Oper. Res. Fund Bal.	\$1,172,000	\$1,300,000	\$1,350,000	\$1,400,000	\$1,450,000	\$1,500,000	\$1,550,000
Available Operating Cash	\$5,770,050	\$5,354,650	\$5,521,913	\$4,354,286	\$4,084,698	\$4,340,325	\$4,517,942
Total On-Going Revenue Less							
Oper Exp for Each Yr.	\$895,743	\$125,866	\$118,714	\$131,428	\$134,006	\$136,447	\$128,748

Six-Year Budget Assumption Information

Operating:

- Sales Tax Receipts are assumed at a conservative 2% annual growth for 2019-2024.
- The Olympic Connection service continues to be funded by grants and contributions from the partner members.
- Expenses are projected to increase 2% annually over the next six years.

Capital:

- New acquisitions and the unfunded portion of replacement acquisitions are funded from grants (typically at 80%) and the Authority's Reserve for Replacement.
- Operations/Maintenance/Administration facility preservation and expansion is funded with grants, reserves, partnerships with other appropriate agencies and entities, and the match of the value of the current facility and property.
- Vanpool expansion is predicated with the possibility that changes may be made statutorily allowing vanpool to be used for other programs.

Appendix List

Appendix A: Requested Services & Projects

Appendix B: Organizational Chart

Appendix C: Route Maps and Schedules

Appendix A: Requested Services & Projects

2019-2024

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Section VII: 2019-2024 SERVICES, FACILITIES & EQUIPMENT

Services

Expansion 2019-2024

The top 10 listed received the most high priority service project ratings from public & customer comments and staff:

1. Continue to work toward installing higher functioning routes as requested by the public.
2. Add Commuter and Connector runs, Port Townsend in-town service hours, Tri-Area mid-day runs, and Marrowstone service.
3. Implement service along Cape George Rd, Hastings, Jacob Miller Rd, and Discovery Rd.
4. Plan improved access to Senior Meals and services and expand Paratransit service beyond ADA requirements.
5. Later service in-town and in Tri-Area, expand service along Beaver Valley Road to service Park & Ride on SR 104, develop a route from West Valley Rd to Egg & I Rd, back to Center Rd, a Tri-Area loop & Back to Port Townsend.
6. General public dial-a-ride service, (a combined fixed-route and demand service to service several communities) or fixed route service to Marrowstone Island and Fort Flagler, Kala Point and Cape George service, may include weekend passenger only ferry excursion service with seasonal parameters and a competitive fee structure.
7. Kitsap County Connections: evaluate needs for connection to Kingston Ferry and Olympic College-Poulsbo campus; service for Poulsbo branch of Olympic College; and evaluate service change for transfer to Kitsap Transit to Bainbridge ferry at Olympic College. Also increase weekend services to/from Poulsbo & reinstate Sunday service if Kitsap Transit does.
8. Provide service to SR19/SR104 Park & Ride.
9. Increase shuttle to every 15 minute instead of every 30 minutes.
10. Review need for transit service to Jefferson County Airport.

Appendix A: Requested Services & Projects

2019-2024

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Unranked:

11. Ride Share-Actively participates in the Puget Sound Region's rideshareonline.com project and expands vanpool marketing efforts and study Flex-Car/truck feasibility.
12. Continue to develop educational outreach to teach youth and seniors how to use the bus, perhaps partner with health awareness and improvement/education programs.
13. Review service needs of all of East Jefferson County's campuses (Fort Worden, NW Maritime Center, School of Wooden Boat Building, and existing public school campuses)
14. Plan a green bike program, providing loaner bikes for use around town.
15. Miscellaneous:
 - a. Saturday garage-sale bus
 - b. Summer express service, 3 times daily, between Fort Worden and the Park & Ride, and Fort Flagler and the Park & Ride.
 - c. Sunday morning service to help people get to early church services.
 - d. Service to upper SR20 business district in Port Townsend.
 - e. Saturday evening shuttle for monthly arts walk.
 - f. Partner with Local 20/20 T-Lab to encourage bus/pedestrian trips.
16. South County Services:
 - g. Service to the Brinnon Community Center.
 - h. Service to access the Toandos Peninsula (Dabob Road)
 - i. Service to Coyle and other remote areas. Perhaps use a van-pool type service model.
 - j. Closer connections from Brinnon to Kitsap County and Brinnon to Clallam County that do not require traveling in to the Tri-Area. Perhaps have Sequim to Poulsbo along Highway 104 to connect with Brinnon Service.
17. Jefferson Transit Olympic Connection-earlier fixed route to Lake Quinault and for summer service to Upper Hoh Road to ranger station. Summer service to trailheads.
18. Clallam County Connection- Expand service to Sequim to make transportation to Victoria easier, perhaps seasonally and/or less frequently than every day.
19. Regional Connections
 - k. Dungeness Regional transit service between Clallam and Kitsap County
 - l. Bainbridge Island or Kingston
 - m. Sequim to Poulsbo & Silverdale (direct express), perhaps one day a week.
 - n. Link up with regional effort to provide seamless transportation from Canada to southern Oregon.
 - o. Streamline transportation from Port Townsend to SeaTac airport; add an express trip once or twice a week.
20. Coordinate fixed route service to provide connections to travelers who arrive or depart Jefferson County on ferry service, both private carriers and the ferry system.
21. Incorporate an interactive county connection master map on the website and coordinates on the brochures to help visitors and new residents better understand the county area.

Appendix A: Requested Services & Projects

2019-2024

(The Services list constitutes requests from customers and staff. These have not been vetted to see if they align with Jefferson Transit's mission or service model. They are also contingent on available funding.)

Facilities

Expansion 2019-2024

1. Have signage and benches at all stops, and add shelters to selected stops.
2. Plan Park & Ride network between Tri-area, Port Ludlow and Highway 104
3. Park and ride improvements where possible that serve the needs of the community (food bank, day care, street food); partner with churches and other organizations as appropriate
4. Plan & design West Jefferson Transit Center, including Maintenance Shop & Covered Parking, partner with Clallam Transit & Jefferson County
5. Add 2 Simme Seats – (1) Hadlock & Hwy 19 across from the Glass Doctor & (2) to be determined

Equipment - Rolling Stock

Preservation & Expansion 2019-2024

Note: Heavy-duty & medium-duty buses are also referred to as large transit coaches.

1. New Buses
2. Acquire Electric Car for staff use (shelter checks, schedule distribution, mail runs, etc)
3. Replace 4 ADA equipped vans (like Amerivans)
4. Replace 16 Heavy-Duty Coaches
5. Add 6 Medium-Duty Cutaways

Equipment – Other than Rolling Stock

Preservation & Expansion 2019-2024

1. Upgrade fare boxes
2. Add enunciator equipment to vehicles
3. Upgrade computer software versions
4. Integrate interactive bus stops

Jefferson Transit Authority Organizational Chart 2018

