



**JEFFERSON TRANSIT AUTHORITY  
REGULAR BOARD MEETING  
Tuesday, October 15, 2019, 1:30 p.m.  
Jefferson Transit Boardroom  
63 4 Corners Road, Port Townsend, WA**

**AGENDA**

**Call to Order/Welcome**

**Public Comment**

*This is a time period dedicated to listening to the public. We want to hear your ideas or concerns. To ensure equal opportunity for the public to comment, all comments shall be limited to three minutes per person. Please start by stating your name for the record.*

**New Agenda Items**

**I. Finance Reports**

- a. September 2019
- b. August 2019

**II. Consent Agenda**

- a. Approval of Minutes, August 27, 2019
- b. Approval of Special Meeting Minutes, September 17, 2019
- c. Approval of Expenses, September 2019
- d. Approval of Expenses, August 2019

**III. Old Business**

**IV. New Business**

- a. **Resolution 19-23:** Authorizing the Chair of the Authority Board to sign Grant Agreement PTD0037
- b. **Resolution 19-24:** Amending the Purchasing Policy
- c. **Resolution 19-25:** Amending the Credit Card Policy
- d. **Resolution 19-26:** Fehr & Peers Comprehensive Plan Contract
- e. **Authority for the General Manager to sign purchase orders for four new buses.**
- f. **Citizen Advisory Committee Bylaw Change Recommendation**

**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

October 9, 2019

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

The budget tracking percentage for September is 75%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

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

**Revenue Report –**

Overall - Operating revenue is tracking over budget with the exception of vanpool. This is a timing issue.

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

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

- **Labor** – Labor is 4.3% under budget.
  - **Dial-A-Ride (DAR)** – DAR Wages are 15% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 9.5% under budget.
  - L&I – Over budget, JTA notified of increased cost after budget completed.
- **Services and User Fees** – S/U Fees are 33% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 20% under budget.
  - 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.
- **Utilities** – Utilities is 2.3% over budget –
  - 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** – 4.7% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 34.4% under budget.
- **Miscellaneous** – 35.9% under budget.
- **Interest on Debt** – On Budget, Bond call is scheduled for Oct. 11, 2019.
- **Leases and Rentals** – 14.3% under budget.

**Capital Activity** – Capital activity in September: Decals for bus 700(former Dungeness Bus); HPTC Bathroom permit; Fire Suppression sprinkler cap



## September 2019 Financial Summary

Budget Tracking Figure: 75%

Operational Expenses:	\$366,696.28
Operational Revenues:	\$18,621.26
Non-Operational Income:	\$687,195.99
Capital Expenses:	\$6,248.91
Capital Income:	\$0.00

Sales Tax Received 9/30/2019 for July 2019:	\$485,580.98
Sales Tax Received 9/30/2018 for July 2018:	\$504,473.98

\*\*Sales tax decreased from prior year 4%\*\*

Cash on Hand as of September 30, 2019\*:

Operating:	\$2,800,244.05
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$2,199,843.40
Dedicated (Committed) Grant Match (56% Funded):	\$2,614,685.04
(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:	\$55,716.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,230.48
Travel Fund:	\$1,500.00

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**Total** **\$9,597,969.40\*\***

\*"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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
September	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,940,515.07	3,183,914.00	23.76%
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	
<b>Total</b>		\$3,940,515.07	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
<b>Monthly Average</b>		\$437,835.01	\$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 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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
July	0.90%	\$485,580.98	\$504,473.98	\$399,053.15	\$399,443.33	\$371,144.67	\$379,100.00	28.09%	\$3,050,861.90	2,473,437.00	23.35%
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	
<b>Total</b>		\$3,050,861.90	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
<b>Monthly Average</b>		\$435,837.41	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

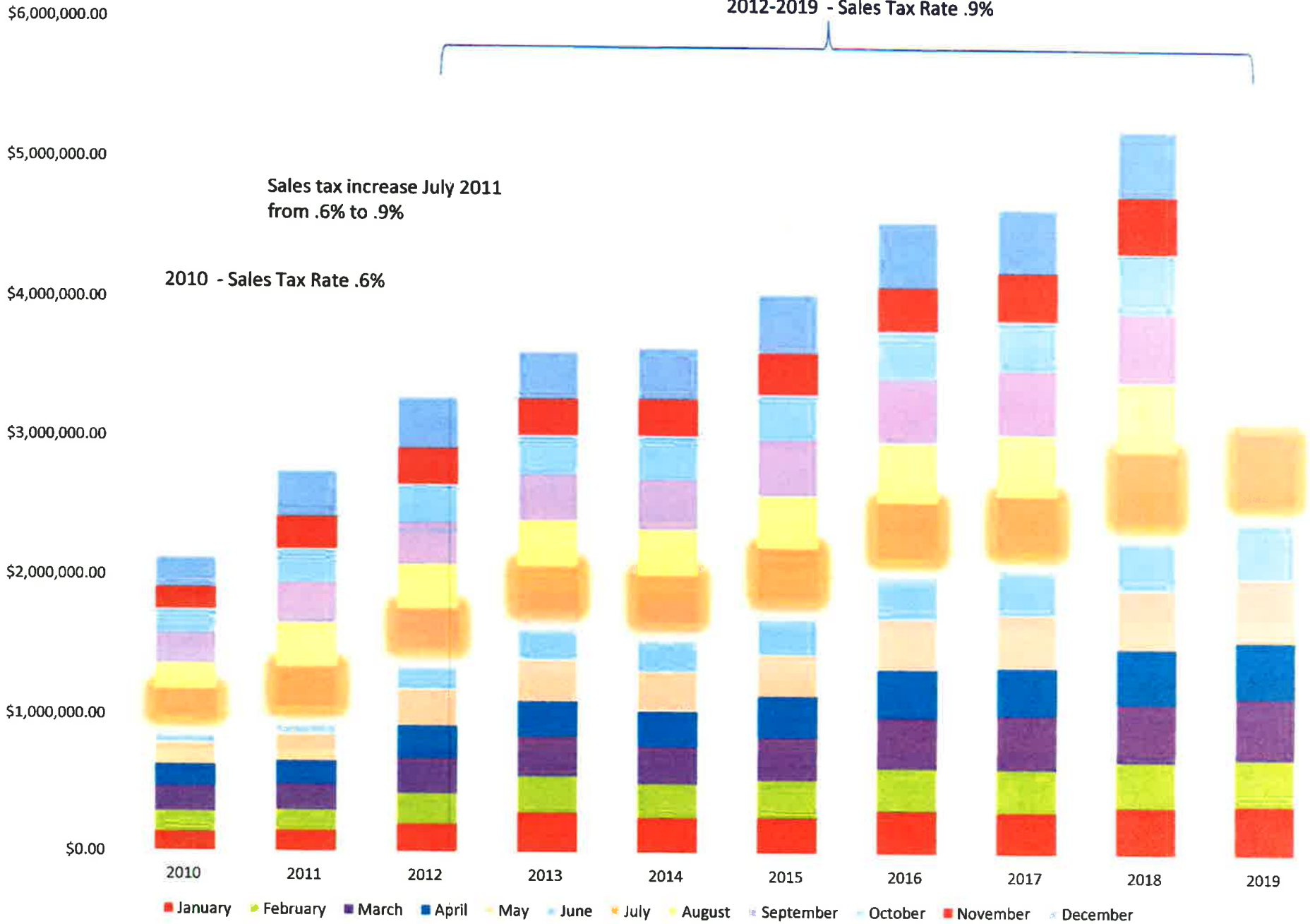
# Jefferson Transit Authority - 2008-2019 Cumulative Sales Tax (Accrual Based)

2012-2019 - Sales Tax Rate .9%

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

2010 - Sales Tax Rate .6%

September 2019  
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**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Nine Months Ending September 30, 2019**

	<u>September</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$9,387,672.90	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$290,059.15)	(\$2,981,723.25)
Non-Capital Financing Activities	\$489,638.10	\$4,713,742.75
Investing Activities	\$11,070.82	\$91,313.28
Total Operating Cash Provided/(Used)	\$210,649.77	\$1,823,332.78
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$704.89	\$588,753.34
Net Increase/(Decrease) Cash and Equivalent	\$211,354.66	\$2,412,086.12
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$9,599,027.56</u></b>	<b><u>\$9,599,027.56</u></b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Nine Months Ending September 30, 2019**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$18,621.26</b>	<b>\$137,078.48</b>	<b>\$172,072.00</b>	<b>79.66%</b>
<b>Operating Expenses</b>				
Labor	175,163.46	1,589,773.07	2,249,110.00	70.68%
Benefits	125,459.69	1,156,762.57	1,765,334.00	65.53%
Services and User Fees	7,059.51	140,689.76	336,454.00	41.82%
Materials & Supplies	38,024.99	344,775.34	626,760.00	55.01%
Utilities	4,686.14	62,515.50	80,853.00	77.32%
Casualty/Liability Costs	11,647.91	109,987.99	138,000.00	79.70%
Taxes	358.65	2,974.38	7,319.00	40.64%
Miscellaneous Expenses	3,985.93	41,233.89	105,325.00	39.15%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	310.00	12,815.40	21,220.00	60.39%
<b>Total Operating Expenses</b>	<b>366,696.28</b>	<b>3,466,927.90</b>	<b>5,341,175.00</b>	<b>64.91%</b>
<b>Operating Income (Loss)</b>	<b>(348,075.02)</b>	<b>(3,329,849.42)</b>	<b>(5,169,103.00)</b>	<b>64.42%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,401.01	108,841.03	76,176.00	142.88%
Taxes Levied by Transit	545,922.98	4,078,816.07	4,435,490.00	91.96%
Local Grants & Contributions	1,250.00	11,250.00	17,500.00	64.29%
State Grants & Contributions	20,872.00	155,772.16	295,508.00	52.71%
Federal Grants & Contributions	106,750.00	980,222.00	1,060,104.00	92.46%
<b>Total Non-Operating Revenues</b>	<b>687,195.99</b>	<b>5,334,901.26</b>	<b>5,884,778.00</b>	<b>90.66%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>339,120.97</b>	<b>2,005,051.84</b>	<b>715,675.00</b>	<b>280.16%</b>
<b>Net Income/(Loss)</b>	<b>339,120.97</b>	<b>2,005,051.84</b>	<b>715,675.00</b>	<b>280.16%</b>

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

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,473.80	\$104,839.36	\$131,496.00	79.73%
Fixed Route Fares - West - JTOC	687.44	3,984.49	5,256.00	75.81%
Dial-a-Ride Fares (DAR)	966.16	7,714.37	9,660.00	79.86%
Vanpools	1,851.52	16,897.92	22,860.00	73.92%
Extended Service	3,642.34	3,642.34	2,800.00	130.08%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>18,621.26</b>	<b>137,078.48</b>	<b>172,072.00</b>	<b>79.66%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	11,070.82	91,313.28	74,976.00	121.79%
Gain (Loss) on Disposition of Capital Items	1,280.00	12,284.67	1,200.00	1,023.72%
Public Donations	50.19	102.19		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>545,922.98</b>	<b>4,078,816.07</b>	<b>4,435,490.00</b>	<b>91.96%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	11,250.00	15,000.00	75.00%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	20,872.00	152,840.00	295,508.00	51.72%
RTAP		2,932.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	106,750.00	980,222.00	1,060,104.00	92.46%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>687,195.99</b>	<b>5,334,901.26</b>	<b>5,884,778.00</b>	<b>90.66%</b>
<b>TOTAL REVENUES</b>	<b>705,817.25</b>	<b>5,471,979.74</b>	<b>6,056,850.00</b>	<b>90.34%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Nine Months Ending September 30, 2019**

	September	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$58,605.41	\$574,833.64	\$783,140.00	73.40%
Operators Overtime - Fixed Route	3,990.11	24,849.13	73,170.00	33.96%
Operators Salaries & Wages - Dial-a-Ride (DAR)	10,584.33	79,007.25	87,787.00	90.00%
Operators Overtime - Dial-a-Ride (DAR)	779.67	3,475.10	12,705.00	27.35%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	43,278.55	410,583.65	591,221.00	69.45%
Other Overtime (Mntce, Dispatch, Cust Serv)	5,126.02	26,664.37	46,007.00	57.96%
Administration Salaries	52,799.37	470,359.93	655,080.00	71.80%
<b>Total Labor</b>	<b>175,163.46</b>	<b>1,589,773.07</b>	<b>2,249,110.00</b>	<b>70.68%</b>
<b>Benefits</b>				
FICA	16,342.97	136,936.10	222,376.00	61.58%
Pension Plans (PERS)	24,868.92	234,192.70	344,638.00	67.95%
Medical Plans	43,653.12	406,594.55	637,020.00	63.83%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,555.87	75,370.01	94,433.00	79.81%
Holiday	7,882.37	70,881.82	95,939.00	73.88%
General Leave	21,763.74	193,679.42	292,240.00	66.27%
Other Paid Absence (Court Duty & Bereavement)	1,598.16	6,564.06	14,686.00	44.70%
Uniforms, Work Clothing & Tools Allowance	250.57	6,584.10	17,840.00	36.91%
Other Benefits (HRA, EAP & Wellness)	251.57	23,292.49	32,196.00	72.35%
Paid FML	292.40	2,667.32	3,966.00	67.25%
<b>Total Benefits</b>	<b>125,459.69</b>	<b>1,156,762.57</b>	<b>1,765,334.00</b>	<b>65.53%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	438.00	12,980.38	24,250.00	53.53%
Professional & Technical Services	1,904.57	62,093.91	123,500.00	50.28%
Contract Maintenance Services (IT Services)	1,145.31	7,798.47	16,005.00	48.73%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		2,097.23	5,600.00	37.45%
Vehicle Technical Services	1,097.04	13,104.92	47,000.00	27.88%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	611.49	11,297.01	41,635.00	27.13%
Postage & Mail Meter Fees	100.00	1,643.81	3,600.00	45.66%
Drug & Alcohol Services	219.91	3,649.19	8,500.00	42.93%
Other Services & User Fees	1,543.19	13,675.27	19,300.00	70.86%
<b>Total Service and User Fees</b>	<b>7,059.51</b>	<b>140,689.76</b>	<b>336,454.00</b>	<b>41.82%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	26,692.12	191,614.29	355,000.00	53.98%
Tires	1,004.87	13,859.82	35,000.00	39.60%
Lubrication	808.44	7,341.22	15,550.00	47.21%
Tools		7,370.57	18,000.00	40.95%
Vehicle Maintenance & Repair Parts	6,661.34	64,770.81	96,500.00	67.12%
Non-Vehicle Maintenance & Repair Parts	446.55	4,736.80	8,240.00	57.49%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	6.08	2,248.55	5,750.00	39.11%
Shop Supplies (Maintenance & Cleaning)	1,417.50	11,998.74	7,500.00	159.98%
Safety & Emergency Supplies		4,223.24	7,050.00	59.90%
Office Supplies	617.51	12,791.69	19,920.00	64.22%
Computer Programs & Supplies		10,925.78	15,700.00	69.59%
Printing (Photocopier, Schedules & Brochures)	370.58	12,893.83	39,200.00	32.89%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>38,024.99</b>	<b>344,775.34</b>	<b>626,760.00</b>	<b>55.01%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,084.93	9,887.61	14,100.00	70.12%
Utilities (Electrical & Propane)		18,570.86	29,000.00	64.04%
Telephone & Internet	3,601.21	34,057.03	37,753.00	90.21%
<b>Total Utilities</b>	<b>4,686.14</b>	<b>62,515.50</b>	<b>80,853.00</b>	<b>77.32%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Nine Months Ending September 30, 2019**

	<u>September</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$104,831.19	\$138,000.00	75.96%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>109,987.99</b>	<b>138,000.00</b>	<b>79.70%</b>
<b>Taxes</b>				
State Taxes	358.65	2,627.09	3,569.00	73.61%
Vehicle Licensing & Registration Fees		215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>358.65</b>	<b>2,974.38</b>	<b>7,319.00</b>	<b>40.64%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	895.19	10,053.89	24,171.00	41.59%
Travel & Meetings	766.24	21,273.08	35,500.00	59.92%
Fines & Penalties	9.50	103.36		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	2,195.00	6,447.61	27,104.00	23.79%
EE CDL and EE Physical Expense	120.00	3,253.14	9,250.00	35.17%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>3,985.93</b>	<b>41,233.89</b>	<b>105,325.00</b>	<b>39.15%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	2,790.00	3,000.00	93.00%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		9,583.40	15,720.00	60.96%
<b>Total Leases and Rentals</b>	<b>310.00</b>	<b>12,815.40</b>	<b>21,220.00</b>	<b>60.39%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>366,696.28</b>	 <b>3,466,927.90</b>	 <b>5,341,175.00</b>	 <b>64.91%</b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 9/30/19</b>	\$ 5,189,528.44	\$ -
Balance per GL @ 8/31/19		\$ 5,188,029.92	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 7,747.43	
	Transfers Out (Purchases)	\$ (6,248.91)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
<b>Balance per GL @ 9/30/19</b>		\$ 5,189,528.44	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ 5,189,528.44	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ 78,781.55
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,781.55)
	<b>JTA Funded Balance</b>		\$ -
Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 83 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 83 4 Adtl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	<b>JTA Funded Balance</b>		\$ 575,000.00
Other Building and Structures		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Aug 19 - Bid Advertising		\$ (49.40)
	Sep 19 - Permit		\$ (575.11)
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 35,000.00
<b>Radio Project - Maynard Min Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 35,000.00
	July 2019		\$ (29,994.62)
	September 2019		\$ (3,008.40)
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Discovery Road Shelter		\$ (7,875.00)
	<b>JTA Funded Balance</b>		\$ 297,497.47
Revenue Vehicles			
1 Full-Size Buses	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
2 DAR Cut-a-ways	<b>2019 Beginning Budget</b>	\$ -	\$ 185,000.00
1 Trolley Style FR Bus	<b>2019 Beginning Budget</b>		\$ 350,000.00
Bus Wrap	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Sep 19 - Strips #700		\$ (2,616.00)
Major Component Replacement	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		\$ 772,824.00
System Wide			
Bond Defeasance	<b>2019 Supplemental Budget</b>		\$ 360,000.00
	<b>JTA Funded Balance</b>		\$ 360,000.00
Service Equipment			
Conex Box for Tire Storage	<b>2019 Beginning Budget</b>		\$ 5,000.00
	Mar-19		\$ (3,583.30)
Tool Box for 805 (Road Call Response)	<b>2019 Beginning Budget</b>		\$ 20,000.00
	Tool Box - May 2019		\$ (18,974.58)
	<b>JTA Funded Balance</b>		\$ 1,442.12
Office Furniture & Equipment			
New Finance/Mnlce/Ops Software	<b>2019 Beginning Budget</b>		\$ 175,000.00
Printer/Scanner /Copier for HPTC	<b>2019 Beginning Budget</b>		\$ 3,500.00
	June 2019 - HPTC Copier		\$ (3,260.19)
Remix Mapping Software	<b>2019 Beginning Budget</b>		\$ 12,000.00
SMARSH - Archiving Software	<b>2019 Beginning Budget</b>		\$ 5,840.00
	<b>JTA Funded Balance</b>		\$ 193,079.81

JTA Capital Balance	\$ 5,189,528.44
JTA Committed Project Funds Sub-Total	\$ (2,199,843.40)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,614,686.04</b>



63 4 Corners Road, Port Townsend, WA 98368

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Attachment B

September 12, 2019

**TO:** Board of Trustees, Jefferson Transit Authority

**FROM:** Sara Crouch, Finance Manager

**RE:** August 2019 Financial Report

The budget tracking percentage for August is 66.7%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month June 2019 sales tax was 10.4% higher than received in June 2018.

Cumulatively, JTA sales tax receipts are 6% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or over budget with the exception of JTOC fare collections. This is a timing issue.

**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 8.8% UNDER budget.**

- **Labor –** Labor is 3.8% under budget.
  - **Fixed Route –** Fixed Route is hovering just over to just under budget every month.
  - **Dial-A-Ride (DAR) –** DAR Wages are 11.2% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits –** Benefits are 8.3% 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 – This is a timing issue.
- **Services and User Fees –** S/U Fees are 29% under budget.
- **Materials and Supplies Consumed –** M/S Consumed is 18% under budget.
  - 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.
- **Utilities –** Utilities is 2.2% over budget –
  - 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 –** 4.6% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes –** 31% under budget.
- **Miscellaneous –** 31.3% under budget.
- **Interest on Debt –** On Budget, Bond call is scheduled for Oct. 11, 2019.
- **Leases and Rentals –** 13.3% under budget.

**Capital Activity –** Capital activity in August: No capital activity



## August 2019 Financial Summary

Budget Tracking Figure: 66.7%

Operational Expenses:	\$377,664.53
Operational Revenues:	\$15,909.58
Non-Operational Income:	\$655,932.89
Capital Expenses:	\$0.00
Capital Income:	\$0.00
 Sales Tax Received 8/31/2019 for June 2019:	 \$550,089.91
Sales Tax Received 8/31/2018 for June 2018:	\$498,093.29

\*\*Sales tax increased from prior year 10%\*\*

Cash on Hand as of August 31, 2019\*:

Operating:	\$2,593,631.10
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$2,209,781.36
Dedicated (Committed) Grant Match (56% Funded):	\$2,603,248.56
(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:	\$50,566.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$102,627.55
Travel Fund:	\$1,500.00

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<b>Total</b>	<b>\$9,386,105.00**</b>
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\*\*"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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$3,454,934.09	2,804,814.00	23.18%
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	\$433,879.75	\$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	\$460,963.02	\$399,850.25	\$439,442.00	0.00%	\$0.00	4,032,692.00	
December	0.90%		\$432,231.53	\$353,773.50	\$344,116.73	\$321,318.35	\$341,785.00	0.00%	\$0.00	4,374,477.00	
<b>Total</b>		\$3,454,934.09	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
<b>Monthly Average</b>		\$431,866.76	\$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 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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%	\$550,089.91	\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,627.00	24.28%	\$2,565,280.92	2,094,337.00	22.49%
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	
<b>Total</b>		\$2,565,280.92	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
<b>Monthly Average</b>		\$427,546.82	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

August 2019 Page 3 of 9



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

	August	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,792,787.11	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$342,446.89)	(\$2,695,689.51)
Non-Capital Financing Activities	\$926,727.69	\$4,224,104.65
Investing Activities	\$11,793.42	\$80,242.46
Total Operating Cash Provided/(Used)	\$596,074.22	\$1,608,657.60
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$2,205.44)	\$591,056.85
Net Increase/(Decrease) Cash and Equivalent	\$593,868.78	\$2,199,714.45
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$9,386,655.89</b>	<b>\$9,386,655.89</b>

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

	August	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$15,909.58</b>	<b>\$118,188.72</b>	<b>\$172,072.00</b>	<b>68.69%</b>
<b>Operating Expenses</b>				
Labor	187,716.30	1,414,609.61	2,249,110.00	62.90%
Benefits	116,553.35	1,031,038.62	1,765,334.00	58.40%
Services and User Fees	9,752.15	129,177.12	336,454.00	38.39%
Materials & Supplies	39,732.10	305,290.78	626,760.00	48.71%
Utilities	4,771.37	55,738.14	80,853.00	68.94%
Casualty/Liability Costs	11,647.91	98,340.08	138,000.00	71.26%
Taxes	521.81	2,615.73	7,319.00	35.74%
Miscellaneous Expenses	6,659.54	37,247.96	105,325.00	35.36%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	310.00	11,329.35	21,220.00	53.39%
<b>Total Operating Expenses</b>	<b>377,664.53</b>	<b>3,090,787.39</b>	<b>5,341,175.00</b>	<b>57.87%</b>
<b>Operating Income (Loss)</b>	<b>(361,754.95)</b>	<b>(2,972,598.67)</b>	<b>(5,169,103.00)</b>	<b>57.51%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,203.98	96,440.02	76,176.00	126.60%
Taxes Levied by Transit	516,798.91	3,532,893.09	4,435,490.00	79.65%
Local Grants & Contributions	1,250.00	10,000.00	17,500.00	57.14%
State Grants & Contributions	16,496.00	133,400.16	295,508.00	45.14%
Federal Grants & Contributions	109,184.00	873,472.00	1,060,104.00	82.39%
<b>Total Non-Operating Revenues</b>	<b>655,932.89</b>	<b>4,846,205.27</b>	<b>5,884,778.00</b>	<b>78.95%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>294,177.94</b>	<b>1,673,606.60</b>	<b>715,675.00</b>	<b>233.85%</b>
<b>Net Income/(Loss)</b>	<b>294,177.94</b>	<b>1,673,606.60</b>	<b>715,675.00</b>	<b>233.85%</b>

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

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$12,439.50	\$93,097.06	\$131,496.00	70.80%
Fixed Route Fares - West - JTOC	348.92	3,297.05	5,256.00	62.73%
Dial-a-Ride Fares (DAR)	1,121.80	6,748.21	9,660.00	69.86%
Vanpools	1,999.36	15,046.40	22,860.00	65.82%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>15,909.58</b>	<b>118,188.72</b>	<b>172,072.00</b>	<b>68.69%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	11,793.42	80,242.46	74,976.00	107.02%
Gain (Loss) on Disposition of Capital Items	410.56	11,004.67	1,200.00	917.06%
Public Donations		52.00		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>516,798.91</b>	<b>3,532,893.09</b>	<b>4,435,490.00</b>	<b>79.65%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	10,000.00	15,000.00	66.67%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	131,968.00	295,508.00	44.66%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	873,472.00	1,060,104.00	82.39%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>655,932.89</b>	<b>4,646,205.27</b>	<b>5,884,778.00</b>	<b>78.95%</b>
<b>TOTAL REVENUES</b>	<b>671,842.47</b>	<b>4,764,393.99</b>	<b>6,056,850.00</b>	<b>78.66%</b>



**Jefferson Transit Authority  
Expense Statement  
For the Eight Months Ending August 31, 2019**

	August	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$66,773.31	\$516,228.23	\$783,140.00	65.92%
Operators Overtime - Fixed Route	2,504.23	20,859.02	73,170.00	28.51%
Operators Salaries & Wages - Dial-a-Ride (DAR)	9,009.57	68,422.92	87,787.00	77.94%
Operators Overtime - Dial-a-Ride (DAR)	437.65	2,695.43	12,705.00	21.22%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	49,889.94	367,305.10	591,221.00	62.13%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,375.38	21,538.35	46,007.00	46.82%
Administration Salaries	56,726.22	417,560.56	655,080.00	63.74%
<b>Total Labor</b>		<b>1,414,609.61</b>	<b>2,249,110.00</b>	<b>62.90%</b>
<b>Benefits</b>				
FICA	15,791.67	120,593.13	222,376.00	54.23%
Pension Plans (PERS)	25,326.81	209,323.78	344,638.00	60.74%
Medical Plans	43,566.14	362,941.43	637,020.00	56.97%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	9,018.61	66,814.14	94,433.00	70.75%
Holiday	381.89	62,999.45	95,939.00	65.67%
General Leave	20,353.07	171,915.68	292,240.00	58.83%
Other Paid Absence (Court Duty & Bereavement)	550.16	4,965.90	14,686.00	33.81%
Uniforms, Work Clothing & Tools Allowance	318.36	6,333.53	17,840.00	35.50%
Other Benefits (HRA, EAP & Wellness)	957.11	22,776.66	32,196.00	70.74%
Paid FML	289.53	2,374.92	3,966.00	59.88%
<b>Total Benefits</b>		<b>1,031,038.62</b>	<b>1,765,334.00</b>	<b>58.40%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	1,890.77	12,103.38	24,250.00	49.91%
Professional & Technical Services	2,096.48	56,578.85	123,500.00	45.81%
Contract Maintenance Services (IT Services)	893.21	6,653.16	16,005.00	41.57%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	236.16	2,097.23	5,600.00	37.45%
Vehicle Technical Services	231.20	11,604.24	47,000.00	24.69%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	1,897.49	10,685.52	41,635.00	25.66%
Postage & Mail Meter Fees	32.90	1,543.81	3,600.00	42.88%
Drug & Alcohol Services	799.91	3,429.28	8,500.00	40.34%
Other Services & User Fees	1,674.03	12,132.08	19,300.00	62.86%
<b>Total Service and User Fees</b>		<b>129,177.12</b>	<b>336,454.00</b>	<b>38.39%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	24,119.37	164,922.17	355,000.00	46.46%
Tires	2,745.46	12,854.95	35,000.00	36.73%
Lubrication	762.59	6,532.78	15,550.00	42.01%
Tools	110.71	6,835.41	18,000.00	37.97%
Vehicle Maintenance & Repair Parts	4,935.94	57,253.62	96,500.00	59.33%
Non-Vehicle Maintenance & Repair Parts	541.82	4,270.15	8,240.00	51.82%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	151.05	2,242.47	5,750.00	39.00%
Shop Supplies (Maintenance & Cleaning)	881.05	10,581.24	7,500.00	141.08%
Safety & Emergency Supplies	928.43	4,223.24	7,050.00	59.90%
Office Supplies	542.44	12,125.72	19,920.00	60.87%
Computer Programs & Supplies	3,339.70	10,925.78	15,700.00	69.59%
Printing (Photocopier, Schedules & Brochures)	673.54	12,523.25	39,200.00	31.95%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>		<b>305,290.78</b>	<b>626,760.00</b>	<b>48.71%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,124.92	8,802.68	14,100.00	62.43%
Utilities (Electrical & Propane)		16,631.94	29,000.00	57.35%
Telephone & Internet	3,646.45	30,303.52	37,753.00	80.27%
<b>Total Utilities</b>		<b>55,738.14</b>	<b>80,853.00</b>	<b>68.94%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Eight Months Ending August 31, 2019**

	<u>August</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$93,183.28	\$138,000.00	67.52%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>98,340.08</b>	<b>138,000.00</b>	<b>71.26%</b>
<b>Taxes</b>				
State Taxes	306.42	2,268.44	3,569.00	63.56%
Vehicle Licensing & Registration Fees	215.39	215.39	750.00	28.72%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>521.81</b>	<b>2,615.73</b>	<b>7,319.00</b>	<b>35.74%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	951.94	9,158.70	24,171.00	37.89%
Travel & Meetings	5,273.60	20,506.84	35,500.00	57.77%
Fines & Penalties	64.00	93.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	150.00	4,252.61	27,104.00	15.69%
EE CDL and EE Physical Expense	220.00	3,133.14	9,250.00	33.87%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>6,659.54</b>	<b>37,247.96</b>	<b>105,325.00</b>	<b>35.36%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	2,480.00	3,000.00	82.67%
Service Vehicles & Equipment		442.00	2,500.00	17.68%
Other General Administration Facilities		8,407.35	15,720.00	53.48%
<b>Total Leases and Rentals</b>	<b>310.00</b>	<b>11,329.35</b>	<b>21,220.00</b>	<b>53.39%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b><u>377,664.53</u></b>	<b><u>3,090,787.39</u></b>	<b><u>5,341,175.00</u></b>	<b><u>57.87%</u></b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 8/31/19</b>	<b>\$ 5,188,029.92</b>	<b>\$ -</b>
	<b>Balance per GL @ 6/30/19</b>	<b>\$ 5,179,686.91</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 8,343.01	
	Transfers Out (Purchases)	\$ -	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
	<b>Balance per GL @ 8/31/19</b>	<b>\$ 5,188,029.92</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	

**2019 Capital Projects**

Land		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ 82,500.00
	Feb 2019 Escrow		\$ (1,000.00)
	April 2019 Purchase		\$ (77,761.55)
	<b>JTA Funded Balance</b>		<b>\$ 3,738.45</b>
Facility		Grant Funding	JTA Funding
	<b>2019 Budgeted Balance</b>	\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Addl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	<b>JTA Funded Balance</b>		<b>\$ 575,000.00</b>
Other Building and Structures		Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Aug 19 - Bid Advertising		\$ (49.40)
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 35,000.00
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 35,000.00
	July 2019		\$ (29,994.62)
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Discovery Road Shelter		\$ (7,875.00)
	<b>JTA Funded Balance</b>		<b>\$ 301,080.98</b>
Revenue Vehicles		Grant Funding	JTA Funding
<b>1 Full-Size Buses</b>	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
<b>2 DAR Cut-a-ways</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 185,000.00
<b>1 Trolley Style FR Bus</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 350,000.00
<b>Bus Wrap</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
<b>Major Component Replacement</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 775,440.00</b>
System Wide		Grant Funding	JTA Funding
<b>Bond Defeasance</b>	<b>2019 Supplemental Budget</b>		\$ 360,000.00
	<b>JTA Funded Balance</b>		<b>\$ 360,000.00</b>
Service Equipment		Grant Funding	JTA Funding
<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>		\$ 5,000.00
	Mar-19		\$ (3,583.30)
<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>		\$ 20,000.00
	Tool Box - May 2019		\$ (19,974.58)
	<b>JTA Funded Balance</b>		<b>\$ 1,442.12</b>
Office Furniture & Equipment		Grant Funding	JTA Funding
<b>New Finance/Mntce/Ops Software</b>	<b>2019 Beginning Budget</b>		\$ 175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>		\$ 3,500.00
	June 2019 - HPTC Copier		\$ (3,260.19)
<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>		\$ 12,000.00
<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>		\$ 5,840.00
	<b>JTA Funded Balance</b>		<b>\$ 193,079.81</b>

<b>JTA Capital Balance</b>	<b>\$ 5,188,029.92</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (2,209,781.36)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (325,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 2,603,248.56</b>

# Jefferson Transit Authority Board

## Regular Meeting Minutes

Tuesday, August 27, 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 1:31 pm. Other members present were David Faber, Greg Brotherton, and Kate Dean, with Ariel Speser excused. A quorum was present.

### **STAFF PRESENT**

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

### **PUBLIC COMMENT**

Brenda McMillan asked when drivers will get their raise.

Ken Price commented on contract negotiations.

Jim Todd requested information regarding the status of fare-free buses.

Tammi Rubert responded to Mr. Todd and will discuss her fare-free research results during her General Manager report. Ms. Rubert would also like to enter into a closed session to discuss negotiations.

### **NEW AGENDA ITEMS**

Closed session to discuss negotiations will be added before the Transit Development Plan (TDP) Public Hearing.

### **FINANCE REPORTS**

Please see Attachment A and B

Ms. Crouch has furnished the Board with a copy of the State Auditor's Annual Report. JTA had a clean audit with no findings. Ms. Crouch also provided the Board with the Washington State Transit Insurance Pool (WSTIP) 2018 Annual Report.

Kate Dean entered the meeting at 1:48 pm

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

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

### CONSENT AGENDA

- a. Approval of Minutes, June 18, 2019
- b. Approval of Expenses, July 2019
- c. Approval of Expenses, June 2019

***Motion: David Faber moved to approve the Consent Agenda. Greg Brotherton seconded.***

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

### CLOSED SESSION

A Closed Session was added to the Agenda to be held before the TDP Public Hearing. Chair Sullivan announced that the Closed Session will be held from 1:45 pm to 2:00 pm with the Authority Board, General Manager, JTA Attorney, and Finance Manager to discuss planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress not subject to the Open Public Meeting Act, as outlined in RCW 42.30.140(4)(b).

The Board concluded the Closed Session and resumed the regular meeting at 2:00 pm

David Sullivan stated the issues have been discussed, and we are strong believers in collective bargaining, and we want that to continue. We will ask our staff to return to the table with the Union to negotiate this one clause in Article 19. We are ready to have a Special Meeting as soon as this is resolved. If it requires mediation, that's fine, but I think we are close to having a final agreement. We encourage the Union to work with our staff and get this ready to go. We realize that if we wait until our next regular meeting, it would be two months, and we don't think it should take that long.

Ken Price asked if the Board voted the contract down.

David Sullivan stated we do not vote or make decisions in Closed Sessions; we only do it in open sessions.

## **PUBLIC HEARING**

### **Transit Development Plan/Transportation Improvement Plan 2019-2024**

The 2019-2024 TDP was presented at the last Board meeting, and Public Comment was left open. We have received no comments.

#### **Public Comment**

There were none.

#### **The Public Hearing was closed at 2:05 pm.**

Comments and questions from the Board:

- Will JTA be able to connect to the West End when the radio repeater project is completed?
  - JTA has been working with the Department of Emergency Management. It is an ongoing project to get better radio service.
- Should the fare structure in Section 3 be changed in order to address possible fare-free planning in the future?
  - The TDP is a working document, and it would not be an issue to change to fare-free.
- Has the value of JTA connecting to the Strait Shot been weighed against creating a Kingston route?
  - JTA has met with the General Manager of Clallam Transit regarding a connection to the Strait Shot. It was initially set up not to connect with JTA so they would not interfere with JTA's service that already connects riders with the Bainbridge Ferry five times per day. This TDP document helps us get grant funding. Clallam started the Strait Shot by paying for it on their own for the first year and then and requested Grant funding. That is a good model for us to follow to show that the route is viable.
  - If JTA met the Strait Shot at Discovery Bay, we would take people to Discovery Bay two times per day and would return empty. Cost-effectively, it seems better to connect directly with the Kingston Ferry. Also, if you connect with the Strait Shot at Discovery Bay on our regular #8 Sequim route, you will have to cross Hwy 101.
  - Communication lines are open; we talk with Clallam Transit regularly. We don't know if the Strait Shot route times will be changed. We will continue to talk about that because we know it is an interest to the Board.

## **OLD BUSINESS**

a. **Resolution 19-18:** Transportation Development Plan (TDP) 2019-2024

**Motion:** David Faber moved to approve Resolution 19-18 Transportation Development Plan (TDP) 2019-2024 with the CAC addition. Kate Dean seconded.

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

b. **Resolution 19-19:** State Transportation Improvement Plan (STIP) 2019-2024

**Motion:** Kate Dean moved to approve Resolution 19-19 amending the 2019-2024 six-year State Transportation Improvement Plan (STIP). Greg Brotherton seconded.

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

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

**Motion:** Greg Brotherton moved to approve Resolution 19-15, authorizing the General Manager to purchase a trolley bus for downtown shuttle service. David Faber seconded.

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

## NEW BUSINESS

a. **Resolution 19-20:** Budget Amendment

The budget amendment includes several things, including Bond Defeasance, painting of the Haines Place Transit Center, completion of the server room fire suppression system project, the two Dial-A-Ride cut-aways, and the trolley bus project. The total project increase, that is primarily the bond call, is \$450,000 for the Capital Budget.

**Motion:** David Faber moved to approve Resolution 19-20, amending the 2019 Supplemental Capital Budget. Kate Dean seconded.

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

b. **Resolution 19-21:** Bond Defeasance

**Motion:** David Faber moved to approve the Resolution 19-21, authorizing the General Manager and Finance Manager to proceed with the bond defeasance. Greg Brotherton seconded.

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

c. **Resolution 19-22:** Authorizing the General Manager to sign the Restroom Installation Contract

**Motion:** Kate Dean moved to approve Resolution 19-22, authorizing the General Manager to sign a construction contract with Jacobs Construction, LLC. David Faber seconded.

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

## **REPORTS**

### **GENERAL MANAGERS REPORT**

Please see Attachment C

Tammi Rubert updated the Board on the following items:

- I-976 Ballot Measure update
- WSTA update
- Comprehensive Plan update
- Fire Suppression for IT Server Room update
- HPTC Restroom update
- PRTPO update
- RouteMatch update
- Trolleybus update
- Ferry Advisory Committee update
- Procurement update

There was a discussion regarding the Hwy 104 round-about project.

### **FLEET AND FACILITIES REPORT**

Please see Attachment D

John Bender reported on the following items:

- New Cutaway Vehicle update
- Kingston Shuttle run update
- Gillig bus purchase update
- New bus shelter at Salish Elementary School
- New Bus stop location at Discovery Bay
- 4 Corners Landscaping project
- Fire Suppression Project update
- Miscellaneous items update

### **OPERATIONS REPORT**

Please see Attachment E

Leesa Monroe reported on the following items:

- Safety and Training updates
- Special Events and Projects
- Service Planning
- Ridership



## CITIZENS ADVISORY COMMITTEE (CAC) REPORT

Please see Attachment F

Darrell Conder reported on the following items:

- CAC Elections
- Addition of Public Comment to Agenda
- Recommend to the Authority Board to change Bylaws to include 15 members
- Recommend to the Authority Board to recommend Scott Walker be appointed to CAC Board
- Recommend to the Authority Board to change Bylaw wording regarding carrying-on propaganda
- Future Agenda items

David Sullivan asked for a formal recommendation to the Authority Board to make changes to the CAC Bylaws. He also requested language for term limits for members between 7 and 15.

A roundtable or workshop was discussed for the next CAC meeting.

### PUBLIC HEARING DISCUSSION

Discussion on possible I-976 Public Hearing. 3<sup>rd</sup> Tuesdays are available on our meeting schedule. A Public Hearing could be scheduled for September 17<sup>th</sup> at 1:30 pm.

***Kate Dean motioned for a Public Hearing and Special Meeting on Tuesday, September 17, 2019, at 1:30 pm to discuss a potential position on I-976. David Faber seconded.***

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

### PUBLIC COMMENT

Debbie Jahnke asked if the CAC should prepare language for recommendations to the Board.

David Sullivan stated a recommendation from the CAC should go through staff for approval to add to the Authority Board Meeting Agenda.

Darrell Conder stated that staff was a great help when preparing his Board report.

Jim Todd asked about WSDOT, and future bus stops near Brinnon.

David Sullivan said we have discussed highway revisions many times as the traffic increases.

Bendi Carruthers commented on the ATU Contract.

**Executive Session for discussion regarding personnel per RCW 42.30.110 1(g) at 3:15 pm and will return in 20 minutes with no action anticipated at 3:35 pm.**

**Returned from Executive Session at 3:35 pm with no action.**

**ADJOURNMENT**

The meeting was adjourned at 3:35 pm. The next regular meeting will be held Tuesday, October 15, 2019, at 1:30 pm at 63 4 Corners Road, Port Townsend, WA.

\_\_\_\_\_  
Laura Smedley, Clerk of the Board

\_\_\_\_\_  
Date

DRAFT



63 4 Corners Road, Port Townsend, WA 98368

Attachment A

August 16, 2019

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

The budget tracking percentage for June is 58.3%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month May 2019 sales tax was 10% higher than received in May 2018. Cumulatively, JTA sales tax receipts are 4% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or 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 7.7% UNDER budget.**

- **Labor** – Labor is 3.8% under budget.
  - **Fixed Route** – Fixed Route is hovering just over to just under budget every month.
  - **Dial-A-Ride (DAR)** – DAR Wages are 9.4% over budget. Operations is monitoring increase in DAR operator hours.
- **Benefits** – Benefits are 6.7% 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.
- **Services and User Fees** – S/U Fees are 23.5% under budget.
- **Materials and Supplies Consumed** – M/S Consumed is 16% under budget.
  - 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.
- **Utilities** – Utilities is 2.4% over budget –
  - 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** – 4.5% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes** – 29.7% under budget.
- **Miscellaneous** – 29.3% under budget.
- **Interest on Debt** – On Budget
- **Leases and Rentals** – 6.4% under budget.

**Capital Activity** – Capital activity in July: Fire Suppression System in IT Server Room



## July 2019 Financial Summary

Budget Tracking Figure: 58.3%

Operational Expenses:	\$379,444.04
Operational Revenues:	\$13,253.50
Non-Operational Income:	\$622,780.28
Capital Expenses:	\$29,994.62
Capital Income:	\$0.00
Sales Tax Received 7/31/2019 for May 2019:	\$460,807.07
Sales Tax Received 7/31/2018 for May 2018:	\$418,621.08

**\*\*Sales tax increased from prior year 10%\*\***

Cash on Hand as of July 31, 2019\*:

Operating:	\$2,011,371.90
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,759,830.76
Dedicated (Committed) Grant Match (66% Funded):	\$3,044,856.15
(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:	\$45,416.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$104,069.03
Travel Fund:	\$1,500.00

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**Total** **\$8,791,794.27\*\***

\*"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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
July	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,904,844.18	2,362,187.00	22.97%
August	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,827.00	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	
<b>Total</b>		\$2,904,844.18	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
<b>Monthly Average</b>		\$414,977.74	\$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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
May	0.90%	\$460,807.07	\$418,621.08	\$375,527.89	\$358,635.90	\$292,359.11	\$356,751.00	29.17%	\$2,015,191.01	1,651,710.00	22.01%
June	0.90%		\$498,093.29	\$465,923.53	\$447,138.73	\$394,409.20	\$442,827.00	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	
<b>Total</b>		\$2,015,191.01	\$5,238,794.61	\$4,668,936.57	\$4,588,008.47	\$3,988,317.48	\$4,435,489.00	0.00%			
<b>Monthly Average</b>		\$403,038.20	\$436,566.22	\$389,078.05	\$380,887.21	\$332,359.79	\$369,624.08				

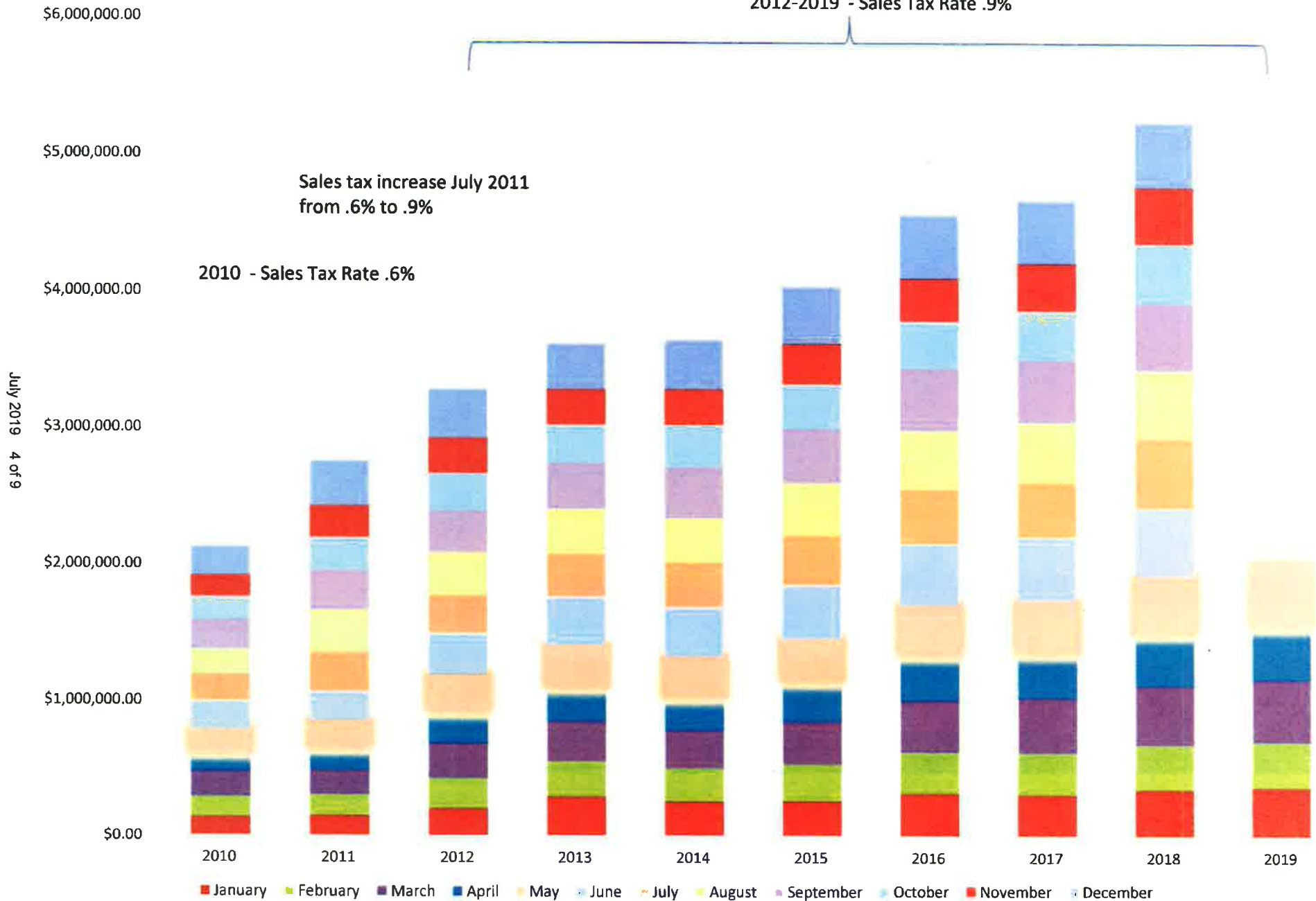
July 2019 3 of 9

# 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%



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

	<u>July</u>	<u>Year to Date</u>
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,783,526.90	\$7,186,941.44
Operating Cash Provided/(Used) by:		
Operating Activities	(\$464,589.25)	(\$2,353,292.02)
Non-Capital Financing Activities	\$461,155.25	\$3,297,376.96
Investing Activities	\$12,582.48	\$68,449.04
Total Operating Cash Provided/(Used)	\$9,148.48	\$1,012,533.98
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	\$111.73	\$593,311.69
Net Increase/(Decrease) Cash and Equivalent	\$9,260.21	\$1,605,845.67
<b>CASH BALANCES - END OF PERIOD</b>	<b><u>\$8,792,787.11</u></b>	<b><u>\$8,792,787.11</u></b>

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

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$13,253.50</b>	<b>\$102,279.14</b>	<b>\$172,072.00</b>	<b>59.44%</b>
<b>Operating Expenses</b>				
Labor	162,782.01	1,226,893.31	2,249,110.00	54.55%
Benefits	126,835.67	911,302.18	1,765,334.00	51.62%
Services and User Fees	22,953.04	117,249.70	336,454.00	34.85%
Materials & Supplies	44,704.61	265,439.81	626,760.00	42.35%
Utilities	5,858.90	49,072.73	80,853.00	60.69%
Casualty/Liability Costs	11,647.91	86,692.17	138,000.00	62.82%
Taxes	255.26	2,093.92	7,319.00	28.61%
Miscellaneous Expenses	2,778.89	30,588.42	105,325.00	29.04%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	1,627.75	11,019.35	21,220.00	51.93%
<b>Total Operating Expenses</b>	<b>379,444.04</b>	<b>2,705,751.59</b>	<b>5,341,175.00</b>	<b>50.66%</b>
<b>Operating Income (Loss)</b>	<b>(366,190.54)</b>	<b>(2,603,472.45)</b>	<b>(5,169,103.00)</b>	<b>50.37%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	12,694.21	84,236.04	76,176.00	110.58%
Taxes Levied by Transit	483,156.07	3,016,094.18	4,435,490.00	68.00%
Local Grants & Contributions	1,250.00	8,750.00	17,500.00	50.00%
State Grants & Contributions	16,496.00	116,904.16	295,508.00	39.56%
Federal Grants & Contributions	109,184.00	764,288.00	1,060,104.00	72.10%
<b>Total Non-Operating Revenues</b>	<b>622,780.28</b>	<b>3,990,272.38</b>	<b>5,884,778.00</b>	<b>67.81%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>256,589.74</b>	<b>1,386,799.93</b>	<b>715,675.00</b>	<b>193.78%</b>
<b>Net Income/(Loss)</b>	<b>256,589.74</b>	<b>1,386,799.93</b>	<b>715,675.00</b>	<b>193.78%</b>

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

	<u>July</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$10,291.33	\$80,657.56	\$131,496.00	61.34%
Fixed Route Fares - West - JTOC	594.43	2,948.13	5,256.00	56.09%
Dial-a-Ride Fares (DAR)	493.50	5,626.41	9,660.00	58.24%
Vanpools	1,874.24	13,047.04	22,860.00	57.07%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>13,253.50</b>	<b>102,279.14</b>	<b>172,072.00</b>	<b>59.44%</b>
<b>NONOPERATING REVENUES</b>				
Nontransportation				
Investment (Interest) Income	12,582.48	68,449.04	74,976.00	91.29%
Gain (Loss) on Disposition of Capital Items	111.73	10,594.11	1,200.00	882.84%
Public Donations		52.00		0.00%
Other Nontransportation Revenues		5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>483,156.07</b>	<b>3,016,094.18</b>	<b>4,435,490.00</b>	<b>68.00%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	8,750.00	15,000.00	58.33%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	115,472.00	295,508.00	39.08%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	764,288.00	1,060,104.00	72.10%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>622,780.28</b>	<b>3,990,272.38</b>	<b>5,884,778.00</b>	<b>67.81%</b>
<b>TOTAL REVENUES</b>	<b>636,033.78</b>	<b>4,092,551.52</b>	<b>6,056,850.00</b>	<b>67.57%</b>



**Jefferson Transit Authority**  
**Expense Statement**  
**For the Seven Months Ending July 31, 2019**

	July	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$61,586.16	\$449,454.92	\$783,140.00	57.39%
Operators Overtime - Fixed Route	1,762.64	18,354.79	73,170.00	25.09%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,068.04	59,413.35	87,787.00	67.68%
Operators Overtime - Dial-a-Ride (DAR)	290.91	2,257.78	12,705.00	17.77%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	40,232.14	317,415.16	591,221.00	53.69%
Other Overtime (Mntce, Dispatch, Cust Serv)	2,960.37	19,162.97	46,007.00	41.65%
Administration Salaries	47,881.75	360,834.34	655,080.00	55.08%
<b>Total Labor</b>	<b>162,782.01</b>	<b>1,226,893.31</b>	<b>2,249,110.00</b>	<b>54.55%</b>
<b>Benefits</b>				
FICA	16,092.41	104,801.46	222,376.00	47.13%
Pension Plans (PERS)	18,351.95	183,996.97	344,638.00	53.39%
Medical Plans	48,242.21	319,375.29	637,020.00	50.14%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	8,119.93	57,795.53	94,433.00	61.20%
Holiday	7,582.46	62,617.56	95,939.00	65.27%
General Leave	27,373.86	151,562.61	292,240.00	51.86%
Other Paid Absence (Court Duty & Bereavement)		4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	283.30	6,015.17	17,840.00	33.72%
Other Benefits (HRA, EAP & Wellness)	579.73	18,636.46	32,196.00	57.88%
Paid FML	209.82	2,085.39	3,966.00	52.58%
<b>Total Benefits</b>	<b>126,835.67</b>	<b>911,302.18</b>	<b>1,765,334.00</b>	<b>51.62%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	2,138.33	10,212.61	24,250.00	42.11%
Professional & Technical Services	13,906.15	52,307.37	123,500.00	42.35%
Contract Maintenance Services (IT Services)	565.39	5,759.68	16,005.00	35.99%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services	1,226.25	1,861.07	5,600.00	33.23%
Vehicle Technical Services	1,744.37	11,373.04	47,000.00	24.20%
Property Maintenance Services		10,849.57	36,264.00	29.92%
Software Maintenance Fees	806.60	8,788.03	41,635.00	21.11%
Postage & Mail Meter Fees	372.74	1,510.91	3,600.00	41.97%
Drug & Alcohol Services	314.91	2,629.37	8,500.00	30.93%
Other Services & User Fees	1,878.30	10,458.05	19,300.00	54.19%
<b>Total Service and User Fees</b>	<b>22,953.04</b>	<b>117,249.70</b>	<b>336,454.00</b>	<b>34.85%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	29,585.56	140,802.80	355,000.00	39.66%
Tires	3,125.78	10,109.49	35,000.00	28.88%
Lubrication	368.91	5,770.19	15,550.00	37.11%
Tools	219.52	6,724.70	18,000.00	37.36%
Vehicle Maintenance & Repair Parts	4,196.67	52,232.56	96,500.00	54.13%
Non-Vehicle Maintenance & Repair Parts	666.67	3,728.33	8,240.00	45.25%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	354.56	2,091.42	5,750.00	36.37%
Shop Supplies (Maintenance & Cleaning)	1,955.17	9,666.44	7,500.00	128.89%
Safety & Emergency Supplies		3,294.81	7,050.00	46.73%
Office Supplies	1,877.96	11,583.28	19,920.00	58.15%
Computer Programs & Supplies	1,362.88	7,586.08	15,700.00	48.32%
Printing (Photocopier, Schedules & Brochures)	990.93	11,849.71	39,200.00	30.23%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>44,704.61</b>	<b>265,439.81</b>	<b>626,760.00</b>	<b>42.35%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,152.09	7,677.76	14,100.00	54.45%
Utilities (Electrical & Propane)	1,543.32	14,803.58	29,000.00	51.05%
Telephone & Internet	3,163.49	26,591.39	37,753.00	70.44%
<b>Total Utilities</b>	<b>5,858.90</b>	<b>49,072.73</b>	<b>80,853.00</b>	<b>60.69%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Seven Months Ending July 31, 2019**

	July	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$81,535.37	\$138,000.00	59.08%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>86,692.17</b>	<b>138,000.00</b>	<b>62.82%</b>
<b>Taxes</b>				
State Taxes	255.26	1,962.02	3,569.00	54.97%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>255.26</b>	<b>2,093.92</b>	<b>7,319.00</b>	<b>28.61%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	899.94	8,206.76	24,171.00	33.95%
Travel & Meetings	256.67	15,233.24	35,500.00	42.91%
Fines & Penalties		29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	1,745.14	4,102.61	27,104.00	15.14%
EE CDL and EE Physical Expense	(122.86)	2,913.14	9,250.00	31.49%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>2,778.89</b>	<b>30,588.42</b>	<b>105,325.00</b>	<b>29.04%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	2,170.00	3,000.00	72.33%
Service Vehicles & Equipment	141.70	442.00	2,500.00	17.68%
Other General Administration Facilities	1,176.05	8,407.35	15,720.00	53.48%
<b>Total Leases and Rentals</b>	<b>1,627.75</b>	<b>11,019.35</b>	<b>21,220.00</b>	<b>51.93%</b>
 <b>TOTAL OPERATING EXPENSES</b>	 <b>379,444.04</b>	 <b>2,705,751.59</b>	 <b>5,341,175.00</b>	 <b>50.66%</b>

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

Current Account Status	Balance per Bank @ 7/31/19	\$ 5,179,686.91	\$ -
Balance per GL @ 6/30/19		\$ 5,200,638.97	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 9,042.56	
	Transfers Out (Purchases)	\$ (29,994.62)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
Balance per GL @ 7/31/19		\$ 5,179,686.91	
Balance in Capital Account	Outstanding Checks	\$ 5,179,686.91	

**2019 Capital Projects**

Land	2019 Budgeted Balance	Grant Funding	JTA Funding
	Feb 2019 Escrow	\$ -	\$ 82,500.00
	April 2019 Purchase	\$ -	\$ (1,000.00)
	<b>JTA Funded Balance</b>	\$ -	\$ (77,761.55)
			\$ 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
	<b>JTA Funded Balance</b>	\$ -	\$ 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
	July 2019	\$ -	\$ (29,994.62)
New Shelters	2019 Beginning Budget	\$ -	\$ 25,000.00
	Discovery Road Shelter	\$ -	\$ (7,875.00)
	<b>JTA Funded Balance</b>	\$ -	\$ 286,130.38
Rovenue 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
	<b>JTA Funded Balance</b>	\$ -	\$ 700,440.00
Service Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
	<b>JTA Funded Balance</b>	\$ -	\$ -
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
	Tool Box - May 2019	\$ -	\$ (19,974.58)
	<b>JTA Funded Balance</b>	\$ -	\$ 1,442.12
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
	June 2019 - HPTC Copier	\$ -	\$ (3,280.19)
Remix Mapping Software	2019 Beginning Budget	\$ -	\$ 12,000.00
SMARSH - Archiving Software	2019 Beginning Budget	\$ -	\$ 5,840.00
	<b>JTA Funded Balance</b>	\$ -	\$ 193,079.81

JTA Capital Balance	\$ 5,179,686.91
JTA Committed Project Funds Sub-Total	\$ (1,759,830.76)
JTA Vehicle Reserve	\$ (325,000.00)
JTA IT Reserve	\$ (50,000.00)
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,044,856.15</b>



63 4 Corners Road, Port Townsend, WA 98368

Attachment B

July 22, 2019

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

The budget tracking percentage for June is 50%. We use that tracking figure as a guideline for monitoring revenue/expenses.

**Sales Tax Analysis Reports –**

For the month April 2019 sales tax was 1% higher than received in April 2018. Cumulatively, JTA sales tax receipts are 3% higher than same time period in 2018.

**Revenue Report –**

Overall - Operating revenue is tracking near or 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 6.6% UNDER budget.**

- **Labor –** Labor is 2.7% under budget.
  - **Fixed Route –** Fixed Route is hovering just over to just under budget every month.
  - **Dial-A-Ride (DAR) –** DAR Wages are 8.5% 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 24.5% under budget.
- **Materials and Supplies Consumed –** M/S Consumed is 14.8% under budget.
  - 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.
- **Utilities –** Utilities is 3.1% over budget –
  - 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 –** 4.4% over budget – end of year premium increase over budgeted amount and loss event.
- **Taxes –** 24.9% under budget.

- **Miscellaneous** – 23.7% under budget.
- **Interest on Debt** – On Budget
- **Leases and Rentals** – 11.% under budget.

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



## June 2019 Financial Summary

Budget Tracking Figure: 50%

Operational Expenses:	\$333,438.32
Operational Revenues:	\$14,321.74
Non-Operational Income:	\$661,089.84
Capital Expenses:	\$11,135.19
Capital Income:	\$0.00
Sales Tax Received 6/30/2019 for April 2019:	\$398,659.28
Sales Tax Received 6/30/2018 for April 2018:	\$391,012.04

**\*\*Sales tax increased from prior year 1%\*\***

Cash on Hand as of June 30, 2019\*:

Operating:	\$1,984,704.64
Operating Reserve (100% Funded):	\$1,350,000.00
(2018 Minimum Funding Required \$1,300,000)	
Capital Committed (2019 Capital Projects):	\$1,789,825.38
Dedicated (Committed) Grant Match (66% Funded):	\$3,035,813.59
(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:	\$40,266.43
Bond Reserve:	\$85,250.00
EFT Fund:	\$101,288.43
Travel Fund:	\$1,500.00

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**Total** **\$8,778,148.47\*\***

\*\*\*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)

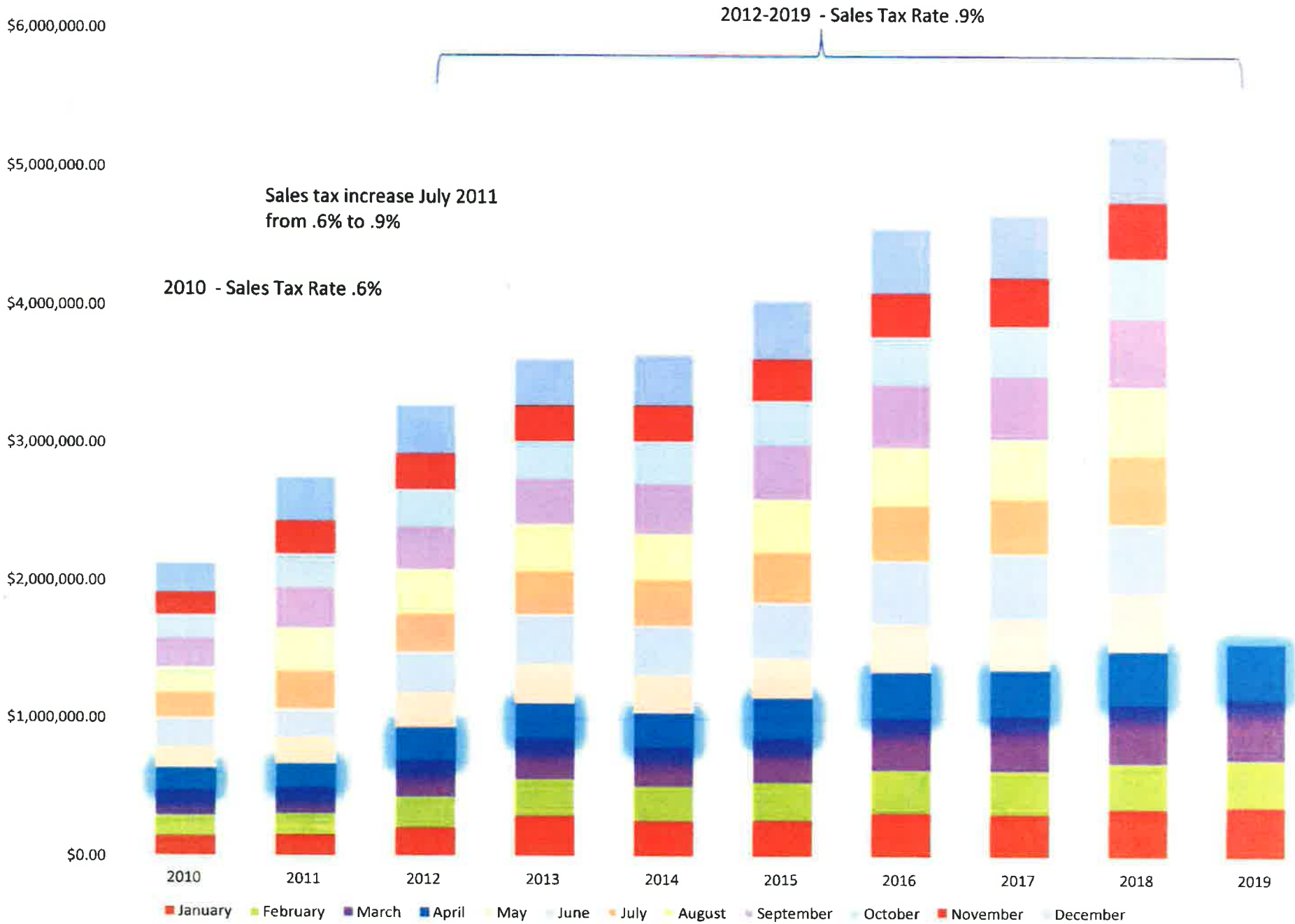
Month of Receipt	Tax Rate	2019 Tax	2018 Tax	2017 Tax	2016 Tax	2015 Tax	2019 Budget	2019 Monthly Act to Bud Variance	2019 Cumulative Cash Actual Sales Tax Received	2019 Cumulative Cash Budgeted Sales Tax	2019 Cumulative Actual to Budget Variance
January	0.90%	\$406,363.77	\$346,766.90	\$313,966.98	\$300,908.64	\$261,865.98	\$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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$2,444,037.11	2,005,436.00	21.87%
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	
<b>Total</b>		\$2,444,037.11	\$5,161,234.49	\$4,646,263.10	\$4,508,413.00	\$3,949,274.80	\$4,374,477.00	0.00%			
<b>Monthly Average</b>		\$407,339.52	\$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%	\$455,211.10	\$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%	\$398,659.28	\$391,012.04	\$339,021.49	\$341,610.91	\$302,831.80	\$322,070.00	23.78%	\$1,554,383.94	1,294,959.00	20.03%
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	
<b>Total</b>		\$1,554,383.94	\$5,238,794.61	\$4,668,936.57	\$4,568,006.47	\$3,988,317.48	\$4,435,489.00	0.00%			
<b>Monthly Average</b>		\$388,595.99	\$436,566.22	\$389,078.05	\$380,667.21	\$332,359.79	\$369,624.08				

June 2019 4 of 10

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





**Jefferson Transit Authority  
Statement of Cash Flows-Accrual Basis  
For the Six Months Ending June 30, 2019**

	June	Year to Date
<b>STATEMENT OF CASH FLOWS</b>		
Cash Balances - Beginning of Period	\$8,691,593.87	\$7,185,757.84
Operating Cash Provided/(Used) by:		
Operating Activities	(\$296,140.03)	(\$1,888,702.77)
Non-Capital Financing Activities	\$404,440.52	\$2,836,221.71
Investing Activities	\$12,443.56	\$55,866.56
Total Operating Cash Provided/(Used)	\$120,744.05	\$1,003,385.50
Capital Cash Provided/(Used) by:		
Capital and Related Financing Activities	(\$29,994.62)	\$593,199.96
Net Increase/(Decrease) Cash and Equivalent	\$90,749.43	\$1,596,585.46
<b>CASH BALANCES - END OF PERIOD</b>	<b>\$8,782,343.30</b>	<b>\$8,782,343.30</b>

**Jefferson Transit Authority  
Statement of Income (Loss) - Accrual Basis  
For the Six Months Ending June 30, 2019**

	June	YTD	Budget	% of Actual vs. Budget
<b>STATEMENT OF INCOME/(LOSS)</b>				
<b>Operating Revenues</b>	<b>\$14,321.74</b>	<b>\$89,025.64</b>	<b>\$172,072.00</b>	<b>51.74%</b>
<b>Operating Expenses</b>				
Labor	148,102.14	1,064,111.30	2,249,110.00	47.31%
Benefits	120,036.40	784,466.51	1,765,334.00	44.44%
Services and User Fees	24,208.94	85,706.25	336,454.00	25.47%
Materials & Supplies	20,636.07	220,366.06	626,760.00	35.16%
Utilities	5,339.34	42,913.83	80,853.00	53.08%
Casualty/Liability Costs	11,847.91	75,044.26	138,000.00	54.38%
Taxes	302.21	1,838.66	7,319.00	25.12%
Miscellaneous Expenses	2,812.36	27,689.53	105,325.00	26.29%
Interest on Debt		5,400.00	10,800.00	50.00%
Leases and Rentals	353.80	8,215.55	21,220.00	38.72%
<b>Total Operating Expenses</b>	<b>333,438.97</b>	<b>2,315,751.95</b>	<b>5,341,175.00</b>	<b>43.36%</b>
<b>Operating Income (Loss)</b>	<b>(319,117.23)</b>	<b>(2,226,726.31)</b>	<b>(5,169,103.00)</b>	<b>43.08%</b>
<b>Non-Operating Revenues</b>				
Non-Transportation Revenue	14,943.56	71,541.83	76,176.00	93.92%
Taxes Levied by Transit	519,216.28	2,532,938.11	4,435,490.00	57.11%
Local Grants & Contributions	1,250.00	7,500.00	17,500.00	42.86%
State Grants & Contributions	16,496.00	100,408.16	295,508.00	33.98%
Federal Grants & Contributions	109,184.00	655,104.00	1,060,104.00	61.80%
<b>Total Non-Operating Revenues</b>	<b>661,089.84</b>	<b>3,367,492.10</b>	<b>5,884,778.00</b>	<b>57.22%</b>
<b>Net Income (Loss) Before Transfers In/(Out)</b>	<b>341,972.61</b>	<b>1,140,765.79</b>	<b>715,675.00</b>	<b>159.40%</b>
<b>Net Income/(Loss)</b>	<b>341,972.61</b>	<b>1,140,765.79</b>	<b>715,675.00</b>	<b>159.40%</b>

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

	<u>June</u>	<u>YTD</u>	<u>Budget</u>	<u>% of Actual vs. Budget</u>
<b>OPERATING REVENUES</b>				
<b>Passenger Fares for Transit Services</b>				
Fixed Route Fares - East	\$11,778.94	\$70,366.23	\$131,496.00	53.51%
Fixed Route Fares - West - JTOC		2,353.70	5,256.00	44.78%
Dial-a-Ride Fares (DAR)	730.00	5,132.91	9,660.00	53.14%
Vanpools	1,812.80	11,172.80	22,860.00	48.87%
Extended Service			2,800.00	0.00%
<b>Auxiliary Transportation Revenues</b>				
<b>Total Operating Revenues</b>	<b>14,321.74</b>	<b>89,025.64</b>	<b>172,072.00</b>	<b>51.74%</b>
<b>NONOPERATING REVENUES</b>				
<b>Nontransportation</b>				
Investment (Interest) Income	12,443.56	55,866.56	74,976.00	74.51%
Gain (Loss) on Disposition of Capital Items		10,482.38	1,200.00	873.53%
Public Donations		52.00		0.00%
Other Nontransportation Revenues	2,500.00	5,140.89		0.00%
<b>Taxes Levied Directly by Transit System - Sales &amp; Use Tax</b>	<b>519,216.28</b>	<b>2,532,938.11</b>	<b>4,435,490.00</b>	<b>57.11%</b>
<b>Local Grants and Contributions</b>				
JTOC	1,250.00	7,500.00	15,000.00	50.00%
WSTIP			2,500.00	0.00%
<b>State Grants and Contributions</b>				
Rural Mobility Competitive	16,496.00	98,976.00	295,508.00	33.49%
RTAP		1,432.16		0.00%
<b>Federal Grants and Contributions (OPERATING)</b>				
Federal Grants and Contributions - FTA 5311	109,184.00	655,104.00	1,060,104.00	61.80%
<b>Capital Contributions - Local/State/Federal</b>				
<b>Total Nonoperating Revenues</b>	<b>661,089.84</b>	<b>3,367,492.10</b>	<b>5,884,778.00</b>	<b>57.22%</b>
<b>TOTAL REVENUES</b>	<b>675,411.58</b>	<b>3,456,517.74</b>	<b>6,056,850.00</b>	<b>57.07%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2019**

	June	YTD	Budget	% of Actual vs. Budget
<b>OPERATING EXPENSES</b>				
<b>Labor</b>				
Operators Salaries & Wages - Fixed Route	\$57,595.01	\$387,868.76	\$783,140.00	49.53%
Operators Overtime - Fixed Route	801.54	16,592.15	73,170.00	22.68%
Operators Salaries & Wages - Dial-a-Ride (DAR)	8,056.11	51,345.31	87,787.00	58.49%
Operators Overtime - Dial-a-Ride (DAR)	682.08	1,966.87	12,705.00	15.48%
Other Salaries & Wages (Mntce, Dispatch, Cust Serv)	39,352.64	277,183.02	591,221.00	46.88%
Other Overtime (Mntce, Dispatch, Cust Serv)	602.89	16,202.60	46,007.00	35.22%
Administration Salaries	41,011.87	312,952.59	655,080.00	47.77%
<b>Total Labor</b>	<b>148,102.14</b>	<b>1,064,111.30</b>	<b>2,249,110.00</b>	<b>47.31%</b>
<b>Benefits</b>				
FICA	13,234.91	88,709.05	222,376.00	39.89%
Pension Plans (PERS)	30,287.46	165,645.02	344,638.00	48.06%
Medical Plans	42,052.70	271,133.08	637,020.00	42.56%
Unemployment Insurance (UI)			10,000.00	0.00%
Workers' Compensation Insurance - Labor & Industries (L&I)	6,324.17	49,675.60	94,433.00	52.60%
Holiday	9,318.07	55,035.10	95,939.00	57.36%
General Leave	16,074.94	124,188.75	292,240.00	42.50%
Other Paid Absence (Court Duty & Bereavement)		4,415.74	14,686.00	30.07%
Uniforms, Work Clothing & Tools Allowance	172.91	5,731.87	17,840.00	32.13%
Other Benefits (HRA, EAP & Wellness)	2,224.16	18,056.73	32,196.00	56.08%
Paid FML	347.08	1,875.57	3,966.00	47.29%
<b>Total Benefits</b>	<b>120,036.40</b>	<b>784,466.51</b>	<b>1,765,334.00</b>	<b>44.44%</b>
<b>Service and User Fees</b>				
Vanpool Services and Fees			3,000.00	0.00%
Advertising Fees	985.36	8,074.28	24,250.00	33.30%
Professional & Technical Services	15,546.63	33,600.02	123,500.00	27.21%
Contract Maintenance Services (IT Services)	962.99	5,194.29	16,005.00	32.45%
Custodial Services		1,500.00	7,800.00	19.23%
Security Services		634.82	5,600.00	11.34%
Vehicle Technical Services		8,327.01	47,000.00	17.72%
Property Maintenance Services	2,212.82	8,362.02	36,264.00	23.06%
Software Maintenance Fees	2,608.33	7,981.43	41,635.00	19.17%
Postage & Mail Meter Fees	100.00	1,138.17	3,600.00	31.62%
Drug & Alcohol Services	424.91	2,314.46	8,500.00	27.23%
Other Services & User Fees	1,367.90	8,579.75	19,300.00	44.45%
<b>Total Service and User Fees</b>	<b>24,208.94</b>	<b>85,706.25</b>	<b>336,454.00</b>	<b>25.47%</b>
<b>Materials and Supplies Consumed</b>				
Fuel	8,423.91	111,216.74	355,000.00	31.33%
Tires	1,592.78	6,983.71	35,000.00	19.95%
Lubrication	384.81	5,401.28	15,550.00	34.73%
Tools	1,995.46	6,559.67	18,000.00	36.44%
Vehicle Maintenance & Repair Parts	3,518.80	47,718.22	96,500.00	49.45%
Non-Vehicle Maintenance & Repair Parts	454.62	3,056.55	8,240.00	37.09%
Vehicle Accessories			1,350.00	0.00%
Park & Ride Materials	34.37	1,736.86	5,750.00	30.21%
Shop Supplies (Maintenance & Cleaning)	1,477.97	7,711.27	7,500.00	102.82%
Safety & Emergency Supplies	236.16	3,294.81	7,050.00	46.73%
Office Supplies	434.75	9,604.97	19,920.00	48.22%
Computer Programs & Supplies	1,007.14	6,223.20	15,700.00	39.64%
Printing (Photocopier, Schedules & Brochures)	1,075.30	10,858.78	39,200.00	27.70%
Other Materials & Supplies			2,000.00	0.00%
<b>Total Materials and Supplies Consumed</b>	<b>20,636.07</b>	<b>220,366.06</b>	<b>626,760.00</b>	<b>35.16%</b>
<b>Utilities</b>				
Water, Sewer & Solid Garbage	1,060.71	6,525.67	14,100.00	46.28%
Utilities (Electrical & Propane)	177.56	13,260.26	29,000.00	45.73%
Telephone & Internet	4,101.07	23,127.90	37,753.00	61.26%
<b>Total Utilities</b>	<b>5,339.34</b>	<b>42,913.83</b>	<b>80,853.00</b>	<b>53.08%</b>

**Jefferson Transit Authority  
Expense Statement  
For the Six Months Ending June 30, 2019**

	June	YTD	Budget	% of Actual vs. Budget
<b>Casualty and Liability Costs</b>				
Premiums for Public Liability & Property Damage Insurance	\$11,647.91	\$69,887.46	\$138,000.00	50.64%
Payouts for Insured Public Liability & Property Damage Settlements		5,156.80		0.00%
<b>Total Casualty and Liability Costs</b>	<b>11,647.91</b>	<b>75,044.26</b>	<b>138,000.00</b>	<b>54.38%</b>
<b>Taxes</b>				
State Taxes	302.21	1,706.76	3,569.00	47.82%
Vehicle Licensing & Registration Fees			750.00	0.00%
Other Licensing Fees & Taxes		131.90	3,000.00	4.40%
<b>Total Taxes</b>	<b>302.21</b>	<b>1,838.66</b>	<b>7,319.00</b>	<b>25.12%</b>
<b>Miscellaneous</b>				
Dues & Subscriptions	759.99	7,306.82	24,171.00	30.23%
Travel & Meetings	1,505.13	14,976.57	35,500.00	42.19%
Fines & Penalties		29.86		0.00%
Safety Program (Rodeo & Safety Rewards)			9,000.00	0.00%
Training (Classes, Seminars & Materials)	41.24	2,357.47	27,104.00	8.70%
EE CDL and EE Physical Expense	506.00	2,916.00	9,250.00	31.52%
Other Miscellaneous		102.81	300.00	34.27%
<b>Total Miscellaneous</b>	<b>2,812.36</b>	<b>27,689.53</b>	<b>105,325.00</b>	<b>26.29%</b>
<b>Interest Expense</b>				
Interest on Long-term Debt Obligation		5,400.00	10,800.00	50.00%
<b>Total Interest Expense</b>		<b>5,400.00</b>	<b>10,800.00</b>	<b>50.00%</b>
<b>Leases and Rentals</b>				
Transit Way & Passenger Stations	310.00	1,860.00	3,000.00	62.00%
Service Vehicles & Equipment	43.60	300.30	2,500.00	12.01%
Other General Administration Facilities		6,055.25	15,720.00	38.52%
<b>Total Leases and Rentals</b>	<b>353.60</b>	<b>8,215.55</b>	<b>21,220.00</b>	<b>38.72%</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>333,438.97</b>	<b>2,315,751.95</b>	<b>5,341,175.00</b>	<b>43.36%</b>

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

<b>Current Account Status</b>	<b>Balance per Bank @ 6/30/19</b>	<b>\$ 5,200,638.97</b>	<b>\$ -</b>
<b>Balance per GL @ 5/31/19</b>		<b>\$ 5,202,927.59</b>	
	Transfers - In	\$ -	
	Transfers - In ( Bond Financing)	\$ -	
	Debt Financing Expenses	\$ -	
	Reimbursement	\$ -	
	Investment Interest	\$ 8,846.57	
	Transfers Out (Purchases)	\$ (11,135.19)	
	Transfers Out /Reimburse OP-Transmission)	\$ -	
<b>Balance per GL @ 6/30/19</b>		<b>\$ 5,200,638.97</b>	
<b>Balance in Capital Account</b>	Outstanding Checks	\$ -	
		<b>\$ 5,200,638.97</b>	

**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)
	<b>JTA Funded Balance</b>		<b>\$ 3,738.45</b>
Facility	2019 Budgeted Balance	Grant Funding	JTA Funding
		\$ -	\$ -
	Eng/Des 63 4 Corners EV Feasibility		\$ 75,000.00
	Eng/Des 63 4 Adtl Maintenance Bay		\$ 150,000.00
	Eng/Des HPTC Bus Loop Configuration		\$ 150,000.00
	JTA Comprehensive Plan		\$ 200,000.00
	<b>JTA Funded Balance</b>		<b>\$ 575,000.00</b>
Other Building and Structures	2019 Beginning Budget	Grant Funding	JTA Funding
<b>PNR Upgrades</b>	<b>2019 Beginning Budget</b>		
	Bathroom Installation	\$ -	\$ 187,000.00
	Paint Roof/Maintenance of HPTC Building	\$ -	\$ 25,000.00
<b>Radio Project - Maynard Mtn Repeater</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 22,000.00
<b>Security Cameras</b>	<b>2019 Beginning Budget</b>	\$ 2,500.00	\$ 35,000.00
<b>Server Room Fire Protection Proj</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 30,000.00
<b>New Shelters</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
	Discovery Road Shelter		\$ (7,875.00)
	<b>JTA Funded Balance</b>		<b>\$ 316,125.00</b>
Revenue Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
<b>1 Full-Size Buses</b>	<b>2019 Beginning Budget</b>	\$ 419,301.00	\$ 65,440.00
<b>2 DAR Cut-a-ways</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 160,000.00
<b>1 Trolley Style FR Bus</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 300,000.00
<b>Bus Wrap</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 25,000.00
<b>Major Component Replacement</b>	<b>2019 Beginning Budget</b>	\$ -	\$ 150,000.00
	<b>JTA Funded Balance</b>		<b>\$ 700,440.00</b>
Service Vehicles	2019 Beginning Budget	Grant Funding	JTA Funding
			\$ -
	<b>JTA Funded Balance</b>		<b>\$ -</b>
Service Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
<b>Conex Box for Tire Storage</b>	<b>2019 Beginning Budget</b>		\$ 5,000.00
		Mar-19	\$ (3,583.30)
<b>Tool Box for 805 (Road Call Response)</b>	<b>2019 Beginning Budget</b>		\$ 20,000.00
	Tool Box - May 2019		\$ (19,974.58)
	<b>JTA Funded Balance</b>		<b>\$ 1,442.12</b>
Office Furniture & Equipment	2019 Beginning Budget	Grant Funding	JTA Funding
<b>New Finance/Mntce/Ops Software</b>	<b>2019 Beginning Budget</b>		\$ 175,000.00
<b>Printer/Scanner /Copier for HPTC</b>	<b>2019 Beginning Budget</b>		\$ 3,500.00
	June 2019 - HPTC Copier		\$ (3,260.19)
<b>Remix Mapping Software</b>	<b>2019 Beginning Budget</b>		\$ 12,000.00
<b>SMARSH - Archiving Software</b>	<b>2019 Beginning Budget</b>		\$ 5,840.00
	<b>JTA Funded Balance</b>		<b>\$ 193,079.81</b>

<b>JTA Capital Balance</b>	<b>\$ 5,200,638.97</b>
<b>JTA Committed Project Funds Sub-Total</b>	<b>\$ (1,769,825.38)</b>
<b>JTA Vehicle Reserve</b>	<b>\$ (325,000.00)</b>
<b>JTA IT Reserve</b>	<b>\$ (50,000.00)</b>
<b>CAPITAL RESERVE BALANCE IF ALL PURCHASED TODAY</b>	<b>\$ 3,035,813.59</b>



63 4 Corners Road, Port Townsend, WA 98368

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## General Manager's Report Attachment C

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August 27, 2019

### WSTA updates

The 3<sup>rd</sup> Quarter WSTA Board of Directors meeting was held on Sunday, August 18<sup>th</sup>, during the 2019 Public Transportation Conference in SeaTac. The agenda for the Board meeting began with a lengthy discussion about Tim Eyman's initiative 976 (\$30.00 car tabs), which is on the ballot this November. The Office of Financial Management (OFM) estimates an overall State impact of 1.9 billion over the next six years. The impact on the Multimodal account will be roughly 1.5 billion in that same amount of time. If Tim Eyman succeeds with his initiative, funding for Public Transportation Benefit Districts (PTBA's) around the state could be drastically cut. Transit grants may not be prioritized over other essential services such as the Washington State Patrol. The grants affected will be the Consolidated Grant Program, Special Needs Grants, Rural Mobility Grants, Regional Mobility Grants, Vanpool Investment Grants, Complete Streets, Safe Routes to Schools and other Bike/Ped grants.

Staff will work on putting together an informational sheet to inform the public of the impact this may have on JTA.

WSDOT also discussed how they would work on making the TDP more useful to agencies and WSDOT.

With the 2020 Legislative session around the corner, the group discussed how to have a conversation with our legislators about how to fill in the gaps, if I-976 passes, and reviewed our 2020 Legislative Priorities.

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

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

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

- Finance Officers Leadership Committee Meeting, Wenatchee – September 25
- Facilities and Maintenance Committee Meeting, Leavenworth – October 7
- Clerks Committee Meeting, Coupeville – October 29-29
- 4<sup>th</sup> Quarter Board Meeting, Leavenworth – November 7-8

### **Comprehensive Plan**

JTA requested RFQ's for a company to develop a Comprehensive Long Range Plan. We received four RFQ's and chose three to interview.

Some of JTA's criteria for the interview was:

- Public Involvement and Research
- Public Transit Trends
- Public Financing

JTA selected Fehr & Peers, a company from Seattle, with 34 years of expertise in transit plan with a multimodal perspective. Fehr & Peers specializes in transit service, facility planning, and travel demand modeling/marketing research analysis.

### **Goals for the project are:**

- Extend the life of our local and regional infrastructure
- Reduce congestion
- Remove single-occupancy vehicles (SOV's) from our roads
- Improving air quality
- Reduction of greenhouse gases
- Promoting healthier options for mobility

### **Listed Schedule**

- |                                     |                    |
|-------------------------------------|--------------------|
| • Contract Scoping                  | September 10, 2019 |
| • Anticipated Completion of Project | Aug 12, 2020       |

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### **Fire Suppression for IT Server Room update**

The final inspection is complete, and Suppression Systems, Inc. (SSI) has determined the room is appropriately sealed. On August 28, 2019, SSI will return to remove and cap the server room sprinkler. Once removed, there will be a final certification of the entire system.

### **Restrooms at Haines Place Park and Ride (Resolution 19-22)**

CXT has completed all work on the restroom, and the building is being stored by CXT awaiting delivery. JTA opened contractor bids on August 9<sup>th</sup>, and Jacobs Construction, LLC, is the apparent low bidder at \$38,426.04. The construction is estimated to begin August 28<sup>th</sup>, and the project is expected to be completed within 24 days after signing the contract, which is 18 to prep for building and six days after the building is set. CXT needs ten days' notice to transport the building, and once on-site, it will take four hours. Jim Gibson, PM will have the plumbers and electrician on-site standing by for connection.

### **Peninsula Regional Transportation Planning Organization (PRTPO) update**

Thera Black from 3P Transportation was selected as the Lead Planning Agency's Consultant for the RTPO. Thera Black will provide Kitsap Transit support and will work with JTA with its role as fiscal agent. Thera coordinated a kick-off meeting to discuss Kitsap Transit's Lead Planning Agency Agreement, Jefferson Transit's Fiscal Agent Agreement, and PRTPO Coordinator Scope of Work. The next PRTPO Executive Board meeting is September 20, 2019, from 10-12.

### **RouteMatch**

**RouteMatch – Mobile (RMM) & RouteShout (RS)** JTA reported improvement during the last report, but there are still issues with the quality of tablet cell performance throughout the JTA service area. Multiple cell tests and a system performance report prove that weak cell signal is the problem. One solution for the weak cell signal is a Dual SIM solution. Using two different cell services is being researched at this time.



### **Historical Preservation Committee (Resolution 19-15)**

JTA did a presentation regarding Jefferson Transit's possible purchase of a trolley bus to replace the current fixed-route bus serving the 11A/11B (downtown shuttle service). JTA showed the committee photos of trolleybuses similar to the one JT is considering purchasing and provided answers to questions on how often service runs, size of the vehicle, how the smaller size of the vehicle would be better suited to Water street and the costs associated with electric buses vs. diesel. The committee was informed the color of the trolley had not yet been chosen.

**Don Schussler** was interested in knowing more about a comprehensive regional plan, and **Cate Comerford** stated it was a great idea, trolley imagery is a good one.

**George Randels** said it was a great idea to have a more manageable vehicle; he did not want Port Townsend to appear to be Disneyland and said there is a need to prevent things that look gimmicky, however; what was presented was different than what he thought was coming, and the vehicle does not look gimmicky. It is a modern vehicle that is noticeable but does not scream, look at me. Mr. Randels was not a fan of the window details and had no issues with the color.

**Kathleen Croston** likes the top photo, does not think it looks gimmicky but thought the wood slat seats would be an uncomfortable ride on bumps in the street.

**Richard Berg** (Committee Chair): had the same concern that it would be gimmicky but agreed with George that it looks like a modern bus, not gimmicky.

Mr. Berg stated that the color scheme could be in the same range the Historical Preservation Committee uses.

The group stated that if JTA were interested in coming to another meeting, the group would be happy to provide feedback on color choices. It was also suggested instead of the bumper shown in the photo to have a bike rack on the front.

### **Ferry Advisory Committee (FAC) update**

On July 10, 2019, the FAC met to discuss fare increases and the timeline for implementation. The FAC made its recommendation to the Washington State Transportation Committee. The fares are going to increase by 2.5% and are slated to fund the debt service on the next new vessel. This increase is a directive from our State Legislature. The committee discussed whether passenger fares should increase at the same rate vehicle. The committee was split on this matter but agreed the May 2020

timing should capture the tourist season. The committee discussed the subject of the amount of increase, and the committee recommended a .15 increase only.

### **EV Feasibility Study**

JTA's new Grants and Procurement specialist has completed a draft RFQ for the Electric Vehicle Feasibility Study and plan to start this project in late November. Staff is reviewing the RFQ, and the issue date is TBD.

The key project activities are as follows:

- a. Work closely with Jefferson PUD #1 to determine: limitations of the current power grid, PUD's ability to expand their current capabilities, PUD's willingness to work with JTA to obtain wholesale energy pricing
- b. Communicate energy demands of electrified bus routes to PUD
- c. Determine whether PUD can provide electricity for EV charging systems during peak hours
- d. Thoroughly inspect and understand JTA's current operations
- e. Conduct a route analysis to determine which routes would best support the use of Electric Buses
- f. Devise a plan to dispose of EV batteries after useful life has been expended
- g. Conduct comparative cost analysis of operating and maintaining diesel-powered vs. Electric Buses

This project is in the 2019 Capital Budget approved by the Authority.

### **Engineer HPTC Bus Loop Plan**

Grants and Procurement completed a draft RFQ for Engineering the HPTC Bus Loop Plan and plan to start this project by the end of 2019. Staff is reviewing the RFQ, and the issue date is TBD.

The key project activities are as follows:

- a. Increase bus capacity to facilitate short and long term bus parking.
- b. Design a bus loop illumination configuration to ensure better visibility for public and operator safety.
  - a. Examples include but are not limited to better illumination for the HPTC building operator's door entry and bus shelters.
- c. Design additional bus entry and exit points

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- d. Formulate a plan to keep HPTC operational during construction.
- e. Increase bus capacity to facilitate short and long term bus parking.
- f. Design locations for future service expansion, including egress and ingress for buses, shelter locations, pedestrian pathways, and ADA curb cuts.

This project is in the 2019 Capital Budget approved by the Authority.

### **Engineering/Design 63 4 Corners Additional Maintenance Bay**

Grants and Procurement have started to work on the RFQ for the additional maintenance bay.

Other components of the project:

Design additional maintenance bay

- JTA would prefer the new bay to be the same size as existing bays, which house 35' buses.
- Preferably new bay would be attached to the existing maintenance facility. If this is not possible, close proximity to the existing facility is preferred.
- The design should consider the location of existing underground utility lines.
- Concrete is approximately 6 inches thick without rebar.
- Ensure a safe area for vendor deliveries

JTA would also need the ability to upgrade maintenance bay for EV capability. JTA is assuming this project will be a catalyst for future projects such as:

- Automatic bus washing facility
- EV Charging facilities
- Potential paint bay
- Extra exit/entry point for buses
- Operator training area



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

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

August 27, 2019

Attachment D

**Fleet:**

- Cutaway paint diagram approved –ETA November 2019.
- Gillig bus pre-production meeting complete. ETA Jan 2020.
- Kingston shuttle vehicle (700) being prepped for service.

**Facilities:**

- Salish school bus shelter placement complete.
- Awaiting safety committee review of potential locations for new stop location at Discovery bay.
- Front landscaping project complete and open for use.
- Placement of gravel in parking lot to further reduce landscaping work.
- Server room fire suppression system nearing completion. Final leak test scheduled.

**Staff/misc.:**

- Thermo King A/C training completed 07/11.
- All fleet/facilities employees renewed their forklift operator certification.
- Two new employees hired, starting August 5<sup>th</sup>. Eric Johnson and Kenneth Williams.
- Kevin Vance has tendered his resignation effective September 5, 2019.



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

**Operations Report – Leesa Monroe**  
 June 2019 - July 2019 – August 2019  
 Attachment E

**Safety and Training Report**

- We just finished training one of our maintenance employees to get his CDL. To give you an idea of the hours of training involved prior to testing, the Department of Licensing requires a total of 92 hours of training. (48 Hours of Classroom time, 44 hours in a bus, of the 44 hours 8 hours are devoted to backing up, including offset back and a 100 feet of straight backing) Intercity Transit has again offered to do the test for us, so we will be doing this in September.
- Gary Maxfield and Nicole Gauthier continue to do a great job monitoring Haines Place for any problem situations.
- Leesa Monroe moved her office to Haines Place on August 1<sup>st</sup> to provide support at HP while Gary is out training.
- In August, three people were excluded from JTA property (2 involved high levels of intoxications, one resulting in arrest).
- We had one emergency at Haines Place resulting in a 40-minute suspension of service in and out of Haines Place.
- We had a small trash fire beside the Sani Can at HP.
- We spoke with a police officer regarding travel trailers that were parked in at Haines Place, and tow notices were posted on the trailers
- 6 hours of video were reviewed

**Special Events/Projects**

Staff was out promoting transit at three special events this summer

We did three special events this summer	2018	2019
Monday, July 29 Veterans Stand down (at the Elks)	27	33
Saturday, August 3 at Hadlock Block Party	92	152
Friday, Saturday, Sunday, Aug 9, 10, 11 at JC Fair	517	738

There were 636 visitors in 2018. This year there were 923 visitors.

The “Thing” - The Seattle Theatre Group, promoters of an event called The Thing at Fort Worden, requested use of Jefferson Transit property for their chartered shuttle service. Jefferson Transit (Leesa and Laura) worked quickly to ensure support for the event. JTA signed two contracts to support the “Thing” on August 24<sup>th</sup> and 25<sup>th</sup>. Charter service drivers used 12<sup>th</sup> street to pick up passengers, and bus stops along the route to Fort Worden. JTA also added extra field support and an additional driver to provide backup service for route delays due to traffic. On Saturday Haines Place Park

and Ride was approximately 3/4 filled vehicles. The Festival Shuttles were very busy and had no issues. All in all, it was a very successful partnership.

We are all set for Wooden Boat service and will run Friday, Saturday, and Sunday (last year Sunday was 17%) Last year ridership

Wooden Boat Festival September 7-9 2018 Ridership			
Fri 9/7	Sat 9/8	Sun 9/9	Total
1322	2185	724	4231

I want to thank Terry Khile, Hoist and Yard Manager at the Port for giving JTA permission to use the Boat Haven for overflow parking. JTA parked 325-350 vehicles there last year on Saturday.

### **Service Planning**

- In September Drivers will sign their tri-annual bid for shift that begins Monday, September 16<sup>th</sup>, and in October will sign for yearly vacations
- Planning for service to the Kitsap Fast Ferry continues; Leesa Monroe will await the November decision regarding bill I-976 before completion of the project

### **Ridership**

Our ridership on JTOC this summer has been a little lower than last year. East Jefferson ridership continues to be higher than last year, fixed-route service is averaging 628 more riders per month than last year. Dial-A-Ride service is averaging 83 rides per month. We were told Life Care currently does not have a fulltime driver on staff so Dial-A-Ride service has increased in part due to additional ridership from Life Care.

# Jefferson Transit Authority Board

## Special Meeting Minutes

Tuesday, September 17, 2019, 1:30 p.m.

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 1:31 p.m. Other members present were David Faber, Greg Brotherton, and Kate Dean. A quorum was present.

### STAFF PRESENT

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

### PUBLIC COMMENT

Darrell Conder asked about the status of the public restroom construction.

Tammi Rubert stated the construction is on schedule.

Ariel Speser entered the meeting at 1:35 pm

### NEW BUSINESS

**a. Discussion regarding the Authority Board's position on the Washington Initiative 976, Limits on Motor Vehicles Taxes and Fees Measure (2019) per RCW 42.17A.555(1).**

Tammi Rubert said she joined the AWC webinar regarding I-976. We still don't know the full extent of what will happen if I-976 passes. I-976 involves the motor vehicle taxes and fees, basically going back to the \$30 car tabs. The potential impacts are on our multimodal account, which is about \$1.4 billion. The total loss would be \$1.9 billion over 6 years. Our Regional Mobility Grant, Consolidated Grant, and Special Needs Grant will be effected. Sara Crouch will explain the potential impact to JTA.

Sara Crouch stated the first page of her handout is for the 2019/21 biennium. The Federal funds are \$2.5 million, and the Washington State funds are \$500,000. She asked WSDOT if JTA will lose the State funds, which would be 7% of the grant funding for the next two years, and they referred her to the Office of Financial Management (OFM) website. Then Ms. Crouch asked WSDOT if it is a possibility they will redistribute the Federal funds, and they referred her to the OFM website. It is very

difficult to plan when we could lose 7% to 35% of our project budget. On page 2 of the handout are the Rural Mobility Transit Formula Funds, which are State funds, and Paratransit/Special Needs Transit Formula Funds, both of which are on the chopping block. At a minimum, that is 7% of our project budget. We have been funded for four years, but the projected funds are on the chopping block too for the years 2021 to 2023. We typically get Rural Mobility Transit Formula funds, Paratransit/Special Needs funds, and the sales tax equalization funds. Sales tax equalization comes annually and goes into our operating account, and we have already expended that on our 2017 to 2019 project. We are granted those every year, and they go into our operating project, so we wouldn't expect to see those funds either.

David Faber noted that right now, through the car tabs there are certain fees that are collected by the local jurisdictions as well as the State and then a portion between road projects, transit, and other transportation related projects. And, JTA receives about \$3 million per biennium through the combination of the Federal funds that are redistributed through the State, as well as the State's funds themselves, and if these tab fees went away with the passage of this bill, the fear is that those Federal funds, as well as the State portion of the funds, would instead be hoovered up by road projects and other projects, and not come to transit agencies. Is that a correct analysis?

Ms. Crouch said the State funds would most likely be lost, and potentially the Federal funds as well because they would probably redistribute those funds. According to our cost allocation model, what we do is take each one of our routes and look at what the cost is annually. The Tri-Area Loop costs us \$482,835 to operate. I am not saying we would cut the Tri-Area Loop, we would look for non-performing routes. We don't know what we are not going to have money to fund, but we are assuming if this passes, that they are going to cut our funding. Ms. Crouch suggested the Board consider waiting one week for our Budget Workshop because it is currently scheduled on Election Day. Ms. Crouch will have two budget scenarios, and we should know by the second Tuesday in November whether or not this initiative passed and which scenario makes the most sense.

David Sullivan said the state legislature still has time to change their budget. They could find funds to supplement the lost funding, and they could find other taxes they could levy. We are operating in a world of contingencies that may or may not happen.

Tammi Rubert said the road projects, the Washington State Patrol, the Puget Sound Ferries; there are a lot of other things that may take priority over transit.

Bendi Carruthers asked what kind of cuts were made the last time this happened.

David Sullivan said he remembers a number of the Motor Vehicle Excise Tax (MVET) funds at that time went to public health, and it is his understanding that those have never been effectively replaced. Chair Sullivan asked the Board in the information setting if the public wants clarification or has questions; it would be a good idea to entertain those. The Board agreed.

A member of the public stated he was working for Metro Transit when that happened, and it decimated Metro. They stopped hiring for almost five years.



Tom Thiersch said when the MVET funds went away, State ferries did a 20% fare increase.

Ms. Crouch stated she wanted to show the potential impact will basically be \$500,000 to \$3,000,000, and then think about what one of our routes costs.

Greg Brotherton asked if all of the Federal funds are passed through the State.

Ms. Crouch said yes, we are a pass-through entity, which means that we receive our money through WSDOT, we don't have direct funds.

Brenda McMillan asked why when there is a shortage of money, only the drivers are cut, and administration is not cut.

David Sullivan stated we haven't had a discussion about what we will do, but we are anticipating discussing that in our Budget Workshop in November. It sounds like we may reschedule our Budget Workshop to a week after the election so we have a better idea of what we are faced with.

Kate Dean asked about the Consolidated Grant on the front page of the budget handout, that is the \$500,000 to \$3,000,000, is it broken out into these two projects on the back.

Ms. Crouch said JTA's project A, which is our East Jefferson service, and then project B, which is our West Jefferson service. Project B is completely federally funded. We haven't received project C yet, which is Capital purchase for four buses. We plan to present this Grant to you in the October Board meeting.

David Sullivan opened comments to the public and stated we will take one person that wants to speak for passage I-976, and then we will take one against, and we will alternate until we run out of one side or the other and will continue with the side that is left. We will determine by a coin toss who begins. Is there anyone who wants to speak in favor of I-976? Not hearing anyone, if someone changes their mind later, let me know. How about against I-976?

Tom Thiersch said a good way to estimate what the potential impact would be is to figure the percentage of revenue to WSDOT that would actually be affected should the initiative pass. That percentage factor would give you a starting point, and then other things being prioritized like Law Enforcement/State Patrol, that would decrease the amount that would be available for distribution to other agencies. I think that would be your minimum starting point, just to apply that factor of the percentage of decrease in available funds. Speaking in opposition to the initiative, I think it would have dramatic negative impact on lots and lots of services, not just Jefferson Transit.

Debbie Jahnke is in opposition.

Darrell Conder is in opposition and asked if there will be any mounted campaign against this to inform the public of what will happen if this initiative passes. I am worried people

will see \$30 tabs on the ballot and think it is a good thing without any knowing any information.

Ms. Rubert said there are several organized oppositions to this. If you go to the Washington State Transit Association (WSTA) website or the Community Transportation Association of America (CTAA) website, there are several websites with information on I-976.

Ed Stanard stated Amalgamated Transit Union (ATU) is doing 60 ads on the radio in opposition.

A member of the public stated here is an organization that works with transit agencies across the State called Transportation Coalition Initiative, and they are running statewide campaigns to combat I-976.

David Sullivan talked about the limits we have as a governmental entity in using any government resources. We can't use government resources to campaign, to even take a position, we have to have a process like we are having today, but I encourage people to exercise their rights. Seeing no other comment requests, Chair Sullivan closed the public comment time and asked for Board discussion.

David Faber said the best-case scenario with the passage of I-976 still results in real threats to our budget, and he believes taking a stand against I-976 makes sense to him.

Greg Brotherton asked how the Board can effectively oppose this. What kind of action can we take?

David Sullivan said as a governmental agency; we can only give factual information. Individually we can exercise our rights as citizens because we don't lose those by being elected. As a Board, to take a position, we can let people know about that.

Ms. Rubert stated the Everett City Council voted to oppose I-976 and are in the newspaper in a photograph opposing it.

Ms. Crouch said if we look at our overall revenue, and we would have to guesstimate what our sales tax would be, traditionally, our grant funding has been about 20% of our budget.

David Sullivan said the transportation budget is somewhat isolated at the legislative level, but certain things go into that, not just the MVET taxes, but gas taxes and other things. It is within the legislature's authority and power to make adjustments either to add to that or to take away. They tend to be somewhat reluctant to do that, but then at other times they can't resist doing that because of other needs. We really don't know what the effect is going to be, but a smaller pie does not bode well for us.

Kate Dean stated she has been doing research trying to hone in on the impacts and has found it challenging in part because we should not be using public resources to be doing that work, but there are a number of places that have fact sheets, for example Clark County. I believe we could request a fact sheet for this region. Especially given

that we are trying to connect regionally, we can anticipate the impacts would affect our level of service. I am very comfortable taking a position today. There are infrastructure projects at risk which concerns me at a State level, the ferries, and bridges. Even if we can't be very specific about how exactly our service would be affected, we are part of a regional transportation system that is in dire need of capital investment.

David Sullivan stated that it does bring to mind that the need to coordinate with other transit agencies, and the ferries, and other parts of the transportation system as we make decisions if we end up having less revenue as a result of this. Other systems decisions could end up influencing JTA, and vice versa because we are in the center a number of counties. We will have to have regional discussions if this passes. We have reserves that give us a little breathing room, but those are limited.

Ariel Speser stated this is pretty straight forward that we should be in opposition to this initiative.

***Motion: Kate Dean moved that the Jefferson Transit Authority Board oppose the passage of I-976 because the Board does not want to see a reduction in public transportation funding. David Faber seconded.***

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

## **PUBLIC COMMENT**

Bendi Carruthers commented on the ATU contract.

Brenda McMillan said the decision should be made now.

David Sullivan said decisions could not be made today that are not part of the Special Meeting Agenda. Our position is that the ATU contract delay is because of a proofreading mistake made by both sides, and we are encouraging both to come together and to get mediation if needed to get this done. I was actually hopeful that this would have been done by now, so we could have incorporated it in this meeting.

Debbie Jahnke asked if action will be taken at the executive session.

**Executive Session for discussion regarding personnel per RCW 42.30.110 1(g) as outlined in the Open Meetings Act with no action anticipated. The Executive Session will be held from 2:05 pm to 2:20 pm. This part of the session will include the Authority Board only. The Board resumed the regular meeting at 2:20 pm. David Sullivan announced that the Board will be extending the Executive Session from 2:20 pm to 2:35 pm, and will include the General Manager as part of the session. The Board resumed the regular meeting at 2:36 pm. David Sullivan announced that the Board will be extending the Executive Session from 2:36 pm to 2:46 pm. The executive session was concluded, and the Board resumed the regular meeting at 2:46 pm.**

**ADJOURNMENT**

***Motion: David Sullivan moved to adjourn the meeting at 2:47 pm. Greg Brotherton seconded.***

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

The next regular meeting will be held on Tuesday, October 15, 2019, at 1:30 p.m.

\_\_\_\_\_  
Laura Smedley, Clerk of the Board

\_\_\_\_\_  
Date

DRAFT



Public Transportation Division  
 310 Maple Park Avenue S.E.  
 P.O. Box 47387  
 Olympia, WA 98504-7387

WSDOT Contact: Shamus Misek 360-705-7346

[miseks@wsdot.wa.gov](mailto:miseks@wsdot.wa.gov)

Consolidated Grant Program Operating Grant Agreement			
<b>Agreement Number</b>	PTD0037	<b>Contractor:</b>	<b>Jefferson Transit Authority</b>
<b>Term of Project</b>	July 1, 2019 through June 30, 2023		
<b>Vendor #</b>	911124781		<b>63 4 Corners Road</b>
<b>CFDA #</b>	20.509 (§5311)		<b>Port Townsend, WA 98368</b>
<b>DUNS</b>	102852019		
<b>Service Area</b>	As defined in Scope of Work and Budget	<b>Contact:</b>	Tammi Rubert 360-385-3020

**THIS AGREEMENT**, entered into by the Washington State Department of Transportation, hereinafter "WSDOT," and the Contractor identified above, hereinafter the "CONTRACTOR," individually the "PARTY" and collectively the "PARTIES."

WHEREAS, the State of Washington in its Sessions Laws of 2019, Chapter 416 Section 220 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2019-2021 biennial appropriations to WSDOT; and

WHEREAS, the CONTRACTOR has requested funds for the above shown project or program, which has been selected by WSDOT for funding assistance.

**NOW THEREFORE**, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

**SCOPE OF WORK AND BUDGET**

Current Agreement Costs	
Federal Funds	\$ 2,562,002
State Funds	\$ 500,920
<b>Total Grant Funds</b>	<b>\$ 3,062,922</b>
Contractor's Funds	\$ 5,448,874
<b>Total Current Agreement Cost</b>	<b>\$ 8,511,796</b>

*35% of total project cost is grant funds*

**Funding by Project**

**Project A:** East Jefferson Operating

**UPIN #** PTCO034

**Service Area:** Jefferson County

**Scope of Work:** Sustain fixed-route and on-demand ADA services to special needs residents of East Jefferson County.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
Rural Mobility Transit Formula Funds	N/A	3%	\$ 217,558		\$ 217,558
Paratransit Special Needs Transit Formula Funds	N/A	4%	\$ 283,362		\$ 283,362
FTA 5311	TBD	28%	\$ 2,173,692		\$ 2,173,692
Contractor's Funds	N/A	65%	\$ 4,983,687	\$ 5,649,143	\$ 10,632,830
Projected Grant Funds	N/A			\$ 2,238,905	\$ 2,238,905
<b>Total Project Cost</b>		<b>100%</b>	<b>\$ 7,658,299</b>	<b>\$ 7,888,048</b>	<b>\$ 15,546,347</b>

**Budget:** Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

**Project B:** Olympic Connection

**UPIN #** PTCO035

**Service Area:** Jefferson County

**Scope of Work:** Preserve an existing deviated fixed route service between Forks and Amanda Park along US 101.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
FTA 5311	TBD	45%	\$ 388,310		\$ 388,310
Contractor's Funds	N/A	55%	\$ 465,187	\$ 479,143	\$ 944,330
Projected Grant Funds	N/A			\$ 399,959	\$ 399,959
<b>Total Project Cost</b>		<b>100%</b>	<b>\$ 853,497</b>	<b>\$ 879,102</b>	<b>\$ 1,732,599</b>

**Budget:** Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.



63 4 Corners Rd, Port Townsend, WA 98368

---

DATE: 10/15/2019

August 2019 Expenses

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

- Accounts Payable Voucher #98639 in the amount of \$86,738.85
- Accounts Payable Vouchers #98640-98688 in the amount of \$92,913.05
- Accounts Payable Voucher #98689 in the amount of \$88,545.84
- Accounts Payable Vouchers #98690-98730 in the amount of \$97,726.31
- Capital Check #658 in the amount of \$49.40
- 4 EFT payments in the amount of \$1,730.76
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

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

Laura Smedley  
Clerk of the Authority



63 4 Corners Rd, Port Townsend, WA 98368

---

DATE: 10/15/2019

September 2019 Expenses

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

- Accounts Payable Voucher #98731 in the amount of \$86,008.64
- Accounts Payable Voucher #98732 in the amount of \$10,745.43
- Accounts Payable Vouchers #98733-98779 in the amount of \$69,490.87
- Accounts Payable Voucher #98780 in the amount of \$90,990.34
- Accounts Payable Vouchers #98781-98821 in the amount of \$49,091.68
- Voided Check #98227 dated 4/9/19 in the amount of \$67.89
- Voided Check #98490 dated 6/18/19 in the amount of \$680.62
- Capital Check #659 in the amount of \$2,616.00
- Capital Check #660 in the amount of \$575.11
- Capital Check #661 in the amount of \$3,008.40
- 4 EFT payments in the amount of \$1,744.30
- Transfer from the Operating account to the Bond Payment Reserve account for the purpose of: paying annual bond debt service in the amount of \$5,150.00

Each Accounts Payable Claim Voucher has been Authorized and Approved by the Finance Committee. The General Manager has approved these for the consent agenda.

These claim vouchers which detail specific vouchers are available for viewing upon request.

Laura Smedley  
Clerk of the Authority





# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Resolution 19-23: PTD0037 Operating Grant Agreement

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS: Resolution 19-23  
Operating Grant PTD0037

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *Jammi Ruelert*

RECOMMENDATION: Approve COMMENTS:

SUMMARY STATEMENT: JTA has been awarded Federal and State operating fund assistance for passenger transportation services to persons with special needs, and to the general public. Resolution 19-23 authorizes the Authority Chair to sign and execute Grant Agreement PTD0037

RECOMMENDED ACTION/MOTION: Motion: Approve Resolution 19-23 authorizing the Chair of the Authority to sign Grant Agreement PTD0037.

1 **JEFFERSON TRANSIT AUTHORITY**  
2 **RESOLUTION 19-23**  
3 **PTD0037 Operating Grant Agreement**

4  
5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation  
6 Benefit Area, hereinafter called the "Authority", authorizing the Authority Chair to sign and  
7 execute Grant Agreement PTD0037

8 **WHEREAS**, Jefferson Transit Authority has been awarded Federal and State  
9 operating fund assistance for passenger transportation services to persons with special  
10 needs, and to the general public; and

11 **WHEREAS**, matching funds have been allocated by the Authority, in coordination  
12 with other parties, sufficient to provide the services;

13 **NOW, THEREFORE, BE IT RESOLVED**, that the Chair of the Authority is hereby  
14 authorized to sign the Grant Agreement numbered PTD0037 with the Washington State  
15 Department of Transportation.

16  
17 **CERTIFICATION**

18  
19 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
20 County Public Transportation Benefit Area, certifies that the foregoing is a true and correct  
21 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
22 Authority Board held on October 15, 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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



**WSDOT Contact:** Shamus Misek 360-705-7346

[miseks@wsdot.wa.gov](mailto:miseks@wsdot.wa.gov)

<b>Consolidated Grant Program Operating Grant Agreement</b>			
<b>Agreement Number</b>	PTD0037	<b>Contractor:</b>	<b>Jefferson Transit Authority</b>  <b>63 4 Corners Road</b> <b>Port Townsend, WA 98368</b>
<b>Term of Project</b>	July 1, 2019 through June 30, 2023		
<b>Vendor #</b>	911124781		
<b>CFDA #</b>	20.509 (§5311)		
<b>DUNS</b>	102852019		
<b>Service Area</b>	As defined in Scope of Work and Budget	<b>Contact:</b>	Tammi Rubert 360-385-3020

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WHEREAS, the CONTRACTOR has requested funds for the above shown project or program, which has been selected by WSDOT for funding assistance.

**NOW THEREFORE**, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

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**UPIN #** PTCO034

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**Service Area:** Jefferson County

**Scope of Work:** Preserve an existing deviated fixed route service between Forks and Amanda Park along US 101.

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**Budget:** Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2019-2021 biennium. Projected Funds are subject to appropriation by the Washington State Legislature, once appropriated, funds will be added to this AGREEMENT by written amendment.

**Section 1**  
**Purpose of Agreement**

A. The purpose of this AGREEMENT is for WSDOT to provide operating funds to the CONTRACTOR for public transportation services that meet the needs of persons in the State of Washington.

B. If this AGREEMENT includes any funding with federal funds, in addition to the requirements of Sections 1 through 33 of the AGREEMENT the CONTRACTOR will also comply with all requirements imposed by, or pursuant to 49 USC chapter 53, all other applicable federal laws, regulations and requirements and the requirements set forth in Exhibit I, Federal Provisions for this AGREEMENT that Includes Federal Funds (Grant Agreement), which is attached hereto and by this reference incorporated into this AGREEMENT, "Federal Provisions ."

**Section 2**  
**Scope of Project**

The CONTRACTOR shall undertake and complete the Project(s) described and detailed in the "Scope of Work and Budget," which is by this reference fully incorporated herein as if fully set out in this AGREEMENT and operate the service within the area described in the caption space header titled "Service Area," in accordance with the terms and conditions of this AGREEMENT. The caption space header titled "Service Area" and all caption space headers are by this reference incorporated herein as if fully set out in this AGREEMENT.

**Section 3**  
**Term of Agreement**

The CONTRACTOR shall commence, perform, and complete the work identified under this AGREEMENT within the time defined in the caption space header titled "Term of Agreement" on this AGREEMENT regardless of the date of signature and execution of this AGREEMENT, unless terminated as provided herein.

**Section 4**  
**General Compliance Assurance**

The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's *Consolidated Grants Program Guidebook*, hereinafter referred to as "Guidebook", and any amendments thereto, found at [www.wsdot.wa.gov/transit/grants/consolidated/home](http://www.wsdot.wa.gov/transit/grants/consolidated/home) , which by this reference is fully incorporated herein.

The CONTRACTOR agrees that WSDOT, and/or any authorized WSDOT representative, shall have not only the right to monitor the compliance of the CONTRACTOR with respect to the provisions of this AGREEMENT but also have the right to seek judicial enforcement with regard to any matter arising under this AGREEMENT.

**Section 5**  
**Contractor's Share of Project Costs**

A. The total Project cost shall not exceed the amounts detailed in the "Funding by Project" table. The CONTRACTOR agrees to expend eligible funds, together with any "Contractor Funds" allocated for the Project, in an amount sufficient to complete the Project. The CONTRACTOR further agrees that there shall be no reduction in the amount specified as the "Contractor Funds" unless there is a concurrent proportional reduction in the "State Funds", and/or if the AGREEMENT includes federal funds, in the "Federal Funds", or WSDOT pre-approves the reduction in writing. If at any time the CONTRACTOR becomes aware that the cost which it expects to incur in the performance of this AGREEMENT will exceed or be less than the amount identified as "Total Project Cost" the CONTRACTOR shall notify WSDOT in writing within thirty (30) business days of making that determination. Nothing in Section 5(A), shall preclude the requirements specified in Section 6 (B) for payments at the end of the biennium.

B. Minimum Match: The CONTRACTOR is required to provide a minimum match of funds for the Project(s) as identified in the "Funding by Project" table reflected in the Contractor Funds. Any reduction in match will result in a proportional reduction in grant funds.

## **Section 6**

### **Reimbursement and Payment**

A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred, while performing eligible direct and related indirect Project work during the life of the Project. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by CONTRACTOR for reimbursement. Failure to send in progress reports and financial information as required in Section 8 –Reports may delay payment. The CONTRACTOR shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If approved by WSDOT, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.

B. **State Fiscal Year End Closure Requirement (RCW 43.88):** The CONTRACTOR shall submit an invoice for completed work in the same state fiscal period in which the work was performed. As defined in RCW 43.88, the state fiscal period starts on July 1 and ends on June 30 the following year. Reimbursement requests must be received by July 15 of each state fiscal period. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the expenses to be billed so WSDOT may accrue the expenditures in the proper fiscal period. Any subsequent reimbursement request submitted will be limited to the amount accrued as set forth in this section. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

## **Section 7**

### **Assignments and Subcontracts**

A. Unless otherwise authorized in advance and in writing by WSDOT, the CONTRACTOR shall not assign any portion of the Project or execute any contract, amendment, or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT.

B. The CONTRACTOR agrees to include Section 4, Sections 7 through 17, Section 20 and Section 23 of this AGREEMENT in each subcontract and in all contracts it enters into for the employment of any individuals, procurement of any incidental goods or supplies, or the performance of any work to be accomplished under this AGREEMENT. It is further agreed that those clauses shall not be modified in any such subcontract, except to identify the subcontractor or other person or entity that will be subject to its provisions. In addition, the following provision shall be included in any advertisement or invitation to bid for any procurement by the CONTRACTOR under this AGREEMENT:

Statement of Financial Assistance:

"This AGREEMENT is subject to the appropriations of the State of Washington."

## **Section 8**

### **Reports**

A. The CONTRACTOR shall prepare quarterly reports regarding services provided pursuant to this AGREEMENT and other related information as prescribed in the Guidebook, and any amendments thereto, whichever is applicable, or as requested by WSDOT. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the aforementioned guidebook. Those reports include, but are not limited to:

1. Project Passenger Trips Provided

2. Project Service Hours Provided
3. Project Revenue Service Miles Provided
4. Narrative Progress Report
5. Financial Status/Summaries of the Project.

B. If the project is receiving Transit Coordination, Tier or Regional Mobility grant funds, in addition to the requirements from subsection A, the CONTRACTOR shall submit a mutually agreeable Performance Measurement Plan to WSDOT.

C. **Remedies for Misuse or Noncompliance.** The CONTRACTOR shall not use the Project or any part thereof in a manner different from that described in the "Scope of Work and Budget", as set forth in Section 2 of the AGREEMENT. If WSDOT determines that the Project has been used in a manner different from, "Scope of Work and Budget", WSDOT may direct the CONTRACTOR to repay WSDOT the State funded share of the "Project Costs." WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to comply with any provision of this AGREEMENT.

### **Section 9**

#### **No Obligation by the State Government**

No contract between the CONTRACTOR and its subcontractors shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

### **Section 10**

#### **Personal Liability of Public Officers**

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

### **Section 11**

#### **Ethics**

A. **Relationships with Employees and Officers of WSDOT.** The CONTRACTOR shall not extend any loan, gratuity or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall CONTRACTOR rent or purchase any equipment and materials from any employee or officer of WSDOT.

B. **Employment of Former WSDOT Employees.** The CONTRACTOR hereby warrants that it shall not engage on a full-time, part-time, or other basis during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of WSDOT without written consent of WSDOT.

### **Section 12**

#### **Compliance with Laws and Regulations**

The CONTRACTOR agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The CONTRACTOR will adhere to all of the nondiscrimination provisions in chapter 49.60 RCW. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the CONTRACTOR to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violate state or local law, or would require the CONTRACTOR to violate state or local law, the CONTRACTOR agrees to notify WSDOT immediately in writing.

Should this occur, WSDOT and the CONTRACTOR agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the Project.

**Section 13  
Environmental Requirements**

The CONTRACTOR agrees to comply with all applicable requirements of chapter 43.21C RCW "State Environmental Policy Act" (SEPA).

**Section 14  
Accounting Records**

A. **Project Accounts.** The CONTRACTOR agrees to establish and maintain for the Project(s) either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project(s). The CONTRACTOR agrees that all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project(s) shall be clearly identified, readily accessible and available to WSDOT upon request, and, to the extent feasible, kept separate from documents not pertaining to the Project(s).

B. **Documentation of Project Costs and Program Income.** The CONTRACTOR agrees to support all allowable costs charged to the Project(s), including any approved services contributed by the CONTRACTOR or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges. The CONTRACTOR also agrees to maintain accurate records of all program income derived from implementing the Project(s).

**Section 15  
Audits, Inspection, and Retention of Records**

A. **Submission of Proceedings, Contracts, Agreements, and Other Documents.** During the performance period of the Project(s) and for six (6) years thereafter, the CONTRACTOR agrees to retain intact and to provide any data, documents, reports, records, contracts, and supporting materials relating to the Project(s) as WSDOT may require. Project closeout does not alter these recording and record-keeping requirements. Should an audit, enforcement, or litigation process be commenced, but not completed, during the aforementioned six-year period then the CONTRACTOR's obligations hereunder shall be extended until the conclusion of that pending audit, enforcement, or litigation process.

B. **General Audit Requirements.** The CONTRACTOR agrees to obtain any other audits required by WSDOT at CONTRACTOR's expense. Project closeout will not alter the CONTRACTOR's audit responsibilities.

C. **Inspection.** The CONTRACTOR agrees to permit WSDOT and the State Auditor, or their authorized representatives, to inspect all Project work materials, payrolls, and other data, and to audit the books, records, and accounts of the CONTRACTOR and its subcontractors pertaining to the Project. The CONTRACTOR agrees to require each third party to permit WSDOT, and the State Auditor or their duly authorized representatives, to inspect all work, materials, payrolls, and other data and records involving that third party contract, and to audit the books, records, and accounts involving that third party contract as it affects the Project(s).

**Section 16  
Labor Provisions**

**Overtime Requirements.** No CONTRACTOR or subcontractor contracting for any part of the Project(s) work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all



hours worked in excess of forty (40) hours in such workweek. CONTRACTOR will comply with Title 49 RCW, Labor Regulations.

### **Section 17**

#### **Changed Conditions Affecting Performance**

The CONTRACTOR hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project(s) in accordance with the provisions of this AGREEMENT.

### **Section 18**

#### **Coordination of Special Needs Transportation**

It is the policy of WSDOT to actively support coordination of special needs transportation in the state. As a condition of assistance, the CONTRACTOR is required to participate in local coordinated planning as led by CONTRACTOR's relevant Metropolitan Planning Organization (MPO) and/or Regional Transportation Planning Organization (RTPO). Persons with special transportation needs means those persons, including their personal attendants, who because of physical or mental disability, income status, or age are unable to transport themselves or purchase transportation.

*Transit Projects and Regional Mobility Grant funded projects are explicitly excluded from the provisions of Section 18 – Coordination of Special Needs Transportation.*

### **Section 19**

#### **Disputes**

A. **Disputes.** Disputes, arising in the performance of this AGREEMENT, which are not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division Assistant Director or designee. This decision shall be final and conclusive unless within ten (10) days from the date of CONTRACTOR's receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.

B. **Performance During Dispute.** Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

C. **Claims for Damages.** Should either PARTY to this AGREEMENT suffer injury or damage to person, property, or right because of any act or omission of the other PARTY or any of that PARTY's employees, agents or others for whose acts it is legally liable, a claim for damages therefore shall be made in writing to such other PARTY within thirty (30) days after the first observance of such injury or damage.

D. **Rights and Remedies.** All remedies provided in this AGREEMENT are distinct and cumulative to any other right or remedy under this document or afforded by law or equity, and may be exercised independently, concurrently, or successively and shall not be construed to be a limitation of any duties, obligations, rights and remedies of the PARTIES hereto. No action or failure to act by the WSDOT or CONTRACTOR shall constitute a waiver of any right or duty afforded any of them under this AGREEMENT, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

## **Section 20 Termination**

**A. Termination for Convenience.** WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, conditions, and in the case of partial termination the portion to be terminated. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However if, in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:

1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
2. WSDOT determines, in its sole discretion, that the continuation of the Project(s) would not produce beneficial results commensurate with the further expenditure of funds;
3. The CONTRACTOR is prevented from proceeding with the Project(s) as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense; or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources;
4. The CONTRACTOR is prevented from proceeding with the Project(s) by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The State Government determines that the purposes of the statute authorizing the Project(s) would not be adequately served by the continuation of financial assistance for the Project(s);
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

**B. Termination for Default.** WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Fails to make reasonable progress on the Project(s) or other violation of this AGREEMENT that endangers substantial performance of the Project(s); or
4. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in violation of, any provision of this AGREEMENT. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default hereunder. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: (a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

**C.** WSDOT, in its sole discretion may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to

WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

D. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

E. If this AGREEMENT is terminated, whether for convenience or for default, before the specified end date set forth in the caption header, "Term of Agreement", WSDOT and the CONTRACTOR shall execute an amendment to this AGREEMENT identifying the termination date and the reason for termination.

### **Section 21 Forbearance by WSDOT Not a Waiver**

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

### **Section 22 Lack of Waiver**

In no event shall any WSDOT payment of grant funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default. Such payment shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default.

### **Section 23 Limitation of Liability**

A. The CONTRACTOR shall indemnify and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT arising out of, in connection with or incident to the execution of this AGREEMENT and/or the CONTRACTOR's performance or failure to perform any aspect of this AGREEMENT. This indemnity provision applies to all claims against WSDOT, its agents, employees and officers arising out of, in connection with or incident to the negligent acts or omissions of the CONTRACTOR, its agents, employees, officers and subcontractors. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify and hold harmless or defend the WSDOT, its agents, employees or officers to the extent that claims are caused by the sole negligent acts or omissions of the WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the CONTRACTOR its employees, agents, officers or contractors and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of the PARTY, its employees, officers, authorized agents, and/or contractors. The indemnification and hold harmless provision shall survive termination of this AGREEMENT. B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.

C. The CONTRACTOR specifically assumes potential liability for actions brought by CONTRACTOR's employees and/or subcontractors and solely for the purposes of this indemnification and defense, the CONTRACTOR specifically waives any immunity under the State Industrial Insurance Law, Title 51 Revised Code of Washington.

D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs and expenses shall be recoverable by the prevailing PARTY.

**Section 24**  
**Agreement Modifications**

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, PIN the contact person of either PARTY, or dollar amount changes that do not affect the project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of the revision in writing.

**Section 25**  
**WSDOT Advice**

The CONTRACTOR bears complete responsibility for the administration and success of the Project(s) as defined by this AGREEMENT and any amendments thereto. If the CONTRACTOR solicits advice from WSDOT on problems that may arise, the offering of WSDOT advice shall not shift the responsibility of the CONTRACTOR for the correct administration and success of the Project(s), and WSDOT shall not be held liable for offering advice to the CONTRACTOR.

**Section 26**  
**Venue and Process**

In the event that either PARTY deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the PARTIES hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

**Section 27**  
**Subrogation**

A. **Prior to Subrogation.** WSDOT may require the CONTRACTOR to take such action as may be necessary or appropriate to preserve the CONTRACTOR's right to recover damages from any person or organization alleged to be legally responsible for injury to any equipment, property, or transportation program in which WSDOT has a financial interest.

B. **Subrogation.** WSDOT may require the CONTRACTOR to assign to WSDOT all right of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the CONTRACTOR shall execute, deliver, and do whatever else necessary to secure WSDOT's rights. The CONTRACTOR shall do nothing after any loss to prejudice the rights of WSDOT.

C. **Duties of the CONTRACTOR.** If WSDOT has exercised its right of subrogation, the CONTRACTOR shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT. The CONTRACTOR shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

**Section 28  
Counterparts**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONTRACTOR does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements and their supporting materials contained and/or mentioned herein, and does hereby accept WSDOT's grant and agrees to all of the terms and conditions thereof.

**Section 29  
Complete Agreement**

This document contains all covenants, stipulations, and provisions agreed upon by WSDOT. No agent or representative of WSDOT has authority to make, and WSDOT shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

**Section 30  
Severability**

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or any part thereof, which in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

**Section 31  
Order of Precedence**

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. Federal law
2. Exhibit I, Federal Provisions, if applicable
3. State law
4. This AGREEMENT

**Section 32  
Execution**

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

**Section 33  
Binding Agreement**

The undersigned acknowledge that they are authorized to execute this AGREEMENT and bind their respective agency(ies) and or entity(ies) to the obligations set forth herein.

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

WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION

CONTRACTOR

\_\_\_\_\_  
Brian Lagerberg, Director  
Public Transportation Division

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Authority Board Chair

\_\_\_\_\_  
Title

\_\_\_\_\_  
David Sullivan

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
October 15, 2019

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EXHIBIT I**  
**Summary of Federal Requirements and Incorporating by Reference Annual List of**  
**Certifications and Assurances for FTA Grants and Cooperative Agreements**  
**("Certifications and Assurances") and Federal Transit Administration Master Agreement**  
**("Master Agreement")**

Recipient and Recipient's subrecipient(s), contractor(s), or subcontractor(s), at any tier, if any, must comply with all applicable federal requirements contained in the Certifications and Assurances available at <https://www.transit.dot.gov/funding/grantee-resources/certifications-and-assurances/fiscal-year-2019-annual-list-certification-0>. The Certifications and Assurances, including as they may be changed during the term of this AGREEMENT, are by this reference incorporated herein.

Recipient further agrees to comply with all applicable requirements included in the Master Agreement. This Master Agreement is incorporated by reference and made part of this Agreement. Said Master Agreement is available at <https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements>. Without limiting the foregoing, the following are some requirements applicable to transactions covered by this AGREEMENT

**1. Changes to Federal Requirements** - Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Purchaser and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

**2. Civil Rights**

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

**3. Disadvantaged Business Enterprises** - The Disadvantaged Business Enterprise (DBE) requirements of 49 CFR Part 26 and USDOT's official interpretations (i.e., Questions & Answers) apply to this Contract. As such, the requirements of this Contract are to make affirmative efforts to solicit DBEs, provide information on who submitted a Bid or quote and to report DBE participation. No preference will be included in the evaluation of Bids/Proposals, no minimum level of DBE participation shall be required as a Condition of Award and Bids/Proposals may not be rejected or considered non-responsive on that basis.

**4. ADA Access** - The contractor shall comply with the requirements of 49 CFR FTA C 4710.1 as applicable to this contract. Equal access and the opportunity should be given to individuals with disabilities to fully participate in or benefit from the goods, services, facilities, privileges, advantages, or accommodations.

**5. Incorporation of Federal Transit Administration (FTA) Terms** - The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any (name of grantee) requests which would cause (name of grantee) to be in violation of the FTA terms and conditions.





# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Resolution 19-24: To Adopt a Revised Purchasing Policy

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS: Resolution 19-24  
Draft of Amended Purchasing Policy (amended Section 8 only)

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *Jammi Robert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT: Changes in Section 8 are to increase the micro purchase limit for goods and services from \$2,500 to \$10,000, and adding in parens (general manager must approve all purchases over \$3,500) because the federal limits were increased as defined by the FTA Circular 4220.1F Section VI.

RECOMMENDED  
ACTION/MOTION: Motion: Move to adopt Resolution 19-24: To adopt a revised Purchasing Policy

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-24**

3  
4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 Transportation Benefit Area, hereinafter called "the Authority," to adopt  
6 a revised Purchasing Policy  
7

8 **WHEREAS**, Jefferson Transit Authority (JTA) is revising the existing Purchasing  
9 Policy adopted in December 2016; and  
10

11 **WHEREAS**, due to JTA's operating money being funded by Federal Transit  
12 Administration (FTA) grants, this requires JTA to follow FTA regulations and best  
13 practices for purchasing;  
14

15 **NOW THEREFORE, BE IT RESOLVED** by the Authority that the attached  
16 replacement Purchasing Policy is hereby adopted.  
17

18  
19 **CERTIFICATION**  
20

21 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
22 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
23 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
24 Transit Authority Board held on October 15, 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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

<u>Title:</u> <b><u>Purchasing Policy</u></b>	<u>Resolution:</u> <b><u>19-24</u></b>
<u>Author:</u> <b><u>Sara Crouch, Finance Manager - Amended</u></b>	<u>Effective Date:</u> <b><u>Apr 21, 2015 Res 15-06</u></b> <b><u>Amended Oct 18, 2018 Res 18-14</u></b> <b><u>Amended Oct 15, 2019 Res 19-24</u></b>



**Jefferson Transit Authority**

**Purchasing Policy**

**Amended October 15, 2019**

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<p><b>Section 7.2</b></p> <p><b>ENSURING REASONABLE COSTS (Continued)</b></p>	<p><b>When Required:</b> The following situations require a Cost Analysis:</p> <ol style="list-style-type: none"> <li>1. Price Analysis will not provide sufficient information to determine the reasonableness of the contract cost</li> <li>2. Sole source, including emergency, selections (unless waived by the General Manager)</li> <li>3. Single response to a solicitation</li> <li>4. Contracts based on a Request for Qualifications (A&amp;E)</li> <li>5. Change orders or other modifications that change the contract amount.</li> <li>6. Contracts based on Formal (ITB, RFP) or Informal Solicitations where price is one of the evaluation criteria.</li> </ol> <p><b>Level of Specificity:</b> JTA staff (or contractor/consultant) with the relevant experience and knowledge should conduct the Cost Analysis. The analysis must have a level of specificity and independence appropriate to the contract or Change Order under review that describes what was analyzed. For any contract or Change Order subject to a Cost Analysis, JTA shall require that the Contractor/Consultant submit a cost breakdown of their price for use in evaluating reasonableness of price.</p> <p><b>Negotiation of Profit:</b> Profit shall be negotiated separately in all cases where there is no price competition. To establish a fair and reasonable profit, consideration will be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.</p>
<p><b>Section 7.3</b></p> <p><b>ENSURING REASONABLE COSTS:</b></p> <p><b>Specific Situations</b></p>	<ol style="list-style-type: none"> <li>1. <b>Time and Materials Contracts:</b> A Time and Materials contract may be used only after a determination that no other contract payment type is suitable. This is generally when the extent of work is unknown when the work is solicited.</li> <li>2. <b>Prohibited Contracting Methods:</b> "The 'cost plus a percentage of cost' and 'percentage of construction cost' methods of contracting shall not be used" (<b>CFR 48.1.C.102c</b>).</li> </ol>
<p><b>Section 8</b></p> <p><b>Purchases Under \$2,510,000</b></p>	<p>Micro purchase procedures are for the purchases of <b>goods and services under \$2,510,000 (general manager must approve all purchases over \$3,500)</b>, as defined by FTA Circular 4220.1F Section VI. Employees are expected to use their best professional judgment when making micro purchases and maximize JTA dollars for value. Although competition is not required, it is expected that the best possible price be obtained and that no favoritism be shown in selecting suppliers.</p> <p>Micro-purchases:</p> <ol style="list-style-type: none"> <li>a) Shall be distributed equitably among qualified suppliers, service providers, consultants, and contractors.</li> <li>b) Shall not be divided or reduced merely to comply with the micro-purchase limit.</li> <li>c) Are exempt from FTA's Buy America requirements.</li> <li>d) Pricing shall be fair and reasonable.</li> </ol>



# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Resolution 19-25: To Adopt an Amended Credit Card Policy

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS: 

Resolution 19-25  
Draft of Amended Credit Card Policy

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *Jammi D. Rubert*

RECOMMENDATION: Approve

SUMMARY STATEMENT: 

JTA requests authority for the Finance Manager to increase the credit card limit from \$2,500 to \$3,500 for selected credit card accounts.

RECOMMENDED ACTION/MOTION: 

Motion: Move to adopt Resolution 19-25: To adopt the amended Credit Card Policy

1 **Jefferson Transit Authority**

2 **Resolution No. 19-25**

3 **Amending the Credit Card Policy**

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 *Transportation Benefit Area, hereinafter called the "Authority," to adopt an*  
6 *amended Credit Card Policy*

7 **WHEREAS**, Jefferson Transit Authority adopted a Credit Card Policy on  
8 November 19, 1996 (Resolution 96-10) governing the use of bank credit cards for  
9 Authority Business; and

10  
11 **WHEREAS**, staff has determined that additional changes to the credit card policy  
12 are warranted at this time;

13  
14 **NOW THEREFORE, BE IT RESOLVED** by the Jefferson Transit Authority Board that  
15 the Credit Card Policy is hereby amended to authorize the Finance Manager to increase  
16 the credit card limit as specified in Section I e.

17  
18 **CERTIFICATION**

19 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson  
20 County Public Transportation Benefit Area, certifies that the foregoing is a true and  
21 correct copy of a resolution adopted at a legally convened meeting of the Jefferson  
22 Transit Authority Board held on October 15, 2019.  
23

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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



<i>Title:</i> <b>Credit Card Policy</b>	<i>Resolution: 19-25</i> <b>Revised Credit Card Policy</b>
<i>Author:</i> <b>Sara Crouch</b>	<i>Revision Date:</i> <b>October 15, 2019</b>



***Jefferson Transit Authority***

**Credit Card Policy**

Adopted November 19, 1996

## ~~Exhibit A~~

# Jefferson Transit Authority Credit Card Policy

- I. The Jefferson Transit Authority Credit Card:
  - a. May only be used for official agency business, including travel and legitimate business purchases and acquisitions, as determined by the Jefferson Transit Finance/HR Manager.
  - b. Is issued to Jefferson Transit Authority by a commercial banking institution select by the General Manager.
  - c. May only be used by authorized agency employees
  - d. Use is authorized and controlled by the Finance/HR Manager.
  - e. The Finance/HR Manager sets the credit limit for each employee but the credit limit is not to exceed ~~\$2500~~ 3,500 per credit card account.
  - f. Must be surrendered upon resignation or retirement from Jefferson Transit Authority.
  
- II. Employees authorized to use the credit card must forward all receipts to the Finance Department for payment immediately following use of the credit card, but no less than monthly. Purchases made where a receipt may not be available must be substantiated in writing and approved by the employee's supervisor and the Finance/HR Manager for proper business-related use.
  
- III. Employees authorized to use the credit card must sign the Credit Card Usage Acknowledgement Form herein as attached ~~as Exhibit A-1~~. Jefferson Transit Authority may request reimbursement from employees for any non-business-related purchase made on the credit card, as determined by the Finance/HR manager. In case of dispute, employees may appeal to the General Manager to determine the business-related issues of any expenditure and shall agree to the decision of the General Manager.

# Credit Card Usage

## ACKNOWLEDGEMENT

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*I acknowledge that I have received a Jefferson Transit credit card for conducting official Jefferson Transit business. I agree to follow all established policies regarding credit card use and to adhere to the following rules:*

In particular, I understand that (1) Jefferson Transit credit cards are provided for business use only and that if personal expenses due to travel and or meetings occur the expenses will be reimbursed to Jefferson Transit along with receipts , (2) original receipts must be provided to the Finance Department,(3) in the event of a lost receipt an affidavit of lost receipt must be completed and approved by the General Manager, and (4) credit card privileges may be revoked at any time in the event of abuse or failure to provide original receipts in a timely manner.

I further understand that Jefferson Transit reserves the right to monitor use of all credit card purchases for illegal or improper use. This form will be signed at the beginning of each year.

Please sign and date this acknowledgement and return it to the Finance/HR Department.

---

**Employee's Signature**

---

**Print Name**

---

**Last 4 Digits of Card Number**

**Exp. Date**

---

**Today's Date**



# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Resolution 19-26: Authorizing the General Manager to sign a contract with Fehr & Peers

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS:

Resolution 19-26  
RFQ 2019-08 for Comprehensive Plan

BUDGETARY IMPACT (if applicable) BUDGETED: \$197,461

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: 2019 Capital Budget

REVIEWED BY: *Jammi Robert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

JTA requests authority for the General Manager to enter into a contract with Fehr & Peers to complete our 20 year comprehensive plan.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to adopt Resolution 19-26: to authorize the General Manager to sign a contract with Fehr & Peers

1 **Jefferson Transit Authority**  
2 **Resolution No. 19-26**  
3 **Contract for Comprehensive Plan**  
4

5 **A RESOLUTION** of the Board of Directors of the Jefferson County Public Transportation  
6 *Benefit Area, hereinafter called the "Authority," authorizing the General Manager*  
7 *to Sign a Contract with Fehr & Peers*  
8

9 **WHEREAS**, the contract with Fehr & Peers is to assist the agency with the development  
10 and implementation of a comprehensive (20 year) plan that will provide direction on how to  
11 best serve the anticipated growth and public transit demand with the JTA service area, and  
12 how to best coordinate its services with those provided by our regional transit partners; and  
13

14 **WHEREAS**, Jefferson Transit Staff and Attorney have negotiated terms with Fehr &  
15 Peers that it deems reasonable for the scope of work and recommends a contract be awarded  
16 to Fehr & Peers; and  
17

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

21 **NOW, THEREFORE, BE IT RESOLVED** that the Jefferson Transit Authority Board  
22 does hereby authorize the General Manager to sign and execute the attached Contract with  
23 Fehr & Peers.  
24

25 **CERTIFICATION**

26 The undersigned duly qualified Clerk of the Board, acting on behalf of the Jefferson County  
27 Public Transportation Benefit Area, certifies that the foregoing is a true and correct copy of a  
28 resolution adopted at a legally convened meeting of the Jefferson Transit Authority Board held  
29 on this 15<sup>th</sup> day of October 2019.

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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

\_\_\_\_\_  
Member

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



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

**No: 2019-08**

## **REQUEST FOR QUALIFICATIONS**

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

<b>ISSUE DATE:</b>		<b>REQUEST NUMBER:</b>		<b>DESCRIPTION:</b>	
05/10/2019		2019-08		Comprehensive Plan	
<b>DEPARTMENT:</b>		<b>RESPONSE DEADLINE (DATE/TIME):</b>		<b>CONTRACT ADMINISTRATOR</b>	
Finance		TBD		Frank Burns	
<b>Revision:</b>	<b>Date:</b>	<b>Brief Description:</b>		<b>Contact:</b>	
00	05/10/2019	Original		Frank Burns	

# **JEFFERSON TRANSIT AUTHORITY**

**Request for Qualifications  
for  
Comprehensive Plan**

## **RFQ 2019-08**

**Address questions regarding this RFQ to:**

Frank Burns

[fburns@jeffersontransit.com](mailto:fburns@jeffersontransit.com)

63 4 Corners Road  
Port Townsend, WA 98368  
(360) 385-3020 ext. 110

**REQUEST FOR QUALIFICATION****I. INTRODUCTION**

Sealed Statements of Qualifications will be received by the **Jefferson Transit, Park & Ride Facility, 63 4 Corners Road, Port Townsend, WA 98368** until 3:00 p.m. June 14<sup>th</sup>, 2019 from all interested persons and/or firms to provide professional consulting services for the development of the Jefferson Transit Comprehensive Plan.

**II. PROJECT OVERVIEW**

Jefferson Transit Authority (JTA), a public transportation provider formed under RCW 36.57, providing both fixed-route (bus) and demand response (paratransit) service within Jefferson County.

The Jefferson Transit General Manager, Tammi Rubert, is responsible for ensuring JTA, as a public transportation agency, meets its stated mission:

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

JTA's current comprehensive plan was publicized in 2002. JTA is ready to move forward with a new and modern comprehensive plan that reflects changing technologies and demographics.

JTA is seeking qualified and experienced professionals to assist the agency with the development and implementation of a comprehensive (20 year) plan that will provide direction on how to best serve the anticipated growth and public transit demand within the JTA service area and how to best coordinate its services with those provided by our regional transit partners.

The plan to be developed will require a robust financial analysis of revenue and expenses, including scenario planning and financial risk assessment.

**III. QUALIFICATIONS AND EXPERIENCE**Minimum Qualifications:

Responding consultant firms and/or sub-consultant teams must demonstrate at least 10 years of experience with comprehensive transit planning and experience in working with municipal transit agencies as well as financial scenario planning and risk assessment.

Any consultant selected by JTA will be required to enter into a Professional Services Agreement (see Attachment C) prior to providing any services to JTA.

**IV. AREAS OF STUDY**

The areas of study for the project are identified in Attachment B. However, the final scope of work may not be limited to the areas of study identified in Attachment B and may be modified to meet the needs of JTA as determined between JTA and the successful vendor.

**V. PROJECT BUDGET**

The project budget has not been determined. All respondents are required to provide a budget estimate for review purposes.

**VI. RFQ COORDINATOR**

Upon release of this Request for Qualifications (RFQ), all consultant communications concerning this process must be directed to the RFQ Coordinator listed below:

Frank Burns  
Grants and Procurement Coordinator  
Jefferson Transit Authority  
63 4 Corners Road, Port Townsend, WA 98368  
Phone: (360) 385-3020 ext 110  
Fax: (360) 385-2321  
[fburns@jeffersontransit.com](mailto:fburns@jeffersontransit.com)

Unauthorized contact regarding the RFQ with other JTA employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on JTA. Vendors should rely only on written statements issued by the RFQ Coordinator.

**VII. ADDENDA**

Changes to this RFQ will be made only by formal written addenda issued by the RFQ Coordinator named above. Respondents are responsible to check JTA's website, <http://jeffersontransit.com/public-information/procurement/>, for the issuance of any addenda prior to submitting a statement. All questions must be submitted prior to 5:00 PM, May 31<sup>st</sup>, 2019 in order for JTA to respond prior to the due date.

**VIII. STATEMENT RESPONSE DATE AND LOCATION**

JTA's office must receive the consultant's Statement of Qualifications in a sealed envelope, in its entirety, not later than the date and time, and at the location listed in the introduction paragraph of this RFQ. Statements arriving after the deadline will be returned unopened to their senders. All statements and accompanying documentation will become the property of JTA and may not be returned. Statements must be clearly marked:

Jefferson Transit  
**REQUEST FOR QUALIFICATIONS**  
RFQ No. 2019-08  
Jefferson Transit Authority Comprehensive Plan

Consultants assume the risk of the method of dispatch chosen. JTA assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual statement receipt. Statements will not be accepted late nor will additional time be granted to any vendor. Statements may not be delivered by facsimile transmission or other telecommunication or solely by electronic means.

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority



**IX. SCHEDULE**

The following schedule is subject to change at JTA's discretion.

Issue / Advertise RFQ:	May 10, 2019	
Final date for questions to be submitted:	May 31, 2019	(21 days)
Statement of Qualification Proposals due to JTA:	June 14, 2019	(14 days)
Tentative Finalist Interviews Start:	July 14, 2019	(30 days)
Award:	Aug 13, 2019	(30 days)
Completion of Project:	Aug 12, 2020	(365 days)

**X. NON-ENDORSEMENT**

As a result of the selection of a consultant to provide services to JTA, JTA is neither endorsing nor suggesting that the consultant's service is the best or only solution. The consultant agrees to make no reference to JTA in any literature, promotional material, brochures, sales presentation or the like without the express written consent of JTA.

**XI. PUBLIC DISCLOSURE**

**1. Property of JTA**

All materials (including, for example, proposals and statements of qualification) submitted in response to this RFQ shall become the property of JTA. Selection or rejection of a proposal does not affect this. In this section, the term "proposal" is generic and refers to proposals, statements of qualification, letters of interest and any other material submitted in response to this RFQ.

**2. Proposals are Public Records**

Pursuant to Chapter 42.56 RCW and other statutes regarding public agencies, all materials (including, for example, proposals) submitted under this RFQ shall be considered public records and with limited exceptions will be available for inspection and copying by the public. Except to the extent protected by state and or federal laws, proposals shall be considered public documents and available for review and copying by the public.

**3. Public Records Exemption**

Trade secrets (as defined in RCW 19.108.010) or other proprietary information submitted by a Proposer in connection with this RFQ might not be subject to public disclosure under chapter 42.56 RCW if the proposer specifically states in writing the reasons why protection from disclosure is necessary, and identifies the data or materials to be protected. Proposers shall specifically designate and clearly label as "CONFIDENTIAL" any and all such materials or portions thereof that they deem to contain trade secrets or other proprietary information. Proposers should carefully consider what is truly confidential and should not mark an entire proposal as confidential. The proposer shall provide the legal basis for the exemption to JTA upon request. Proposers are advised that this exemption is subject to judicial review and the proposer's designation of confidential may or may not be upheld by a Court.

**REQUEST FOR QUALIFICATION****4. Proposals Not Marked as Confidential**

If a proposal or other material does not clearly identify the "CONFIDENTIAL" portions, JTA will not notify the proposer that its proposal will be made available for inspection and copying, and JTA may publically disclose such non-clearly identified portion with no liability whatsoever to the proposer.

**5. Process for Disclosing Information**

If a request is made for disclosure of material or any portion marked "CONFIDENTIAL," JTA will determine whether the material should be made available under the law. If JTA determines that the material is subject to disclosure, JTA will seek to notify the Proposer of the request and allow the proposer ten (10) business days after such notification to take appropriate legal action in Jefferson County Superior Court at the proposer's sole expense and liability. If the proposer does not within such ten (10) business days serve the Office of JTA Attorney with a copy of an order entered by the Superior Court that expressly prohibits JTA from disclosure of the material marked "CONFIDENTIAL," then the proposer will be deemed to have consented to the public disclosure of the material marked "Confidential" and JTA may publically disclose such material without any liability whatsoever to proposer.

**6. Indemnification by Proposer**

To the extent that JTA withholds from disclosure all or any portion of proposer's material marked "CONFIDENTIAL", the proposer, by submitting an proposal in response to this RFQ, agrees to indemnify, defend and hold harmless JTA from all lawsuits, liabilities, losses, damages, penalties, attorneys' fees and costs JTA incurs arising from or relating to such withholding from disclosure.

**7. Consent to Procedure**

Proposers, by submission of materials marked "CONFIDENTIAL", acknowledge and agree that JTA will have no obligation to advocate for nondisclosure in any forum and has no liability whatsoever to any proposer for the disclosure of any material or record of any kind when that disclosure is in accordance with applicable law or in accordance with an order applying applicable law entered by the Jefferson County Superior Court or a Washington appellate court. By submitting a proposal, the proposer consents to the procedure in this Section as its sole remedy and waives and releases all claims against JTA arising from JTA's actions taken in accordance with this procedure.

**XII. RESPONSE PROPERTY OF JTA**

All materials submitted in response to this request become the property of JTA. Selection or rejection of a response does not affect this right.

**XIII. NO OBLIGATION TO BUY**

JTA reserves the right to refrain from contracting with any vendor. The release of this RFQ does not compel JTA to purchase.

**REQUEST FOR QUALIFICATION****XIV. COST OF PREPARING STATEMENTS**

JTA is not liable for any costs incurred by consultants in the preparation and presentation of statements and demonstrations submitted in response to this RFQ.

**XV. NUMBER OF COPIES REQUIRED**

Consultants must submit (1) one original statement with (5) five copies and (1) one electronic copy in Adobe Acrobat PDF file format.

**XVI. SUBMITTAL INFORMATION**

The submittal is limited to a total maximum number of twenty (20) sheets submitted only on single sided (single sided meaning one side only of a single sheet of paper) typed 8.5" x 11" paper (if charts and/or graphs are utilized text must be a readable size font), and with type size no smaller than 12 point. The page limitation does not apply to the front and back covers.

**XVII. SOQ SUBMITTAL AND EVALUATION CRITERIA:**

Statements of Qualifications are to be prepared in such a way as to provide a clear, concise and straightforward delineation of the consulting firm capabilities to satisfy the requirements of the RFQ.

Emphasis should be placed on:

1. Conformance to RFQ requirements
2. Experience of consulting team proposed
3. Overall completeness and clarity of SOQ content

The following submittal requirements are to be included in each Statement of Qualifications.

A qualifications based selection process will be used to select a consultant for this project.

The submittal requirements and criteria outlined below will be used to evaluate and rank the responses.

JTA reserves the right to request clarifications or additional information from any consulting firms after the SOQ's are received.

JTA reserves the right to conduct interviews with all or some of the consulting firms submitting SOQ's. However, JTA may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating firms to finalize award recommendations.

1. Firm/Team Overview:
  - a. Years in Business
  - b. Annual Volume
  - c. Current workload
2. Relevant Experience:
  - a. Company History
  - b. Relevant Experience with similar projects, including municipal projects
  - c. Project references
  - d. Examples of comparable work product. Does not count toward page limit, can be web links.

**REQUEST FOR QUALIFICATION**

## 3. Experience of Personnel Assigned to the Project:

- a. Organizational chart of team showing staff, positions for each team member
- b. Provide a description of duties for each team member Provide resume for each team member (resumes can be in appendix and do not count towards page totals)
- c. Specifically identify how team members, as a whole or individually, have experience and expertise with comprehensive financial planning and capital asset management for public transit agencies including:
  - i. Revenue forecasting and expenditure allocation
  - ii. FTA guidelines and grant compliance
  - iii. Governmental reporting
  - iv. Fleet planning
  - v. Facility planning

## 1. Project Approach:

- a. Outline firm's approach to managing the programming, stakeholder reviews, public outreach, and process to complete the work.

## 2. Why Your Team:

- a. Provide a narrative of not more than 2 pages explaining what makes your team the most qualified for this project.

## 3. Estimated budget:

- a. Using the Tasks listed in Attachment B and your experience with projects of comparable scope provide an estimate of project costs for review.

## 4. Implementation Strategy:

- a. Provide a strategy of how and when your organization will implement the project.
  - i. Examples include public outreach timing and methodology, organization, and scheduling.

**XVIII. SUCCESSFUL BIDDER CONTRACT:**

1. Attachment B: The successful bidder will be asked to sign and return the Attachment B contract.

**XIX. ACCEPTANCE CRITERIA:**

1. All Quotes will be evaluated based on current Transit procurement policy (available online at [www.jeffersontransit.com](http://www.jeffersontransit.com)), and up past Transit experience with responding Contractors, where applicable.
2. Transit reserves the right to Award all Work Bid according to the lowest qualified responsive Quote tendered, available funds, and as it best serves the interest of Transit.
3. Any winning bid over \$25,000 is not guaranteed until it is approved by the Jefferson Transit Board of Directors. Jefferson Transit reserves the discretion to waive the bid if the Board of Directors does not approve. Transit reserves the discretion to accept or reject any and all Quotes without cause and to waive any informality or irregularities and to make an award deemed in its own best interest, and re-advertise if necessary.
4. Transit reserves the discretion to request additional documentation and interview Contractor as necessary to determine their actual experience and capabilities to satisfy the requirement of the Scope of Work.
5. Request for Quotes will be accepted by the Jefferson Transit Authority's Purchasing Agent at their administrative offices located at 63 4 Corners Road, Port Townsend, WA 98368, (360) 385-3020, until the date/ time specified above. There can be no exceptions or late submittals.
6. Washington State prevailing wage rates are in effect. All costs for insurance and prevailing wage filing fees shall be incidental to and included in the Quote Price and no additional payment will be made by Transit during the Contract Term.

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority

**REQUEST FOR QUALIFICATION**

- 7. This agreement is subject to a financial assistance contract between the Washington State Department of Transportation (WSDOT) and the Federal Transit Administration (FTA) and the appropriations of the State of Washington. Bidders will be required to comply with all FTA, State and local rules and regulations where applicable.
- 8. Transit is an Equal Opportunity Employer and hereby notifies all entities that it will affirmatively ensure that in any considered disadvantaged business enterprises will be afforded full opportunity to submit Quote in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

**XX. REQUEST FOR QUALIFICATIONS DECLARATON:**

The undersigned hereby declares that he or she is duly authorized to complete and submit this Statement of Qualifications and that the statements contained herein are true and correct as of the date set forth below. Incomplete, incorrect or misleading information will be reason for a determination of non-responsibility by JTA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_  
(Signature of authorized representative)

Name: \_\_\_\_\_  
(Please print)

Title: \_\_\_\_\_

For: \_\_\_\_\_

**REQUEST FOR QUALIFICATION**Attachment A

Jefferson Transit Authority  
**REQUEST FOR QUALIFICATIONS**  
RFQ No. 2019-08  
Jefferson Transit Comprehensive Plan

**AREAS OF STUDY****PURPOSE**

JTA seeks a qualified vendor with technical skills, knowledge, and capacity to assist JTA in the development of its Comprehensive Plan. Work will focus on establishing a comprehensive service plan, financial scenario analysis, and establishing meaningful performance measures (service effectiveness, cost effectiveness, and cost efficiency) by which to evaluate ongoing operations and JTA's ability to meet changing transportation dynamics within its service area during the next two decades.

A significant focus of this project will involve engagement of transit customers, Jefferson County citizens, regional transit partners, City/County officials, major employers, and other stakeholders that may be affected by current and future public transit service within JTA.

The Comprehensive Plan will be the basis of many decisions that will be made concerning the future growth of JTA. The Comprehensive Plan provides a wealth of information and projections that should be used in the development of this project. JTA's previous Comprehensive Plan was completed in 2002. A new, modern, plan is preferred for the dynamic transportation changes currently unfolding. A copy of the 2002 Comprehensive Plan will be available upon request.

It is JTA's desire to have a comprehensive transit plan that is strategic in nature, structurally sustainable from a financial perspective and has easily identifiable goals and objectives that can be monitored and revised as needed, based on current and projected social, economic, and demographic characteristics of JTA. It is anticipated this plan's timeframe is comparable to JTA's Comprehensive Plan (20 years), reviewed annually and updated every five years. The Comprehensive Plan should be structured so that it may be used as a tool by JTA to assist in the development of short term plans, annual budgets, and submission of State and Federal reports, development plans, and grant requests.

**REQUEST FOR QUALIFICATION****ANTICIPATED CONSULTANT TASKS****Meetings:**

The vendor shall attend a variety of meetings that fall into the following categories:

- Scoping meetings
- Kick-off meeting with Project staff
  - Gather requirements and confirm understanding of the project timeline, approach, and deliverables.
- Interim meetings
  - Monthly, or as needed, status updates
- Public/Stakeholder meetings
  - Facilitate and coordinate meeting with other City staff/administration, outside agencies, and other regional transit providers (Clallam Transit, Mason Transit, Island Transit, Kitsap Transit, Grays Harbor Transit and Washington State Ferries)
  - Meet with general public, major employers and transit customers, consistent with FTA Circular 4702.1B (Title VI Requirements and Guidelines)
  - County/City Council meetings as needed
  - Authority Board Meetings as needed

**Research:**

Perform required research and analysis to support the plan and its elements.

**Deliverables:**

Produce the required deliverables, including:

- An Executive Summary
- The JTA Comprehensive Plan document with associated maps, graphics, and appendices
- PowerPoint presentation for meetings as needed and requested by JTA

**SPECIFICATIONS**

JTA expects the vendor to utilize industry knowledge, experience, and standards to assist the agency with the development of a comprehensive plan, such as:

**Vision**

JTA is a central hub of public transit service within Jefferson County. JTA has the benefit of being at the hub of the Olympic Peninsula. JTA connects with Clallam, Grays Harbor, Island, Kitsap and Mason transits. JTA also connects with the Washington State Ferry System in Port Townsend. The 4 Corners Park and Ride Facility is a multi-modal station, including local bus service, commuter bus service, paratransit service, and bicycle service. JTA has the goal of meeting the needs of its local customers for public transit within JTA (local bus and demand response service). The vendor is to assist JTA in the establishment of a vision for the agency that addresses both the regional connectivity to commuter service and the demand for local service.

**Engagement**

It is imperative for JTA to engage with partner agencies, government entities, other county/city departments, and the public when determining its future plans. It is expected the vendor shall assist JTA in identifying and reaching out to affected stakeholders, agencies, employers, and the general public. Federal Transit Administration (FTA) Circular C 4702.1B (Title VI Requirements and Guidelines for FTA Recipients) includes revised outreach requirements for promoting inclusive public participation and it is expected these requirements shall be met within the scope of this project.

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority

**REQUEST FOR QUALIFICATION**JTA Comprehensive Plan Document

Clear, compelling, and concise presentation of the overall plan and its objectives is important. The plan needs to be presented in such a way that it is easily understood by customers and others who may not have detailed knowledge of public transit operations, administration, or regulations. The plan should contain goals and objectives that are achievable, scalable, and are sustainable within foreseeable financial constraints.

Service Plan and Service Standards Development

With expected growth in commuter service within the region and within JTA in particular (i.e. growing demand for more transit resources), a hierarchy of service needs to be considered. In addition, JTA has been operating under service standards that were established in the 2002 Jefferson Transit Comprehensive Planning Services Final Report and these standards should be reviewed for applicability to today's service demand and to anticipated service during the life of the plan.

Vendors are expected to analyze growth projections within JTA (population, employment, traffic, housing density, etc.) and provide an assessment of identifiable future transit demands. Vendor should utilize applicable and recently completed studies by others, including JTA's Comprehensive Plan Update, Community Transit Comprehensive Transit Plan Update, and numerous reports completed by the Puget Sound Region Council (PSRC) and Sound Transit.

Other issues to be addressed in the plan include, but are not limited to:

- Service area growth
- New trip generators (major employer work sites, housing development, retail centers, education centers, etc.)
- Interagency coordination
- Span of service
- Service frequency
- Route structure
- Bus stop standards
- Revenue hours and miles
- Fixed-Route and Demand Response fleet requirements
- Human Resource requirements (operators, supervisors, vehicle maintenance, etc.)
- Technology
- Strategies to attract and maintain customers
- Financial scenario analysis

Transit Administration

With the growing demand for transit agencies to meet more State and Federal reporting requirements and the much more complicated process of applying for and tracking grant funds, more resources are having to be diverted from service to administration. The vendor is to provide an assessment of administrative resources, organization, and tasks and provide recommendations for improvements that are sustainable given funding constraints.

Areas to be reviewed include:

- Customer service facilities
- Customer service staff
- Marketing
- Record-keeping
- Reporting
- Technology

Agency Finances

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority



**REQUEST FOR QUALIFICATION**

Although JTA is an agency within JTA department structure, it is not a General Fund department. JTA is an enterprise fund department with its own dedicated sources of revenue (local sales tax, grants, and fare box). Based on established growth projections and projected population/employment growth within JTA, the vendor is to undertake a detailed financial scenarios analysis of the following:

- Revenues
- Expenses
- Reserves
- Capital costs
- Structural sustainability

Service Standards and Performance Measures

Many performance measures are used in the transit industry to track efficiency and effectiveness of service, but any one of these measures may not tell a complete story. In addition to proposing key operational performance measures, the vendor is to assist JTA in identifying appropriate service standards to use as it develops and revises services in the future. In particular, these include:

- Frequency of service
- Span of service
- Route structure, bus stops, and connections
- Number of routes
- Service area covered
- Transfers and connections
- Security
- Safety
- Amenities (shelters, benches, stations, vehicles, etc.)
- Customer service and information
- Vehicle type

## Attachment B

Jefferson Transit Authority  
**REQUEST FOR QUALIFICATIONS**  
RFQ No. 2019-08

Jefferson Transit Comprehensive Plan

### PROFESSIONAL SERVICES AGREEMENT

#### SECTION 1 – Parties to the Agreement

It is hereby agreed by and between Jefferson Transit Authority (“JTA”), Jefferson County, Washington, AND Fehr & Peers (“Contractor”), that the Contractor shall provide indicated services to JTA in accordance with the Terms and Conditions set forth below and any incorporated or attached addenda this Agreement.

This Agreement type is a (Check All That Apply):

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

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

#### SECTION 2 – Reference Document

The Contractor agrees to provide the following professional services to JTA (list each type of service to be provided and indicate if a detail description is attached):

#	Title of Service:	Attachment
1	2019-08_Comprehensive Plan_RFQ	B

#### SECTION 3 – Compensation & Payment Schedule

This Agreement type is a (Check one):

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

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

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

Lump Sum Payment of \$\_\_\_\_\_ due at completion of work upon:  JTA Inspection/Sign-off Required  
 All Charges not to Exceed Contract Amount of \$197,461 for services billed  
 Recurring charges of \$\_\_\_\_\_ to be paid (Circle one):    Weekly    Bi-Weekly    Monthly    Quarterly    Semi-Annual    Annually

1. Contractor agrees to provide all work required by the scope of work and the other terms of the quotation for the agreement.
2. Contractor to separate Scope of Work specification's by price in Quote.

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority

3. All submitted invoices shall be paid by JTA **Net 30 days** unless agree otherwise by parties to this Agreement.
4. JTA reserves the right to request related documents (i.e., receipts, statements etc.) and any other proof of expenses and costs incurred by the Contractor on behalf of JTA and invoiced for payment or reimbursement.
5. JTA also reserves the right to contest what it deems to be unjustified or excessive charges for services rendered as described within this Agreement. Should one or more of the Contractor's invoices be contested the following shall apply:
  - 5.1. Written notice shall be provided by JTA within 14 business days indicating the Invoice by number, its date and a brief description of the work(s) or charge(s) in dispute.
  - 5.2. JTA shall make all reasonable efforts to negotiate in good faith to resolve the contested invoices(s) within the original Net 30 day period and make prompt payment thereafter.
  - 5.3. Billing disputes not so resolved shall be decided in accordance with the procedures of section 6.14 below.
6. For Ongoing/Renewable type Agreements which have passed the expiration date set in SECTION 2 and services were rendered to JTA thereafter, all existing fees and rates as previously detailed and set will apply.

#### **SECTION 4 – Term of Agreement**

All work for this project shall be completed not later than August 12, 2020.

#### **SECTION 5 – Insurance & Liability**

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

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

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

JTA shall be named as additional insured on the Commercial General Liability insurance policy, as respects work performed by or on behalf of the Contractor and a copy of the endorsement naming JTA as additional insured shall be attached to

**REQUEST FOR QUALIFICATIONS:** Jefferson Transit Authority

**REQUEST FOR QUALIFICATION**

the Certificate of Insurance. JTA reserves the right to receive a certified copy of all required insurance policies from Contractor's underwriter(s).

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

**SECTION 6 – Provisions Applicable to All Contacts**

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

**REQUEST FOR QUALIFICATION**

- (a) The Contractor shall cease to perform any services required hereunder as of the effective date of termination and shall comply with all reasonable instructions contained in the notice of termination, if any.
- (b) The Contractor shall provide JTA with an accounting of authorized services provided through the effective date of termination.
- (c) If the Agreement has been terminated for default, the County may withhold a sum from the final payment to the Contractor that JTA determines necessary to protect itself against loss or liability.
11. **Defense and Indemnity Agreement.** The Contractor agrees to defend, indemnify and save harmless JTA, its appointed and elected officers, agents and employees, from and against all loss or expense, including but not limited to claims, demands, actions, judgments, settlements, attorneys' fees and costs by reason of any and all claims and demands upon JTA, its elected or appointed officials or employees for damages because of personal or bodily injury, including death at any time resulting therefrom, sustained by any person or persons and on account of damage to property including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Contractor, his/her subcontractors, its successor or assigns, or its or their agent, servants, or employees, JTA, its appointed or elected officers, employees or their agents, except only such injury or damage as shall have been occasioned by the sole negligence of JTA, its appointed or elected officials or employees. It is further provided that no liability shall attach to JTA by reason of entering into this contract, except as expressly provided herein.
12. **Venue and Choice of Law.** In the event that any litigation should arise concerning the construction or interpretation of any of the terms of this Agreement, the venue of such action shall be in the courts of the State of Washington in and for the County of Jefferson. This Agreement shall be governed by the law of the State of Washington.
13. **Rights and Remedies.** The duties and obligations imposed by this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
14. **Disputes:** Differences between the Contractor and JTA, arising under and by virtue of the contract documents shall be brought to the attention of JTA at the earliest possible time in order that such matters may be settled or other appropriate action promptly taken, and shall be submitted to JTA's General Manager for resolution. The Contractor and JTA shall have the opportunity to submit written materials and argument and to offer documentary evidence for the General Manager's consideration. Oral argument and live testimony will not be permitted. JTA's General Manager shall make a decision within thirty (30) days of submittal of the dispute for his review. Pending final decision of the dispute, the Contractor shall proceed diligently with the performance of this Agreement and in accordance with the decision rendered. The records, orders, rulings, instructions, and decision of JTA shall be final and conclusive thirty (30) days from the date of mailing unless the Contractor requests arbitration as provided in paragraph 5.15, below.
15. **Arbitration:** In the event of a dispute between the parties to this Agreement such dispute shall be decided according to the MANDATORY ARBITRATION RULES (MAR) of the County in which suit is filed, regardless of amount in dispute. The parties hereto waive their right to file any appeal in Superior court. If either party seeks and receives legal counsel, the prevailing party shall be awarded reasonably attorney's fees paid and/or billed whether the dispute is resolved through settlement or arbitration. The prevailing party is defined as the single party in whose favor a net monetary settlement or arbitration award is received after all offsets, back charges and counterclaims are resolved and regardless of which party may have prevailed on which issue. The determination of the prevailing party shall supersede all statutes, court rules and offers of settlement.

**REQUEST FOR QUALIFICATION**

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

**SECTION 7 – AGREEMENT TO TERMS**

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

NAME & ADDRESS of FIRM:	Additional Information:	
Fehr & Peers	Telephone/Fax No.:	(206) 576-4219
1001 4 <sup>th</sup> Avenue, Suite 4120 Seattle, WA 98154	Federal Employer Identification No.:	
	State Contractor License No.:	
<b>CONTACT E-MAIL:</b>	Prompt Payment Discount (if offered):	___% for payment within
a.gooze@fehrrandpeers.com		___days/net ___days.

CHECK ONE:    **INDIVIDUAL**    **PARTNERSHIP**    **CORPORATION**    **LLC**

**ACCEPTANCE**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**Tammi Rubert**  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**General Manager**  
\_\_\_\_\_  
Title

Title

Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Motion to grant the General Manager Authority to sign purchase orders for four new buses

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Finance

EXHIBITS/  
ATTACHMENTS:

BUDGETARY IMPACT (if applicable)

BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_

FUNDING SOURCE: 2020 Capital Budget

REVIEWED BY: Tammi Rubert

RECOMMENDATION: Approve

**SUMMARY  
STATEMENT:**

JTA is asking that Tammi Rubert be granted authority to sign purchase orders for four new buses to be ordered on our new capital grant. It is imperative that we move forward with this bus purchase now. We are nearing the end of the current DES Contract #09214 for Heavy Duty Mass Transit Vehicles. There are only about forty options left to purchase on this contract, and they are going quickly. The issue is if we do not order from this contract, the new contract is being disputed and will not be in place until after February 2020 at the absolute earliest. Given that it can take around twenty two months from the time of order until delivery, and that we must spend the money on these buses during the 2019-2021 biennium, time is of the essence. We thank you for your consideration in this matter.

**RECOMMENDED  
ACTION/MOTION:**

Motion: Move to grant the General Manager authority to sign purchase orders for four new buses.





# Authority Board Agenda Summary

MEETING DATE: October 15, 2019

AGENDA ITEM: Motion to change CAC Bylaw language in Section 5.3 as recommended buses

SUBMITTED BY: Darrell Conder TITLE: CAC Chair

DEPARTMENT: \_\_\_\_\_

EXHIBITS/  
ATTACHMENTS: Recommended language change  
CAC Bylaws

BUDGETARY IMPACT (if applicable) BUDGETED: \_\_\_\_\_

EXPENDITURE REQUIRED: \_\_\_\_\_ FUNDING SOURCE: \_\_\_\_\_

REVIEWED BY: *Jammi Ruelert*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT: The CAC would like to recommend a language change in Section 5.3 of the CAC Bylaws, page 4.

RECOMMENDED  
ACTION/MOTION: Motion: Move to change the language in Section 5.3 as recommended by the CAC.



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

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**CITIZENS ADVISORY COMMITTEE RECOMMENDATION TO THE AUTHORITY BOARD – 10/15/2019**

The CAC would like to recommend the following language change of the CAC Bylaws to the Authority Board in Section 5.3:

During the CAC meeting on 8/7/19, it was moved and seconded to change the language in Section 5.3 from:

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

to:

- The members of the CAC shall not lobby representing themselves as Board Members, or otherwise attempt to influence legislation without specific JTA approval.

**JEFFERSON TRANSIT AUTHORITY  
CITIZENS ADVISORY COMMITTEE  
BYLAWS**

**Purpose**

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

**Mission Statement**

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

**SECTION I - AUTHORITY AND REPRESENTATIVE INTERESTS**

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

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

1.3 Representative Interests

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5.3 - ~~No part of the activities of the CAC shall be the carrying on of propaganda, or otherwise attempting to influence legislation without specific JTA approval. The members of the CAC shall not lobby representing themselves as Board Members, or otherwise attempt to influence legislation without specific JTA approval.~~

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Vice Chair.** In the absence of, or by the direction of the Chairperson, the Vice-Chair shall perform all duties of the Chairperson as stated in the preceding paragraph. The Chairperson or

Vice Chair, or their designee, attends monthly JTA Board meetings to promote better understanding and communication of JTA issues as identified by the CAC.

7.3 -Staff shall consist of the General Manager or designee and a Recording Secretary. Staff shall acquire meeting facilities and equipment, record, transcribe, and distribute minutes, and distribute other materials, including the agenda. Other duties include preparation of agenda forms and attachments to communicate CAC issues and recommendations to committees and the JTA Board.

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

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

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

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

## **SECTION VIII – AMENDMENTS**

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



**2018 Ridership Total including JTOC 253,042**      **7.6% increase in JT fixed route service, 2.9% increase in JTOC service**

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

**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**

<b>2019</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Total Riders	Monthly Average
#1 Brinnon	1541	1172	1314	1541	1423	1351	1256	1419	1309				12326	1370
#11 Shuttle	5559	4618	5692	5898	5950	6184	6597	6809	5388				52695	5855
#2 Ft. Worden	1694	1383	1660	1727	1820	1966	2051	2037	1640				15978	1775
#3 Castle Hill	1441	1204	1540	1650	1574	1727	1723	1791	1584				14234	1582
#4 Upper Sims Loop	3599	3100	3567	3798	3564	3334	3343	3735	3120				31160	3462
#6A Tri Area	1264	1122	1344	1486	1473	1326	1284	1405	1263				11967	1330
#6B Tri Area	1163	989	1240	1267	1292	1284	1270	1413	1084				11002	1222
#7 Poulsbo	1823	1730	1998	2015	1943	1839	2057	2302	1926				17633	1959
#8 Sequim	1716	1374	1643	1611	1640	1537	1716	1975	1647				14859	1651
<b>Riders</b>	<b>19800</b>	<b>16692</b>	<b>19998</b>	<b>20993</b>	<b>20679</b>	<b>20548</b>	<b>21297</b>	<b>22886</b>	<b>18961</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>181854</b>	<b>20206</b>
On Time Performance	94.96	95.39	93.96	90.07	86.84	87.22	87.91	90.21	88.84					90.60
#Days In Service	26	23	26	26	26	25	26	27	24					25.44
Mileage	39041	35624	38319	39037	39056	36660	38990	39859	35765					38039

**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

## JTOC Ridership

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

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

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	1201	1202	1511	1355					1308
#Days In Service	26	23	26	26	26	25	26	27	24					25
JTOC Mileage	12590	10546	14199	12437	12634	11581	11421	12737	11379					12169

Feb - two days early closure due to snow

### Dial-A-Ride

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

<b>2019</b>	Jan	Feb	Mar	Apr	May	June	July	August	Sept	Oct	Nov	Dec	Totals	Monthly Average
Client Boardings	1223	828	1116	1057	1013	897	1014	1158	1114				9420	1047
PCA Boardings	71	38	60	64	68	91	71	92	91				646	72
Other Boardings	2	3	16	2	10	0	12	0	6				51	6
<b>Riders</b>	<b>1296</b>	<b>869</b>	<b>1192</b>	<b>1123</b>	<b>1091</b>	<b>988</b>	<b>1097</b>	<b>1250</b>	<b>1211</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10117</b>	<b>1124</b>
Trips	1150	787	1040	991	935	806	931	1066	1017				8723	969
Service Hours	643	476	604	602	536	491	534	586	571				5041	560
Service Mileage	6319	4347	5367	5338	5182	4453	5226	5606	5399				47237	5249
On Time Performance	96%	96%	96%	97%	96%	93%	97%	97%	94%					96%
#Days In Service	26	24	26	26	26	25	26	27	24				230	26

\*February has a drop in ridership due to inclement weather/ snows day in which many riders cancelled their trips.

## Vanpool Ridership

2019 Jefferson Transit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Averages
Vanpool Groups in Operation	2	2	2	2	2	2	2	2	2	2	2	2	
Vans Available	7	7	7	7	7	7	7	7	7	7	7	7	
Loaner/Spare Vans in Fleet	2	2	2	2	2	2	2	2	2	2	2	2	
Total Active Vans in Fleet	11	11	11	11	11	11	11	11	11	11	11	11	
Loaners as % of Vanpool Fleet	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	18.18%	
Vanpool Group Starts	0	0	0	0	0	0	0	0	0	0	0	0	
Vanpool Group Folds	0	0	0	0	0	0	0	0	0	0	0	0	
Passenger Trips	466	326	478	506	502	412	452	406					296
Average Riders Per Van	7.6	7.9	7.3	7.1	7.0	7.7	7.4	8.1					5.01
Revenue Miles Traveled	3,520	2,580	3,511	3,600	3,539	3,165	3,357	3,286					2,213
Average Round Trip Miles	88.0	64.5	87.8	90.0	88.5	79.1	83.9	76.4	0.0	0.0	0.0	0	54.9
Revenue Hours:	65	62	86	88	86	77	82	79					52