



**JEFFERSON TRANSIT  
AUTHORITY BOARD MEETING**  
Tuesday, November 17, 2020, 1:30 p.m.  
Jefferson Transit Authority Board Room  
63 4 Corners Road, Port Townsend, WA

**REMOTE SPECIAL MEETING AGENDA**

**COVID-19 NOTICE:**  
**NO IN-PERSON ATTENDANCE ALLOWED**  
(Per Governor Inslee's Amended Proclamation 20-28)

To listen to meeting live dial:  
United States (Toll Free): [1 877 309 2073](tel:18773092073)  
United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 936-600-813

**Call to Order/Welcome**

**Public Comment**

**SUBMITTING COMMENTS DURING COVID-19:** During social distancing for the COVID-19 pandemic, citizens can submit public comments remotely to Jefferson Transit by email. Comments will be read aloud by staff for up to three minute's during the meeting's public comment period. **Email comments to [speck@jeffersontransit.com](mailto:speck@jeffersontransit.com), before the 1:30 PM meeting start time.**

JTA will make every effort to accommodate live public comments during the Public Comment portions of the meeting.

**New Business**

- a. **Resolution 20-22:** CARES Act Grant Amendment
- b. **Budget Presentation**
- c. **Open the Public Hearing:** 2021 Proposed Budget

**Public Comment**

**Board Discussion**

The Public Hearing will remain open for comments until the December 4, 2020 Public Hearing.

**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.



# Authority Board Agenda Summary

MEETING DATE: November 17, 2020

AGENDA ITEM: Resolution 20-22: CARES Act Grant Amendment

SUBMITTED BY: Sara Crouch TITLE: Finance Manager

DEPARTMENT: Administration

EXHIBITS/  
ATTACHMENTS:

Resolution 20-22  
Amendmended CARES Act Agreement PTD-0191

BUDGETARY IMPACT (if applicable) BUDGETED: N/A

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

REVIEWED BY: *S. Crouch*

RECOMMENDATION: Approve

SUMMARY  
STATEMENT:

This Resolution states both parties agree to amend Agreement PTD0191 to add \$1,167,962 in FTA 5311 CARES Act funding.

RECOMMENDED  
ACTION/MOTION:

Motion: Move to approve Resolution 20-22: CARES Act Amendment

1 **JEFFERSON TRANSIT AUTHORITY**  
2 **RESOLUTION 20-22**  
3 **CARES Act Grant Amendment**

4 **A RESOLUTION** of the Board of Directors of the Jefferson County Public  
5 *Transportation Benefit Area, hereinafter called the "Authority", authorizing the Authority*  
6 *Chair to sign and execute Grant Agreement PTD0191*  
7

8 **WHEREAS**, both PARTIES agree to amend AGREEMENT PTD0191 to add \$1,167,962  
9 in FTA 5311 CARES Act funding; and

10 **WHEREAS**, Jefferson Transit Authority was awarded Federal operating fund  
11 assistance under the Coronavirus Aid, Relieve, and Economic Security (CARES) Act,  
12 Public Law NO. 116-136, March 27, 2020, and other authorizing legislation that may be  
13 enacted; and

14 **WHEREAS**, Jefferson Transit Authority may use this funding for its Coronavirus  
15 response;

16 **NOW THEREFORE, BE IT RESOLVED**, the following AMENDMENT is hereby  
17 incorporated into AGREEMENT PTD0191.

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 correct  
21 copy of a resolution adopted at a legally convened meeting of the Jefferson Transit  
22 Authority Board held on November 17, 2020.  
23  
24

\_\_\_\_\_  
Chair

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

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Attest:

\_\_\_\_\_  
Member

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

The FIRST AMENDMENT to AGREEMENT PTD0191 entered into between the Washington State Department of Transportation (hereinafter referred to as "WSDOT"), and Jefferson Transit Authority (hereinafter referred to as "CONTRACTOR"), and/or individually referred to as the "PARTY" and collectively referred to as the "PARTIES,"

RECITALS

WHEREAS, both PARTIES agree to amend AGREEMENT PTD0191 to add \$1,167,962 in FTA 5311 CARES Act Funding for Project A.

NOW THEREFORE, the following AMENDMENTS are hereby incorporated into AGREEMENT PTD0191:

AGREEMENT

1. RECITALS are hereby incorporated into this AGREEMENT.
2. Amend the existing language in 'Section 1 - SCOPE OF WORK AND BUDGET – Current Agreement Costs' and replace it to read as follows:

**Section 1**  
**SCOPE OF WORK AND BUDGET**

<b>Current Agreement Costs</b>	
Federal Funds	\$ 2,335,924
State Funds	\$ -
<b>Total Grant Funds</b>	<b>\$ 2,335,924</b>
Contractor's Funds	\$ -
<b>Total Current Agreement Cost</b>	<b>\$ 2,335,924</b>

3. Amend the existing language in 'Section 1 - SCOPE OF WORK AND BUDGET – Funding by Project' and replace it to read as follows:

**Funding by Project**

**Project A:** CARES Act Related Operating Expenses

**UPIN #** PTCA0010

**Service Area:** Jefferson County

**Scope of Work:** Funding is provided to assist with COVID 19 related impact and operating expenses incurred beginning on January 20, 2020 including maintaining transit services as well as paying for lost revenue and administrative leave for transit personnel due to reduced operations during an emergency. Agencies as part of their response to COVID 19 may seek reimbursement for hiring of temporary workers, overtime, cleaning/sanitizing of vehicles and facilities, additional material and telework equipment, hazard pay, training, increased security, fees and other expenses.

Funds	Federal Award Identification #	Current Percentage	Current Funds	Projected Funds	Total Current and Projected Funds
FY20 FTA 5311 CARES Act	WA-2020-038	100%	\$ 2,335,924		\$ 2,335,924
Contractor's Funds	N/A	0%	\$ -		\$ -
<b>Total Project Cost</b>		<b>100%</b>	<b>\$ 2,335,924</b>	<b>\$ -</b>	<b>\$ 2,335,924</b>

**Note:** CARES Act 5311 Funding is provided at 100% federal share.

4. A copy of this AMENDMENT to the AGREEMENT shall be attached to and made a part of the original AGREEMENT. Any references to the "AGREEMENT" shall mean "AGREEMENT as amended."

5. All other terms and conditions of the original AGREEMENT not hereby amended shall remain in full force and effect. This document may be simultaneously executed in several counterparts, each of which shall be deemed original having identical legal effect.

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

**WASHINGTON STATE  
DEPARTMENT OF TRANSPORTATION**

**CONTRACTOR**

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

By: \_\_\_\_\_  
Authorized Representative  
Title: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_